TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - August 3, 2021, 12:00 PM

MEETING - Civic Centre

Session #11

Microsoft Teams meeting

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TOWN OF FORT FRANCES

MINUTES SESSION NO. #10 June 22, 2021

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually in the Civic Centre on June 22, 2021 from 1200 hrs to 1207 hrs

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

ALSO PRESENT: D. Galusha, Treasurer, J. Holiday, Deputy Treasurer, J. Forbes, Human Resources Manager, K. Haney, Deputy Clerk, E. Slomke, Clerk, R. Thoms B93

REGRETS: D. Judson

1. Call to Order @ 1200 hrs/ Roll Call

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

3. Approval of Previous Committee Minutes

3.1 Session #9 - 08 June 2021 - Accepted as presented

4. Items Referred from Council

4.1 2021/31 - Royal Canadian Legion Manitoba / NW Ontario Command Advertising - Committee in agreement with recommendation.

5. New Business

5.1 2021/28 - Investment Management Update - Accepted as presented

5.2 Collections Policy Update - Accepted as presented.

6. Outstanding Items - none

7. Information

7.1 Information Items - Financial Statements - Accepted as presented

8. In-Camera - none

9. Adjourn @ 1207 hrs / Next Meeting Date - 06 July 2021

_____
Executive Committee Chair

_____
Acting CAO

TREASURY REPORT 2021/43

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: Riverside Foundation for Health Care- "Picture This" Capital Campaign

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BACKGROUND

At the June 28, 2021 Council Meeting, the letter received from Riverside Foundation for Health Care requesting the Town pledge a gift of $60,000 over three years to the "Picture This" capital campaign was referred to the Administration & Finance Executive Committee for recommendation.

The "Picture This" capital campaign will bring new state of the art health care equipment to the municipality, allowing Riverside to provide high quality care to residents of the Rainy River District. The campaign aims to upgrade the x-ray rooms to digital and purchase an elevating table for the fluoroscopy room, a new CT Scanner and a new Digital mammography machine in order to provide the Gold Standard of Care for the communities of the Rainy River District.

The funding goal is $1,500,000. The 2021 Town budget is already set, but there are options. Council could direct a portion of the carry forward surplus to this campaign, put the full amount in the 2022 budget, or spread out over 2022-24. There is also the question of what amount does the Town wish to contribute? The suggested amount is $60,000, but any amount can be chosen. Administration is looking for direction from Council to proceed.

Appendix E

Application for Delegation / Deputation

FORTFRANCES
BOUNDLESS

REQUEST FOR DELEGATION / DEPUTATION BEFORE COUNCIL OF THE TOWN OF FORT FRANCES

ALL DELEGATIONS / DEPUTATIONS ARE REQUIRED TO PROVIDE A WRITTEN SUBMISSION PRIOR TO THE AGENDA DEADLINE
All written or electronic submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12 noon on the Thursday preceding the meeting. Electronic submissions should be submitted in Microsoft Power point, Microsoft word or PDF format. As per the Procedural By-law, there is a maximum of three (3) deputations allowed per meeting and delegates are given ten (10) minutes to make their presentation.

Preferred Meeting Date: June 28, 2021

I am requesting a delegation / deputation to speak:

a) ☐ On my own behalf; or

b) ☒ On behalf of a group / organization / association (if b) please state name of group below)
Riverside Foundation for Health Care - Picture This capital campaign

Will you be providing an electronic formatted presentation? ☐ Yes ☒ No

Name of Speaker (s) – A delegation / deputation wishing to appear before Council shall be limited to a total speaking time of ten (10) minutes (regardless of the number of speakers listed). Please state name of speaker(s) below.

Allison Cox
Linda Hamilton and/or Meghan Cox

Subject of Presentation
Please describe below the subject matter of the requested delegation / deputation in sufficient detail to provide the Town of Fort Frances a means to determine its content and define how the matter aligns with Council's mandate / strategic priorities. All material needs to be provided to the Clerk by 12 noon on the Thursday prior to the meeting.

*See attached

(use a separate sheet of paper if not enough space allowed here)

Reason why this delegation / deputation is important to Council and to the municipality:
It will allow Riverside Health Care to provide a gold standard of care to residents of the municipality.

Date of Request: June 7/21 Signature of Speaker:

Address: 110 Victoria Ave, Fort Frances, ON P9A 2B7
Telephone / Fax Numbers: (807) 274-4803
E-mail Address: allison.cox@rhcf.on.ca

Scheduling will be at the discretion of the Clerk and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your delegation / deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and made available through the Council Agenda process.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O., 2001, Chapter 25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom & Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office.

Clerk's Office Contact:
Elizabeth (Lisa) Slomke, AOMC, Clerk
320 Portage Avenue
Fort Frances, ON P9A 3P9
1-807-274-5323 ext. 1215
lslomke@fortfrances.ca

Riverside Foundation for Health Care

110 Victoria Avenue, Fort Frances, ON P9A 2B7
Phone 807-274-4803 | Fax 807-274-2898 | www.riversidefoundation.ca

June 7, 2021

Town of Fort Frances
ATTN: Lisa Slomke

Dear Mrs. Slomke,

I am writing on behalf of the Riverside Foundation's newly formed 'Picture This' capital campaign committee to request the opportunity to make a deputation at the regular council meeting on June 28, 2021.

Members of the 'Picture This' cabinet campaign including myself and one of our campaign co-chairs Linda Hamilton or Meghan Cox, wish to speak to the mayor and council to educate them on the 'Picture This' campaign. 'Picture This' is a $1.5M capital campaign to raise funds for new Diagnostic Imaging equipment for Riverside Health Care Facilities. In addition, a formal request for financial support from the Town of Fort Frances for the campaign will be submitted.

The Picture This capital campaign will bring new state of the art health care equipment to the municipality, allowing Riverside to provide high quality care to residents of the Rainy River district, something that everyone should be afforded.

The following supporting documents are attached:

- Case Statement
- Request for support

Thank you for your time and attention to this matter.

Regards,

Allison Cox

Allison Cox
Riverside Foundation for Health Care
Foundation Director

picture this DIAGNOSTIC IMAGING
110 VICTORIA AVENUE
FORT FRANCES, ONTARIO P9A 2B7

June 7, 2021

The Town of Fort Frances

Dear Mayor Caul and Council.

The Riverside Foundation for Health Care is in the beginning stages of organizing a capital campaign to raise funds for new Diagnostic Imaging equipment for the Rainy River District. Our intention is to raise $1,500,000 dollars by March 31, 2022.

Diagnostic Imaging equipment is an essential part of disease detection and treatment. Our current CT scanner and digital mammography machine have both reached their end of useful life, and our x-ray rooms at LVGH, currently running on an analogue system, need to be upgraded to digital to allow for easy integration with Rainy River Health Centre. The equipment purchases and upgrades will come with improved technology that will allow for greater diagnostic capabilities.

As municipal representatives, your commitment, support and leadership will be integral to the Foundations' fund-raising efforts in order to make this campaign a success. The Town of Fort Frances have always been great advocates and supporters of the Foundation, giving $455,900 in the past to other initiatives and we hope you will consider making a pledged gift of $60,000 over three years to this campaign.

If you have any other questions please don't hesitate to call Allison Cox, Foundation Director, at 807-274-4803 or email at allison.cox@rhcf.on.ca.

Thank you for your time.

Sincerely,

Allison Cox

Allison Cox
Campaign Director

807.274.4803 807.274.2898 allison.cox@rhcf.on.ca

Case Statement

A District Wide Campaign for Riverside Health Care Facilities Inc. to upgrade the X-Ray rooms to digital and purchase an elevating table for the fluoroscopy room, a new CT Scanner and a new Digital Mammography Machine and Provide a Gold Standard of Care for the communities of the Rainy River District

Riverside Foundation for Health Care
March 2021

picturethis
DIAGNOSTIC IMAGING

I. PREFACE

Early detection of disease saves lives! That is why we need the latest state of the art technology here in the Rainy River district to detect. It is for this reason that the Picture This Diagnostic Imaging Campaign *is being launched to raise funds to upgrade the X-Ray rooms to digital and purchase a new CT Scanner and a new Digital Mammography unit right here in the Rainy River district.*

The success of the Picture This Diagnostic Imaging Campaign *will largely depend upon the involvement of Riverside's many supporters. With the commitment to quality local health care so clearly demonstrated by the people of the Rainy River district, Riverside has no doubt of the ultimate success of this initiative.*

II. EXECUTIVE SUMMARY

Quality health care services in the Rainy River district are of great importance to all those who work, play and live in the community. State of the art equipment and new technology is part of providing quality health care services. Our current CT scanner was purchased in 2008, upgraded in 2014 and has now reached its end of useful life. The new system will come with improved technology that will significantly improve the images and allow greater diagnostic capabilities. The mammography machine was purchased in 2012 and is reaching its end of useful life in 2022. The X-Ray rooms are currently running on an analog system which does not allow for integration with the digital system in place at the Rainy River Health Centre. The machines are still in good shape so instead of replacement, an upgrade will be completed. Fully digital rooms will result in increased image quality and significant dose reduction of up to 80% from our current system, resulting in safer care to patients and a safer work environment for staff. Finally, the table in X-Ray room 2 will be replaced with an elevating table. The current table is too high and inaccessible for some individuals.

Building on the great success achieved in the Rainy River district with the success of the Just Imagine CT Scan and the Together We Can Digital Mammography campaigns, Riverside Foundation for Health Care is working to continue to help bring quality health care right here – close to home for all residents of the Rainy River district.

Through prudent fiscal responsibility, Riverside is in the position to move forward with the proposal for this technology. It has become increasingly more apparent that it is needed now, in order to meet a gold standard of care in diagnostic technology for all citizens who reside in the Rainy River district. The people Riverside cares for deserve to have access to quality medical services.

Riverside Foundation for Health Care is undertaking a capital campaign to fund the purchase of upgrading the X-Ray rooms from analogue to digital, an elevating table for the fluoroscopy room, a replacement CT Scanner and a replacement Digital Mammography unit for La Verendyre Hospital. Riverside Foundation for Health Care is looking for support throughout the District of $1,500,000 and plans to rally support from

all citizens to demonstrate how highly they value a high standard of local health care through their commitment to this Campaign. Riverside trusts the people of the Rainy River District see the value and importance in saving lives.

III. BEGINNINGS

Riverside Foundation for Health Care was established in September 1997. The mission of the Foundation is to raise funds for Riverside Health Care Facilities Inc. for the purchase of medical equipment, the support of patient and client services and the improvement of medical facilities.

Riverside Health Care Facilities Inc. provides health care services to people in the Rainy River District and surrounding area at three fully accredited facilities and one Long Term Care Facility: La Verendrye Hospital in Fort Frances, Emo Health Centre in Emo, Rainy River Health Centre in Rainy River and Rainycrest Long Term Care. Riverside serves a population of about 20,000 people spanning an area of 20,000 square kilometres, including 10 First Nations communities.

Riverside's roots extend back over 60 years. In 1941 at the request of several community organizations, the Order of the Grey Nuns founded La Verendrye Hospital. In 1952, a new wing doubled the capacity of the Hospital. Many additions and renovations occurred over the ensuing years and in 1975, La Verendrye became a community-owned hospital. In 1979, a chronic care wing was built. Today, La Verendrye is a 60-bed facility which acts as the regional referral centre for medical, surgical and ambulatory care not provided by the Emo or Rainy River Health Centres.

The Red Cross operated the hospital in Emo and Rainy River until 1983. At that time the Canadian Red Cross transferred ownership of the hospitals, and this resulted in the amalgamation with La Verendrye. The three locations became known as Riverside Health Care Facilities Inc. in 1989.

In March of 2005, Riverside was appointed by the Ministry of Health to assume the management of Rainycrest Long Term Care Facility located in Fort Frances, Ontario. Riverside also operates a non-profit supportive housing corporation.

Riverside Health Care Facilities is an important service in the community and has, and will, play an important role in determining the level of care that is received in the district. Riverside is very cognizant of the tremendous responsibility entrusted to it by the people of the Rainy River district.

IV. HOW FAR WE HAVE COME

Riverside is dedicated to providing quality, compassionate patient- and family-centred care, consistent with the needs of all of the people in the communities it serves throughout the Rainy River District. Services provided at the three sites include:

- 24-hour emergency services (La Verendrye and Rainy River)
- Urgent Care (Emo)
- Anesthesia and surgery (La Verendrye)
- Obstetrics (La Verendrye)
- Rehabilitation services (La Verendrye)
- Physiotherapy services (Emo)
- Intensive care medicine (La Verendrye)
- Diagnostic imaging (La Verendrye and Rainy River)
- Pediatric care (La Verendrye and Rainy River)
- Community counselling (La Verendrye, Emo, and Rainy River)
- Long-term care (Emo, Fort Frances and Rainy River)
- Chronic care (La Verendrye)
- Oncology (La Verendrye)
- Hemo Dialysis (La Verendrye)
- Telehealth (La Verendrye, Emo & Rainy River)
- Other Ambulatory Care services
- Ontario Breast Screening Program/Breast Health Network

In addition, Riverside makes valuable contributions to health education, research and community health programs throughout the District. Affiliations with several colleges and universities provide for educational and clinical experience for students of medicine, nursing, and rehabilitation. Riverside participates with the Northwestern Ontario Medical Program (NOMP) in providing clinical practice settings for students and "Family Medicine North", a program for physicians.

Riverside Foundation for Health Care has had many exciting developments over the past 20 years. Highlights include:

- The new Rainy River Health Centre that opened in May of 1999 after 15 years of grassroots fundraising and commitment.

- In February of 2001, Emo Health Centre was re-opened after a redevelopment project was completed to bring the facility up-to-date and meet the needs of the community. The facility now includes 12 long-term care beds, three acute care beds, and urgent care and support services. The impact on the community has been enormous, particularly as it allows elderly residents requiring long-term care to remain in their community, close to family and friends.

  This project was made possible by the commitment of residents in Emo and the surrounding area to the Care Close to Home campaign, as well as funding from the Ministry of Health & Long Term Care and Riverside.

- In September of 2001, a Hemo Dialysis Unit opened at La Verendrye Hospital. Thunder Bay Regional Health Sciences Centre provides this desperately needed service for all residents of the Rainy River district and region. The service

operates at capacity and recently extended its hours of operation to provide services in the evenings as well, which allows for additional patients.

- After a 2-year construction period, the much-anticipated Phase IV expansion and renovation project was completed at La Verendyre Hospital in April 2006. The project included a new surgical services department, new dialysis unit, new laboratory and an expanded and enhanced emergency department and diagnostic imaging. Also included in this project were a new chapel, a new quiet room and a new sterile processing department.

  This $12.2 million expansion was made possible by the strong support of the people across the Rainy River district that made financial contributions and commitments to the Care Close to Home campaign. The Ministry of Health and Long Term Care and Riverside Health Care Facilities Inc also funded it.

- The success of raising 1.5 million for the Just Imagine campaign to purchase the CT scan in 2008.

- The success of raising $650,000 in 2012 for the Together We Can campaign to purchase a digital mammography machine.

- Over the past 10 years, over $3,000,000 has been transferred to Riverside Health Care Facilities for the purchase of medical equipment and facility upgrades.

Riverside now boasts three first-class health care facilities in the Rainy River district that provide excellent health care to the population they serve.

Accreditation Canada continues to recognize Riverside's steady improvement in programs, facilities, and management and the continuing provision of high quality care. Riverside Health Care Facilities Inc. was honoured to receive Accreditation Canada's highest honour "Accreditation with Exemplary Standing" following the organization's most recent intensive, peer-review process, completed in 2020.

V. THE NEXT STEPS

Beginning in April of 2021 we will launch a twelve month campaign to raise the $1,500,000 needed to purchase the diagnostic imaging equipment and upgrades. In order to continue its commitment to providing a high standard of health care to the residents of the Rainy River district, Riverside urgently needs this. This will mean that people have accurate readings with the latest technology available for scans used in diagnoses and treatment.

VI. GETTING THERE: RIVERSIDE FOUNDATION FOR HEALTH CARE CAMPAIGN

In recent years, hospitals across Canada have faced the challenge of reduced government funding for health care. Riverside is no exception. What is exceptional is how the people of the Rainy River District have responded to funding challenges and threats to the level of health care they expect and deserve.

On their behalf, Riverside has pushed for the right of local citizens to be cared for in their community, wherever possible. It has vigorously defended its programs and facilities, seeking continuously to improve care, while increasing efficiency and cost effectiveness. Riverside will continue to demonstrate its commitment to providing excellent health care throughout the campaign and in the future.

Riverside is confident the people of the Rainy River district will respond with enthusiastic support of the plans to achieve the next step in improving health care. Riverside Foundation for Health Care is turning to the communities it is honoured to serve for the support it needs now. Proud of its past and present commitment to quality health care, and confident of its future, Riverside will require the support of all of its friends to move ahead. The goal is no less than the provision of the best possible health care to the residents of the Rainy River district.

As such, the Riverside Foundation for Health Care is launching a $1,500,000 capital campaign, while will mobilize all people across the district who are as committed as Riverside is to ensuring that local people have access to the best medical care locally.

VII. THE FUNDING GOAL

The amount required to move forward with the upgrade of the X-Ray rooms and the purchase of an elevating table, a new CT Scanner and a new Digital Mammography unit is $1,500,000.

The operating costs will be funded by Riverside Facilities current operating budget.

VIII. CONCLUSION

Riverside is dedicated to providing quality, compassionate, patient- and family-centred care, consistent with the needs of the people in the communities it serves throughout the Rainy River District. Riverside's philosophy is to provide a high standard of health care with state-of-the-art equipment operated by well qualified caring staff.

In order to accomplish this, it is crucial that Riverside meets the gold standard of care in diagnostic procedures by continuing to provide state of the art diagnostic imaging services at La Verendrye Hospital for the benefit of all District residents.

To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC

Date: July 5, 2021

Subject: Community Risk Assessment

Background

The Town of Fort Frances is required to conduct a Community Risk Assessment (CRA) and use the completed CRA to enable elected officials to make informed decisions about the provision of fire protection services in the municipality.

A CRA must be conducted in accordance with Ontario Regulation 378/18 (O.Reg. 378/18), and the Fire Protection and Prevention Act 1997 (FPPA). This CRA was developed utilizing the guideline that the Office of the Fire Marshal and Emergency Management (OFMEM) developed to assist municipalities with this process.

Community Risk Assessments allow municipalities to make informed decisions about the types and levels of fire protection services they will provide based on identified risks.

Fire services can then implement the necessary treatment options, operational functions and activities needed to address the community risks.

Wayne Riches our Captain of Fire Prevention and Education was tasked with developing our Community Risk Assessment for our town; his time and effort are greatly appreciated.

Meanwhile, I have included the Community Risk Assessment document, which consists of 54 pages.

Recommendation

That the Administration & Finance Executive Committee recommends that Council approve the report as presented and accept this Community Risk Assessment so it may be used to evaluate the level of fire protection services required in the Town of Fort Frances.

Respectfully submitted,

Tyler Moffitt

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire Rescue Service

COMMUNITY RISK ASSESSMENT

FOR THE

TOWN OF FORT FRANCES

Completed by:

Wayne Riches,
Captain of Fire Prevention and Education
Fort Frances Fire and Rescue Service

May 12, 2021

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INTRODUCTION

A Community Risk Assessment is a tool that fire departments can utilize to make informed decisions about the types and levels of fire protection services they will provide based on identified risks. Risk is defined as a measure of the probability and consequence of an adverse effect to health, property, organization, environment, or community as a result of an event, activity or operation. By identifying all fire and life safety risks in the community and prioritizing them based on the probability of occurrence and the impact they would have if they occurred, the fire department is able to determine which risks to address and how best to address them. A risk assessment will assist the fire department in determining their level of service, including programs and activities for public fire safety education, fire code inspections/enforcement, and emergency response.

The *Fire Protection and Prevention Act, 1997 (FPPA)* mandates that every municipality in Ontario shall establish a program which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances. In the fire service, these elements are commonly referred to as the Three Lines of Defense:

1. Public Fire Safety Education
2. Fire Safety Standards and Enforcement
3. Emergency Response

In order to meet these obligations, municipalities need to make informed decisions with respect to the types and levels of fire protection services they provide. This requires an understanding of the risks facing the community that can be identified through a community risk assessment. Once identified, the risks can be prioritized to assist in making informed decisions about risk treatment options and the provision of fire protection services.

Ontario Regulation 378/18: Community Risk Assessments (O. Reg. 378/18) requires that every municipality and every fire department in a territory without municipal organization complete a community risk assessment and use it to inform decisions on the provision of fire protection services. The community risk assessment is an in-depth and comprehensive assessment to inform fire protection service levels and requires the identification, analysis, evaluation and prioritizing of risk, based on nine mandatory profiles. The regulation outlines a standard set of information profiles that must be considered when conducting a community risk assessment. The information and data gathered to address each of the profiles will assist in determining and prioritizing the risks to public safety in the community and determining the fire protection services to be provided by municipalities and fire departments in territories without municipal organization to address those risks.

The mandatory profiles identified in Schedule 1 of O. Reg. 378/18 were determined from examining various current industry models on risk assessment. Many of these models provide comprehensive coverage pertaining to identification of data and information relating to community risks. However, it should be noted that these risk assessment models may or may not include all of the nine mandatory profiles as identified in Schedule 1 of O. Reg. 378/18. Municipalities and fire departments in territories without municipal organization may use other tools, models or guidelines to conduct their community risk assessments provided that their final community risk

assessment meets all the requirements outlined in O. Reg. 378/18., including consideration of each of the nine mandatory profiles identified in the regulation.

The guideline provides suggestions as to how to record and analyze the data/information using the sample worksheets that are provided in the guideline. Municipalities and fire departments in territories without municipal organization have flexibility to include any additional information (e.g., maps, charts, diagrams) they deem appropriate to best assist them in analyzing their data and information in order to make informed decisions on fire protection services.

The first step in conducting a community risk assessment is to identify the various fire and life safety risks in the community. This can be done by gathering data about the make-up of the community and the activities occurring there. O. Reg. 378/18 requires fire departments to consider the following profiles when completing their community risk assessment to ensure the risk assessment best considers all potential risks in the community:

1. Geographic Profile
2. Building Stock Profile
3. Critical Infrastructure Profile
4. Demographic Profile
5. Hazard Profile
6. Public Safety Response Profile
7. Community Services Profile
8. Economic Profile
9. Past Loss and Event History Profile

Through research, we can gather and review data and information about each of these profiles to identify the fire and life safety risks impacting the community. Working through the steps indicated in the chart below, a risk assessment that accurately depicts community risks and solutions that best address those risks, can be developed and implemented.

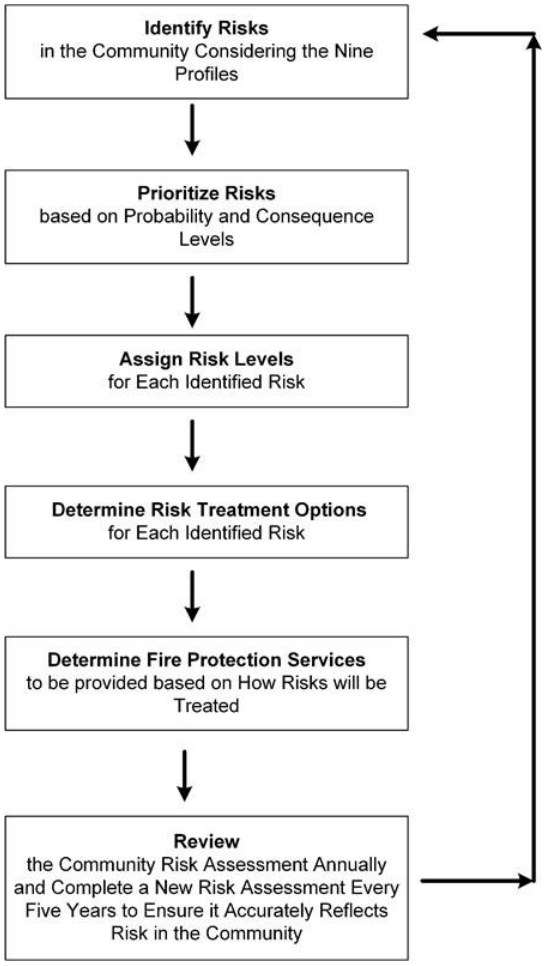

Figure 1. OFM TG-02-2019 Community Risk Assessment Guideline – Appendix D: Community Risk Assessment Flow Chart

RISK ASSESSMENT METHODOLOGY

Through the completion of a community risk assessment, a community's local needs and circumstances can be determined, therefore providing the necessary information to make informed decisions and assist with determining the level of service the local fire department may provide to best meet those needs and circumstances. Local needs and circumstances are determined by first looking at 9 various profiles within a community. Through in-depth research and assessment of data and utilizing the ***Risk Level Matrix***, we can determine the level of fire risk to a community, based on probability and consequence.

