



## ADMINISTRATION & FINANCE EXECUTIVE COMMITTEE AGENDA

May 3, 2022 12:00 PM

MEETING - Civic Centre

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Page

#### **1. Call to Order/Roll Call**

#### **2. Disclosure of pecuniary interest and the general nature thereof**

#### **3. Approval of Previous Committee Minutes**

2 - 3      3.1      Session no 22 - 19 April 2022

#### **4. Items Referred from Council - None**

#### **5. New Business**

4 - 21      5.1      Next Generation 9-1-1 Authority Service Agreement

22 - 30      5.2      357 358 427 Mowat Ave

31 - 36      5.3      Disconnecting from Work Policy

#### **6. Outstanding Items - None**

#### **7. Information**

37 - 41      7.1      February and March reports

42 - 62      7.2      Fort Frances Fire Rescue 2021 Annual Report

#### **8. In-Camera - None**

#### **9. Adjourn / Next Meeting Date May 17 2022**

MINUTES

SESSION NO. #22

April 19, 2022

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually and in the Civic Centre on April 19, 2022 from 12:00 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, A. Hansma, Human Resources Manager, K. Haney, Deputy Clerk, P. Briere, By-law officer

REGRETS:

- 1. Call to Order @ 12:00 p.m.- Session no. 22 /Roll Call**
- 2. Disclosure of pecuniary interest and the general nature thereof - none**
- 3. Approval of Previous Committee Minutes**
  - 3.1 Session no 20 - 22 February 2022 - Accepted as presented
  - 3.2 Session no 21 - 22 March 2022 - Accepted as presented
- 4. Items Referred from Council**
  - 4.1 Electronic Participation amendment - Committee thanked the Clerk for her work on this by law amendment. Committee comfortable with clerk making edit re waiving of 3 meeting limit during a declared emergency. Item to move forward to council meeting of 25 April 2022.
  - 4.2 Chem Free Grad Request - Committee all in favor to ensure safety and support for our grads. Committee recommendation to move item forward to Council meeting of 25 April 2022.
  - 4.3 Procurement Policy - As requested by Council, review of Procurement Policy occurs once per term and will start in early May with revised by-law to follow prior to nominations in August. OFEC discuss anything council member wish to see change. Given inflations, thresholds i.e. tendering, RFP bumping up to 50,000. Committee looking forward to upcoming reports.
- 5. New Business**
  - 5.1 2022 Emergency Management Program Review - Completed 2022 review of TOFF. Changes made to remain consistent with provincial guidelines. Recommend council approve and by-law prepare. Shout out to Patrick Briere. Committee thanked Chief Moffit and Patrick Briere for putting this all together. Municipal Control Group did not have to add much to this review. HR Manager to be designated as alternate. Move forward to Council meeting of 25 April 2022.
- 6. Outstanding Items - none**
- 7. Information**

7.1 EMPCA 2021 compliance results - reflects good work of group.

8. **In-Camera - none**

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

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Executive Committee Chair

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F. Anwar, CAO

## **NEXT GENERATION 9-1-1 AUTHORITY SERVICE AGREEMENT**

This Agreement is between

**[INSERT 9-1-1 AUTHORITY NAME]**, a municipality, local service board, first nation, province or other authorized signing authority located at **[INSERT ADDRESS]** (the "**9-1-1 Authority**")

AND

**BELL CANADA**, a company incorporated under the laws of Canada, and located at 1 carrefour Alexander Graham Bell, Building A7, Verdun, Quebec H3E 3B3 ("**Bell**")

**WHEREAS** Next Generation 9-1-1 Service (as defined below) is a service that replaces Enhanced 9-1-1 ("**E9-1-1**") service and is based on Internet Protocol (IP) technologies and supports 9-1-1 Calls natively IP end-to-end;

**AND WHEREAS** the Canadian Radio-television and Telecommunications Commission ("**CRTC**") determined in Telecom Decision CRTC 2015-531 that Canada's NG9-1-1 system should use the National Emergency Number Association standard ("**NENA i3**") as the baseline reference architecture;

**AND WHEREAS** in June 2017, the CRTC rendered Telecom Regulatory Policy CRTC 2017-182, which, among other things, directed all Incumbent Local Exchange Carriers ("**ILEC**")s to establish Next Generation 9-1-1 networks by 9-1-1 network service providers;

**AND WHEREAS** Bell operates and manages a Next Generation 9-1-1 System serving the provinces where it is the ILEC and where requested by a Small Incumbent Local Exchange Carrier ("**SILEC**") to operate as the SILEC's NG9-1-1 network provider, including in the territory in which the 9-1-1 Authority operates.

