

# TOWN OF FORT FRANCES

## AGENDA - June 22, 2020

### MEETING - Council Chambers , Civic Centre

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1. **COUNCIL MEETING**

(Session No. 043) to immediately follow the Committee of the Whole

1.1 Call to Order

1.2 ~~Prayer~~ Silent Meditation

1.3 Non-agenda items identified to be considered later in this meeting

1.4 Disclosure of pecuniary interest and the general nature thereof.

2. **Delegations/Deputations:**

2.1 Presentation by Jamie Petrin and Peggy Loyie on behalf of the Fort Frances Homelessness Committee re: request representation

3

2.2 Presentation by Sarah & Paul Noonan on behalf of La Place Rendezvous re: Development at Shevlin Woodyard

4 - 9

3. **Consent Agenda:**

3.1 Items Referred from Committee of the Whole

3.2 Letter dated June 12, 202 from K. Trimble re: Resignation from Downtown BIA Board

10

- will be received with thanks for contribution.

4. **Approval of Council Minutes: \***

4.1 Session No. 042 dated June 8, 2020

5. **Approval of Committee of the Whole Minutes: \***

5.1 Session No. 043 dated June 8, 2020

6. **Resolutions from tonight's Committee meeting**

7. **By-Laws:**

7.1 By-law 09/15-E being a by-law to authorize an extension to a license agreement with the Minister of Government and Consumer Services for purposes of leasing storage space at the airport garage.

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7.2 By-law 30/20 being a by-law to authorize the signing of a collective agreement with the Fort Frances Professional Firefighters Association.

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7.3 By-law 31/20 being a by-law to authorize the levying and collection of a special charge of taxes upon the Business Improvement Area as provided in the Municipal Act, 2001.	34 - 37
<b>8. <u>Information Correspondence:</u></b>	
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8.2 Email from Ministry of Municipal Affairs and Housing re: File #59-T-201228 - Rice Bay, Rainy Lake, Watten Township, Rainy River District (Notice - Application for Plan of Subdivision)	40 - 41
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9.4 Fort Frances Municipal Non-Profit Housing Corporation - 2019 minutes (March, June, September and December)	47 - 55
9.5 Downtown BIA - March 10, 2020	56 - 58
<b>10. <u>Non-agenda Items</u></b>	
<b>11. <u>In-Camera:</u></b>	
11.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Expression of Interest	
<b>12. <u>Public Session Resumes in Council Chambers:</u></b>	
<b>13. <u>ADJOURNMENT</u></b>	
<b>14. <u>* Previously distributed to Council</u></b>	
<b>15. <u>** Items can be viewed by contacting the Clerk</u></b>	



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June 10, 2020

Attention: Mayor and Members of Council  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Mayor Caul and Members of Council,

I am writing to you on behalf of the Fort Frances Homelessness Committee. We are a group of front-line representatives from organizations spanning social services including education, justice, housing, victim services, health, mental health and cultural services. Our goal as a group is to find solutions to homelessness in Fort Frances and the surrounding area. We are a very active group, and have accomplished much in the past couple of years including being instrumental in opening the first homeless cold weather overnight warming centre in the history of Fort Frances.

I am requesting to appear in front of Town Council along with a member of the Fort Frances Homelessness Committee, Peggy Loyie, at the upcoming meeting on June 22, 2020 to provide education on our activities since our inception in 2017. Additionally, we are seeking a member of council to attend our committee meetings in an advisory capacity as our group continues to press forward in addressing homelessness in our area. It is our hope that this partnership will allow our group to continue its work in coordinating services to provide support and solutions to individuals experiencing homelessness.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Petrin".

Jamie Petrin, Co-Chair  
*Fort Frances Homelessness Committee*

**From:** [Sarah Noonan](#)  
**To:** [Lisa Slomke](#)  
**Subject:** [External] Request to present to council  
**Date:** Thursday, June 18, 2020 11:44:35 AM  
**Attachments:** [DataforTown.pdf](#)

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**[EXTERNAL]** Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to [support@fortfrances.ca](mailto:support@fortfrances.ca).

Hello Lisa,

Please accept this email as a request to present to Town Council on Monday June 22, 2020. Attached is some data as reference material that we will speak to further when presenting in our request to have the Conference Hotel concept removed the Shevlin Wood Yard Proposal.

I will also call you now to ensure this email covers our request.

Thank you,

**Sarah Noonan**

General Manager

La Place Rendez-Vous

[www.rendezvoushotel.com](http://www.rendezvoushotel.com)

1-800-544-9435

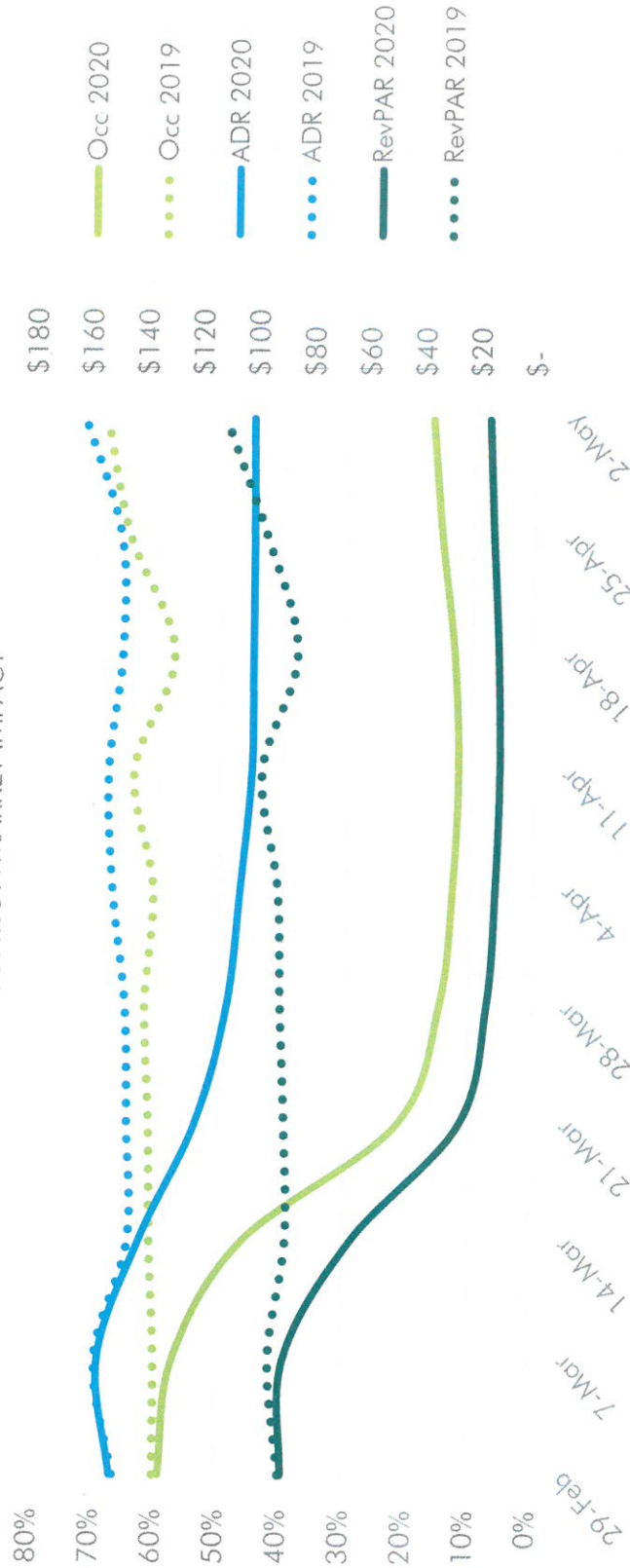
807 274-9811



# 2020 YTD NATIONAL PERFORMANCE

CBRE HOTELS  
The World's Leading Hotel Experts

COVID-19 NATIONAL ACCOMMODATION MARKET IMPACT



Source: STR

Source: CBRE Hotels' Trends in the Hotel Industry National Market with reproduction and use of information subject to CBRE Limited Disclaimer | Terms of Use as detailed at <https://www.cbre.com/en/mid-east-services/business-line/valuation-and-advisory-services/hotel-valuation-and-advisory-services-disclaimer>

	Vous	Copper	Super 8	NEW HOTEL	TOTAL OCC %	TOTAL ROOMS NOT BOOKED
2018	55.21%	54.15%	75.26%		61.54%	
2019	51.87%	56.17%	69.89%		59.31%	32,526
4 Hotel Projection	30.85%	35.76%	52.92%	65.00%	46.13%	55,842
Total # of Rooms						
Per Hotel	67	69	83		219	79,935
Add new hotel	67	69	83	65	284	103,660
	219					23,725
						Total Room Nights Available

				TOTAL ROOM NIGHTS AVAILABLE PER YEAR
2018	Vous	Copper	Super 8	TOTAL OCC %
	2018	55.21%	54.15%	
2019	2019	51.87%	56.17%	61.54%
2020	2020	25.69%	31.97%	59.31%
5 MONTHS OF 2020	5 MONTHS OF 2020	25.69%	31.97%	35.13%
				27,828
				29,293
				21,296

Occ % from Vous, Copper, Super 8					Occ % From		Difference		Estimated Overstated	
2019		2019			Town Report				Room Nights	
50.89%		55.00%		4.11%					274	
48.44%		59.00%		10.56%					704	
50.79%		60.00%		9.21%					613	
52.89%		59.00%		6.11%					407	
66.19%		72.00%		5.81%					387	
80.90%		89.00%		8.10%					540	
75.24%		85.00%		9.76%					650	
79.34%		87.00%		7.66%					510	
63.30%		76.00%		12.70%					846	
61.33%		72.00%		10.67%					711	
50.82%		65.00%		14.18%					944	
31.60%		41.00%		9.40%					626	
59.31%		68.33%		9.02%					7,212	

A few improvement stats:

1 In 2019, La Place Rendez-Vous had 17 dates at 100% occupancy, 13 of which were in May and June.

For 6 months (Nov-April) we experience no dates of 100% and significantly lower occupancy rates

2 We have invested over \$350,000 to renovate 14 hotel rooms this year

3 2018 we re-paved our parking lot for a cost of \$170,000

4 In past few years we have upgraded public bathrooms and other upgrades worth over \$200,000

As of this date, we have lost over 1 million dollars in revenue due to the COVID-19 impact

June 12, 2020

To Whom it May Concern,

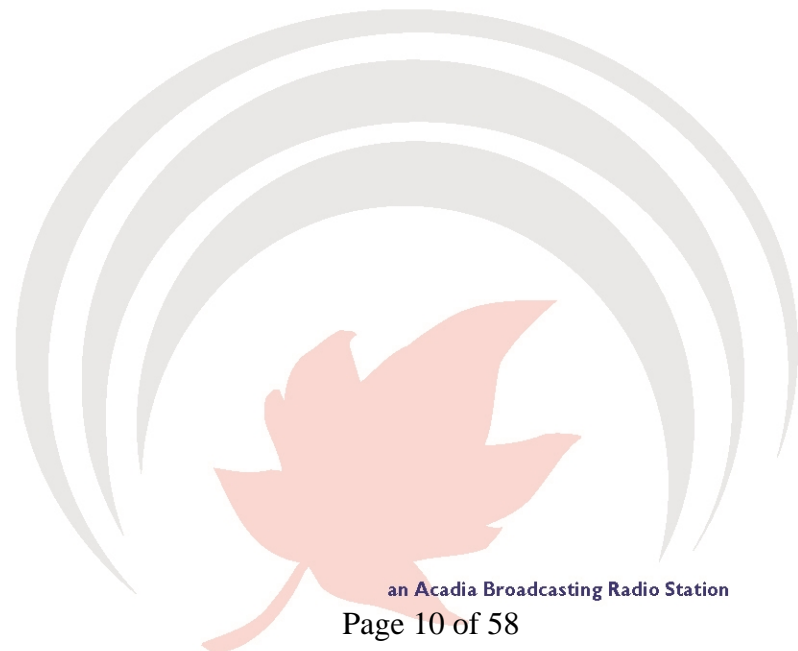
This letter is to notify the Town of Fort Frances and the B.I.A. of my resignation from the B.I.A Board of Directors, effective immediately.

