



TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - April 19, 2022, 12:00 PM

MEETING - Civic Centre

Session #22

Microsoft Teams meeting

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1. **Call to Order - Session no. 22 /Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
 - 3.1 Session no 20 - 22 February 2022 3 - 4
 - 3.2 Session no 21 - 22 March 2022 5 - 6
4. **Items Referred from Council**
 - 4.1 Electronic Participation amendment 7 - 14
 - 4.2 Chem Free Grad Request 15 - 17
 - 4.3 Procurement Policy 18 - 48
5. **New Business**
 - 5.1 2022 Emergency Management Program Review 49 - 115
6. **Outstanding Items - none**
7. **Information**
 - 7.1 EMPCA 2021 compliance results 116
8. **In-Camera - none**

9. Adjourn / Next Meeting Date - May 3, 2022

MINUTES

February 22, 2022

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually and in the Civic Centre on February 22, 2022 from 12:01 p.m. to 12:27 p.m.

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

ALSO PRESENT: F. Anwar, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, J. Hughes, IT Manager, G. Lecuyer, Municipal Clerk, K. Haney, Deputy Clerk

REGRETS:

1. Session # 20 - Call to Order

2. Disclosure of pecuniary interest and the general nature thereof

- 2.1 Councilor Brunetta disclosed an interest in item 5.1 below at this is her per diem claim for her attendance at the virtual ROMA Conference held on January 24th and 25th.

3. Approval of Previous Committee Minutes

- 3.1 Session no 19 - 08 February 2022 - Accepted as presented

4. Items Referred from Council

5. New Business

- 5.1 2209 W Brunetta - Councilor Brunetta disclosed an interest in item 5.4 below at this is her per diem claim for her attendance at the virtual ROMA Conference held on January 24th and 25th. Councilor Hallikas assumed position as chair for this item. Item to move ahead to Council meeting of 28 February 2022.
- 5.2 2208 M Behan RRDMA per diem - Accepted as presented.
- 5.3 Collaborative Sourcing - IT Manager provided an overview of this item. Committee accepted recommendation and item will move forward to Council meeting of 28 February 2022.
- 5.4 MNRF Forest Management Agreement Report 2022 - The Fire Chief provided an overview of this report. Committee accepts recommendation. Item will move forward to Council meeting of 29 February 2022
- 5.5 Council meeting changes re elections - Committee agrees to move forward with the recommendation. Looking to have embedded in the procedural by-law moving forward. Item to move forward to Council meeting of 28 February 2022.

6. Outstanding Items

- 6.1 Delegation by Council to CAO of certain authorities due to Lane Duck - The Clerk provided discussion further to that of last meeting and presented a draft by-law. Committee recommends item move forward to Council meeting of 28 February 2022.

- 6.2 Use of Corporate Resource Policy - The Clerk provided a summary of updates made. Clerk to provide further feedback re notations made by Committee and bring back policy to next meeting for Committee final approval.

7. **Information - none**

8. **In-Camera - none**

9. **Adjourn @ 1227 hrs / Next Meeting Date 08 March 2022**

Executive Committee Chair

F. Anwar, CAO

MINUTES

March 22, 2022

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually and in the Civic Centre on March 22, 2022 from 12:00 p.m. to 12:15 p.m.

PRESENT: Acting Chairperson A. Hallikas and Mayor J. Caul (ex-officio)

ALSO PRESENT: F. Anwar, CAO, D. Galusha, Treasurer, J. Hughes, IT Manager, A. Hansma, Human Resources Manager, K. Haney, Deputy Clerk, G. Lecuyer, Municipal Clerk

REGRETS: Chairperson W. Brunetta, Councillor D. Judson

1. Call to Order - Session no 22

Lack of quorum was identified. The Committee sat for the required 15 minutes until 12:15 at which the meeting was adjourned by Acting Chairperson Councilor Hallikas.

2. Disclosure of pecuniary interest and the general nature thereof

3. Approval of Previous Committee Minutes

3.1 Session no 20 - 22 February 2022

4. Items Referred from Council - none

5. New Business

5.1 Council Report - Vaccination Policy - March 2022

5.2 Approved 2022 Capital Budget - Purchase of Network Switches [2022-AFEC-1006]

5.3 2213-2021 Capital Financing

5.4 2214 - 2022 BIA Budget

5.5 2215 - 2021 Contribution to Reserve Funds

5.6 2216 - PSAB 3150 OReg 284 09 Report for 2022 Budget

5.7 2211 D Judson RRDMA Per Diem (Addendum)

5.8 2212 W Brunetta NOMA Per Diem (Addendum)

6. Outstanding Items

6.1 Use of Corporate Resources Policy for AFEC (Addendum)

7. Information - none

8. In-Camera - none

9. **Adjourn 1215 hrs / Next Meeting Date - 05 April 2022**

Executive Committee Chair

F. Anwar, CAO

ADMINISTRATIVE REPORT

Subject: Procedural By-Law - Electronic Participation
Date: 2022-04-19
To: Administration and Finance Executive Committee
From: Gabrielle Lecuyer, Municipal Clerk
File Number: AF22-01



ISSUE

For Council to consider and discuss electronic participation during Council meetings

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT approval of this report will agree with the recommendation of the Municipal Clerk that the Administration and Finance Executive Committee advance the proposed draft Procedural By-Law amendment for electronic participation to the Committee of the Whole.

STRATEGIC IMPACT

N/A

OPTIONS & ALTERNATIVES

Council may choose to remain status quo relating to electronic participation with a focus on an urgent matter:

1. declared emergency by any level of government.
2. Restrictions or guidelines set out by the Northwestern Health Unit, the Ontario Provincial Police, Province of Ontario and the Municipal Emergency Control Group.

Currently we are following recommendations from the Health Unit once those recommendations change or are lifted Council will be in a position to physically attend the meetings per procedural By-Law as it currently reads.

HISTORY

At the Committee of the Whole meeting of March 28, 2022, Council discussed options relating to electronic participation. There was a general consensus to move forward with a review of permitting electronic participation outside of an emergency such as the ongoing pandemic. A number of pros and cons were provided.

ANALYSIS

The attached proposed draft by-law would:

- repeal the most recent amendment relating to electronic participation
- permit electronic meetings to all regular or Special Meetings of Council, including a meeting of Committee of the Whole, Regular Council, Council (Public Meeting), Executive Committee, Advisory Committee, Ad Hoc Committee and Standing Committee.
- provides for limitations with respect to the Regular Council Meetings and Committee of the Whole where members may not attend electronically more than 3 meetings in a row as the expectation is that every reasonable effort will be made by Council to physically be in attendance. * The Chair or the Mayor must be physically present to facilitate signatures following the meeting.
- Members attending electronically will count toward quorum.
- Voting will be permitted.
- Electronic participation may include the closed meeting with headset.
- Further information relating to interruption in communication including public notice was provided in the proposed by-law
- Deputations will now be permitted electronically. A new application form indicates options for in person or virtual (electronic)

CONSULTATION

N/A

SUPPORTING DOCUMENTS

- (1) Draft procedural By-Law 46-20C

THE CORPORATION OF THE TOWN OF FORT FRANCES

BY-LAW NO. 46~20 - C

(A By-Law to amend By-Law 46-20 to Govern the Proceedings of the Council of the Corporation of the Town of Fort Frances)

WHEREAS *the Municipal Act, 2001, c. 25 s. 5 (1)* provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS *the Municipal Act, 2001, c. 25 s. 5 (3)* provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Council of the Corporation of the Town of Fort Frances, pursuant to section 238 of *the Municipal Act, 2001*, adopted By-law Number 46-20 on the 9th day of November 2020, being a by-law to establish the proceedings of Council.

AND WHEREAS on July 21, 2020 the *COVID-19 Economic Recovery Act, 2020* was passed to amend the *Municipal Act, 2001* such that a Municipality's procedural by-law may permit Council and/or Committee members to participate electronically in both open and closed meetings and members participating electronically may be counted in determining quorum;

AND WHEREAS Council of the Corporation of the Town of Fort Frances deems it necessary to amend By-law No. 46-20 to allow for electronic participation.

NOW THEREFORE BE IT RESOLVED, THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF FORT FRANCES ENACTS AS FOLLOWS:

1. That Section 4.13 be amended as follows:

4.13 Electronic Meetings

Electronic Meetings: Council may, as provided for in *The Municipal Act, 2001*, establish a Meeting to be held electronically, in full or in part, via electronic means (including telephone, video conferencing, or via means of the internet) and with or without in-person attendance. All articles of this by-law relating to conduct of meeting, agendas, voting, debate etc. apply to an electronic meeting in the same form as a meeting held in person outside from the items detailed below.