**NOW THEREFORE**, for valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

### **1. DEFINITIONS**

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

### **2. SCOPE OF AGREEMENT**

- (a) **Agreement:** The 9-1-1 Authority requests and Bell will provide to the 9-1-1 Authority the Next Generation 9-1-1 services (the "**NG9-1-1 Service**") described below and in the schedules attached to, and forming part of, this agreement (each a "**Schedule**") in accordance with the terms and conditions of this agreement. Altogether, the Tariffs (as defined in Section 2(b), the terms and conditions set out in this agreement, and the applicable Schedules form the "**Agreement**".
- (b) **Tariffed Services and CRTC Approval:** The NG9-1-1 Service is regulated by the CRTC and shall only be provided in compliance with the applicable tariffs including CRTC 7400, Bell Canada National Services Tariff Item 601 – Next Generation 9-1-1 (NG9-1-1) Service (together with all applicable decisions, directions and orders of the CRTC, are referred to herein as the "**Tariffs**"), and the Tariffs, which form part of this Agreement, shall prevail in the event of a conflict with the terms and conditions set out herein.
- (c) **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("**ESInet**"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calls over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using Bell's IP VPN service to the PSAPs authorized by the 9-1-1 Authority. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("**NGCS**") and may include other third party applications from trusted entities as may be requested by the 9-1-1 Authority and agreed to by Bell.

Bell provided NG9-1-1 Service features are described in the User-to-Network Interface (“**UNI**”) and in Schedule ‘B’ (NG9-1-1 Network Features). 9-1-1 Authority agrees that Bell is not responsible nor liable for damages arising from 9-1-1 Authority’s use of third party applications in conjunction with the NG9-1-1 Service.

(i) In accordance with CRTC 7400, Bell Canada National Services Tariff Item 601, Bell agrees to:

- A. Provide NG9-1-1 Service to the 9-1-1 Authority within the Serving Area;
- B. Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the 9-1-1 Authority and as listed in Schedule “C” (PSAP Designations & Locations);
- C. Selectively route and enable selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to policy routing rules crafted to the needs of the 9-1-1 Authority, including those described in PSAP Contingency Plans;
- D. Transmit geodetic and/or civic location information, call back number of the 9-1-1 Caller and any additional available data elements as made available by the Originating Network Provider (“**ONP**”);
- E. Receive, aggregate and maintain into a single dataset representative of Bell’s entire serving area, mapping and addressing information provided by the 9-1-1 Authority or to its designee;
- F. Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy / errors reporting back to the 9-1-1 Authorities or to their designees;
- G. Maintain a dedicated 24X7 9-1-1 Control Centre to support the NG9-1-1 Service;
- H. Maintain a Basic 9-1-1 Final Routing Alternative involving a third-party call centre, such as those used for nomadic VoIP calls; and
- I. Enable access to location information when provided by-reference by the ONP with the original NG9-1-1 call;
- J. Enable access to the additional data repositories provided by trusted entities as defined by the CRTC.

(ii) The 9-1-1 Authority agrees to:

- A. Designate Primary PSAPs, Secondary PSAPs and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area;
- B. Where not otherwise defined by applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the 9-1-1 authority, such party shall be identified in Schedule “G”, and that 9-1-1 specific GIS data layers must be provided directly to Bell in a secure manner without transiting through any shared open platform;
- C. Take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.
- D. Ensure that all designated PSAPs are compliant with specifications and guidelines outlined in Schedule “D” (Specifications & Guidelines);

- E. Ensure, all PSAPs in the Serving Area are compliant with the deployment criteria listed in Schedule “E” (Deployment Criteria);
  - F. Ensure all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity and all other considerations within the PSAPs domains;
  - G. Ensure all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
  - H. Ensure the Primary PSAP accepts specific planned test calls from the public;
  - I. Ensure the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
  - J. Resolve mapping and addressing discrepancies / errors reported to the GIS Authorities by Bell in a timely manner or as otherwise specified in the discrepancy report;
  - K. Provide supporting technical and operational documentation as listed in Schedule “D” (Specifications & Guidelines) on the Bell 9-1-1 Flex Portal; and
  - L. Ensure Bell is provided in writing the information listed in Schedule F where the 9-1-1 Authority is a Government Provincial PSAP and ensure such information is current at all times.
- (iii) The NG9-1-1 Authority acknowledges and agrees that NG9-1-1 Service resiliency, reliability and security depends upon the following:
- A. The type and capabilities of the Originating Service Provider and the technology from which 9-1-1 Calls originate;
  - B. The accuracy of the data provided by the various NG9-1-1 stakeholders including the 9-1-1 Authority, PSAP and Originating Service Providers and other trusted entities;
  - C. The use of encryption and appropriate security protocols as described in Schedule E of this Agreement and as may be further developed over time; and
  - D. The availability of entrance diversity configuration, and physical attributes including the distance between entry points and power diversity of the PSAP Location,
- and agrees that ensuring the foregoing elements are the best available will improve its experience with the NG9-1-1 Service.
- (iv) Bell and 9-1-1 Authority agree that the implementation of Next Generation 9-1-1 Service within the Serving Area shall be carried out pursuant to the User-to-Network Interface (UNI) Technical Specification Document and the requirements established by the CRTC, and the Parties agree to update this Agreement as the CRTC requirements evolve.
- (v) The NG9-1-1 Service allows for many new feature possibilities with regards to types of data that can be transmitted. The availability of these features may require upgrades to software and or hardware by the PSAP.
- (vi) The NG9-1-1 Service will require security updates on an ongoing basis. To ensure the security of the NG9-1-1 Service, the NG9-1-1 Authority commits to ensure the PSAPs selected to serve its inhabitants, apply

security updates (including any security patches) promptly. In the event of a PSAP failure to apply security updates Bell may, in its sole discretion, remove the PSAP from Bell's ESInet.

