

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - June 8, 2021, 12:00 PM

MEETING - Civic Centre

Session #9

Microsoft Teams meeting

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Page

1. **Call to Order/Roll call**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
 - 3.1 Session no 8 - 18 May 2021 3 - 4
4. **Items Referred from Council**
 - 4.1 COW - Item 5.3 - CIBC Wood Gundy - D. Galusaha awaiting further information regarding ONE investments. Item to be brought forward to meeting of 22 June 2021
5. **New Business**
 - 5.1 2129 Rainy River Vet Services Financial Request 5
 - 5.2 2130 Douglas Judson - NOMA Per Diem Claims INFO 6 - 10
 - 5.3 2021 06 03 Notice Bylaw Review 11 - 31
6. **Outstanding Items - none**
7. **Information**
 - 7.1 Fire Rescue Service April and May 2021 Reports 32 - 37
8. **In-Camera - None**
9. **Adjourn / Next Meeting Date - 22 June 2021**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #8

May 18, 2021

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually in the Civic Centre on May 18, 2021 from 1200 hrs to 1301 hrs

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and 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, L. Slomke, Clerk, R. Thoms, B 93.1

REGRETS: Councillor A. Hallikas

1. Call to Order @ 1200 hrs/Roll Call

2. Disclosure of pecuniary interest and the general nature thereof

- 2.1 Councillor Brunetta disclosed an interest in item 5.4 below as this is her per diem claim for attendance at NOMA

3. Approval of Previous Committee Minutes

- 3.1 Session no 7 - 04 May 2021

4. Items Referred from Council - None

5. New Business

- 5.1 2127 - R Wiedenhoeft - NOMA Per Diem INFO - Accepted as presented
- 5.2 2126 - M Behan - NOMA Per Diem INFO - Accepted as presented
- 5.3 2125 - J McTaggart - NOMA Per Diem INFO - Accepted as presented
- 5.4 2124 - W Brunetta - NOMA Per Diem INFO - Accepted as presented
- 5.5 CIBC Wood Gundy Customized Investment Management - D, Galusha to further explore options relating to an increased interest rate and bring back to next meeting. Discussion surrounded the possibility of shopping around for future local/global banking services who may potentially offer better investment returns. RFP process suggested.
- 5.6 Remuneration By-law Discussion - Discussion held. No change to by-law at this time.
- 5.7 Reconciliation Policy - Creation - Good initiative. Holistic approach for reconciliation with First Nation communities. Determine what our goals are and what we want to achieve. Discussion included continuance with education piece by way of invoicing i.e. sewer/water bills. Recommendation for development of said policy with linkage to strategic plan to be created. L. Slomke to create communication for Council pertaining to recommendation.

6. Outstanding Items

- 6.1 Letter from Jackie Lampi-Hughes re: Tax Break - D. Galusha provided confirmation via a canvass of surrounding municipalities that their process is similar pertaining to leniency provided to businesses re late fees. Tax rates have been set for 2020/2021. Recommendation received and accepted by Committee.

7. Information

7.1 Fort Frances Fire Rescue Service 2020 Annual Report - Accepted as received.

8. In-Camera - None

9. Adjourn @ 1301 hrs/ Next Meeting Date 08 June 2021

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: June 2, 2021

SUBJECT: Rainy River Vet Services Committee

BACKGROUND

At the May 25, 2021 Council meeting, the letter of request for financial contribution from the Rainy River Vet Services Committee was referred to the Administration and Finance Executive Committee. As in previous years, the money goes towards the Vet Contracts that they have, which provides service to all farmers. If nobody pays, the farmer would be charged more as the contract covers mileage for the vets.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this Rainy River District project and has made annual contributions since 2002 (or earlier based on information provided by Kim Jo) and it has been expensed from the Council Public Relations budget line. In 2019, the committee felt that as a District initiative that indirectly supports Fort Frances.