My family and I will be relocating back to Southern Ontario.

Thank you for having me aboard and I wish you continued progress and success with the downtown area.

Sincerely,

Katy Trimble  
Advertising Consultant  
93.1 the Border (CFOB)



**TOWN OF FORT FRANCES**

**BY-LAW NO. 09/15 - E**

(Being a by-law to authorize an extension to a license agreement with the Minister of Government and Consumer Services for purposes of leasing storage space at the airport garage)

WHEREAS on June 8, 2020, Council approved a report from T. Rob, Manager of Operations & Facilities recommended by the Operations and Facilities Executive Committee to approve an extension to the license agreement with the Minister of Government and Consumer Services (Provincial Government – MNRF) for the Rental of One Bay in the Airport Maintenance Garage.

**NOW THEREFORE** the Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** as follows:

- 1. That the license agreement with the Minister of Government and Consumer Services, in the form of Schedule “A” attached to this by-law be approved for the Clerk to sign and affix the Corporate Seal thereto.

This By-Law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 22<sup>nd</sup> day of June 2020.

\_\_\_\_\_  
J. Caul, Mayor

\_\_\_\_\_  
E. Slomke, Clerk

**SIXTH LICENCE EXTENSION AND AMENDING AGREEMENT**

**THIS LICENCE** made in duplicate as of November 1, 2020.

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF FORT FRANCES**

(the “**Licensor**”)

- and -

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
MINISTER OF GOVERNMENT AND CONSUMER SERVICES**

(the “**Licensee**”)

**WHEREAS:**

- A. By a licence agreement dated February 15, 2015, (the “Original Licence”), the Licensor did license unto Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure (“MEDEI”) for a term of three (3) months commencing on February 15, 2015 and ending on May 14, 2015 (the “Original Term”), the premises more particularly described as eight hundred (800) square feet as set out in Schedule “C” attached thereto (the “Licensed Premises”), in the building municipally known as 1300 Frog Creek Road (the “Building”), in the unorganized township of Miscampbell, also in the Town of Fort Frances, in the Province of Ontario (the “Lands”), as more particularly described in Schedule “A” attached thereto, in addition to other terms and conditions as set out therein.
- B. By a licence extension and amending agreement dated November 1, 2015 (the “First Licence Extension and Amending Agreement”), the Licensor and the MEDEI agreed to extend the Original Term in accordance with the terms of the Original Licence, with an extension term commencing on January 1, 2016 and expiring on March 31, 2016 (the “First Extension Term”), in addition to other terms and conditions as set out therein.
- C. Pursuant to the terms of the First Licence Extension and Amending Agreement, the MEDEI was entitled to extend the First Extension Term for three (3) additional terms of five (5) months each.
- D. The MEDEI exercised its right to extend the First Extension Term by a second licence extension and amending agreement dated November 1, 2016 (the “Second Licence Extension and Amending Agreement”) with an extension term commencing on November 1, 2016 and expiring on March 31, 2017 (the “Second Extension Term”), in addition to other terms and conditions as set out therein.
- E. Pursuant to the terms of the Second Licence Extension and Amending Agreement, the MEDEI was entitled to extend the Second Extension Term for one (1) additional term of five (5) months.
- F. By Order in Council No. 1342/2016, approved and ordered September 14, 2016, all of the powers and duties previously assigned and transferred to the MEDEI under Order in Council No. 219/2015 in respect of infrastructure and other matters are assigned and transferred to the MOI.
- G. The MOI exercised its right to extend the Second Extension Term by a third licence extension and amending agreement dated November 1, 2017 (the “Third Licence Extension and Amending Agreement”) with an extension term commencing on November 1, 2017 and expiring on March 31, 2018 (the “Third Extension Term”), in addition to other terms and conditions as set out therein.



- H. Pursuant to the terms of the Third Licence Extension and Amending Agreement, the MEDEI was entitled to extend the Third Extension Term for two (2) additional terms of five (5) months each.
- I. The MOI exercised its right to extend the Third Extension Term by a fourth licence extension and amending agreement dated November 1, 2018 (the “Fourth Licence Extension and Amending Agreement”) with an extension term commencing on November 1, 2018 and expiring on March 31, 2019 (the “Fourth Extension Term”), in addition to other terms and conditions as set out therein.
- J. Pursuant to the terms of the Fourth Licence Extension and Amending Agreement, the MOI was entitled to extend the Fourth Extension Term for three (3) additional terms of five (5) months each, and the parties agreed that the three (3) additional options to extend the Fourth Extension Term would supersede any remaining options to extend contained in the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement and the Third Licence Extension and Amending Agreement.
- K. By Order in Council No. 1152/2018, approved and ordered October 22, 2018, certain responsibilities in respect of government property under the *Ministry of Infrastructure Act*, 2011, S.O. 2011, c. 9, Sched. 27 and other responsibilities were assigned and transferred from the MOI to the Minister of Government and Consumer Services.
- L. The Licensee exercised its first right to extend the Fourth Extension Term by a fifth licence extension and amending agreement dated November 1, 2019 (the “Fifth Licence Extension and Amending Agreement”) with an extension term commencing on November 1, 2019 and expiring on March 31, 2020 (the “Fifth Extension Term”), in addition to other terms and conditions as set out therein.
- M. Pursuant to the terms of the Fifth Licence Extension and Amending Agreement, the Licensee was entitled to extend the Fifth Extension Term for one (1) additional terms of five (5) months.
- N. By a letter dated January 30, 2020, the Licensee exercised its right to extend the Fifth Extension Term in accordance with the terms of the Fifth Licence Extension and Amending Agreement, with an extension term commencing on November 1, 2020 and expiring on March 31, 2021 (the “Sixth Extension Term”).
- O. The Original Licence, the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement, the Third Licence Extension and Amending Agreement, the Fourth Licence Extension and Amending Agreement, the Fifth Licence Extension and Amending Agreement and this sixth licence extension and amending agreement (the “**Sixth Licence Extension and Amending Agreement**”) are hereinafter collectively referred to as the “**Licence**”, except as specifically set out herein.
- P. The parties have agreed to extend and amend the Licence on the following terms and conditions:

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT** in consideration of the sum of Two Dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The parties hereto confirm that the foregoing recitals are true in substance and in fact.
2. The Licence is hereby extended for a further term of five (5) months commencing on November 1, 2020 and ending on March 31, 2021 (the “**Sixth Extension Term**”), at an annual licence fee of Seven Thousand, One Hundred and Seventeen Dollars and Fifty Cents (\$7,117.50) (the “**Licence Fee**”), payable in advance in equal monthly instalments of One Thousand, Four Hundred and Twenty-Three Dollars and Fifty Cents (\$1,423.50) on the first day of each month during the Sixth Extension Term.

The annual Licence Fee is based on sixty-five (65) days of use per annum (being three (3) days of use per week) at a rate of One Hundred and Nine Dollars and Fifty Cents (\$109.50) per day. Any additional days of use will be paid for by the Licensee at the above-mentioned

daily rate upon receipt of an invoice from the Licensor for such additional use, such invoice to be issued once a year at the end of the calendar year in which such charges were incurred.

Any additional days are to be invoiced to the following:

Ministry of Natural Resources and Forestry  
300 Water Street, 3<sup>rd</sup> Floor N  
Peterborough, Ontario K9J 8M5  
Attention: Facilities Manager

3. The Licensee shall continue to have the right to terminate this Licence at any time, by giving the Licensor not less than fourteen (14) days' prior written notice of termination without penalty, compensation, damages or bonus.

In the event the Licensee exercises such right of termination, the Licensor shall promptly refund the Licensee any prepaid Licence Fee with respect to the period following the effective date of the early termination, calculated on a pro rata basis based on the remaining number of days in the current licence period.

4. The extension contemplated pursuant to this Licence is subject to all the covenants and agreements contained in the Licence, as amended, renewed and extended from time to time, save and except:

- (a) The Licensee shall be entitled to extend the Licence for one (1) further term of five (5) months (the "**Further Extension Term**"). The Further Extension Term shall be upon the same terms and conditions of the Licence except that there shall be no further right of extension and except for the Licence Fee, which shall for the Further Extension Term be based upon the market licence rate as determined by the parties as of the date which is not less than sixty (60) days prior to the commencement of the Further Extension Term, or failing such agreement, by arbitration in accordance with the Arbitration Act, 1991, S.O. 1991, c.17, as amended, or any successor act. The Licensee shall give written notice to the Licensor of its extension of this Licence not less than sixty (60) days prior to the end of the Sixth Extension Term or Further Extension Term, as the case may be.

The Licensor and Licensee acknowledge and agree that the extension right granted in subsection 4(a) of this Sixth Licence Extension and Amending Agreement shall be granted in addition to the two (2) remaining extension rights contained in the Fourth Licence Extension and Amending Agreement and the two (2) remaining extension rights shall continue to survive and remain in full force and effect, for a total of three (3) extension rights.

- (b) Section 7.13, Notices, of the Original Licence is hereby amended to provide the following addresses for notice to the Licensee:

Ontario Infrastructure and Lands Corporation  
3767 Highway 69 South, Suite 9  
Sudbury, Ontario P3G 0A7  
Attention: Vice President, Asset Management  
Fax: (705) 564-7570

With a copy to:

Ontario Infrastructure and Lands Corporation  
1 Dundas Street West, Suite 2000  
Toronto, Ontario M5G 1Z3  
Attention: Director, Legal (Leasing and Contract Management)  
Fax: (416) 327-3376

And an additional copy to:

CBRE Limited  
18 King Street East, Suite 1100

Toronto, Ontario M5C 1C4

Attention: Global Workplace Solutions – Director, Lease Administration – OILC

Fax: (416) 775-3989

## 5. GENERAL

- (a) The Licensor and the Licensee hereby mutually covenant and agree that during the Sixth Extension Term they shall each perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Licence.
- (b) The Licensor and any of its successors, assigns, directors, officers, employees, agents, servants, and representatives shall not engage in any activity where such activity creates a conflict of interest, actual or potential, in the sole opinion of the Licensee, with the Licence or the exercise of any of the rights or obligations of the Licensor hereunder. The Licensor shall disclose to the Licensee in writing and without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

For clarification, a “conflict of interest” means, in relation to the performance of its contractual obligations pursuant to this Licence, the Licensor's other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations pursuant to this Licence.

