

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - May 18, 2021, 12:00 PM

MEETING - Civic Centre

Session #8

Microsoft Teams meeting

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[+1 807-701-5975,,475171957#](#) Canada, Thunder Bay

Phone Conference ID: 475 171 957#

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	Page
1. <u>Call to Order/Roll Call</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Session no 7 - 04 May 2021	3 - 4
4. <u>Items Referred from Council - None</u>	
5. <u>New Business</u>	
5.1 2127 - R Wiedenhoeft - NOMA Per Diem INFO	5 - 9
5.2 2126 - M Behan - NOMA Per Diem INFO	10 - 14
5.3 2125 - J McTaggart - NOMA Per Diem INFO	15 - 19
5.4 2124 - W Brunetta - NOMA Per Diem INFO	20 - 24
5.5 CIBC Wood Gundy Customized Investment Management	25 - 36
5.6 Remuneration By-law Discussion	37 - 39
5.7 Reconciliation Policy - Creation	
6. <u>Outstanding Items</u>	
6.1 Letter from Jackie Lampi-Hughes re: Tax Break	40 - 41

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7. <u>Information</u>	
7.1 Fort Frances Fire Rescue Service 2020 Annual Report	42 - 56
8. <u>In-Camera - None</u>	
9. <u>Adjourn / Next Meeting Date 09 June 2021</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #7

May 4, 2021

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on May 4, 2021 from 1200 hrs to 1230 hrs

PRESENT: Chairperson W. Brunetta, Councillor A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holiday, Deputy Treasurer, K. Haney, Deputy Clerk., E. Slomke, Clerk, R. Thoms B93, Merna Emara, Fort Frances Times, J. Lampi-Hughes

REGRETS: D. Judson

1. Call to Order / Roll Call - 1200 hrs

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

3. Approval of Previous Committee Minutes

3.1 Session no 6 - 20 April 2021 - Accepted as presented

4. Items Referred from Council

4.1 Letter from Jackie Lampi-Hughes - Report & Information on Grants - Discussion held. D. Hughes to canvass other surrounding municipalities to determine if any leniency offered for business tax late fees during pandemic and will advise further next meeting.

5. New Business

5.1 BIA Levy - Report & PDF - Accepted as presented.

5.2 Seniors Centre - Report & Input from CSEC - Committee fully supportive of cause. Donation request to be taken from Public Relations budget.

5.3 Bank Agreement - Report & Agreement - Accepted as presented.

5.4 POA Financial Statements - Reports & Statements. Accepted as presented.

6. Outstanding Items - None

7. Information - None

8. In-Camera - None

9. Adjourned meeting at 1230 hrs / Next Meeting Date - 18 May 2021

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 12, 2021
SUBJECT: Councillor Rick Wiedenhoeft– NOMA Annual General Meeting and Conference Per Diem

BACKGROUND

Attached is a Schedule “F” Travel Statement – Mayor/Council Honorarium per diems in the amount of \$320.00 to attend the NOMA Annual General Meeting and Conference virtually on April 28-30, 2021 as submitted by Councillor Rick Wiedenhoeft.

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

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

Attendee	Rick WIEDENHOEFF
Conference / Seminar Attended	NOMA AGM.
Location	Virtually
Dates	Wednesday April 28 – Friday April 30/2021

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			April 28	April 29	April 30			2½
Amount			80.00	160.00	80.00			320.00

Name (Please Print) Rick WIEDENHOEFF	Signature R. Wiedenhoeff
Approved	Date

To be submitted to Payroll for processing when approved by Council

Note As I had difficulty logging on day 1 (1½ hours), my claim is for only ½ day. RW.

2021 NOMA Annual Meeting & Conference Agenda

Wednesday, April 28, 2021 Location: Virtual

11:30 am (EST)

Visit Exhibitor Booths

12:00 pm

Conference Welcome & Opening Remarks

Call to Order & Greetings from

Mayor Wendy Landry, NOMA President

Peter Collins, Chief, Fort William First Nation

Mayor Robin Jones, ROMA President

Councillor Danny Whalen, FONOM President

Roll Call

12:10 pm

Keynote: The Honourable Doug Ford, Premier of Ontario

12:20 pm

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay – Atikokan

12:35 pm

Steven Del Duca, Leader of Ontario Liberal Party introduced by Michael Gravelle, MPP Thunder Bay – Superior North

12:45 pm

Keynote: AMO Update

Presented by: Graydon Smith, President & Monika Turner, Director of Policy

1:30 pm

NWMO: Implementing Reconciliation

Presented by: Bob Watts, Vice-President of Indigenous Relations & Strategic Programs

2:15 pm

Exhibitor Booth Break

2:45 pm

LAS: Working for Communities in a Post Pandemic World

Presented by: Jeff Barten, Energy & Asset Services Manager & Eleonore Schneider, Program Manager

3:15 pm

Hydro One Fireside Chat: Supporting Northwestern Ontario's Growth Potential

Presented by: Jason Fitzsimmons, Chief Corporate Affairs & Customer Care Officer

4:00 pm

Exhibitor Booth Break

NOIMA Annual General Meeting (74/75th)

4:30 - 5:30
pm (EST)

1. Call to Order
2. Approval of minutes of 73rd Annual General meeting
3. Approval to receive the Presidents Report
4. Approval of Auditors Report & 2019 and 2020 Financial Statements
5. Appointment of Auditors for 2021
6. Approval of 2021 Operating Estimates
7. Business Transacted
8. New Business
9. Resolutions Committee
10. Approval to receive Committee & District Associations Reports
11. Adjournment

Thursday, April 29, 2021: Virtual

9:00 am (EST)

Exhibitor Booth Break

9:30 am

Strengthening Municipalities Through Energy Choices

Presented by: Terry Young, Interim President and Chief Executive Officer, IESO

10:00 am

Our Energy Transition at Enbridge Gas Inc

Presented by: Luke Skaarup, Director Operations, Northern Region & Nicole Lehto, Operations Manager, North West

10:45 am

Exhibitor Booth Break

11:15 am

Electronic Meetings: How to Keep Virtual Municipal Meetings Open and Accessible Ombudsman Ontario

Presented by: Lauren Chee-Hing, Legal Counsel

12:00 pm

Ontario's Forest Industry: Sustaining Green Economic Recovery

Presented by: Ian Dunn, President and CEO, OFIA

12:45 pm

Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs

12:50 pm

Lunch & Visit Exhibitor Booths

1:30 pm

Frank Cowan Company: Risk Mitigation and COVID-19

Presented by: Jessica Jaremchuk, Director Risk Management Services

2:15 pm

Tourism & Municipalities - Working together in the North

*Moderator: Chris Bloore, VP Policy & Government Affairs Tourism Industry Association of Ontario
Panel: Rick Layzell – Executive Director – Boating Ontario, Kevin Eshkawkogan – President & CEO – Indigenous Tourism Ontario, Isabelle deBruyn – Tourism Manager – SEO, David MacLachlan – Destination Northern Ontario & Laurie Marcil – Nature and Outdoors Tourism Ontario*

3:00 pm

CMHC Outreach: Affordable Housing and the Local Economy

Presented by: Arlene Etchen, Outreach Specialist for Canada Mortgage and Housing Corporation

3:30 pm

Exhibitor Booth Break

4:00 pm

Dealer's Choice: Project Methodology Selection

Presented by: Gord Wickham, Vice President, Colliers Project Leaders

4:45 pm

Building a Resilient Non-Profit sector in Ontario

Presented by: Katharine Bambrick, CEO, Ontario Trillium Foundation

5:30 pm (EST)