Risk Level Matrix

Probability	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk

Consequence

Figure 2. OFM TG-02-2019 Community Risk Assessment Guideline – Risk Level Matrix

<u>Probability</u> is based on past occurrences within the community, similar communities and the Province as a whole. It categorizes likelihood into five categories:

1. ***Rare*** – may occur, no incidents in past 25 years.
2. ***Unlikely*** – could occur, at least one incident in past 10 years.
3. ***Possible*** – might occur, occurs annually on average, with 1-5 incidents in past year.
4. ***Likely*** – will probably occur, multiple or reoccurring incidents in past year, may occur monthly with 10-50 incidents per year.
5. ***Almost Certain*** – expected to occur, multiple or reoccurring incidents, may occur

weekly or daily.

Consequence is determined based on the potential for loss or negative outcomes and takes into consideration four factors:

1. ***Life Safety*** – injury or loss of life due to exposure to fire or other situations.
2. ***Property Loss*** – dollar loss to private and public buildings, property content, assets, significant landmarks, critical infrastructure due to fire.
3. ***Economic Impact*** – dollar losses associated with property income, closure of business, reduction in tourism, tax assessments, job loss due to fire.
4. ***Environmental Impact*** – harm to people, fish/wildlife/vegetation due to decline in quality of life, resulting from environmental contamination due to fire and fire suppression activities.

Consequence levels are categorized into 5 areas and are based on severity. They range from:

Insignificant	- no life safety issues - limited value or no property loss - no impact to local economy - no impact on general living conditions
Minor	- potential risk to life safety of occupants - minor property loss - minimal disruption to business activity - minimal impact on general living conditions
Moderate	- threat to life safety of occupants - moderate property loss - poses threat to small local businesses - could pose threat to quality of the environment
Major	- potential for large loss of life - result in significant property damage - significant threat to businesses, local economy, tourism - impact to the environment, resulting in short-term, partial evacuation of resident and businesses
Catastrophic	- significant loss of life

	- property damage to significant portion of the municipality and community - long-term disruption of businesses, employment, tourism - environmental damage resulting in long-term evacuation of local residents and businesses

Both probability and consequence are assigned a numerical value ranging from 1 to 10,000. The risk level is then determined by multiplying the numerical values assigned to the category (fire risk = probability x consequence). The risk level is then attributed to the risk category, with risk being classified as low risk, moderate risk or high risk.

Risk Level Matrix

Probability	INSIGNIFICANT 1	MINOR 10	MODERATE 100	MAJOR 1,000	CATASTROPHIC 10,000
ALMOST CERTAIN 10,000	Moderate Risk 10,000	Moderate Risk 100,000	High Risk 1,000,000	High Risk 10,000,000	High Risk 100,000,000
LIKELY 1,000	Moderate Risk 1,000	Moderate Risk 10,000	Moderate Risk 100,000	High Risk 1,000,000	High Risk 10,000,000
POSSIBLE 100	Low Risk 100	Moderate Risk 1,000	Moderate Risk 10,000	Moderate Risk 100,000	High Risk 1,000,000
UNLIKELY 10	Low Risk 10	Low Risk 100	Moderate Risk 1,000	Moderate Risk 10,000	Moderate Risk 100,000
RARE 1	Low Risk 1	Low Risk 10	Low Risk 100	Moderate Risk 1,000	Moderate Risk 10,000

Consequence

Low Risk:	probability x consequence = 1; 10; or 100
Moderate Risk:	probability x consequence = 1,000; 10,000; or 100,000
High Risk:	probability x consequence = 1,000,000; 10,000,000; or 100,000,000

Figure 3. OFM TG-02-2019 Community Risk Assessment Guideline – Appendix B: Risk Level Matrix (numerical values)

Once risk levels have been assigned, fire departments can determine how to best treat

each risk and what resources are required to do so. Options for treating risk include:

1. ***Avoid the Risk*** (involves implementing programs and initiatives to prevent a fire emergency from happening, i.e., public fire safety education programs)

2. ***Mitigate the Risk*** (involves the implementing of programs and initiatives to reduce the probability and/or consequence of a fire emergency, i.e., routine fire safety inspections/enforcement, pre-planning program to develop a knowledge of building stock profile/layout/contents, etc.)

3. ***Accept the Risk*** (no specific programs/initiatives will be implemented to address the risk, fire department accepts the potential risk and will respond appropriately, i.e., fire department does not implement programs to prevent motor vehicle collisions, but responds accordingly)

4. ***Transfer the Risk*** (means the fire department transfers the impact and/or management to another organization or body)

Options for treating fire risk within a community can be addressed using strategies from one or more of the "Three Lines of Defense". They include Public Fire Safety Education, Fire Safety Standards and Enforcement, and Emergency Response. The goal is to determine which strategy (line of defense), is most effective in dealing with the Community fire risk.

GEOGRAPHIC PROFILE

Overview

The Town of Fort Frances is a border town, situated within the Rainy River District, along the shores of rainy lake and rainy river, which flow westward into lake of the

woods. Across the river is the community of International Falls, it has a population of approximately 5800 and is positioned in the northern portion of the State of Minnesota. There are several small communities within the Rainy River District, including Couchiching First Nation that shares a north-east boundary with Fort Frances and has a population of approximately 1000 people. Fort Frances is home to some 7800 people and is situated centrally between Thunder Bay, Winnipeg, and Minneapolis to the south.
The geography is unique, with the Canadian shield immediately to the east and prairie flat lands to the west. The community is situated on this geographic transition.
Analysis of geographical features include roadways and highways used to access the community and those areas within the community, rail lines used to transport goods and services, water body features that are used for water supply, recreation and transportation and a comprehensive wildland-urban interface around most of the municipal boundaries. Compromising these features could pose inherent fire related risks to the community, as well as affect fire department access and response delays.

Figure 4. maps.google.com

Rail Lines

The risk potential for railway emergencies within the municipal boundaries of Fort Frances and nearby communities within the Rainy River District is very concerning and a

top priority. There have been a significant number of incidents involving train derailments and damaged rail cars within the Rainy River District in recent years. CN indicates that an average of 18-20 trains routinely pass through Fort Frances over a 24-hour period, with typical lengths ranging from 1600 – 8000 ft in length. The current maximum allowable train length is 10,000 ft (3 kilometres/2 miles). Rail cars transport commodities that range from grains to hazardous substances. One of the rail lines through the community is used to transport goods from Canada to the USA via a bridge crossing at Rainier, Minnesota, over the mouth of rainy river. It is the busiest border rail crossing in North America. Risks to the community include:

- Impact of potential hazardous spills
- Impact of potential large-scale fire due to ignition of flammable and combustible materials
- Requirement for a large-scale evacuation of the community
- Impact of water contamination downstream from the Rainier bridge crossing (drinking water supply & fire suppression for the Town of Fort Frances and other communities downstream)
- Impact of fire department response, derailment may split the town in half (north and south section), depending on location of a derailment. Significant delay in response, as fire department resources are all positioned on south side of rail lines

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls. Develop a partnership with CN rail and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to railway emergencies.

Water bodies/Features

Fort Frances is situated along the shores of rainy lake and the north side of rainy river. These bodies of water supply potable water to Couchiching First Nation, Fort Frances, International Falls Minnesota, and multiple communities down-stream. They also serve as the Town's water supply for fire suppression efforts as well as for recreation and transportation. Risk to the community includes:

- Impact of water contamination due to emergencies such as a train derailment or hazardous spills that enter the water body.
- Impact of flooding in the community
- Impact on water rescue operations in relation to time of year.

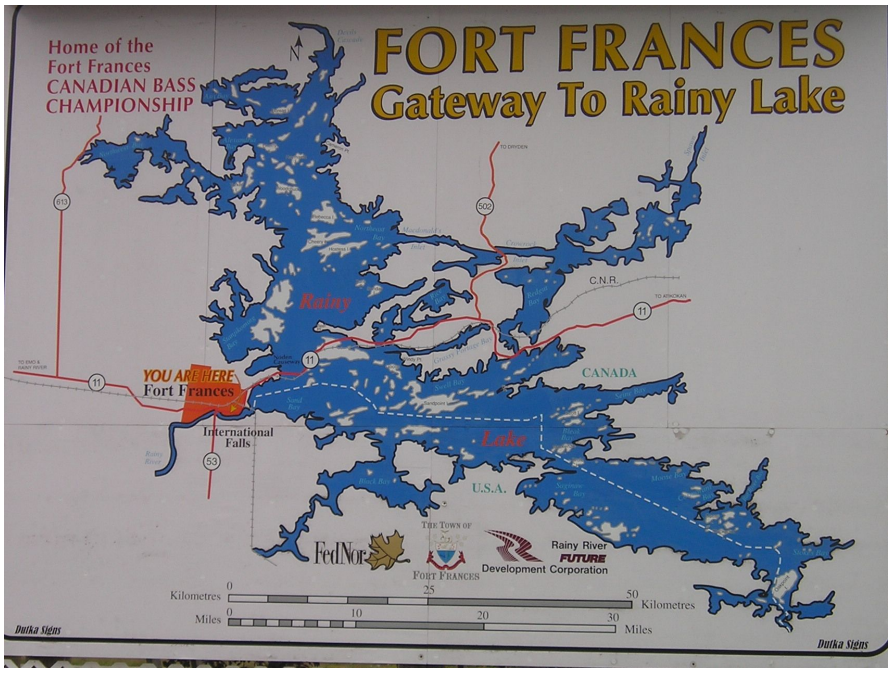

Figure 5. Town of Fort Frances and Rainy Lake

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Develop an understanding of water treatment plant response protocols that address possible water contamination. Work in partnership with the Town's public works department to determine additional response protocols, SOG's and

resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to all water related emergencies.

Roadways/Transportation

Fort Frances is accessed by highway 11/71 that travels through the centre of the town in an east to west direction. It provides a corridor for the transportation of goods and services, emergency response and travel for residents living within other townships and municipalities. It is a gateway to the Rainy River District to the west and lake of the woods and the city of Kenora to the northwest.

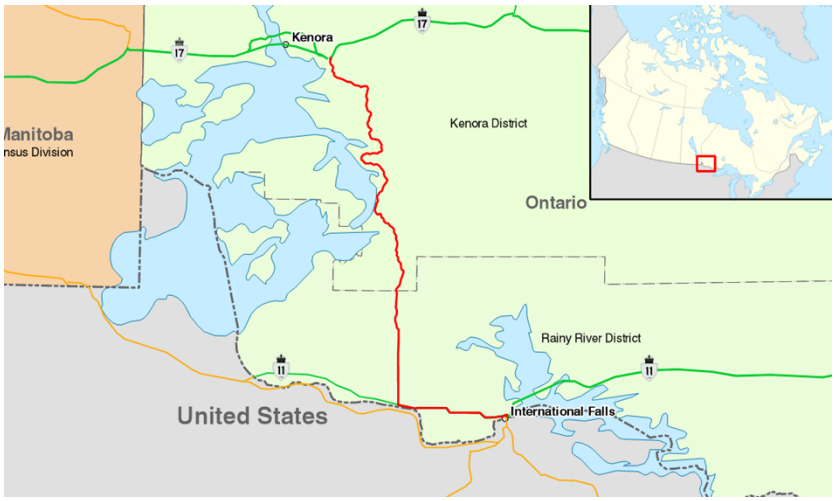

Figure 6. https://www.google.com Highway 11/71 (#11 green, #71 red)
* Fort Frances same location as International Falls

In addition, the causeway bridge is located east of Fort Frances and Couchiching First Nation and provides access to the east side of rainy lake. It provides the only means of crossing the water body in a vehicle. Risk to the community includes:

- Impact of road closures on the transportation of goods and services
- Impact of road closure on emergency response (MVC's, mutual aid calls, water rescue, etc.)

- Restricted access and/or delayed response within town limits
- Impact the arrival of additional resources to address emergency response, agency assist

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls across the border. Develop a partnership with the MTO to determine their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, strategically positioned to respond to emergencies.

Wildland-Urban Interface

The geographic positioning of Fort Frances is unique. To the east is the Canadian shield with great lakes St. Lawrence and boreal forest supporting the forest industry. To the west is flatter, mixed forest with prairie type land that supports agriculture. The east and south municipal boundaries are surrounded by water bodies (rainy lake and rainy river), while the north and west boundaries show the presence of mixed forest, shrubbery, and grasslands. A significant number of residential homes have been built along these outer wildland-urban interfaces. Risk to the community includes:

- Impact of fire loss on the community
- Impact of public health hazards to residents from factors such as smoke

boreal forest photo

mixed forest photo

Figure 7. https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.thecanadianencyclopedia

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities, including early spring fire index monitoring. Establish response agreements with other municipal fire services, including the Ministry of Natural Resources, where not already organized. Build on community services partnerships to determine their capabilities and services provided to assist in a local emergency. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, for emergency response.

BUILDING STOCK PROFILE

Overview

Part 3 of the Ontario Building Code (OBC), categorizes buildings into 6 classifications, further subdivided into specific divisions. All 6 classifications of buildings have specific fire safety expectations as defined within the Ontario Fire Code (OFC). It is the responsibility of the building owner to ensure compliance with the OFC. The Fort Frances Fire and Rescue Services monitors for continued OFC compliance through a well-established fire safety inspection program that includes routine inspection and

inspection upon complaint and/or request. Major occupancy classifications include:

Table 1. Building stock profile

Group	Division	Classification Description
Group A	1	Assembly occupancies intended for the purpose and viewing of the performing arts (2)
	2	Assembly occupancies not elsewhere classified in Group A (72)
	3	Assembly occupancies of the arena type (4)
	4	Assembly occupancies in which people are gathered in the open air (0)
Group B	1	Detention occupancies (3)
	2	Care and Treatment occupancies (6)
	3	Care occupancies (0)
Group C	***	Residential occupancies (3603)
Group D	***	Business and Personal Services occupancies (93)
Group E	***	Mercantile occupancies (60)
Group F	1	High hazard industrial occupancies (2)
	2	Medium hazard industrial occupancies (34)
	3	Low hazard industrial occupancies (1)

All 6 building classifications can be found within the Town of Fort Frances. Further breakdown of building types has been determined to the best of the Fire Department's ability, utilizing information available from Town records and fire safety inspections. Numbers of buildings present have been categorized into group divisions and are highlighted yellow in the above table. The major occupancy type in Fort Frances is Group C residential and is comprised of all dwelling types, including single family detached, semi-detached, row housing, apartment units, hotels/motels, and fixed mobile homes. Mercantile, business and personal services, A2 assembly and medium hazard industrial make up most remaining occupancy types.

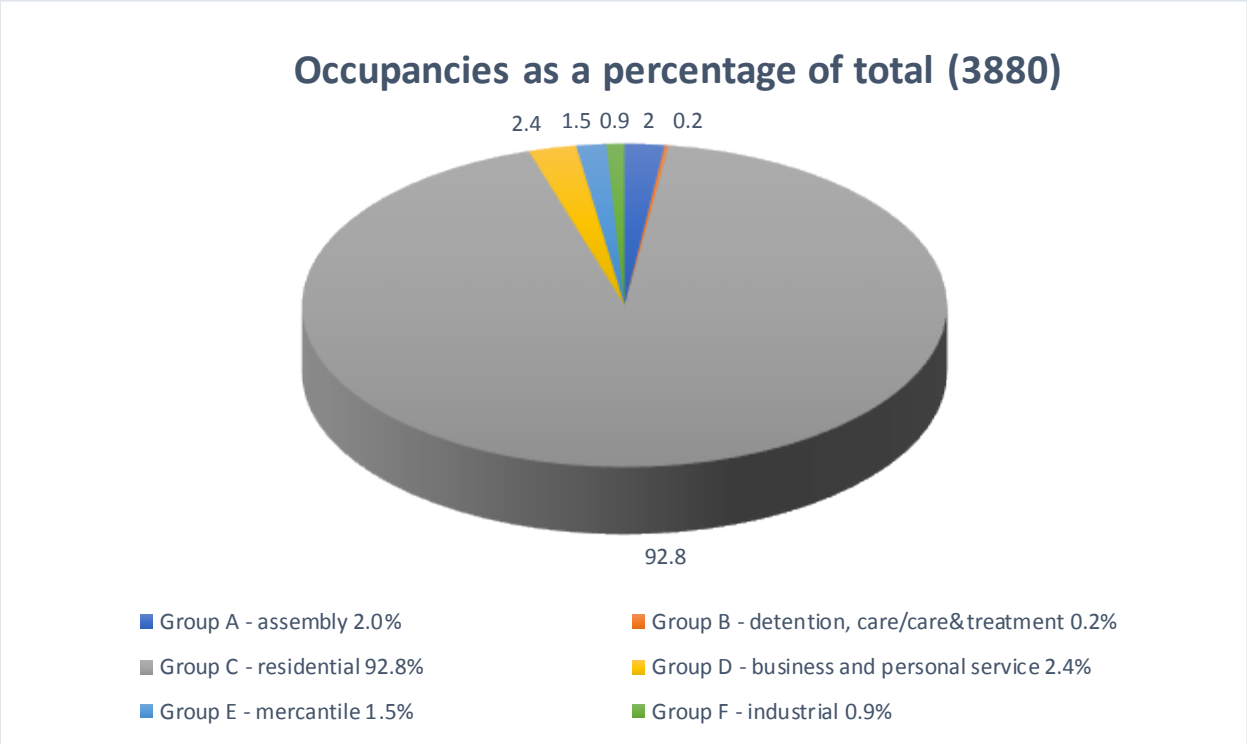

Figure 8.

Risk to the community varies with each occupancy classification type and have been individually addressed as follows:

Group D&E (Business & Personal Service, Mercantile):

Risk to community includes:

- Increased occupancy/occupant load
- Increase amounts of combustibles present
- Untrained staff – OFC requirements, fire safety plans, etc
- Blocked egress, deficient fire protection equipment
- Building size
- Building age - old construction (downtown core)
- Impact of economic loss, job loss, property loss
- Impact of disruption to supply chain

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Conduct routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program with the Town's downtown core as a priority. Work to resolve any Retrofit requirements established in Part 9 of the OFC where applicable. Promote fire safety education by offering training sessions to business owners that includes topics such as proper fire extinguisher use.

Group C (Residential):

Risk to the community includes:

- Impact of fire on injury, loss of life, property loss, occupant displacement
- Presence of secondary units within residential units (added with/without proper permitting), unknown to firefighters
- Impact of human behaviour (careless cooking, smoking, alcohol/drug use, hoarding of combustible materials)
- Impact of not having properly working smoke alarms, fire alarms, detection, etc.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes avoiding the risk and implementing appropriate response protocols, SOG's and additional activities. Continue to deliver public fire safety education programs with a focus on careless cooking and general fire safe behaviour in the home. Utilize community events to promote fire safety and reach a broad range of people. Continue to maintain and build upon the Fire Department's smoke alarm and CO alarm program, using local media, social media and person to person interaction. Re-establish local partnerships with community and special interest groups. Continue the routine fire safety inspections of hotels and motels and multi-unit dwellings. Inspection of single-family dwellings upon complaint or request.

Group B (Care and Detention):

Risk to the community includes:

- Impact of fire on injury, loss of life, property loss, occupant displacement
- Impact of building evacuation (large amount of people with mobility issues in care/treatment occupancies, persons under restraint in detention facilities) possibly resulting in delays
- Impact of not having enough staff and staff not properly trained
- Impact of combustible materials, furniture, etc, aiding in fire growth
- Impact of deficient fire protection equipment and life safety protection devices

Using the risk matrix, the risk level has been determined to be low for detention facilities and moderate for care and care/treatment facilities. Preferred treatment for both types of occupancies includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes vulnerable occupancies being recognized as a priority within the community. Ensure mandatory fire drill scenarios continue to be reviewed and approved by the Fire Department on an annual basis and fire drills are supervised by the Fire Department. Promote fire safety education by offering training sessions to staff that includes topics such as proper fire extinguisher use.

Group A (Assembly - all types):

Risk to the community includes:

- Increased occupancy/occupant load
- Occupants unfamiliar with building layout – delayed evacuation
- Untrained staff – OFC requirements, fire safety plans, etc
- Impact of deficient fire protection equipment and life safety protection devices
- Impact of increased amounts of combustible materials (furniture, decorations,

other, aiding in fire growth)

- Building size
- Building age (new vs old construction)
- Impact of economic loss, job loss, property loss
- Impact of impairment due to alcohol consumptions (where applicable)

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes places of assembly. Ensure mandatory fire drills are conducted and are supervised where necessary. Promote fire safety education by offering training sessions to staff that includes topics such as fire extinguisher use and fire safety plan training.

Group F (Industrial - low, medium, high):

Risk to the community includes:

- Impact of economic loss, job loss, property loss
- Impact of disruption to supply chain
- Impact of increase amounts of combustibles present, aid in fire growth
- Environmental impacts resulting from a fire
- Increased presence of ignition sources, flammable and combustible liquids
- Insufficiently trained staff
- Impact of deficient fire protection equipment and life safety protection devices
- Building size and construction type

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on

the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes all Group F industrial occupancy types. Ensure mandatory fire drills are conducted and are supervised where necessary. Promote fire safety education by offering training sessions to staff that includes topics such as fire extinguisher use and fire safety plan training.

CRITICAL INFRASTRUCTURE PROFILE

Overview

As indicated in Ontario Regulation 378/18: Community Risk Assessment, the critical infrastructure profile refers to "*facilities or services that contribute to the connected networks, services, and systems that meet vital human needs, sustain the economy, and protect public safety and security*". By determining what critical infrastructure elements are present within the community, we can establish how the elements are connected and the impact(s) on the community if one or more elements becomes compromised. Critical infrastructure elements of priority within Fort Frances, include utilities (electricity, oil and gas supply), food and water, telecommunications and transportation.

Utilities (Electricity, Oil and Natural Gas)

Utilities are critical infrastructure that transport and store electricity, oil and natural gas to the community. A potential failure of utilities could be catastrophic. Hydro One transmission lines supply electricity to the Fort Frances Power Corporation, a privately owned corporation, who in turn, supply electricity to the Town of Fort Frances via their own transmission station. Much like many other northern communities, isolation presents additional challenges. The possibility of electrical grid failure for extended periods of time may be more likely, however, given that we are a smaller community, we can better prepare ourselves in the event of power grid failure. Fort Frances is serviced

by 4 transmission lines: an east, west, south Minnesota and a mill (H20 Power) line. Failure in a transmission line may be addressed by re-routing power supply from another line if possible.

Natural gas is supplied to the community via a main feeder line and compressor station located on the Town's west municipal boundary. From there, smaller diameter secondary supply lines provide natural gas to businesses and residential homes. A failure in the supply line would be catastrophic to the community, especially in winter months, as natural gas is the primary heat source for many homes and businesses within the community.

Gasoline is transported to the area via tractor trailers. There are two gas stations within the community and a bulk fuel station located on McIrvine Road (western municipal boundary) and has a combined gasoline and diesel fuel capacity of approximately 340,000 litres. Risks to the community include:

Electricity

- Impact of wide-spread power grid failure due to fire (including forest fires)
- Impact of wide-spread power grid failure due to extreme weather events resulting in fire
- Geographic isolation resulting in limited staff and resources to deal with large scale incidents
- Current configuration of power grid does not guarantee alternative sources of electricity for transmission lines
- Diesel back-up generators have been established at Town evacuation centres, however, are a short-term solution only

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols,

SOG's and activities that include additional electrical safety training and increased resources. Ensure the Fort Frances Fire and Rescue Service is familiar with FFPC operational guidelines and available resources. Involvement in table-top exercises that includes multiple agencies, would be beneficial. Establish a second power supply line from the Hydro One station to the FFPC station (Dual Electricity Supply Network – DESN) to secure a guaranteed alternate power supply to the community.

