

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - April 20, 2021, 12:00 PM

MEETING - Civic Centre

Session #7

Microsoft Teams meeting

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Page

1. **Call to Order**
2. **Disclosure of pecuniary interest and the general nature thereof**
 - 2.1 Councillor Brunetta disclosed an interest in item 5.1 below as this is her per diem claim for attendance at NOMA.
3. **Approval of Previous Committee Minutes**
 - 3.1 Session no 5 - 16 March 2021 3 - 4
4. **Items Referred from Council - None**
5. **New Business**
 - 5.1 Per Diem Claims 5 - 7
 - 5.2 2117 By Law 12-21 Potential Amendment 8
 - 5.3 AFEC - Policy Review 9 - 22
 - 5.4 Fire Safety Grant 23 - 37
6. **Outstanding Items - None**
7. **Information**
 - 7.1 Fire Rescue Reports 38 - 42

8. **In-Camera - None**
9. **Adjourn / Next Meeting Date - 04 May 2021**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #5

March 16, 2021

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on March 16, 2021 from 1200 to 1315 hrs

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, J. Forbes, Human Resources Manager, K. Haney, Deputy Clerk

REGRETS:

1. Call to Order @ 1200 hrs/ Roll Call

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

3. Approval of Previous Committee Minutes - Minutes of 16 Feb 21 and 02 Mar 21 - Accepted as presented

3.1 Session No 3 - 16 February 2021

3.2 Session No 4 - 02 March 2021

4. Items Referred from Council - none

5. New Business

5.1 Capital Financing - Dawn Galusha - D. Brown to obtain supporting information relating to cost MSC - Concrete repair and forward to Committee. Committee approved as presented.

5.2 2020 Contributions to Reserve Funds - D. Galusha - Approved as presented

5.3 Budgeting Software - D. Galusha - Committee approved moving forward with purchase of Budgeting Software

6. Outstanding Items

6.1 Report - Aerial Ladder Truck - Tyler Moffit - Discussion held. Item falls within Capital budgeting process. Item to be forwarded to Committee of the Whole/Council for discussion surrounding purchase/funding piece.

7. Information - none

8. In-Camera - none

9. Adjourn @ 1233 hours/ Next Meeting Date - 06 April 2021

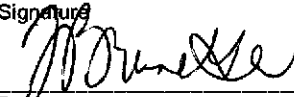
Executive Committee Chair

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Board
Location	Virtual 8am-noon
Dates	October 14, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Oct 14/20					
Amount			\$80.00					

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date Mar 17/21 sorry its late :)

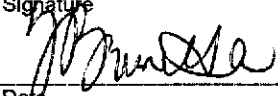
To be submitted to Payroll for processing when approved by Council

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Executive Board
Location	Virtual 8am - noon
Dates	March 17/21

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Mar 17/21					
Amount			\$80					

Name (Please Print)	Signature
Wendy Brunetta	
Approved	Date
	March 17, 2021

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: April 1, 2021
SUBJECT: Councillor Wendy Brunetta– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached are two Schedule “F” Travel Statement – Mayor/Council Honorarium per diems in the amount of \$80.00 to attend the NOMA Executive Board Meetings virtually on October 14, 2020 and March 17, 2021 as submitted by Councillor Wendy Brunetta.

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

TO: Administration and Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: April 1, 2021
SUBJECT: 2021 By Law 12~21- Levy and Collection of Taxes

BACKGROUND

At the meeting of Council on March 22, 2021, By-Law 12~21 being a By-Law to authorize the levy and collection of taxes for all municipal purposes in the Town of Fort Frances for the year 2021 was passed. Council requested a further review of the due dates as we are still under the COVID-19 pandemic and many people and businesses are being affected.

In 2020, the decision was to extend the due dates by a month. This meant that final due dates were the end of August and the end of September (instead of the end of July and end of August).

Some points to consider before making a decision:

- Policy 1.9- Collections (Accounts Receivable, Taxation and Water & Sewer)

TAX COLLECTION

3. A. Tax bills shall be issued twice yearly, not including supplementary/omit billings.

- Interim tax bills are to be issued no later than February 7th of the current year

- Final tax bills are to be issued no later than July 10th of the current year.

B. Interim tax bills will be due and payable in two instalments, being the last working day in February and March. Final bills will be due and payable in two instalments, being the last working day in July and August.”

- Policy 1.9- Collections (Accounts Receivable, Taxation and Water & Sewer)

COLLECTION ACTIONS ON TAX ACCOUNTS RECEIVABLE

Collection of Property Taxes in Distress	Property taxes are considered in distress on the 1 st day of January in the second year following that in which the property taxes became owing. Telephone contact will be made in this second year, prior to notices being issued. Beginning September of each year a notice will be sent (See Pages 11-13) and at the beginning of each month thereafter, with a last and final notice (See Page 14) in December.
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In reviewing the Collection Policy you will see the Letters noted above are sent September, October, November and December (being the final notice).

