

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - March 3, 2020

MEETING - Committee Room, Civic Centre

Session # 4

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1. <u>Call to Order</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
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7. <u>Adjourn / Next Meeting Date - March 17, 2020</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 3

February 18, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 18, 2020 from 12:01 p.m. to 12:39 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holliday, Deputy Treasurer, J. Hughes, Information Technology Manager and K. Lawson, Deputy Clerk

1. Call to Order - 12:01 p.m.

2. Disclosure of pecuniary interest and the general nature thereof

- 2.1 Councillor D. Judson disclosed an interest in agenda item 5.1 and stated the following: This is my per diem claim for attendance at the January 2020 RRDMA meeting in LaVallee. He did not participate in any discussion of the matter when it was brought forward.

3. Approval of Previous Committee Minutes

- 3.1 Session No. 2 dated February 4, 2020.

Hallikas-Judson: Approved as presented.

CARRIED

4. Items Referred from Council

- 4.1 Rainy River Future Development Corporation Per Capita Request.
- committee recommended that the \$7.00 per capita request in the amount of \$55,685 be included in the 2020 General Operational budget.

5. New Business

- 5.1 Councillor Douglas Judson - RRDMA Annual General Meeting Per Diem.
- committee recommended approving Schedule "F" Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Douglas Judson for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

- 5.2 357/358 Applications for Tax Adjustment re: 279 Scott Street (September 27 - December 31, 2019) Roll # 5912-020-007-05700-0000.
- committee recommended approving the adjustment of 2019 taxes under Section 357/358 of the *Municipal Act* for property located at 279 Scott Street resulting from a classification change.
- 5.3 357/358 Applications for Tax Adjustment re: 130 Fifth Street East (August 1, 2018 - December 31, 2019) Roll # 5912-010-007-00900-0000.
- committee recommended approving the adjustment of 2018 and 2019 taxes under Section 357/358 of the *Municipal Act* for property located at 130 Fifth Street East resulting from an unfinished structure allowance and updating structure data.

6. Outstanding Items

- 6.1 2020 Technology Plan Timeline.
- this item will be forwarded to the Committee of the Whole Agenda as an information item.

7. Adjourn 12:39 p.m./ Next Meeting Date - March 3, 2020

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: February 24, 2020

SUBJECT: Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

BACKGROUND

At the February 24, 2020 Council Meeting the letter received from the Fort Frances Royal Canadian Legion Ladies Aux. Branch #29 requesting sponsorship for the PJs and Pearls Gala was referred to the Administration & Finance Executive Committee for recommendation.

The Gala is geared to Ladies, with the goal to raise funds to do kitchen repairs in the Legion hall and to continue to support many local community programs.

A rate sheet is enclosed for consideration of sponsorship. This is a new request this year.

PJS & PEARLS GALA

Saturday, April 4th, 2020

To be held at the Royal Canadian Legion 250 Church St. Fort Frances, On

Cocktail & Appetizer Reception 5:30 p.m.

Dinner 7:00 p.m.

Entertainment to follow

**COME OUT AND JOIN US FOR A LADIES NIGHT OUT!
ENJOY A FREE WELCOME COCKTAIL, APPETIZERS,
DINNER, SWEETS, FUN GAMES, SILENT AUCTION,
RAFFLES, PJ CONTEST & ENTERTAINMENT!**

**EARLY BIRD
DRAW:
GUESS PURSE!**

\$60.00 BEFORE MARCH 15, 2020 (INCLUDES EARLY BIRD DRAW)

\$70.00 AFTER MARCH 15, 2020

ATTIRE: WEAR YOUR CUTEST PAJAMAS & PEARLS

LIMITED SEATING

R.S.V.P. by March 27, 2020

Royal Canadian Legion Ladies Aux. Br. #29
Christina McDougall, Fundraising Committee
(807) 271-4292 • email: pcmcdougall2018@outlook.com
420 First St. E. Fort Frances, ON P9A 1K8

The Royal Canadian Legion Ladies Aux. to Br. 29

PJS & Pearls Gala

Dear Friend of the Community,

The Fort Frances Legion Ladies Auxiliary Br. #29 is starting to campaign to raise funds to do kitchen repairs in the Legion hall and to continue to support many local community programs.