- (c) Except as otherwise specifically provided in this Sixth Licence Extension and Amending Agreement, all words and expressions used in the Original Licence, as extended and amended, shall apply to and be read as applicable to the provisions of this Licence.
- (d) The provisions of this Licence shall be interpreted and governed by the laws of the Province of Ontario.
- (e) The Licensor acknowledges and agrees that the commercial and financial information in the Licence is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, as amended and the Open Data Directive as amended. This acknowledgement shall not be construed as a waiver of any right to object to the release of the Licence or of any information or documents.
- (f) This Licence shall be binding upon and enure to the benefit of the administrators, successors and/or assigns of the respective parties hereto.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

6. This Licence shall not be binding upon the Licensee until it has been executed by or on behalf of the Licensee.

**EXECUTED** by each of the parties hereto under seal on the dates written below.

**SIGNED, SEALED AND DELIVERED**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

**THE CORPORATION OF THE TOWN  
OF FORT FRANCES**

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

**HER MAJESTY THE QUEEN IN RIGHT  
OF ONTARIO AS REPRESENTED BY  
THE MINISTER OF GOVERNMENT  
AND CONSUMER SERVICES, AS  
REPRESENTED BY ONTARIO  
INFRASTRUCTURE AND LANDS  
CORPORATION**

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

TOWN OF FORT FRANCES

BY-LAW NO. xx/20

(Being a by-law to authorize the signing of a collective agreement with the Fort Frances Professional Firefighters Association - the *Municipal Act, 2001*, R.S.O. 2001, c.25)

WHEREAS on June 8, 2020, Council approved a report from J. Forbes, Human Resources Manager thereby ratifying terms of a new collective agreement with FFPFFA - for a four-year term ending December 31, 2023;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the agreement between the Corporation of the Town of Fort Frances and the Fort Frances Professional Fire Fighters Association for the term January 1, 2020 to December 31, 2023, in the form of Schedule “A” attached hereto and forming part of this by-law, be and the same is hereby approved by Council.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 22<sup>nd</sup> day of June 2020.

\_\_\_\_\_  
J. Caul, Mayor

\_\_\_\_\_  
E. Slomke, Clerk

**COLLECTIVE AGREEMENT**

**BETWEEN**

---

**THE CORPORATION OF THE TOWN OF FORT FRANCES**



**AND**

**THE FORT FRANCES PROFESSIONAL FIREFIGHTERS ASSOCIATION**



**TERM: JANUARY 1, 2020 – DECEMBER 31, 2023**

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**MEMORANDUM OF AGREEMENT** made this \_\_\_\_<sup>th</sup> day of June 2020

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF FORT FRANCES**

Hereinafter called the "**EMPLOYER** "

Of the First Part, -and -

**THE FORT FRANCES FIRE FIGHTERS ASSOCIATION**

Hereinafter called the "**ASSOCIATION**"

Of the Second Part

**WHEREAS** the parties hereto have agreed to enter into these presents for the purpose of more effectually defining duties, privileges, working conditions and remuneration, and to establish the best possible working conditions so as to develop and maintain a spirit of cooperation between the Employer and the Association and to promote and establish an efficient Fire Department.

**NOW THEREFORE THIS AGREEMENT WITNESSETH:**

#### **ARTICLE 1 - RECOGNITION**

- a) The Employer recognizes the Association as the exclusive bargaining agent for all permanent employees of the Fort Frances Fire Department with the exception of the Chief and this Agreement shall be applicable to all such employees.
- b) All employees of the Fort Frances Fire Department who are now members of the said Fort Frances Fire Fighters Association shall remain members of the said local Association in good standing as a condition of continued employment. All new employees of the said Fire Department shall become members of the Fort Frances Fire Fighters Association upon immediate employment and shall continue their membership in good standing in the said local Association as a condition of continued employment.

Termination of any fire fighter shall be in accordance with Part IX section 44 of the FPPA, RSO. 1997 and provisions of the Employment Standards Act.

- c) The employer agrees to deduct Association Contributions from each employee's salary each month and send the amount so deducted to the Secretary of the Association.

#### **ARTICLE 2 - DISCRIMINATION AND COERCION**

- a) There shall be no discrimination against any employee because of the employee's membership in the Association or by virtue of their holding office in the Association.
- b) Provisions of this Agreement shall be applied to all employees without discrimination.



**ARTICLE 3 - HOURS OF WORK**

- a) The hours of work shall be forty-two (42) hours per week based on a twelve (12) hour shift or in a form agreed upon in writing by the Fire Chief and Association.
- b) The shifts on duty shall be scheduled to commence at 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m. A working day shall be from 7:00 a.m. to 7:00 a.m. the next day or in a form agreed upon in writing by the Fire Chief and the Association.
- c) Any continuous time worked more than twelve (12) hours after any working shift shall be worked at the rate of time and one half (1½) with a minimum of one (1) hour pay.
- d) Association members will take a minimum of fifty (50) percent of all overtime as lieu time at time and one half (1.5) to a maximum of 84 hours. The remainder will be taken as pay at time and one half (1.5). Time off taken will not create additional overtime. At least one half of the Accumulated Lieu Time as at December 31<sup>st</sup> shall be booked prior to January 31 of the following year.
- e) The shifts on duty shall alternate in a form agreed upon by the Fire Chief and Association.

**ARTICLE 4 - VACATIONS**

- a)
  - (i) Less than one (1) years' employment - 1/6 of a week per month to a maximum of two (2) weeks;
  - (ii) One (1) or more years of service, but less than three (3) years - two (2) weeks;
  - (iii) Three (3) or more years of service, but less than nine (9) years - three (3) weeks;
  - (iv) Nine (9) or more years of service, but less than seventeen (17) years - four (4) weeks;
  - (v) Seventeen (17) or more years of service, but less than twenty five years (25) - five (5) weeks;
  - (vi) After twenty-five (25) years of service - six (6) weeks, and one (1) additional floating holiday.
  - (vii) After twenty-eight (28) years of service – seven (7) weeks.
- b) All vacations shall be on calendar year basis.
- c) One week vacation is defined as forty-two (42) hours.
- d) Vacation periods shall be taken on a system agreed upon by the Fire Chief and the Association.
- e) No vacation time shall be lost by any employee as a result of an accident or occupational illness incurred as resulting from the performance of duty.
- f) Employees shall take all cumulated vacation time prior to their normal retirement date.

- g) When an employee is absent from work on any leave of absence without pay (excluding Pregnancy / Parental leave as defined in the Employment Standards Act) in excess of 30 calendar days (120 calendar days for employees collecting short term disability benefits), the employee's vacation and vacation pay will be pro-rated in accordance with the amount of time worked.
- h) An employee who is entitled to receive an additional week of paid vacation as per Article 4 (a) shall be entitled to said week at the beginning of the calendar year in which the employee would receive it.

## **ARTICLE 5 - STATUTORY HOLIDAYS**

- a) Members shall be granted eleven (11) shifts pay (132 hours), at straight time for statutory holidays. In no event shall the member be granted or be allowed a time-off option in lieu of eleven (11) shifts pay. This amount shall be paid on the first payday in December.

The aforementioned statutory holidays shall comprise:

- |                   |                     |
|-------------------|---------------------|
| 1. New Year's Day | 6. Thanksgiving Day |
| 2. Good Friday    | 7. Christmas Day    |
| 3. Victoria Day   | 8. Boxing Day       |
| 4. Canada Day     | 9. Civic Holiday    |
| 5. Labour Day     | 10. Remembrance Day |
|                   | 11. Family Day      |

As well as any holiday proclaimed by the Federal or Provincial government as a Federal or Provincial Holiday.

- b) A member shall also be entitled to two (2) floating holidays (two (2) twelve (12) hour shifts) when mutually arranged and agreed upon by the Fire Chief and employee.

## **ARTICLE 6 - SALARIES**

### **Classification:**

		1.9%	1.9%	2%	2%
Classification	Percentage of 1st Class	01-Jan-20	01-Jan-21	01-Jan-22	01-Jan-23
Captain	110%	\$100,957	\$102,875	\$104,933	\$107,032
1st Class	100%	\$91,779	\$93,523	\$95,394	\$97,301
2nd Class	90%	\$82,601	\$84,171	\$85,854	\$87,571
3rd Class	80%	\$73,423	\$74,818	\$76,315	\$77,841
4th Class	70%	\$64,246	\$65,466	\$66,775	\$68,111
5th Class	60%	\$55,068	\$56,114	\$57,236	\$58,381

- a) Should an employee be temporarily required to execute the duties of a rank higher than their regular position, they should be paid according to the rate of pay for such rank for the period so employed.
- b) Effective January 1, 2013, any new employee will work at the classification of their rank, and progress through the rank structure as identified in 6d), subject to appropriate service and testing as identified by the Fire Chief.
- c) Subject to the prior clause, fire fighters achieving First Class status will be eligible to write for a Captains position after one year of service at the rank of First Class. This will make them eligible to fill a vacancy when one becomes available.
- d) After service satisfactory to the Council of the Town of Fort Frances and the Chief of the Fire Department for twelve (12) calendar months, a Probationary Fire Fighter shall be entitled to the rank and pay of a Fourth Class Fire Fighter. After a further twelve (12) months of satisfactory service as aforesaid, they shall be entitled to the rank and pay of a Third Class Fire Fighter. After a further twelve (12) months of satisfactory service as aforesaid, they shall be entitled to the rank and pay of a Second Class Fire Fighter. After a further twelve (12) months of satisfactory service as aforesaid, they shall be entitled to the rank and pay of a First Class Fire Fighter.
- e) Subject to the prior clause, fire fighters achieving First Class status will be eligible to write for a Captain position after one year of service at the rank of First Class. Seventy Percent on all components will be considered a qualification mark (or as required by the province). Upon successful qualification, the Fire Fighter will be eligible to fill a vacant Captain position and will be placed on a promotional list and Captain vacancies will be filled from that list on the basis of seniority. There shall be a trial period of six (6) months to determine the suitability of a First Class Fire Fighter for the position of Captain. During said trial period, the incumbent Captain may elect to voluntarily vacate the position of Captain and thus be demoted to the position of First Class Fire Fighter without damage or loss; and during said probationary period, the incumbent Captain may be demoted to the position of First Class Fire Fighter by the employer without recourse to the grievance procedure if he/she has not demonstrated the ability to meet the performance standard for the position of Captain.
- f) All employees' payroll cheques shall be directly deposited into their bank accounts.

#### **ARTICLE 7 - SICK LEAVE**

- a) Cumulative sick leave benefit for permanent employees shall accumulate at the rate twelve (12) hours per month of work to an absolute limit of six (6) shifts (72 hours). Sick time shall accumulate only while an employee is actually at work.