(vii) In the event a PSAP is removed from Bell's ESInet, 9-1-1 Calls destined for the PSAP will be rerouted in accordance with the PSAP's defined Policy Routing Rules.

(d) **Bell Providers:** Bell may perform its obligations under this Agreement through its affiliates (as defined in the *Canada Business Corporations Act*) (an "**Affiliate**"), agents, suppliers or subcontractors (the "**Bell Providers**"), but Bell shall not be relieved of its obligations by using the Bell Providers.

### 3. **FEES**

The Tariffs set out certain approved rates, fees, and charges and capital, development or installation costs (if any) (the "**Fees**") applicable to the NG9-1-1 Services. The 9-1-1 Authority shall pay Fees that are specified in the Tariffs. For services related to the NG9-1-1 Services but not specified in the Tariffs including those related to tertiary sites and third circuits the 9-1-1 Authority shall pay the fees as agreed to by the Parties. The 9-1-1 Authority shall also pay applicable commodity taxes, and similar taxes levied or assessed by any local and/or government authority, as well as surcharges for foreign taxes or those imposed by third-party providers, withholding tax, and interexchange carrier charges, if any (collectively, "**Taxes**"). The 9-1-1 Authority shall pay Fees and Taxes within 30 days of the invoice date. Fees and Taxes are subject to a late payment charge ("**Late Payment Charge**") at the rate specified in the invoice, which rate may vary from time to time, calculated from the invoice date, if Fees and Taxes are not paid within 30 days of the invoice date. For clarity, the NG9-1-1 Authority may pay all amounts referred to in this Section 3 via arrangements it may make with an applicable PSAP.

### 4. **TERM AND TERMINATION**

- (a) **Term:** The term of this Agreement (the "**Initial Term**") will begin on the date it is signed by the 9-1-1 Authority (the "**Effective Date**") and it will expire or terminate after ten (10) years unless otherwise terminated under the terms of this Agreement.
- (b) **Renewal Term(s):** If permitted under the relevant Tariffs, upon expiry of the Initial Term the Agreement shall be automatically renewed for successive periods of five (5) years each unless one party gives to the other at least six (6) months written notice of termination prior to the end of the initial term or any renewal period (in each case, a "**Renewal Term**"). The Initial Term and any Renewal Term(s) are collectively referred to as the "**Term**".
- (c) **Termination or Suspension of a Service:** Bell may immediately suspend the entirety or a portion of the NG9-1-1 Service where Bell has reasonable cause to believe that the 9-1-1 Authority's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the 9-1-1 Authority may terminate the NG9-1-1 Service, or Bell may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

### 5. **LIMITATION OF LIABILITY**

- (a) Bell's liability for the performance of its obligations pursuant to this Agreement shall be subject to and governed by Bell's Tariffs.
- (b) The 9-1-1 Authority and Bell shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the 9-1-1 Authority or Bell is self-insured, provide to the other party evidence that is satisfactory to that party that the 9-1-1 Authority and/or Bell, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.

## 6. **CONFIDENTIAL INFORMATION**

- (a) “**Confidential Information**” means any data, documentation or other information of a proprietary or confidential nature of a party, or its Affiliates, or which is treated as confidential by a party or its Affiliates, whether or not identified as being confidential or proprietary, which is disclosed or made available to the other party in connection with the negotiation, preparation or performance of this Agreement. The design, installation, delivery or implementation of the Services, including pricing information, service levels and network design specifications shall constitute Confidential Information of Bell. Confidential Information excludes the 9-1-1 Authority’s name, address and listed telephone number and any data, documentation or other information which is (i) in the public domain, (ii) known to the receiving party prior to receipt thereof from the disclosing party, or (iii) available to the receiving party on a non-confidential basis from a source other than the disclosing party, if that source or its source is not in breach of any obligations of confidentiality to the disclosing party; or (iv) the receiving party can show to have been developed independently by the receiving party without using the Confidential Information of the disclosing party. The receiving party agrees to take such care to protect the confidentiality of the Confidential Information as would be taken by a reasonable party to protect its own Confidential Information from disclosure subject to the exceptions set out below.
- (b) Except as: (i) permitted or required by law, regulation or lawful request or to carry out its obligations; and (ii) required to receive or provide the Services under this Agreement, as applicable, the receiving party agrees not to use or disclose the Confidential Information without disclosing party’s prior written consent. For clarity, any information exchanged between Bell and the 9-1-1 Authority, their employees, servants, agents and/or co-contractors pertaining to the design, the development, the implementation, the operation and the maintenance of the NG9-1-1 Service is confidential, and shall be provided only to such persons who have a need to know for the purposes of this Agreement.
- (c) The 9-1-1 Authority consents to Bell disclosing 9-1-1 Authority information to the CRTC as required for the CRTC to approve any regulatory filings or CRTC requests for information related to the Services. Additionally, 9-1-1 information that is available with a 9-1-1 Call is provided on a confidential basis pursuant to CRTC 7400, Bell Canada National Services Tariff Item 601 as an exception to Item 10 Article 11 of the Bell Canada General Tariff and shall be used for the sole purpose of answering and dispatching 9-1-1 Calls
- (d) In the event that Bell is provided with access to the 9-1-1 Authority’s End Users’ information (“**End User Data**”), 9-1-1 Authority shall ensure that it has all the requisite consents for Bell to use such End User Data in the manner contemplated under this Agreement. The 9-1-1 Authority acknowledges and agrees that in the event that the 9-1-1 Authority provides Bell with access to End User Data where Bell is not required to have such access, Bell shall not be liable for any loss, unauthorized access to, or any other act or omission in relation to the End User Data.
- (e) The 9-1-1 Authority and Bell agree to abide by all applicable legislation with respect to the protection of privacy in effect from time to time.
- (f) The 9-1-1 Authority shall ensure their PSAPs comply with the terms of this Section 6. Bell shall only share Confidential Information pertaining to this Agreement with the PSAPs identified in Schedule “C” (PSAP Designations & Locations).