**TOWN OF FORT FRANCES – SCHEDULE “F”
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	<i>Councillor Douglas W. Judson</i>
Conference / Seminar Attended	<i>NOMA Annual General Meeting</i>
Location	<i>Virtual</i>
Dates	<i>Wednesday, April 28, 2021 to Friday, April 30, 2021</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr 28	Apr 29	Apr 30			2
Amount			\$80	\$160	\$80			\$320

Name (Please Print) <i>Douglas W. Judson</i>	Signature <i>Douglas W. Judson</i>
Approved	Date <i>May 24, 2021</i>

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
- 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: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: June 2, 2021
**SUBJECT: Councillor Douglas Judson– 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 Douglas Judson.

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

June 3, 2021

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, AOMC
Municipal Clerk

SUBJECT: Notice By-law Review

BACKGROUND INFORMATION

The *Municipal Act, 2001*, section 270 (1) indicates that Ontario municipalities shall have a policy that addresses the circumstances, form and manner that notice must be provided to the public (excerpt attached). Similar to the procedural by-law, the legislation does not provide Ontario municipalities with details as to what should or should not be included in a notice policy.

The current Town of Fort Frances Notice By-law 64/02 (attached) was created in 2002 and a thorough review has not been undertaken in several years. There is no legislated requirement to complete scheduled reviews, but as the provincial legislation is amended, in many instances it becomes necessary to amend the by-law / policy. Many municipalities have adopted the practice of reviewing these types of documents at least once per term of Council.

After a cursory review of the Town of Fort Frances' Notice By-law, I want to point out that many of the sections of the *Municipal Act, 2001* that are quoted in the by-law and Schedule have been amended or repealed. There are also some sections quoted word for word with what the *Municipal Act, 2001* states, which is duplication. If the notice provisions are included in the *Municipal Act, 2001*, then repeating it is redundant and potentially poses an issue should the *Municipal Act, 2001* change (and it does often).

NEXT STEPS

Due to the fact that the existing Notice By-law is almost 20 years old, I recommend that a complete review/rewrite take place. Council has the option of determining whether this remain a by-law or be switched to a policy.

****excerpt from the Municipal Act, 2001**

Adoption of policies

270 (1) A municipality shall adopt and maintain policies with respect to the following matters:

1. Its sale and other disposition of land.
2. Its hiring of employees.
- 2.1 The relationship between members of council and the officers and employees of the municipality.
3. Its procurement of goods and services.
4. The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.
5. The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.
6. The delegation of its powers and duties.
7. The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.
8. Pregnancy leaves and parental leaves of members of council. 2006, c. 32, Sched. A, s. 113; 2017, c. 10, Sched. 1, s. 32.

TOWN OF FORT FRANCES

BY-LAW NO. 64/02

A BYLAW TO ESTABLISH REASONABLE MINIMUM PROCEDURES FOR
NOTICES REQUIRED UNDER THE MUNICIPAL ACT, 2001, S.O. 2001,
CHAPTER 25

WHEREAS section 251 of the *Municipal Act, 2001*, the Act, provides that where a municipality is required to give notice under a provision of the Act, the municipality shall, except as otherwise provided, give the notice in a form and in the manner and at the times that the council considers adequate to give reasonable notice under the provision;

AND WHEREAS the *Interpretation Act*, R.S.O. 1990, c. I.11, s. 5 allows council to pass a by-law under the *Municipal Act, 2001*, to become effective when the Act comes into operation;

AND WHEREAS the Act will come into operation on January 1, 2003;

AND WHEREAS it is deemed expedient to set out reasonable minimum notice procedures for those actions for which the notice requirements are not prescribed under the provisions of the Act or its Regulations;

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

1. Short Title

The short title of this by-law shall be "Procedures for Notices By-law"

2. Definitions

"Act" -means the *Municipal Act, 2001*, and includes regulations thereunder
"Clerk" - means the Clerk of the Corporation of the Town of Fort Frances or his or her designate
"Newspaper" – means a printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers
"Notice" –means a written, printed, published or posted notification or announcement