Permanent employees shall be permitted to carry the unused portion of sick leave from year to year to an absolute limit of six (6) shifts (72 hours). Balances on record are not vested and have no buy out value at termination of employment.

Sick leave days may be used to offset the waiting period(s) under the Weekly Indemnity Plan.

b) Weekly Indemnity Insurance/Long Term Disability Insurance coverage:

The Corporation will pay the premium costs plus applicable taxes for Weekly Indemnity Insurance and for Long Term Disability Insurance for all regular full time employees. A description of some of the terms and conditions of such insured plans are set out below for informational purposes only:

1. Weekly Indemnity Insurance Coverage of: 1st day hospital; 1st day accident; 5th day of sickness; 75% weekly earnings, maximum of \$1400.00 weekly; 17 week duration of 120 days; and
2. Long Term Disability Insurance Coverage of: starts 121st day; 75% of earnings, maximum \$4400 monthly; 2 year own occupation; primary C.P.P. carve out only, payable to age 60 or earlier recovery.

The Corporation also reserves the right to change the carrier of any of the benefit plans provided that the level of benefit coverage is not decreased. Notice of such change of carrier will be communicated to the Association prior to the change.

Only for purposes of receiving weekly 'indemnity insurance benefits and long-term disability insurance benefits pursuant to Article 7(b), the pay for Fire Fighters will be deemed to have been calculated and paid biweekly on a 42 hour work week (2184/annum) on a seven day a week basis or 6 hours per day.

## **ARTICLE 8 - MEDICAL, HOSPITAL AND LIFE INSURANCE BENEFITS**

The Corporation agrees to pay:

a) Life Insurance and Accidental Death & Dismemberment Coverage

One hundred percent (100%) of the cost of premiums for Life Insurance and AD&D coverage that will include the following coverage: Employee one hundred thousand dollars (\$100,000); spouse five thousand dollars (\$5,000); each dependent two thousand five hundred dollars (\$2500); AD&D coverage is equal to the Employee Basic Life Coverage.

b) Dental

One hundred percent (100%) of the cost of premiums for dental plan equivalency of Blue Cross No. 9 with rider three (3); riders two (2) and four (4) - one thousand five hundred dollars (\$1500) maximum per year; current fee guide; 9 month recall.

c) Extended Health Care

One hundred percent (100%) of the premium cost for an Extended Health program that will include the following coverage:

- i) Covered Services & Supplies at 100% reimbursement (annual deductible Single \$10 / Family \$20). The Corporation agrees to pay 100% of the monthly cost of coverage for Professional Services to an annual maximum of \$400.00 per each of the following services: Chiropractor, Osteopath, Podiatrist/Chiropodist, Massage Therapist, Naturopath, Speech Therapist, Physiotherapist, Psychologist.
  - ii) Prescription Drugs (\$5.00 / prescription deductible) at 100% reimbursement; mandatory generic substitution; fertility drugs and oral contraceptives are not covered
  - iii) Vision Care (nil deductible) at 100% reimbursement, maximum of \$300 every 24 months (\$150 every 12 months for dependents under 18 years); one eye exam every 24 months
  - iv) Semi-Private Hospital room coverage (nil deductible) at 100% reimbursement
  - v) Deluxe Travel at 100% reimbursement of eligible charges
  - vi) Hearing aids to a maximum of \$400 over a four-year period. Each year shall commence on January 1.
- d) The employer agrees to contribute one hundred percent (100%) of the cost of members' welfare benefits in article 8 for retired members except for life, AD&D and deluxe travel as provided in this article, up to a maximum age of 65 or until provided by a government plan, which ever occurs sooner, provided that the member is eligible for pension benefits under OMERS requirements and is within 10 years of the normal retirement date.
  - e) The Corporation will provide a single master policy as it relates to the Fire Department upon written request from the Association.
  - f) The Corporation will continue to pay all such premiums in Articles 7 & 8, subject to the terms and conditions of such plans.
  - g) Extended coverage for dental benefits (8.b) and for extended health care benefits (8.c) shall continue for up to twenty-four (24) months if an employee ceases to be actively at work due to injury or illness.

#### **ARTICLE 9 - LEAVE OF ABSENCE**

- a) Reasonable leave of absence without pay may be granted to any employee for a period not exceeding thirty days (30) except in cases of exceptional circumstance.

Employees taking a leave of absence for employment outside the bargaining unit (other than for Association business) will forfeit their standing on the seniority list unless agreement has been made between the employee, the Fire Chief, and the Association.

- b) The employer will grant the Association 6-12 hour shifts with pay per calendar year to tend to Association matters subject to the following conditions:

- (i) The Association will notify the Employer in writing of the day(s) or shift(s) of such leave and the employee, for whom same is requested, at least one (1) calendar week prior to the day(s) or shift(s) of leave of absence requested; and
- (ii) No more than one (1) employee shall be absent on such leave for the same day(s) or shift(s).

#### **ARTICLE 10 - BEREAVEMENT LEAVE OF ABSENCE**

Each employee shall be granted four (4) consecutive twelve (12) hour shifts off work at their regular rate of pay in the event of the death of a family member. Family is defined as spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, grandparents, grandparents of spouse, sister-in-law, brother-in-law, or grandchild. One (1) of these days must be the day of the funeral.

The Corporation shall pay for an emergency return trip from Ontario Fire College or other Fire Department authorized business trip for members attending same, with respect to family members listed in the bereavement leave article.

One (1) day off with pay shall be granted to an employee who is an active or honorary pallbearer.

#### **ARTICLE 11 - PENSIONS**

- a) Each employee shall be entitled to benefits and privileges of any pension which has been or may hereafter be adopted by Agreement between the Employer and the Association.

#### **ARTICLE 12 - UNIFORMS AND EQUIPMENT**

- a) All Fire Department personnel shall be supplied with uniforms and equipment in the following manner:
  - (i) One pair of blue serge (uniform) trousers to be replaced as determined to be required by the Fire Chief;
  - (ii) One uniform tunic to be replaced as determined to be required by the Fire Chief;
  - (iii) Full time Fire Fighters who are required to wear safety footwear on the job shall receive three hundred and twenty dollars (\$320) every two years for safety footwear providing paid invoices are presented for payment to the Town.
  - iv) One parka, of good quality, to be replaced as determined to be required by the Fire Chief;
  - (v) Two pair of fatigue trousers and two shirts annually; to be replaced as determined to be required by the Fire Chief;
  - (vi) One uniform cap to be replaced as determined to be required by the Fire Chief;



- (vii) One uniform tie to be replaced as determined to be required by the Fire Chief;
- b) Bunker Gear as provided in current legislation C.G.S.B. - 155.1 .M88
- c) All articles of clothing and equipment supplied to Fire Department personnel shall have the Union label attached, whenever possible.

### **ARTICLE 13 - GRIEVANCE PROCEDURE**

#### **a) Settling of Grievances**

Should a dispute arise between the Corporation and any employee(s) regarding the interpretation, meaning, operation or application of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, or should any other dispute arise, an earnest effort shall be made to settle the dispute in the following manner:

**STEP I** Within five (5) working days of an alleged grievance, the employee shall first seek to settle their grievance through the Association President or designate, with the Fire Chief or designate.

**STEP II** Failing satisfactory settlement within seven (7) working days after the dispute was submitted under Step I, the Grievance Committee of the Association, if it considers the grievance to be justified, shall seek to settle the dispute with the Division Manager or Designate who shall, within five (5) days, give their decision in writing to the Grievance Committee.

**STEP III** Within seven (7) days after failing to reach satisfactory agreement under Step II, application in writing shall be made to a regular meeting of the Council or if not a regular meeting of Council, then a Committee of Council which shall include Council members stating the grievance concerned as well as a copy of the decision of the Division Manager or Designate. The Committee of Council or Council shall hear the appeal within twenty (20) days and shall give their decision within thirty (30) days after the conclusion of the hearing.

**STEP IV** If the Grievance Committee is not satisfied with the decision of the Council and so notifies said Council, the Grievance Committee may, within thirty (30) days of the last step of the Grievance Procedure, submit the matter to Arbitration.

b) Replies in Writing  
Replies to grievances shall be in writing at all stages except Stage I.

c) Grievances Settled Satisfactorily  
Grievances settled satisfactorily shall date from the time the grievance was filed.

d) Time Limits  
Time limits specified in above steps shall be deemed to be exclusive of Saturdays, Sundays and those holidays described in Article 5.

- e) Decision between Council and Grievance Committee  
All decisions arrived at by agreement between the Council and the Grievance Committee with respect to any grievance shall be final and binding on the Council and on the Association.
- f) Meetings between Grievance Committee and Employer  
Once a grievance has been filed by the Grievance Committee under Step II, there shall be no direct communications between individual members of the Grievance Committee or any employee with Mayor or Council. Meetings between the Grievance Committee and Officials shall take place only at mutually appointed times and places. This does not prohibit joint meetings between both parties in an attempt to solve the issue prior to the matter being heard at arbitration.

#### **ARTICLE 14 - ARBITRATION**

- a) When either party requests that a grievance be submitted to Arbitration, the request shall be made in writing addressed to the other party of the Agreement.

Within fifteen (15) calendar days after referral to Arbitration the parties will attempt to select a sole Arbitrator to hear the matter and for that purpose will exchange nominations.

Failing agreement between the parties on a sole Arbitrator as per above, either party may refer the matter to a three-person Board of Arbitration and notify the other party of the name and address of its appointee. The two appointees shall select an impartial Chairman by mutual agreement, and should the two appointees fail to agree upon a Chairman within five (5) days, the Minister of Labour upon the request of either party shall make an appointment.

- b) Expenses of the Board  
Each party shall pay: 1) The fees and expenses of the Arbitrator it appoints.  
2) One-half (½) the fees and expenses of the Chairman.

#### **ARTICLE 15 - SENIORITY**

In the event of a reduction in the staff, the employee with the least years of service shall be laid off first. If a vacancy occurs within six (6) months of the layoff, said employee shall be recalled, provided the employee has the required qualifications.

This clause will not include Fire Fighters included in Article 1 of this agreement if they are still in their probationary period as defined by Part IX Section 44 of the FPPA.

#### **ARTICLE 16 - PRIVILEGES**

Any privileges enjoyed by the members of this Association shall remain in effect during the term of this Agreement.

#### **ARTICLE 17 - RECALLS**

- a) Employees recalled to duty after completion of shift in respect to any of the following:



- a) Any of the emergency provisions as provided in Part 1X Fire Fighters Employment and Labour Relations, Section 43(7) of The Fire Prevention and Protection Act R.S.O. 1997, or as provided by future amendments, shall be paid at the rate of one and one-half (1½) times the regular hourly rate of pay for each hour or portion thereof with a minimum of two (2) hours for each such recall.
- b) Employees recalled to duty for any cause or reasons other than the foregoing shall be paid at the rate of one and one half (1½) times the regular hourly rate of pay for each hour or portion thereof with a minimum of two (2) hours for each such recall.