Conclusion of Day's Events

Friday, April 30, 2021 Location: Virtual

- 9:00 am (EST) **Ontario Northland Transportation Update**
Presented by: Corina Moore, President and CEO
- 9:30 am **MPAC Updates**
Presented by: Carmelo Lipsi, Vice President & Chief Operating Officer & Mary Dawson-Cole, Regional Manager, Northern Ontario, Municipal Property Assessment Corporation (MPAC)
- 10:00 am **NOSM Update: Rural Physicians**
Presented by: Dr William McCready, Senior Advisor to the Dean, Thunder Bay Campus, Northern Ontario School of Medicine
- 10:30 am **Health Break & Live Q/A with MPAC**
- 10:45 am **Employing New Immigrants: Community and Organizational Inclusion Challenges in Northwestern Ontario**
Presented by: Dr. Kathy Sanderson, Assistant Professor, Ryan Hron, Research Assistant, and Julia Whitney, Research Assistant, Faculty of Business Administration, Lakehead University
- 11:30 am **Hon. Steve Clark, Minister of Municipal Affairs & Housing**
- 11:40 am **Lunch Break**
- 12:20 pm **Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs**
- 12:30 pm **Minister Forum**
Hon. Steve Clark, Minister of Municipal Affairs & Housing
Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs
Hon. Vic Fedeli, Minister of Economic Development, Job Creation, and Trade
Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks
Hon. Laurie Scott, Minister of Infrastructure
Hon. Caroline Mulroney, Minister of Transportation
Hon. John Yakabuski, Minister of Natural Resources and Forestry
Hon. Michael Tibollo, Minister of Mental Health
Hon. Bill Walker, Minister of Energy
Hon. Lisa MacLeod, Minister of Heritage, Tourism & Culture
- 1:30 pm (EST) **End of conference**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 12, 2021
SUBJECT: Councillor Michael Behan– NOMA Annual General Meeting and Conference Per Diem

BACKGROUND

Attached is a Schedule “F” Travel Statement – Mayor/Council Honorarium per diems in the amount of \$320.00 to attend the NOMA Annual General Meeting and Conference virtually on April 28-30, 2021 as submitted by Councillor Michael Behan.

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

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	NOMA Conference + AGM
Location	VIRTUAL
Dates	April 28-30/21

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			11 a.m. - 4 p.m.	8:30 a.m. - 4:30 p.m.	8 a.m. - Noon			
Amount			\$80	\$160	\$80			\$320

Name (Please Print)	Signature
MICHAEL BEHAN	Michael Behan
Approved	Date
	May 4/21

To be submitted to Payroll for processing when approved by Council

2021 NOMA Annual Meeting & Conference Agenda

Wednesday, April 28, 2021 Location: Virtual

11:30 am (EST)

Visit Exhibitor Booths

12:00 pm

Conference Welcome & Opening Remarks

Call to Order & Greetings from

Mayor Wendy Landry, NOMA President

Peter Collins, Chief, Fort William First Nation

Mayor Robin Jones, ROMA President

Councillor Danny Whalen, FONOM President

Roll Call

12:10 pm

Keynote: The Honourable Doug Ford, Premier of Ontario

12:20 pm

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay – Atikokan

12:35 pm

Steven Del Duca, Leader of Ontario Liberal Party introduced by Michael Gravelle, MPP Thunder Bay – Superior North

12:45 pm

Keynote: AMO Update

Presented by: Graydon Smith, President & Monika Turner, Director of Policy

1:30 pm

NWMO: Implementing Reconciliation

Presented by: Bob Watts, Vice-President of Indigenous Relations & Strategic Programs

2:15 pm

Exhibitor Booth Break

2:45 pm

LAS: Working for Communities in a Post Pandemic World

Presented by: Jeff Barten, Energy & Asset Services Manager & Eleonore Schneider, Program Manager

3:15 pm

Hydro One Fireside Chat: Supporting Northwestern Ontario's Growth Potential

Presented by: Jason Fitzsimmons, Chief Corporate Affairs & Customer Care Officer

4:00 pm

Exhibitor Booth Break

NOMA Annual General Meeting (74/75th)

4:30 - 5:30
pm (EST)

1. Call to Order
2. Approval of minutes of 73rd Annual General meeting
3. Approval to receive the Presidents Report
4. Approval of Auditors Report & 2019 and 2020 Financial Statements
5. Appointment of Auditors for 2021
6. Approval of 2021 Operating Estimates
7. Business Transacted
8. New Business
9. Resolutions Committee
10. Approval to receive Committee & District Associations Reports
11. Adjournment

Thursday, April 29, 2021: Virtual

- 9:00 am (EST) **Exhibitor Booth Break**
- 9:30 am **Strengthening Municipalities Through Energy Choices**
Presented by: Terry Young, Interim President and Chief Executive Officer, IESO
- 10:00 am **Our Energy Transition at Enbridge Gas Inc**
Presented by: Luke Skaarup, Director Operations, Northern Region & Nicole Lehto, Operations Manager, North West
- 10:45 am **Exhibitor Booth Break**
- 11:15 am **Electronic Meetings: How to Keep Virtual Municipal Meetings Open and Accessible**
Ombudsman Ontario
Presented by: Lauren Chee-Hing, Legal Counsel
- 12:00 pm **Ontario's Forest Industry: Sustaining Green Economic Recovery**
Presented by: Ian Dunn, President and CEO, OFIA
- 12:45 pm **Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs**
- 12:50 pm **Lunch & Visit Exhibitor Booths**
- 1:30 pm **Frank Cowan Company: Risk Mitigation and COVID-19**
Presented by: Jessica Jaremchuk, Director Risk Management Services
- 2:15 pm **Tourism & Municipalities - Working together in the North**
Moderator: Chris Bloore, VP Policy & Government Affairs Tourism Industry Association of Ontario
Panel: Rick Layzell – Executive Director – Boating Ontario, Kevin Eshkawkogan – President & CEO – Indigenous Tourism Ontario, Isabelle deBruyn – Tourism Manager – SEO, David MacLachlan – Destination Northern Ontario & Laurie Marcil – Nature and Outdoors Tourism Ontario
- 3:00 pm **CMHC Outreach: Affordable Housing and the Local Economy**
Presented by: Arlene Etchen, Outreach Specialist for Canada Mortgage and Housing Corporation
- 3:30 pm **Exhibitor Booth Break**
- 4:00 pm **Dealer's Choice: Project Methodology Selection**
Presented by: Gord Wickham, Vice President, Colliers Project Leaders
- 4:45 pm **Building a Resilient Non-Profit sector in Ontario**
Presented by: Katharine Bambrick, CEO, Ontario Trillium Foundation
- 5:30 pm (EST) **Conclusion of Day's Events**

Friday, April 30, 2021 Location: Virtual

- 9:00 am (EST) **Ontario Northland Transportation Update**
Presented by: Corina Moore, President and CEO
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Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks
Hon. Laurie Scott, Minister of Infrastructure
Hon. Caroline Mulroney, Minister of Transportation
Hon. John Yakabuski, Minister of Natural Resources and Forestry
Hon. Michael Tibollo, Minister of Mental Health
Hon. Bill Walker, Minister of Energy
Hon. Lisa MacLeod, Minister of Heritage, Tourism & Culture
- 1:30 pm (EST) **End of conference**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 12, 2021
SUBJECT: Councillor John McTaggart– NOMA Annual General Meeting and Conference
Per Diem

BACKGROUND

Attached is a Schedule “F” Travel Statement – Mayor/Council Honorarium per diems in the amount of \$320.00 to attend the NOMA Annual General Meeting and Conference virtually on April 28-30, 2021 as submitted by Councillor John McTaggart.

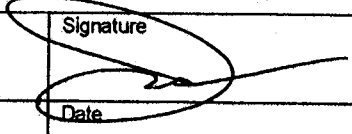
The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

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

Attendee	JOHN McTAGGART
Conference / Seminar Attended	NOMA
Location	VIRTUAL
Dates	APRIL 28-30, 2021

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			APRIL 29	APRIL 30	APRIL 30			
Amount			80 ⁰⁰	160 ⁰⁰	80 ⁰⁰			320 ⁰⁰

Name (Please Print)	Signature
JOHN McTAGGART	
Approved	Date
	APRIL 30/21

To be submitted to Payroll for processing when approved by Council

2021 NOMA Annual Meeting & Conference Agenda

Wednesday, April 28, 2021 Location: Virtual

11:30 am (EST)

Visit Exhibitor Booths

12:00 pm

Conference Welcome & Opening Remarks

Call to Order & Greetings from

Mayor Wendy Landry, NOMA President

Peter Collins, Chief, Fort William First Nation

Mayor Robin Jones, ROMA President

Councillor Danny Whalen, FONOM President

Roll Call

12:10 pm

Keynote: The Honourable Doug Ford, Premier of Ontario

12:20 pm

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay – Atikokan

12:35 pm

Steven Del Duca, Leader of Ontario Liberal Party introduced by Michael Gravelle, MPP Thunder Bay – Superior North

12:45 pm

Keynote: AMO Update

Presented by: Graydon Smith, President & Monika Turner, Director of Policy

1:30 pm

NWMO: Implementing Reconciliation

Presented by: Bob Watts, Vice-President of Indigenous Relations & Strategic Programs