## 7. **FORCE MAJEURE**

- (a) If there is a default or delay in a party’s performance of its obligations under this Agreement (except for the obligation to make any payments under this Agreement), and the default or delay is caused by circumstances beyond the reasonable control of that party including fire, flood, earthquake, elements of nature, acts of God, epidemic, pandemic, explosion, power failure, third party caused damage to network infrastructure (e.g., a cable cut), war, terrorism, cyber terrorism/warfare, revolution, civil commotion, cyber terrorism/warfare, acts of public enemies, law, order, regulation, ordinance or requirement of any government or legal body having jurisdiction, or labour unrest such as strikes, slowdowns, picketing or boycotts (each an “**Event of Force Majeure**”), then that party shall not be liable for that default or delay, and shall be excused from further performance of the affected



obligations on a day-by-day basis, if that party uses commercially reasonable efforts to expeditiously remove the causes of such default or delay in its performance.

- (b) Bell and the 9-1-1 Authority agree that in the Event of a Force Majeure the parties will co-operate and make all reasonable efforts to provide a temporary replacement service until the NG9-1-1 Service is restored. The costs required to provide temporary replacement service shall be borne as between Bell and the 9-1-1 Authority in accordance with the Parties' respective obligations as described in Sections 2(c)(i) & (ii) of this Agreement.

## 8. **GENERAL PROVISIONS**

- (a) **No Resale:** The 9-1-1 Authority shall not resell or remarket any Service for commercial purposes under the terms and conditions of this Agreement.
- (b) **Entire Agreement and Amendment:** This Agreement is the entire agreement between the 9-1-1 Authority and Bell with respect to the subject matter, and supersedes all prior agreements, understandings, commitments, undertakings, proposals, representations, negotiations and discussions on the subject matter, whether written or oral. There are no, and Bell shall not be liable for, conditions, agreements, representations, warranties or other provisions, express or implied (including through course of dealing), collateral or otherwise, relating to the subject matter of this Agreement, which induced either party to enter into this Agreement or on which either party places any reliance, other than those set forth in this Agreement. This Agreement shall not be amended other than by an instrument in writing signed by both parties and stating that the parties intend to amend this Agreement.
- (c) **Assignment:**
- (i) This Agreement shall bind and enure to the benefit of Bell and the 9-1-1 Authority and their respective successors and permitted assigns. Neither party may assign this Agreement in whole or in part, including any Schedule, without the prior written consent of the other party, not to be unreasonably withheld. However, without the other party's consent, subject to Paragraph (ii) below, a party may assign all or part of its benefits, rights or obligations under this Agreement to an Affiliate or to an entity in connection with any transaction or series of transactions pursuant to which all or a substantial part of the assigning party's business is assigned to or otherwise results in forming all or part of the business of such entity (including a present or future affiliate, whether by way of reorganization, consolidation, amalgamation, arrangement, merger, transfer, sale, change in control or otherwise, and, provided such entity, as assignee, agrees to be bound by this Agreement and assumes the obligations assigned under this Agreement pursuant to this Subsection, on and after the effective date of such assignment.
  - (ii) Bell's prior written consent shall be required in the event of a proposed assignment by 9-1-1 Authority if, in Bell's determination, the 9-1-1 Authority's proposed assignee is deemed to be (A) not credit worthy; (B) a competitor of Bell; or (C) non-compliant with any eligibility criteria for the Services. Bell may also assign any receivable that arises under this Agreement, any right to receive payment related to that receivable and any interest in that receivable or right to receive payment.
- (d) **Governing Law:** This Agreement shall be governed by and interpreted according to the laws of Ontario unless the 9-1-1 Authority's head office is situated in Quebec. If the 9-1-1 Authority's head office is situated in Quebec, this Agreement shall be governed by and interpreted according to the laws of Quebec. The applicable governing law shall be determined as noted above without regard to any conflicts of law rules that might apply the laws of any other jurisdiction. The parties attorn to the exclusive jurisdiction of the courts of Toronto unless the 9-1-1 Authority's head office is situated in Quebec, in which case the Parties attorn to the exclusive jurisdiction of the courts of Montreal in respect of all matters arising out of or in connection with this Agreement except CRTC regulatory matters. For CRTC regulatory matters the parties attorn to the exclusive jurisdiction of the federal courts or tribunals of Canada.
- (e) **Interpretation:** In this Agreement, the headings are for convenience of reference only and shall not affect its construction or interpretation. If there is any conflict between the terms of the main body of this Agreement and a Tariff, if applicable to the Service in dispute, the terms of the applicable Tariff shall govern. If there is any conflict

