

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - April 21, 2020 - NOON

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Conference ID: 303 150 370#

MEETING - Committee Room, Civic Centre

Session No. 6

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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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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 5

April 7, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room and via Skype (virtual meeting resources) on April 7, 2020 from Noon 12:53 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, K. Lawson, Deputy Clerk

1. **Call to Order - Noon**
2. **Disclosure of pecuniary interest and the general nature thereof - No items identified**
3. **Approval of Previous Committee Minutes**

3.1 Session No. 4 dated March 3, 2020.

Hallikas-Judson: Approved as presented.

CARRIED

4. New Business

- 4.1 Changes to Municipal Accommodation Tax By-Law.
- committee recommended approval of the changes to the Municipal Accommodation Tax By-Law as laid out in the report.
- 4.2 2019 Capital Financing.
- committee recommended allocating Contributions to Capital from Reserve funds in the amount of \$281,276.49 to finance 2019 Capital Fund expenditures.
- 4.3 2019 Summary of Donation Requests.
- committee recommended allowing administration to process all advertising requests that they deem to be operational and further that all other requests will continue to come through the Committee for input.
- 4.4 Ontario Regulation 284/09 - Budget Matters.
- D. Galusha, Treasurer provided an overview of this report. Committee recommended receiving the Ontario Regulation 284/09 disclosure report for the 2020 Operating Budget as presented.

- 4.5 Financial Assistance in Response to COVID-19.
- committee recommended changing the final tax billing due dates to August 31st and September 30th, 2020. In addition, it was recommended to continue to bill Water & Sewer on schedule, but to amend By-Law 16/06 to state that during the Emergency Declaration, Section 3.16 - Notice of Disconnection will not be in force.

5. Adjourn / Next Meeting Date - April 21st, 2020

Executive Committee Chair

D. Brown, CAO

April 15, 2020

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Procedure By-law Review – Part 3

- 1) Proceedings including debate rules, order of speaking, interruptions, speaking durations should be considered and discussed to ensure that members understand the intent and clarification can be sought. Further, a review of the voting process and quorum needs to be completed.

RULES OF DEBATE

8.1 Chair – preserve order

The Mayor/Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council/Committee by any Member.

8.2 Addressing the Chair

Any Member, previous to speaking on any motion, shall indicate their desire to speak by the raised hand and shall not speak until recognized by the Chair.

8.3 Order – of speaking – determination

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions “*Through the Chair*”.

8.4 Voting – Members – seated – disturbance – prohibited

When the Chair calls for the vote on a motion, each Member shall occupy their seat and shall remain there until the Chair has declared the result of the vote, and during such time, no Members shall walk across the room to speak to any other Members or make any noise or disturbance.

8.5 Speaking – Interruption

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Chair or raise a point of order.

8.6 Point of Order – Inform Members

It shall be the duty of the Chair to inform the Members on any point of order.

8.7 Speaking – subject of debate

No Member shall speak on any subject other than the subject that is currently being debated.

8.8 Speaking – motion read – upon request

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

8.9 Speaking – duration – time limit

No Member of Council shall speak more than once to the main question and no longer than three (3) minutes on any question, except in explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

8.9.1 Speaking – duration – Council Committee - representative

Members of Council who wish to provide an update relating to Boards / Committees to which they have been appointed, shall at the appropriate time within the Agenda and upon recognition by the Chair, speak for 5-10 minutes maximum. For committees in which more than one member is appointed, only one member shall provide an update. There shall be no debate on the information provided.

8.10 Question – motion under discussion –through the Chair

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

VOTING

22.1 Chair need not vote

The Chair shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever his/her vote will affect the result – that is, he/she may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, he/she may vote either to cause or to block the attainment of the necessary two-thirds vote.

22.2 All questions – exception – disqualified

Every Member present at a meeting, with the exception to Section 22.1, when a question is put, may vote thereon unless disqualified to vote on the question.

22.3 Failure to vote – deemed negative

Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote.

22.4 Motion – simple majority – required exception

The vote required to pass a motion shall be a majority (50% +1) except as otherwise provided in this By-law or by Statute or by *Robert's Rules of Order, latest Edition*.

22.5 Equal – motion deemed negative

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative and defeated for want of a majority.

22.6 Show of hands – exception – recorded vote

The manner of determining the desire of the Council on a motion shall be by show of hands.

22.7 Recorded – by request – vote announced openly

Where a vote is taken for any purpose and a Member requests' immediately prior to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce her/his vote openly when called upon by the Clerk; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall record each vote.

22.8 Division – Separate Vote – each proposal

At the request of a Member of Council, a motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

22.9 Members not in their seat – deemed absent

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

22.10 Chair stating the question

Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.