3. Notice Requirements

For purposes of this by-law and schedules hereto, the type and manner of giving reasonable notice is set out herein for application in the different circumstances for which notice is required as follows:

- | | |
|------|--|
| # 1: | Notice to be sent by registered mail to the last known address or hand delivered. |
| # 2: | Notice to be published in a newspaper once a week for three successive weeks |
| # 3: | Notice to be published in a newspaper at least once a minimum of one week prior to the passing of the by-law and/or declared at an open meeting of Council that the subject will be placed on the agenda for the next regularly scheduled meeting of Council |
| # 4: | Give written notice of the passing of the by-law (i.e. school boards, assessment office). |

4. **Procedures for the Giving of Notice**

The following procedure schedules attached to and forming part of this By-law be and they are hereby adopted as reasonable minimum procedures for the giving of notice as required under the *Act*.

- | | |
|---|--|
| Schedule A-Part III – Specific Municipal Powers | |
| Schedule B -Part IV -- Licensing and Registration | |
| Schedule C -Part V -- Municipal Reorganization | |
| Schedule D -Part VI – Practices and Procedures | |
| Schedule E -Part VII, VIII, IX, X, XI – Financial Administration and Taxation | |
| Schedule F -Part XII – Fees and Charges | |
| Schedule G -Part XIII – Debt And Investment | |
| Schedule H -Part XIV – Enforcement | |

5. **Content of Notice**

At a minimum, unless otherwise prescribed in the *Act* or its Regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the notice shall include the following information:

- (1) Identification of the authority under which the notice is being given;
- (2) A description of the purpose for the meeting or the purpose and effect of the proposed by-law;
- (3) The date, time and location of the meeting at which the matter will be considered;
- (4) A description of how and where comments and/or objections may be made;
- (5) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments;
- (6) Where the purpose of the meeting or proposed by-law is related to specific lands, a key map or other description of the affected lands.

6. **Deemed Minimum Standards**

The form, manner and timing for giving of notice as set out in the attached schedules shall be deemed to be the minimum standards required and nothing in the by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

7. **General**

- (1) Where separate by-laws have been enacted in accordance with provisions contained in the *Act*, the notice provisions set out in such by-laws shall prevail.
- (2) No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the *Act*.

8. **Emergency Provision**

If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor or Acting Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Town of Fort Frances or of neighbouring municipalities, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived and the Clerk shall make his/her best efforts to provide as much prior notice as is reasonable under the circumstances. Failing to provide notice prior to the action, the Clerk shall provide notice as soon as practicable following the action.

9. Alternate method by Council Resolution

Notwithstanding the notice requirements set out in the attached schedules, Council may reduce or amend such requirements upon passage of a motion at a duly called meeting of Council, provided the motion dictates an alternate method of giving notice deemed to be in a form and manner and timing adequate to the circumstances.

10. Notwithstanding Provision


Where notice of intention to pass a by-law or notice of a public meeting is required to be given and the timeframe for such notice is not already prescribed in the Act or its Regulations or otherwise addressed in this by-law, notice shall be given at least once by publication in a newspaper, no less than 4 days prior to the proposed activity to be undertaken.

11. Effective date

This by-law shall come into force and take effect on the first day of January, 2003.

READ THREE TIMES and finally passed in open Council this 16th day of December 2002.


MAYOR


CLERK

PART III - SPECIFIC MUNICIPAL POWERS

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 34 (1)	Permanent closure of a Highway	Before passing a By-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the By-law		Public Notice	#2
Section 34 (2)	Permanently altering a highway	Before passing a by-law for permanently altering a highway, if the alteration is likely to deprive any person of the sole means of motor vehicle access to and from the person's land over any highway, a municipality shall give public notice of its intention to pass the By-law.		Public Notice	#2
Section 36 (3)(a)	Intention to pass By-law to owner and public	Give notice of its intention to pass the By-law to the public and to the owner of any land abutting the highway		Give Notice	#3
Section 36 (b)	Passage of By-law	Serve the notice under Sub-section (a) on the owner of the land personally or by prepaid registered mail to the last known address of the owner		Serve Notice	#1
Section 37 (1)	Closure of access to controlled-access highway	If a municipality requires the owner of any land to permanently close up any private road, entrance, gate or other structure that is constructed or is being used as a means of access to a controlled-access highway or other highway in contravention of a By-law, it shall give notice to the owner of the land personally or by prepaid registered mail to the last known address of the owner.		Give notice	#1