2:15 pm

Exhibitor Booth Break

2:45 pm

LAS: Working for Communities in a Post Pandemic World

Presented by: Jeff Barten, Energy & Asset Services Manager & Eleonore Schneider, Program Manager

3:15 pm

Hydro One Fireside Chat: Supporting Northwestern Ontario's Growth Potential

Presented by: Jason Fitzsimmons, Chief Corporate Affairs & Customer Care Officer

4:00 pm

Exhibitor Booth Break

NOMA Annual General Meeting (74/75th)

4:30 - 5:30
pm (EST)

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- 9:00 am (EST) **Exhibitor Booth Break**
- 9:30 am **Strengthening Municipalities Through Energy Choices**
Presented by: Terry Young, Interim President and Chief Executive Officer, IESO
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Presented by: Luke Skaarup, Director Operations, Northern Region & Nicole Lehto, Operations Manager, North West
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Presented by: Ian Dunn, President and CEO, OFIA
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- 12:50 pm **Lunch & Visit Exhibitor Booths**
- 1:30 pm **Frank Cowan Company: Risk Mitigation and COVID-19**
Presented by: Jessica Jaremchuk, Director Risk Management Services
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Moderator: Chris Bloore, VP Policy & Government Affairs Tourism Industry Association of Ontario
Panel: Rick Layzell – Executive Director – Boating Ontario, Kevin Eshkawkogan – President & CEO – Indigenous Tourism Ontario, Isabelle deBruyn – Tourism Manager – SEO, David MacLachlan – Destination Northern Ontario & Laurie Marcil – Nature and Outdoors Tourism Ontario
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Hon. John Yakabuski, Minister of Natural Resources and Forestry
Hon. Michael Tibollo, Minister of Mental Health
Hon. Bill Walker, Minister of Energy
Hon. Lisa MacLeod, Minister of Heritage, Tourism & Culture
- 1:30 pm (EST) **End of conference**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 12, 2021
SUBJECT: Councillor Wendy Brunetta– NOMA Annual General Meeting and Conference
Per Diem

BACKGROUND

Attached is a Schedule “F” Travel Statement – Mayor/Council Honorarium per diems in the amount of \$400.00 to attend the NOMA Annual General Meeting and Conference virtually on April 28-30, 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’.

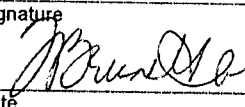
TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA BOARD, AGM, CONFERENCE
Location	VIRTUAL
Dates	APRIL 28-30, 2021

Details of Per Diem

Building + Conf. Conf. 1/2 day Conf.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			APR 28	APR 29	APR 30			
Amount			160.00	160.00	80.00			400.00

Name (Please Print)	Signature
Wendy Brunetta	
Approved	Date
	May 5, 2021

To be submitted to Payroll for processing when approved by Council

2021 NOMA Annual Meeting & Conference Agenda

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Visit Exhibitor Booths

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Exhibitor Booth Break

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Presented by: Katharine Bambrick, CEO, Ontario Trillium Foundation
- 5:30 pm (EST) **Conclusion of Day's Events**

Friday, April 30, 2021 Location: Virtual

- 9:00 am (EST) **Ontario Northland Transportation Update**
Presented by: Corina Moore, President and CEO
- 9:30 am **MPAC Updates**
Presented by: Carmelo Lipsi, Vice President & Chief Operating Officer & Mary Dawson-Cole, Regional Manager, Northern Ontario, Municipal Property Assessment Corporation (MPAC)
- 10:00 am **NOSM Update: Rural Physicians**
Presented by: Dr William McCreedy, Senior Advisor to the Dean, Thunder Bay Campus, Northern Ontario School of Medicine
- 10:30 am **Health Break & Live Q/A with MPAC**
- 10:45 am **Employing New Immigrants: Community and Organizational Inclusion Challenges in Northwestern Ontario**
Presented by: Dr. Kathy Sanderson, Assistant Professor, Ryan Hron, Research Assistant, and Julia Whitney, Research Assistant, Faculty of Business Administration, Lakehead University
- 11:30 am **Hon. Steve Clark, Minister of Municipal Affairs & Housing**
- 11:40 am **Lunch Break**
- 12:20 pm **Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs**
- 12:30 pm **Minister Forum**
Hon. Steve Clark, Minister of Municipal Affairs & Housing
Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs
Hon. Vic Fedeli, Minister of Economic Development, Job Creation, and Trade
Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks
Hon. Laurie Scott, Minister of Infrastructure
Hon. Caroline Mulroney, Minister of Transportation
Hon. John Yakubuski, Minister of Natural Resources and Forestry
Hon. Michael Tibollo, Minister of Mental Health
Hon. Bill Walker, Minister of Energy
Hon. Lisa MacLeod, Minister of Heritage, Tourism & Culture
- 1:30 pm (EST) **End of conference**

ADMINISTRATION & FINANCE DIVISION
Treasury Report 2021/28

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: May 13, 2021

SUBJECT: CIBC Wood Gundy Customized Investment Management

BACKGROUND

As you are aware from our prior meeting, we are changing over to the Public Sector and Not-for-Profit Group within CIBC in order for CIBC to support us greater as a Municipality. In doing so, this provides us the opportunity to deal with CIBC Wood Gundy for their investment services.

Currently, we invest in the high interest savings account (HISA) through One Funds for our reserves and top up with flexible GICs. The rates for GICs that renewed in April were 0.3% and the HISA interest rate was 0.165% in April. With the interest rates at all time lows, there are better ways of investing for the future of the Town. Per the Town's Investment Policy, 1.15, "It is the policy of the Town of Fort Frances to invest public funds so as to maximize the rate of investment returns and principal protection while meeting the daily cash flow and liquidity demands of the Town of for Frances and complying with statutory requirement of the *Municipal Act, 2001*."

As I am not an investment expert, I suggest we obtain the services of the experts. Jamie and I had a meeting with the Hobson Chahal Advisory Group, which is a group through CIBC Wood Gundy. They have prepared the attached information as a preliminary direction for us to consider. As you can see the rates presented are significantly better than what we are able to currently achieve.

The group provides customized analytics and reporting and value-added services. If so desired, they will provide a presentation to Council to allow Council to ask any questions of them.