As you probably know, we cater monthly suppers, banquets and many funerals in our hall, the money we make during these functions is donated back into our community. Our kitchen needs repairs and updates to continue to provide comfort and safety to our patrons and volunteers. The Royal Canadian Legion Ladies Auxiliary Br. #29 raises funds to support our local veterans, health facilities and programs, school activities, and bursaries. Also, sponsorship of the Cadets, Local and Provincial Youth sport activities, Youth summer camp programs as well as several other local charitable organizations. Unfortunately, without the support of our community, our continued assistance would not be possible. Therefore, an April event is planned to raise funds to continue to help those in need in our community, and to make necessary repairs to our kitchen.

Volunteers of the Royal Canadian Legion Ladies Auxiliary Br. #29 have come together to host an 'ALL WOMEN PJS & PEARLS GALA' fundraising dinner at the Royal Canadian Legion on April 4, 2020. As a respected member of the community, if you would like to contribute to this worthy cause, you will find an enclosed list of sponsorship opportunities created exclusively for the night of the Gala. All contributions are welcome and we would be happy to work with you to find the perfect combination of giving and/or sponsorship. Your support of this fundraiser would be greatly appreciated. Thank you for your kind consideration.

If you wish to donate and support this event or have any further questions, please contact

Dorese Harrison 807-274-0722 - Josie Miller 807-276-3293 or Giselle Calder 807-276-1320

Sincerely,

Christina McDougall
Legion Ladies Aux. Fundraising Committee
420 First St. E
Fort Frances, Ontario P9A 1K8
Phone : 807-271-4292
Email : pcmcDougall2018@outlook.com

The Royal Canadian Legion Ladies Aux. Br. #29 ***PJS & Pearls Gala***

Sponsorship OPPORTUNITIES

PEARL SPONSOR

\$1000

Includes a reserved table with your Logo/Name · (8) VIP tickets to the Gala · Public recognition in media · Logo/Name on printed materials including Programs

OYSTER SPONSOR

\$750

Includes a reserved table with your Logo/Name · (6) VIP tickets to the Gala · Public recognition in media · Logo/Name on printed materials including Programs

SILK SPONSOR

\$500

Includes (4) tickets with reserved seating to the Gala, and your Logo/Name in the event program

PJ SPONSOR

\$250

Includes (2) tickets with reserved seating to the Gala, and your Logo/Name in the event program

Other OPPORTUNITIES

SILENT AUCTION DONATION

Donate an item to be auctioned at the Gala Dinner.

We kindly ask that auction items have a min. value of \$100.00. All donated items will be prominently displayed throughout the event with a sign bearing your company name and/or logo.

PENNY TABLE DONATION

Donate an item to be used at the Gala Dinner. All donated items will be prominently displayed throughout the event with a sign bearing your company name and/or logo.

CHARITABLE DONATION

Support the Legion Ladies Aux. Br. #29 with a monetary donation

LIMITED SEATING

R.S.V.P. by March 15, 2020

Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

Christina McDougall, Fundraising Committee

(807) 271-4292 • email: pcmcdougall2018@outlook.com

420 First St. E. Fort Frances, ON P9A 1K8



The Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

PJS & Pearls Gala

R.S.V.P.