Natural Gas and Oil

- Impact of natural gas main supply line failure due to fire
- Impact of natural gas main supply line leak/increased risk of fire and/or explosion
- Need for large scale evacuation
- Source of heat – winter spike/reliance
- Impact of fire at bulk fuel station – potential for significant fire, large scale evacuation, fuel shortage in community

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes accepting the risk and implementing appropriate FD response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls Fire Department where not already established. Develop a partnership with EFG/Centra Pipelines and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff for response to natural gas and bulk station emergencies. Involvement in table-top exercises that includes multiple agencies, would be beneficial.

Food and Water

The community of Fort Frances has its own water treatment plant, acquiring its water from the rainy river, below the Rainier bridge. The sewage treatment plant is located to

the south-west of the town, adjacent to the lower rainy river. Groceries/sundries are primarily supplied by Walmart, Canada Safeway, The Place Fine Foods and Einers Grocery. Couchiching First Nation is a community of approximately 1000 people, who rely on these services as well to support their community. Any plant operations failures or breakdown of the food supply chain would be catastrophic to the residents of these communities. A breakdown of the food supply chain would more than likely be district wide and affect the multiple smaller communities in the area. Risks to the communities include:

Water Treatment Plant

- Impact of fire on clean drinking water supply and water for fire suppression efforts
- Toxic chemicals in plant, possible exposure to responding fire fighters and residents resulting from fire

Sewage Treatment Plant

- Impact of fire affects the ability to process raw sewage from the attached communities
- Possible environmental contamination of the lower rainy river basin and potentially the water supply of communities located downstream.

Food Supply

- Impact of fire and its affects on the food supply chain, possible food shortages in the town and smaller communities within the district
- Effects are magnified due to additional variables such as Covid-19 pandemic (i.e., border closure limiting access to International Falls

Using the risk matrix, the risk level has been determined to be low with regards to

incidents at the water and sewage treatment facilities and moderate when referring to the food supply chain. Preferred treatment for all includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Develop an understanding of water and sewage treatment plant response protocols and their resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to all potential emergencies. Conduct routine fire safety inspections of occupancies to ensure compliance with the Ontario Fire Code, with a focus on the 7 principles of life safety.

Telecommunications

Telecommunication is considered critical infrastructure, infrastructure that transmits information via various mediums and includes coaxial cable, fibre line, free space communication towers and switches. Telecommunication providers in the region include Bell, Tbay Tel, Shaw, CRC Communications and Vianet. Emergency services rely on all aspects of this infrastructure to ensure effective communication. A failure in such infrastructure may result in delayed fire/emergency response or no response at all. Risks to the community include:

- Impact of fire involving cell towers, municipal radio towers, telephone/fibre lines with ability to communicate (paging system, portable/mobile radio, cell phone could be offline)
- Impact of fire involving a telecommunication provider's facility (wireless networks/internet offline)
- Severe weather events could result in widespread areas of district with no communications
- Impact of a power grid failure – current battery and generator backup may provide short-term solution only

Using the risk matrix, the risk level has been determined to be moderate. Preferred

treatment includes mitigating the risk and implementing appropriate FD response protocols, SOG's and additional activities. The Town of Fort Frances has been very proactive in establishing backup power supply within the community. Two large diesel and one propane generator have been installed at the Fort Frances high school, arena and town hall. The generator at the town hall provides off grid electricity to the fire hall and keeps our communication infrastructure operational. The Fire Department has radio communications equipment located within the town's water tower. Currently the system is backed up with a battery that provides additional power for a very short time and a portable generator. A reliable long-term backup power supply should be established. The fire department has a secondary in-house paging system with the ability to page firefighters for necessary response, in the event our dispatch service is offline. Involvement in table-top exercises that includes multiple agencies may be beneficial.

Transportation

The roads network and rail lines are considered critical infrastructure. They provide a transportation corridor for the movement of goods and services, emergency response, and transportation for residents living within other townships and municipalities. It is a gateway to the Rainy River District to the west and lake of the woods and the City of Kenora to the northwest. The rail line running through Fort Frances into Rainier Minnesota is the busiest border rail crossing in North America. In essence, the transportation network is the life blood that allows the area to survive. Compromising this infrastructure could have significant negative effects. Risks to the community include:

Roadways

- Impact of road closures on the transportation of goods and services
- Impact of road closure on emergency response (MVC's, mutual aid calls, water rescue, etc.)
- Restricted access and/or delayed response within town limits

- Impact arrival of additional resources for emergency response, agency assist

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls across the border. Develop a partnership with the MTO to determine their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, strategically positioned to respond to emergencies.

Railways

- Impact of potential hazardous spills
- Impact of potential large-scale fire due to ignition of flammable and combustible materials
- Requirement for a large-scale evacuation of the community
- Impact of water contamination downstream from the Rainier bridge crossing (drinking water supply & fire suppression for the Town of Fort Frances and other communities downstream)
- Impact of fire department response, derailment may split the town into a north and south section, depending on location of a derailment. Significant delay in response, as fire department resources are all positioned on south side of rail lines
- Impact of a breakdown of the supply chain (large scale), economic loss

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls across the border. Develop a partnership with CN Rail and an understanding of their response protocols, SOG's and resources available for

response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to railway emergencies.

DEMOGRAPHIC PROFILE

Overview

According to the Town's official website, the community is home to 7739 residents (2016 census), ranging in age from 0 to over 100 years. People between the ages of 50-59 are the greatest contributor to the overall demographic profile, making up 15% of the population. People between the ages of 40 – 69 make up almost 40% of the total population.

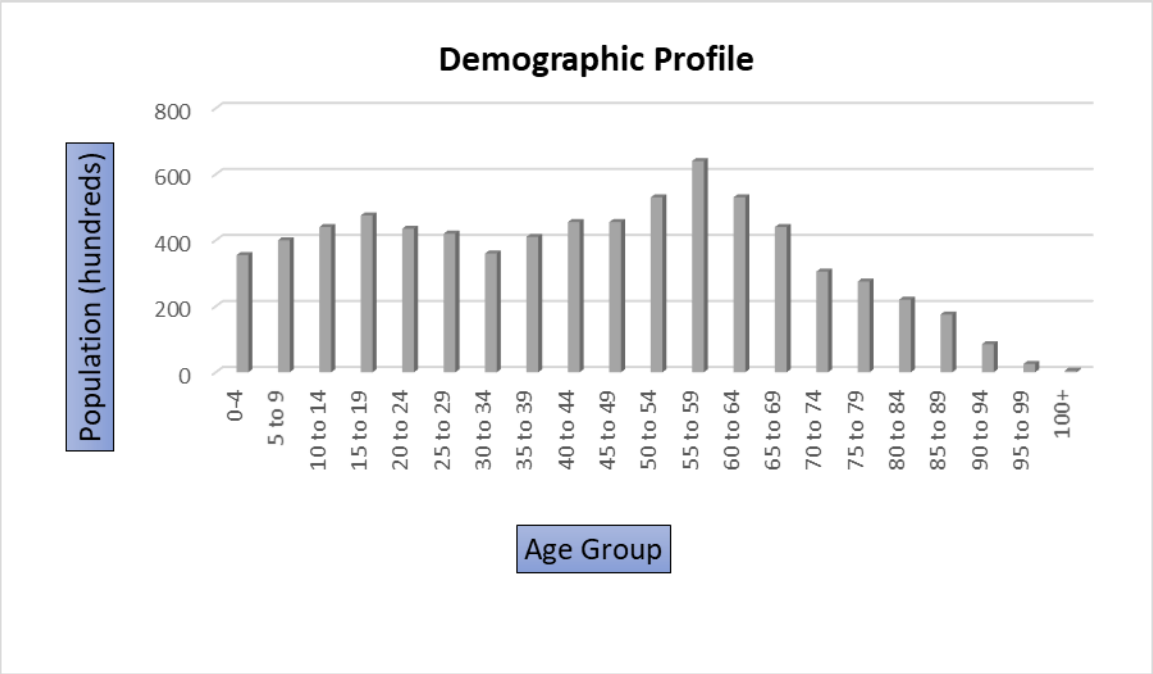

Figure 9.

The Town's population has remained relatively stable over the past 10 years, with a slight drop in overall numbers. Demographic profile is important to the fire service, as it is used to determine the community's highest risk groups and their associated populations.

It has been well established within the fire service, that certain demographics are at higher risk of injury and/or death resulting from fire. Population demographics are considered by fire departments in the development and implementation of fire prevention and education programs and initiatives. The overall demographic profile breakdown for Fort Frances is as follows:

Table 2. Demographic Profile

Ages of Population	# of People	% of Total Population (*not rounded off*)
0-4	355	4.5%
5-9	400	5.1%
10-14	440	5.6%
15-19	475	6.1%
20-24	435	5.6%
25-29	420	5.4%
30-34	360	4.6%
35-39	410	5.2%
40-44	455	5.8%
45-49	455	5.8%
50-54	530	6.8%
55-59	640	8.2%
60-64	530	6.8%
65-69	440	5.6%
70-74	305	3.9%
75-79	275	3.5%
80-84	220	2.8%
85-89	175	2.2%
90-94	85	1.0%
95-99	25	.32%
100+	5	.06%

Additional factors to consider within the demographic profile of the community includes the ethnic diversity that exists. Along with a strong First Nations presence in the

community, an increased number of persons from various ethnic backgrounds are making this area home. The fire service needs to take into consideration the cultural differences that exist when developing and delivering fire safety programs and initiatives. In recent years, there has been a steady increase in the amount of transient and homeless people within the community. Special consideration needs to be given to this population as well, as this presents its own unique challenges. The Fire Department must ensure that the fire and life safety needs of all people within the community are addressed.

Using the risk matrix, the risk levels have been determined to be moderate to high. This is directly associated with population age. The youth and the elderly are at the highest risk of injury and/or death resulting from fire. Youth struggle with the conceptual understandings of fire safe behaviour, while the elderly become less mobile and typically develop increased health issues. Preferred treatment includes avoiding the risk by implementing appropriate response protocols, SOG's and additional activities. Continue to deliver public fire safety education programs specific to age group with a focus on careless cooking and general fire safe behaviour in the home. Utilize community events to promote fire safety and reach a broad demographic group. Continue to promote grade specific fire safety to students in local schools, including additional activities during Fire Prevention Week. Continue to maintain and build upon the Fire Department's smoke alarm and CO alarm program, using local media, social media and person to person interaction. Re-establish local partnerships with community and special interest groups. Continue with inspections upon complaint and/or request and the routine fire safety inspections of schools, senior's homes/apartment complexes, and care occupancies. Ensure Fort Frances Fire and Rescue Service staff receive necessary training for the delivery of fire prevention and public education programs.

HAZARD PROFILE

Overview

Hazard is defined as any source of potential damage, harm or adverse health effects on something or someone *. As referenced in Ontario Regulation 378/18: Community Risk Assessment, hazard profile refers to the hazards in the community, including natural hazards, hazards caused by humans and technological hazards. Consideration of the potential hazards by the responding fire department is necessary to determine the level of risk and potential impact to the community, as well as the preferred treatment methods. Hazardous emergencies that have the potential to negatively impact the community, of which the fire department is most likely to respond to include train derailments, human health emergencies, electrical grid disruption, natural gas line and fuel disruption, and extreme weather events.

* https://www.ccohs.ca/oshanswers/hsprograms/hazard_risk.html

Train Derailment

The risk potential for railway emergencies within the Municipal boundaries of Fort Frances and nearby communities within the Rainy River District is very concerning and a top priority. There have been a significant number of incidents involving train derailments and damaged rail cars within the Rainy River District in recent years. CN indicates that an average of 18-20 trains pass through Fort Frances over a 24-hour period, with typical lengths ranging from 1600 – 8000 ft in length. The current maximum allowable train length is 10,000 ft (3 kilometres/2 miles). Rail cars transport commodities that range from grains to hazardous substances. One of the rail lines through the community is used to transport goods from Canada to the USA via a bridge crossing at Rainier, Minnesota, over the mouth of rainy river. It is the busiest border rail crossing in North America. Risks to the community include:

- Impact of potential hazardous spills

- Impact of potential large-scale fire due to ignition of flammable and combustible materials
- Requirement for a large-scale evacuation of the community
- Impact of water contamination downstream from the Rainier bridge crossing (drinking water supply & fire suppression for the Town of Fort Frances and other communities downstream)
- Impact of fire department response, derailment may split the town into a north and south section, depending on location of a derailment. Significant delay in response, as fire department resources are all positioned on south side of rail lines

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls across the border. Develop a partnership with CN Rail and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to railway emergencies.

Human Health Emergencies

Risk to human health is typically specific to the emergency event. The potential impact to human health will vary from low to extreme, based on many factors. In the fire service, typically the risk is related to fire, smoke, CO poisoning, and exposure to toxic chemicals/hazardous materials. There is an increased risk to fire fighters and other emergency responders, however the risk is addressed through specialized equipment and training. In recent months, the Covid-19 pandemic has added an additional level of risk, a biological hazard with the potential to affect many people. Risk to the community includes:

- Injury or death due to fire

- Injury or death due to exposure (smoke, CO, toxic materials)
- Increased risk of sickness or death due to biological infections

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and activities that include additional training and resources, including specialized PPE for biological infectious spread (Covid-19). Work in partnership with other emergency services and healthcare providers. Ensure the fire department maintains a full complement of full and part-time firefighters for response.

Electrical Grid Disruption

A potential failure or compromise of the electrical grid could be catastrophic and is magnified with winter temperatures. As with many other northern communities, isolation and geographic location present unique challenges. The possibility of electrical grid failure for extended periods of time may be more likely, however, given that we are a smaller community, we are better positioned to cope with such a power grid failure. Failure in a transmission line may be addressed by re-routing power supply from another line if possible. Risks to the community include:

- Impact of wide-spread power grid failure due to fire (including forest fires)
- Impact of wide-spread power grid failure due to extreme weather resulting in fire
- Increased risk to responding firefighters (electrocution, electrical burns, etc)
- Delayed response – specific to incident/location
- Secondary fires due to electrically charged lines

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and activities that include additional electrical safety training and increased

resources. Ensure the Fort Frances Fire and Rescue Service is familiar with FFPC operational guidelines and available resources, with involvement in routine table-top exercises. Establish a second power supply line from the Hydro One station to the FFPC station (Dual Electricity Supply Network – DESN) to secure a guaranteed alternate power supply to the community.

Natural Gas Main Line Disruption

Natural gas is supplied to the community via a main feeder line and compressor station located on the Town's west municipal boundary. From there, smaller diameter secondary supply lines provide natural gas to businesses and residential homes. A failure in the supply line would be catastrophic to the community, especially in winter months, as natural gas is the primary heat source for many homes and businesses within the community.

Gasoline is transported to the area via tractor trailers. There are two gas stations within the community and a bulk fuel station located on McIrvine Road (western municipal boundary) and has a combined gasoline and diesel fuel capacity of approximately 340,000 litres. Risks to the community include:

- Impact of natural gas main supply line failure due to fire
- Impact of natural gas main supply line leak/increased risk of fire and/or explosion
- Need for large scale evacuation
- Source of heat – increased dependence in winter months (time sensitive)
- Impact of fire at bulk fuel station – potential for significant fire, environmental contamination, large scale evacuation, fuel shortage in community

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes accepting the risk and implementing appropriate FD response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire

services, including International Falls Fire Department. Develop a partnership with EFG/Centra Pipelines and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff for response to natural gas and bulk station emergencies. Involvement in table-top exercises that includes multiple agencies, would be beneficial.

Extreme Weather Events

Extreme weather events that could pose a hazard to the community include ice storms, blizzards, flooding, severe thunderstorms (with damaging winds, hail, lighting), and tornadoes. These events have the potential for large scale damage. Risks to the community include:

- Impact of weather events resulting in structure fires
- Impact of weather events resulting in forest fires
- Weather events resulting in hazmat incidents with additional risk of exposure
- Possibility of electrocution (residents, emergency responders)
- Impact of weather resulting in compromised critical infrastructure

Severe Storms

Flooding

Ice Storms

Tornadoes

Figure 10. https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.thecanadianencyclopedia

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes mitigating and implementing appropriate FD response protocols, SOG's and additional activities. Establish response agreements with additional municipal fire services, including International Falls Fire Department. Work with additional Community Services to develop an understanding of the services they provide and the extent of their capabilities. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff for response to severe weather events. Involvement in table-top exercises that includes multiple agencies may be beneficial.

PUBLIC SAFETY RESPONSE PROFILE

Overview

As referenced in Ontario Regulation 387/18: Community Risk Assessment, the community services profile refers to the agencies and organizations in the community (i.e., police, EMS, rescue) that may respond to certain types of incidents.

The fire department works closely with the other emergency services in the community. Typically, the OPP, paramedics and fire department respond to many of the same incidents. Ultimately the lead agency is responsible, however, a unified command is utilized where possible. Partnerships with district fire services have been formed and

mutual aid agreements have been signed to assist each other, ensuring that additional resources are available if necessary.

Ontario Provincial Police (OPP)

Community policing is provided by the Ontario Provincial Police. Their newly built detachment (2020) is staffed by a compliment of officers 24 hours a day. Officers typically control traffic at emergency scenes. When adequate staff are available, firefighters will also provide traffic assistance where necessary. The fire investigator and OPP may work together at a fire scene to complete an investigation and maintain scene security. The fire investigator utilizes many of the same methods of evidence gathering and preservation as the police service. The fire scene is handed over to the OPP if arson is suspected.

Paramedic Services

The Paramedic service is operated by the Rainy River District Social Services Administration Board (RRDSSAB). The Paramedic base is staffed with paramedics 24 hours a day, with two rigs operating during the day (Monday – Friday), and one rig on nights and weekends. The fire department responds to first response calls, code 4 life threatening emergencies, and provides lift assists where necessary. With the presence of Covid-19, the fire department has pulled back from medical response calls as a preventative measure to protect the firefighters from possible exposure and infection. Initially the proper PPE was not available for safe response, however the fire department has since received the necessary PPE and the intent is to return to medical response once staff are fully vaccinated for Covid-19.

Municipal Fire Departments (all Municipalities within Rainy River District)

There are multiple fire department within the Rainy River District. The closest fire departments to the community are in Alberton Township, Couchiching First Nation, and International Falls Minnesota. Mutual aid agreements have been established between multiple departments to provide additional staff and resources if needed.

CN Rail

CN rail does not have specialized teams available locally. Any incidents involving rail lines or hazardous materials, typically requires specialized response from Winnipeg. Delays in response are inevitable.

Specialized Rescue Teams

The Fort Frances Fire Department provides limited specialized rescue. Incidents involving hazardous materials, train derailments, confined space and high angle rescue require additional agency response. Teams may be available from Thunder Bay, Winnipeg and Minneapolis, and are located approximately four hours from the community. Additional resources may respond from as far away as Toronto and may require days to arrive on scene.

COMMUNITY SERVICES PROFILE

Overview

As indicated in Ontario Regulation 387/18: Community Risk Assessment, the community services profile refers to agencies, organizations or associations that can provide services that support the fire department in the delivery of public fire safety education, Fire Code inspections and enforcement, or emergency response.

Community Services & Community Partners

The fire department has historically partnered with agencies to promote safety within the community. Typically, these agencies include the OPP, paramedic services, Ministry of Natural Resources, North-Western Health Unit and the Red Cross. Some organized events also include small business and special interest groups such as the Lions Club, Kiwanis and Fort Frances Volunteer Bureau. Community safety expos have been organized in the past, with the largest event currently being the Fort Frances annual business expo, organized in partnership with the local curling club. This two-day event sees hundreds to thousands of visitors from across the district. It provides the opportunity for the fire department to staff an information booth, providing fire safety information to people and answer questions they have. The fire department also partners with the local Canadian Tire store to organize a fire safety day in the spring and fall. Additional organizations may choose to participate in the event as well, and many do so by setting up displays and information booths. Where possible, the fire department supports additional events organized within the community. This includes the local winter carnival, spring fever days and annual parades.

ECONOMIC PROFILE

Overview

The factors driving the local economy have seen significant change over the last decade. Fort Frances has historically been a pulp and paper town, with a paper mill that employed at peak, over 850 people. The mill ceased operations in the spring of 2014 and demolition of site began in the fall of 2020, with completion anticipated in the spring of 2022. The community and surrounding areas have not seen a significant increase in unemployment levels, possibly due in part to the development and operation of a gold mine in the west-central area of the district and additional economic developments. The

community is optimistic the vacant mill property will be repurposed in a way that provides additional economic prosperity through job creating and increased tax base.

The tourism industry is a significant contributor to the local and surrounding economies. Many visitors to the area include cottagers and American anglers and hunters, entering via the border crossings at Rainy River and Fort Frances.

Of the six considered largest employers for the community, two are located outside of municipal boundaries. New Gold mine employs over 800 workers, with many from the district and West Fraser OSB mill with over 300. Both employers are located approximately 30-45 minutes west of Fort Frances. The remaining four largest employers include the Rainy River District School Board (450), Riverside Health Care Facilities (240), the Town of Fort Frances (160) and Canada Safeway (140). * Additional big box stores and many small-scale businesses/services and industry also contribute to the local economy. *stats Canada 2016 Key risks for the major employers typically include fire, explosions and hazardous materials occurrences. The table below looks at key risks, the probability of occurrence and what the level of consequence could be.

Using the risk matrix, the risk levels range from low to high and are employer specific. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Conduct routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that include those significant employers within the community. Assist district fire departments with fire prevention and public education resources and expertise, where key employers have established business operations. Promote fire safety education by offering training sessions to business owners that includes topics such as proper fire extinguisher use.

Table 3. Major community employers

Employer	Key Risk	Probability	Consequence	Assigned Risk Level
New Gold	Fire, explosion, haz-mat event	Possible	Major	Moderate
West Fraser Mill	Fire, explosion, haz-mat event	Likely	Major	High
Rainy River District School Board	Fire, explosion	Possible	Moderate	Moderate
Riverside Healthcare Facilities	Fire	Possible	Major	Moderate
Town of Fort Frances	Fire	Unlikely	Minor	Low
Canada Safeway	Fire	Possible	Major	Moderate
Walmart	Fire	Unlikely	Major	Moderate
Canadian Tire	Fire	Unlikely	Moderate	Moderate
CN Rail	Fire, explosion, haz-mat event	Likely	Catastrophic	High

PAST LOSS AND EVENT HISTORY PROFILE

Overview

As indicated in Ontario Regulation 387/18: Community Risk Assessment, the past loss

and event history profile takes into consideration the number and types of emergency responses, injuries, deaths, and dollar loss. Fire departments can analyse this data to determine the leading causes of fires/fire behaviour resulting in fires within the community, establish fire occurrence trends and determine what fire prevention and education tools are most effective in targeting the community's fire safety concerns.

The Fort Frances Fire and Rescue Service has a variety of well-established fire prevention and education programs. The department conducts routine fire safety inspections of over 300 occupancies of all classifications, in addition to complaint and request. Public education programs include:

- Fire Safety for Older Adults
- Put a Lid on it! – Kitchen Fire Safety
- E.D.I.T.H. Exit Drills in The Home
- Home Smoke Alarms
- Fire Extinguisher Training
- Carbon Monoxide Q&A
- Fire Safety for Babysitters
- Public School Fire Safety for Students – grade specific

Past Fire Loss

Past fire loss has been determined by analysis of completed Standard Incident Report Verifications on record from the Office of the Fire Marshal for the years 2017 – 2019. The table and chart below provide further breakdown of information:

Table 4. Past fire loss (2017-2019)

Occupancy type/classification	**Year 2017**	**Year 2018**	**Year 2019**
Group A – Assembly	0	1	0

Group B – Detention/Care/Care & Treatment	0	0	0
Group C – Residential	5	2	4
Group D/E – Business & personal service/mercantile	1	0	1
Group F – Industrial	0	0	0
Other – unclassified (auto, outdoor, etc)	3	4	3
Total Fire Occurrences	9	7	8
Total Dollar Loss	1,124,500	144,200	556,000

As evident from the data, residential and unclassified fires make up most fire occurrences within the community. Total fire occurrences are relatively consistent, however total dollar loss for 2017 was much higher than the subsequent two years.