CIBC
Wood Gundy

Hobson Chahal
Advisory Group

Town of Fort Frances

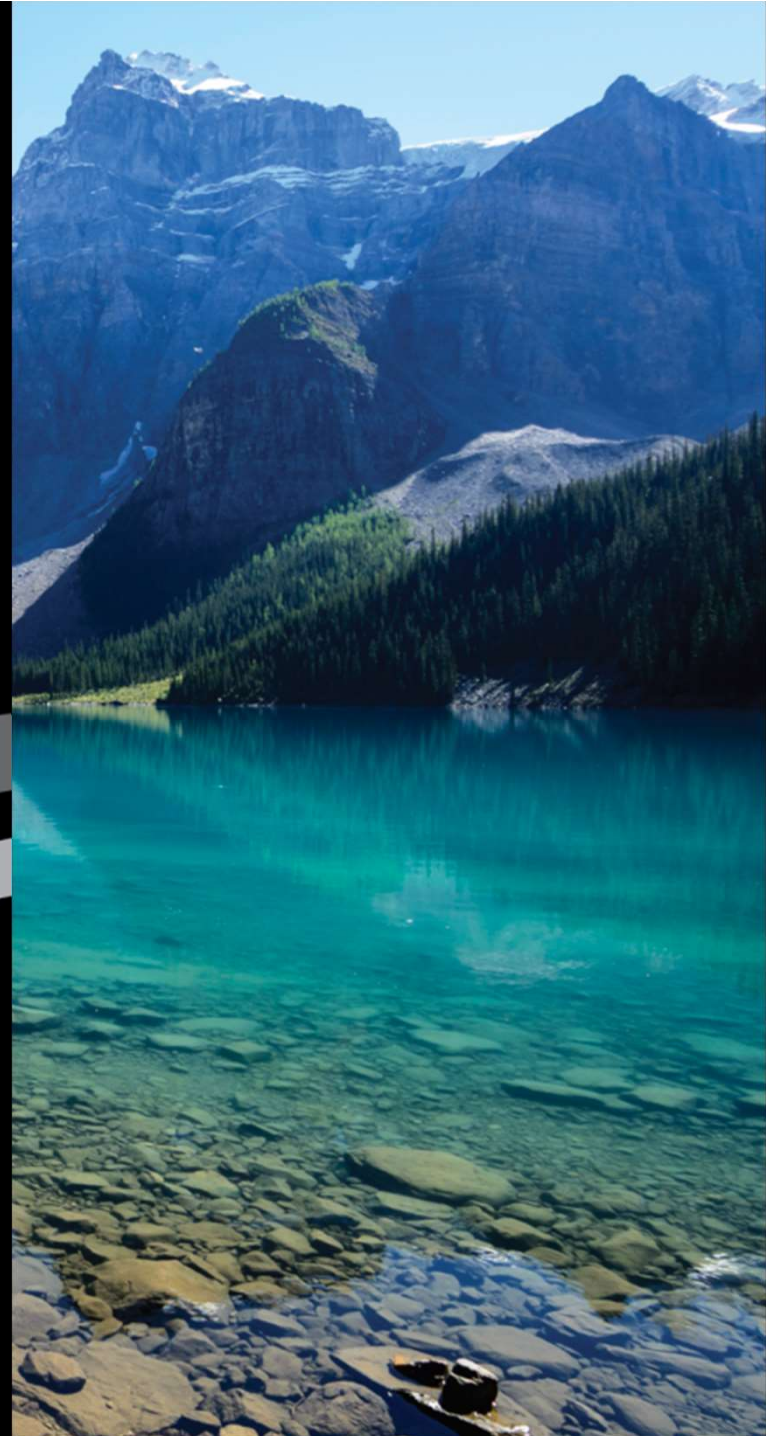
Customized Investment Management

Presenters:

James Hobson, CFA, Investment Advisor, Portfolio Manager

Charet Chahal, CFA, Investment Advisor, Portfolio Manager

Nick Poulias, MBA, Investment Advisor



Hobson Chahal Advisory Group



One of Canada's largest and most experienced teams in municipal customized investment management



Responsible for creating customized investment solutions for clients using any financial institution through open architecture to ensure highest returns



Clients include: Municipalities (11 cities, 17 counties, 22 towns), Insurance Reciprocal, Public Sector Institutions, School Boards, Foundations, Charities, etc.



Customized reporting solutions (accounting, analytics, performance)



Institutional focus with over \$2.6 billion AUM

The Team

James Hobson, CFA

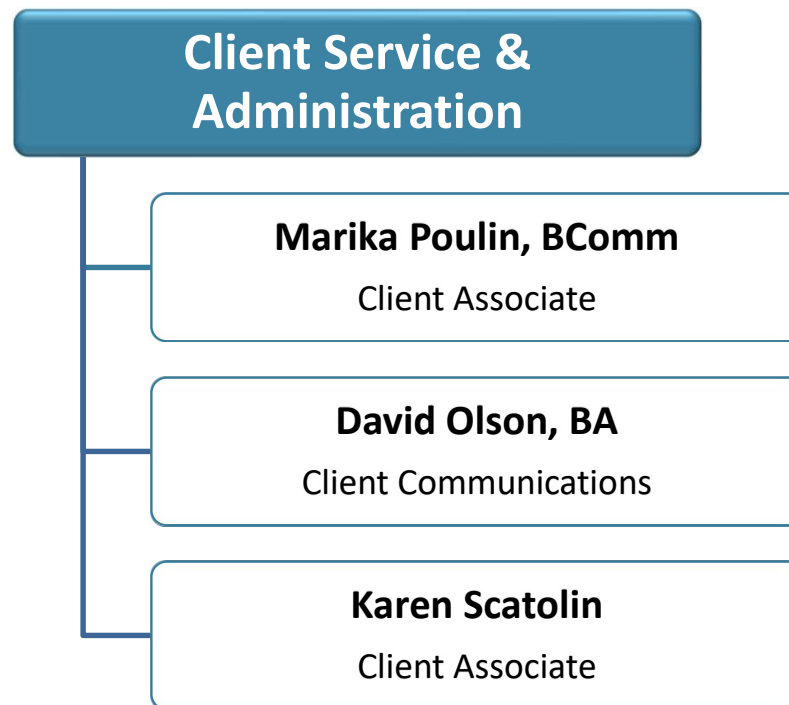
First Vice-President, Portfolio Manager

Charet Chahal, CFA

First Vice-President, Portfolio Manager

Nick Poulias, MBA

Investment Advisor

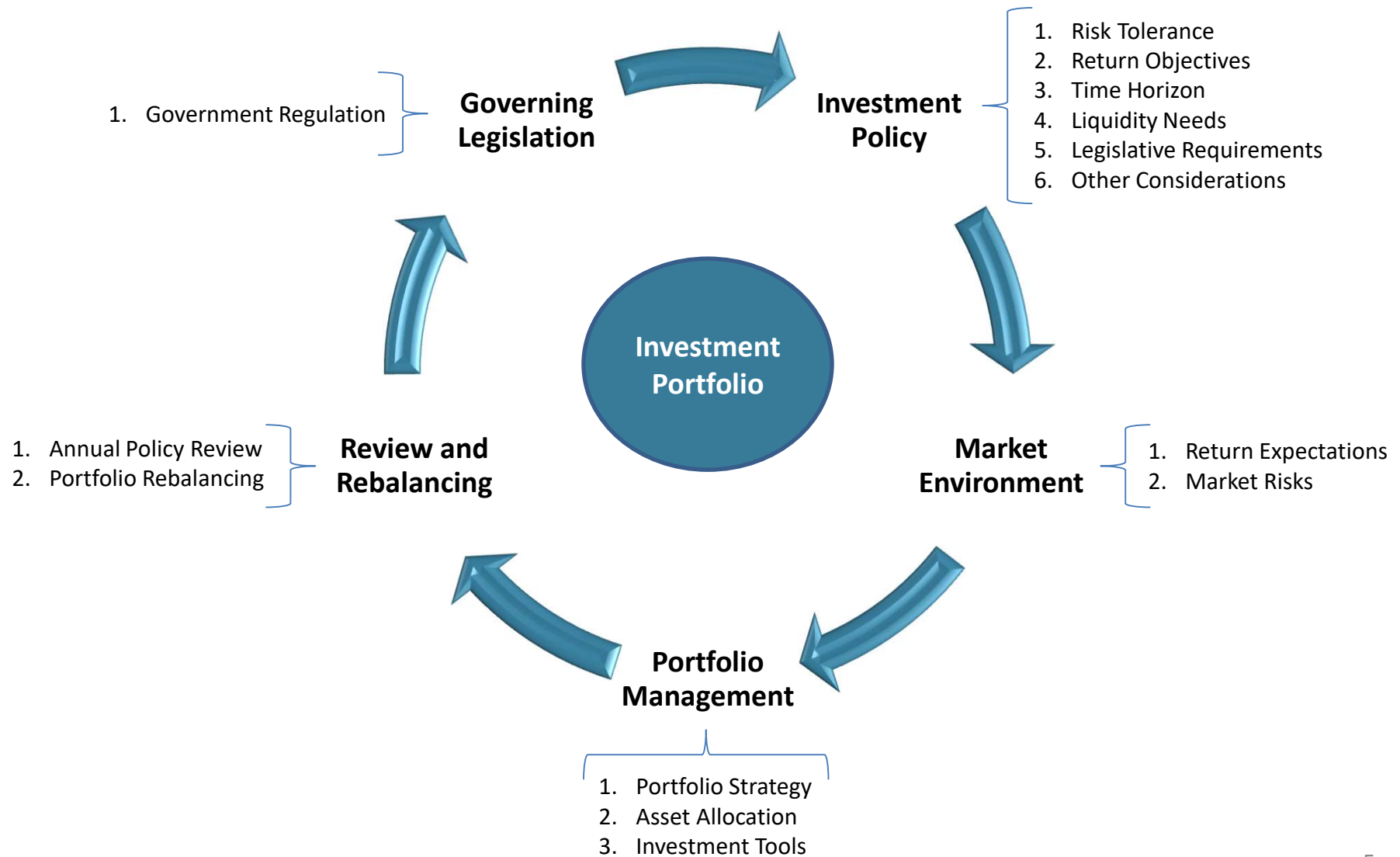


Investment Objectives

“The important thing about an investment philosophy is that you have one you can stick with.” – David Booth, Nobel Laureate

1. **Preservation of Capital** - What level of capital protection is needed?
2. **Risk Mitigation** - Ensuring sufficient diversification among assets
3. **Return on Investment** - Maximizing rate of return subject to constraints
 - Generate additional cash flow and grow the portfolio
 - Protect reserve funds from the eroding effects of inflation
4. **Liquidity Needs** - Structuring portfolios for optimal liquidity

Institutional Investment Management



Customized Approach vs. Pooled Funds

Individual Portfolio	Pooled Funds
<ul style="list-style-type: none">➤ Bonds are customized to match your unique liquidity needs➤ Interest rate risk is minimized by holding bonds to maturity➤ Trade for advantage when opportunities arise➤ Structured notes can enhance returns when interest rates rise➤ Typically lower fees	<ul style="list-style-type: none">➤ All clients receive the same bonds regardless of capital needs➤ There is no defined maturity date or principal guarantee➤ Inflexible to take advantage of market anomalies➤ Can be subject to higher fees

These are important considerations with rising rates!