(a) **Electronic Meetings** – Any regular or special Meeting of Council, including a meeting of Committee of the Whole, Regular Council, Council (Public Meeting), Executive Committee, Advisory Committee, Ad Hoc Committee, Standing Committee may be conducted by Electronic Meeting, in accordance with this Article. The expectation is that every reasonable effort will be made by Council to physically be in attendance. Council Members participating electronically to the Committee of the Whole and the Regular Council meeting shall be limited to not more than three consecutive electronic meetings in a row.

(b) **Such meetings may be Closed Session** – An Electronic Meeting may include a Closed Meeting, which shall be conducted in the absence of the public and in accordance with exceptions outlined in *The Municipal Act, 2001*.

(c) **Quorum**– Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement of the meeting and at any point in time during the Meeting.

(d) **Voting** – Members shall be entitled to vote through a vote recorded by the Clerk or designate as if they were attending the Meeting in person, during an Electronic Meeting. All

voting, during an Electronic Meeting, shall take place by each Member audibly stating “yea” or “nay” in response to the Clerk calling their name in order.

(e) **Interruption in Communication** – If there is an interruption in the communications link to any Member who is participating electronically in a Meeting, the Clerk may:

(1) decide on a short recess until it is determined whether or not the link can be re (1) established with no more than two (2) attempts; or

(2) continue the Electronic Meeting and treat the interruption in the same manner as if the Member who is physically present leaves the room.

(3) where communication to all members participating electronically and the connection to the public is interrupted and unable to be resolved, the meeting shall be adjourned and rescheduled.

(g) **Public Notice of Electronic Meeting** – A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session meeting of such Electronic Meeting, in addition to any other applicable detailed notice requirements as required by policy or legislation.

(h) **Deputations**– Meetings shall permit public deputations electronically by way of written submission received (Appendix E), which shall be submitted to the Clerk’s Office in accordance with the timeframe established in section 13.1, and shall be provided to Members at the Meeting.

THAT appendix A, B and E be amended as attached hereto and forming part of this By-Law

THAT By-Law 46-20 B is hereby repealed.

Enacted and passed this 9th day of May 2022

J. Caul, Mayor

G. Lecuyer, Clerk

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: _____

In person or ☐

Electronic Participation (virtual) ☐

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)

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.

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.

(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:

Date of Request: _____ Signature of Speaker: _____

Address: _____

Telephone / Fax Numbers: _____

E-mail Address: _____

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: glecuyer@fortfrances.ca or 807-274-5323 ext: 1215

Appendix A

Electronic Participation at Meetings

1. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair, in consultation with the Clerk shall have the authority to modify the Rules of Procedure to ensure members can effectively participate in the meeting.
2. Notice to members shall be provided electronically via e-mail and/or agenda publication. Notice may also be provided by telephone or personal contact in case of an emergency. Public notice shall be deemed delivered upon completion of agenda publication.
3. The meeting shall begin with a roll call to determine who is participating.
4. The remainder of the delegation rules as set out in this by-law shall apply.
5. Electronic participation of Staff may also be facilitated.
6. Members should dress (if video conference) and act as though in attendance in person. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting – we encourage the member to source a quiet location to connect from. Additionally, microphone shall be muted when member is not speaking.
7. The Chair (and Mayor) will attend on site to provide for signatures following the meeting as needed.
8. Members must connect electronically with the Municipality no later than 15 minutes prior to the commencement of the meeting. If unable, there is no guarantee that we may be able to facilitate your connection.
9. Members attending electronically may leave a meeting early, however, it is expected that members will attend a sufficient length of time to warrant the additional effort required by the Municipality to facilitate electronic attendance.
10. Members must announce their departure prior to leaving the meeting. If electronic connection is lost during a meeting, no effort will be made by the Municipality to reconnect and the member attending electronically shall be considered to have left the meeting at the point of disconnection.
11. The Chair shall be cognizant of all members whether attending in person or electronically and may establish provisions as to order of members speaking to facilitate flow and pace of meeting.
12. Members attending electronically shall verbally announce their vote when called upon by the Chair.
13. Members attending electronically may not be able to see all other members, presentation by delegations, etc. and the Municipality is not responsible for trying to accommodate this.
14. Members are responsible for providing their own method of transmission to the Municipality. The Municipality will make a virtual meeting link and phone number available for meetings.
15. All members participating in closed session shall wear headsets to ensure the privacy of the session.

APPENDIX B

What to expect when you make your virtual deputation to The Town of Fort Frances Council

Please note you are attending a business meeting of Town of Fort Frances Council and procedural rules are used to guide conduct.

Council will not consider a Motion regarding a Deputation the same evening as it is presented unless it is associated with another item on the Agenda.

Deputations are usually heard at the beginning of each Committee of the Whole meeting.

Please read and note the following:

1. Committee of the Whole meetings are scheduled to begin at 5:30 pm.
2. The Office of the Municipal Clerk will send you a meeting link via email the Friday preceding the Monday meeting (or Tuesday if there is a statutory holiday).
3. Please login to the meeting link at least 5 minutes before the scheduled start time. You may be held in the virtual lobby until the Clerk admits you, just before the meeting starts.
4. Deputants must remain on mute with their cameras off until the Chair calls on them to speak.
5. When you hear your name called, unmute and turn your camera on.
6. You will have 10 minutes to make your deputation.
7. Start your deputation by introducing yourself and your fellow Deputants with your full names.
8. Remember that Council already has the information you have submitted. You can refer to the document without reading the document word for word.
9. Explain why you are making the deputation and what action you are requesting from Council.
10. If you are using PowerPoint, the PowerPoint presentation you will be provided presenters rights for this purpose.
11. After making your deputation, mute your microphone, but keep your camera on. Be prepared to unmute if Council members ask you any questions.
12. When addressing Council or answering a question, regardless of who asked the question, you should always address your comments to the Committee Chair. This helps to maintain order at the meeting. (e.g. 'Through the Chair...')
13. No Deputant shall speak disrespectfully of any person, use offensive words or unparliamentary language, or speak on any subject other than the subject for which they have received approval to address Council.
14. Following questions, the Chair will advise when your deputation is over. Please turn off your camera and remain on mute. If you do not turn your camera off or mute you will be removed from the meeting because your deputation is complete.

For those attending a virtual meeting we require that you read and note the following:

- No behaviour is permitted that interrupts the conduct of a meeting.
- No one may use disrespectful language, gestures or offensive words.
- Taking photos and/or making recordings of any kind are not allowed unless with the permission of the Municipal Clerk.
- Signs and t-shirts with specific slogans or offensive language are not permitted.
- Deputants and guests are not permitted to share their screen.
- Deputants and guests must not participate in the meeting chat.

If a Deputant or guest attempts to display language, behaviour or video that is not in keeping with the decorum of the meeting, or acts contrary to any of the above-noted rules, or in contravention of the Ontario Human Rights Code, the person will be asked by the Chair to cease and come to order. If the person does not come to order, the person shall be removed from the virtual meeting.

Public Record:

All communication that the Clerk receives from members of the public about a matter on a Committee of the Whole Agenda shall be part of the public record.

Town of Fort Frances reserves the right to record all proceedings of Council such recordings maybe available via the Council Portal.

ADMINISTRATIVE REPORT

Subject: FFHS Chem Free Grad Party Donation Request
Date: 2022-04-19
To: Administration & Finance Executive Committee
From: Dawn Galusha, Treasurer
File Number: TRE2022/18



ISSUE

The request for a donation equivalent to the cost of the rental fees for the arena and auditorium in the amount of \$1,039.02 was received at the April 11, 2022 Council Meeting.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT a donation be approved for the FFHS Chem Free Grad Party in the amount of \$1,039.02.

STRATEGIC IMPACT

- n/a

OPTIONS & ALTERNATIVES

- (1) Donate to the FFHS Chem Free Grad Party in the amount of \$1,039.02.
- (2) Determine an alternative amount to donate.
- (3) Deny the request.

HISTORY

At the April 11, 2022 Council meeting the letter received from the FFHS Chem Free Grad Committee requesting a donation was referred to the Administration & Finance Executive Committee. In the past Council has approved financial donations to the FFHS to offset the cost of the arena and auditorium rental fees and the Rainy River District School Board submitted an HST rebate for the FFHS Chem Free Grad rental expense.

ANALYSIS

n/a

CONSULTATION

n/a

SUPPORTING DOCUMENTS

(1) Letter of Request





**FFHS Chem Free Grad
Fort Frances High School
c/o Brian Gustafson
440 McIrvine Road
Fort Frances, ON
P9A 3T8**



**Phone: 807-274-7747
Fax: 807-274-5171
E-mail: brian.gustafson@rrdsb.com**

March 29, 2022

Fort Frances Mayor and Town Council
320 Portage Avenue
Fort Frances, ON
P9A 3M5

Dear Mayor and Council:

Planning is currently underway for this year's FFHS Chem Free Grad party. After a two year absence due to COVID-19, a dedicated group of parents is assembling to once again provide a Chem Free Grad party for the graduates of Fort Frances High School. This will help guarantee a safe, alcohol and substance free environment in which to celebrate their children's high school accomplishments. As a committee, we rely on the support and generous contributions of the Fort Frances community and surrounding area. We thank the Town of Fort Frances for being one of these outstanding contributors year after year.