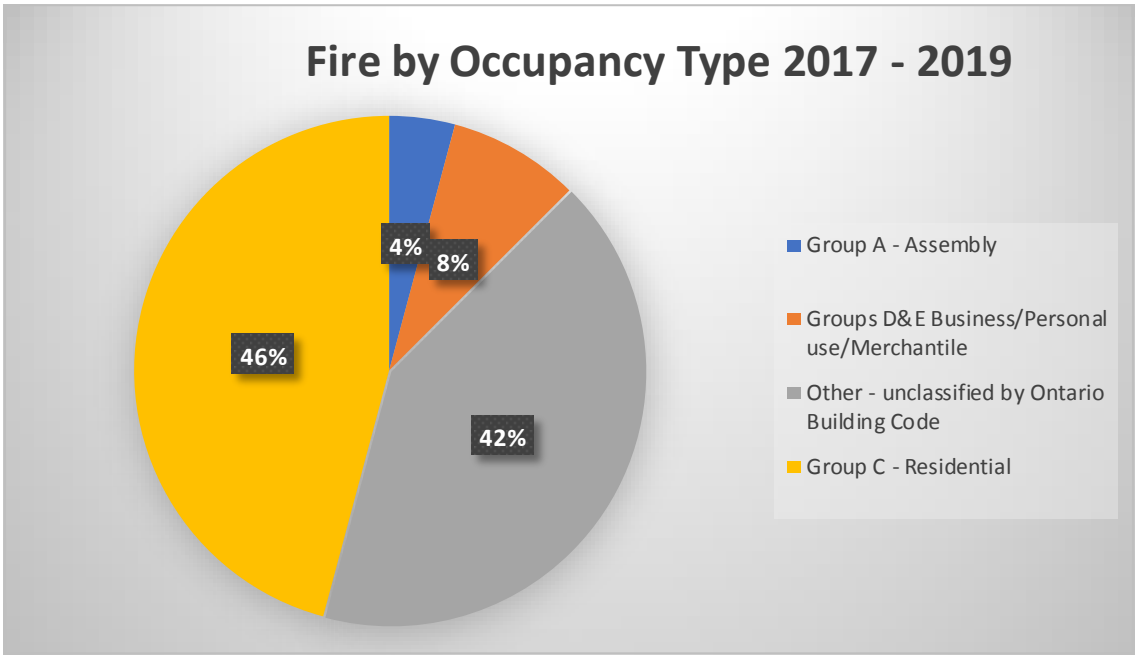

Figure 11.

Fire Loss – Occupancy Specific

Group C - Residential

Group C residential occupancies include houses, apartments, mobile homes, boarding/lodging, hotels/motels, recreational camps and shelters. Looking at a span of three years (2017 to 2019), there were 11 fires involving residential occupancies. The primary causes of these fire occurrences were a result of careless cooking and electrical overload. In addition, one fire was intentionally set and another a result of a vapour explosion.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes avoiding the risk and implementing appropriate response protocols, SOG's and additional activities. Continue to deliver public fire safety education programs with a focus on careless cooking and general fire safe behaviour in the home. Utilize community events to promote fire safety and reach a broad range of people. Continue to maintain and build upon the Fire Department's smoke alarm and CO alarm program, using local media, social media and person to person interaction. Re-establish local partnerships with community and special interest groups. Continue the routine fire safety inspections of hotels and motels and multi-unit dwellings. Inspection of single-family dwellings upon complaint or request

Group D&E – Business & Personal Service / Mercantile

Group D occupancies are considered business and personal use and include banks, parlours/hairdressers, medical offices, laundry mats, police stations and small appliance rental and repair shops. Group E occupancies are mercantile and include department stores, markets, restaurants with an occupant load less than 30 people and general shops and stores. Between 2017 and 2019 the Fort Frances Fire and Rescue Service responded

to two fires within groups D&E occupancies. One fire was determined to be a result of careless cooking and the other was undetermined.

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Conduct routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program with the Town's downtown core as a priority. Work to resolve any Retrofit requirements established in Part 9 of the OFC where applicable. Promote fire safety education by offering training sessions to business owners that includes topics such as proper fire extinguisher use.

Group A – Assembly

Group A assembly occupancies are further categorized into four divisions. ***Division 1*** includes theatres, opera houses and television studios. ***Division 2*** includes a broad range of buildings/facilities where people tend to congregate and include: colleges/universities, restaurants/licensed beverage establishments, community halls, court rooms, churches, auditoriums, galleries, lecture halls and museums. ***Division 3*** includes arenas, indoor swimming pools and rinks. Stadiums, grandstands, bleachers/viewing stands and amusement park structures are all classified within ***Division 4***. Between 2017 and 2019 the Fort Frances Fire and Rescue Service responded to one fire within a Group A occupancy. The fire was determined to be a result of a faulty wall heater in a building stairwell.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue

to develop and implement a pre-planning program that includes places of assembly. Ensure mandatory fire drills are conducted and are supervised where necessary. Promote fire safety education by offering training sessions to staff that includes topics such as proper fire extinguisher use fire safety plan training.

Other Classifications (grouped)

Other occupancy classifications are those which do not fall into a defined major occupancy. These include incidents such as motor vehicle fires, outdoor fires and mechanical/electrical fires. Between 2017 and 2019 the Fort Frances Fire and Rescue Service responded to 10 fire occurrences that did not fall into a defined major occupancy. The primary cause of these fires was a result of mechanical failure and overloaded electrical/wiring. It was determined that some fires were intentionally set.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to all related emergencies.

RISK ASSESSMENT OUTCOMES / TREATMENT OPTIONS

Profile Summarizations

In summary, the potential risks to the community have been determined through utilization of the *risk level matrix*. The matrix assigns numerical values to both probability and consequence (probability of occurrence and negative loss/outcome). The risk factor is then determined by multiplying the probability and consequence numerical values. The risk level (low, moderate, high) is a reflection of the numerical outcome.

The Community Risk Assessment is comprised of nine profiles, including:

- Geographic Profile
- Building Stock Profile
- Critical Infrastructure Profile
- Demographic Profile
- Hazard Profile
- Public Safety Response Profile
- Community Services Profile
- Economic Profile
- Past Loss and Event History Profile

Each profile contains within it, varying levels of risk and unique challenges. Based on outcome of information gathered and analysed, the Fire Service has concluded there are currently five (5) high risks priorities from various profiles that exist within the community. Risks can be addressed using all three lines of defence (education, prevention, emergency response).

Table 5. Community risks/top priorities

Key Risks/Top Priorities within the Community	Risk Level	*1st Line of Defense* Public Fire Safety Education Initiatives	*2nd Line of Defense* Fire Safety Standards and Enforcement Initiatives	*3rd Line of Defense* Emergency Response Initiatives
CN Railway traffic travelling through the Community	High	- Develop Community awareness/preparedness - Develop partnership with CN - Table top exercises	- Routine fire inspections of CN buildings	- Adequate training and resources for railway emergency response - develop/revise departmental SOG's
Downtown Business Core	High	- Offer Fire specific training (fire extinguishers, fire safety plans, etc.)	- Routine fire safety inspections with the focus on the 7 principles of life safety - pre-planning of buildings	- Adequate training and resources for emergency response - develop/revise departmental SOG's
Increasing Senior Population (including Vulnerable Occupancies)	High	- Residential home inspections (where requested) - continued focus on home smoke/CO alarms program - continue with routine public education events in community (i.e., Seniors Day, Fire Safety Day) - Fire safety presentations geared to elderly – conducted in seniors' homes, places of assembly, etc.	- Routine fire safety inspections with the focus on the 7 principles of life safety - Inspection upon complaint/request - pre-planning of buildings - annual completion of vulnerable occupancy criteria from OFM	- Adequate training and resources for emergency response - develop/revise departmental SOG's
Rainy Lake Basin and the Rainy River	High	- Firefighter training/education - Work in partnership with other emergency services and agencies - Round table exercises	- Assist other agencies where required (i.e. MOE, MNR, Spills Action Centre)	- Adequate training and resources for emergency response - develop/revise departmental SOG's - Mutual aid agreements with other FD's
Human Health Emergencies	High	- Firefighter training/education - Work in partnership with other emergency services and healthcare providers	- Ensure PPE is approved for intended use	- Appropriate response protocols (SOG's), specific to the emergency - Adequate training and resources available - Specialized PPE where necessary

High Risk Priorities Summary

CN Railway/Rail Traffic:

The risk potential for railway emergencies within the Municipal boundaries of Fort Frances and nearby communities has been determined to be high and is a top priority. This is due to the increased number of incidents involving train derailments and damaged rail cars within the Rainy River District in recent years. An average of 18-20 trains travel through Fort Frances every 24-hours, ranging from 1600 – 8000 ft in length. The current

maximum allowable train length is 10,000 ft (3 kilometres/2 miles). Rail cars transport commodities that range from grains to hazardous substances. There is a dedicated rail line that travels through the community of Fort Frances and into Rainier Minnesota, at the mouth of rainy river. It is currently the busiest border rail crossing in North America. The potential impact of fire, hazardous spills, toxic smoke, water contamination and economic loss puts this as the top risk for the community.

Treatment options utilize all three line of defence and include specialized hazardous materials response training, development of a community awareness/preparedness program in partnership with CN rail, and regular table-top exercises that include agencies having a vested interest in railway emergencies. Routine fire safety inspections of CN buildings will ensure that fire suppression equipment/resources for both small and large scale incidents remain in service and ready for use. The fire department's SOG's for railway incident response should be reviewed annually and revised, as necessary.

Downtown Business Core:

The downtown business core is considered high risk and consists primarily of group D&E occupancies (business/personal service and mercantile occupancies). Most buildings are considered as old, built primarily of combustible materials. They utilized antiquated construction methods that connect buildings via shared walls and having open floor and basement spaces. Many buildings predate the Ontario Building Code and do not fall within Ontario Fire Code requirements for retrofit, therefore little can be done to bring them up to current building and fire code standards. In addition, some of these buildings contain residential units within a second storey. The risk level for the community's downtown core is high. This is a reflection of the potential for property loss, loss of life and/or human injury, significant economic impact and permanent job loss.

Treatment options utilize all three line of defence and include providing business owners

with specific fire training i.e., fire extinguisher use, general workplace fire safety and fire safety plan review. Through continued routine fire safety inspections conducted by the fire department, fire code deficiencies can be addressed and corrected to minimize the potential of fire occurrence. Pre-planning of the downtown core is underway and needs to be completed. That data can then be input into the department's Fire Pro program. Information gathered can be used when training firefighters, to assist them in making informed decisions when responding to incidents. Continued training and additional resources for emergency responders is necessary to effectively deal with the risks. The development of a SOG, specific to downtown response, needs to be developed and reviewed annually with revisions made as required.

Aging Population (including Vulnerable Occupancies):

The risk level associated with seniors is high. The fire service has determined that risk of potential injury or death due to fire is much greater in seniors, where decreased mobility and increased health issues exist. Medications can affect people's level of alertness and the ability to make decisions. Approximately 27% of the community's population is over the age of 60. When considering the demographic profile, we see that people between the ages of 40 and 59 make up an additional 27% of the population. Based on these indicators, the trend in the forceable future will be an increase in an aging population. Adding to the risk potential is the fact that many seniors have given up living in their residential homes and moved into seniors housing and apartment complexes. These occupancies become more densely populated with older adults and therefore the risk of injury or death due to fire increases. As indicated in the risk assessment, residential fires are the greatest contributor to fire occurrences within the community. Careless cooking remains the single number one cause of fires, in line with the Provincial trend. When reviewing past fire department response to residential fires, it is conclusive that a significant amount of kitchen fires occur within the community's senior's complexes. When the elderly can no longer take care of themselves, they are typically moved into

long-term care homes, where they are cared for by staff. The risk continues to be high in these occupancies, as there are generally increased health concerns and a further decreases in mobility.

Treatment options utilize all three line of defence and include completing annual fire safety inspections of senior's housing, manors, and vulnerable occupancies to minimize the potential of fire occurrence. Annual fire safety plan review and fire drills are completed for buildings, including vulnerable occupancies. Pre-planning of high risk residential occupancies is well underway, with data needing input into the department's Fire Pro program. The fire department has a well-developed public education program targeting seniors. It includes components of the fire department's CO and residential smoke alarm program. The fire department organizes fire safety days, fire safety presentations within the local senior's homes and manors and remains committed to community organized events such as Senior's Day and Community Safety Day. Continued training and additional resources for emergency responders is necessary to effectively deal with the risks associated with response. Departmental SOG's need to be developed and revised, as necessary.

Rainy Lake Basin / Rainy River System:

The potential risk to rainy lake and rainy river is high. Water for drinking and fire suppression efforts for the Town of Fort Frances, International Falls, and many communities downstream is acquired from this water source. There is increased risk of contamination due to railway incidents resulting in hazardous spills, toxic chemical run-off from products of combustion and fire suppression. History has also shown the potential for large scale flooding, possibly resulting in significant property damage, large scale evacuation, compromised potable water supply and economic impact. There have been two such incidents since mid-century.

Treatment options utilize all three line of defence and include specialized hazardous materials response training, increased resources available for response and spill containment, and continued review and revision of department SOG's to reflect response capabilities. The Fire and Rescue Service would benefit from partnerships with other agencies such as the MNR, MOE, CN and MOT, with round-table exercises conducted on a routine basis. Establish mutual aid agreements with other emergency services where not already in place.

Human Health Emergencies:

The associated risk to human health emergencies is high. There are potential health risks to residents and emergency responders of the community, resulting from fire incidents involving the storage and transportation of hazardous materials. Exposure to toxic chemicals/substances, flammable/combustible materials, and smoke inhalation from fires could have a negative impact on people's health. Biological hazards are a new consideration that all communities must be prepared for. There is no better example than the Covid-19 pandemic that has re-defined the lengths we will go to in efforts to protect ourselves from biological hazards.

Treatment options utilize all three line of defence and include the development and revision of department SOG's specific to the emergency response, required training and resources for response, and revised mutual aid agreements with other emergency services. Specialized PPE made available to responding firefighters that is approved for the intended use. Work in partnership with other emergency services and healthcare providers utilizing table-top exercises to ensure emergency preparedness.

CONCLUSION

Through the completion of this community risk assessment, five key/critical areas of high

risk have been determined. Effective treatment options that include the three lines of defence have been established, allowing the Fort Frances Fire and Rescue Service to make informed decisions about the types and levels of fire protection services they will provide. An annual review of the community risk assessment will ensure the Fire Rescue Service is prepared to address the ever changing risks within the community. The information contained within this risk assessment can be utilized in the development of the Master Fire Plan for the community, a strategic short and long-term plan for the community's fire protection services.

Date: July 29th, 2021

Report To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Amendment to the Emergency Management Plan By-Law.

The Municipal Emergency Management Program Committee during their 2021 annual review of the Town of Fort Frances Emergency Management Program, received recommendations from our OFMEM Amethyst Sector Field Officer to make 3 housekeeping changes to our Emergency Management Plan.

During the 2021 program review, the Municipal Emergency Management Program Committee accepted the recommendations from the Solicitor General and made the necessary housekeeping changes to the Emergency Plan. The housekeeping changes were as follows:

- Page 9 change name of Ministry from OFMEM to Solicitor General.
- Rewording of Section 3.1 – regarding declarations occurring if the Head of Council cannot do so.

Therefore, with this stated, please find attached a copy of the Draft By-Law with appendices to approve an Emergency Management Program for the Town of Fort Frances.

The Municipal Emergency Management Program Committee is asking the Administration & Finance Executive Committee to recommend that Council approve the report as presented and authorize that a by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted

Original Signed By

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

TOWN OF FORT FRANCES

BY-LAW NO____

(A By-Law to Approve an Emergency Management Program)

(Being a by-law to adopt an Emergency Management Program for the Town of Fort Frances pursuant to Section 2.1 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Section 2.1 (1) requires every Municipality to develop and implement an Emergency Management Program;

AND WHEREAS Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each Municipalities Emergency Management Program;

AND WHEREAS Section 14 (1) of the Emergency Management & Civil Protection Act requires Emergency Management Programs to conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Emergency Management & Civil Protection Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with the authority to take such action or make such order as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Emergency Management & Civil Protection Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the delegation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Emergency Management & Civil Protection Act, authorizes employees of a Municipality to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to create a new updated Town of Fort Frances Emergency Management Program.

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

1) That an Emergency Management Program be developed for the town of Fort Frances consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Emergency Management & Civil Protection Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;

2) That the Emergency Management Program for the Town of Fort Frances shall be consistent with the objectives of public safety, public health, the environment, critical infrastructure, and property, and to promote economic stability and a disaster-resilient community;

    a) That Schedules “A” “B” “C” “D” and “E”, attached hereto, shall form part of this By-Law:

    b) Schedule “A”, being the Emergency Plan for the Town of Fort Frances, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended;

    c) Schedule “B”, being a Schedule for the designation of a Community Emergency Management Coordinator;

DRAFT

d) Schedule "C", being a Schedule to establish the composition, organization and operational guidelines of the Emergency Management Program Committee;

e) Schedule "D", being a Schedule to designate and identify a community Emergency Information Officer;

f) Schedule "E", being the Community Profile Document;

3) By-Law 38/18 and all amendments are hereby repealed.

The Town of Fort Frances Emergency Management Program shall be reviewed annually by Council;

READ THREE TIMES and finally passed in open Council this ____ day of ____, 2021.

_____
J. Caul, Mayor

_____
E. Slomke, Clerk

Municipal Emergency Plan

Municipality of	**FORT FRANCES**
Designation	**TOWN**
Region/District	**RAINY RIVER DISTRICT**
Published	**November 2011**
Revised	**May 2021**

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1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Town of Fort Frances Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Town of Fort Frances, the most likely to occur are: severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof. **(See Appendix J)**

The Town of Fort Frances Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Town of Fort Frances Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the **Town of Fort Frances Emergency Plan**, herein referred to as the "Plan".

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Town's ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the Town of Fort Frances during emergency situations.

1.4 Amending Formula

Any amendments to the Town of Fort Frances Emergency Plan require an amending by-law approved by Town Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator.

1.5 Emergency – Defined

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 Definitions

"Administrator" is responsible for running the EOC and coordinating all information and strategies of the MECG to all responding agencies.

"Command Post" is the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors

"Municipal Emergency Control Group (MECG)" Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

"Municipal Emergency Management Program Committee" is a group appointed by Council that shall advise the Council on the development and implementation of the municipality's emergency management program and shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

"Emergency Information Officer" is the individual appointed to act as the primary media and public contact for the municipality in an emergency

"Emergency Operations Centre (EOC)" is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

"Incident Commander" is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

"Media Centre" is the location from which information, approved by the Municipal Emergency Control Group, is provided to the media. The centre will also monitor the emergency's media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

"Sector Officer" is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

"Scribe" is responsible to the Administrator to assist him/her in the Emergency Operations Centre

2.0 AUTHORITY

2.1 The Emergency Management Act & Civil Protection Act

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

2.2 Protection from Liability for Implementation of the Plan

Section 11 of *the Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

(1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;

(2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

Section 10 of the *Emergency Management & Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Civic Centre – Front Desk in hard copy format and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended.

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, Section 4(1) states:

"The Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and make

such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

In the event that the Head of Council (Mayor) is unavailable the Deputy Mayor will assume the authority to declare and terminate emergencies on behalf of the Municipality as outlined above.

3.2 Notification to the Ministry of the Solicitor General

Under the *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency. To notify the Minister's office call:

Office of the Fire Marshall & Emergency Management 1-866-314-0472

The verbal declaration of an emergency to OFMEM shall be followed by a written declaration on Municipal letterhead faxed to the Duty Officer at 1-416-314-6220

Upon declaring an emergency, the Mayor will further notify:

1. Town Council Members
2. Public
3. Neighbouring Community Officials, as required
4. Local Members of Federal and Provincial Parliaments

PLAN IMPLEMENTATION

4.1 Assembling the Municipal Emergency Control Group

On receipt of an official request from a member of the Municipal Emergency Control Group, Fort Frances Fire and Rescue Service shall implement the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

Fort Frances Fire and Rescue Service 911

Municipal Emergency Control Group members may be directed to report to the Emergency Control Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

4.2 Activation of the Plan

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, for providing the necessary support and resources to the operational agencies,

and for establishing a communication plan for notification of the public and the media.

4.3 Action Prior to Activation

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

4.4 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall report to the incident commander for assignment

4.5 Chain of Command

Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander, tactical direction will be established at the sector officer level and tasks completed from that direction.

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage.

The first arriving Municipal Emergency Control Group Members are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment required, see **Appendix D for main EOC or Appendix E for back-up EOC.**

4.7 Media Centre

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the Media Centre.

4.8 Communications

Each responding agency is responsible for establishing its own telecommunications links with its Municipal Emergency Control Group representative.

4.9 Emergency Operations Centre Message Traffic

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

> **Critical** is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.
>
> **Priority** is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the "emergency" category.
>
> **Routine** covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator - EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

4.10 Command Post

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

4.11 Dissemination of Decisions by the Municipal Emergency Control Group

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator - EOC Manager or alternate, shall coordinate this function.

4.12 Evacuation

Refer to **Appendix G** "Town of Fort Frances Evacuation Plan".

4.13 Request for Assistance

Assistance may be requested from the Province of Ontario or Federal Government at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required (**see Appendix B** "Resource Contact List").

4.14 Termination of a State of Emergency

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Minister of Public Safety (Emergency Management Ontario)
2. Town Council
3. Public and Neighbouring Communities
4. Members of Provincial and Federal Parliament
5. Duty Officer (Notice of termination faxed to 1-416-314-6220)

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor
- Town Administrator
- Scribe
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer
- Treasurer

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

5.2 Responsibilities of the Municipal Emergency Control Group

Planning (Operating/Business) Cycle

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator - EOC Manager, will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The incident commander shall schedule regular briefings with sector officers. The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

The responsibilities of the Municipal Emergency Control Group are to:

(1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;

(2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;

(3) ensuring an incident commander has been appointed;

(4) activating the Town of Fort Frances emergency response plan;

(5) authorizing the expenditure of money;

(6) managing information, including maintenance and retention of events log and records pertaining to expenditures;

(7) maintaining a log outlining decisions made and actions taken;

(8) managing emergency information;

(9) directing the movement of equipment and resources beyond the immediate emergency site(s);

(10) ordering evacuations as necessary based on site requirements of the incident commander;

(11) discontinuing utilities or services on a wide scale;

(12) directing the use of municipal resources;

(13) arranging extra resources (human and material);

(14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;

(15) recommending the termination of the state of emergency, when appropriate;

(16) implementing a recovery strategy; and

(17) participating in post-emergency debriefings.

5.3 Mayor

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A).**

The Mayor or alternate shall:

(1) declare an emergency to exist. Complete the "Declaration of an Emergency" form **(see Appendix F)**;

(2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;

(3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;

(4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;

(5) request assistance from senior levels of government, when required;

(6) in consultation with the Town Administrator, approve news releases and public announcements;

(7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;

(8) keep Council updated regarding the situation and actions being taken to resolve the emergency;

(9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

Upon learning of a potential emergency, the Town Administrator should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The Town Administrator or alternate shall:

(1) chair the meetings of the Municipal Emergency Control Group;

(2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

(3) organize and supervise all activities within the Emergency Operations Centre;

(4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;

(5) conduct planning Cycle meetings on a scheduled basis;

(6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;

(7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.