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public Reasonable	Notice Requirements
Section 47	Change - naming of highway	Before passing a By-law naming a highway or changing the name of a highway, a municipality shall give public notice of its intention to pass the By-law		Public Notice	#3
Section 48	change - naming of private roads	A local municipality may name or change the name of a private road after giving public notice of		Public Notice	#3
Section 81 (1)	Shut off of Public Utilities	Upon proposed shut-off by municipality , of a public utility	reasonable notice	prepaid mail or by posting the notice on the land in a conspicuous place	#1
Section 99 (1)	By-law - advertising devices	Before passing the By-law, the municipality shall give public notice of its intention to pass the By-law		Public Notice	#3
Section 110 (8)	By-law - tax exemption	Upon the passing of a By-law under subsection (6), the Clerk of the municipality shall give written notice of the contents of the By-law to: a) the assessment corporation b) the Clerk of any other municipality that would, but for the By-law, have had authority to levy rates on the assessment for the land exempted by the By-law; and c) the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the By-law.		Written Notice	#4

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 144 (5)(c)	Power of entry - order repair	A notice stating that if the work is not done in compliance with the order within the period it specifies, the municipality may have the work done at the expense of the owner. Before the municipality enters on land to do the work, the order shall be served on the owner of the land personally or by prepaid registered mail to the last known address of the owner of the land. If the municipality is unable to effect service on the owner under subsection (8), it may place a placard containing the terms of the order in a conspicuous place on the land and may enter on the land for this purpose.	In accordance to the order given.	Notice - Clarification	#1
Section 144 (8) (9) (11)	Authority of Municipality	Notice under subsection (8) or (9) shall be deemed to be sufficient notice for the purpose of Section 431 (a) of the proposed entry on the land.		Order to Comply	#1
Section 150 (4) (b)	Notice of Public meeting before Bylaw is passed to license or impose any condition on any business or class of business - except in case of emergency	Before passing a Licensing Bylaw	none specified	Notice - published within newspaper with general circulation hold at least one public meeting at which any person has an opportunity to make representation with respect to the matter.	#3

Part IV - LICENSING AND REGISTRATION

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 150 (5)	Emergency - Public meeting - licensing power (post activity)	If a By-law is passed under this section in the case of an emergency without complying with subsection (4), the Council shall, as soon as it practicable after its passage, hold the meeting and give the notice referred to in subsection (4) and may, after that meeting, amend or repeal the By-law without the requirement of a further meeting.	Emergency basis	Give Notice - published within newspaper with general circulation	#3
Section 157(3)	Registry of Business Notice of public meeting before By-law is passed	Before passing any Bylaw	non specified - at least one week prior	Notice - published within newspaper with general circulation. hold at least one public meeting at which any person has an opportunity to make representation with respect to the matter.	#3

PART V ~ MUNICIPAL REORGANIZATION

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public - Reasonable	Notice Requirements
Section 173 (3)	Restructuring Proposal	SHALL: Before the council votes on support or opposition to restructuring proposal consult with the public by giving notice of and by holding at least one public meeting; and consult with such persons or bodies as the Minister may prescribe.	Prior to Council voting	Shall consult with public by holding one public meeting	#3 also through Minister regulations
Section 174 (12)	Commission on restructuring	opportunity to make representations and advise where municipality can inspect written submissions received by the Commission on restructuring	set by the Commission	shall give notice to the public in the prescribed geographic area advising them of the opportunity to inspect the restructuring proposal.	#3 set by the Commission
Section 187	Municipality wishes to change name	Prior to passing a By-law changing its name		Public Notice and hold one public meeting to consider the matter	#3
Section 206	Powers to establish Corporations (Improvement Areas) (BIA)	Prior to holding a meeting to vote in its directors and prior to approving its fiscal budget	date and time set my municipality	to general membership	#1