This year's FFHS Chem Free Grad Party will take place of Thursday, June 23, 2022. We are requesting a donation from the Town of Fort Frances equivalent to the cost of the rental fees for the arena and auditorium minus HST, totalling \$1039.02. If there are specifics required regarding the Chem Free Grad Party in order to process this request, please contact me by e-mail, phone, or mail using the information given above.

We thank you for your time and consideration in this matter.

Respectfully yours,

Brian Gustafson
Staff Advisor – FFHS Chem Free Grad Committee



THE TOWN OF FORT FRANCES

Section: Administration and Finance

Policy: Procurement

Creation Date:

Revised Date: October 2004, June 2006, July 2007, January 2013

Resolution Number: 01/13 (consent) 848

Supersedes Resolution Number: 07/07 (286)

Policy Number: 1.12

1. GOAL

To provide a procurement process that will enable the Town to acquire the required quality and quantity of goods and services required for the best value, while adhering to the following objectives.

2. OBJECTIVES:

- A. To ensure an open, transparent competitive process while protecting the financial interest of the Town
- B. To ensure service and product delivery are of high quality and efficiently delivered
- C. To ensure fairness among the bidders
- D. To ensure accountability to the taxpayer
- E. To provide an efficient process where the cost and amount of goods and services procured are proportional to time and money spent.

3. DEFINITIONS

The words and phrases listed below when used in this policy shall have the following meanings ascribed to them;

Approved invoice - an original supplier's invoice issued at the time of purchase of low dollar goods and services that bears both the signature of an appropriately authorized employee and required account distribution codes.

Award, Awarded, and Awarding - authorization to proceed with the purchase of goods, services or construction from a chosen supplier

Bid - an offer or submission from a supplier in response to bid solicitation

Bid Bond - the form of security required by the terms and conditions of bid solicitation documentation to guarantee that the successful bidder enters into a contract with the Town of Fort Frances as required

Bid Solicitation - formal request for bids that may be in the form of a Request for Tender or Request for Proposal

Chief Administrative Officer (CAO)- Chief Administrative Officer for the Town of Fort Frances

Clerk – Clerk means the duly appointed clerk of the Town of Fort Frances

Construction - a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in, and incidental to, the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications of the procurement

Contract - any agreement, regardless of form or title, for the lease purchase or disposal of goods services or construction authorized in accordance with this policy

Council - the duly elected Council of the Town of Fort Frances

Council Approved Budget - Council approved department budgets including authorized revisions, or where applicable, Council approved budgets of local boards to which this bylaw applies

Division - An organizational unit of the Town of Fort Frances headed by a manager, and the Planning and Development Division

Division Manager - the person appointed by Council to be responsible for the operation of a division and/or designate and includes the persons appointed to the position by the Chief Administrative Officer

Electronic Advertising - the use of a computer based system directly accessible by suppliers irrespective of location that provides suppliers with information related to bid solicitations

Emergency - a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of residents of the Town of Fort Frances, or to prevent serious damage, disruption of work, or to restore, or to maintain essential service to a minimum level.

Fair Market Value - the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length where fully informed and not under any compulsion to transact

Goods - moveable property including

- a) The cost of installing, operating, maintaining or manufacturing such movable property
- b) Raw materials, products, equipment and other physical objects of every kind and description

Lowest Compliant Bid - the bid that would provide the Town of Fort Frances with the desired goods, services, or construction at the lowest total acquisition costs, meets all the specifications and contains no irregularities requiring automatic rejection

Professional Services - persons having a specialized knowledge or skill for a defined service requirement including;

- a) Architects, engineers, designers, management, and financial consultants and;
- b) Firms or individuals having specialized competence in environment, planning or other disciplines

Proposal - an offer submitted in response to a request for proposal acceptance of which may be subject to further negotiation

Purchase Card - a card issued in accordance with the purchasing card policy, to purchase goods and services

Request for Proposal - a bid solicitation that is used to acquire goods, services or construction, the suitability of which is dependant upon non-price factors and which may result in further negotiation between the parties

Services - includes all professional and consulting services, all services in relation to real property or personal property including, without limiting the foregoing, the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of and except only services to be delivered by an officer or employee of the Town of Fort Frances in accordance with terms of employment

Tender - a publicly advertised bid solicitation

Total Acquisition Cost - an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, and inventory carry costs

Town of Fort Frances – means the Corporation of the Town of Fort Frances

Treasurer - the duly appointed Treasurer of the Town of Fort Frances

3.0 GENERAL PROCUREMENT POLICY:

A. Authority

The Chief Administrative Officer and Division Managers shall be responsible and have authority for all procurement activity and decisions within their departments and may delegate their authority, where appropriate.

B. Prescribed Council Approval

Despite any other provisions of this policy the following contracts are subject to Council approval

- i. Any contract requiring approval from the Ontario Municipal Board.
- ii. Any contract where the Total Acquisition Cost is greater than the Council Approved Budget.
- iii. Any contract in excess of \$35,000 except as identified in section 4E.

C. Application

- i. The procedures of this policy shall be followed to award a contract or to recommend to Council that a contract be awarded.
- ii. The CAO and Division Managers may purchase or contract for the goods, services listed in Schedule “A” to this policy without following the procedures set out herein provided that sufficient funds are available and identified in appropriate accounts within Council approved budgets.
- iii. The Chief Administrative Officer shall contract the Procurement of legal services.

- iv. The following local boards and corporations are bound by this policy and this policy shall apply with necessary modifications to such boards and corporations;
 - a. Town of Fort Frances Public Library Board
 - b. The Sister Kennedy Centre Board of Management
 - c. Town of Fort Frances Not for Profit Housing Corporation
 - d. Business Improvement Area Board

D. Restrictions

- i. No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this policy
- ii. No contract for services shall be awarded where the services would result in an employee – employer relationship
- iii. Where an employee involved in the award of any contract either on his or her own behalf or while acting for, by, with, or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee
 - a. Shall immediately disclose the interest to the division manager involved in the award of the contract and shall describe the general nature thereof;
 - b. Shall not take part in the Award of the Contract and;
 - c. Shall not attempt in any way to influence the Award of the Contract
- iv. An employee has an indirect pecuniary interest in a Contract in which the Town of Fort Frances is concerned if the employee or his or her spouse or same sex partner;
 - a. Is a shareholder in or a director or senior officer of a corporation that does not offer its securities to the public that has a pecuniary interest in the contract.
 - b. Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
 - c. Is a member of an incorporated association or partnership that has a pecuniary interest in the contract.
 - d. Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.
- v. All Council members shall conduct themselves in accordance with the Municipal Conflict of Interest Act RSO 1990, c. M 50 as amended.

E. Total Acquisition Cost

Where this policy prescribes dollar limits, the contract amount shall be the estimated total acquisition cost less any rebates.

F. Notification

- i. Notification of procurement opportunities for goods, services or construction with a total acquisition cost of \$35,000 shall be made by electronic advertising and may be used for any other purchases.
- ii. Notification of procurement opportunities may be supplemented by other means of notification where appropriate.
- iii. Notification must be advertised for a minimum of 15 calendar days.

- G.** The Town of Fort Frances incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so, and in such situation, a documented explanation shall be provided upon request.

The Town of Fort Frances incorporates accessibility features and has regard to accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks (ie point of sale machines, ATM machines, self check out machines, parking meters, etc.).

4.0 PROCUREMENT PROCEDURES

- A.** The Chief Administrative Officer shall establish procedures consistent with the goals and objectives set out in this policy;
- i. The identification of those goods and services or construction which are more effectively acquired through cooperative purchasing.
 - ii. The form, content and use of forms including purchase orders, bonds, letters of credit and other forms of surety, tender, proposal and other contract documents if not specifically addressed in the policy.
 - iii. Any other aspect of process or procedure not specifically provided for in the policy

B. Purchase Cards

The Treasurer is responsible for the purchase card program outlined in the Town of Fort Frances purchasing card policy (schedule D). The purchase card policy shall be consistent with this procurement policy.

C. Request for Expression of Interest

A Division Manager or Chief Administrative Officer may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, services or construction and for the purpose of keeping a list of available suppliers.

D. Purchasing Methods

- i. Purchases not exceeding \$500
 - a. The Treasurer shall have the authority to establish petty cash funds in such an amount to meet the requirements of a department for the acquisitions of goods, services or construction having an individual total acquisition cost not exceeding \$500.