between the terms of the main body of this Agreement and the Schedules, the terms of the main body of the Agreement shall govern unless otherwise expressly provided in writing in a Schedule.

- (f) **Waivers:** No waiver of any provision of this Agreement shall bind a party unless consented to in writing by that party. No waiver of any provision of this Agreement shall be a waiver of any other provisions, nor shall any waiver be a continuing waiver, unless otherwise expressly provided in the waiver.
- (g) **Notice:** All notices and consents provided for shall be given in writing and delivered by personal delivery, prepaid first class registered or certified mail, by facsimile, by regular mail or e-mail. Notices delivered by facsimile shall be considered to have been received upon the sender obtaining a bona fide confirmation of such delivery. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, fax number and e-mail address; (ii) date and time of the transmission; and (iii) the name and telephone number of a person to contact in the event of transmission problems. Delivery of notices after 4:00 p.m. at the address being served constitutes delivery the following day. Notices delivered by regular mail shall be deemed received on the fifth day after the notice has been mailed. The address for notice shall be:

For the **9-1-1 Authority**,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_; and

For **Bell**,

c/o 9-1-1 Service Team  
930 d'Aiguillon, B320  
Quebec, G1R 5M9

Email: [signatures.911@bell.ca](mailto:signatures.911@bell.ca)

With a copy to,

c/o Corporate Secretary  
1 Carrefour Alexander Graham Bell, Building A, 4th Floor  
Verdun, Québec H3E 3B3.

Facsimile: (514) 766-8161

The 9-1-1 Authority shall notify Bell of a change in its billing address and any change in its corporate name or any business or trade name used in connection with the Services.

- (h) **Severability:** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable, the other provisions of this Agreement shall not be affected or impaired, and the offending provision shall automatically be modified to the least extent necessary in order to be valid, legal and enforceable.
- (i) **Survival:** The following Sections of this Agreement shall survive termination or expiration of this Agreement: Sections 3 (Fees ), 4(c) (Termination or Suspension of a Service), 5 (Limitation of Liability), 6 (Confidential Information), and this Section 8 (General Provisions).
- (j) **Counterparts:** This Agreement may be signed in one or more counterparts (including through electronic signatures), each of which shall be considered an original and all of which, taken together, shall constitute one and the same instrument.

- (k) **Language:** The parties have requested that this Agreement and all correspondence and all documentation relating to this Agreement be written in the English language. Les parties aux présentes ont exigé que la présente entente, de même que toute la correspondance et la documentation relative à cette entente, soient rédigées en langue anglaise.
- (l) **No Partnership and Third-Party Beneficiaries:** Bell is an independent contractor of the 9-1-1 Authority. The Agreement shall not be construed to and does not create a relationship of agency, partnership, employment or joint venture. Nothing in this Agreement, express or implied, shall or is intended to confer on any other person, firm or enterprise, any rights, benefits, remedies, obligations or liabilities of this Agreement, other than the parties, their respective successors or permitted assigns.

<p><b>[9-1-1 AUTHORITY NAME]</b></p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>I am authorized to bind the 9-1-1 Authority to the terms and conditions of this Service Schedule.</p> <p>DATE: _____</p>	<p><b>BELL CANADA</b></p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>I am authorized to bind Bell Canada to the terms and conditions of this Service Schedule.</p> <p>DATE: _____</p>
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## Schedule “A”

### DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in this Schedule “A” and where not otherwise defined in this Agreement, as ascribed in the current Network Interconnection (UNI) Document.

**“9-1-1 Authority”** means the municipality, local service board, first nation, province or any other authorized signing authority responsible for 9-1-1 service operations pursuant to the Bell Canada National Services Tariff Item 601 – Next Generation 9-1-1 (NG9-1-1) Service, and defined as the 9-1-1 Authority party to this Agreement;

**“9-1-1 Call”** means a request for public safety assistance signalled by a 9-1-1 Caller using a device and communications service supporting 9-1-1 dialling, and delivered through the NG9-1-1 Service, regardless of the media (e.g., voice, video, text, other) used to make that request;

**“9-1-1 Caller”** means end user dialing 9-1-1;

**“9-1-1 Control Centre”** means a dedicated 9-1-1 24/7 support, maintenance and surveillance centre;

**“Agreement”** has the meaning ascribed to it in Section 2(a);

**“Back-Up PSAP”** or **“Back-Up Public Safety Answering Point”** means the back-up PSAP as identified by the 9-1-1 Authority in Schedule “C”;

**“Basic 9-1-1 Final Routing Alternative”** means the designated last resort routing destination involving a third-party call centre, such as those used for nomadic VoIP calls;

**“Bell 9-1-1 Flex Portal”** means a secure Web site accessible from the public Internet for Customers to access information pertaining to its NG9-1-1 Services.