#### **ARTICLE 18 - RECOGNITION PAY**

Effective January 1, 2011, the Corporation will provide for all fire fighters recognition pay of 2%, 4%, 6% after 8, 17 and 23 years of service respectively.

Effective January 1, 2012, the Corporation will provide for all fire fighters recognition pay of 3%, 6%, 9% after 8, 17 and 23 years of service respectively.

Recognition pay will form part of the member's annual salary for purposes of determining the hourly rate, will be included as pensionable earnings and will be used to determine all entitlements calculated on the bases of a member's hourly rate or annual salary.

#### **ARTICLE 19 - PROTECTION**

- a) The Employer agrees to indemnify the full-time Fire Fighters and save them harmless from all suits for damages, costs, charges, expenses or proceedings where they suffer an allegation as a result of anything they did or failed to do in the performance of their duties, excluding always negligence by the said full-time Fire Fighter.
- b) The Employer agrees to compensate Employees for loss of, damage to, or destruction of eyeglasses, dentures, cellular phones, or watches (equivalent value of destroyed item up to a maximum of \$300 if supported by a valid receipt). In addition, agrees to repair, replace, or dry-clean personal clothing damaged or stained beyond normal usage. All loss, damage, destruction must be a result of regular performance of duties.

#### **ARTICLE 20 - DURATION**

This Agreement shall be effective as from January 1, 2020 and shall continue in full force and effect until December 31, 2023 and it shall be deemed to continue in force and effect from year to year, and shall be reopened for discussion of amendment only on notice to the proper official of the other party within ninety (90) days of the expiration date. The employer and the bargaining unit shall meet within fifteen (15) days after the notice is given, or within such longer periods as they may agree upon.

If the parties are unable to negotiate a final agreement all unresolved issues shall be referred to a board of arbitration as per Part IX of the Fire Prevention and Protection Act, R.S.O. 1997, collective Bargaining, Section 50.

**ARTICLE 21 - TECHNOLOGICAL CHANGE**

- a) At least ninety (90) days prior to the introduction or implementation of substantial technological change, or substantial changes in mechanization affecting employees, the Corporation shall, by written notice, furnish the Association with the full information of the planned change or changes. Such prior notice shall contain relevant information respecting the nature and degree of change; the date or dates on which the Corporation plans to effect the change, the location or locations involved.
- b) Within fifteen (15) days after the foregoing notice has been given, the Corporation shall make disclosure to the Association of the effects of the change or changes on any employee.
- c) Following the said disclosure, representatives of the parties shall meet forthwith for the purpose of negotiating with a view to resolving any issue which may concern the employment status of any employee.
- d) If agreement has not been reached within fifteen (15) days after disclosure by the Corporation of the effects of the change or changes on any employee, either party may submit any outstanding issue to a Board of Arbitration which shall be constituted in the manner provided for by Part IX of the Fire Prevention and Protection Act, R.S.O. 1997, Collective Bargaining, Section 50.
- e) No change shall be made in the employment status of any employee consequent upon introduction or implementation of substantial technological change or substantial changes in mechanization, until either the parties have reached an agreement through negotiation, or the Board of Arbitration constituted hereunder has issued its award.

**ARTICLE 22 - TRAINING**

- a) All training outside of regularly scheduled working hours will be paid at the rate of time and one half (1½). Members will take fifty percent (50%) as lieu time and fifty percent (50%) in accordance with Article 3(d).
- b) Any full day training sessions that a fire fighter attends shall be compensated on a day-for-day basis in the form of a daily training credit of one (1) full day. The associated time off may be covered by duty personnel or part-time personnel. This clause shall not apply if said training is directly related to the development of part-time personnel; in which case the off duty personnel would be entitled to overtime pay, subject to Article 3.

**ARTICLE 23 - CONTRACTING OUT**

Work customarily performed by Fire Fighters covered by this agreement shall not be performed by another employee of the Corporation (except in cases of emergency or training) or by a person who is not an employee of the Corporation except as may be agreed upon by the parties. This clause shall take effect upon ratification.

**ARTICLE 24 – Employee Assistance Program**

The Parties believe that the health and wellbeing of all employees is vital to the success of the organization and also recognizes that a duty to accommodate and an obligation to cooperate exists on both the part of the Employer, the Employee, and the Association. This cooperation may exist in the form of self-referrals, assisted referrals and job performance referrals. Therefore, the Corporation will work closely with the Association and any employee in providing an Employee Assistance Program (EAP).

**ARTICLE 25 – Jury Duty**

A **member** who is selected for service as a juror will be compensated for loss of pay from his/her regularly scheduled shift due to such jury service. Such compensation will be based on his/her regular scheduled hours at his/her regular rate, less the fee received for services as a juror. However, should the Employee present him/herself for selection as a juror and not be selected then he/she is required to return to the Employer's premises to complete his/her remaining normally scheduled work day.

In order to receive compensation, the employee will present proof of service and the amount of pay received.

**ARTICLE 26 – Testing / Examination / Medical Examinations**

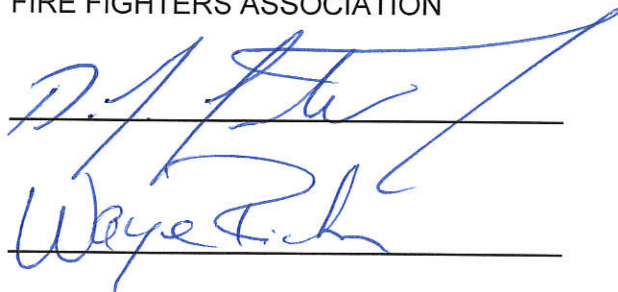
The employer shall cover 100% of the costs associated with all testing / exams / medicals that are required by the employer for the employee to fulfill all of his/her duties. Including but not limited to the following:

- DZ license requirement
- Any physical examination
- Medical forms

**IN WITNESS WHEREOF** the employer has hereunto caused its Corporate Seal to be affixed under the hands of its duly authorized officers, and the Association has caused this instrument to be executed by their proper officers hereunto duly authorized the day and year first above written.

DATED this 17th day of June 2020.

SIGNED FOR THE FORT FRANCES PROFESSIONAL  
FIRE FIGHTERS ASSOCIATION



SIGNED FOR THE CORPORATION OF  
THE TOWN OF FORT FRANCES





**SCHEDULE "A" – LETTER OF UNDERSTANDING**

BETWEEN:  
 THE CORPORATION OF THE TOWN OF FORT FRANCES  
 (Hereinafter referred to as the Employer)  
 AND  
 FORT FRANCES PROFESSIONAL FIRE FIGHTERS ASSOCIATION  
 (Hereinafter referred to as the Association)

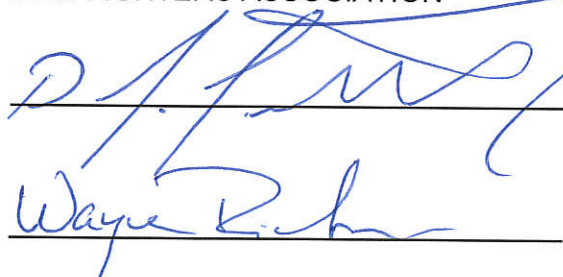
**PART TIME EMPLOYEES**

The Corporation of the Town of Fort Frances and The Fort Frances Professional Fire Fighters Association formally recognize the use of part-time employees under the following terms and conditions;

1. A part-time Fire Fighter is defined as a person(s) who is called upon to work a regular scheduled shift, or part thereof, to cover the absence of a full time Fire Fighter due to illness, bereavement coverage, union leave coverage, lieu time coverage, training credit coverage, and training coverage with the Fort Frances Fire and Rescue Service. This article may also be utilized to compensate for unforeseen circumstance that is mutually agreed to by both parties.
2. The collective agreement between the Corporation and the Association will not apply to a part-time Fire Fighter.
3. A part-time Fire Fighter may be called upon to replace a full time Fire Fighter's absence due to illness, for a period of up to four (4) months with the option to extend upon agreement between the Fire Chief and the Association.
4. A part-time Fire Fighter who becomes a full time Fire Fighter and successfully completes his/her probation period will receive pro-rated seniority credits for the number of shifts worked as a part-time Fire Fighter. These credits will be applied to the start date for the fire fighter hired and will serve to advance their official start date by the actual hours worked in comparison to a full time equivalent day (FTE).
5. This language is intended to be utilized to support the organizational efficiency of the Fort Frances Fire Rescue Service and the current career personnel level. Further, this letter of understanding cannot be used to undermine the current career staffing compliment or the contracting out language as identified in Article 24 of the agreement dated on July 8, 2013.

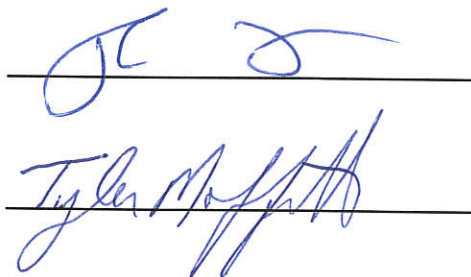
DATED this 17th day of June 2020.

SIGNED FOR THE FORT FRANCES PROFESSIONAL  
FIRE FIGHTERS ASSOCIATION



Wayne R. [unclear]

SIGNED FOR THE CORPORATION OF  
THE TOWN OF FORT FRANCES



Tyler Moffatt

**SCHEDULE "B" – LETTER OF UNDERSTANDING**

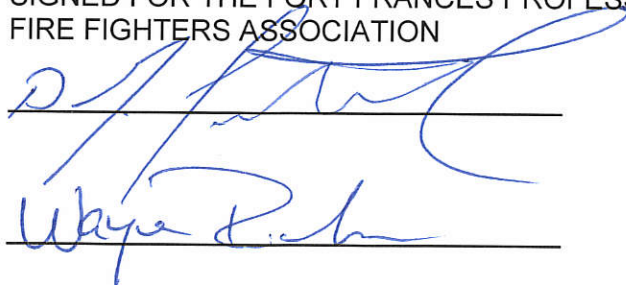
BETWEEN:  
 THE CORPORATION OF THE TOWN OF FORT FRANCES  
 (Hereinafter referred to as the Employer)  
 AND  
 FORT FRANCES PROFESSIONAL FIRE FIGHTERS ASSOCIATION  
 (Hereinafter referred to as the Association)

**STAFFING LEVEL**

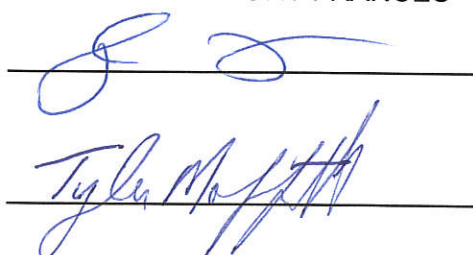
1. The intent of this Letter of Understanding is to enhance the organizational efficiency of the Department by improving its overall training function in a cost-effective manner that reduces the amount of overtime incurred by members of the Association.
2. The current staffing level of five (5) full-time Fire Fighters has been in effect since May 1, 2013. Despite this established precedent, the Employer has decided to increase the staffing level to six (6) full-time Fire Fighters, effective April 1<sup>st</sup>, 2017. This decision to increase the staffing level does not represent a permanent decision to move to a minimum staffing model of six (6) full-time firefighters and in fact, this change from established precedent is without precedent or prejudice to the Town's position in the future to reduce the minimum staffing level back to its established precedent of five (5) full-time firefighters.
3. The Captain of Fire Prevention & Education, and the Captain of Training shall adhere to a "4-on/4-off" schedule, which shall consist of four (4) consecutive 12-hour day shifts, from 07:00h to 19:00h.
4. If a Fire Fighter scheduled for night shift is absent due to illness, injury, bereavement, union business, lieu time, training credit time, and/or training coverage, one (1) day shift Fire Fighter may be placed off-duty to provide backfill coverage.
  - a) Said Fire Fighter would be directed to return to duty on the current block of night shifts at straight time, subject to the Fire Fighter's availability.
  - b) If the outcome of 4 [a] is not possible, the next available Fire Fighter's scheduled for the following block of day shifts would be rescheduled to work the current block of night shifts at straight time, subject to that Fire Fighter's availability.
  - c) Said Fire Fighter would only be paid overtime for hours worked in excess of the regular workweek, as per Article 3 [a], and notwithstanding the overtime provisions of Article 3 [c].