All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer.

- b. Purchases made pursuant to this section shall be made from the competitive market place whenever possible and may be made by using an approved invoice, petty cash or purchase card.

ii. Purchases not exceeding \$5,000

- a. Purchases made pursuant to this section for the acquisition of goods, services or construction shall be made from the competitive market place whenever possible and may be made using an approved invoice or purchase card.

iii. Purchases over \$5,000 but not exceeding \$35,000

- a. Purchases requiring the acquisition of goods, services or construction having a total acquisition costs between \$5,000 and \$35,000 may be made by using a purchase card or approved invoice subject to;
 - At least three written quotes without the necessity of advertising or formal tender procedures prior to ordering.
- b. In appropriate circumstances, the request for Proposal or Request for Tender process may be utilized for goods, services or construction in this total acquisition cost range.
- c. The procedure used to purchase goods, services and construction in this total acquisition cost range shall demonstrate that fair market value was achieved.

iv. Purchases Exceeding \$35,000

Request for Tender

- a. A request for tender shall be used for purchases exceeding \$35,000 where the following criteria apply
 - Two or more sources are considered capable of supplying the requirement.
 - The requirement is adequately defined to permit evaluation of tenders against clearly defined stated criteria.
 - It is intended that the lowest compliant bid will be accepted without negotiations.

Council must approve all tenders. The CAO, manager or designee shall provide a report to council with recommendations containing all pertinent information.

All Tenders and successful bidders shall be subject to and meet the requirements of the following legislations;

- a. The Occupational Health and Safety Act R.S.O. 1990,c 0.1
- b. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.c.M.56
- c. Fairness is a Two Way Street Act (Construction Labour Mobility), 1999.

v) Tender Procedures

All tenders will be subject to the procedures in Schedule "C".

vi) Request for Proposal

- a. Request for Proposal shall be used where one or more of the criteria for Request for Tender cannot be met such as:
 - Owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection is based on effectiveness of the proposed solution rather than on price alone.
 - It is expected that negotiations with one or more suppliers may be required with respect to any aspect of the requirement.
- b. Every request for proposal shall have terms of reference and include an evaluation grid.
- c. Council must approve all Requests for Proposal. The CAO, division manager or designee shall provide a report to council with recommendations containing all pertinent information.

vii) Bids in Excess of Project Estimates

- a. Where bids are received in response to a bid solicitation but exceed project estimates, the manager in charge of the bid solicitation may enter into negotiations with the lowest compliant bidder to achieve acceptable bid within project estimate.

viii) Bid Irregularities

- a. Unless otherwise determined by the Town in its sole and unfettered discretion the administration of certain bid solicitation issues/irregularities and non-compliance are as set out in Schedule "B".

ix) Identical Tenders

- a. If the lowest compliant bid from two or more bidders are identical in Total Acquisition Cost or unit price, the manager is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain the lesser price and shall maintain a record with respect to such negotiations.
- b. When negotiations are not successful in breaking the identical tender, the successful bidder will be chosen by geographical preference in the following order;
 - Town of Fort Frances

- District of Rainy River
- North Western Ontario (Districts of Rainy River, Kenora, and Thunder Bay)
- Province of Ontario

E. Emergency Purchases

- i) Where an emergency exists requiring the immediate procurement of goods, services or construction, a Division Manager may purchase the required goods, services or construction by the most expedient and economical means notwithstanding any other provision of this policy.
- ii) For all emergencies over \$35,000, the Manager shall file a report to Council dealing with the circumstances of the emergency.

F. Purchase without Budget Appropriation

- i) Where a requirement exists to initiate a project for which goods, services or construction are required and funds are not contained in the Council approved budget, the Division Manager shall, prior to commencement of the purchase process submit a report to Council, for approval, containing;
 - a. Information surrounding the requirement.
 - b. Information on the availability of funds within existing estimates, which were originally approved by Council for the other purposes or on the requirement for additional funds.

5.0 CONTRACTUAL AGREEMENTS

- A. The award of a contract over \$35,000 shall be by way of an agreement. The Division Manager and / or Chief Administrative Officer will have the authority to negotiate contracts on behalf of the Town.
- B. A formal agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the Town of Fort Frances standard contractual terms and conditions.
- C. Changes to a contract, and more specifically add-ons, shall not exceed the project tender limitations for contingencies as defined in the contract, or in the absence of such limitations the variance must not exceed the approved tender amount by more than 10%. The appropriate Executive Committee and Council must approve any changes in excess of those prescribed above prior to proceeding.
- D. The completed contracts are to be returned to the Clerk for execution by the Town.

E. Guarantee of Contract Execution and Performance

- i) The Town shall require that a bid bond or other similar security to guarantee entry into a contract accompany a bid. Unless otherwise specified in circumstances where a bid bond or other security is required the refundable deposit required shall be:
 - a. 5% for projects where Total Acquisition Cost is \$35,000 to \$100,000.
 - b. 10% for project where Total Acquisition Cost is in excess of \$100,000.

- ii) Prior to commencement of work the successful bidder may be required to provide the following security in addition to the security referred to in section 5 (E) (i).
 - a. A performance bond to guarantee the performance of the contract, and;
 - b. A payment bond to guarantee the payment of labour and materials to be supplied in connection with a contract.
- iii) The Manager shall select the appropriate means of guarantee for execution and performance of the contract. Means may include but not be limited to certified cheque, bank draft, irrevocable letter of credit, money order, and, where appropriate a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Town of Fort Frances
- iv) The Clerk shall retain the cash security, bid bond or surety, as the case may be, until a decision is made by Council to award or not to award. At that time, the Clerk shall forward the cash security, bid bond or surety, as the case may be, of the successful Tenderer to the Treasurer for safekeeping. The Clerk shall forward such securities of all unsuccessful Tenderers to the Division Manager of authority to accompany advisement of tender results. The original insurance certificate and WSIB certificate, etc. of the successful Tenderer are to be retained on the file of the Clerk.
- v) Prior to the commencement of work, evidence of insurance coverage satisfactory to the Town must be provided by the successful bidder ensuring indemnification of the Town of Fort Frances from any and all claims, demands, losses, costs, or damages resulting from the performance of bidders obligations under the contract and from any other risk determined by the Town requiring coverage.
- vi) It is the responsibility of the Division Manager of authority to ensure that contracts awarded to out of province contractors that, either:
 - a. A copy of a valid Retail Sales Tax Vendor Permit is obtained from the non-resident contractor; or
 - b. The non-resident contractor file a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch; or
 - c. If they fail to comply, an appropriate reduction will be made of each payment due to the contractor, and appropriate notification is given to Treasury to remit these funds to the Treasurer of Ontario.
 - d. Copies of all relevant documents are to be forwarded to the Treasurer for inclusion in the Retail Sales Tax File.

6.0 SURPLUS AND OBSOLETE GOODS

- A. The Chief Administrative Officer shall dispose of all goods and services for which a Division no longer has use and the CAO may use any method for disposal in the Town of Fort Frances best interest, including without limitation, public auction, public tender, trade or transfer to another division.
- B. An employee who has the responsibility of declaring goods surplus or obsolete or for sending items to a public auction shall not bid on or personally obtain any goods that the employee has declared as surplus.
- C. No member of Council or Town employee shall be permitted to acquire surplus or obsolete goods except by purchase at public auction, by public tender, trade or negotiated sale.