- Tax payment calculations for the year are made in September by the Tax Clerk for those wishing to pay monthly.
- Further pressure is placed on the budget: less interest will be earned having less money in the bank or in GICs

It is Council’s discretion to make a due date change to further support those that require extra time during the COVID-19 pandemic.



Administration & Finance Division

To: Administration and Finance Executive Committee

From: Jordan Forbes, Human Resources Manager

Date: April 26, 2021

Subject: Annual Policy Review – Health and Safety Policy, Workplace Harassment Policy, Workplace Violence Policy.

Attached, please find a copy of the following policies:

- 1) Health and Safety Policy
- 2) Workplace Harassment Policy
- 3) Workplace Violence Policy.

These copies are provided in order to undertake a required annual review of them. Given that they have been recently updated, only small grammatical changes are proposed at the present time, and do not create any material impact to the policy statements or procedures.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes CHRL
Human Resources Manager

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Health and Safety

Creation Date:	December 1999
Revised Date:	2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2017, 2018, 2019, 2020
Review by Date:	April 30, 2021
Resolution Number:	037
Supersedes Resolution Number:	1065
Policy Number:	5.1

The Corporation of the Town of Fort Frances ("The Town") is vitally interested in the health and safety of our employees and protecting them from occupational injury and illness is a major continuing objective. The Town will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury in the workplace.

The Town, as an employer, is ultimately responsible for worker health and safety and will strive to control any workplace hazards which may result in fires, security losses, damage to property, and occupational injuries and illness. Accidental loss can be controlled through sound management practices in combination with active employee participation and engagement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe, and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their job-specific tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Town.

It is in the best interest of all parties to consider health and safety in the workplace. Our commitment to occupational health and safety is an integral part of what we do at every level of the organization, from the Mayor and Council to every employee of the Town.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Workplace Harassment

Creation Date:	June 2011
Review Date:	2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
Resolution Number:	050 (consent)
Supersedes Resolution Number:	326 (consent)
Policy Number:	5.34.1

1. Intent

At the Corporation of the Town of Fort Frances (“the Corporation”), the physical and mental health, safety, security, dignity, and well-being of all our employees is critical.

Employees, and those who are present in our workplace, have a right to a safe workplace. The workplace should be free of harassment. Under no circumstance should employees fear reprisal for voicing a legitimate concern about unacceptable workplace behaviours.

It is the responsibility of the Corporation, including all managers and employees to foster a healthy workplace environment, where dignity and respect are the foundation of all communication and interactions. Simply put, we must treat each other in the way that we would want to be treated.

Harassment, intimidation, and bullying are unacceptable in the workplace, and any such acts may result in disciplinary action, up to, and including termination of employment for just cause.

The Corporation has an obligation to support and assist individuals who are experiencing harassment in the workplace. The Corporation will promptly investigate complaints and take appropriate action if harassment has occurred, and will not discriminate or retaliate against an employee because he or she voices concerns about workplace harassment.

This policy does not limit the reasonable exercise of management functions in the workplace, such as: providing direction, or raising performance concerns.

Harassment differs from normal, mutually acceptable interactions to the extent that it can be offensive, insulting, intimidating, hurtful and malicious. Everyone in the workplace must be dedicated to preventing workplace harassment, as it can create an uncomfortable work environment, which affects the well being of our Employees, and the performance of the organization. Given its impacts, harassment will not be tolerated.

2. Scope

All employees have the right to be treated with dignity and respect. Protection from negative, aggressive, and inappropriate behaviours extends to management, colleagues, subordinates, clients, customers, and other business contacts and expands beyond the place of work to off-site and work-related social events.

As such, this policy applies to all employees, management, elected officials, and members of boards and committees, referred to as “staff” and/or “employees”.

The workplace is not confined to the offices and buildings of the Corporation. It also includes washrooms, locker rooms, worksites, vehicles and equipment, and any other location where the business of the Corporation is conducted.

At law, bullying and/or harassment that occurs outside of the workplace but which relates to the workplace may be included in the scope of workplace harassment.

3. Definitions

The terms defined below are referred to in this policy as “unacceptable workplace behaviour”:

Workplace Harassment:

Workplace harassment is defined as a course of vexatious comment or conduct against a worker in a workplace, that is known or ought reasonably to be known to be unwelcome.