(8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;

(9) approve news releases and public service announcements from the EOC prior to their release;

(10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;

(11) maintain a detailed log of all actions taken by the Town Administrator;

(12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;

(13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

(1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;

(2) gather, process and disseminate information for use by the Municipal Emergency Control Group;

(3) upon approval of the Administrator or designate, release information to the public and media;

(4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;

(5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;

(6) provide public relations support as required;

(7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);

(8) arrange for photo or video records of the emergency operations;

(9) maintain a detailed log of all actions taken by the Emergency Information Officer;

(10) participate in a post-emergency debriefing.

5.6 Scribe

The scribe or alternate will:

(1) assist the Town Administrator with their functions as requested;

(2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;

(3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;

(4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;

(5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;

(6) if directed by the Mayor or designate, arrange a special Council meeting(s);

(7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;

(8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;

(9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;

(10) ensure the security of the Emergency Operations Centre.

5.7 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The Fire Chief or alternate shall:

(1) provide the Municipal Emergency Control Group with information and advice on fire service matters;

(2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

(3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

(4) establish a communications link with the onsite fire officer;

(5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;

(6) arrange for additional equipment and materials as required;

(7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;

(8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;

(9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.8 Community Emergency Management Coordinator

Upon learning of a potential emergency, the CEMC should consider the possible need for the activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The CEMC shall:

(1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;

(2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.9 Manager of Operations and Facilities

Upon learning of a potential emergency, the Manager of Operations and Facilities should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedures" **(see Appendix A).**

The Manager of Operations and Facilities or alternate shall:

(1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;

(2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;

(3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

(4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;

(5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;

(6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;

(7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;

(8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;

(9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;

(10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;

(11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services

(12) coordinate efforts to re-establish essential services;

(13) coordinate debris removal activities;

(14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;

(15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;

(16) maintain a detailed log of all actions taken by the Public Works Department;

(17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.10 Treasurer

Upon learning of a potential emergency, the Treasurer should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedures" **(see Appendix A).**

The Town Treasurer or their alternate shall:
(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

(4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Fort Frances.

5.11 Chief Building Official

If requested, the Chief Building Official shall coordinate with the Manager of Operations and Facilities in the securing of unsafe buildings, or demolition of structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders and Outside Experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator, Fire Chief/CEMC or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander or their Alternate;
- Superintendent of Power Corporation;
- Riverside Health Representative or their Alternate;
- RRDSSAB Representative or their Alternate;
- Northwestern Health Unit Representative or their Alternate;
- Ambulance Representative or their Alternate;
- Resolute FP Representative or their Alternate;
- MNR Representative or their Alternate;
- 93.1 The Border Representative or their Alternate;
- Centra Gas Representative or their Alternate;
- Union Gas Representative or their Alternate;
- Red Cross Representative or their Alternate;
- Victim Services Representative or their Alternate;
- RRDSB Representative or their Alternate;
- NWCDSB Representative or their Alternate;
- CN Police Representative or their Alternate.

6.2 Incident Commander

The incident commander shall:

(1) organize and coordinate the response at the emergency site(s) with all sector officers;

(2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;

(3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;

(4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;

(5) schedule briefings with individual and collective sector officers as to agency response status;

(6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,

(6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;

(7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;

(8) brief sector officer regarding the situation as they become involved;

(9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;

(10) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);

(11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;

(12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;

(13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;

(14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;

(15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);

(16) maintain a detailed log of all actions taken;

(17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

(1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;

(2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;

(3) receive and distribute vaccine in the event of a pandemic;

(4) liaise with the Ministry of Health, Public Health branch;

(5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;

(7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;

(8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;

(9) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;

(10) maintain detailed log of actions taken by the Northwestern Health Unit;

(11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;

(12) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

(1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group

(2) maintain a detailed log of all actions taken by the Community Services Division;

(3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

(1) The Municipal Emergency Control Group shall use B93 FM to inform emergency personnel and the public of the situation and of the action to be taken. In the event that B93FM is unable to broadcast, KBWH FM (99.5) will be the alternate station.

6.6 Hospital Official

(1) provide the Community Control Group with information and advice;

(2) implement the hospital emergency plan;

(3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment Centres.

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

(1) provide the Community Control Group with information and advice on health service matters;

(2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency

(3) activate the appropriate emergency call out procedures;

(4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;

(5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);

(6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualt collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;

(7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);

(8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), causality collection posts and the distribution of casualties.

(9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;

(10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;

(11) maintain a detailed log of all actions taken by the Ambulance Service;

(12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 **Red Cross, if requested**:

(1) Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry;

(2) Provide registration and inquiry services and assist at reception center(s) as required;

(3) Provide first aid services at evacuation centers and other locations required;

(4) Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances;

(5) The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters;

(6) Responding to the dispatch call by arriving on the scene within three hours from call;

(7) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;

(8) Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed;

(9) The Canadian Red Cross team leader will assess the situation and the needs of the victims;

(10) The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

6.9 Rainy River Districts Victim Services Program, will provide, on request:

(1) Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS

(2) Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.

(3) Provide victims with emotional support, practical assistances and referral information in keeping with the policies.

(4) Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance

(5) Volunteers with proper identification and emergency vests

(6) Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.

(7) Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Community Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator

6.11 Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. They shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator. The MNR shall be accessed through the Duty Officer for EMO

6.13 Critical Incident Stress Management Team

If requested, the CISM Team will work with the Administrator and/or Incident Commander to provide debriefings and follow-ups for emergency service personnel and community intervention as required.

6.14 OPP Detachment Commander

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" **(see Appendix A)**.

The Detachment Commander or alternate shall:

(1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;

(2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

(3) activate the OPP Emergency Call Out Procedures;

(5) establish a communications link with the Police Incident Commander;

(6) direct the establishment of inner and outer perimeters around the emergency site(s);

(7) direct and control the dispersal of crowds within the emergency site(s);

(8) direct the movement of emergency vehicles to and from the emergency site(s);

(9) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;

(10) maintain law and order in evacuation and reception centres and other temporary facilities;

(11) protect property and maintain law and order at the emergency site(s);

(12) maintain a detailed log of all actions taken by the OPP;

(13) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedures" **(see Appendix A).**

(1) provide the Municipal Emergency Control Group with information and advice on electrical matters;

(2) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;

(3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

(4) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.

(5) provide alternate supplies of electrical power where necessary and practicable

(6) maintain a detailed log of all actions taken by the Power Corporation;

(7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor;
- Administrator;
- Fire Chief/CEMC;
- EIO;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

8.0 TRAINING AND EVALUATION

8.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective

emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

(1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;

(2) individual and collective training to ensure personnel are prepared to implement the Plan; and

(3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

8.2 Definitions

Simulated Exercises:
Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:
These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:
These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:
The Emergency Operations Centre staff shall convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Town of Fort Frances and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

8.3 Definitions - continued

Major Exercise:
This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency or may be conducted in conjunction with others.

Mass Exercise:
This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Municipal Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

8.4 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

8.5 Exercises

The purposes of exercises are:

(1) to practice, test, evaluate, and improve plans and operational capabilities;

(2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;

(3) to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Municipal Emergency Control Group shall conduct a minimum of one exercise each year. This may be a simulated or communication exercise.

8.6 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

9.0 PLAN MAINTENANCE AND REVISION

An Emergency Planning & Evaluation Committee chaired by the Community Emergency Management Coordinator or designate, will be composed of staff from various Town departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Town departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).

Community Emergency Management Coordinator (CEMC) Designate

Every municipality is required to designate an Emergency Management Program Coordinator, otherwise referred to as a Community Emergency Management Coordinator (CEMC). This CEMC is also required to complete certain training, within one year of designation as CEMC.

References
O Reg 380/04 states:

Emergency management program co-ordinator
10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator.
(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario.
(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.
(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3).
Further, section 1 of the EMCPA defines "employee of a municipality" as:
"employee of a municipality" means an employee as defined in section 278 of the Municipal Act, 2001 or a designated employee as defined in section 217 of the City of Toronto Act, 2006, as the case may be; ("employé municipal").

The section of the Municipal Act, 2001, referenced above states:
278. (1) In sections 279, 280 and 282,
"employee" means any salaried officer, or any other person in the employ of the municipality or of a local board and includes,
(a) a member of the police force of the municipality,

1 In this section Minister refers to the Minister of Municipal Affairs.
Similarly, the City of Toronto Act, 2006, states:
"designated employee" means any salaried officer, or any other person in the employ of the City or of a local board (extended definition) of the City and includes,
(a) a member of the city police force,
(b) persons that provide their services on behalf of the City without remuneration, exclusive of reimbursement of expenses or honoraria, if city council has passed a by-law designating such persons or classes of persons as designated employees for the purposes of this section, and
(c) any other person or class of persons designated as a designated employee by the Minister of Municipal Affairs and Housing; ("employé désigné").

Regarding the CEMC training requirements, on 2017-01-09 the Fire Marshal and Chief, Emergency Management Ontario issued a guidance document that stated:
Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM, within one year of their appointment as emergency management program coordinator.
• EM 200 – Basic Emergency Management
• EM 300 – Community Emergency Management Coordinator Course
• IMS 100 – Introduction to Incident Management System (available online)
• IMS 200 – Basic Incident Management System
Emergency management program coordinators that have already completed this training will not be required to repeat it.

Interpretation and Verification Requirements
The EMPCA specifies that the CEMC be an employee of the municipality as defined by the Municipal Act, 2001, or the City of Toronto Act, 2006, as referenced above. We have considered this definition in two particular circumstances:

• Volunteers – As long as the municipality has either passed a by-law which designates the individual as a municipal employee, or have passed a by-law which designates a volunteer group (e.g. a Volunteer Fire Service) that the individual is a member of, as municipal employees, this individual can be appointed as the CEMC; and

• Consultants – As a consultant is not a municipal employee, a consultant may not be appointed as a CEMC.

To verify compliance with these requirements of the EMCPA, OFMEM requests a properly completed and signed Form 4-1 (attached), whenever a new CEMC is appointed, along with verification that the appointed CEMC has completed the required training within one year of designation. It is not necessary for a Form 4-1 to be submitted annually; only when there is a new CEMC designated.

The Town of Fort Frances Community Emergency Management Coordinator is:

Tyler Moffitt, Fire Chief/CEMC.

The Alternate Community Emergency Management Coordinators are:

Patrick Briere, MLEO/Alternate CEMC/PIO.

Municipal Emergency Management Program

Municipality of FORT FRANCES

Designation TOWN

Region/District RAINY RIVER DISTRICT

Published March 2018

Revised May 2021

TOWN OF FORT FRANCES EMERGENCY MANAGEMENT PROGRAM

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario Municipalities.

The Emergency Management Program shall consist of the following:

- Designation of a Community Emergency Management Coordinator (CEMC);
- Formation of a Municipal Emergency Management Program Committee;
- Publication of an appropriate Emergency Operations Centre (EOC);
- Development of an appropriate Emergency Response Capability;
- Conduct annual training and exercises for the MECG and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- Development and Implementation of a Public Awareness Program & Education on risks to public safety and preparedness for emergencies;
- Identification of individuals to act as Emergency Information Officers;
- Conduct an Annual Review of the Emergency Management Program.

MISSION/GOAL

The mission of the Town of Fort Frances MECG is to provide the highest level of emergency preparedness to the visitors and citizens of Fort Frances. Our goal is to save lives, protect property and the environment through prevention, mitigation, preparedness, response and recovery actions.

Prevention – Actions taken to prevent an emergency or disaster.

Mitigation – Actions taken to reduce the effects of an emergency or disaster.

Preparedness – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, training, exercises and public awareness and education.

Response – Actions taken to respond to an emergency or disaster.

Recovery – Actions taken to recover from an emergency or disaster and to return the Town of Fort Frances or the affected area back to normal after an emergency or disaster.

MEMBERS OF THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The emergency management program committee acts as an advisory committee to the MECG and its advisory & support members. The program committee guides the development, implementation and maintenance of the Town of Fort Frances Emergency Management Program. The formation of this committee is a key organizational step towards making the emergency management process work at the local level.

The Committee is chaired by the Town Administrator and is composed of the following positions or their alternates:

- Mayor or Deputy Mayor;
- Town Administrator (CHAIR);
- Emergency Information Officer;
- Fire Chief/CEMC;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

The emergency management program chair and committee members are approved by Municipal By-Law by the Mayor & Council of the Town of Fort Frances.

Public Information Officer Designate

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

References
O. Reg 380/04, Para 14 states:

Public information officer
14. (1) Every municipality shall designate an employee of the municipality as its public information officer.
(2) The public information officer shall act as the primary media and public contact for the municipality in an emergency.
Interpretation and Verification Requirements

The designated PIO must be an employee of the municipality. It is the responsibility of the municipality to ensure that the designated PIO is an employee of the municipality, as defined in the Municipal Act, 2001 (refer to section 1 of this guide).
Therefore, in order to verify compliance with the EMCPA regarding the designation of a municipal PIO, OFMEM requests the name and contact information of the designated PIO.

The Town of Fort Frances Public Information Officer is:

Patrick Briere, MLEO/Alternate CEMC/PIO

The Alternate Public Information Officer is:

Jordan Forbes, HR Coordinator.

Hazard Identification & Risk Assessment (HIRA)

Municipality of	**FORT FRANCES**
Designation	**TOWN**
Region/District	**RAINY RIVER DISTRICT**
Published	**May 2021**
Revised	**N/A**

Introduction

Why Should I Have a HIRA?

One of the core challenges faced by emergency managers is how to prevent, mitigate, prepare, respond and recover from different types of hazards.

Several questions must be asked when faced with this challenge:

- What hazards exist in or near my community?
- How frequently do these hazards occur?
- How much damage can they cause?
- Which hazards pose the greatest threat?

This Hazard Identification and Risk Assessment (HIRA) workbook can help guide you in answering these questions.

A HIRA can:

- Help you to prepare for the worst and/or most likely hazards.
- Save time by isolating any hazards which can not affect your community.
- Allows for the creation of emergency plans, exercises and training based on the most likely and/or highest risk scenarios.
- Helps your program to become proactive rather than just reactive.

What is a HIRA?

A HIRA is a risk assessment tool that can be used to assess which hazards pose the greatest risk in terms of how likely they are to occur and how great their potential impact may be. It is not intended to be used as a prediction tool to determine which hazard will cause the next emergency.

The HIRA Process

There are four steps to create and maintain a HIRA:

1) **Hazard Identification** - In this step the hazards that could impact your community are separated from those that cannot. This requires a review of all hazards and their causes to determine whether they may be a threat to your community. This may require the consultation of the scientific community, historical records and government agencies.

2) **Risk Assessment** - In this step the level of risk for each hazard is examined. This may involve speaking with hazard experts, researching past occurrences and possible scenarios. The likelihood of the hazard occurring and the potential impacts of the hazard on people, property, the environment, business and finance and critical infrastructure should be examined.

3) **Risk Analysis** - The information collected in the risk assessment step will be analyzed in this step. The desired outcome of the risk analysis is the ranking of the hazards. This highlights the hazards that should be considered a current priority for your emergency management program.

4) **Monitor and Review** - It is important to remember that a HIRA is an ongoing process and hazards and their associated risks must be monitored and reviewed.

Step One: Hazard Identification Worksheet

The list below is a starting point in identifying hazards. Check all that apply.

	Natural Hazards		Technological Hazards
X	Agricultural and Food Emergency	X	Building/Structural Collapse
X	- Farm Animal Disease	X	Critical Infrastructure Failure
X	- Food Emergency	X	Dam Failure
X	- Plant Disease and Pest Infestation	X	Energy Emergency (Supply)
X	Drinking Water Emergency	X	Explosion/Fire
X	Drought/Low Water	X	Hazardous Materials Incident/Spills
X	Earthquake	X	- Fixed Site Incident
X	Erosion	X	- Transportation Incident
X	Extreme Temperatures	X	Human-Made Space Object Crash
X	- Heat Wave	X	Mine Emergency
X	- Cold Wave		Nuclear Facility Emergency
X	Flood	X	Oil/Natural Gas Emergency
X	- Riverine Flood	X	Radiological Emergency
X	- Seiche	X	Transportation Emergency
X	- Storm Surge	X	- Air Emergency
X	- Urban Flood	X	- Marine Emergency
X	Fog	X	- Rail Emergency
X	Forest/Wildland Fire	X	- Road Emergency
X	Freezing Rain		**Human-Caused Hazards**
	Geomagnetic Storm	X	Civil Disorder
X	Hail	X	Cyber Attack
X	Human Health Emergency	X	Sabotage
X	- Epidemic	X	Special Event
X	- Pandemic	X	Terrorism/CBRNE
	Hurricane	x	War and International Emergency
X	Land Subsidence	Other:	
X	Landslide	Other:	
X	Lightning	Other:	
X	Natural Space Object Crash	Other:	
X	Snowstorm/Blizzard	Other:	
X	Tornado	Other:	
X	Windstorm	Other:	

Step Two: Risk Assessment

Risk Assessment - Frequency

How likely is it that your community could be impacted by the hazards you identified in the previous step?

The sources used for your hazard identification can also be used for assessing the frequency and magnitude. Once you have collected information on the frequency of each of the hazards, they can be grouped into the categories below:

Frequency	Category	Percent Chance	Description
1	Rare	Less than a 1% chance of occurrence in any year.	Hazards with return periods >100 years.
2	Very Unlikely	Between a 1- 2% chance of occurrence in any year.	Occurs every 50 – 100 years and includes hazards that have not occurred but are reported to be more likely to occur in the near future.
3	Unlikely	Between a 2 – 10% chance of occurrence in any year.	Occurs every 20 – 50 years
4	Probable	Between a 10 – 50% chance of occurrence in any year.	Occurs every 5 – 20 years
5	Likely	Between a 50 – 100% chance of occurrence in any year.	Occurs >5 years.
6	Almost Certain	100% chance of occurrence in any year.	The hazard occurs annually.

Example: The hazards for the imaginary community of Trillium were identified as being floods, explosions and earthquakes. The Trillium historical record shows that there have been floods every year. The Fire Chief said that explosions happen every five years or so. A local professor said that there has not been a strong earthquake in the history of the area, but one may be possible. The frequency table for Trillium would look like:

Hazard	Category	Frequency	Notes
Flood	Almost Certain	6	Flooding from ice break-up in the spring occurs annually. Urban flooding during heavy rain also occurs in some areas during the summer.
Explosion	Likely	5	Explosions occur within the community at least once every five years.
Earthquake	Rare	1	Trillium is in a stable geologic area and has not experienced an earthquake in >100 years.

Table 3. Frequency Worksheet

Use the work sheet below to record the frequency of the hazards that could affect your community. Print additional sheets if needed.

Hazard	Category	Frequency	Notes
Agricultural & Food Emergency Farm Animal Disease	3	Unlikely	Rainy River District has the majority of farms and not a main source for food supply.
Agricultural & Food Emergency Food Emergency	4	Probable	Being isolated has effects on shipping supply of food to District.
Agricultural & Food Emergency Plant Disease & Pest Infestation	1	Rare	
Drinking Water Emergency	1	Rare	
Drought/Low Water	1	Rare	Rainy Lake is the water basin for watershed and is controlled by IJC, MNRF, H2O Power and monitored on a 24/7 basis.
Erosion	3	Unlikely	2002, 2014 high waters (Floods) have had an impact on erosion to lands surrounding communities. Rock work completed in 2014 has secured a large area of land, but there remain some vulnerable areas.
Extreme Temperatures Heat Wave	4	Probable	
Extreme temperatures Cold Wave	4	Probable	
Flood	4	Probable	
Fog	3	Unlikely	
Forest/Wildland Fire	5	Likely	
Freezing Rain	5	Likely	
Hail	5	Likely	
Human Health Emergency Epidemic	4	Probable	
Human Health Emergency Pandemic	4	Probable	Influenza & COVID-19 Pandemics were the most recent incidents that affected our Community
Land Subsidence	3	Unlikely	
Lightening	5	Likely	

Snowstorm/Blizzard	5	Likely	
Tornado	4	Probable	
Windstorm	4	Likely	
Building/Structural Collapse	3	Unlikely	
Critical Infrastructure Failure	1	Rare	
Dam Failure	1	Rare	
Energy Emergency (Supply)	4	Probable	
Explosion/Fire	4	Probable	
Hazardous Materials Incidents/Spills Fixed Site Incident	4	Probable	
Hazardous Materials Incidents/Spills Transportation Emergency	4	Probable	
Oil/Gas Emergency	4	Probable	
Transportation Emergency Air Emergency	2	Very Unlikely	
Transportation Emergency Marine Emergency	4	Probable	
Transportation Emergency Rail Emergency	5	Likely	
Transportation Emergency Road Emergency	5	Likely	
Civil Disorder	3	Unlikely	
Cyber Attack	4	Probable	
Sabotage	1	Rare	
Terrorism/CBRNE	1	Rare	
War & International Emergency	1	Rare	
Mine Emergency	3	Unlikely	Mines are located throughout District. No direct effects to Fort Frances, but we would act as a resource/support to any incident as the main Community Hub in the District.

Risk Assessment – Consequence

Consequence is divided into six categories based on recommended practices:

Social Impacts - The direct negative consequences of a hazard on the physical health of people.

Property Damage - The direct negative consequences of a hazard on buildings, structures and other forms of property, such as crops.

Critical Infrastructure Service Disruptions/Impact - The negative consequences of a hazard on the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

Environmental Damage - The negative consequences of a hazard on the environment, including the soil, water, air and/or plants and animals.

Business/Financial Impact - The negative economic consequences of a hazard.

Psychosocial Impacts - The negative response of community or a subset of the community to a hazard caused by their perception of risk. This includes human responses such as self-evacuation, mass panic and other potential undesirable responses.

The total consequence value can be obtained by adding the values obtained from each of the sub variables. Note: The social impacts sub variable is further divided into the fatality rate, injury rate and evacuation rate. Since human impacts are often the most 'jarring' result of an emergency and have an unquantifiable impact on the community, social impact was intentionally weighted higher than the other sub variables.

The magnitude categories in this HIRA methodology are a scale of impact, rather than a prioritization. **The same value in two categories does not mean that the consequences of the two are equal and interchangeable.**

Consequence Variables

Fatalities		
Consequence	Category	Description
0	None	Not likely to result in fatalities within the community.
1	Minor	Could result in fewer than five fatalities within the community.
2	Moderate	Could result in 5 – 10 fatalities within the community.
3	Severe	Could result in 10 – 50 fatalities within the community.
4	Catastrophic	Could result in +50 fatalities within the community.

Injuries		
Consequence	Category	Description
0	None	Not likely to result in injuries within the community.
1	Minor	Could injure fewer than 25 people within community.
2	Moderate	Could injure 25 – 100 people within the community.
3	Severe	Could injure +100 people within the community.

Evacuation		
Consequence	Category	Description
0	None	Not likely to result in an evacuation shelter-in-place orders, or people stranded.
1	Minor	Could result in fewer than 100 people being evacuated, sheltered-in-place or stranded.
2	Moderate	Could result in 100 - 500 people being evacuated, sheltered-in-place or stranded.

3	Severe	Could result in more than 500 people being evacuated, sheltered-in-place or stranded.

Property Damage		
Consequence	Category	Description
0	None	Not likely to result in property damage within the community.
1	Minor	Could cause minor and mostly cosmetic damage.
2	Moderate	Localized severe damage (a few buildings destroyed).
3	Severe	Widespread severe damage (many buildings destroyed).

Critical Infrastructure Service Impact (CI)		
Consequence	Category	Description
0	None	Not likely to disrupt critical infrastructure services.
1	Minor	Could disrupt 1 critical infrastructure service.
2	Moderate	Could disrupt 2 – 3 critical infrastructure services.
3	Severe	Could disrupt more than 3 critical infrastructure services.

Environmental Damage		
Consequence	Category	Description
0	None	Not likely to result in environmental damage.
1	Minor	Could cause localized and reversible damage. Quick clean up possible.
2	Moderate	Could cause major but reversible damage. Full clean up difficult.
3	Severe	Could cause severe and irreversible environmental damage. Full clean up not possible.

Business/Financial Impact		
Consequence	Category	Description
0	None	Not likely to disrupt business/financial activities.
1	Moderate	Could result in losses for a few businesses.
2	Severe	Could result in losses for an industry.

