

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - June 4, 2019 - NOON

MEETING - Committee Room, Civic Centre

Session # 12

Page

1. **Call to Order**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
 - 3.1 Session No. 11 dated May 21, 2019. 2 - 3
4. **New Business**
 - 4.1 BIA - 2019 Budget and Tax Rates. 4 - 6
5. **Information**
 - 5.1 Fire and Rescue Services - April 2019 Report. 7 - 9
6. **Adjourn / Next Meeting Date - June 18, 2019**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 11

May 21, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on May 21, 2019 from 12:01 p.m. to 12:19 p.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, A. Bisson, Deputy Treasurer and K. Lawson, Deputy Clerk

REGRETS: D. Galusha, Treasurer

1. **Call to Order 12:01 p.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - No matters identified.**
3. **Disclosure of pecuniary interest and the general nature thereof**
 - 3.1 Councillor Wendy Brunetta disclosed an interest in agenda item 6.1 stating that the NOMA Meeting and Conference Travel Expense and Per Diem was hers. She turned that Chair over to Councillor Andrew Hallikas when the matter was presented and did not participate in any discussion.
 - 3.2 Councillor Andrew Hallikas disclosed an interest in agenda item 6.2 stating that the NOMA Meeting and Conference Travel Expense and Per Diem was his. He did not participate in any discussion of the matter.
 - 3.3 Councillor Douglas Judson disclosed an interest in agenda item 6.3 stating that the NOMA Meeting and Conference Travel Expense and Per Diem was his. He did not participate in any discussion of the matter.
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 10 dated May 7, 2019.

Hallikas-Judson: Approved as presented.
5. **In-Camera - no matters identified.**

CARRIED

6. New Business

- 6.1 Councillor Wendy Brunetta - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$691.80 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Annual Meeting and Conference in Thunder Bay on April 23-26, 2019.
- 6.2 Councillor Andrew Hallikas - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$660.00 as submitted by Councillor Andrew Hallikas for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay on April 23-26, 2019.
- 6.3 Councillor Douglas Judson - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$372.00 as submitted by Councillor Douglas Judson for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay on April 23-26, 2019.
- 6.4 Radio Graduation Greetings Request.
- committee recommended receiving the advertising request from 93.1 the Border with no further action.
- 6.5 Ontario Regulation 284/09 - Budget Matters.
- A. Bisson, Deputy Treasurer provided an overview of the report. Committee recommended receiving the Ontario Regulation 284/09 disclosure report for the 2019 Operating Budget as presented.

7. Adjourn 12:19 p.m./Next Meeting Date - June 4, 2019

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: May 28, 2019

SUBJECT: BIA 2019 Budget & Tax Rates

BACKGROUND

The BIA have forwarded their 2019 Budget requirement for the purpose of levying and collection of a special charge of taxes upon the Business Improvement Area as provided for under Section 208 of the *Municipal Act, 2001*.

The BIA levy in the amount of \$45,000.00 is required by the Board of Management of the Business Improvement Area for the year 2019 as shown in Schedule "A" to support their approved budget of \$91,344.00 as submitted. The tax rates for the special charge, based on the 2019 tax ratios, are set out in Schedule "B" as attached to this report.

Schedule "A" to By-Law No. ____/19

**FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION
2019 BUDGET**

	New Account Number	Account Number	2018 Budget	2018 Actual	2019 Budget
Revenue:					
BIA Taxation - Commercial	60-180-1823-0140-40014	B-055-0140-0014	(44,634)	(44,642.73)	(45,000)
BIA Taxation - Industrial	60-180-1823-0150-40014	B-055-0150-0014	(366)	(366.30)	0
BIA Supp/Omit or Write-off	60-180-1823-0140-50014	B-055-0122-0014		803.74	
W/O Vacancy Rebates	60-180-1823-0122-50024	B-055-0122-0024	103	102.52	103
W/O Charity Rebates	60-180-1823-0122-54512	B-055-0122-4512		806.53	
Promotions Income	60-180-1823-0430-40688	B-823-0430-0688			
Transfer To/From Surplus	60-180-1823-0000-71030	B-080-0000-0000	(46,447)		(46,447)
			(91,344.00)	(43,296.24)	(91,344)
Expenditures:					
Part-time Salaries/Wages	60-180-1823-1101-60020	B-823-1101-1130	4,000	3,100.50	4,000
CPP	60-180-1823-1101-60025	B-823-1101-1123		123.11	
EI	60-180-1823-1101-60030	B-823-1101-1124		73.45	
EHT	60-180-1823-1101-60040	B-823-1101-1129		61.62	
WSIB	60-180-1823-1101-60055	B-823-1101-1122		101.12	
Telephone/Communications	60-180-1823-1200-71251	B-823-1200-1251	1,200	1,264.03	1,200
Postage	60-180-1823-1200-71252	B-823-1200-1252	50		50
Memberships	60-180-1823-1200-71260			220.30	
Office Supplies	60-180-1823-1400-71410	B-823-1400-1410	500	181.98	500
Meeting Expenses	60-180-1823-1500-71532	B-823-1500-1532	200		200
Building & Office Rent	60-180-1823-1500-71552	B-823-1500-1552	2,034	1,831.68	2,034
Advertising & Public Notice	60-180-1823-1500-71591	B-823-1500-1591	16,500	12,335.55	16,500
Social Media	60-180-1823-1500-71592	B-823-1500-1592	500		500
Events/Activities	60-180-1823-1500-71593	B-823-1500-1593	2,500		2,500
Banners & Poles	60-180-1823-1900-71902	B-823-1900-1902	2,000		2,000
Seasonal Decorations	60-180-1823-1900-71903	B-823-1900-1903	10,000	2,308.23	10,000
Future Projects	60-180-1823-1900-71906	B-823-1900-1906	31,860		31,860
Rainy Lake Market Square Project	60-180-1823-1900-71907	B-823-1900-1907	10,000	10,000.00	10,000
Soil/Plants/Trees	60-180-1823-2740-71440	B-823-2740-1440	6,000	2,845.14	6,000
Grounds Repairs/Maintenance	60-180-1823-2740-71545	B-823-2740-1545	2,000		2,000
Materials	60-180-1823-2750-71471	B-823-2750-1471	2,000		2,000
			91,344.00	34,446.71	91,344
Accumulated (Surplus)/Deficit		B-L80-0000-0000	-	(8,849.53)	0