DATED this 17th day of June 2020.

SIGNED FOR THE FORT FRANCES PROFESSIONAL  
FIRE FIGHTERS ASSOCIATION



SIGNED FOR THE CORPORATION OF  
THE TOWN OF FORT FRANCES



## TOWN OF FORT FRANCES

### BY-LAW NO. \_\_/20

Being a By-Law to authorize the levying and collection of a special charge of taxes upon the Business Improvement Area as provided in the Municipal Act, 2001, S.O. 2001, c.25, Sections 204 – 215.

**WHEREAS** Schedule “A” to By-Law No. 32/78 as attached thereto, designating a certain area as an improved area, has been duly approved by the Ontario Municipal Board on February 16, 1979, by Order No. M7929;

**AND WHEREAS** on June 22, 2020, Council approved the Treasurer’s Report dated June 18, 2020 reflecting the required 2020 BIA levy;

**AND WHEREAS** the said sum of \$45,000.00 is required to be raised as taxes for the Business Improvement Area purposes.

**NOW THEREFORE** the Council of the Corporation of the Town of Fort Frances enacts as follows:

1. THAT the Revenue and Expenditure estimates in the amount of \$105,070.00 by the Board of Management of the Business Improvement Area for the year 2020 as shown in Schedule “A” be and the same are hereby approved.
2. THAT there shall be a special levy against occupied property in commercial and industrial classes located within the area designated as the Business Improvement Area in Schedule “A” to By-Law No. 32/78, on the basis of those rates particularly set forth in Schedule “B” forming part of this By-Law in the manner set forth in the said Schedule “B”.

The taxes as shown on Schedule “B” shall be payable in two (2) installments, the first being fifty percent (50%) of the total taxes levied and the second being the remaining balance of said taxes with the due dates for payment as follows:

First Installment:     August 31, 2020  
Second Installment:   September 30, 2020

3. THAT said levy be placed on the Collector’s Roll of record of the Town of Fort Frances for the year 2020 and collected according to statute and by-law.
4. THAT all taxes shall be paid into the office of the Collector.
5. THAT the Treasurer and Collector are hereby empowered to accept part payment from time to time on account of taxes due.

Town of Fort Frances  
By-Law No. \_\_/20  
Page 2

6. THAT on all taxes which are in default on the day after the due date a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each month the default continues until December 31, 2020.
  - a) On all taxes levied in default on January 1, 2021, interest will be added at the rate of 1.25 percent per month for each month of default.
7. THAT penalties and interest added on all taxes in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid tax levy.
8. THAT the Collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
9. THAT taxes be paid through the following facilities:
  - Town of Fort Frances Civic Center, 320 Portage Avenue, Fort Frances, Ontario
  - Telebanking and Internet Services through and major financial institute
  - Preauthorized Payment Plan
  - Mail Service via Canada Post
  - Night Depository, 320 Portage Avenue, Fort Frances, Ontario
10. THAT the Treasurer or Collector is hereby empowered to accept part payment from time to time on account of taxes due.

This by-law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this 22<sup>nd</sup> day of June, 2020.

---

J. Caul, Mayor

---

E. Slomke, Clerk

## Schedule "A" to By-Law No. \_\_\_\_/20

**FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION  
2020 BUDGET**

	<b>New Account Number</b>	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>2020 Budget</b>
<b>Revenue:</b>				
BIA Taxation - Commercial	60-180-1823-0140-40014	(45,000)	(44,560.09)	(45,000)
BIA Taxation - Industrial	60-180-1823-0150-40014	0		
BIA Supp/Omit or Write-off	60-180-1823-0140-50014			
W/O Vacancy Rebates	60-180-1823-0122-50024	103	206.79	103
W/O Charity Rebates	60-180-1823-0122-54512			
Promotions Income	60-180-1823-0430-40688			
Transfer To/From Surplus	60-180-1823-0000-71030	(46,447)		(60,173)
		<b>(91,344)</b>	<b>(44,353.30)</b>	<b>(105,070)</b>
<b>Expenditures:</b>				
Part-time Salaries/Wages	60-180-1823-1101-60020	4,000	3,929.12	4,000
CPP	60-180-1823-1101-60025		168.11	
EI	60-180-1823-1101-60030		87.66	
EHT	60-180-1823-1101-60040		75.38	
WSIB	60-180-1823-1101-60055		121.76	
Telephone/Communications	60-180-1823-1200-71251	1,200	1,475.30	1,200
Postage	60-180-1823-1200-71252	50		50
Memberships	60-180-1823-1200-71260		224.71	50
Office Supplies	60-180-1823-1400-71410	500	137.37	500
Meeting Expenses	60-180-1823-1500-71532	200		200
Building & Office Rent	60-180-1823-1500-71552	2,034	1,831.68	2,034
Advertising & Public Notice	60-180-1823-1500-71591	16,500	13,941.42	20,000
Social Media	60-180-1823-1500-71592	500		500
Events/Activities	60-180-1823-1500-71593	2,500		2,500
Banners & Poles	60-180-1823-1900-71902	2,000		500
Seasonal Decorations	60-180-1823-1900-71903	10,000	5,203.23	10,000
Future Projects	60-180-1823-1900-71906	31,860		2,000
Rainy Lake Market Square Project	60-180-1823-1900-71907	10,000	10,000.00	10,000
Soil/Plants/Trees	60-180-1823-2740-71440	6,000	2,280.72	7,000
Grounds Repairs/Maintenance	60-180-1823-2740-71545	2,000		
Materials	60-180-1823-2750-71471	2,000		
Surplus				44,536
		<b>91,344</b>	<b>39,476.46</b>	<b>105,070</b>
<b>Accumulated (Surplus)/Deficit</b>				
		<b>0</b>	<b>(4,876.84)</b>	<b>0</b>



Schedule "B" to By-Law No.\_\_\_\_ /20

2020 BIA TAX RATES

Class	RTC/ RTQ	2020 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2020 BIA Tax Levy
Commercial	CT	9,885,600	1	9,885,600	1.943520	19,212,861	0.00455208	45,000.00
Industrial	IT	-	1	-	2.711740	-	0.00635139	-
<b>Total</b>		<b>9,885,600</b>		<b>9,885,600</b>		<b>19,212,861</b>		<b>45,000.00</b>

Base Rate       $\frac{45,000.00}{19,212,861}$       Dollars Required  
Weighted Assessment

**0.002342181**      Base Rate equal to tax ratio of 1

Wed 6/10/2020 2:18 PM

Good afternoon,

Orangeville Council at its June 8, 2020 meeting passed the following resolution:

“WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people’s perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn’t clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.”

Regards,

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
**Town of Orangeville** | 87 Broadway | Orangeville ON L9W 1K1  
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

**From:** Edmonds, Danica (MMAH)  
**To:** Lisa Slomke  
**Cc:** Cody Vangel; Oulton, Sylvie (MMAH)  
**Subject:** [External] Circulation Pt 1 - MMAH File # 59-T-201228 - Rice Bay, Rainy Lake, Watten Twp, Rainy River District  
**Date:** Monday, June 15, 2020 12:37:17 PM

Via email only

Subject: *Formal* Application for Plan of Subdivision – 10 new lots  
**MMAH File #: 59-T-201228**  
 Owners/Applicants: Heikki & Laverne Lampi  
 Agent: Syl Menic, Menic Planning Services Inc.  
 Location: Pt Lots 3 & 4, Con 5, Rice Bay, Rainy Lake, Unincorporated Twp of Watten, District of Rainy River

The Ministry of Municipal Affairs and Housing (MMAH) has received **Application No. 59-T-201228** in respect of the lands described as PIN 56013-0782, on Part of Lots 3 and 4, Concession 5, designated as Parts 2, 3, 4, 5 and 6 on Plan 48R-3968, within the unincorporated Township of Watten, in the District of Rainy River.

The purpose of the application is to create a 10-lot Plan of Subdivision on a 29.8-hectare property, lots ranging between 1.0 to 3.2 hectares in size, for resource-based recreational use. The lots are proposed to be serviced by individual sewage systems and treated lake water from Rainy Lake. Currently, the property is largely undeveloped with the exception of two (2) existing cabins. The properties will be accessed via a 2 km road across Crown land off of Highway 502. The lands are situated on the shores of Rainy Lake in Rice Bay approximately 30 km northeast of the Town of Fort Frances.

Please **email** your response by **August 10, 2020** to: [sylvie.oulton@ontario.ca](mailto:sylvie.oulton@ontario.ca) and copy [danica.edmonds@ontario.ca](mailto:danica.edmonds@ontario.ca)

If you require additional information, please do not hesitate to contact Sylvie.

Thank you,

*Danica Edmonds for*

Sylvie Oulton, Planner  
 Ministry of Municipal Affairs and Housing  
 Municipal Services Office – N (Thunder Bay)  
 E-Mail: [sylvie.oulton@ontario.ca](mailto:sylvie.oulton@ontario.ca)

The material provided in our notice regarding MMAH File # 59-T-201228 is available for public viewing or on a Council agenda. Notices for this proposal are also being posted on the Environmental Registry of Ontario (ERO) and in the public newspaper.

The notice to the Town of Fort Frances is being provided to you for awareness. Comments related to this development proposal would be welcomed and would become part of a public file.

Thanks, and if you have any further questions, please feel free to contact either Sylvie Oulton (the Planner who has carriage of this file) at [Sylvie.Oulton@ontario.ca](mailto:Sylvie.Oulton@ontario.ca) or myself. I am responding to your emails as Sylvie is currently on vacation.