Sexual Harassment:

Any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual connotation and can be typified as:

- Behaviour that is hostile in nature or intends to degrade an individual based on personal attributes, including: gender, sexual orientation, gender identity, gender expression, or any other relevant protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person’s body, attire, sex or sexual orientation, gender expression, or gender identity, or religion.
- Suggestive or offensive remarks.
- Bragging about sexual prowess.
- Offensive jokes or comments of a sexual nature about an employee.
- Unwelcome language related to gender.
- Displaying of pornographic or sexist pictures or materials.
- Leering (suggestive persistent staring).

- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation.
- Sexual assault.
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means.

Bullying:

Bullying includes unwelcome behaviours such as malicious actions and/or omissions toward one or more individuals, which a reasonable person would perceive as unwelcome. These can negatively impact our emotional wellbeing and may cause an individual to feel hurt, embarrassed, incompetent, disrespected, and/or devalued. This can lead to damaging consequences for the victim, the observers, our clients, and the organization.

Unwelcome behaviours may include subtle and/or overt acts of hostility or aggression and may include instances of both omission and/or commission. This may include:

- Gossiping or spreading rumours
- Talking down to others
- Verbally berating others
- Using a harsh tone of voice
- Acting in a way that seems “out to get” others
- Blaming others for things out of their control
- Making or implying threats regarding one’s job security
- Excessive shouting
- Repeated emotional outbursts
- Using overt or subtle intimidation tactics
- Using degrading remarks or tone of voice
- Criticizing or talking down to others in front of a group
- Using condescending and/or demeaning body language
- Social exclusion or ostracism
- Ignoring others or giving “silent treatment”
- Intentionally excluding others from conversations and/or work activities
- Differential treatment (treating some less favorably than others)
- Undermining another’s work by assigning impossible deadlines or workloads
- Excessive monitoring of work or unnecessary micromanagement
- Withholding pertinent work-related information
- Undermining the work of a co-worker or subordinate in an undue manner
- Not providing sufficient information to discharge one’s duties effectively

4. General Guidelines

The Corporation does not tolerate harassment in the workplace and will make ongoing efforts to identify such hazards and take appropriate action through policies and procedures.

Our goal is to foster a friendly, professional, and satisfying working environment for all employees, as per our legal obligations to prevent workplace harassment.

Properly discharged supervisory duties, including disciplinary action, are not harassment. Conduct by a supervisor which does not interfere with the respect for the dignity of employees is not considered harassment.

All employees are encouraged to contact their supervisor, division manager, or human resources with any concerns about workplace harassment. Any concerns will be handled with strict confidentiality.

Employees are required to take the following steps when confronted with harassment in the workplace:

1. Asserting Yourself

If safe to do so, an employee must inform the harasser that his or her behaviour is unwelcome. An individual (although he or she should know better) may not realize that he or she is being offensive. A simple chat may resolve the problem. If the person refuses to co-operate, remind him or her that such behaviour is against Corporation policy.

2. Documenting the Facts

Document your observations, such as when the behaviours started; including dates, times, locations, witnesses, details of what happened, threats made (or implied), your response, and any reprisal.

3. Filing a Complaint

If the harassment continues, or is severe in nature, first report the issue to your supervisor. Where the respondent is your immediate supervisor, you may report the issue to their supervisor and/or Human Resources Manager. Under no circumstances shall anyone identified as a respondent in a complaint participate in conducting the investigation.

4. The Investigation

The supervisor of each department is responsible for ensuring a workplace free of bullying and harassment.

Upon becoming aware of such issues, the supervisor and/or division manager will inform human resources and will promptly investigate the matter with the support of Human Resources.

The investigation will include interviewing the following: the complainant, the respondent, and any other persons or witnesses who may have relevant information. Union members have the right to have a union representative present for their interview. Information received will be kept in strict confidence and will be documented as part of the record.

5. Resolution of complaint

If there is evidence of bullying or harassment on a balance of probabilities, it will result in disciplinary action and steps will be taken to prevent any further issues in the workplace. In the interest of privacy, such action will not be communicated to the complainant.

If there is no evidence of bullying or harassment on a balance of probabilities, it will not result in disciplinary action.

When there is evidence of a false allegation being made against a respondent, disciplinary action may be taken against the complainant.