7.0 Policy Review

- i) This policy shall be reviewed prior to the end of each term of Council and any amendment thereto shall be made prior to the nomination day in the year of the municipal election.
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- iii) The management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

SCHEDULE A

The purchasing methods described in this policy do not apply to the following goods and services;

1. Training and Education
 - A. Registration and tuition fees for conferences, conventions, courses and seminars
 - B. Magazines, books and periodicals
 - C. Memberships
2. Refundable Employee/Councillor Expenses
 - A. Advances
 - B. Meal Allowances
 - C. Travel and Entertainment
 - D. Miscellaneous – non travel
3. Employer's General Expenses
 - A. Payroll Deduction Remittances
 - B. Medical
 - C. Licenses (vehicle, firearm, etc)
 - D. Debenture Payment
 - E. Grants to Agencies
 - F. Damage Claims
 - G. Petty Cash Replenishment
 - H. Tax Remittances
4. Professional and Special Services
 - A. Committee Fees
 - B. Legal fees and other professional services related to litigation or legal matters
 - C. Audit Services
 - D. Veterinary Expenses
5. Utilities
6. Advertising services required by the Town on or in but not limited to radio, television, newspaper and magazines
7. Bailiff or collection agencies

SCHEDULE B

| | Irregularity/non compliance/issue | Response |
|----|--|---|
| 1 | Late Bid | Automatic rejection, not opened or read publicly |
| 2 | Insufficient Financial Security (no bid security or agreement to bond or insufficient bid bond or agreement to bond) | Automatic rejection |
| 3 | Bids completed and / or signed in an erasable medium | Automatic rejection |
| 4 | All required section of bid documents not completed | Automatic rejection unless the incomplete nature is trivial or insignificant at Town's discretion |
| 5 | Bids received on documents other than those provided by the Town | Automatic rejection |
| 6 | Bids containing minor obvious clerical errors | 48 hours to correct and initial |
| 7 | Failure to execute agreement to bond or bonding company corporate seal or signature missing from agreement | Automatic rejection |
| 8 | Failure to execute bid or bond by bidder or bonding company | Automatic rejection |
| 9 | Erasures, overwriting or strikeouts which are not initialled | 48 hours to initial changes |
| 10 | Mathematical error which are not consistent with unit price | 48 hours to initial changes made by the Town |
| 11 | Failure to acknowledge necessary addendum which have financial implications | Automatic rejection |
| 12 | Any other irregularities | The manager in charge of bid solicitation and the CAO shall have the authority to waive any other irregularities or grant 48 hours to initial such other irregularities |

SCHEDULE C - TENDER PROCEDURES

1. Obtain sealed tenders by placing a minimum of one advertisement in a newspaper of general local circulation. Such advertisement may be supplemented by local radio

announcements and/or additional print publication as may be appropriate. An advertisement may be placed in out-of-town newspapers instead of the local newspaper if it is known that there are no local suppliers. An electronic advertising/tendering will be used for the procurement of goods and services with a total acquisition cost greater than \$100,000 and construction with total acquisition costs greater than \$250,000 as required in the opening of public procurement for Ontario and Quebec.

2. In addition, copies of the tender call may be sent to:
 - a. Condata, 4410 Roblin Blvd. Winnipeg, Manitoba R3R 0E9 Fax: 204-582-8205
 - b. Construction Association of Thunder Bay, 857 North May Street, Thunder Bay, Ontario P7C 3S2 Fax: 807-623-2296
 - c. Winnipeg Construction Association, 290 Burnell Street, Winnipeg, Manitoba R3G 2A7 Fax: 204-783-7805
 - d. Fort Frances Times Fax: 807-274-7286
 - e. Tenderlisting.com
 - f. Town of Fort Frances Web Page
3. It is the responsibility of the Division Manager to ensure that proper tender documents, plans and specifications are prepared and available to prospective Tenderers the day of the advertisement.
4. Where appropriate (construction projects), the Managers are to consult with the Environment and Facilities Superintendent to determine the role and responsibilities of Engineering and/or other operations departments as it relates to the completion of the project. If capability or time commitments do not permit, it is the responsibility of the division in need to seek alternative methods of completing the project specifications.
5. Employee input is valuable to the determination of plans and specifications for items/projects/services etc. to ensure that the Town's needs are met. In situations where employees are users of the item/project/service/etc. Managers shall obtain (and record) employee input into the preparation of tender specifications.
6. In order to recover costs of producing detailed tender documents and drawings, where appropriate, at the discretion of the Division Manager, a fee may be charged for tender documents not to exceed \$50.00.
7. For those projects, goods, or services, where the estimated total tender price is from \$35,000.00 to \$100,000.00, a 5% deposit is required. The deposit by way of certified cheque, bid bond or equivalent in the amount of 5% of the total tender price payable to the Town shall accompany each tender submitted subject to the following. In the case of tender transmitted by facsimile, the original deposit must be received no later than 5 business days after closing of the tender. However, proof of the deposit acceptable to the Town must be included in the tender submission.

8. For those projects, goods, or services, where the estimated total tender price in excess \$100,000.00, a 10% deposit is required. The deposit by way of certified cheque, bid bond or equivalent in the amount of 10% of the total tender price payable to the Town shall accompany each tender submitted. In the case of tender transmitted by facsimile, the original deposit must be received no later than 5 business days after closing of the tender. However, proof of the deposit acceptable to the Town must be included in the tender submission.
9. Deposits of unsuccessful Tenderers will be returned no later than three weeks following the Tender award. Except as otherwise provided for herein, the Deposit of the successful Tender will be returned with the first progress certificate.
10. Construction projects in excess of \$100,000 will require a performance bond or equivalent as determined by the Town. This bond will be held for a period not to exceed 12 months from the date of completion of the project.
11. The Tenderer shall keep its tender open for acceptance for a period of 45 calendar days from the closing time.
12. A tendering number obtained from the office of the CAO shall identify all tender calls.
13. A copy of the advertisement, tender specifications, advertising schedule and direct mailing list if applicable is to be forwarded to the CAO prior to publication.
14. All tender forms are to be submitted in duplicate prior to closing time and date to the Office of the CAO.
15. Tenders shall close at 2:00 p.m. on a Tuesday that is not a holiday unless otherwise specifically authorized by the CAO and instructions to bidders shall note that tenders will be publicly opened at the Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario after the specified closing time and date.
16. Tenders will be opened in the presence of the CAO or designee and the applicable Division Manager or designee.
17. Tender openings shall be open to the public.
18. Unless the Town determines otherwise a tenderer will be responsible to complete a Occupational Health and Safety agreement form and submit a valid WSIB clearance certificate.
19. The successful Tenderer(s) shall take out and keep in force, throughout and for the duration of such Tenderer's obligations to and/or contract with the Town such insurance policies and evidence of insurance coverage as determined by the Town. A certified copy of the Policy or certificate thereof shall be deposited with the Town upon signing of the Form of Agreement or as the Town may direct. Some suggested wording which may be included in the insurance policies is as follows:

Such Policy shall name the Town as an additional insured thereunder and shall contain:

- (a) The insurer's waiver of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled as against the Town and any other corporation owned, operated, or controlled by or affiliated with the Town, together with a severability of interest clause and a cross liability clause; and
 - (b) An undertaking by the insurer not to cancel, change, lapse or refuse to renew the insurance therein granted without first giving the parties notice of its intentions in writing of at least 60 days prior to the intended change, lapse, cancellation or termination.
20. Tenders are to be opened and read out by the CAO or designee. A formalized checklist - Appendix "A" (attached) is to be completed at time of opening.
21. Following the opening of tenders and after the completion of the formalized checklist by the CAO or designee, copies of each tender received shall be referred to the appropriate Division Manager or Consultant for tabulation, confirmation of price extensions, analysis of quantities, and qualities, and conformity to plans and/or specifications. Conveyance envelopes are to be only discarded following the completion of the project.
22. A tender recommendation report will be prepared for Council's approval regarding the tenders received.
23. This clause may be considered as part of the Tender documents. The division manager or designee will determine its utilization. In the event of any dispute arising in connection with this Tender or Tender process, including, without limitation, a dispute as to whether the bid of any Tenderer was submitted on time, the Town, in its unqualified subjective discretion, may refer the dispute to a confidential arbitration before a single arbitrator at Fort Frances, Ontario, pursuant to the Arbitration Act, 1991, as amended. In the event that the Town refers the dispute to arbitration, the Tenderer agrees that it is bound to arbitrate such dispute with the Town. Unless the Town shall refer such dispute to arbitration, there shall be no arbitration of such dispute.

In the event the Town refers the dispute to arbitration the Town and the Tenderer agree that they shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to an arbitration hearing which shall last no longer than 2 days, subject to the discretion of the arbitrator to increase such time. The Town and the Tenderer further agree that there shall be no appeal from the arbitrator's award.

Appendix A
TOWN OF FORT FRANCES – TENDER OPENING

Tender No.: _____
Time: 2:00 p.m. _____,

Date: _____
Committee Room, Civic Centre

Staff Attendance:

Public Attendance:

Attachments:

Deposit; Bid Bond; Agreement to Bond

Tender Opened:
Name/Company
Certificates, Etc.

Original
Contractors;
Comments,

Duplicate
Amount

| | | | |
|----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| | _____ | _____ | _____ |

_____ Signature

_____ Envelopes Discarded

_____ Duplicates to Department representative in attendance

This report is not meant to be a formal review of tender award – its purpose rather is to record opening particulars – the in-depth and formal review will follow.

TOWN OF FORT FRANCES

Schedule 'D' Purchase Card Policy

INTRODUCTION

Welcome to the **Town of Fort Frances'** Purchasing Card Program. The purpose of this program is to provide our Town of Fort Frances, with an easy, low-cost purchase and payment-processing alternative to petty cash and prepaid purchase orders within established purchasing authorization.