**“CEE”** means Customer Edge Equipment and refers to the peering equipment provided by the customer, facing the Bell Customer Edge router;

**“CRTC”** or **“Canadian Radio-Television and Telecommunications Commission”** has the meaning ascribed to it in the preamble to this Agreement;

**“Effective Date”** has the meaning ascribed to it in Section 4(a);

**“End User Data”** has the meaning ascribed to it in Section 6(d);

**“Event of Force Majeure”** has the meaning ascribed to it in Section 7(a);

**“ESInet”** has the meaning ascribed to it in Section 2(c)(i);

**“GIS Authority”** means a body that has control over and the power to make decisions about the source addressing and GIS data which is responsible for providing aggregated GIS/addressing data on behalf of the 9-1-1 Authority to the NG9-1-1 Service Provider for the purpose of NG9-1-1 Service;

**“GIS Data Provider”** means an entity that assigns addresses, creates, collects, maintains and shares spatial datasets. It may include addressing authorities (e.g. local, provincial and territorial governments, First Nations), 9-1-1 Authorities, and data aggregators;

**“GIS”** and **“Geographic Information System”** Means a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced;

**“i3-PSAP”** means a Public Safety Answering Point (PSAP) conformant to the NENA i3 standard (NENA-STA-010), which is capable of receiving IP-based signaling and media for delivery of emergency calls;

**“Initial Term”** has the meaning ascribed to it in Section 4(a);

**“ILEC”** and **“Incumbent Local Exchange Carrier”** means the existing telephone companies, prior to the introduction of local competition;

**“Late Payment Charges”** has the meaning ascribed in Section 3;

**“Local Registration Authority”** have the meaning ascribed to them in CRTC Decision 2019-353;

**“MSAG”** or **“Master Street Address Guide”** means the database that contains street names and house number ranges within their associated communities defining Emergency Service Zones (ESZs) and their associated Emergency Service Numbers (ESNs) to enable proper selective routing and selective transfer of 9-1-1 calls in the legacy E9-1-1 environment;

**“NENA i3”** has the meaning ascribed to it in the preamble of the Agreement;

**“NG9-1-1”** means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (a) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response;

**“NG9-1-1 Network Provider”** means the CRTC mandated ILEC providing the ESInet/NGCS;

**“NG9-1-1 Service”** has the meaning ascribed to it in Section 2(c)(i);

**“NGCS”** and **“Next Generation 9-1-1 Core Services”** means the base set of services needed to process a 9-1-1 call on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services and not the network on which they operate (i.e., the ESInet);

**“Offnet Agency”** means an agency outside of the NG9-1-1 network, such as a poison control centre or an hospital, which may be designated by the 9-1-1 Authority to be able to receive PSTN calls transferred by a designated PSAP;

**“ONP”** and **“Originating Network Provider”** means a CRTC-approved trusted entity service provider that allows its subscribers to originate 9-1-1 dialled voice or non-voice calls from the public to PSAPs, including but not limited to wireline, wireless, and fixed/native voice over internet protocol (VoIP) services.

**“PRR”** and **“Policy Routing Rule”** means the criteria which determines how 9-1-1 Calls are routed under stated conditions such as when a target PSAP is unable to take 9-1-1 Calls;

**“PSAP”** or **“Public Safety Answering Point”** means an entity responsible for receiving 9-1-1 Calls and processing those 9-1-1 Calls according to a specific operational policy - a Primary Public Safety Point, Secondary Public Safety Point, and Back-Up Public Safety Point as identified by the 9-1-1 Authority in Schedule “C” (PSAP Designations & Locations);

**“PSAP Contingency Plans”** means a plan in case of a disaster;

**“PSAP Credentialing Agency”** and **“PCA”** have the meaning ascribed to them in CRTC Decision 2019-353;

**“PSAP Locations”** means the locations of the PSAPs as identified in Schedule “C” (PSAP Designations & Locations);

**“P-PSAP”** or **“Primary Public Safety Answering Point”** means a communication centre which is the first point of contact for 9-1-1 Calls as identified by the 9-1-1 Authority in Schedule “C” (PSAP Designations & Locations);

**“Renewal Term”** has the meaning ascribed to it in Section 4(b);

**“S-PSAP”** or **“Secondary Public Safety Answering Point”** means a communication centre to which 9-1-1 Calls are transferred from a P-PSAP, typically the fire, police or ambulance agency responsible for dispatching emergency personnel as identified by the 9-1-1 Authority in Schedule “C” (PSAP Designations & Locations);

**“Schedule”** has the meaning ascribed to it in Section 2(a);

**“Serving Area”** means the geographic area, as determined by the 9-1-1 Authority from which 9-1-1 Calls will be directed to a particular P-PSAP;