6. Policy Expectations

Management Responsibility:

Management and others in positions of authority are held to a higher standard in ensuring that healthy and appropriate behaviours are being modelled, and that concerns are addressed effectively and in a timely manner. In addition to the expectations of employees listed in this policy, management must:

- Treat everyone in the workplace with dignity and respect
- Maintain a workplace free from and harassment
- Be familiar with the requirements of this policy and relevant procedures
- Take complaints seriously and follow-up appropriately
- Maintain confidentiality to the greatest extent possible
- Be aware of the signs of workplace bullying and/or harassment
- Intervene on behalf of others in the workplace
- Refer victims of harassment to appropriate resources, as required
- Comply and co-operate with the requirements of an investigation
- Provide good examples by treating all employees with courtesy and respect
- Promote awareness of the policy and complaint procedures
- Be aware and observant of the signs of unacceptable behaviours
- Act to resolve inappropriate behaviours before they escalate

- Deal sensitively with employees involved in a complaint
- Explain the procedures to be followed if a complaint of inappropriate behaviour is made
- Ensure that an employee making a complaint is not reprimanded for doing so
- Monitor and follow up the situation after a complaint is made to prevent recurrence

Employee Responsibility:

Employees are expected to participate in the achieving a work environment that is free of bullying, harassment, incivility, and hostility. Employees are often aware of issues that management may not be, and along with complying with our policy requirements, they must:

- Treat everyone in the workplace with dignity and respect
- Support and contribute to a workplace free of these unacceptable behaviours
- Report in a timely manner these unacceptable behaviours upon witnessing them
- Modify their own behaviour upon becoming aware that it may be unacceptable
- Comply with the requirements of the investigation of unacceptable behaviours
- Understand that unacceptable behaviours will be dealt with through appropriate disciplinary action

7. Complaint & Investigative Procedures

The first step in establishing that an individual's behaviour in the workplace is unacceptable, is to advise them that their behaviour is unwelcome. This may be enough to resolve the issue, but in any case, documenting these interactions is critical, even if the problem appears to have been resolved.

Issues that remain unresolved after informing the individual that their behaviour is unwelcome must be reported to the employee's supervisor, division manager, or to Human Resources in a timely manner.

In some cases, the unwelcome behaviour may be severe in nature, or the individual involved may not feel safe in addressing the behaviour. In these cases, the individual involved may report the issue directly to their supervisor, or if their supervisor is the offending party, then to their division manager, or Human Resources

At law, there is no longer a need for an employee to complete and submit a written complaint form to trigger an employer's duty to enquire. Simply becoming aware of conduct that a reasonable person would perceive as unwelcome may trigger the duty to enquire or investigate.

The investigation process will include:

- A thorough investigation of allegations of unacceptable behaviours
- Documentation from all parties involved in the complaint
- Resolution in a timely manner

Resolution of a concern or complaint may include a variety of outcomes, depending upon the findings of an investigation of a complaint. These will include, but may not be limited to:

- Retraining

- Progressive discipline
- Transfer of employees
- Termination of employment

Any employee or manager seeking to file a complaint should take care to ensure the complaint is confined to and consists of precise details of each incident of such behaviours, including:

- Dates
- Times
- Locations
- Witnesses
- Frequency of occurrence

Within this procedure, the term “complainant” refers to the victim of the alleged unacceptable behaviour, who has raised their concerns with management. A complainant can also refer to another individual, such as a witness or a concerned colleague, who raises a concern on behalf of the victim. In this context, the “Respondent” refers to the person who has been alleged of committing and/or enabling unacceptable behaviours in the workplace.

Unacceptable workplace behaviour must be brought to the attention of management and will be documented accordingly. The respondent of such complaints will be notified in writing by the Corporation that an allegation has been made against them, and of the steps which will follow. Respondents are presumed to be innocent of allegations at this stage.

A. Obligations of Complainant

1. To clearly inform the respondent that their behaviour is unwelcome
2. Where appropriate, to inform their supervisor, division manager, or Human Resources of their concerns
3. To document dates, times, and the names of any witnesses, as well as any attempt to resolve the situation
4. To preserve anything which could be used as evidence to substantiate a complaint or concern
5. To comply with the requirements of the investigation

B. Obligations of Respondent

1. To preserve anything which could be used as evidence to substantiate a complaint or concern
2. To comply with the requirements of the investigation
3. To not react with hostility or reprisal toward a complainant

C. Obligations of Human Resources

1. To educate employees and supervisors on unacceptable workplace behaviours
2. To assist, participate in, and lead investigations involving such allegations
3. To inform employees and managers of their legal rights and responsibilities, including the right to representation

4. To take steps to mitigate the risk of harm to employees, and the Corporation, because of workplace harassment.

D. Obligations of Investigator

1. To investigate a complaint of unacceptable workplace behaviour, which typically begins with the supervisor or the division manager, along with the assistance of Human Resources, and may be led by a third party, such as a lawyer
2. To carry out an impartial investigation, to gather evidence and draw conclusions
3. To provide the respondent a fair opportunity to provide a defense to the allegations
4. To conclude investigations in a timely manner

E. Obligations of Health and Safety Representative / Joint Health and Safety Committee

1. To respond to concerns related to unacceptable workplace behaviours
2. To make recommendations regarding policies and procedures to prevent unacceptable workplace behaviours

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Workplace Violence

Creation Date:	June 2011
Review Date:	2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020
Resolution Number:	050 (consent)
Supersedes Resolution Number:	326 (consent)

Policy Number: 5.34

1. Intent

At the Corporation of the Town of Fort Frances ("the Corporation"), the physical and mental health, safety, security, dignity, and well-being of all our employees is critical.