We recommend that you read this guide in its entirety before requesting and/or using your Purchasing Card. This manual provides a variety of information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

The Purchasing Card Program is based on a standard retail charge card program that has been modified to meet Town of Fort Frances procurement objectives. The Purchasing Card Program was designed to enable you to make direct purchases of specific Town of Fort Frances approved commodities within specific dollar limits, with monthly payments charged to your accounts.

The Purchasing Card Program is not intended to avoid or bypass other appropriate procedures. Instead, it is intended to provide flexibility and autonomy to the Cardholder while complementing current existing purchasing and payment guidelines. **Unlike personal charge cards, the Purchasing Card Program incorporates controls over certain types of expenditures. These controls ensure that the Program can be used only with specific types of merchants and within specific dollar limits.**

Cardholders are asked to use the Purchasing Card responsibly and carefully. Although the Purchasing Card is issued in an individual's name, the charges incurred are the liability of the Town of Fort Frances. **Cardholders do not require personal Credit Applications and the program does not impact your personal credit rating in any way.** Use of the Purchasing Card Program will eliminate the need for staff to use their personal credit card(s) when dealing with Town of Fort Frances approved expenditures. It will greatly reduce the number of PO's handled at all levels thereby reducing Town of Fort Frances costs associated with purchasing processes and accounting transactions. In additional, petty cash expenditures and reimbursements should be reduced.

PURCHASING CARD POLICY

1. The Town of Fort Frances may delegate purchasing authority to departments for the purchase of goods and some services within the established purchasing authorization limits as outlined in the Town of Fort Frances Purchasing Policy. The Town of Fort Frances will set limitations on the type of goods and services that may be purchased on the Purchasing Card.
2. Multiple purchases with a Card are not to be combined to initiate purchases in excess of the assigned limit unless authorized by the Treasurer or designate.
3. Liability for authorized charges on the Purchasing Card rests with Town of Fort Frances, not the individual Cardholder.
4. **Liability for unauthorized personal charges on the Purchasing Card rests with the individual Cardholder.**

BENEFITS OF THE PURCHASING CARD

FOR THE CARDHOLDERS:

- Flexibility
- Reduced reliance on petty cash and POs
- Improved relations with suppliers
- Enhanced controls on point-of-sales
- Personal expenditures for goods & some services is eliminated
- Streamlined approval process
- Fits in your pocket

FOR THE TOWN OF FORT FRANCES:

- Direct access to numerous suppliers.
- Reduced invoice processing during a billing period.
- No inquiries for missing or delayed payments. Vendors are paid directly by the card provider.
- Monthly transaction spending has predetermined limits. Some purchases may be controlled through merchant code blocking.
- All transactions can be monitored daily if required.
- Predetermined user authorization, easy and cost effective purchase management.
- Reduced processing costs.
- Cardholders seek suppliers that accept Purchasing Cards reducing the supplier base.
- One monthly payment for all cardholder transactions will be automatically debited from our account with the bank.

FOR THE SUPPLIERS:

- Increased sales as transactions may now be accepted more readily
- Improved cash flow
- Invoicing expenses reduced
- Confidence that costs associated with services provided will be paid
- Immediate payment

FOR FINANCE DIVISION:

- Reduced invoice/PO processing
- Increased control
- Increased management reporting

RESPONSIBILITIES

CARDHOLDER:

- Applies for a Purchasing Card and completes and signs a Town of Fort Frances Purchasing Cardholder Agreement;
- Immediately signs the card in front of Card Coordinator upon receipt to prevent unauthorized purchases;
- Maintains the security of the Purchasing Card;
- Makes the decision to purchase authorized goods;
- Ensures spending authority approves purchase in advance;
- The Cardholder will either:
 - present the merchandise and the Purchasing Card to the supplier or,
 - select the goods or services, contacts the Supplier via phone or fax and places the order charging the goods to the Purchasing Card;
- The Cardholder must instruct the supplier to:
 - forward a receipt and packing slip with the goods to the Cardholder and ensure the supplier GST number is on the receipt or packing slip.
- Inspects and verifies the accuracy and quality of the goods received;
- Reconciles and verifies all purchasing receipts and statements and forwards the original documents to Finance Division within five days of receiving the CIBC statement;
- Allocates the appropriate GL account to card transactions;
- Identifies discrepancies and reports to either the bank or the supplier if the statement is incorrect;
- Notifies **CIBC Purchasing Card Customer Service** at **1-800-652-3888** and the **Purchasing Card Co-ordinator** (Treasurer -274-5323 Ext 248) immediately regarding **lost or stolen cards**.
- Notifies the Purchasing Card Co-ordinator in writing of name, telephone, address and department changes.
- Notifies Purchasing Card Co-ordinator in writing upon employment resignation and returns purchasing card to same.

PURCHASING SERVICES:

- Appoints a Purchasing Card Co-ordinator (Treasurer);
- Performs spot audits to ensure compliance with Purchasing Card policy and procedures, and general purchasing activities;
- Identifies future Purchasing Card enhancements and applications;
- Notifies appropriate administrators and managers of non-compliance issues;
- Provides Cardholder training;
- Assists with problem resolution;
- Develops program literature and documentation.
- Identifies future Purchasing Card program applications and enhancements;
- Works with cardholders to identify appropriate suppliers.

RESPONSIBILITIES

PURCHASING CARD CO-ORDINATOR:

- Approves/Changes/Cancel's Purchasing Cards;
- Establishes and maintains **(Town of Fort Frances)** wide communication;
- Primary contact person for Financial Institution and **(Town of Fort Frances)**;
- Primary contact person for PROCARD and **(Town of Fort Frances)**;
- Primary contact person for questions regarding the use of Purchasing Cards for the **(Town of Fort Frances)**;
- Ensures **(Town of Fort Frances)** Purchasing Card Request Form and Cardholder Agreements are completed correctly and approved appropriately;
- Maintains Purchasing Cardholder Agreements, Purchasing Card Applications, Cardholder Limits and Change Requests;
- Informs Cardholders of their responsibilities and obligations for use of the Purchasing Card;
- Advises (financial institution) of changes to status of Cardholders;
- Cancels cards immediately upon employee termination. **(Division managers must immediately notify the Purchasing Card Co-ordinator of the termination of employment of any employee who holds a (Town of Fort Frances) issued Purchasing Card)**;
- Distributes Purchasing Cards and witnesses that each Card is signed on the back by the Cardholder;
- Resolves card blockages with CIBC VISA as required;
- Reviews blockage reports on a monthly basis;
- Reviews and verifies that the monthly transactions are appropriate;
- Ensures cardholder confidentiality.

FINANCE DIVISION:

- Processes the monthly Purchasing Card journal entries to bank;
- Stores and files all Cardholder original receipts and monthly statements as per Revenue Canada guidelines;

TREASURER:

- BAS Interface;
- Audits appropriateness of GL account numbers.

CARD COMPANY:

- Co-ordinates and structures the initial implementation of the Purchasing Card;
- Assists in the development and implementation of specific applications;
- Assists in training and development of Cardholders;
- Manages all aspects related to client services;
- Provides recommendations/solutions to problems and concerns;

- Co-ordinates activities, communication, new account information and electronic data interchange transmissions between the bank and the (Town of Fort Frances);
- Assists the Purchasing Card Co-ordinator with analysis and reports on the Purchasing Card Program.

RESPONSIBILITIES

BANK CUSTOMER SERVICE REPRESENTATIVES:

- Provides Cardholders with telephone information services from 5:00 am to 5:00 pm Pacific Time;
- Provides 24 hour service, seven days per week for card cancellation;
- Takes orders for replacement of damaged cards;
- Provides account balances;
- Answers credit limit inquiries;
- Takes duplicate statement requests;
- Receives lost/stolen card reports;
- Receives name and address changes;
- Resolves problems;

HOW DOES THE PURCHASING CARD WORK?

The Purchasing Card is for business use only!

The Purchasing Card is a commercial VISA credit card. It works similarly to your personal credit card except that there are specific merchant limitations, transaction limits and monthly limits. Each time you use your Purchasing Card, an electronic process verifies that your purchase is within the predetermined limits. If your purchase violates these limits, the supplier will not be able to process your order.

MAKING A PURCHASE

- 1) Determine if your purchase is for authorized goods or services and within your authorized limits.
- 2) Determine the supplier.
- 3) Determine if you will place the order in person or via the telephone/fax. (Remember to ensure that the card number is relayed to the supplier in a secure way.)
- 4) CIBC VISA will pay the supplier for the transaction.

RECEIPTS

Get a receipt from the supplier for each transaction. **Save your receipts! Receipts will be used to reconcile your monthly Purchasing Card Statement.** Receipts that do not clearly list the items purchased will not be considered adequate documentation. If you lose a receipt, attempt to get a copy from your supplier. If it is impossible to get a copy then create one detailing the information required on a receipt and have your supervisor/manager sign it as an authorized proof of purchase.