Psychosocial Impact		
Consequence	Category	Description
0	None	Not likely to result in significant psychosocial impacts.
1	Moderate	Significant psychosocial impacts including limited panic, hoarding, self-evacuation and long-term psychosocial impacts.
2	Severe	Widespread psychosocial impacts, e.g. mass panic, widespread hoarding and self-evacuation and long-term psychological impacts.

Example: To calculate the consequence for floods in Trillium, the emergency manager used historic accounts, insurance reports and scientific information. This information showed that flooding in Trillium is likely to result in an evacuation of approximately 200 people and that severe property damage was to be expected. The emergency manager also found that during many past floods, roads were not accessible, several businesses had to be closed and there was isolated environmental damage due to erosion along the bank of the river.
Therefore, the magnitude worksheet section for floods would look like:

Social Impacts	Property Damage	Critical Infrastructure Impact	Environmental Damage	Business/Financial Impact	Psycho-social Impact	Sub-variable Total
2	3	1	2	1	0	9

Table 10. Consequence Worksheet

Hazard	Fatalities	Injuries	Evacuation	Property Damage	CI Impact	Environmental Damage	Business/ Financial Impact	Psycho - social Impact	Total
Agricultural & Food Emergency Farm Animal Disease	0	0	0	0	0	1	2	0	3
Agricultural & Food Emergency Food Emergency	0	0	0	0	2	0	2	2	6
Agricultural & Food Emergency Plant Disease & Pest Infestation	0	0	1	1	1	1	1	1	6
Drinking Water Emergency	1	1	1	1	3	0	1	2	10
Drought/Low Water	0	0	0	1	1	1	1	1	5
Erosion	0	1	0	1	0	2	0	1	5
Extreme Temperatures Heat Wave	1	3	0	1	0	1	1	2	9
Extreme Temperatures Cold Wave	1	3	0	1	0	1	1	2	9
Flood	0	1	1	2	2	2	1	2	11
Fog	0	0	0	0	0	1	0	0	1
Forest/ Wildland Fires	0	1	3	2	1	2	1	2	12
Freezing Rain	0	1	0	2	1	1	1	2	8
Hail	0	1	0	2	1	1	1	1	7
Human Health Emergency Epidemic	1	2	1	0	1	0	2	2	9
Human Health Emergency Pandemic	1	2	1	0	1	0	2	2	9

Land Subsidence	0	1	1	2	1	2	1	2	10
Lightening	0	0	1	1	0	0	1	1	4
Snowstorm/ Blizzard	1	2	2	2	1	2	2	2	14
Tornado	1	2	2	2	2	2	2	2	15
Windstorm	0	1	0	1	1	1	1	1	6
Building/ Structural Collapse	1	1	1	2	0	1	0	0	6
Critical Infrastructure Failure	0	1	1	1	2	1	2	2	10
Dam Failure	0	1	1	2	1	2	1	2	10
Energy Emergency (Supply)	0	0	3	0	3	0	2	2	10
Explosion/ Fire	1	2	1	2	1	1	1	2	11
Hazardous Materials Incidents/ Spills Fixed Site Incident	1	2	2	1	1	2	1	2	12
Hazardous Materials Incidents/ Spills Transportation Emergency	1	1	2	1	1	2	1	2	11
Oil/Gas Emergency	0	1	3	1	1	0	2	2	10
Transportation Emergency Air Emergency	1	2	1	2	1	1	1	2	11
Transportation Emergency Marine Emergency	1	2	0	1	1	1	0	0	6
Transportation Emergency Road Emergency	1	2	0	1	1	1	1	1	8
Transportation Emergency Rail Emergency	1	2	2	1	1	2	2	2	13
Civil Disorder	1	2	1	3	2	2	2	2	15

Cyber Attack	0	0	0	1	3	0	2	2	8
Sabotage	1	2	0	1	1	0	1	1	7
Terrorism/ CBRNE	3	3	2	3	3	2	2	2	20
War & International Emergency	1	1	1	2	1	1	1	2	10
Mine Emergency	1	1	0	0	0	0	1	2	5

Total Consequence

Once the consequence values have been added up, they are put into groups as shown in the table below.

This gives equal weight to Consequence and Frequency.

Sub variable Total	Consequence	Description
1 - 4	1	Minor
5- 6	2	Slight
7- 8	3	Moderate
9 - 10	4	Severe
11 - 12	5	Very Severe
+13	6	Catastrophic

Example: The emergency manager of Trillium calculated a total of 9 for floods as shown on page 10. According to the table, this would mean that flood has a consequence of 4 which is described as 'severe'.

Table 12. Total Consequence Worksheet

Hazard	Sub Variable Total	Consequence Total	Description
Agricultural & Food Emergency Farm Animal Disease	3	1	
Agricultural & Food Emergency Food Emergency	6	2	
Agricultural & Food Emergency Plant Disease & Pest Infestation	6	2	
Drinking Water Emergency	10	4	
Drought/Low Water	5	2	
Erosion	5	2	
Extreme Temperatures Heat Wave	9	4	
Extreme Temperatures Cold Wave	9	4	
Flood	11	5	
Fog	1	1	
Forest/Wildland Fires	12	5	
Freezing Rain	8	3	
Hail	7	3	
Human Health Emergency Epidemic	9	4	
Human Health Emergency Pandemic	9	4	
Land Subsidence	10	4	
Lightening	4	1	
Snowstorm/Blizzard	14	6	
Tornado	15	6	
Windstorm	6	2	
Building/Structural Collapse	6	2	
Critical Infrastructure Failure	10	4	

Dam Failure	10	4	
Energy Emergency (Supply)	10	4	
Explosion/Fire	11	5	
Hazardous Materials Incident Fixed Site Incident	12	5	
Hazardous Materials Incident Transportation Emergency	11	5	
Oil & Gas Emergency	10	4	
Transportation Emergency Air Emergency	11	5	
Transportation Emergency Marine Emergency	6	2	
Transportation Emergency Road Emergency	8	3	
Transportation Emergency Rail Emergency	13	6	
Civil Disorder	15	6	
Cyber Attack	8	2	
Sabotage	7	3	
Terrorism/CBRNE	20	6	
War &International Emergency	10	4	
Mine Emergency	10	4	

Changing Risk

The frequency and consequence can be influenced by factors such as mitigation actions and climate change. Changing Risk helps to account for these changes.

Changing Risk = Change in Frequency + Change in Vulnerability

Changing Risk can be calculated by answering the questions below for each hazard:

Change in Frequency
1. Is the number of non-emergency occurrences of the hazard increasing?

2. Is human activity (e.g. population growth, change of drainage patterns) likely to lead to more interaction with the hazard or an increase in frequency?

3. Is there an environmental reason (e.g. climate change) why the frequency of this hazard may increase?

4. Are human factors such as business, financial, international practices more likely to increase the risk?

If the answer is 'yes' to two or more, then the change in frequency = 2
If the answer is 'yes' to one or fewer then the change in frequency = 1

Change in Vulnerability
1. Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

2. Does critical infrastructure reliance or a 'just-on-time' delivery system (e.g. stores not keeping a supply of food and relying on frequent shipments) make the population more vulnerable?

3. Are response agencies not aware of, practiced and prepared to response to this hazard?

Are no prevention/mitigation measures currently in use for this hazard?

If the answer is 'yes' to two or more, then the change in vulnerability = 2
If the answer is 'yes' to one or fewer then the change in vulnerability = 1

Table 13. Changing Risk Worksheet

Hazard	Total Change in Frequency	Total Change in Vulnerability	Changing Risk Total
Agricultural & Food Emergency Farm Animal Disease	1	2	3
Agricultural & Food Emergency Food Emergency	2	2	4
Agricultural & Food Emergency Plant Disease & Pest Infestation	1	1	2
Drinking Water Emergency	2	2	4
Drought/Low Water	1	1	2
Erosion	1	2	3
Extreme Temperatures Heat Wave	2	2	4
Extreme Temperatures Cold Wave	2	2	4
Flood	2	1	3
Fog	1	1	2
Forest/Wildland Fire	2	2	4
Freezing Rain	2	1	3
Hail	2	1	3
Human Health Emergency Epidemic	2	2	4
Human Health Emergency Pandemic	2	2	4
Dam Failure	1	2	3

Land Subsidence	1	1	2
Lightening	1	1	2
Snowstorm/Blizzard	2	2	4
Tornado	2	2	4
Windstorm	2	1	3
Building/Structural Collapse	1	1	
Critical Infrastructure Failure	2	2	4
Energy Emergency (Supply)	2	2	4
Explosion/Fire	2	2	4
Hazardous Materials Incident Fixed Site Incident	2	2	4
Hazardous Materials Incident Transportation Emergency	2	2	4
Oil & Gas Emergency	2	2	4
Transportation Emergency Air Emergency	1	1	2
Transportation Emergency Marine Emergency	1	2	3
Transportation Emergency Road Emergency	1	2	3
Transportation Emergency Rail Emergency	2	2	4
Civil Disorder	1	2	3
Cyber Attack	2	2	4
Sabotage	1	1	2
Terrorism/CBRNE	2	2	4
War & International Emergency	1	2	3
Mine Emergency	1	2	3

Step Three: Risk Analysis

Once you have completed the Frequency, Magnitude and Changing Risk Work Sheets, you can now begin to prioritize your hazards by using the HIRA equation:

Risk = Frequency * Consequence * Changing Risk

Example: The Emergency Manager of Trillium found a frequency value of 6, a total consequence value of 4 and a changing risk value of 4 for floods. These numbers were entered into the equation and multiplied together. The result was:

Flood Risk = 6*4*4 = 96

Table 14. Risk Analysis Worksheet

Hazard	Frequency	Magnitude	Changing Risk	Risk Total
Agricultural & Food Emergency Farm Animal Disease	3	1	3	6
Agricultural & Food Emergency Food Emergency	4	2	4	12
Agricultural & Food Emergency Plant Disease & Pest Infestation	1	2	2	4
Drinking Water Emergency	1	4	4	8
Drought/Low Water	1	2	2	4
Erosion	3	2	3	9
Extreme Temperatures Heat Wave	4	4	4	20
Extreme Temperatures Cold Wave	4	4	4	20
Flood	4	5	3	23
Fog	3	1	2	5
Forest/Wildland Fires	5	5	4	29
Freezing Rain	5	3	3	18
Hail	5	3	3	18
Human Health Emergency Epidemic	4	4	4	20
Human Health Emergency Pandemic	4	4	4	20
Land Subsidence	3	4	2	14
Lightening	5	1	2	7
Snowstorm/Blizzard	5	6	4	34

Tornado	4	6	4	28
Windstorm	4	2	3	11
Building/Structural Collapse	3	2	1	7
Critical Infrastructure Failure	1	4	4	8
Dam Failure	1	4	3	7
Energy Emergency (Supply)	4	4	4	20
Explosion/Fire	4	5	4	24
Hazardous Materials Incident Fixed Site Incident	4	5	4	24
Hazardous Materials Incident Transportation Emergency	4	5	4	24
Oil & Gas Emergency	4	4	4	20
Transportation Emergency Air Emergency	2	5	2	12
Transportation Emergency Marine Emergency	4	2	3	11
Transportation Emergency Rail Emergency	5	3	4	19
Transportation Emergency Road Emergency	5	6	3	33
Civil Disorder	3	6	3	21
Cyber Attack	4	2	4	12
Sabotage	1	3	2	5
Terrorism/CBNRE	1	6	4	10
War &International Emergency	1	4	3	7
Mine Emergency	3	1	3	6

Table 15. Prioritization Worksheet

Once you have calculated the risk for the hazards, you may wish to group them based on their level of risk using the table below. This is particularly useful if you have several hazards with the same risk values.

Level of Risk	Description
< 10	Very Low
11 - 20	Low
21 - 30	Moderate
31 - 40	High
41 - 50	Very High
>50	Extreme

Enter your hazards into the work sheet below according to their risk which you calculated from the Risk Analysis Worksheet.

Level of Risk	Description	Hazards
>50	Extreme	
41 - 50	Very High	
31 - 40	High	Snowstorm/Blizzard
21 - 30	Moderate	Extreme Temperatures Heat Wave, Cold Wave Flood Forest/Wildland Fires Tornado Explosion/Fire Hazardous Materials Incident Fixed Site Incident, Transportation Emergency Transportation Emergency Road Emergency Civil Disorder

11 - 20	Low	Agricultural & Food Emergency Food Emergency Freezing Rain Hail Human Health Emergency Epidemic, Pandemic Land Subsidence Windstorm Energy Emergency (Supply) Oil & Gas Emergency Transportation Emergency Air Emergency, Marine Emergency, Rail Emergency Cyber Attack
<10	Very Low	Agricultural & Food Emergency Farm Animal Disease, Plant Disease & Pest Infestation Drinking Water Emergency Drought/Low Water Erosion Fog Lightening Building/Structural Collapse Critical Infrastructure Failure Dam Failure Sabotage Terrorism/CBNRE War &International Emergency Mine Emergency

Step Four: Monitor and Review

Hazards and risks may change over time so it is important to review your HIRA annually.

Date of Current HIRA: May 2021

Date of Next Revision: May 2022

Signature:_____

Treasury Report 2021/34

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: 357/358 Applications for Tax Adjustment
Re: 110 First St E (2021) Roll# 5912-020-008-00200-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for January 1, 2021 to December 31, 2021 for 110 First Street East. This results from the partial demolition from the west side of the building.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act.* In accordance with Section 357 (5*)* of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2021	2.8.00200	-21,000	CT	0.03366352	0.00848241	-706.93					-178.13		-885.06

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	2670568 ONTARIO LIMITED
Roll number	5912-020-008-00200-0000
Property location	110 FIRST ST E
Property description	PLAN M68 BLK 5 LOTS 1 TO 16 26 PT LOT 25 PT LANE RP 48R 2935 PTS 1 TO 4 RP 48R3785 PT 1 PCL BLK 5-26-1
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	May 12, 2021
Claim relief period	**From: January 01, 2021 - To: December 31, 2021**
Taxation year	2021

Current Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR COM C T	199,000	105,000	105,000	105,000	105,000	105,000
OWNR ECL C U	58,169	57,000	57,000	57,000	57,000	57,000
Total	**257,169**	**162,000**	**162,000**	**162,000**	**162,000**	**162,000**

Change to the Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR COM C T	159,200	84,000	84,000	84,000	84,000	84,000
OWNR ECL C U	58,169	57,000	57,000	57,000	57,000	57,000
Total	**217,369**	**141,000**	**141,000**	**141,000**	**141,000**	**141,000**

MPAC Remarks

886sf (1975 addition) from west side of building re: permit #PRM-2020-0047 demolished, and value updated for year end.

MPAC Representative: Mark Cawston

Date: May 13, 2021

Application/Appeal #:	
Taxation Year:	2021

SECTION ☑ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Municipality: TOWN OF FORT FRANCES
Roll Number: 59.12.080.008.002.00
Property Address: 110 FIRST ST E
Applicant Name: Justus Veldman
Owner Name: 2670568 ONT LTD
Contact Number: 519-872-4880
Mailing Address: 203 MAIN ST W, BOX 365 OTTERVILLE, ON N0J 1R0
Alternative Number:
Email Address: office@irdev.ca

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a)
- ☐ Became vacant or excess land – 357(1)(b)
- ☐ Became exempt – 357(1)(c)
- ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☑ Razed by fire, demolition or otherwise – 357(1)(d)(i)
- ☐ Mobile unit removed – 357(1)(e)
- ☐ Damaged and substantially unusable – 357(1)(d)(ii)
- ☐ Gross or manifest clerical/factual error – 357(1)(f)
- ☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application: PARTIAL DEMO OF BUILDING

Effective from: (MM/DD/YY) 01/01/21 to 12/31/21 Applicant Signature: [signature] Date: (MM/DD/YY) 05/12/2021

ASSESSMENT REPORT:	MUNICIPALITY
Assessment Roll As Returned	Revised Since Roll Return ☐ Enter Revisions Below

TREASURER'S RECOMMENDATION TO COUNCIL

Assessment Report School Bd: ☐ Eng ☐ Fr ☐ Other
☐ No Change in Assessment ☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
CT			103,000					
CU			39,000					
Revised:								

Reason Original Assessment Revised:

Reason for Change:

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months		Tax Adjustment		Original Levy	

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount

Comments:

Treasury Position: Signature: Date: __/__/__

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): __/__/__

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant: Appeared for Municipality:

Signature of Council/ARB Member: Name/Title:

Date: 2021-07-08 11:08:49 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07082021RIV

Account Number	Account Description	Amount
1[illegible]001-0000-0040-10241	Taxes Receivable- Current	-$885.06
1[illegible]-010-0150-0122-50014	Commercial Tax Full - T (Including D	$706.93
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	$178.13
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Batch: HH07082021RIV

A Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0 $0	$0 $0	-$21,000 $0	-$21,000	-$885.06
	Total General	$0 $0	$0 $0	-$21,000 $0	-$21,000	-$885.06
	Report Total:					-$885.06

Treasury Report 2021/35

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: 357/358 Applications for Tax Adjustment
Re: 202 Second St E (2021) Roll# 5912-020-008-01900-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for June 14, 2021 to December 31, 2021 for 202 Second Street East. MPAC has removed the commercial apportionment from the property effective the date of the June 2021 sale and reallocated this amount to residential. The impact to the 2021 taxes is a reduction of $177.76, of which $123.39 is municipal and $54.37 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act.* In accordance with Section 357 (5*)* of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
201	2021	2.8.01900	-14,200	CT	0.03366352	0.00848241	-263.24					-66.33		-329.57
201	2021	2.8.01900	14,200	RTES	0.01788408	0.00153000	139.85		11.96					151.81
							-123.39		11.96			-66.33		-177.76

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	BONE, KYLA RAE
	ARMSTRONG, NADINE DELORES
Roll number	5912-020-008-01900-0000
Property location	202 SECOND ST E
Property description	PLAN M68 BLK 3 LOT 10 48R 3158 PTS 1 & 2 PCL 10-3 & PCL BLK 3-10-2
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Classification Change
Received date	July 06, 2021
Claim relief period	**From: June 14, 2021 - To: December 31, 2021**
Taxation year	2021

Current Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR COM C T	13,000	14,200	13,300	13,600	13,900	14,200
OWNR RU R T	80,000	86,800	81,700	83,400	85,100	86,800
Total	**93,000**	**101,000**	**95,000**	**97,000**	**99,000**	**101,000**

Change to the Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR RU R T	93,088	101,000	95,066	97,044	99,022	101,000
Total	**93,088**	**101,000**	**95,066**	**97,044**	**99,022**	**101,000**

MPAC Remarks

MPAC has removed the commercial apportionment from the property effective the date of the June 2021 sale.

MPAC Representative: Mark Cawston

Date: July 07, 2021

RECEIVED
JUL 06 2021
TOWN OF FORT FRANCES

Application/Appeal #:

Taxation Year: 2021

SECTION ☑ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Municipality: TOWN OF FORT FRANCES
Roll Number: 59-12-020-008-019-00
Property Address: 202 SECOND ST E
Applicant Name: KYLA BONE
Owner Name: KYLA BONE / N. ARMSTRONG
Contact Number: 807-271-8298
Mailing Address: 202 SECOND ST E
FF ON P9A 1M6
Alternative Number:
Email Address: kyla-rae@hotmail.com

Reason for s357 application: (Check one box – applicable to s357 only)

- ☑ Ceases to be liable for tax at rate it was taxed – 357(1)(a)
- ☐ Became vacant or excess land – 357(1)(b)
- ☐ Became exempt – 357(1((c)
- ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☐ Razed by fire, demolition or otherwise – 357(1)(d)(i)
- ☐ Mobile unit removed – 357(1)(e)
- ☐ Damaged and substantially unusable – 357(1)(d)(ii)
- ☐ Gross or manifest clerical/factual error – 357(1)(f)
- ☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application: NEW OWNER WILL NOT BE OPERATING A BUSINESS @ THIS ADDRESS.

Effective from: 06/14/21 to 12/31/21 (MM/DD/YY) Applicant Signature: [signature] Date: 07/01/21 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

Assessment Roll As Returned

Revised Since Roll Return ☐

Enter Revisions Below

TREASURER'S RECOMMENDATION TO COUNCIL

Assessment Report School Bd: ☐ Eng ☐ Fr ☐ Other

☐ No Change in Assessment ☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
RT			14,200					
RTES			86,800					
Revised:								

Reason Original Assessment Revised:

Reason for Change:

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months		Tax Adjustment		Original Levy	

Recommended : ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount

Comments:

Treasury Position: Signature: Date: __/__/__

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): __ __ / __ __ / __ __

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant: Appeared for Municipality:

Signature of Council/ARB Member: Name/Title:

Date: 2021-07-08 11:39:09 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07082021BONE

Account Number	Account Description	Amount
10-001-0000-0040-10241	Taxes Receivable- Current	-$177.76
10-010-0150-0121-50019	Residential - ES	-$139.85
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	$263.24
10-010-0151-0121-50019	Residential - ES	-$11.96
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	$66.33
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Batch: HH07082021BONE

A Code	Description	Land / Exempt Land	Improvements / pt Improvements	Other / Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0	$0	-$14,200	-$14,200	-$329.57
		$0	$0	$0		
RTES	Res/Farm Tx:Full - ESep	$0	$0	$14,200	$14,200	$151.81
		$0	$0	$0		
	Total General	$0	$0	$0	$0	-$177.76
		$0	$0	$0		
	Report Total:					-$177.76

Treasury Report 2021/37

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: 357/358 Applications for Tax Adjustment
Re: 814 Scott St (2021) Roll# 5912-030-002-02700-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for January 1, 2021 to December 31, 2021 for 814 Scott Street. The adjustment is due to the demolition of all structures, resulting in vacant land. The impact to the 2021 taxes is a reduction of $7,411.36 of which $5,971.08 is municipal and $1,440.28 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act.* In accordance with Section 357 (5*)* of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2021	3.2.02700	-165,900	CT	0.03366352	0.00848241	-5,584.78					-1,407.23		-6,992.01
	2021	3.2.02700	-21,600	RTEP	0.01788408	0.00153000	-386.30	-33.05						-419.35
							-5,971.08	-33.05				-1,407.23		-7,411.36

Date: 2021-07-08 10:51:58 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07082021357

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-$7,411.36
10-010-0150-0121-50018	Residential - EP	$386.30
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	$5,584.78
10-010-0151-0121-50018	Residential - EP	$33.05
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	$1,407.23
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Batch: HH07082021357

Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0 $0	$0 $0	-$165,900 $0	-$165,900	-$6,992.01
RTEP	Res/Farm Tx:Full - EPub	$0 $0	$0 $0	-$21,600 $0	-$21,600	-$419.35
	Total General	$0 $0	$0 $0	-$187,500 $0	-$187,500	-$7,411.36
	Report Total:					-$7,411.36

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	FRIESEN FIVE INC
Roll number	5912-030-002-02700-0000
Property location	814 SCOTT ST
Property description	TOWN PLOT ALBERTON PT LOT 411 PCL 1593
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	January 26, 2021
Claim relief period	**From: January 01, 2021 - To: January 31, 2021**
Taxation year	2021

Current Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR COM C T	135,609	165,900	143,182	150,755	158,327	165,900
OWNR RU R T	40,179	49,100	42,409	44,640	46,870	49,100
Total	**175,788**	**215,000**	**185,591**	**195,395**	**205,197**	**215,000**

Change to the Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR VL R T	22,503	27,500	23,752	25,002	26,251	27,500
Total	**22,503**	**27,500**	**23,752**	**25,002**	**26,251**	**27,500**

MPAC Remarks

MPAC has processed the property to vacant land from the 2021 roll value for the removal of all structures.