**“Subscriber”** means an entity that contracted with a service provider for the provision of a voice telecommunications service;

**“Selective Routing”** means the process by which 9-1-1 Calls are routed to the appropriate PSAP or other designated destination, based on the 9-1-1 Caller's location information, and may also be impacted by other factors, such as time of day, call type, etc. Location may be provided in a specified format such as an MSAG-valid civic address or in the form of geo coordinates (longitude and latitude);

**“Taxes”** has the meaning ascribed to it in Section 3;

**“Term”** has the meaning ascribed to it in Section 4(b); and

**“User-to-Network Interface (UNI) Technical Specifications Document”** means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

**Schedule “B”**  
**NG9-1-1 FEATURES**

The NG9-1-1 Service offers features as provided in CRTC 7400, Bell Canada National Services Tariff Item 601.

If a PSAP chooses to forgo utilizing one or more of the NG9-1-1 Service features provided by the NG9-1-1 Service network provider as described in the UNI, the PSAP does so at its own risk and assume all liabilities including prolonged restoration times in the event of an outage.

**Schedule “C”****PSAP DESIGNATIONS & LOCATIONS**

**MUNICIPALITIES INCLUDED:** ALBERTON TWP, COUCHICHING FIRST NATION, FORT FRANCES, CHAPPLE TWP, DAWSON TWP, EMO TWP, LA VALLEE TWP, LAKE OF THE WOODS TWP, MORLEY TWP, NAICATCHEWENIN FIRST NATION, RAINY RIVER AND RAINY RIVER FIRST NATION

<b>PSAP Type</b>	<b>Name</b>	<b>Location (full address)</b>	<b>Connected to ESInet (Y/N)</b>
Primary PSAP (*1 & *2)			Y
Secondary PSAP Police (*1 & *2)			Y
Secondary PSAP Fire (*1 & *2)			Y
Secondary PSAP Ambulance (*1 & *2)			Y
Additional Offnet Agency if required (*1 & *2 & *3) i.e. Poison control			N
Designated Provincial or Territorial default i3 PSAPs (*4)			

**Notes:**

\*1 – 9-1-1 Authority shall ensure all PSAPs connected to ESInet meet the NG9-1-1 requirements.

\*2 – 9-1-1 Authority shall ensure that if a PSAP changes during the Term, the replacement is aware of the 9-1-1 Authority obligations re: PSAPs under this Agreement, and Bell is notified of the change.

\*3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI and call transfers to such agencies are the responsibility of the PSAP’s Call Handling System

\*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.



## **Schedule 'D'**

### **SPECIFICATIONS & GUIDELINES**

The specifications, templates and guidelines for the NG9-1-1 Service are found at <https://911flex.bell.ca/Login.html>, under the title "NG9-1-1 Onboarding Documentation".

## Schedule “E”

### DEPLOYMENT CRITERIA

PSAPs utilizing networks to process and deliver NG9-1-1 Calls outside of the ESInet do so at their own risk and assume all liabilities including prolonged restoration times in the event of an outage.

In order to ensure reliability, resiliency and security of the NG9-1-1 Service, the 9-1-1 Authority shall ensure that all of the PSAPs meet the following mandatory requirements without which the PSAPs will not be permitted to interconnect with the production NG9-1-1 network:

#### 1. IP VPN ESInet Interconnection

All i3-PSAP types, Primary and Secondary, are entitled to a single Back-Up location.

All IP VPN ESInet demarcation locations (Primary, Secondary and Back-Up PSAPs) are provided with two (2) redundant data paths and must make use of both. PSAPs must make use of all available in-house diversity (cable entrance, power, etc.).

ESInet physical demarcation locations must be geographically located within the Bell Canada NG9-1-1 Serving region.

PSAPs are expressly forbidden to establish private VPN tunnels over the ESInet, through the provided IP VPN circuits.

#### 2. ESInet Interconnection of Non-designated PSAP facilities

For those PSAP sites not listed in Schedule “C”, if the 9-1-1 Authority requires additional circuits, these arrangements may be provided by Bell for a fee;

#### 3. PSAP CEE Interconnection Requirement

- a. All PSAPs shall employ a NENA i3 compliant Border Control Function (“**BCF**”) as defined in the Bell NG9-1-1 UNI technical specification as a mandatory condition of interconnection with the NG9-1-1 network. The BCF must be comprised of a minimum of both a firewall and session border controller function. The BCF must be deployed in a manner which prevents single points of failure.
- b. PSAPs shall ensure their local network infrastructure (i.e., Local Area Network [LAN] and/or private Wide Area Network [WAN]) is sized appropriately to support the bandwidth of all NG9-1-1 traffic as calculated and provisioned by the NG9-1-1 Network Provider, in addition to their own in-house network requirements;

#### 4. i3 Call Handling CODEC requirement

All PSAPs shall implement the mandatory list of CODECs as defined in Telecom Decision CRTC 2019-353 (<https://crtc.gc.ca/eng/archive/2019/2019-353.htm>) and make necessary changes as updates become approved by CRTC.