Have a great day,

Vicky

Victoria Kosny / Manager Community Planning and Development / Municipal Services Office – North (Thunder Bay) / Ministry of Municipal Affairs and Housing / 223-435 James Street, South / Thunder Bay, ON P7E 6S7 / Phone: 807.473.3025 Toll free: 1.800.465.5027

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #23

June 1, 2020

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Civic Center and virtually on June 1, 2020 from 10:30 a.m. to 10:42 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Aaron Bisson, Recreational and Culture Manager

NOT PRESENT: Mayor June Caul (ex-officio)

ALSO PRESENT: Doug Brown, CAO

- 1     **CALL TO ORDER (Session #23) - 10:30**
  
- 2     **APPROVAL OF AGENDA (Call for Non-Agenda Items) - Approved as presented, no non agenda**
  
- 3     **DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF - None**
  
- 4     **APPROVAL OF PREVIOUS COMMITTEE MINUTES - Approved as Presented**
  - 4.1     April 6, 2020 Minutes
  
- 5     **ITEMS REFERRED FROM COUNCIL - None**
  
- 6     **NEW BUSINESS**
  - 6.1     Grant Application Request MSC Expansion Stage 2 - Approved as presented
  
  - 6.2     Summer Programs 2020 - Approved as amended
  
- 7     **IN-CAMERA - None**
  
- 8     **NON-AGENDA ITEMS - None**
  
- 9     **INFORMATION - None**
  
- 10    **ADJOURNMENT - 10:42**

\_\_\_\_\_  
A. Hallikas, Executive Committee Chair

\_\_\_\_\_  
A. Bisson, Recreational and Culture Manager

TOWN OF FORT FRANCESMINUTESSESSION NO. # 008June 2, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre and virtually to members off-site on June 2, 2020 from 12:03 p.m. to 12:49 p.m. Roll call was completed by Councillor W. Brunetta to confirm all attendees.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, E. Slomke, Clerk, J. Hughes, Information Technology Manager, T. Moffitt, Fire Chief/CEMC (12:03 p.m. to 12:22 p.m.) and K. Lawson, Deputy Clerk

**1. Call to Order 12:02 p.m.**

**2. Disclosure of pecuniary interest and the general nature thereof - none identified**

**3. Approval of Previous Committee Minutes**

3.1 Session No. 7 dated May 5, 2020.

Hallikas-Judson: Approved as presented.

CARRIED

**4. Items Referred from Council**

4.1 Rainy River Vet Services Committee.

- committee recommended making a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.

**5. New Business**

5.1 357-358 Application for Tax Adjustment - McIrvine Road (2019) Roll 5912-010-18002-0000.

- committee recommended approval of the adjustment of 2019 taxes under Section 357/358 of the ***Municipal Act*** for property located at McIrvine Road resulting from the purchase of the property by the Town of Fort Frances, which is exempt from paying taxes.

5.2 Procedural Bylaw Review Part Five.

E. Slomke, Municipal Clerk was in attendance to provide an overview / clarification of this portion of the Procedural By-Law. Members provided direction to the Clerk which will be included in the final draft document once completed for final presentation to Council.

**6. Information**

6.1 Fort Frances Fire and Rescue Services - April 2020 Report.

T. Moffitt, Fire Chief /CEMC was in attendance to provide an overview of the report. Received as information.

6.2 Fort Frances Fire and Rescue Services - 2019 Annual Report.

T. Moffitt, Fire Chief /CEMC was in attendance to provide an overview of the report. Received as information.

7.      **Adjourn 12:49 p.m. / Next Meeting Date - June 16, 2020**

\_\_\_\_\_  
Executive Committee Chair

\_\_\_\_\_  
D. Brown, CAO



TOWN OF FORT FRANCESMINUTESSESSION NO. #009June 3, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on June 3, 2020 from 8:30 a.m. to 9:44 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities

**1 Call to Order**

1.1 The meeting was called to order at 8:30 a.m.

**2 Disclosure of pecuniary interest and the general nature thereof**

2.1 None

**3 Approval of Previous Committee Minutes**

3.1 Minutes from the previous meeting on May 6, 2020 - the minutes from the previous meeting were approved as circulated.

**4 Non-agenda Items**

4.1 None

**5 New Business**

5.1 Sewer Rooting - Requests for Reimbursement - the administration report was approved as amended.

5.2 Award of RFP 20-OF-04 - Preparation of a Long Range Waste Management Plan - the administration report was approved as presented.

5.3 815 Williams Avenue - Request for Consideration on water account - the administration report was approved as presented.

5.4 Airport Facility Lease Renewal - CBRE Maintenance Garage Bay November 1, 2020 to March 31, 2021 - the lease renewal was approved as presented.

- 5.5 Request from Cornerstone Hangers for a hanger lot lease at the Fort Frances Airport - the administration report for a hanger lot lease was approved as presented.

## **6 Information**

- 6.1 Fort Frances Wastewater Treatment Facility April 2020 Monthly Report - the report was reviewed and will be forwarded to Council as information only. No action required.
- 6.2 Sewer and Water Data for 2020 - updated May 27, 2020 - the statistics were reviewed and will be forwarded to Council as information only. No action required.
- 6.3 2020 Tonnage at the Landfill site - updated March 26, 2020 - the landfill statistics were reviewed and will be forwarded to Council as information only. No action required.

## **7 Adjourn / Next Meeting Date**

- 7.1 Adjourned at 9:44 a.m.

Next meeting June 17, 2020

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

TOWN OF FORT FRANCESMINUTESSESSION NO. # 4  
ANNUAL GENERAL  
MEETINGDecember 12, 2019

The Annual General Meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room, Civic Centre on December 12, 2019 from 12:14 p.m. to 12:32 p.m.

PRESENT: G. McBride, President/Chair, D. McTaggart, G. Beadle, Councillor A. Hallikas

ALSO PRESENT: F. Sinninghe, Financial Analyst, S. Weir, Integrated Services Manager, RRSDDAB, K. Lawson, Board Secretary

REGRETS: Councillor W. Brunetta, C. Mallory, C. Gray

**1. Call to Order**

**2. Disclosure of pecuniary interest and the general nature thereof**

**3. Approval of Agenda as presented.**

3.1 Annual General Meeting agenda dated December 12, 2019.

18/19 Beadle-McTaggart: THAT the December 12th, 2019 Annual General Meeting agenda as prepared be approved.

CARRIED

**4. Approval of Previous Minutes**

4.1 Session No. 3 dated September 19, 2019.

19/19 Beadle-McTaggart: THAT the minutes of the regular meeting dated September 19th, 2019 be approved as distributed.

CARRIED

**5. New Business**

5.1 Current Year 3rd Quarter Financial Statements:  
F. Sinninghe, Financial Analyst, RRDSSAB presented the financial statement for Current Year 3rd Quarter Financial Statements (September 2019 and October 2019). Board recommended approval for same.

5.2 September 2019 Financial Statement.

5.3 October 2019 Financial Statement.

20/19 Beadle-McTaggart: THAT the financial statements for the months dated September 30th, 2019 and October 31st, 2019 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

5.4 Property Management/Operational Services Agreement - RRDSSAB Letter of Intent to Renew.

21/19 McTaggart-Beadle: THAT the Letter of Intent dated December 4, 2019 re: Letter of Intent - 3 Year Extension for Full Property Management of Fort Frances Municipal Non-

Profit Housing Corporation be received and:  
FURTHER that the Issue Sheet dated December 5, 2019 re: Fort Frances Municipal Non-Profit Housing Corporation Property Management Agreement as prepared by S. Weir, Integrated Services Manager laying out the proposed 3 year renewal having been reviewed now be approved.

CARRIED

- 5.5 Draft 2020 Capital Works Plan.  
S. Weir, Integrated Services Manager RRDSSAB presented the 2020 Draft Capital Budget. Board recommended approval of the Budget Materials.

22/19 McTaggart-Beadle: THAT the 2020 Draft Capital Budget as prepared and distributed by RRDSSAB be approved.

CARRIED

- 5.6 Appointment of Auditors for Current Year. Board approved that appointment of BDO Canada LLP as auditors for the year ended 2019.

23/19 Beadle-McTaggart: THAT the Board of the Fort Frances Municipal Non-Profit Housing Corporation appoint BDO Canada LLP as auditors for the year ended 2019.

CARRIED

- 5.7 Appointment of Officers for Ensuing Year:
  - 1) President
  - 2) Vice President
  - 3) Treasurer
  - 4) Secretary- this item will be deferred to the next regular meeting to allow for all members to be in attendance.

6. Standing Items

- 6.1 Agenda Template. - reviewed.

7. Adjourn / Next Meeting Date - March 19, 2020

The meeting adjourned *sine die* at 12:32 p.m.

\_\_\_\_\_  
President / Chairperson

\_\_\_\_\_  
Secretary

TOWN OF FORT FRANCESMINUTESSESSION NO. # 3September 19, 2019

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room, Civic Centre on September 19, 2019 from 12:15 p.m. to 12:30 p.m.

PRESENT: G. McBride, President/Chair, D. McTaggart, C. Mallory, C. Gray, Councillor W. Brunetta, Councillor A. Hallikas

ALSO PRESENT: F. Sinninghe, Financial Analyst, RRDSSAB, S. Weir, Integrated Services Manager, RRDSSAB, Mayor J. Caul, (ex-officio) and K. Lawson, Board Secretary

REGRETS: G. Beadle

**1. Call to Order 12:15 p.m.**

**2. Approval of Agenda as presented.**

- 2.1 Session No. 3 dated September 19, 2019 with the addition of non-agenda item(s).  
- Councillor Brunetta provided an overview of the Housing Report presented from a recent meeting she attended.

14/19 McTaggart-Brunetta: THAT the September 19th, 2019 agenda as prepared be approved with the addition of the following non-agenda item: W. Brunetta - Housing Report from meeting recently attended.

CARRIED

**3. Disclosure of pecuniary interest and the general nature thereof - none identified**

**4. Approval of Previous Minutes**

- 4.1 Session No. 2 dated June 20, 2019.

15/19 Brunetta-McTaggart: THAT the minutes of the regular meeting dated June 20th, 2019 be approved as distributed.

CARRIED

**5. New Business**

- 5.1 Second and Third Quarter Financial Statements (June, July and August, 2019).  
- F. Sinninghe provided an overview of the monthly financial statements.

16/19 McTaggart-Brunetta: THAT the financial statements for the months dated June 30th, 2019, July 31st, 2019, and August 31st, 2019 as presented by Rainy River District Social Services Administration Board be approved.

CARRIED

- 5.2 Consideration of Market Rent.  
- S. Weir provided an overview of the issue sheet as presented. The Board approved the report as amended and the recommendations found therein.

17/19 Mallory-Gray: THAT the Issue Sheet dated September 13th, 2019, as prepared by Sandra Weir, Integrated Services Manager, RRDSSAB be received and further that The Fort Frances Municipal Non-Profit Housing Corporation Board approve the recommendation found therein to approve a 2.2% Market Rent Increase for 2020.

CARRIED

6.     **Standing Items**

6.1     Agenda Template. - received as information.

7.     **Adjourn / Next Meeting Date - (Annual General Meeting) - December 12, 2019**  
The meeting adjourned *sine die* at 12:30 p.m.