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 210	BIA Bylaw	Prior to passing a By-law and Prior to designating an area as an improvement area and establish a board of management and to set levy upon rateable property in the improvement area		Prepaid mail to the Board of Management of improvement area...and every person assessed for rateable property within improvement area	#1
Section 211	BIA - Repealing By-law	Council shall give notice to repeal a By-law (s.204) if municipality received resolution or request	Before passing the By-law changing the name.	A municipality shall give notice before passing a By-law and shall hold at least one public meeting.	#1
Section 216 (4)	Dissolution of Local Boards (exception to Police Service Boards)	Any municipality shall give notice of its intention to pass a By-law to dissolve or make changes to local boards	Before passing the By-law	the By-law does not come into force until at least half of the municipalities give their approval by resolution	#1 Minister regulations
Section 217	Council Composition	A municipality shall give notice of its intention to pass a By-law to change the composition of council.	Before passing the By-law. The By-law does not come into force until the day the new council is organized.	A municipality shall give notice before passing a By-law and shall hold at least one public meeting	#3

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public - Reasonable	Notice Requirements
Section 219	Upper-Tier Council Composition	A municipality shall give notice of its intention to pass a By-law to change the composition of the upper-tier council.	Before passing the By-law. A majority of votes required ss 219(2). The By-law does not come into force until the day the new council is organized	A municipality shall give notice before passing a By-law and shall hold at least one public meeting	#3
Section 222	Establishment of Wards	A municipality shall give notice of its intention to pass a By-law to (re)divide or dissolve existing wards, notice shall be given specifying the last date for appealing	Notice shall be given before the passing of the By-law and within 15 days after passing the By-law.	A municipality shall hold at least one public meeting.	#3 Minister may prescribe criteria

Part VI - PRACTICES AND PROCEDURES					
Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public Notice - Reasonable	Notice Requirements
Section 238(2)	Procedural By-laws	Before passing the By-law the municipality shall give notice of its intention to pass the Procedural By-law	Before the passing, sufficient notice to ensure general public is informed. Date, time and location clearly stated.	Public Notice	#3
Section 251	Giving of Notice	Reasonable notice in a form and in the manner and at the times that the council considers adequate to give reasonable notice under the provisions	As approved by the Council	Public Notice as approved by Council	#3
Section 260 & 262	Council member resignation	Notice in writing filed with Clerk (not effective if it would reduce the number of members to less than a quorum)	The Council shall at its next meeting declare the vacancy, if the vacancy occurs as a result of death the declaration may be made at the next two Council meetings. Vacancy must be filled within 60 days of the declaration. If vacancy occurs within 90 days of an election, the municipality is not required to fill the vacancy.	Public Notice - in writing filed with Clerk in accordance with Municipal Elections Act	—

Section	Subject Matter	When Notice Is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 268	Sale of Land Procedures	Prior to the sale of Proposed Land	As defined in the established in procedures	Public Notice	#3

Part VII - FINANCIAL ADMINISTRATION

Section 291	Budget - Adopt or Amend	Prior to adopting or amending the budget, the Municipality shall give <i>public notice</i> of its intentions.	Prior to the specified council meeting, in order to ensure sufficient notice to the general public.	Public Notice	#3
Section 295	Financial Statements - Publication	Within 60 days after receiving the audited financial statements of the municipality for the previous year	60 days after receiving the audited financial statements	Public Notice	#3
Section 297	Auditor's right to attend - Right of Access	Auditor's entitlement to attend any meeting and receive all notices relating to the meeting and to make representation as required	Auditor to be provided with a listing of Council dates for information purposes	Reasonable Notice	#1