Schedule "B" to By-Law No.____ /19

2019 BIA TAX RATES

Class	RTC/ RTQ	2019 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2019 BIA Tax Levy
Commercial	CT	9,817,845	1	9,817,845	1.967217	19,313,832	0.00458349	45,000.00
Industrial	IT	-	1	-	2.823341	-	0.00657821	-
Total		9,817,845		9,817,845		19,313,832		45,000.00

Base Rate $\frac{45,000.00}{19,313,832}$ Dollars Required
Weighted Assessment

0.002329936 Base Rate equal to tax ratio of 1



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



APRIL 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2019:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
30.3	3	2	7	0	5	2	0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
3	3	2	0	0	0	XX	0

TEAM MEMBERS RESPONDED TO 15 EMERGENCY RESPONSE CALLS DURING APRIL 2019.

Total Hours:

- **10.3 Hours** was spent on responding to emergency incidents.
- **14 Hours** was spent on public service and public education.
- **6 Hours** was spent on training.

Time of Day:

During this month, **60%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **40%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Response Calls:

There were **2 (two)** Fire Response Calls:

- **1 (one)** was cooking related (no fire).
- **1 (one)** was electrical equipment related (no fire)

Fire Prevention Inspections / Re-inspections:

7 (seven) inspections / re-inspections were completed in April, which brings our total to **58** inspections / re-inspections completed since January 1st, of this year. This low number is due in part to it being busy with public education events, courtroom paperwork, training paper work required for the Ontario College and holidays. Meanwhile, May will be a very busy month, as the vulnerable occupancy inspections and fire drills are scheduled to occur.



FIRE & RESCUE SERVICE

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APRIL 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Emergency Medical Services (EMS) Response Calls:

There were **5 (five)** Emergency Medical Services (EMS) Calls.

Fire Alarms:

There were **3 (three)** False Fire Alarm Calls.

Ice/Water Calls:

There was **1 (one)** call for an overturned canoe in the rapids by the train bridge with 2 people in the water. Upon arrival at the scene ... the 2 people had been rescued by the Koochiching County Sheriffs Department.

Meanwhile, there was **1 (one)** call, which came in as ... possibly people in the water by Rusty Myers Flying Service; it turned out to be an inflatable toy.

Training:

Training consisted of three separate 2-hour training sessions; each month a third training session is scheduled as a make-up session for members to attend who missed the previous two training sessions.

Public Fire Safety Education / Public Events / Public Service / Community Spirit / Highlights:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

In the interest of community spirit, as well as in honour of celebrating diversity ... Fort Frances Fire Chief Tyler Moffitt donned a pink shirt for International day of Pink.



Fire Chief Tyler Moffitt



FIRE & RESCUE SERVICE

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APRIL 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Meanwhile, our team members took part in the Business & Community Expo 2019 at the Fort Frances Curling Club on Friday, April 26th and on Saturday, April 27th.



Left to right: Brad Townson & Real DeGagne

As well, during the Saturday of the expo ... a few “cons” helped the Voyageur Lions Club raise approximately \$4,100 through its Jail or Bail.

Mayor June Caul and Fire Chief Tyler Moffitt were also jailed and raised money for the cause. As well, some of the funds raised will go towards the purchase of a new mammography unit for Riverside Health Care.



Fire Chief Tyler Moffitt