Customized Analytics and Reporting

Reporting

- Accounting support for year-end and audit purposes where required
- Amortization spreadsheets for investments
- Customized reporting system to best meet needs
- Quarterly conference calls (if desired) and initiate regular monthly reporting
- Secure online access to statements, reporting, and trade confirmations

Value-Added Services

- Investment Policy creation
- Economic updates and Council presentations
- Educational workshops hosted in Toronto to learn from industry leading experts

Unique Advantages

- Portfolios customized to meet the unique objectives of the Town
- Unblemished track record investing for municipalities since 1983
- Leverage economies of scale investing alongside fellow municipalities
- Access to proprietary investments not available anywhere else, designed specifically for municipalities and compliant with municipal legislation
- Wealth of experience creating and advising on Investment Policy Statements
- CFA Charterholders with over 25+ years of combined experience
- Direct access to leading economics and market research
- Strong commitment to partnership through education for key personnel
- Customized analytics and reporting

Disclaimers

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<https://cibc.digitalagent.com/cibc-disclaimer-viewer/security-view.jsp?viewId=35777>*

Thank You

Questions?

Hobson Chahal Advisory Group

#100 – 3115 Harvester Road

Burlington, ON L7N 3N8

www.hobsonchahal.com

This information, including any opinion, is based on various sources believed to be reliable, but its accuracy cannot be guaranteed and is subject to change. CIBC and CIBC World Markets Inc., their affiliates, directors, officers and employees may buy, sell, or hold a position in securities of a company mentioned herein, its affiliates or subsidiaries, and may also perform financial advisory services, investment banking or other services for, or have lending or other credit relationships with the same. CIBC World Markets Inc. and its representatives will receive sales commissions and/or a spread between bid and ask prices if you purchase, sell or hold the securities referred to above. © CIBC World Markets Inc. 2019. If you are currently a CIBC Wood Gundy client, please contact your Investment Advisor.

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CIBC
Wood Gundy

Hobson Chahal
Advisory Group

Town of Fort Frances

Portfolio Recommendations

April 30, 2021

Investment Grade Bonds + Principal Protected Notes	DBRS Rating	Maturity or Expected Call/Life	Duration (Term)	Yield	Amount Spent	% Total
Bank of Nova Scotia 2.23% Callable Bond	AA	14-May-23	2.0	2.23%	\$ 1,700,000	14%
CIBC 2.01% Bond	AL	21-Jul-25	4.2	1.55%	\$ 1,700,000	14%
Bank of Nova Scotia 2.50% AutoCallable Principal Protected Income Note	AA	7-May-26	5.0	2.50%	\$ 1,700,000	14%
CIBC 1.96% Bond	AL	21-Apr-26	5.0	1.75%	\$ 1,700,000	14%
TD Bank 3.06% Bond	A	26-Jan-27	5.7	1.85%	\$ 1,700,000	14%
Bank of Montreal 2.90% AutoCallable Principal Protected Note	AA	25-May-27	6.1	2.90%	\$ 1,700,000	14%
Royal Bank 1.67% Bond	A	28-Jan-28	6.8	2.10%	\$ 1,800,000	15%
Total Portfolio			5.0	2.13%	\$ 12,000,000	100%

Notes:

All bonds are fully cashable at any time prior to maturity

All investments are compliant with Section 418.1 of the Ontario Municipal Act, 2001

All investments are principal guaranteed by the issuing banks at maturity

Autocallable Notes are callable starting at year 1 and annually thereafter

Autocallable Income Notes are callable starting at year 1 and every 6-months thereafter

Callable Bonds are callable starting at year 1 and every 6-months thereafter

May 13, 2021

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Municipal Clerk and
Dawn Galusha, Treasurer

SUBJECT: Remuneration By-law Discussion

Since the COVID-19 pandemic has dragged on beyond what anyone ever thought possible, many ways that we do business has changed. One of those is the way we attend many meetings, conferences, conventions, training courses, school or seminars. Not only has the way that we participate changed, but I have also noticed that with the added pressure on for virtual options, it has also opened some new doors to training that us in the North may not have always had the opportunity to attend due to the travel costs.

Administration has discussed the wording in the remuneration by-law, which doesn't clearly indicate attendance (whether it is in person or virtual). We wondered if there should be a discussion on this matter. Also, is a 1 hour minimum reasonable given the new virtual options?

Additionally, we want the process for attending clarified as we have had different ways of handling it and we need it to be streamlined and consistent. The by-law refers to 'duly authorized' which means by resolution. Upon receipt of an approved resolution, the Deputy Clerk would handle the registration for any conferences/workshops/training that any Member of Council wishes to attend. These opportunities are a great way to continuously learn and improve. The Deputy Clerk would also be the person monitoring that budget line monthly.

We also felt that if we were making any further amendments, we should update the list of boards/committees so that it matches the resolution passed in which everyone is appointed (every second December).

Please find attached pdf copy of Schedule A to by-law 02/10-E.

TOWN OF FORT FRANCES BY-LAW NO. 02/10-E SCHEDULE 'A'

It is recognized that becoming a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take time off of work in order to fulfill their commitment as an elected official. Below is an outline of the terms and conditions regarding Councilor Remuneration.

1. REMUNERATION

Starting January 1, 2019 members of Council shall receive the following annual remuneration:

Mayor:	\$26,689.00+ Management / Non-Union Increase to be applied retroactively
Councilor:	\$13,925.00+ Management / Non-Union Increase to be applied retroactively
Deputy Mayor	\$15,665.00+ Management / Non-Union Increase to be applied retroactively

Council will receive additional increases that match the timing and increments identified in the Management/Non-Union Salary Administration Policy.

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86-A authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council will follow the Corporate Travel Policy and the meal allowance rates as outlined within. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the daily rate. Therefore, members of council (and Administration if traveling with members of Council) may claim additional reimbursement. If more than the *daily rate* is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized, or;
2. Additional time spent in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been duly authorized by resolution of Council or Board;
3. The per diem payment is to be made in the amount of \$160 for a full day (5 hours or greater) or \$80 for a half day (1 hour or more but less than 5 hours).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS

	YES	NO
REGULAR COUNCIL and SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE and SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X
FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MTGS ONLY)	X	
KIWANIS SUNNY COVE CAMP ADVISORY		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE	X	
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: May 13, 2021
SUBJECT: Letter from Jackie Lampi-Hughes re: Tax break

BACKGROUND

At the Council meeting of April 26, 2021, the attached letter from Jackie Lampi-Hughes, owner of Energy Fitness Centre was referred to the Administration and Finance Committee. Jackie's letter is requesting Council to put a policy in place for businesses to receive a tax break when closed during the world-wide COVID pandemic.

This request was discussed at the May 4, 2021 Administration and Finance Executive Committee meeting. The committee was advised that I had provided Jackie with information on Provincial and Federal programs, of which Jackie has accessed. The Committee requested that I investigate

how other Northern Ontario Municipalities have dealt with collecting property tax and interest charges and if there is anything innovative that other municipalities are utilizing that we have not deployed.