LIMITED SEATING • R.S.V.P. by March 27 , 2020

Contact/Donor Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____

Phone: _____ Numbers of Guests: _____ @\$60.00 each (BEFORE MARCH 15) = _____

@\$70.00 each (AFTER MARCH 15) = _____

(If purchasing individual tickets only)

SPONSORSHIP OPPORTUNITIES

☐ PEARLS SPONSOR \$1000

☐ SATIN SPONSOR

\$500

☐ OYSTER SPONSOR \$750

☐ PAJAMA SPONSOR

\$250

DONATION OPPORTUNITIES

☐ Monetary Donation \$ _____

☐ Silent Auction Donation _____

Description: _____

Value of donated item: \$ _____

Please mail this completed form and payment to:

Royal Canadian Legion Ladies Aux. Br. #29
c/o Christina McDougall, Fundraising Committee
420 First St. E, Fort Frances, Ontario P9A 3M5
Phone: 807-271-4292
Email: pcmcdougall2018@outlook.com

Please Note: Items to be auctioned and penny table donations can be arranged to be picked up by calling
Dorese @ 807-274-0722,
Giselle @ 276-1320 or gcalder@hotmail.com
Josie @ 807-276-3293,
but no later then March 27, 2020.

Please make cheques payable to:

Royal Canadian Legion Ladies Auxiliary Br #29

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 27, 2020
SUBJECT: Mayor June Caul– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Mayor June Caul.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	June Caul
Conference / Seminar Attended	RRDMA General Meeting
Location	Devlin, ON
Dates	Jan. 31, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan. 25/20		160.00
Amount								

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date

To be submitted to Payroll for processing when approved by Council



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



JANUARY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
40.92	5	0	16	1	2	1	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	2	0	0	0	0	1	0

TEAM MEMBERS RESPONDED TO 8 EMERGENCY RESPONSE CALLS DURING JANUARY 2020.

Total Hours:

- **11.5 Hours** or **55.72 Worker Hours** was spent on responding to emergency incidents.
- **28 Hours** or **116 Worker Hours** was spent on training.
- **1.42 Hours** was spent on Fire Drills.

Time of Day:

During this month, **88%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **12%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

16 inspections / re-inspections were completed in January. The re-inspections included multiple visits to one specific location, which involved providing advice and direction.

Fire Response Calls: **1** call, which involved a dumpster on fire. Two on duty team members responded and quickly extinguished the fire. Meanwhile, there is an update on another fire last December, which involved a natural gas fireplace; it was reported as pre-fire conditions no fire. In fact, there was a fire and the wood framing supporting the fireplace had been partially consumed with charring evidence and glowing embers were present.

Fire Alarms: **2** False Fire Alarm Calls.

Other Calls: **1** call due to a child causing damage to a fire sprinkler pipe as a result of hanging from it.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



JANUARY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

MVC (Motor Vehicle Crashes): 2 calls. 1 call in the Town of Fort Frances. Meanwhile, there was 1 call that had six team members and two of our rescue vehicles attended a serious Motor Vehicle Crash up Highway 502. Multiple extrication tools had to be utilized during this emergency response call.

EMS Calls: 2 calls. One was a First Responder Call as the Paramedics in Fort Frances were on another call and were unavailable. Our team members had to respond; the paramedics from Emo responded to this call.

Fire Drills: 1 Fire Drill was conducted at the new St. Mary School.

Training:

Two separate 2-hour training sessions were completed.

As well, I attended a Fire and Life Safety Educators course in Emo on January 24th to 26th along with two other team members: Doug Wright and Gavin Payne. Josh Colling, Fire Chief of Alberton, Chapple, Emo, and La Valle was one of the instructors along with Tim Beebe from the Office of the Ontario Fire Marshal Emergency Management. The gentlemen did an excellent job in delivering the course!

Public Fire Safety Education:

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.

This month we thank John Homer of Causeway Insurance for his continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done John!

FORT FRANCES FIRE & RESCUE SERVICE
Weekly Fire Safety Tip

**Test all your
Smoke Alarms!**
Test all smoke alarms at least once
a month. Press the test button to be
sure the alarm is working!

Causeway...
where second
opinions
become first
choices.
**John
Homer**

Causeway
General Insurance Brokers Ltd.
Affiliate of Sun Life of Canada
www.causewayinsurance.com
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