Employees, and those who are present in our workplace, have a right to a safe workplace. The workplace should be free of violence, and the threat of violence. Under no circumstance should employees fear reprisal for voicing a legitimate concern about workplace violence, or exercising their right to refuse unsafe work due to workplace violence, or the threat of workplace violence.

It is the responsibility of the Corporation, including all managers and employees to foster a healthy workplace environment, where dignity and respect are the foundation of all communication and interactions.

Violence, and intimidation are unacceptable in the workplace, and any such acts may result in disciplinary action, including termination of employment for just cause. Clients, or members of the public who are present in the workplace who engage in such acts will be asked to leave. If required, law enforcement may be contacted for assistance.

The Corporation has an obligation to support and assist individuals who are experiencing violence or threat of violence in the workplace. The Corporation will investigate complaints and take appropriate action to ensure the safety of employees, and others who may be present in the workplace. The Corporation will not discriminate or retaliate against an employee because he or she voices concerns about workplace violence.

2. Scope

All employees have the right to a safe workplace, free from violence, or the threat of violence. Protection from violent, intimidating, and aggressive behaviours extends to management,

colleagues, subordinates, clients, customers and other business contacts who are present in the workplace.

As such, this policy applies to all employees, management, elected officials, and members of boards and committees, referred to as “staff” and/or “employees”.

The workplace is not confined to the offices and buildings of the Corporation. It also includes washrooms, locker rooms, worksites, vehicles and equipment, and any other location where the business of the Corporation is conducted.

3. Definitions

Workplace Violence:

Workplace violence is the exercising of (or the attempt to exercise) physical force by a person against a worker, in a workplace, that causes or could cause physical injury. It also includes a statement or behaviour that may reasonably be interpreted as a threat to exercise physical force that could cause injury. This includes, but is not limited to:

- Threats of physical violence
- Intimidation
- Attempted and/or actual acts of violence
- Assault
- Acts of physical aggression
- Deliberate destruction of damage to property
- Violent actions that intimidate one or more individuals

4. General Guidelines

The Corporation not tolerate violence, or the threat of violence in the workplace, and will make ongoing efforts to identify such hazards and take appropriate action through policies and procedures.

Our goal is to ensure a safe working environment for all employees, as per our legal obligations.

5. Prevention of Workplace Violence

The Corporation has taken specific measures to prevent workplace violence. This includes procedures to control the hazard of workplace violence, as identified by workplace violence risk assessments.

A. Workplace Violence Risk Assessment

The Corporation conducts workplace violence risk assessments to identify and assess the risk of workplace violence specific to each department. The results of these assessments are communicated to the employees in those departments and to their health and safety

representatives (“HSR”), or joint health and safety committees (“JHSC”) in departments with a JHSC. When conducting these assessment, the Corporation considers the following factors:

- Circumstances specific to each workplace
- Circumstances specific to different roles within the organization
- Circumstances that would be common to similar workplaces

The Corporation will notify employees of the risk of violence specific to their work location, job or shift through their supervisors and general training programs. Employees are required to make their supervisors aware of risks that are not yet identified in our risk assessments.

B. Individuals with a History of Violence

By law, The Corporation is obligated to warn employees of the identities and personal details of an individual with histories of violent behaviour where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned would reasonably be expected to encounter that person while at work, and where the risk of violence is likely to expose those employees to hazards in the workplace.

Confidentiality will be maintained to the greatest extent possible. Information relating to potentially violent individuals will be shared with employees on a need to know basis. Employees are required to maintain confidentiality when they become aware of this information.

C. Workplace Violence Awareness Training

The Corporation requires its employees to take workplace violence awareness training. When management becomes aware of risks specific to your position, work location, or shift; you will be provided with further guidance and instruction.

D. Domestic Violence

The Corporation strives to respect the privacy of our employees and their personal lives. Its management does not intend to intrude on this privacy, but upon becoming aware of the risk of domestic violence affecting the workplace, the Corporation has a legal obligation to intervene in the interests of its workers.