Here is the information I gathered:

Municipality	Information Received
Dryden	Interest and penalty relief last year (April-June) but it was limited to the time period that City Hall was closed.
Kenora	Delayed tax bill due dates from 3 rd week in July to end of August 2020. No interest on Utility bills from May to the end of August Referring businesses to Provincial and Federal relief programs as well
Atikokan	No changes to billing, penalty or interest
Red Lake	2020 First installment due date was March 31 st and was extended to July 31 st
Alberton	Waived August 2020 penalty
Emo	Extend due date from March to April 2020 Did not waive late fees Final bills not due until October
Rainy River	Waived interest on current amounts for April 2020

A point to consider is that property taxes are based on the assessment values of the property established by MPAC where income tax will tax the prosperity of the business. The Federal and Provincial governments have implemented financial support programs for businesses who have been negatively impacted by the pandemic, which is the appropriate level of government for

providing support to business enterprises. The only way for the Town to make any changes to the actual Property taxes owed is through the tax rates, which have been set for 2020 and 2021.



FORT FRANCES FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



**2020 ANNUAL REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**

SERVING THE TOWN OF FORT FRANCES SINCE 1903 ... "PRIDE & HONOUR"



"A fire that does not occur ... is the one that is most easily controlled. This truth ...is what drives our team members. Their hard work and dedication often goes unnoticed ... but prevents fires, injuries, and saves countless lives."



FORT FRANCES FIRE RESCUE SERVICE

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

Message from the Fire Chief/CEMC



It is a true honour to present the Fort Frances Fire Rescue Service 2020 Annual Report. 2020 was a historic and challenging year for our entire community ... including our Fire Rescue Service; I am proud of all the hard work our team members have put forward, and the many accomplishments we have achieved together as a team.

We could not provide our level of service without the aid and assistance of all our community partners and Town Divisions, as well as the continued support from Council and the Senior Management Team. I would like to thank everyone who was a part of helping us serve our Town residents, businesses, and visitors in 2020.

Our Fire Rescue Service Team Members are truly committed to safely protecting life, property, the environment, and the economy of the Town of Fort Frances through Public Fire Safety Education, Fire Safety Inspections, and Initiatives, and when all else fails ... Emergency Response.

This report provides a snapshot into the daily operations of our Fire Rescue Service. It is always an honour and a privilege to open the doors of our organization to the people we serve with Pride & Honour.

Meanwhile, I am a long-time resident of the Town of Fort Frances. My roots and background run deep within our town's Fire Rescue Service; I have truly enjoyed serving my community for over 34-plus-years.

Sincerely,

Tyler Moffitt



FORT FRANCES FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

Teamwork:

*"Teamwork is the **cornerstone** of everything we do as a **community member**, as well as being the foundation of our communities Fire Rescue Service ... everyone has a voice."*

Our Fire Rescue Service Core Values:

PROFESSIONALISM

The Fort Frances Fire Rescue Service demands the highest standards of excellence, integrity, commitment, and dedication from all its employees. As professionals, we must treat all others with respect and dignity. The public and taxpayers deserve nothing less.

INTEGRITY

The Fort Frances Fire Rescue Service is entrusted with protecting the public and enforcing fire and other related codes. Each member has a personal responsibility to demonstrate the highest ethical standards to inspire confidence and trust in each other and in the public, we serve.

RESPECT

Each member of our fire rescue service should be treated with consideration and respect. Personnel must be free to contribute fully to this fire rescue service without any fear or disrespect. All employees must respect the dignity and rights of co-workers and the public they serve.

ACCOUNTABILITY

In carrying out our mission, and objectives ... all employees must hold themselves accountable to the public, taxpayers and personally for their actions.

PARTNERSHIP

The Fort Frances Fire Rescue Service recognizes that its success requires a diverse, coordinated team committed to the highest standards of trust, hard work, co-operation, and communication working together with external stakeholders to achieve common goals.

INNOVATION

The Fort Frances Fire Rescue Service team strive to work creatively, proactively, and effectively in providing services to the public. We are committed to finding flexible, efficient, and innovative approaches to providing fire safety.



FORT FRANCES FIRE RESCUE SERVICE

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

Our Fire Rescue Service Mission:

The Fort Frances Fire Rescue Service is committed to the protection of lives, property, the environment, and the economy in the Town of Fort Frances through Fire Prevention, Public Education, and Emergency Response, utilizing available resources in an efficient and effective manner.

Our Fire Rescue Service Objectives:

- Aim for the highest professional standards in service delivery and internal management.
- Develop a comprehensive life and property protection service with continuous review to identify the municipality's changing fire service requirements.
- Promote the coordinated effort of all staff and resources in the fire rescue service to ensure the effectiveness of our fire and public safety mission.
- Maintain a comprehensive training program to adequately educate personnel in the latest knowledge and techniques in performing their duties.
- Develop and maintain good working relations with all federal, provincial, district, and municipal departments, utilities, and agencies.
- Prepare maintenance programs to ensure the preparedness of all equipment required in the delivery of fire and public safety.
- Maintain a comprehensive fire prevention and public education program to ensure community needs are met.



FORT FRANCES FIRE RESCUE SERVICE

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

Fort Frances Fire Rescue Service 2020 Team Members	
Name	Rank
Tyler Moffitt	Fire Chief/CEMC
Dave Crichton	Captain of Apparatus and Equipment
Wayne Riches	Captain of Fire Prevention and Education
Rob Dokuchie	Captain of Training
Doug Wright	1st Class Firefighter
Gavin Payne	1st Class Firefighter
Brad Townson	2nd Class Firefighter
Daryl Eyolfson	Part Time Firefighter
Greg Wiendenhoeft	Part Time Firefighter
Real DeGagne	Part Time Firefighter
Rob Smith	Part Time Firefighter
Mike Barlow	Part Time Firefighter
Tim Beaulne	Part Time Firefighter
Tyler Yatchuk	Part Time Firefighter
Jarid Sandelovich	Part Time Firefighter
Kyle Pace	Part Time Firefighter
Jeff Rousseau	Part Time Firefighter
Kevin Douse	Part Time Firefighter
Andrew Roth	Part Time Firefighter
Marc-Andre Michon	Part Time Firefighter
James Woods	Probationary Part Time Firefighter
Matt DePiero	Probationary Part Time Firefighter
Adam Gray	Probationary Part Time Firefighter
Robert French	Probationary Part Time Firefighter
Richard Levesque	Probationary Part Time Firefighter



FORT FRANCES FIRE RESCUE SERVICE

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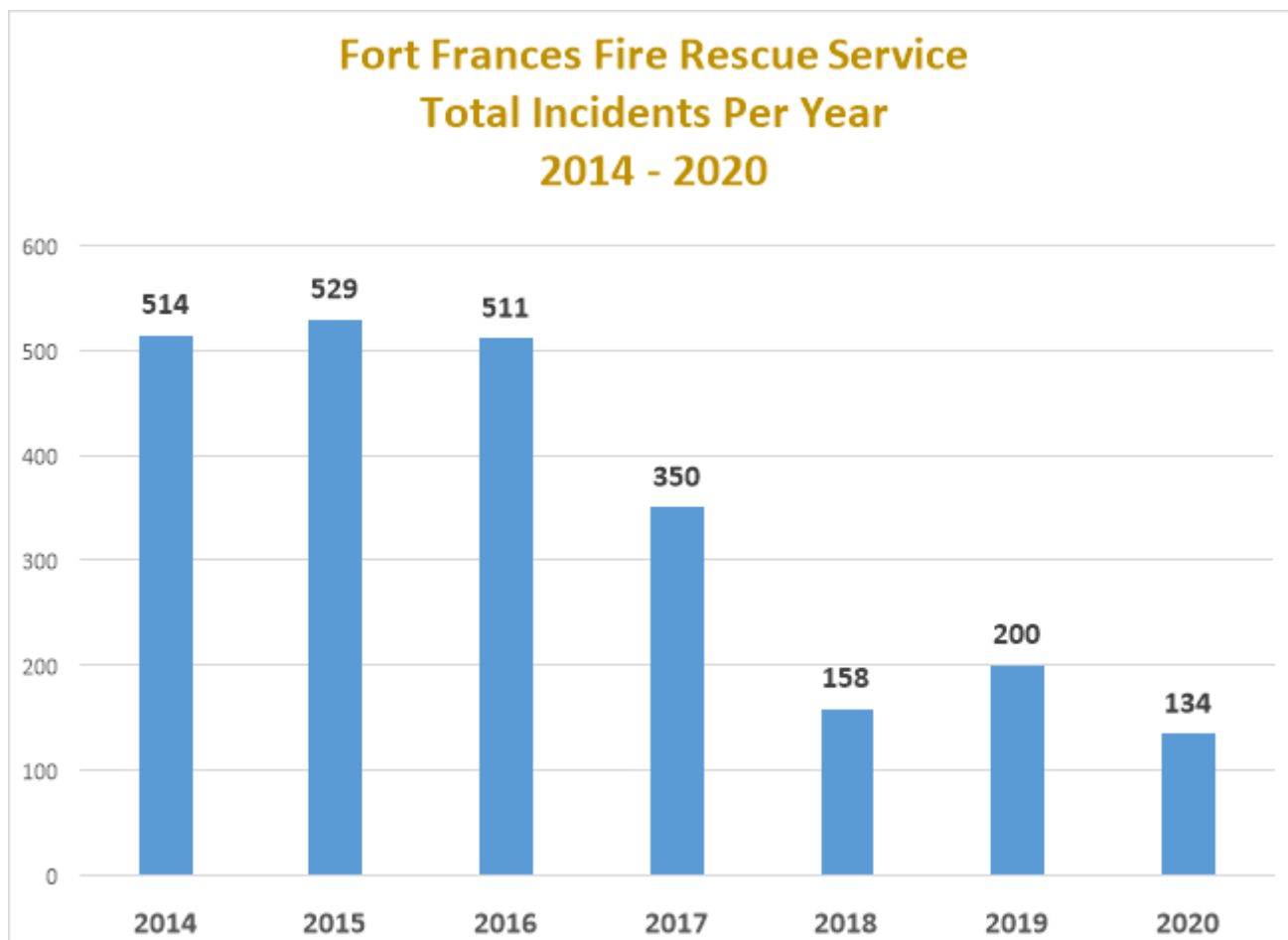