Receipts include charge slips, cash register receipts or packing slips. For subscriptions, a copy of the renewal notice or initial subscription request is a receipt. A receipt for a guest speaker could be a receipt from a receipt book.

All receipts must include the following information:

- Purchasing Card #
- Itemized description of goods or service purchased
- Supplier name
- Transaction date
- Transaction total
- PST if applicable
- GST
- GST Registration Number
- GL Code(S)

DECLINED PURCHASE

If your purchase is not approved by VISA, call **CIBC Purchasing Card Customer Service** at **1-800-652-3888** to determine the reason for the decline.

The (Town of Fort Frances) **may** set certain MCC (Merchant Code Category) restrictions. Occasionally an authorized supplier may be classified under an MCC that has been restricted. Ask CIBC for the MCC category that caused the decline and then contact the Purchasing Card Coordinator if you experience a blocked purchase.

If you believe that the spending limits are too restrictive then you must have your supervisor/manager complete a new Request for Purchase Card and tick off the Change space.

MERCHANTS WHO DO NOT ACCEPT THE PURCHASING CARD

Anyone from whom you currently purchase goods or services should be considered a potential merchant of the Purchasing Card Program even if they don't accept Purchasing Cards today. The program is not restricted only to retail merchants. There are many industrial suppliers who have recognized the need to accept Purchasing Cards as a form of payment.

Merchants may contact their local bank or financial institution to become CIBC VISA Purchasing Card capable or they may contact the **CIBC Merchant Card Services** for assistance. Most institutions will be able to set up a merchant to process all types of Purchasing Card transactions, so that this form of payment may be accepted from the (Town of Fort Frances).

RETURNING AN ITEM PURCHASED WITH A PURCHASING CARD

For an in-person purchase, return the item directly to the supplier and obtain a credit receipt.

CASH REFUNDS ARE PROHIBITED!

If you made the purchase via the telephone, mail or fax:

- Contact the supplier for return instructions.
- Get a return authorization number (RMA or RA) or a credit number from the supplier. **NOTE:** Some suppliers charge a restocking charge or a handling fee.
- Return the goods to the supplier via an economical shipper such as a courier or the postal mail.
- Note the date of the return. Be sure to check all subsequent Purchasing Card Statements to verify that you have received a credit for the returned item.

REVIEWING AND RECONCILING MONTHLY STATEMENTS

Your monthly Purchasing Card Statement will be mailed to you at the address provided on your Purchasing Card application around the 15th day of each month.

IT IS THE RESPONSIBILITY OF THE CARDHOLDER to verify that he/she has received the monthly statement and verify the accuracy of the statement by reconciling the receipts to the statement. If you do not receive your CIBC statement by the 15th of the month, you may call CIBC Purchasing Card Customer Service to request a screen printcopy, which will be faxed to you.

You are checking for:

- Amounts on the VISA statement that is different from your receipts. (The difference may be a shipping or handling charge).
- Items on the statement that you did not purchase.

NOTE: If you find a discrepancy, follow the instructions under "Incorrect Charges".

Attach the receipts with GL codes noted to the monthly statement in the same order as they appear on the statement.

REVIEWING AND RECONCILING MONTHLY STATEMENTS

Sign the statement. Your signature confirms that:

- the charges are correct with any exceptions noted
- all receipts are attached
- all purchases are authorized (Town of Fort Frances) purchases

Forward the signed statement and receipts to your supervisor/manager for their authorized signature.

Forward the statement and receipts to the Finance Division.

INCORRECT CHARGES

If you find a discrepancy between your quote and statement, call the supplier immediately to resolve the discrepancy. If the matter remains unresolved contact the Purchasing Plan Co-ordinator at 274-5323 x248. If a transaction on the monthly statement does not belong to you contact CIBC Purchasing Card Customer Service at 1-800-652-3888 and advise your Purchasing Card Co-ordinator.

PRODUCT QUALITY/SERVICE

If you receive a product that is either incorrect or defective allow the supplier a reasonable amount of time to either replace the product, resolve the service issue or issue you a credit before you turn the matter over to the Purchasing Card Co-ordinator.

LOST OR STOLEN CARDS

If you have lost your Purchasing Card or had it stolen contact **CIBC Purchasing Card Customer Service at 1-800-652-3888 IMMEDIATELY**. Record the name of the person you contacted and the exact time of the call. Notify the Purchasing Card Co-ordinator immediately after contacting CIBC. CIBC will block further use of the existing card and issue a new card and account number.

SPENDING CONTROLS

Cardholder Monthly Credit Limit

This monthly limit is the maximum dollar amount authorized for a cardholder within a 30 day billing cycle. Spending limits for each (Town of Fort Frances) cardholder vary per card and have been set based on discussions with the Manager in conjunction with the Purchasing Card Co-ordinator.

To allow for ongoing use of each Purchasing Card, cardholder monthly spending limits are replenished automatically by the bank on the day following the issue of statements. The statement day is set for the 4th of each month. Cardholder balances are cleared at midnight on the 4th of each month.

To request an adjustment to your credit limit, a written request approved by the Manager must be forwarded to the Purchasing Card Co-ordinator. Each request received will be reviewed to determine the viability of the request.

AUDITS

The Treasurer will periodically perform internal audits for compliance with Purchasing Card policies and procedures.

The following non-compliant situations may result in cancellation of a Purchasing Card:

- Inadequate supporting documentation for purchases
- Inappropriate purchases
- Monthly statements that have not been reconciled and signed by the Cardholder and Supervisor/Manager

Cardholders may be subject to disciplinary action for the following non-compliant situations:

- Personal use of the Purchasing Card
- Not reporting a lost or stolen Purchasing Card
- Other excessive violations of Purchasing Card policies

PURCHASING CARD CANCELLATIONS

If it is necessary to cancel a Purchasing Card, the Cardholder must return the Purchasing Card to the Purchase Card Coordinator. The Purchasing Card Coordinator will contact the Card Company to immediately cancel the card.

The Purchasing Card Coordinator will cut the card in half and the card may then be disposed of.

Reasons for cancellation:

- Cardholder is no longer employed by the (Town of Fort Frances)
- Cardholder goes on leave without pay
- Cardholder is requested to surrender the Purchasing Card due to violation of policies

AUTHORIZED PURCHASES

Purchasing Cards may be used to purchase the following goods & services:

- Travel related expenses such as hotel accommodation, airline tickets, car rentals, and conference and seminars fees.
- Magazine Subscriptions;
- U.S. purchases or other foreign countries
- Library/Text books;
- CD ROM & video tapes;
- Supplies and materials
- Computer software and hardware;
- Equipment and Furniture including freight and taxes;
- Meeting refreshments such as sandwiches, muffins, tea/coffee and sweets.
- Any other budgeted items within your scope of responsibility

UNAUTHORIZED PURCHASES

Purchasing Cards **must not** be used to purchase the following goods and services:

- Alcoholic beverages, meals (use travel expense report for per diem) and entertainment;
- Systems development/maintenance/enhancements;
- Professional service contracts such as legal, accounting, architecture or engineering services;
- Outsourcing (Town of Fort Frances) facilities support such as repair and services;
- Casual labour;
- Fines, late fees, or penalties;
- Rentals or leases of equipment;
- Equipment service agreement.

TEN WAYS TO PROTECT YOUR CREDIT CARDS

(an excerpt from a Canadian Bankers Association publication)

" You may think these ten rules are unnecessary. But if you ignore them, you make it easy for the wrong people to use your cards.

1. Never leave your cards unattended at work.

There are more card thefts in the workplace than in any other single location.

2. Don't leave credit cards in your vehicle. A very high proportion of credit cards are stolen from motor vehicles.

3. Always check your card when it returned to you after a purchase. Make sure it is your card.

4. When travelling, carry your cards with you, or make sure they are in a secure location.

5. Report lost or stolen cards immediately. Most fraudulent use of cards takes place within days of their being stolen.

6. Sign the back of a new card as soon as you get it. Destroy unwanted cards so no one else can use them.

7. Make a list of all your cards and their numbers. This key information is helpful when reporting lost or stolen cards.

8. Always check your monthly statement. Make sure the charges are yours.

9. Never give your card number over the phone unless you are dealing with a reputable company. The only time you should give it is when **you** have called to place an order.

TREAT YOUR CREDIT CARDS LIKE CASH."