22.11 Calculations of 2/3's vote

A two-thirds vote means that two thirds (2/3) of the votes cast determine the vote.
(example)

- A vote of 9 to 4 would satisfy a two-thirds vote because doubling 4 would give you 8 and 9 is more than 8. (or)
- Multiply 2 times the number of Members present and voting and then divide by 3.

ALWAYS round up your number.

22.12 Announcing – results

The Chair shall announce the result of every vote.

QUORUM

10.1 Call to Order – quorum present

As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Chair shall call the Members to order.

10.2 Quorum

A majority of the Members elected (50% +1) shall constitute a quorum.

10.3 Quorum – not present – time limit

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Clerk shall take down the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

10.6 Quorum – Municipal Conflict of Interest – remedy for lack

Where the number of Members who, by reason of the provisions of the ***Municipal Conflict of Interest Act***, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or Special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

- 2) The Procedural By-law should outline the process we follow for preparation, review and approval of minutes.

MINUTES

12.1 Contents – recorded by Clerk

The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

- a) The place, date and time of the meeting;
- b) The name of the presiding officer or officers and the record of the attendance of the Members.
- c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes.
- d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council.
- e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused itself from discussion or vote on the declared matter, when the subject matter is brought up for debate.
- f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

12.2 Included in Agenda

Minutes of the last regular meeting of Council, Committee of the Whole and of all Special or Emergency Council meetings held subsequent to the last regular meeting, shall be

distributed via e-mail to members of Council and listed on the agenda to be approved by Council. By prior distribution of the minutes to all Members, it is understood that the minutes have been read.

12.4 Minutes – confirmation – signing

Once the minutes have been adopted, they shall be signed by the Mayor/Chair and the Clerk.

3) By-law Review

To proactively manage this by-law review, it is desirable to set a review date. Therefore, a review of this by-law shall be performed in the year following a Municipal Election in order to maintain its accuracy and applicability. Should legislation that governs this Procedure By-law change prior to the year of a Municipal Election, the by-law shall be reviewed and revised accordingly.

Outstanding items to be discussed at a future meeting include:

- Committees
- Motions and order (including reconsideration)
- By-laws
- Vacancies / Notice of absence
- Adjournment
- Definitions



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



FEBRUARY 2020 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 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
27.85	2	0	25	0	2	3	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
4	0	0	2	1	0	2	0

TEAM MEMBERS RESPONDED TO 14 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2020.

Total Hours:

- **23.85 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on training.

Time of Day:

During this month, **79%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **21%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

9 inspections / re-inspections were completed in January. The re-inspections included multiple visits to specific locations. This brings the total to **25** inspections / re-inspections to date.

Fire Response Calls: 3 Fire Calls.

Two fire calls were cooking related, which involved burnt food.

Another significant fire involved three vehicles, which spread to a large building. Five full-time Firefighters, eight part-time Firefighters, the Fire Chief and two pumper trucks responded to the scene. Due to the quick response of firefighters, the fire was quickly knocked down, and further damage was prevented.

Meanwhile, I would like to thank all members of our team who responded to this serious fire; well done!

(CO) Carbon Monoxide / Gas Leak Calls: 1 CO call, which was in fact related to faulty heating equipment. As well, there was **1** false Natural Gas call.



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

Fire Alarms: 4 False Fire Alarm Calls.

Other Calls: 1 call due to someone stuck in an elevator, as well as 1 call due to a radio communication failure at the water tower. I would like to thank our comrade Gavin Payne for his quick response to this radio communication failure. His radio communications skills are a true compliment to the Town of For Frances Fire Rescue Service. Well done Gavin!

EMS Calls: 2 calls. Both calls were First Responder Calls, as the Paramedics in Fort Frances were on another call and were unavailable.

Hazmat Calls: 1 call. Team members delivered and set-up the Town of Fort Frances Fire Rescue Service Mobile Command Trailer 11-5 during a significant train derailment, which took place in Emo. Our command trailer provided a heated place for the rehabilitation of emergency responders. The trailer remained on the scene of the derailment for three days.



Training:

Two separate 2-hour training sessions were completed.

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.



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

This month we thank the people of Gillons Insurance for their continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done Gillons!



Team members Dave Crichton and Brad Townson travelled to Fort Garry Fire Trucks, in Winnipeg to take part in the final inspection process for the Town of Fort Frances new pumper fire truck. The final inspection went very well.





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MARCH 2020 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 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
15.17	1	0	43	0	7	2	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	1	0	2	0	0	1	0

TEAM MEMBERS RESPONDED TO ONLY 15 EMERGENCY RESPONSE CALLS DURING MARCH 2020.