2020 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

History of Emergency Response Calls

The 3-year average for **Total Incidents** from **2014 – 2016** was **518 Total Incidents**. Over the span of 3-years ... the 3-year average for **Total Incidents** from **2017 – 2019** dropped significantly to **236 Total Incidents**, which equaled a **54.44% reduction** in **Total Incidents** as compared to the previous 3-years. This achievement was the result of a dedicated and engaged multi-disciplinary team who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.

For **2020**, there were **134 Total Incidents**, which equals a **33% reduction** in **Total Incidents** as compared to the previous year. Operational changes in our response protocols were one of the contributing factors to this achievement. The other contributing factor was our dedicated and engaged multi-disciplinary team.





FORT FRANCES FIRE RESCUE SERVICE

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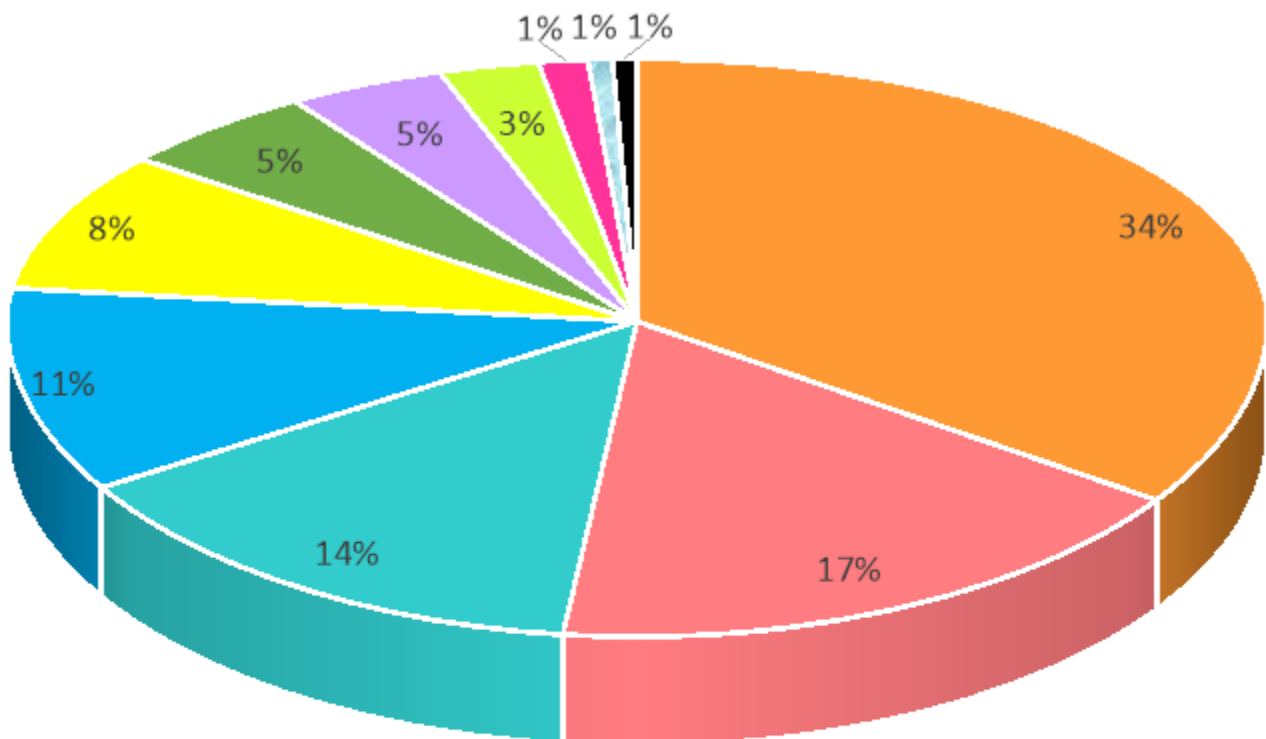


2020 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Emergency Response Calls for 2020

Note: The Miscellaneous Fire category includes cooking or pot/pan on stove fires, electrical equipment fires, electrical pole fires, ignition of fumes, dumpster fires, chimney or flue fires, grass, and rubbish fires. The Miscellaneous Calls category includes power lines down, and/or arcing, flood in buildings, public assistance, gas, fuel, oil leaks, etc.

2020 EMERGENCY RESPONSE CALLS



- | | | |
|-------------------------|-----------------------------|---------------------|
| ■ False Alarms | ■ Miscellaneous Fires | ■ Vehicle Crashes |
| ■ EMS Calls | ■ Miscellaneous Calls | ■ Natural Gas Leaks |
| ■ Carbon Monoxide Calls | ■ Structure Fires | ■ Vehicle Fires |
| ■ Water Related Calls | ■ Hazardous Materials Calls | |



FORT FRANCES FIRE RESCUE SERVICE

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

2020 Breakdown of 134 Emergency Response Calls

False Alarms	46 (34%)
Miscellaneous Fires	23 (17%)
Vehicle Crashes	19 (14%)
EMS Calls	14 (11%)
Miscellaneous Calls	11 (8%)
Natural Gas Leaks	7 (5%)
Carbon Monoxide Calls	6 (5%)
Structure Fires	4 (3%)
Vehicle Fires	2 (1%)
Water Related Calls	1 (1%)
Hazardous Materials Calls	1 (1%)

2020 Emergency Response Calls by Month

January	8
February	14
March	15
April	11
May	13
June	13
July	14
August	10
September	13
October	7
November	7
December	9
Total	134
Average Calls Per Month	11.2



FORT FRANCES FIRE RESCUE SERVICE

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

2020 Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	60%
Night Shift (19:00 – 07:00) Calls	40%

Fire Safety Inspections ... we inspect to correct!

A total of **98** Inspections / Re-inspections were completed in 2020, which obviously was a decrease from last year 2019 (**231** Inspections / Re-inspections). This was a result of the COVID-19 Pandemic.

FACT: It has been noted that when things were normal (**Pre-COVID-19 Pandemic**) ... there was only one Fire Rescue Service in all of Northwestern Ontario, which completed more Fire Safety Inspections than the Fort Frances Fire Rescue Service. That said Fire Rescue Service has over 200 fulltime members; we have 6.

We Inspect to Correct and apply the Ontario Fire Code, which is based on the **Seven Principals of Life Safety**, which prevents fires, injuries, and saves lives! **The Seven Principals:**

Means of Egress: The means of egress includes the quantity and location of exits along with access to those exits. When completing an inspection, an inspector will inspect areas and items such as hallways, stairways, fire escapes, exit signs, lighting, interior finish, width of exits, door swing, obstructions, and travel distances.

Construction: Construction of a building is determined by the components in the building. Construction is divided into three main types including Non-combustible (concrete and steel), Combustible (typically wood frame) and Mixed Construction which is a blend of Noncombustible and Combustible construction.