MPAC Representative: Mark Cawston

Date: January 28, 2021

Application/Appeal #:
Taxation Year: 2021

SECTION ☑ 357 / ☐ 358 / ☐ 359 APPLICATION TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Municipality: TOWN OF FORT FRANCES
Roll Number: 59-12-030-002-021-00
Property Address: 314 SCOTT ST
Applicant Name: Y. KORUNNAYA
Owner Name: FRIESEN FIVE INC
Contact Number: 807-861-1994
Mailing Address: PO BOX 15 FF, ON P9A 3M5
Alternative Number:
Email Address: Y.KORUNNAYA@GMAIL.COM

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a)
- ☐ Became vacant or excess land – 357(1)(b)
- ☐ Became exempt – 357(1((c)
- ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☑ Razed by fire, demolition or otherwise – 357(1)(d)(i)
- ☐ Mobile unit removed – 357(1)(e)
- ☐ Damaged and substantially unusable – 357(1)(d)(ii)
- ☐ Gross or manifest clerical/factual error – 357(1)(f)
- ☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application: BUILDING DEMOLISHED. NEW CONSTRUCTION PLANNED

Effective from: 01/01/21 (MM/DD/YY) to 12/31/21

Applicant Signature: Yulia — Yulia Korunnaya - Director of Friesen Five Inc.
Date: 01/ 26 / 2021 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

Assessment Roll As Returned

Revised Since Roll Return ☐

Enter Revisions Below

TREASURER'S RECOMMENDATION TO COUNCIL

Assessment Report School Bd: ☐ Eng ☐ Fr ☐ Other

☐ No Change in Assessment ☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
CT			165,900					
RTEP			49,100					
Revised:								

Reason Original Assessment Revised:

Reason for Change:

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months		Tax Adjustment		Original Levy	

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount

Comments:

Treasury Position: Signature: Date: __/__/__

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): __ __ / __ __ / __ __

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant: Appeared for Municipality:

Signature of Council/ARB Member: Name/Title:

Treasury Report 2021/38

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: 357/358 Applications for Tax Adjustment
Re: 319 First Street East (2021) Roll# 5912-020-002-10400-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for June 1, 2021 to December 31, 2021 for 319 First Street East. The adjustment is due to the demolition of the residence with a small garage remaining, resulting in vacant land with outbuilding. The impact to the 2021 taxes is a reduction of $381.31 of which $351.26 is municipal and $30.05 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act.* In accordance with Section 357 (5*)* of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
214	2021	2.2.10400	-33,500	RTEP	0.01788408	0.00153000	-351.26	-30.05						-381.31

Application/Appeal #:
Taxation Year: 2021

SECTION ☑ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Municipality: TOWN OF FORT FRANCES **Roll Number:** 59.10.000.009.104.00
Property Address: 214 FIRST ST E **Applicant Name:** KIM METKE
Owner Name: REGISTERED OWNER **Contact Number:** 807-474-6988
Mailing Address: RR3 SITE 8A-8 **Alternative Number:** 807-596-7107
FORT FRANCES ON P9A 2W3 **Email Address:** METKEKIM@GMAIL.COM

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a)
- ☐ Became vacant or excess land – 357(1)(b)
- ☐ Became exempt – 357(1)(c)
- ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☑ Razed by fire, demolition or otherwise – 357(1)(d)(i)
- ☐ Mobile unit removed – 357(1)(e)
- ☐ Damaged and substantially unusable – 357(1)(d)(ii)
- ☐ Gross or manifest clerical/factual error – 357(1)(f)
- ☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application: BUILDING DEMOLISHED

Effective from: (MM/DD/YY) 06/01/21 to 12/31/21 Applicant Signature: Kim Metke Date: (MM/DD/YY) 07/13/21

ASSESSMENT REPORT: MUNICIPALITY		TREASURER'S RECOMMENDATION TO COUNCIL
Assessment Roll As Returned	Revised Since Roll Return ☐ Enter Revisions Below	Assessment Report School Bd: ☐ Eng ☐ Fr ☐ Other ☐ No Change in Assessment ☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
Revised:								

Reason Original Assessment Revised: _____

Reason for Change: _____

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: __/__/__

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): __/__/__

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	ROSENGARTEN HOLDINGS INC
Roll number	5912-020-002-10400-0000
Property location	319 FIRST ST E
Property description	PLAN M84 LOT 40 TO 42 E1/2 LOT 43 PCL 41-1,40-1,43-1
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	July 15, 2021
Claim relief period	**From: June 01, 2021 - To: December 31, 2021**
Taxation year	2021

Current Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR RU R T	68,000	70,000	68,500	69,000	69,500	70,000
Total	**68,000**	**70,000**	**68,500**	**69,000**	**69,500**	**70,000**

Change to the Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020/2021**
OWNR OT R T	35,457	36,500	35,718	35,979	36,239	36,500
Total	**35,457**	**36,500**	**35,718**	**35,979**	**36,239**	**36,500**

MPAC Remarks

MPAC confirmed removal of residence, small garage remains, updated to vacant land with outbuilding at OT RT.

MPAC Representative: Mark Cawston

Date: July 15, 2021

Town of Fort Frances
Distribution Summary
Property Taxes

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-$381.31
-010-0150-0121-50018	Residential - EP	$351.26
10-010-0151-0121-50018	Residential - EP	$30.05
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Batch: HH07262021ROS

Class Code	Description	Land / Exempt Land	Improvements / pt Improvements	Other / Exempt Other	Total	Levy
General						
RTEP	Res/Farm Tx:Full - EPub	$0 $0	$0 $0	-$33,500 $0	-$33,500	-$381.31
	Total General	$0 $0	$0 $0	-$33,500 $0	-$33,500	-$381.31
	Report Total:					-$381.31

Treasury Report 2021/39

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: Request for Reconsideration M.O.S.
RE: 318 Scott St (2021) Roll # 5912-020-002-06500-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2021 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 318 Scott Street– Residential (RT) CVA of 29,100 decreased to CVA of 23,100, and Commercial (CT) CVA of 23,100 reduced to CVA of 35,900, effective January 1, 2021 for the 2021 taxation year resulting from a changed value due to condition of structures and updated structure data.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being September 16, 2021.

That total financial impact of the Minutes of Settlement is $303.65 consisting of a reduction of municipal revenue of $241.95, education revenue of $43.11 and BIA revenue of $18.59 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
	2021	2.2.06500	-4,000	CT	0.03366352	0.00848241	-134.65					-33.93	-18.59	-187.17
	2021	2.2.06500	-6,000	RTEP	0.01788408	0.00153000	-107.30	-9.18						-116.48
						Total	-241.95	-9.18				-33.93	-18.59	-303.65

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Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Notice

MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

PETER C JENSEN LTD
PO BOX 25 STN MAIN
FORT FRANCES ON P9A 3M5
CANADA

Contact Us

Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility needs, please contact MPAC for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	PETER C JENSEN LTD
Roll number	59-12-020-002-06500-0000
Property location and description	318 SCOTT ST PSM107 PT BLK A PCL 22465
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

Property Classification	**Current Value Assessed**	
	2012	**2016**
Residential (RT)	$27,500	$29,100
Commercial (CT)	$37,500	$39,900
Total	**$65,000**	**$69,000**

Property Classification

Residential (RT)
Commercial (CT)
Total

RECOMMENDED Property Assessment

Property Classification

Commercial (CT)
Residential (RT)
Total

Property Classification

Commercial (CT)
Residential (RT)
Total

[redacted]

Why your property assessment changed

- **Changed value due to condition of structure(s)**
- **Updated structure data**
- **Updated commercial/industrial building value**

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2021 property taxes.

Please check (✔) one of the following:

☑ I accept my recommended assessment
I understand that **if I accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment
I understand that **if I reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by August 16, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We must receive your response no later than July 02, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative	Print name	Date (yyyy/mm/dd)
Peter Jensen	Peter C. Jensen	June 15/21

Signature of MPAC representative	Print name	Date (yyyy/mm/dd)
Walter Veneruzzo	Walter Veneruzzo, Director, Valuation and Customer Relations	2021/05/18

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: September 16, 2021

PLEASE NOTE: *MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).*

Tax Year: 2021 **Roll Number: 59-12-020-002-06500-0000**

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07092021JEN

A s Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0	$0	-$4,000	-$4,000	-$187.17
		$0	$0	$0		
RTEP	Res/Farm Tx:Full - EPub	$0	$0	-$6,000	-$6,000	-$116.48
		$0	$0	$0		
	Total General	$0	$0	-$10,000	-$10,000	-$303.65
		$0	$0	$0		
	Report Total:					-$303.65

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07092021JEN

Account Number	Account Description	Amount
1 001-0000-0040-10241	Taxes Receivable- Current	-$303.65
6 180-1823-0140-40014	Commercial Taxable Full - T	$18.59
10-010-0150-0121-50018	Residential - EP	$107.30
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	$134.65
10-010-0151-0121-50018	Residential - EP	$9.18
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	$33.93
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Treasury Report 2021/40

TO: Administration and Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: August 9, 2021

SUBJECT: Request for Reconsideration M.O.S.
RE: 951 McIrvine Rd N (2021) Roll # 5912-010-006-11000-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2021 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 951 McIrvine Rd N– Industrial (IT) CVA of 315,300 decreased to CVA of 212,300, Industrial: Excess Land (IU) CVA of 86,700 increased to CVA of 143,400 and Commercial (CT) CVA of 0 increased to CVA of 27,300, effective January 1, 2021 for the 2021 taxation year resulting from a changed value due to adjustment for obsolescence, adjustment based on similar properties and tax class changes.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being July 29, 2021, with possible extension if required.

That total financial impact of the Minutes of Settlement is $1,423.40 consisting of a reduction of municipal revenue of $1,247.53 and education revenue of $175.87 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
	2021	1.6.11000	-103,000	IT	0.04679353	0.00880000	-4,819.73					-906.40		-5,726.13
	2021	1.6.11000	56,700	IU	0.04679353	0.00880000	2,653.19					498.96		3,152.15
	2021	1.6.11000	27,300	CT	0.03366352	0.00848241	919.01					231.57		1,150.58
							-1,247.53					-175.87		-1,423.40

MOS

Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Notice

MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

KATARZYNA GAGNON
770 SILVER ST
AGAWAM MA 01001
USA

Contact Us

Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility needs, please contact MPAC for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	SUN GRO HORTICULTURE CANADA LTD
Roll number	59-12-010-006-11000-0000
Property location and description	951 MCIRVINE RD N MCIRVIVE LOT 41 & 42 RIV RGE RP48R3647 PTS 1,3,&5 PCL 20417 & PTS 2,4&6 PCL.25919
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

Property Classification	**Current Value Assessed**	
	2012	**2016**
Industrial (IT)	$269,000	$315,300
Industrial: Excess Land (IU)	$74,000	$86,700
Total	**$343,000**	**$402,000**

Effective date: January 01, 2021

Property Classification	**Phase-in Assessment for Taxation Years**
	2021
Industrial (IT)	$315,300
Industrial: Excess Land (IU)	$86,700
Total	**$402,000**

RECOMMENDED Property Assessment

Property Classification	**Current Value Assessed**	
	2012	**2016**
Industrial (IT)	$269,000	$212,300
Industrial: Excess Land (IU)	$74,000	$143,400
Commercial (CT)	$26,918	$27,300
Total	**$369,918**	**$383,000**

Effective date: January 01, 2021

Property Classification	**Phase-in Assessment for Taxation Years**
	2021
Industrial (IT)	$212,300
Industrial: Excess Land (IU)	$143,400
Commercial (CT)	$27,300
Total	**$383,000**

Why your property assessment changed

- **Adjustment for obsolescence**
- **Adjustment based on similar properties**
- **Tax class change**

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2021 property taxes.

Please check (✓) one of the following:

☒ I accept my recommended assessment
I understand that **if I accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment
I understand that **if I reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by July 19, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We must receive your response no later than June 04, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative	Print name	Date (yyyy/mm/dd)
Katarzyna Gagnon	KATARZYNA GAGNON	2021/04/28

Signature of MPAC representative	Print name	Date (yyyy/mm/dd)
Walter Veneruzzo	Walter Veneruzzo, Director, Valuation and Customer Relations	2021/04/20

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: July 29, 2021

PLEASE NOTE: *MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).*

Tax Year: 2021 **Roll Number: 59-12-010-006-11000-0000**

Date: 2021-07-09 9:12:51 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07092021SUNGR

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-$1,423.40
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	-$919.01
10-010-0150-0123-50014	Industrial Tax Full - T	$4,819.73
10-010-0150-0123-50015	Industrial Excess Land - IU	-$2,653.19
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	-$231.57
10-010-0151-0123-50014	Industrial Tax Full - T	$906.40
10-010-0151-0123-50015	Industrial Excess Land - IU	-$498.96
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Batch: HH07092021SUNGR

Code	Description	Land / Exempt Land	Improvements / pt Improvements	Other / Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0	$0	$27,300	$27,300	$1,150.58
		$0	$0	$0		
ITN	Industrial Tx:Full - No	$0	$0	-$103,000	-$103,000	-$5,726.13
		$0	$0	$0		
IUN	Industrial Tx:V/U E/L -	$0	$0	$56,700	$56,700	$3,152.15
		$0	$0	$0		
	Total General	$0	$0	-$19,000	-$19,000	-$1,423.40
		$0	$0	$0		
	Report Total:					-$1,423.40

Treasury Report 2021/41

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: Request for Reconsideration M.O.S.
RE: 780 Kings Highway (2021) Roll # 5912-010-004-00400-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2021 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 780 Kings Highway– Residential (RT) CVA of 47,200 increased to CVA of 198,600, and Commercial (CT) CVA of 428,800 decreased to CVA of 242,400, effective January 1, 2021 for the 2021 taxation year resulting from a change of use of the property.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being September 27, 2021.

That total financial impact of the Minutes of Settlement is $4,748.13 consisting of a reduction of municipal revenue of $3,432.58 and education revenue of $1,315.55 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
	2021	1.4.00400	-182,400	CT	0.03366352	0.00848241	-6,140.23					-1,547.19		-7,687.42
	2021	1.4.00400	151,400	RTEP	0.01788408	0.00153000	2,707.65	231.64						2,939.29
						Total	-3,432.58	231.64				-1,547.19		-4,748.13

Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Notice

MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

ENERGY MOTIVATION INC
780 KING'S HWY
FORT FRANCES ON P9A 2X4
CANADA

Contact Us

Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility needs, please contact MPAC for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	ENERGY MOTIVATION INC
Roll number	59-12-010-004-00400-0000
Property location and description	780 KINGS HIGHWAY PT RIV R LOT 38 PCL 15176
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

Property Classification	**Current Value Assessed**	
	2012	**2016**
Residential (RT)	$46,400	$47,200
Commercial (CT)	$366,747	$424,800
Total	**$413,147**	**$472,000**

Effective date: January 01, 2021

Property Classification	**Phase-in Assessment for Taxation Years**
	2021
Residential (RT)	$47,200
Commercial (CT)	$424,800
Total	**$472,000**

RECOMMENDED Property Assessment

Property Classification	**Current Value Assessed**	
	2012	**2016**
Residential (RT)	$46,400	$198,600
Commercial (CT)	$366,747	$242,400
Total	**$413,147**	**$441,000**

Effective date: January 01, 2021

Property Classification	**Phase-in Assessment for Taxation Years**
	2021
Residential (RT)	$198,600
Commercial (CT)	$242,400
Total	**$441,000**

Why your property assessment changed

Please check (✓) one of the following:

☑ I **accept** my recommended assessment
I understand that **if I accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I **reject** my recommended assessment
I understand that **if I reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by September 13, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We must receive your response no later than July 30, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative	Print name	Date (yyyy/mm/dd)
Jackie Lampi-Hughes	Jackie Lampi-Hughes	2021/06/21

Signature of MPAC representative	Print name	Date (yyyy/mm/dd)
Walter Veneruzzo	Walter Veneruzzo, Director, Valuation and Customer Relations	2021/06/15

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: September 27, 2021

PLEASE NOTE: *MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).*

Tax Year: 2021 **Roll Number: 59-12-010-004-00400-0000**

Heather Hatch

From: Cunningham, Paula <Paula.Cunningham@mpac.ca>
Sent: June 29, 2021 3:52 PM
To: Heather Hatch
Subject: [External] 5912 - Town of Fort Frances Signed 2021 Minutes of Settlement
Attachments: 591201000400400 2021 RFR Returned MoS.pdf

[EXTERNAL]

Hi Heather:

Please find attached Minutes of Settlement form(s) recently processed by this office. If you have any concerns regarding MPAC's response, please feel free to contact mr32enquiry@mpac.ca.

The statutory appeal deadline is **September 27, 2021** but this may be extended due to the Province of Ontario's declaration of emergency under the *Emergency Management and Civil Protection Act* and O.Reg. 73/20. Please consult with your legal counsel and/or the Assessment Review Board regarding the final date for filing an appeal.

Regards,

Paula Cunningham
Account Support Coordinator
Municipal and Stakeholder Relations, Valuation and Customer Relations
Office: 705-419-1646

mpac.ca
Municipal Property Assessment Corporation
1001 William St. PO Box 10578, Station P
Thunder Bay, Ontario
P7B 6T9

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Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07132021ENER

A s Code	Description	Land / Exempt Land	Improvements / pt Improvements	Other / Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0	$0	-$182,400	-$182,400	-$7,687.42
		$0	$0	$0		
RTEP	Res/Farm Tx:Full - EPub	$0	$0	$151,400	$151,400	$2,939.29
		$0	$0	$0		
	Total General	$0	$0	-$31,000	-$31,000	-$4,748.13
		$0	$0	$0		
	Report Total:					-$4,748.13

Town of Fort Frances
Distribution Summary
Property Taxes

Account Number	Account Description	Amount
1[illegible]001-0000-0040-10241	Taxes Receivable- Current	-$4,748.13
1[illegible]-010-0150-0121-50018	Residential - EP	-$2,707.65
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	$6,140.23
10-010-0151-0121-50018	Residential - EP	-$231.64
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	$1,547.19
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Treasury Report 2021/42

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: July 29, 2021

SUBJECT: Amended Property Assessment Notice
Re: 615 First Street West (2021) Roll# 5912-010-004-02100-0000

BACKGROUND

Attached is the Amended Property Assessment Notice for the 2021 taxation year under the *Assessment Act* from MPAC resulting from correction of factual information regarding the properties has resulted in a change to the assessment. These changes are effective for taxation beginning January 1, 2020.

That total financial impact of the Amended Property Assessment Notice is $1,209.01 consisting of a reduction of municipal revenue of $1,286.62 and an increase to education revenue of $77.61 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

PRANS

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2021	1.4.02100	-135,000	RTEP	0.01788408	0.00153000	-2,414.35	-206.55						-2,620.90
	2021	1.4.02100	33,500	CT	0.03366352	0.00848241	1,127.73					284.16		1,411.89
							-1,286.62	-206.55				284.16		-1,209.01

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07092021PRAN

Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy
General						
CTN	Com Tx:Full - NoSup	$0 $0	$0 $0	$33,500 $0	$33,500	$1,411.89
RTEP	Res/Farm Tx:Full - EPub	$0 $0	$0 $0	-$135,000 $0	-$135,000	-$2,620.90
	Total General	$0 $0	$0 $0	-$101,500 $0	-$101,500	-$1,209.01
	Report Total:					-$1,209.01

Town of Fort Frances
Distribution Summary
Property Taxes

Account Number	Account Description	Amount
[illegible]001-0000-0040-10241	Taxes Receivable- Current	-$1,209.01
10-010-0150-0121-50018	Residential - EP	$2,414.35
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	-$1,127.73
10-010-0151-0121-50018	Residential - EP	$206.55
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	-$284.16
	Report Total:	$0.00

*** E N D O F R E P O R T ***

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Issue Date:
January 29, 2021

Amended Property Assessment Notice

For the 2021 property tax year

1058876 ONTARIO INCORPORATED
600 KING'S HWY
FORT FRANCES ON P9A 2W9

THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario. Your municipality will use your assessment to calculate your 2021 property taxes.

This notice contains important information about your property.

Please review and keep for your records.

Why am I receiving this notice?

This Amended Property Assessment Notice replaces the Notice we previously sent. We have corrected factual information about your property which has changed the assessed value, classification and/or tax liability. This change is effective for taxation beginning January 1, 2021.

PROPERTY OVERVIEW:

Roll number:	59 12 010 004 02100 0000
Location and description:	615 FIRST ST W PSM160 LOT 3 PCL 14016
Municipality:	FORT FRANCES TOWN

AMENDED ASSESSMENT OVERVIEW:

Your property's assessed value as of **January 1, 2016**:	**$33,500**
Your property's assessed value as of **January 1, 2012**:	**$33,031**
Between **2012** and **2016**, your property's assessed value changed by:	**$469**

What happens if my assessed value has changed?

Your updated assessed value will be used to calculate your property taxes for the 2021 tax year.

MPAC assesses and classifies all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

IMPORTANT UPDATE:

The Ontario Government has indicated that property assessments for the 2021 property tax year will continue to be based on the fully phased-in January 1, 2016 assessed values.

The applicable legislation prevails to the extent there is any conflict between this Notice and the current law. This assessment is made under section 32(1.1) of the *Assessment Act*.

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

PROPERTY SUMMARY:

Property type:	Commercial Vacant Land
Property information:	Frontage: 46.60 feet Depth: 143.40 feet Lot area: 6,682.44 square feet

UNDERSTANDING YOUR AMENDED PROPERTY ASSESSMENT NOTICE:

Why am I receiving this notice?

MPAC previously sent a Notice on the assessment of your property. Since then, we have made corrections in the factual information about your property. This may include:

- buildings or other structures
- use
- lot size
- legal description, or
- other factual information that affects its assessed value, classification and/or tax liability.

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Attachment

Roll number: **59 12 010 004 02100 0000**

CHANGE(S) TO YOUR PROPERTY ASSESSMENT:

Previous assessment information:

Tax class	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Assessed value 2021
Residential Taxable	$133,000	$135,000	$135,000

Amended for the 2021 tax year:

Tax class	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Assessed value 2021
Commercial Taxable	$33,031	$33,500	$33,500

SCHOOL SUPPORT:

Property class	School support type	2021 assessment
Commercial	Not Applicable	$33,500

HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

Visit mpac.ca and log onto **AboutMyProperty** to learn more about how your property was assessed, see the information we have on file and compare it to others in your area.

To register, enter in your roll number and access key as noted below.

Roll number: **59 12 010 004 02100 0000**

Access key: **E37C2 9E511 76499**

If you do not agree with the change(s) in the assessed value and/or the classification, you may file an RfR or appeal.

Owners of a property with a residential, farm or managed forests classification:

If you want a review of your property assessment change(s), the first step is to ask MPAC for a free-of-charge RfR. You must do this before you can appeal to the Assessment Review Board (ARB).

Your deadline for requesting an RfR is May 31, 2021. To file an RfR, visit **mpac.ca.**

Owners of other property classifications:

You may (but do not have to) ask for a free-of-charge RfR before considering an appeal to the ARB.

Your ARB filing deadline is May 31, 2021. To file an appeal, visit the ARB's website at **tribunalsontario.ca/arb/.**

For all properties:

If you submit an RfR, you must wait for MPAC's decision before you may appeal to the ARB.

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Attachment
CONTINUED

Roll number: **59 12 010 004 02100 0000**

OCCUPANTS DIRECTING SCHOOL TAXES:

The following information outlines the occupants, by unit class, directing school taxes.
To learn more about directing your school taxes, please visit mpac.ca.

Subordinate number	Unit class	Name and location of occupant	School board supported	School board taxes
0001	RU	KEDDIE JUNE PATRICIA KEDDIE JAMES ROBERT 615 FIRST ST W	English-Public English-Public	English-Public

Legend for unit class:

RU: Residential unit
RDU: Recreational dwelling unit
FRU: Farm residential unit
MF: Managed forests
CL: Conservation land
FL: Farm land

WE'RE HERE TO HELP

Visit mpac.ca or contact us at **1 866 296-6722** or TTY **1 877 889-6722**
and one of our assessment experts will assist you.

Please have your roll number available when you contact us.
Monday to Friday 8 a.m. to 5 p.m.

If you have any accessibility needs, please let our representatives know how we can best accommodate you.

Pour changer votre préférence en matière de langue, veuillez vous connecter à
AboutMyProperty sur mpac.ca/fr.