The Corporation will fully support and assist our employees at risk of domestic violence in the workplace. Our zero-tolerance policy for workplace violence includes the risk of violence from current or former spouses/partners. This includes, but is not limited to:

- Actual or threatened physical violence or harm
- Assault (including sexual)
- The risk of homicide
- Stalking
- Threats of harm or actual harm to others, including personal property

The Corporation is obligated to take every precaution necessary to protect the health and safety of a worker regarding domestic violence. This may require us to warn other employees of the

identity and personal details of an individual with a history of domestic violence where there is a risk of violence in the workplace by any such individuals.

Information on potentially violent individuals may include the identities, personal histories, and descriptions of current or former partners of our employees. Confidentiality will be maintained to the greatest extent possible. Information that relates to actual or suspected domestic violence, or violent individuals, must only be divulged to others when required by law or policy.

Actions Employees Can Take

Employees who find themselves in the unfortunate position of being victims of domestic violence and abuse can take actions to protect themselves. You are not alone: help is available. Some the things you can do include:

- Talk to friends and family about your concerns;
- Inform your manager and / or Human Resources;
- Talk to your doctor;
- Contact the Employee Assistance Program or other support help line;
- Preserve evidence of instances of abuse and note dates and times of specific incidents.
- Call the police; and,
- Consider basic personal security measures such obtaining an unlisted telephone number, purchasing an alarm system, or avoiding isolated areas, etc.

E. Health and Safety Representative / Joint Health and Safety Committee Obligations

1. To respond to concerns related to workplace violence, or threat of workplace violence.
2. To review the results of workplace violence risk assessments and make recommendations to management.
3. To make recommendations regarding policies and procedures to prevent workplace violence.
4. To participate in investigations of work refusal due to workplace violence.

Everyone is required to work together to uphold this policy, and to take all reasonable steps required to prevent Workplace Violence.

This Workplace Violence Policy will be reviewed on an annual basis, or more frequently, as required.

To: Administration & Finance Executive Committee
From: Tyler Moffitt, Fire Chief/CEMC
Date: March 25, 2021
Subject: **Fire Safety Grant Transfer Payment Agreement**

Background

On March 11th, 2021 the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

I am pleased to advise that the Town of Fort Frances will be provided **\$6,500.00** as part of this grant program. The grant will support training opportunities and the establishment of a virtual public fire safety education program, as well as a virtual fire safety inspection program.

Meanwhile, as part of the grant process, formalization of the grant allocation and the Transfer Payment Agreement is required and requires approval of the Town of Fort Frances Council.

The Office of the Fire Marshal will reach out to finalize and execute the Fire Safety Grant Transfer Payment Agreement, which is attached with this report once the Town of Fort Frances Council approves spending the funds provided.

Recommendation

That the Administration & Finance Executive Committee recommends that Council approve the report as presented and furthermore authorizes the clerk to prepare the appropriate by-law for approval.

Respectfully submitted,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire Rescue Service

FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the Click or tap here to enter text. day of Choose an item., 20Click or tap here to enter text. (the “**Effective Date**”)

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Office of the Fire Marshal**

(the “**Province**”)

- and -

Town of Fort Frances

(the “**Recipient**”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule “A” - General Terms and Conditions
Schedule “B” - Project Specific Information and Additional Provisions
Schedule “C” - Project
Schedule “D” - Budget
Schedule “E” - Reports, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule “A”, the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by the Office of the Fire Marshal

Click or tap here to enter text.

Date

Signature: _____

Name: Douglas Browne

Title: Deputy Fire Marshal

Town of Fort Frances

Click or tap here to enter text.

Date

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

I have authority to bind the Recipient.

SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “E”.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) procedures to enable the Recipient’s ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on March 31, 2021 and will expire on the Expiry Date.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;
- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 Preparation and Submission. The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule “E”, or in a form as specified by the Province from time to time.

A6.2 **Record Maintenance.** The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

A7.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

A8.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

A9.1 **Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability

arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

A9.2 Proof of Insurance. If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A10.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A10.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A10.3 When Termination Effective. Termination under this Article will take effect as provided for in the Notice.

A11.0 FUNDS AT THE END OF A FUNDING YEAR

A11.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A12.0 FUNDS UPON EXPIRY

A12.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A13.0 NOTICE

A13.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule "B", or as either Party later designates to the other by Notice.

A13.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A14.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A15.0 INDEPENDENT PARTIES

A15.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A16.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' permitted assigns.

A17.0 GOVERNING LAW

A17.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A18.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the

requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A19.0 SURVIVAL

A19.1 **Survival.** All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$6,500.00
Expiry Date	August 1, 2021
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Position: Address: Fax: Email:
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

(None)

SCHEDULE “C”

PROJECT

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario’s fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

<insert a copy of the letter of intent from the municipality to outline proposed use of funds>

SCHEDULE “D”

BUDGET

Funding will be provided to the <insert municipality name> upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.