Fire Protection Systems: Fire Protection Systems are those building features that helps and/or aids in dampening a fire. These systems would include items such as sprinklers, extinguishers, standpipe systems and fixed extinguishment.

Fire Detection Systems: Fire Detection Systems includes anything that helps detect a fire before it gets out of control. Things like these include but are not limited to, smoke alarms, pull stations, annunciator panels, heat detectors and ancillary devices such as: an input function (i.e., damper position indicator, exhaust fan "on") or an output function (i.e., door holders, magnetic door release, elevator homing, pressurization fan activation).

Building Services: Building Services includes all services that support the operation of a building. This includes any ventilation, electrical, water supply, elevators, and garbage chutes.



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Interior Finish: Interior Finishes can increase the fire spread in a building. Most building are drywall or lathe and plaster, which inhibits the spread of fire, but the addition of combustible items will increase the risk of fire spread. Note: Combustible artwork found in schools, daycares, etc. should only take up 20% of the wall area.

Compartmentation: Compartmentation is necessary to prevent the spread of smoke and flame in buildings containing multiple dwelling units, different occupancy types or zones in larger single use buildings. It is important that any doors or windows in these areas are protected by fire doors or fire shutters.

2020 Achievements & Accomplishments

1. Continuously improved our Public Education Fire Safety Program:
 - Weekly Fire & Life Safety Tips continued onward with being published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.
 - Doug Wright, Gavin Payne, and Tyler Moffitt successfully achieved their NFPA 1035 Fire & Life Safety Educator Level 1 Certification.
2. Continuously improved our Fire Safety Inspection Program:
 - Doug Wright and Gavin Payne successfully achieved their NFPA 1031 Fire Inspector Level 1 Certification. We now have three team members who have their NFPA 1031 Fire Inspector Level 1 Certification. Meanwhile, the Fire Chief will obtain his NFPA 1031 Fire Inspector Level 1 Certification in 2021 after completion of one more course, which will be available in the spring of 2021.
3. Continuously improved our educational efforts. Our 2017 fulltime hire continued with online training, which permitted him to initiate the process of obtaining NFPA 1031 Fire Inspector Level 1 Certification.
4. Our community's new pumper fire truck was placed in service. This new pumper fire truck is a valuable community asset, which will serve our town and mutual aid partners very well for the next 25-years.
5. The town's 1995 Volvo Pumper Fire Truck was donated to Couchiching First Nation. The leadership of Couchiching First Nation accepted this meaningful gift with the utmost gratitude and sincerity.
6. Three Life Pak Defibrillators (Replacement for older units) were put into service.
7. To celebrate Fire Prevention Week, our Fire Rescue Service held a successful poster contest for students in Grades 1 to 3, which resulted in many great fire safety tips coming from the young children.
8. A Backup Generator was officially commissioned for the Primary Evacuation Centre at the Fort Frances High School. This project had been talked about for over 15-years; it is now a reality.
9. Continuously reduced our Annual Total Incidents. For **2020**, there were **134 Total Incidents**, which equals a **33% reduction in Total Incidents** as compared to the previous year.
10. An operational budget for 2021 was submitted, which was less than the 2020 budget.
11. A Community Risk Assessment was initiated in late 2020. Captain Wayne Riches is the lead for this initiative, which is a large undertaking and is projected to be completed in late spring of 2021.



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Public Fire Safety Education / Public Events / Public Service / Highlights

Weekly Fire Safety Tips were printed in the Thursday edition of the Fort Frances Times Bulletin. Below is an example of one of our Weekly Fire Safety Tips, which every residence receives along with the weekly flyers.



As well, Safety Shares were posted on our towns official Facebook Page on a weekly basis. Below are some examples our Safety Shares, which gets a lot of views on a weekly basis.





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Thank You Fort Frances Times!

The fine people of the Fort Frances Times have embraced and supported Public Fire and Life Safety Education for many years in the Town of Fort Frances, as well as throughout the Rainy River District.

The history of our community's newspaper supporting Public Fire Safety Education is one that goes back into the late 80s when Public Fire Safety Education was really starting to be rolled out in a more consistent format.

Well done Fort Frances Times!

Wednesday, Oct 8, 2014

[Duane Hicks](#)

Benjamin Briere, left, gave a high-five to Sparky, the fire safety mascot, during "Fall Fire Safety Day" at Canadian Tire on Saturday. The Fort Frances Fire and Rescue Service was on hand to promote fire safety—especially to get the message across that working smoke alarms save lives and residents should test theirs every month. The Red Cross also had a booth there.



Community Risk Assessment

A Community Risk Assessment was initiated in late 2020, which allows a fire service to make informed decisions about the types and levels of fire protection services to be provided based on identified risks.

By identifying all fire and life safety risks within the community and prioritizing them based on the probability of occurrence and the impact they would have if they occurred ... our Fire Rescue Service will be able to determine the risks to address and how best to address them. A Community Risk Assessment will assist us in determining the level of service, including programs and activities for public fire safety education, fire code inspections/enforcement, and emergency response.



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Serving our Community with Pride & Honour: Photos of events in our community and area

Train Derailment in Emo



Team members delivered and set-up our Mobile Command Trailer 11-5 during a significant train derailment, which took place in Emo. Our command trailer provided a heated place for the rehabilitation of emergency responders.

Celebration Photo: Donation of 1995 Volvo Fire Truck



Left to right are:

**Chief Brian Perrault – Couchiching First Nation, Mayor June Caul – Town of Fort Frances,
Don Howell – Couchiching Fire Department, Fire Chief Tyler Moffitt – Fort Frances Fire Rescue Service, and
Tyler Yatchuk – Couchiching Fire Department and Fort Frances Fire Rescue Service**



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Backup Generator Commissioned for Primary Evacuation Centre

Members of the Town of Fort Frances Council, Administration, Fort Frances Power Corporation (FFPC) and the Fort Frances Fire Rescue Services celebrated the official commissioning and start-up of the new backup generator located at the Fort Frances High School.



Photo Credit: Ken Kellar – Fort Frances Times

The COVID-19 Pandemic

2020 was a historic and challenging year for our entire community.

I would like to thank our Mayor and Council, Senior Management Team, Town Divisions, and Community Partners for your support, as well as for the leadership you have shown during this historic event.

As well, I need to thank Patrick Briere who serves as our Alternate CEMC and Public Information Officer. His engagement and dedication to our town during the pandemic has been world-class! Well done, Patrick!

Other Emergency Responders

*A **big thank you** goes out to all our local **OPP**, and our **Rainy River District Paramedic Services**. These **Emergency Responders** are on the front lines every single day; they are there when they are called upon ... they have always continued to provide our citizens a professional and vital service. All of us in the Town of Fort Frances, and throughout the Rainy River District need to acknowledge these professionals more often.*



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2021 ... THE PATH FORWARD

In the constantly changing and demanding world of the Fire Rescue Service, our team needs to strive to ensure that measurable improvements and efficiencies are attained in the delivery of our service.

As well, as a team ... we need to ensure that our operational planning aligns with strategic initiatives and future service requirements.

Having clear and transparent planning and communication builds trust, confidence and reinforces relationships.

Changing, adapting, and preparing for the future is what we need to do as a team on a continual basis, as well as what we need for assets ... so we can continue to be ready for anything!

Pre-Emergency and Disaster Planning, Community Risk Management, Existing Capabilities, Training and Education need to be at the forefront, as well as continually improved upon.

To be able to **respond effectively** during an **emergency incident** ... we need to **train** ... we need to **train** to a **standard**, as well as **set the bar high**. We need to **train** as a **team** ... so we can **respond** and **work** as a **team**.

Our Fire Rescue Service Team Members are committed to safely protecting life, property, the environment, and the economy of Fort Frances through an integrated approach for the delivery of fire protection services based on the three lines of defence against fire, which are: **Public Fire Safety Education, Fire Safety Standards and Enforcement Inspections (Inspect to correct)**, and when all else fails ... **Emergency Response**.

The years ahead for our Fire Rescue Service will continue to be full of many challenges. As we move forward, we need to look at leveraging any regional opportunities ... to raise the bar in training and service delivery.

We need to look to better serve our communities for the future. We have the right combination of personnel, expertise, and positive energy to become change leaders in our fire rescue service, our town's borders, and beyond.

In closing, I look forward to the future and working with all stakeholders ... to safely ensure the protection of lives, property, the environment, and the economy in the Town of Fort Frances.

Tyler Moffitt – Fire Chief/CEMC