PART VIII - MUNICIPAL TAXATION

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public - Reasonable	Notice Requirements
Section 300	MPMP - performance measures Improvements in Service	Improvements in service. Municipality must provide notice to the general public of improvements in the efficiency and effectiveness of the delivery of services by the municipality and also identify barriers that impaired achieving service goals.	At least once each calendar year	Public Notice	#3 Minister may designate manner and form in which notice shall be given

PART IX ~ LIMIT ON TAXES

Section 331 (2)	Taxes on Eligible Properties	When eligible properties as defined in 331(20) are added to the roll (ie properties with additional assessments; properties that cease to be exempt; properties that are added to the roll be severance; or properties for which there is a change in classification)	Within 60 days after the date the list of comparable properties is received by the municipality	the list of comparable properties	#1
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PART X ~ TAX COLLECTION

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public - Reasonable	Notice Requirements
Section 348	Determination of Tax Status	Upon making the determination of every tax account as of December 31 st of the preceding year	By February 28 th in each year	Notice of Tax Arrears & related late payment charges	#1
Section 350	Obligations of tenant - taxes owed	Taxes owed in respect of any land occupied by tenant		To tenant in writing requiring tenant to pay rent in respect of the land	#1
Section 351	Seizure personal property - Public Auction	When Treasurer sells all or part of seized personal property to recover taxes & costs of seizure	at time set by Treasurer	Public Notice	#1 and #3
Section 357 (5)(b), ...	Cancellation, reduction, refund of taxes as a result of "change event" in accordance to subsection 34 (3.2) of the <i>Assessment Act</i>	Upon receiving an appeal from applicant	at least 14 days before the meeting on or before September 30 of the year following the year of application ~ frames as identified in Act as appeal is being processed	Notice to the applicant, Assessment Review Board	#1 and #4

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public - Reasonable	Notice Requirements
Section 358	Overcharges caused by a gross or manifest error	Treasurer to send copy of application to the Assessment Corporation and Assessment Review Board; and to notify applicant of invalid application	On or before September 30 th of the year following the year in which the application is made	Hold a meeting where applicant may make representation to the Council	#1 and #4
Section 359	Increase of Taxes as a result of any undercharge caused by a gross or manifest error...but not an error in judgement in assessing the land	Upon application made by the Treasurer	Within the year in which the application is made	In writing to the person in respect of whom the application is made	#1 and #4
Section 364	Cancellation, reduction or refund of taxes	Upon a lower-tier municipality passing a by-law under subsection (1) to provide the cancellation, reduction or refund of taxes levied	As soon as possible	Letter to Upper-tier municipality giving facts	#1 and #4

PART XI TAX ARREARS SALES

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required ie) - Public - Reasonable	Notice Requirements
Section 374 (1)	Notice of Registration - after registration of tax arrears certificate in the third year following that in which the real property taxes become owing	60 days after registration of tax arrears to assessed owner; (Land Titles Act) persons appearing on parcel register; and (Registry Act) persons appearing by the abstract index and by the index of writs received for execution by the sheriff...	After third year of tax arrears	Notice of Registration of certificate	#1
Section 379 (1)	Public Sale	If the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered	within 30 days after the expiry of the 280-day period	Final Notice that land will be advertised for public sale - unless the cancellation price is paid before the end of the one-year period following the date of the registration of the tax arrears certificate.	#1
Section 379 (5b) and (15)	No Registration of Notice of Vesting	within one year of after a public sale is conducted at which there is no successful purchaser, the tax arrears certificate with respect to the land shall be deemed to be cancelled	one year after public sale is conducted	Notice of Vesting	#2
Section 380 (3)	Payment into Court - proceeds of sale	after making a payment into court under subsection 380(2) (following sale of land)	within 60 days	copy of a statement to the Public Guardian and Trustee and to the persons to whom the treasurer sent notice under subsection 379(1)	#1