\_\_\_\_\_  
President / Chairperson

\_\_\_\_\_  
Secretary

TOWN OF FORT FRANCESMINUTESSESSION NO. # 2June 20, 2019

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room, Civic Centre on June 20, 2019 from Noon to 12:34 p.m.

PRESENT: G. McBride, Chairperson, C. Mallory, D. McTaggart, C. Gray, G. Beadle, Councillor W. Brunetta, Councillor A. Hallikas and K. Lawson, Board Secretary.

ALSO PRESENT: W. Tillbury, Finance Manager, S. Weir, Integrated Services Manager, F. Sinninghe, Financial Analyst - Rainy River District Social Services Administration Board; R. Gustafson, CPA, CA - Dunwoody Canada LLP.

**1. Call to Order**

**2. Approval of Agenda as presented.**

2.1 Session No. 2 dated June 20, 2019.

8/19 Mallory-McTaggart: THAT the June 20th, 2019 agenda as prepared be approved.

CARRIED

**3. Disclosure of pecuniary interest and the general nature thereof**

**4. Approval of Previous Minutes**

4.1 Session No. 1 dated March 14, 2019.

9/19 Mallory-McTaggart: THAT the minutes of the regular meeting dated March 14th, 2019 be approved as distributed.

CARRIED

**5. New Business**

5.1 Brief Overview of Roles of Rainy River District Social Services Administration Board Members as they relate to this Committee.

- Wendy Tilbury, Finance Manager, Sandra Weir, Integrated Services Manager and Fred Sinninghe, Financial Analyst RRDSSAB provided the Board with an overview of their responsibilities as it relates to the Board.

5.2 Presentation by BDO Canada LLP of 2018 Year End Audited Financial Statements. Rebecca Gustafson provided an overview of the 2018 Year End Audited Financial Statements.

10/19 Gray-McTaggart: THAT the presentation of the Fort Frances Municipal Non-Profit Housing Corporation Draft 2018 Audited Financial Statements by BDO Canada LLP be received.

CARRIED

11/19 Mallory-McTaggart: THAT the Fort Frances Municipal Non-Profit Housing Corporation Draft Consolidated Financial Statements for the year ended December 31, 2018 as prepared by BDO Canada LLP be hereby approved.

CARRIED

12/19 Mallory-McTaggart: THAT the Social Housing Annual Information Return for the year ending December 31, 2018 as prepared and recommended by Rainy River District Social

Services Administration Board and having been reviewed by the Fort Frances Municipal Non-Profit Housing Corporation Board, how hereby be approved for signing.  
CARRIED

- 5.3 First and Second Quarter Financial Statements:  
- January 2019, February 2019, March 2019, April 2019 and May 2019 Income Statements.

- 13/19 Gray-McTaggart: THAT the financial statements for the months dated January 31st, 2019, February 28th, 2019, March 31st, 2019, April 30th, 2019 and May 31st, 2019 be approved as presented by Rainy River District Social Services Administration Board.  
CARRIED

6. Standing Items

- 6.1 Agenda Template.  
- reviewed.

- 7. **Adjourn / Next Meeting Date - September 19, 2019**  
The meeting adjourned *sine die* at 12:34 p.m.

\_\_\_\_\_  
President / Chairperson

\_\_\_\_\_  
Secretary



TOWN OF FORT FRANCESMINUTESSESSION NO. # 1March 14, 2019

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room, Civic on March 14, 2019 from 12:01 p.m. to 12:35 p.m.

PRESENT: C. Mallory, Vice President, Chaired, D. McTaggart, C. Gray, G. Beadle, Councillor W. Brunetta, Councillor A. Hallikas, L. Slomke, Clerk

ALSO PRESENT: F. Sinninghe, Financial Analyst, RRDSSAB and K. Lawson, Board Secretary

REGRETS: G. McBride, S. Weir, Integrated Services Manager, W. Tillbury, Finance Manager, RRDSSAB

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

**2. Approval of Agenda as presented.**

2.1 Session No. 1 dated March 14, 2019.

01/19 Hallikas-McTaggart: THAT the March 14, 2019 Meeting agenda as prepared be approved.

CARRIED

**3. Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting.**

3.1 Overview of the definition of Use of Non-Agenda items from E. Slomke, Clerk.

**4. Disclosure of pecuniary interest and the general nature thereof**

4.1 Overview of the definition of pecuniary interest as provided by the Municipal Conflict of Interest Act, RSO 1990. (E. Slomke, Clerk).

- E. Slomke, provided an overview as stated, advising members that the use of non-agenda items does not provide for public transparency and every effort is made by the municipality to provide the public with the matters ahead of time.

**5. Approval of Previous Minutes**

5.1 Session No. 4 - Annual General Meeting dated December 13, 2018.

02/19 McTaggart-Hallikas: THAT the minutes of the Session No. 4 - Annual General Meeting dated December 13, 2018 be approved as amended.

CARRIED

**6. New Business**

6.1 Orientation for New Members.

1) Introduction of all members and stakeholders.

2) Overview of Code of Conduct from E. Slomke, Clerk

- E. Slomke provided an overview for the matters as stated.

03/19 Hallikas-McTaggart: THAT the Overview of Definition of the Non Agenda Items, Code of Conduct, and Definition of Pecuniary Interest as provided for by the Municipal Conflict of Interest Act, RSO 1990 and as presented by Elizabeth Slomke, Town Clerk be received.

CARRIED

- 6.2 Mortgage Renewal - January 1, 2019 - CMHC Reference: 18-188-144 (materials previously distributed to members)  
 - this is a housekeeping resolution to confirm the direction of members that the Chair and Treasurer execute the Mortgage Agreement with CMHC with revised amortization schedule.

- 04/19 Hallikas-Gray: THAT the mortgage renewal dated January 1, 2019 from CMHC - Reference No. 18-188-144 with revised amortization schedule as previously distributed to members in an email dated February 6, 2019 from K. Lawson, FFMNPHC Secretary now be approved for execution by Chair and Treasurer.

CARRIED

- 6.3 Appointment of Treasurer.  
 1) February 28, 2019 Letter of resignation from E. Slomke, Treasurer, FFMNPHC effective March 14, 2019 (will be received with appreciation). *Ms. Slomke has graciously agreed to make herself available on a as needed basis to provide resource.*  
 2) Appointment of Treasurer to the Board of Directors.  
 - Councillor Brunetta has agreed to undertake the position of Board Treasurer. Board agreed with thanks.

- 05/19 Gray-Hallikas: THAT the letter of resignation from E. Slomke, Treasurer, FFMNPHC effective March 14, 2019 be received with appreciation for service.

CARRIED

- 06/19 Hallikas-Gray: THAT the following member of the Fort Frances Municipal Non-Profit Housing Corporation be appointed as Corporation Treasurer for the year 2019: Wendy Brunetta

CARRIED

- 6.4 Prior 4th Quarter Financial Statements.  
 1) November 2018 Financial Statements;  
 2) December 2018 Financial Statements  
 - F. Sinninghe was in attendance to present the financials. He provided an updated December 2018 Statement.

- 07/19 Gray-Hallikas: THAT the financial statements for the months dated November 30th, 2018 and December 31st, 2018, as amended, be approved as presented by the Rainy River District Social Services Administration Board.

CARRIED

## 7. Standing Items

- 7.1 Agenda Template.  
 The template was reviewed and the structure explained to the new members.

## 8. Non-agenda Items - None identified.

## 9. Adjourn / Next Meeting Date - June 20, 2019

The meeting adjourned *sine die* at 12:35 p.m.

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 President / Chairperson

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Secretary

Pat Gartshore Chair – Gartch's Int. Pub	P	Doug Judson – Town Councilor Town of Fort Frances	P
Shelley Wepruk Secretary	P	Stacey Cridland Flint House	P
Pam Williams ) 4 Your Pets	P	Ed Gackley Flinthouse	P
Scott Krinke-Turvey Inkspotz	P		
Katie Trimble B93	P		
Tanya Mueller B93			
Jamie Pryde Modern Family Din er	P		
RRFDC Representative Geoff Gillon	A		



### **1.Call to Order , Call for Conflict of Interest, Call for Agenda Additions**

Pat Gartshore opened the meeting as our new chair. The meeting was called to order at 8:00 am. The Agenda and minutes were circulated to the members for review. Members were asked for any emergency agenda additions or conflicts of interest, none were noted.

### **2. Approval of Minutes**

#### **B.I.A Board of Management Meeting –10 March, 2020**

Copies of the minutes from the 12 February 2020 Board of Management Meeting circulated for review and approval. The following motion was made:

**Motion #1 Doug Judson/Ed Gackley**

TO accept the minutes presented of 12 February, 2020

Also to ratify all motions made on that date.

**No against or abstentions**

**CARRIED**

### **3. Accounts Payable & Financial Report**

**Motion #2 –Doug Judson/Katy Trimble**

TO accept the total payable for, February, 2020 in the amount of \$698.60

**No against or abstentions**

**CARRIED**

#### **4. New Business**

1. Personal Issues
2. MET Committee
3. Board Resignations

##### **Finance and Administration Committee**

1. Pam presented us with the budget.
3. **Motion #2 –Doug Judson/Katy Trimble**  
TO accept the budget as presented by finance and accepted by board.  
No against or abstentions  
**CARRIED**

##### **Promotions Committee**

1. Ed is going to work with our contact for International Falls radio.
2. Jamie is going to work up a schedule of events and focus our monies on 4 main events. The balance of the advertising and promotions budget will be used to promote other minor events throughout the year.
3. Change up BIA Brand message.
4. Contact people re Summer Celebrations.

##### **Maintenance Committee**

1. Jamie would like to take on beautification of the baskets. A new committee has been implemented under the heading of **Beautification**. Jamie will chair this committee.

##### **Chamber of Commerce**

1. No Report – we have no representative at the time.

##### **Social Media**

1. We will be doing more specific targeted ads and then get feedback how they were received

##### **New Business**

1. Personal Issues – We are a board appointed by the Town of Fort Frances. Everyone on the board has volunteered to be there. If you have issues with another board member, it was highly recommended that you check it at the door and not bring it into the meeting. Such behavior will no longer be tolerated.
2. Doug Judson will ask a member of the MET committee to attend our next meeting.
3. Doug Cuthbertson and Jennifer Horton have resigned from the board citing personal reasons.

#### **5. Old Business**

1. Spring is right around the corner. **PLEASE** everyone – clean up your storefronts!!!!

## **Setting of Next Board Meeting**

### **4. Motion # Doug Judson**

To close the meeting

No against or abstentions

All in agreement – CARRIED - Meeting Closed at 8:48 a.m.

The next meeting date will be 15 April, 2020, 8 a.m. at the RRFDC board office above the Credit Union on First Street East.

**PLEASE NOTE THAT ALL MEETINGS WILL NOW BE HELD ON THE SECOND WEDNESDAY OF EACH MONTH AT 8:00 A.M. AT THE RRFDC BOARD ROOM UNLESS OTHERWISE NOTIFIED.**