SCHEDULE “E”

REPORTS

As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



FEBRUARY 2021 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2021:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
11.7	0	0	7	0	0	2	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
5	0	0	2	0	0	1	0

TEAM MEMBERS RESPONDED TO 10 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2021.

Total Hours:

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

Time of Day:

During this month, **70%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **30%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

7 fire safety inspections were completed in February, which were completed in a safe manner with all the PPE and Health and Safety protocols in place.

Fire Response Calls: 2 Calls.

- 1 call involved an electrical outlet.
- 1 call involved an electrical power line that burnt off from a pole.

CO (Carbon Monoxide) Calls: 2 Calls, which consisted of **CO present** at residences.

Fire Alarm Calls: 5 False Fire Alarm Calls.



FIRE RESCUE SERVICE

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FEBRUARY 2021 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

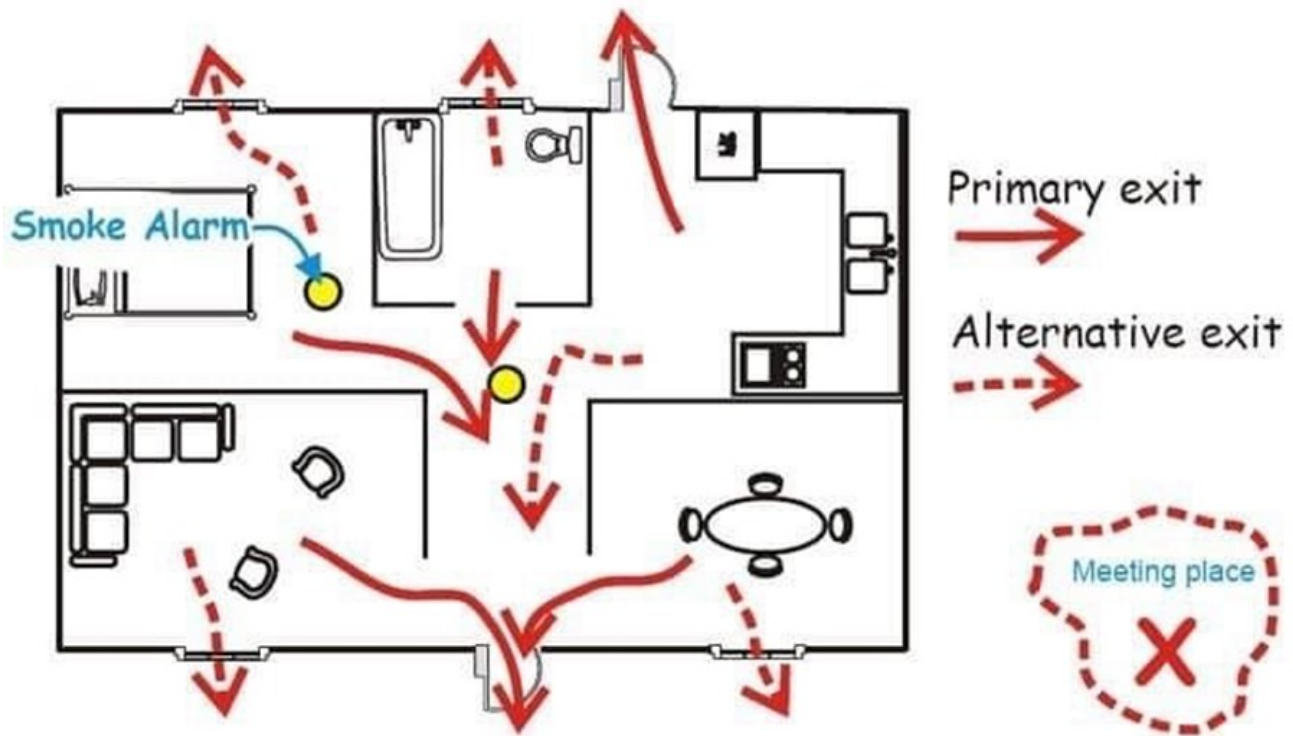


Other Calls: 1 Call. To assist OPP with ventilating a building where pepper spray was released.

Public Fire Safety Education:

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

For the month of February ... one of the Safety Shares we posted on our towns Facebook page was an activity for Family Day. We encouraged people to create or update their own custom home fire escape.





FIRE RESCUE SERVICE

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MARCH 2021 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2021:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
28.83	0	3	25	0	1	4	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	2	1	2	1	0	3	0

TEAM MEMBERS RESPONDED TO 16 EMERGENCY RESPONSE CALLS DURING MARCH 2021.