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 388 (2)	Notice of forfeiture registered	if, before January 1, 2003 a notice of forfeiture was registered with respect to any land under section 23 of the Municipal Tax Sales Act, 1984, the land is vested in the municipality upon registration as it read on December 31, 2002, to land in respect of which a tax arrears certificate was registered under the Municipal Affairs Act, being chapter 303 of the Revised Statutes of Ontario, 1980, before January 1, 1985 or a certificate was given under section 433 of the Municipal Act, being chapter 302 of the R.S.O.1980, before January 1, 1985	Before January 1, 2003	Registration of a Notice of forfeiture	#1

PART XII - FEES AND CHARGES

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (ie) - Public - Reasonable	Notice Requirements
Section 400 - Regulations	Fees and Charges imposed by a municipality on a person constitute a debt of the person ~ amount owing added to tax roll	Prior to passing a by-law imposing the fees and charges which have priority lien status which are added the tax roll.	none provided	Notice of intent to pass a Bylaw ~ In the manner and form and at the times As prescribed by the Minister	#1

PART XIII - DEBT AND INVESTMENT

Section 402 (1) Notice of Debt	upon receipt of an application of a municipality to incur a debt	none provided	the OMB may direct the municipality to give persons and Notice of Application to such persons and in such manner as the Board determines	#1 and #3
Section 408 Bylaws re: debentures	When a municipality authorizes long term borrowing by the issue of debentures or through another municipality under section 403 or 404	none provided	To persons with an interest in the debentures.	#1

PART XIV ~ ENFORCEMENT

Section	Subject Matter	When Notice is Required	Time Limits	Type of Notice Required (e) - Public - Reasonable	Notice Requirements
Section 431	Where Power of Entry exercised	Except with respect to an entry to determine whether a bylaw order or condition to a permit has been complied with or an entry under section 87, 97, 122 or 166 or clause 430(a), (b) or (c)	must provide reasonable notice of the proposed entry	inform occupier of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place	#1
Section 432	Closing premises for lack of licence	Upon owner conviction or premises without a licence required by a By-law under this Act, and where court order that the premises or part of the premises be closed (not to exceed two years)	in accordance to court order	Court to notify municipality who passed the licensing By-law	#1
Section 433	Closing premises , Public Nuisance	Notice to the Attorney General...Upon the application of a municipality, where activities or circumstances constitute a public nuisance.... the Superior Court of Justice may make an order...be closed to any use...not to exceed two years .	15 days notice of its intention to make an application	Letter of application	#1
Section 440	Collection of unpaid licensing fines	Whenever any part of a fine for a contravention of a licensing By-law passed under the <i>Municipal Act</i> remains unpaid after the fine becomes due and payable under section 6 of the <i>Provincial Offences Act</i> .	No date specified	Written notice specifying the amount of the fine payable and final date to pay (no less than 21 days after date of Notice)	#1



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APRIL 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	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
18.75	2	3	25	0	2	6	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:
3	0	2	1	0	0	3	0

TEAM MEMBERS RESPONDED TO 17 EMERGENCY RESPONSE CALLS DURING APRIL 2021.

Total Hours:

- **12.92 Hours** was spent on responding to emergency incidents.
- **1.83 Hours** was spent on providing public service.
- **4 Hours** was spent on training.

April Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	82%
Night Shift (19:00 – 07:00) Calls	18%

2021 Emergency Response Calls by Month to Date

January	12
February	10
March	16
April	17
Total Calls to Date	55
Average Calls Per Month to Date	13.75

Fire Prevention Inspections / Re-inspections:

For the month of April, fire safety standards and enforcement inspections were suspended due to the COVID-19 pandemic.



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

Fire Response Calls: 6 Calls.

- 2 of the calls involved house fires, which were quickly extinguished due to the rapid response of our on-shift duty fire officer and other team members. Well done! On an added note ... the cause of these two fires was determined to be accidental in nature. The origin of these two fires was determined to have started outside of the residences. As well, no one was injured.
- 1 call involved left over embers of a campfire north of the old Sixth Street School site.
- 1 call was a grass fire along the shoreline of the lower river.
- 1 call involved a dump trailer fire.
- 1 call involved a dumpster fire.