**CANADIAN BANKERS ASSOCIATION
P.O. Box 348, Commerce Court West
Toronto, Ontario
M5L 1G2**

IMPORTANT TELEPHONE NUMBERS

1. LOST OR STOLEN CARDS:

CIBC Purchasing Card Customer Service

Tel: 1-800-652-3888

Fax: 1-888-999-9359

2. QUESTIONS REGARDING CARD ACCOUNT:

CIBC Purchasing Card Customer Service

Tel: 1-800-652-3888

Fax: 1-888-999-9359

3. QUESTIONS REGARDING PURCHASING CARD PROGRAM:

Name: Treasurer

Purchasing Card Co-ordinator

Department: Finance

Tel: 274-5323 extension 248

email: lwitherspoon@fort-frances.com



FORTFRANCES
BOUNDLESS

PROCUREMENT POLICY REVIEW

ADMINISTRATIVE REPORT

Date: 2022-04-05

From: Dawn Galusha, Treasurer

To: Administration & Finance Executive Committee and
Operations & Facilities Executive Committee

File Number: TRE 2022-17

1. ISSUE

The Town of Fort Frances is required under the Municipal Act, 2001 Section 270(1) (3) to adopt and maintain a procurement policy. As attached, the current version of the policy was last revised in January 2013, so a review of the policy is overdue.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

N/A

4. ADMINISTRATIVE RECOMMENDATION

That the committee agree with the recommendation of Administration to commence the review of the procurement policy in early May.

5. ANALYSIS

At this time, Administration would like to have a general discussion regarding the policy. Council members are invited to advise on areas they wish to see changed.

The policy revision will commence in early May, with reports to the committees in June and July, with hopeful finalization for the August meeting which is before the nomination day.

Administration previously had a legal review of the procurement policy to provide input on it, so we will work with that to start the process. There will also be the potential for additional costs either from further legal needs or consulting as procurement is not the specialty of any of our current staff.

6. HISTORY

As per the attached policy, Section 7.0 Policy Review:

- i) This policy shall be reviewed prior to the end of each term of Council and any amendment thereto shall be made prior to the nomination day in the year of the municipal election.
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- iii) The management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

Per the Council Meeting of March 28, 2022, Council has referred this item as new business to both the Administration and Finance Executive Committee and the Operations and Facilities Executive Committee.

7. CONSULTATION

Consultation will be with all Senior Managers, the Administration and Finance Executive Committee and the Operations and Facilities Executive Committee.

8. SUPPORTING DOCUMENTS

Policy 1.12 Procurement

Date: April 1st, 2022

Report To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC.

Re: 2022 Annual Review of the Town Emergency Management Program.

The Municipal Emergency Management Program Committee during their 2022 annual review of the Town of Fort Frances Emergency Management Program, made a number of changes to the Plan were made this year to keep it consistent with current legislation and government direction. During the 2022 program review, the Municipal Emergency Management Program Committee accepted the recommendations as presented. The changes were as follows:

- Overall formatting of the document, due to file being upgraded to newest version of software.
- Page 1 – Title page updated.
- Page 9 – section 3.2 – name change for Ministry.
 - section 4.1 – addition of CEMC & Alternate CEMC/PIO will implement the notification system for MECG.
- Page 10 – section 4.6 – addition of Fort Frances Airport to alternate EOC locations.
- CEMC & Alternate CEMC/PIO will be responsible for set-up of the EOC.
- Page 12 – section 4.14 – Ministry name change.
 - section 5.1 – Removal and/or alternates from MECG members. Primaries are only members required to be listed.
- Page 14 – section 5.3 – Ministry name change.
- Page 17 – section 5.6 – Scribe will assist administrator & Mayor.
- Page 21 – section 6.1 – Removal of and/or alternates to support staff. Same reasoning as page 12.
- Page 24 - section 6.5 – Rename radio station.

Therefore, with this stated 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

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 April 11th 2022, Council approved a recommendation from the Fire Chief/CEMC to update the 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;

- 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 46/21 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 ____, 2022.

J. Caul, Mayor

G. Lecuyer, Clerk



Municipal Emergency Plan

| | |
|------------------------|-----------------------------|
| Municipality of | FORT FRANCES |
| Designation | TOWN |
| Region/District | RAINY RIVER DISTRICT |
| Published | November 2011 |
| Revised | March 2022 |

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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 MCEG 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 Solicitor General 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 (Hospital Location)
- Fort Frances Airport

The first arriving CEMC and Alternate CEMC/PIO 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. Solicitor General (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 at an Emergency Operations Centre:

- Mayor
- Deputy Mayor
- Town Administrator
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer
- Chief Building Official
- 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 decision 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 Solicitor General 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 & Mayor 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;
- Superintendent of Power Corporation;
- Riverside Health Representative;
- RRDSSAB Representative;
- Northwestern Health Unit Representative;
- Ambulance Representative;
- Resolute FP Representative;
- MNR Representative;
- 93.1 The Border Representative;
- Centra Gas Representative;
- Union Gas Representative;
- Red Cross Representative;
- Victim Services Representative;
- RRDSB Representative;
- NWCDSD Representative;
- CN Police Representative.

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 93.1 The Border to inform emergency personnel and the public of the situation and of the

action to be taken. In the event that 93.1 The Border 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), casualty 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), casualty 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:

- (2) Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry;
- (3) Provide registration and inquiry services and assist at reception center(s) as required;
- (4) Provide first aid services at evacuation centers and other locations required;
- (5) Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances;
- (6) The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters;
- (7) Responding to the dispatch call by arriving on the scene within three hours from call;
- (8) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;
- (9) 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;
- (10) The Canadian Red Cross team leader will assess the situation and the needs of the victims;
- (11) 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;
- 4) establish a communications link with the Police Incident Commander;
- 5) direct the establishment of inner and outer perimeters around the emergency site(s);
- 6) direct and control the dispersal of crowds within the emergency site(s);
- 7) direct the movement of emergency vehicles to and from the emergency site(s);
- 8) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- 9) maintain law and order in evacuation and reception centres and other temporary facilities;
- 10) protect property and maintain law and order at the emergency site(s);
- 11) maintain a detailed log of all actions taken by the OPP;
- 12) 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 March 2022

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 MCEMG 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 MCEMG 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:

- Mayor
- Deputy Mayor
- Town Administrator
- Fire Chief/CEMC
- Alternate CEMC/PIO
- Manager of Operations and Facilities
- Emergency Information Officer
- Chief Building Official
- Treasurer

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:



Hazard Identification & Risk Assessment (HIRA)

| | |
|------------------------|-----------------------------|
| Municipality of | FORT FRANCES |
| Designation | TOWN |
| Region/District | RAINY RIVER DISTRICT |
| Published | May 2021 |
| Reviewed | March 2022 |

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:

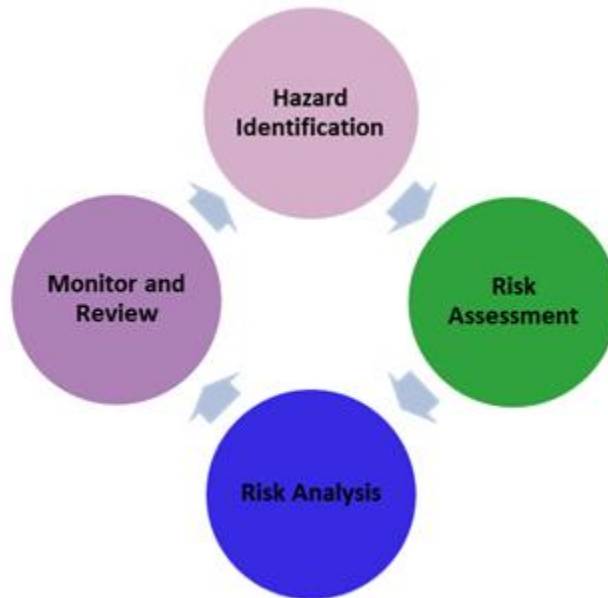
- Help you to prepare for the worst and/or most likely hazards.
- Save time by isolating any hazards which can not affect your community.
- Allows for the creation of emergency plans, exercises and training based on the most likely and/or highest risk scenarios.
- Helps your program to become proactive 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 ¹ |
| 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:

$$\text{Risk} = \text{Frequency} * \text{Consequence} * \text{Changing Risk}$$

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:

$$\text{Flood Risk} = 6 * 4 * 4 = 96$$

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: _____

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 April 11th 2022, Council approved a recommendation from the Fire Chief/CEMC to update the 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;

- 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 46/21 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 ____, 2022.

J. Caul, Mayor

G. Lecuyer, Clerk

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



March 31, 2022

Your Worship June Caul
Town of Fort Frances
320 Portage Ave.
Fort Frances, ON P9A3P9

Dear Mayor June Caul:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Emergency Management Ontario (EMO) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA in 2021.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. We congratulate you on your municipality's efforts in achieving compliance in 2021. I look forward to continuing to work with you to support your continued compliance on an ongoing basis.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: Greg Bartlett
Email: greg.bartlett@ontario.ca
Phone: 807-630-5174

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management

cc: Tyler Moffitt - CEMC
Greg Bartlett - Field Officer - Amethyst Sector