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
CORPORATE:				
REVENUE				
Municipal Levy	(11,378,238)	(5,491,094.05)	(11,421,235.00)	(11,410,413.13)
School Board Levy	(1,492,647)	(755,050.71)	(1,372,201.00)	(1,365,469.88)
Payments-In-Lieu	(830,794)	(21,943.69)	(835,160.55)	(24,014.56)
Contribution From Contingency Reserve Fund	-	-	-	-
Sale of Land/Gain on Sale of Land	-	(707.11)	-	-
Other Grant (In-Lieu of taxation)	-	-	-	-
One Time Assistance Funding				
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-
Surplus from Prior Years	-	-	-	-
Ontario Cannabis Legalization Implementation Fund	-	-	-	-
Modernization Grant Fund	-	-	-	-
OMPF Funding	(3,294,600)	(1,647,300.00)	(3,328,600.00)	(1,664,300.00)
	(16,996,279)	**(7,916,095.56)**	**(16,957,197)**	**(14,464,197.57)**
EXPENDITURES				
Election	-	-	-	-
Council	369,358	98,952.51	308,210.00	132,610.97
Contributions from Capital Fund	-	-	-	-
Contribution to Reserve/Reserve Funds	1,802,977	-	1,863,000.00	-
Uncontrollable Costs	2,406,172	1,230,569.66	2,373,474.00	1,247,681.17
Economic Development	31,808	13,882.42	111,063.00	(2,283.07)
Travel Information Centre	19,141	2,592.51	-	-
Solar Panels	(18,329)	(2,108.36)	(11,645.00)	(4,703.32)
School Board Requisition	1,492,647	746,323.71	1,372,201.00	686,100.21
Long Term Debt	384,028	190,659.24	365,991.00	182,847.88
	6,487,802	**2,280,871.69**	**6,382,294**	**2,242,253.84**
Total Corporate	**(10,508,477)**	**(5,635,223.87)**	**(10,574,902.55)**	**(12,221,943.73)**

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
ADMINISTRATION & FINANCE:				
Admin. Revenue	(465,325)	(160,936.80)	(357,100.00)	(189,739.07)
Administration Department	511,597	179,820.86	516,693.00	178,287.13
Clerk's Department	232,195	103,878.81	220,014.00	114,489.01
Treasury Department	534,938	214,437.58	541,402.00	217,329.57
FFPC Administration	-	1,982.05	-	5,611.00
Information Technology	316,698	160,459.46	357,036.00	201,333.24
Total A & F	**1,130,103**	**499,641.96**	**1,278,045**	**527,310.88**
EMERGENCY SERVICES				
Fire Emergency Services	1,100,143.00	461,244.79	1,058,403.00	482,243.02
911 Dispatch Services	11,332	9,775.44	10,982.00	1,760.28
COVID-19 Impacts		13,491.73	(309,685.00)	(18,404.14)
Police Services	2,437,386	1,298,785.79	2,542,034.00	1,309,462.51
Total Emergency Services	**3,548,861**	**1,783,297.75**	**3,301,734**	**1,775,061.67**
COMMUNITY SERVICES:				
Sister Betty Kennedy Centre	36,018	30,307.80	38,831.00	(7,053.79)
Children's Day Care	7,569	5,372.45	-	138.46
Best Start Hub	-	-	-	-
Day Care Special Needs Resource	-	152.65	-	-
Handi Transit Services	107,150	9,339.61	113,923.00	(4,259.91)
Townshend Theatre	-	388.28	332.00	270.00
Recreation Facilities	970,938	331,462.31	1,038,637.00	335,256.12
Recreation Programs	117,187	78,365.29	285,792.00	75,922.93
Community Services	114,000	(896.27)	90,496.00	55,506.75
Sunny Cove Camp	38,583	14,658.14	9,955.00	14,907.64
Public Library	521,546	225,061.17	518,280.00	243,593.42
Library Co-op	-	-	-	-
Museum	210,407	91,889.80	202,409.00	84,975.27
Waterfront (Sorting Gap)	29,490	(11,282.92)	37,645.00	(12,118.73)
Total Community Services	**2,152,888**	**774,818.31**	**2,336,300**	**787,138.16**

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
OPERATIONS & FACILITIES				
Public Works	513,209	178,510.03	435,043.00	294,649.81
Roads	1,498,393	734,573.49	1,549,603.00	549,382.14
Sidewalks	143,962	76,342.96	145,079.00	78,777.78
Stores Operations	106,200	41,444.74	102,490.00	41,139.59
Traffic Signal Maint	10,867	5,836.35	10,867.00	10,171.24
Streetlighting Maint	116,672	31,727.46	125,565.00	85,851.10
Waste Management Services	-	(52,144.71)	-	(58,923.37)
Airport	95,547	61,699.02	138,026.00	71,023.70
Parks & Cemeteries Admin	183,760	58,524.86	189,270.00	22,087.74
Cemeteries	347,246	48,806.33	351,512.00	93,608.33
Parks	304,266	121,671.51	332,372.00	93,206.41
Total Operations and Facilities	**3,320,122**	**1,306,992.04**	**3,379,827**	**1,280,974.47**
PLANNING & DEVELOPMENT				
By-Law Enforcement	157,801	67,817.37	149,001.00	72,216.40
Fight The Blight	-	-	-	-
Building Official Department	22,345	17,851.59	19,758.00	(1,728.22)
Planning Department	61,197	23,856.36	62,204.00	29,053.19
Civic Centre	115,160	25,671.26	48,034.00	31,735.77
Total Planning and Development	**356,503**	**135,196.58**	**278,997**	**131,277.14**
SUBTOTAL (SURPLUS)/DEFICIT	***-***	***(1,135,277.23)***	***0***	***(7,720,181.41)***

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
REVENUE					
Expense Recovery	50-080-0832-0330-40589		(4,967.14)		-
Rents & Leases	50-080-0832-0330-40592	(9,277)	(8,649.24)	(9,277)	(5,199.24)
Private Work Charges	50-080-0832-0330-40595		-		(1,323.18)
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(115.04)	(65)	(402.64)
Expense Recovery	50-080-0832-0430-40589		(764.62)		-
Private Work Charges	50-080-0832-0430-40595	(8,000)	(1,828.90)	(8,000)	(2,516.00)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(2,268.20)	(1,200)	(1,768.55)
New Connection Charges	50-080-0832-0430-40619	(15,000)	921.56	(15,000)	-
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(3,488.81)	(8,000)	(4,478.32)
Sale of Water	50-080-0832-0430-40685	(2,854,247)	(1,333,690.44)	(2,817,848)	(1,404,873.15)
Special Water Rates	50-080-0832-0430-40687		(7.50)		(146.10)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(11,933.21)	(9,100)	-
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(8,397.52)	(17,982)	(9,161.48)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,919,271)	**(1,375,189.06)**	**(2,886,472)**	**(1,429,868.66)**
Water Works General					
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Overtime & Lieu Time	50-080-0832-1101-60013		293.14		871.07
Paid Leave			-		-
Vac, Floaters, Stats, Holidays			-		-
Hourly Full Time	50-080-0832-1101-60010	106,908	44,056.32	120,571	43,164.04
Disability ST/LTD			-		-
WSIB	50-080-0832-1101-60055	3,370	1,024.40	1,868	962.53
Canada Pension Plan	50-080-0832-1101-60025	3,291	2,224.80	2,483	2,175.14
Employment Insurance	50-080-0832-1101-60030	1,212	865.49	841	824.21
Dental, Vision, Extended Health			-		-
OMERS	50-080-0832-1101-60035	10,344	4,688.49	9,408	4,311.29

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	1,974	860.98	1,615	811.93
Employer Benefits	50-080-0832-1101-60050	8,505	3,350.89	5,644	2,942.81
Summer Staff & Part-time Staff	50-080-0832-1101-60020	1,838	-	2,254	793.48
Accounting/Allocated Admin	50-080-0832-1200-71221	211,016	105,507.12	215,236	107,618.00
Communications	50-080-0832-1200-71251	3,200	1,210.61	3,000	1,235.28
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-
Legal	50-080-0832-1200-71253	5,000	9,328.77	5,000	12,626.80
Memberships	50-080-0832-1200-71260	1,000	-	1,000	-
Write-Offs	50-080-0832-1210-74515	2,000	3.01	2,000	(0.86)
Office Supplies	50-080-0832-1400-71410	1,000	139.30	1,000	294.88
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-
Rain Barrel Expenses	50-080-0832-1400-71443		431.76		431.76
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	801.78
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	6,848.72	8,000	7,917.25
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	7,548.36	12,211	7,214.55
Contracted Works	50-080-0832-1500-71523	1,000	609.76	1,000	-
Conference & Courses	50-080-0832-1500-71531	25,000	10,539.72	25,000	3,648.33
Insurance	50-080-0832-1500-71580	38,162	31,577.76	44,421	36,115.78
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	-
Contribution to Capital Fund	50-080-0832-1510-75350	1,266,144	-	1,124,081	-
Transfer to Reserve Fund (Water Meter Replace	50-080-0832-1620-75390	17,982		17,982	
Contribution to Reserve Fund	50-080-0832-1620-75390		-		-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390				
Inventory Adjustments	50-080-0832-1700-72505		-		-
		1,761,055	**231,109.40**	**1,639,492**	**234,760.05**
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,950	9,138.35	50,950	23,650.13
Overtime	50-080-0832-1962-60013	5,000	59.90	5,000	2,532.66
Hourly Part Time	50-080-0832-1962-60020	3,683	-	3,683	1,786.89

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Employer CPP	50-080-0832-1962-60025	2,487	496.22	2,728	1,532.13
Employer EI	50-080-0832-1962-60030	890	196.14	920	596.81
Employer OMERS	50-080-0832-1962-60035	5,039	927.36	5,283	2,557.50
Employer EHT	50-080-0832-1962-60040	1,101	194.65	1,155	581.70
Employer Benefits	50-080-0832-1962-60050	6,023	985.89	5,305	2,386.14
Employer WSIB	50-080-0832-1962-60055	615	231.63	1,374	692.05
Materials	50-080-0832-1962-71471	12,000	1,215.63	12,000	7,942.65
Contracted Works	50-080-0832-1962-71523	14,000	54.84	14,000	1,752.95
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	910.62	22,000	3,652.07
		123,788	**14,411.23**	**124,398**	**49,663.68**
					-
Water Meter Maintenance					-
Hourly Full Time	50-080-0832-1963-60010	4,500	2,426.08	4,500	693.10
Overtime	50-080-0832-1963-60013		-		-
Employer CPP	50-080-0832-1963-60025	205	132.82	225	41.91
Employer EI	50-080-0832-1963-60030	73	51.62	76	16.12
Employer OMERS	50-080-0832-1963-60035	445	240.66	467	73.19
Employer EHT	50-080-0832-1963-60040	91	52.25	95	15.89
Employer Benefits	50-080-0832-1963-60050	532	552.53	469	195.82
Employer WSIB	50-080-0832-1963-60055	51	62.17	113	18.96
Materials	50-080-0832-1963-71471	7,500	16,161.74	30,000	-
Contracted Works	50-080-0832-1963-71523	11,874	4,945.06	11,874	2,870.64
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	350.00	1,725	-
		26,996	**24,974.93**	**49,544**	**3,925.63**
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	92,729	74,361.33	92,729	75,704.70
Overtime	50-080-0832-1964-60013	8,000	1,984.42	8,000	2,025.17
Hourly Part Time	50-080-0832-1964-60020	9,820	-	9,820	4,225.54
Employer CPP	50-080-0832-1964-60025	4,668	4,108.70	5,121	4,412.42
Employer EI	50-080-0832-1964-60030	1,670	1,636.68	1,727	1,716.18
Employer OMERS	50-080-0832-1964-60035	9,172	7,502.72	9,615	7,349.99
Employer EHT	50-080-0832-1964-60040	2,066	1,615.54	2,167	1,674.82

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Employer Benefits	50-080-0832-1964-60050	10,962	9,224.96	9,655	8,053.82
Employer WSIB	50-080-0832-1964-60055	1,155	1,913.74	2,579	1,992.96
Materials	50-080-0832-1964-71471	35,000	16,696.52	35,000	17,869.74
Contracted Works	50-080-0832-1964-71523	35,000	13,549.24	35,000	2,406.56
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	14,271.86	35,000	13,742.44
		245,242	**146,865.71**	**246,413**	**141,174.34**
Total Waterworks General		**2,157,081**	**417,361.27**	**2,059,847**	**429,523.70**
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	**(11,000)**	**(1,384.96)**	**(8,000)**	**(3,453.66)**
Hourly Full Time	50-080-0831-1101-60010	206,452	106,424.53	206,452	99,807.93
Overtime	50-080-0831-1101-60013	4,000	1,301.65	4,000	1,339.04
Hourly Part Time	50-080-0831-1101-60020		-		-
Employer CPP	50-080-0831-1101-60025	9,397	5,472.95	10,309	5,105.85
Employer EI	50-080-0831-1101-60030	3,362	2,167.35	3,476	1,945.64
Employer OMERS	50-080-0831-1101-60035	20,420	10,162.07	21,407	7,956.61
Employer EHT	50-080-0831-1101-60040	4,160	2,141.52	4,363	1,723.71
Employer Benefits	50-080-0831-1101-60050	24,406	10,720.96	21,495	8,676.53
Employer WSIB	50-080-0831-1101-60055	2,325	2,547.82	5,191	2,270.83
Equipment Rentals - Owned	50-080-0831-1101-71540	2,000	212.50	2,000	3,237.50
Communications	50-080-0831-1200-71251	7,740	2,298.30	5,000	2,827.30
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	5,929.55	25,000	4,377.93
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	28,880	12,682.85	28,880	11,935.33
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,200	-
Electrical Power	50-080-0831-1240-71420	78,940	31,365.78	80,440	27,771.89
Water & Sewer	50-080-0831-1240-71421	1,297	483.00	1,332	492.40
Taxes	50-080-0831-1240-71425	38,162	-	45,603	-
Chlorine	50-080-0831-1400-71434	19,500	6,932.62	20,750	7,153.08
Soda Ash	50-080-0831-1400-71435	48,300	19,887.76	48,500	19,414.96
Aluminium Sulphate	50-080-0831-1400-71436	49,500	21,972.76	50,900	14,505.98

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Fluorides	50-080-0831-1400-71437	10,000	5,838.99	10,100	3,531.19
Miscellaneous Chemicals	50-080-0831-1400-71438	13,000	1,993.17	13,000	9,791.43
Materials	50-080-0831-1400-71471	20,000	7,283.28	20,000	4,474.02
Contracted Services	50-080-0831-1500-71523	36,355	20,895.68	75,355	12,592.90
		645,696	**278,715.09**	**705,253**	**250,932.05**
Total Water Treatment Plant		**634,696**	**277,330.13**	**697,253**	**247,478.39**
					-
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	3,716.73	7,500	5,048.47
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	341	197.67	371	269.39
Employer EI	50-080-0831-1965-60030	122	78.72	126	102.83
Employer OMERS	50-080-0831-1965-60035	742	369.66	778	454.75
Employer EHT	50-080-0831-1965-60040	151	77.10	159	100.91
Employer Benefits	50-080-0831-1965-60050	887	390.92	781	490.50
Employer WSIB	50-080-0831-1965-60055	84	91.71	189	120.07
Equipment Rentals - Own	50-080-0831-1965-71540	1,700	1,000.00	1,700	637.50
Communications	50-080-0831-1965-71251	2,180	309.70	2,180	371.57
Natural Gas	50-080-0831-1965-71416	11,760	6,704.37	11,760	827.22
Electrical Power	50-080-0831-1965-71420	3,633	1,969.62	3,706	1,556.75
Taxes	50-080-0831-1965-71425	86,394	-	88,122	-
Materials	50-080-0831-1965-71471	500	-	500	-
Contracted Works	50-080-0831-1965-71523	10,500	2,179.57	10,500	1,391.90
Equipment Rentals Other			-		-
Total Water Storage Facility		**127,494**	**17,085.77**	**129,372**	**11,371.86**
Total Expenditures		**2,930,271**	**713,162.13**	**2,894,472**	**691,827.61**
TOTAL WATER FUND (Surplus)/Deficit		**-**	**(663,411.89)**	**-**	**(741,494.71)**

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
REVENUES					
Private Work Charges	40-080-0811-0330-40595		(2,693.90)		-
Expense Recoveries	40-080-0811-0330-40589		-		-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(1,416.65)	(19,000)	(1,985.55)
New Connection Charges	40-080-0811-0430-40619	(8,500)	-	(8,500)	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(3,178.61)	(7,000)	(4,139.24)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,693,701)	(1,235,887.72)	(2,648,131)	(1,300,648.94)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		**(2,728,201)**	**(1,243,176.88)**	**(2,682,631)**	**(1,306,773.73)**
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Hourly Full Time	40-080-0811-1101-60010	78,345	27,877.19	85,582	27,265.67
Overtime	40-080-0811-1101-60013		283.59		197.98
Hourly Part Time	40-080-0811-1101-60020	2,308	-	2,308	-
Employer CPP	40-080-0811-1101-60025	2,865	1,501.07	3,199	1,463.55
Employer EI	40-080-0811-1101-60030	1,057	588.60	1,086	555.44
Employer OMERS	40-080-0811-1101-60035	8,613	3,182.92	9,293	2,965.80
Employer EHT	40-080-0811-1101-60040	1,620	582.91	1,735	546.28
Employer Benefits	40-080-0811-1101-60050	7,901	2,597.42	6,897	2,376.73
Employer WSIB	40-080-0811-1101-60055	2,474	693.52	1,954	649.94
Allocated Admin	40-080-0811-1200-71221	166,378	83,189.88	169,706	84,853.00
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-
Legal	40-080-0811-1200-71253	10,000	9,328.76	10,000	12,626.80
Office Supplies	40-080-0811-1400-71410	750	-	750	31.75
Taxes	40-080-0811-1400-71425	4,400	-	4,400	-
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	2,305.80	4,000	2,045.58
GIS Material	40-080-0811-1500-71507	6,716	3,774.19	6,716	3,365.46

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Contracted Works	40-080-0811-1500-71523	500	518.19	500	-
Conferences & Courses	40-080-0811-1500-71531	5,000	1,017.60	5,000	170.00
Insurance	40-080-0811-1500-71580	28,285	23,405.20	32,784	26,654.22
Insurance Deductible	40-080-0811-1500-71581	10,000	-	10,000	1,186.50
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-
Contributions to Capital	40-080-0811-1510-75350	1,359,475	-	1,288,115	-
Contribution to Reserve Funds	40-080-0811-1620-75390		-		-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390				
Inventory Adjustments	40-080-0811-1700-72505		-		-
		1,722,860	**160,846.84**	**1,666,398**	**166,954.70**
Sewer Mains					
Distributed Salaries/Wages					
Distributed Benefits					
Hourly Full Time	40-080-0811-1711-60010	49,136	3,867.60	49,136	9,680.72
Overtime	40-080-0811-1711-60013	1,500	399.56	1,500	36.53
Hourly Part Time	40-080-0811-1711-60020	2,148	-	2,148	162.82
Employer CPP	40-080-0811-1711-60025	2,334	221.78	2,561	549.67
Employer EI	40-080-0811-1711-60030	835	87.26	864	212.73
Employer OMERS	40-080-0811-1711-60035	4,860	408.64	5,095	961.65
Employer EHT	40-080-0811-1711-60040	1,033	87.33	1,084	208.61
Employer Benefits	40-080-0811-1711-60050	5,809	525.77	5,116	1,245.62
Employer WSIB	40-080-0811-1711-60055	578	103.89	1,290	248.25
Materials	40-080-0811-1711-71471	10,000	3,077.67	10,000	842.83
Contracted Service	40-080-0811-1711-71523	125,000	257.62	125,000	535.21
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	1,774.98	36,000	2,016.82
		239,233	**10,812.10**	**239,794**	**16,701.46**
Service Connections					
Distributed Salaries/Wages					-
Distributed Benefits					-
Hourly Full Time	40-080-0811-1712-60010	40,760	6,958.08	40,760	10,294.08
Overtime	40-080-0811-1712-60013	5,000	719.51	5,000	399.34
Hourly Part Time	40-080-0811-1712-60020	2,761	-	2,761	72.14

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Employer CPP	40-080-0811-1712-60025	1,981	406.77	2,173	586.72
Employer EI	40-080-0811-1712-60030	709	161.56	733	225.96
Employer OMERS	40-080-0811-1712-60035	4,031	763.99	4,226	1,058.68
Employer EHT	40-080-0811-1712-60040	877	160.03	920	221.71
Employer Benefits	40-080-0811-1712-60050	4,819	716.44	4,244	1,106.31
Employer WSIB	40-080-0811-1712-60055	490	190.35	1,094	263.80
Materials	40-080-0811-1712-71471	6,500	1,177.91	6,500	1,829.09
Contracted Services	40-080-0811-1712-71523	12,000	1,303.56	12,000	251.52
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	1,811.44	15,000	2,749.38
		94,928	**14,369.64**	**95,411**	**19,058.73**
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	-	2,500	461.63
Overtime	40-080-0812-1101-60013		-		-
Hourly Part Time	40-080-0812-1101-60020		-		-
Employer CPP	40-080-0812-1101-60025	114	-	124	23.95
Employer EI	40-080-0812-1101-60030	41	-	42	9.21
Employer OMERS	40-080-0812-1101-60035	247	-	259	43.45
Employer EHT	40-080-0812-1101-60040	50	-	53	9.00
Employer Benefits	40-080-0812-1101-60050	296	-	260	34.83
Employer WSIB	40-080-0812-1101-60055	28	-	63	10.73
Equipment Rentals - Own	40-080-0812-1101-71540	500	343.95	500	-
Natural Gas	40-080-0812-1240-71416	21,484	9,799.28	21,484	10,287.19
Electrical Power	40-080-0812-1240-71420	95,000	51,384.42	95,000	46,223.35
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	-	-
Taxes	40-080-0812-1240-71425	37,026	-	36,708	-
Materials	40-080-0812-1400-71471	2,000	18.68	2,000	92.90
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	511,393	264,015.15	522,035	261,538.13
		671,180	**325,561.48**	**681,028**	**318,734.37**
Total Expenditures		**2,728,201**	**511,590.06**	**2,682,631**	**521,449.26**
TOTAL SEWER FUND (Surplus)/Deficit		**-**	**(731,586.82)**	**-**	**(785,324.47)**

FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

JUNE 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:
45.92	8	1	30	1	0	5	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:
1	1	0	2	0	0	1	0

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

Total Hours:

- **8 Hours** was spent on responding to emergency incidents.
- **.92 Hours** was spent on providing public service.
- **37 Hours** was spent on training.

June Emergency Response Calls %: Day Shift versus Night Shift	
Day Shift (07:00 – 19:00) Calls	30%
Night Shift (19:00 – 07:00) Calls	70%

2021 Emergency Response Calls by Month to Date	
January	12
February	10
March	16
April	17
May	12
June	10
Total Calls to Date	**77**
Average Calls Per Month to Date	**12.8**

Fire Prevention Inspections / Re-inspections:

For the month of June, 3 fire safety standards and enforcement inspections were completed.

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

Fire Response Calls: 5 Calls.

- 1 call was a vehicle fire. 1 call came in as reports of smoke and flames, which was in fact a fire pit before the fire ban was put in place. 1 call was cooking related. 1 call involved a garbage can fire at Pithers Point Park; someone had discarded contents from a portable charcoal grill. 1 call was a shed/lean-to fire.

CO (Carbon Monoxide) Calls: 1 Call, which consisted of **CO (Carbon Monoxide)** actual being present.

Gas Leak Calls: 1 Call, which consisted of an actual **Natural Gas Leak.**

Fire Alarm Calls: 1 False Fire Alarm Call.

MVC (Motor Vehicle Crashes): 1 Call, which was in the Town of Fort Frances.

Other Calls: 1 Call, for a fire near the car wash in the east end of Fort Frances, which was a false call.

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.

Training:
Training consisted regular fire practices, training for our fulltime staff with the paramedic service, First Responder Training for our new fulltime team member, as well as low-slope rope rescue training.

LOW-SLOPE ROPE RESCUE TRAINING SESSION