Total Hours:

- **13.17 Hours** was spent on responding to emergency incidents.
- **2 Hours** was spent on training.

Time of Day:

During this month, **67%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **33%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

18 inspections / re-inspections were completed in January. The re-inspections included multiple visits to specific locations. This brings the total to **43** inspections / re-inspections up to March 13, 2020; this is when fire prevention inspections were suspended as per the COVID-19 pandemic.

Fire Response Calls: 2 Fire Calls.

One fire call was a hydro pole fire.

Another significant fire involved an attached garage. Every full-time firefighter who was in town, two-fill-in relief part-time firefighters, the Fire Chief, and two pumper trucks responded to the scene.

Due to the limited response of part-time firefighters, the International Falls duty officer was contacted and was informed to be on stand-by.

As well, due to the quick response of our team members, the fire was quickly knocked down, and was contained to just the attached garage. Once again, history has shown the advantage of having a fulltime fire rescue service on duty 24/7. Thanks goes out to all team members who responded. Well done!



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

Fire Alarms: 2 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 2 False CO Calls.

Other Calls: 1 call from EMS to access an apartment complex utilizing the fire rescue service lockbox key system.

MVC (Motor Vehicle Crashes): 1 call in the Town of Fort Frances.

EMS Calls: 7 calls.

Training:

One separate 2-hour training sessions was completed.

As well, the results of the Fire and Life Safety Educators course, which was held in Emo on January 24th to 26th have come back. Doug Wright, Gavin Payne, and I (Tyler Moffitt) officially obtained NFPA 1035 Fire & Life Safety Educator Level 1 certification. I extend my congratulations to Doug and Gavin ... well done!

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.

Town of Fort Frances new Pumper Fire Truck:

Our community's new pumper fire truck became ready for delivery back in March. Eventually our new addition will be delivered sometime in the near future. Meanwhile, there is a bit of history, which was included on the town's new 2019 model Spartan Metro-Star Pumper Fire Truck. This truck was manufactured in Winnipeg at Fort Garry Fire Trucks.

The historic Q-Siren, which has been heard throughout the Town of Fort Frances since 1977 is mounted on top of the left bumper of our new pumper fire truck. This siren has previously sat on two other Fort Frances pumper fire trucks. It first arrived during the fall of 1977 and was installed on our town's former Pierreville – Thibault pumper fire truck (1975 Ford Chassis). In 2008, it was installed on our town's Spartan Furion pumper fire truck.



2019 Spartan Metro Star



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

COVID-19 PANDEMIC RESPONSE

The following is a summary of the actions taken after the **World Health Organization** announced **COVID-19** as a pandemic.

March 11, 2020 (Day1)

World Health Organization declares COVID-19 as a pandemic.

March 12, 2020 (Day2)

Fort Frances Fire Rescue Service **WILL NOT** be responding to **ANY** positive hits, which are FREI positive or FREI positive plus travel history. **FREI = Febrile (Fever Respirator & Enteric (Related /Affecting Intestines) Illness.**

This new protocol is due in part of not having the required PPE, which the Paramedic Service has. We will respond to all other Tiered Response Calls as per the current agreement, which is in place with the Rainy River District Paramedic Services.

March 13, 2020 (Day 3)

The Fort Frances Fire Hall is Restricted Access.

As well, all fire safety inspections, public fire safety events (firehall tours etc.) and fire practices have been suspended; this is in the interest of physical distancing, as well as health and safety.

Currently, permitting local Fire Services to drop off air cylinders for re-filling. As well, permitting freight delivers. These items will sit untouched for 4-days. COVID-19 Protocols are in place and posted on the fire hall front door.

March 16, 2020 (Day 6)

MECG (Municipal Emergency Control Group) meeting in Civic Centre Committee Room at 8:30 AM. Decision made to close all town facilities and make accommodations for those that can work from home.

Fire Chief establishes an office at his residence. As well, only one fulltime firefighter permitted to be on shift at any given time.; the other one scheduled will be available to respond from their residence.

March 19, 2020 (Day 9)

Declaration of Emergency at 1404 pm (time) due to the Health Emergency (COVID-19). A Fax was sent to PEOC Duty Officer @ 416-314-0407.

March 30, 2020 (Day 20)

Advertised the annual notice regarding **Open-Air Burning** not permitted April 1 through October 31 in the Town of Fort Frances. I decided to prohibit the burning of all brush, wood piles, fields, leaves, and grass throughout the Town of Fort Frances. **Note:** Last year, there was an exception for the rural properties north of eight street and situated on McIrvine Road and Frog Creek Road. Meanwhile, exceptions for the start of the month of April was to allow a small confined fire used to cook food on a grill or a barbecue. A well, at the time ... a fire pit was permitted.