CO (Carbon Monoxide) Calls: 1 Call, which was a false alarm.

Fire Alarm Calls: 3 False Fire Alarm Calls.

Other Calls: 3 Calls.

- Two calls involved investigating complaints.
- One call involved an elevator rescue.

Water Related Rescue Calls: 2 Calls, which involved a person on a Windsurfer in Sand Bay.

Paramedic Service Assistance Calls: 2 Calls.

Official Fulltime Firefighter Retirement: Captain Dave Crichton officially retired from the Town of Fort Frances Fire Rescue Service effective April 30, 2021. Congratulations Dave! Wishing you a happy retirement!

Official New Fulltime Firefighter Hire: Real DeGagne officially will be starting with the Town of Fort Frances Fire Rescue Service as a Fifth Class Fire Fighter, effective May 1, 2021. Well done Real! Your value-added skills will prove of great value to our town's fire rescue service.

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 April ... one of the Safety Shares we posted on our towns Facebook Page was SPRING CLEANING TIPS to help improve home's safety.



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

Message from the Fire Chief and OPP Awards

I would like to give a shout out to two of our team members, Doug Wright, and Mike Barlow. These two firefighters assisted the OPP with a very dangerous life-saving attempt on an isolated Island on Rainy Lake in 2019.

Doug and Mike both stepped up and went above and beyond that night and put their personal safety at risk ... to not only try to save a life ... but to support the OPP in a very dangerous rescue attempt.

The Fort Frances Fire Rescue Service is very proud of our team members who displayed courage in the face of adversity and executed their duties in a commendable manner.

As well, I also would like to give a shout out to Captain Rob Dokuchie, Fire Officer Brad Townson, and Captain Wayne Riches. Captain Rob Dokuchie and Fire Officer Brad Townson also responded to the isolated Island, while Captain Wayne Riches and Tyler Moffitt provided firehall coverage.

OPP Awards Ceremony Held April 2021



Left to right are:

Mike Barlow, Doug Wright, Fire Chief Tyler Moffitt, and Nathan Schmidt - OPP



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MAY 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	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
32.6	4	2	27	0	0	0	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	5	0	2	0	0	3	0

TEAM MEMBERS RESPONDED TO 12 EMERGENCY RESPONSE CALLS DURING MAY 2021.

Total Hours:

- **5.93 Hours** was spent on responding to emergency incidents.
- **1.17 Hours** was spent on providing public service.
- **25.5 Hours** was spent on training.

May Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	75%
Night Shift (19:00 – 07:00) Calls	25%

2021 Emergency Response Calls by Month to Date

January	12
February	10
March	16
April	17
May	12
Total Calls to Date	67
Average Calls Per Month to Date	13.4

Fire Prevention Inspections / Re-inspections:

For the month of May, two fire safety standards and enforcement inspections were completed.

CO (Carbon Monoxide) Calls: 2 False CO Alarm Calls.



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



Fire Alarm Calls: 2 False Fire Alarm Calls.

Other Calls: 3 Calls.

- One call involved investigating a complaint.
- One call involved a false blown transformer.
- One call involved an arced breaker.

MVC Calls: 5 Calls.

New Fulltime Firefighter Hire: Real DeGagne officially started with the Town of Fort Frances Fire Rescue Service as a Fifth Class Fire Fighter, effective May 1, 2021.

New Captain of Training: Gavin Payne officially was promoted to Captain of Training effective May 1, 2021.

New Captain of Apparatus and Equipment: Rob Dokuchie who previously held the Captain of Training position officially became the Captain of Apparatus and Equipment effective May 1, 2021. Dave Crichton previously held this position before his retirement.

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 May ... we posted many Safety Shares on our towns Facebook Page as Emergency Preparedness Week took place May 2nd – 8th.



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



Emergency
Preparedness
Week
Challenge 2021
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