Total Hours:

- **22.25 Hours** was spent on responding to emergency incidents.
- **1.58 Hours** was spent on providing public service.
- **5 Hours** was spent on training.

Time of Day:

During this month, **75%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **25%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

18 fire safety inspections were completed in March, which were completed in a safe manner with all the PPE and Health and Safety protocols in place.

Fire Response Calls: 4 Calls.

- 1 call involved a grass fire.
- 1 call involved a power line down and arcing.
- 1 call involved a propane heater explosion at a restaurant's outdoor patio.
- 1 call involved a house fire, which was quickly extinguished due to the rapid response of our on-duty fire officer and other team members. Well done!



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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MARCH 2021 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



CO (Carbon Monoxide) Calls: 2 Calls, which were false alarms.

Hazmat Calls: 1 Call. This was regarding a potential reported spill in the lower river. The root-cause of the issue was due to a defoamer pump not working at the pulp and paper mill in International Falls, which resulted in foam accumulating on the surface of the lower river.

Fire Alarm Calls: 2 False Fire Alarm Calls.

MVC (Motor Vehicle Crashes): 2 Calls.

Other Calls: 3 Calls, which involved assisting agencies and investigating complaints.

Water Related Rescue Calls: 1 Call, which involved a person on a paddle board in Sand Bay.

EMS Assistance Calls: 1 Call.

Fulltime Firefighter Retirement: Captain Dave Crichton will be retiring from the Town of Fort Frances Fire Rescue Service effective April 30, 2021. Congratulations Dave!

New Fulltime Firefighter Hire: Real DeGagne was the successful candidate for the position of Fifth Class Fire Fighter, effective May 1, 2021. Well done Real!

Public Fire Safety Education:

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

For the month of March ... one of the Safety Shares we posted on our towns Facebook Page was an important noticed regarding OPEN-AIR BURNING NOT PERMITTED in the Town of Fort Frances. Due to the early dry conditions throughout Fort Frances, as well as the surrounding area ... this action was necessary.

Meanwhile, the Fire Services to the west of Fort Frances, as well as to the east have experienced numerous unnecessary grass fire calls, which has resulted in monetary costs to those affective communities.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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MARCH 2021 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



IMPORTANT PUBLIC NOTICE

from the Fort Frances Fire Rescue Service

OPEN-AIR BURNING is NOT permitted
March 18 through October 31 in the Town of Fort Frances

Our current **BYLAW 27/12** requires a fire permit for any open-air burning associated with burning wood, brush, leaves and grass.

The **Fire Code, Ontario Regulation 213/07**, as amended, and **BYLAW 27/12**, as amended, gives the Chief Fire Official the authority to **NOT APPROVE** any **OPEN-AIR BURNING**, and to **CANCEL** all previously issued **BURNING PERMITS**.

The Chief Fire Official has decided to prohibit the burning of all brush & wood piles, fields, leaves, and grass from March 18 to October 31.

There are exceptions...

At this time the only burning permitted in the Town of Fort Frances is covered in the Town of Fort Frances **BYLAW 27/12** under:

4 - WHERE PERMIT NOT REQUIRED.

A burning permit is not required for the following:

- 4.1 A small confined fire used to cook food on a grill or a barbecue, supervised at all times, shall not be deemed to require a permit for the purposes of this bylaw.
- 4.2 A small confined fire used for recreational purposes, less than one metre (39 inches) in diameter, less than one metre (39 inches) in height, and supervised at all times, shall not be deemed to require a permit for the purposes of this bylaw. These fires must be confined in a fire pit or fire ring. Either home-made or manufactured construction is acceptable.
- 4.3 Outdoor Fireplace with dimensions less than one metre (39 inches) in diameter, less than one metre (39 inches) in height, and supervised at all times, shall not be deemed to require a permit for the purposes of this bylaw. These items must be located on a non-combustible surface extending beyond the unit to a dimension equal to the height of the unit.
- 4.4 While being exempted from permits in clauses 4.1 and 4.2, any person burning in the Town of Fort Frances shall be responsible to burn in accordance with the provisions of this bylaw in sections 6, 7, and 8, if they are not specifically identified in this section.
- 4.5 Persons burning for the purposes of cooking or recreation are exempted from the time limitations defined in section 7.5 of this bylaw.
- 4.6 All fires must be built using clean dry wood and uncontaminated materials. Construction products and waste materials cannot be used as a fuel source for fires and must be disposed of in the landfill. Commercial fire logs are also an acceptable fuel source.



Go to www.fortfrances.ca, then click on the **TOWN** tab to access the **FIRE RESCUE SERVICE - WEB PAGE**, and the **OPEN-AIR BURNING - BYLAW 27/12**.