#### 5. IP Network protocol support

All PSAPs shall deploy Dual Stack as the method for simultaneous use of IPv4 & IPv6 address spaces, or to individually perform Network Address Translation - Protocol Translation (“**NAT-PT**”) for their Network Domain as defined in the Bell NG9-1-1 UNI technical specification. This is a mandatory condition to interconnect to the NG9-1-1 Service Network;

#### 6. End-to-End Encryption

All PSAPs shall support encryption of traffic from and towards the ESInet as defined in the Bell NG9-1-1 UNI technical specification;

#### 7. QoS Support

All PSAPs shall implement the QoS requirements as defined in the Bell NG9-1-1 UNI technical specification;

## **8. PSAP Credentialing Agency – NG9-1-1 Network Provider service**

All PSAPs shall utilize the Bell PSAP Credentialing Agency service. PSAPs shall identify to Bell as part of the onboarding process the individual or group responsible for acting as the Local Registration Authority (“**LRA**”). The LRA agreement and the roles and responsibilities can be found in Schedule H. For clarity, the LRA agreement is attached for reference purposes. There is no expectation that the NG9-1-1 Authority will sign the LRA agreement itself but the NG9-1-1 Authority will ensure that the selected PSAPs will execute such agreement.

## **9. Contingency Routing**

PSAPs shall communicate all 9-1-1 contingency arrangements to Bell including agreements and arrangements with other agencies in order to design and implement Policy Routing Rules accordingly. PSAP’s defined Policy Routing Rules must contain at a minimum one Policy Routing Rule specifying a partner third party PSAP to act as backup in the event the PSAP is not able to respond to 9-1-1 Calls.

## **10. Domain Name Service (DNS) – NG9-1-1 Network Provider service**

PSAPs must utilize the Bell NGCS-based DNS service to ensure resiliency of DNS functions and seamless PCA functionality.

The 9-1-1 Authority is requested to encourage PSAPs to utilize the following NGCS provided functions to further enhance network reliability, resiliency and security of the NG9-1-1 Service:

### **1. Network Time Protocol (NTP) – NG9-1-1 Network Provider Service**

PSAPs are encouraged to utilize the Bell NGCS-based NTP service to ensure accurate time synchronization with all ESInet interconnected elements and as an additional time source within their Local Area Network (LAN).

Schedule “F”

MULTIPLE REGION PSAPs

This Schedule must be filled out by PSAPs covering multiple regions and managed by a provincial or federal authority (e.g., Ontario Ministry of Health, Sureté du Québec, Ontario Provincial Police etc.

Sites	Official Name	9-1-1 authority (municipalities, counties, etc.)

**Schedule “G”**

**NG9-1-1 GIS REQUIREMENTS**

<b>Municipality, County or Other Government Entity name</b>	<b>GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name</b>	<b>Provincial \ Territorial Legislation (Y/N)</b>

- ❖ In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

2022 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
99	2021	1.1.10700	-80,000	CT	0.03366352	0.00848241	-730.45					-184.06		-914.51

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

### MPAC's RESPONSE

Owner name(s)	2670568 ONTARIO LIMITED
Roll number	5912-010-001-10700-0000
Property location	427 MOWAT AVE
Property description	TOWN PLOT ALBERTON PT LOTS 1 53 89 TO 94 112 215 TO 121 J K L PT FRONT ST PT MOWAT AVE PT NELSON ST PT PORTAGE AVE PLAN M74 BLK 8 PT LOTS 5 AND 6 PLAN SM149 PT BLK 2 PT UNDESIGNATED LANDS AND RP 48R4138 PARTS 3 TO 8 RP 48R1559 PARTS 3 4 6 RP 48R3320 PART 1 RP 48R3853 PARTS 1 TO 10 RP 48R3873 PARTS 1 TO 3 RP 48R4149 PART 1 RP 48R4169 PARTS 1 AND 2 RP 48R4583 PARTS 11 12 14 AND 15 PCL 5754 AND 13146
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	February 08, 2022
Claim relief period	<b>From: September 24, 2021 - To: December 31, 2021</b>
Taxation year	2021

#### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR COM C T	631,996	2,105,600	1,000,397	1,368,798	1,737,199	2,105,600
OWNR IND L T	3,189,443	1,785,400	1,785,400	1,785,400	1,785,400	1,785,400
<b>Total</b>	<b>3,821,439</b>	<b>3,891,000</b>	<b>2,785,797</b>	<b>3,154,198</b>	<b>3,522,599</b>	<b>3,891,000</b>

#### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR COM C T	607,984	2,025,600	962,388	1,316,792	1,671,196	2,025,600
OWNR IND L T	3,189,443	1,785,400	1,785,400	1,785,400	1,785,400	1,785,400
<b>Total</b>	<b>3,797,427</b>	<b>3,811,000</b>	<b>2,747,788</b>	<b>3,102,192</b>	<b>3,456,596</b>	<b>3,811,000</b>

#### MPAC Remarks

Application for Rebate filed for the demolition of buildings P54 and P55. Photo evidence provided by applicant. A revised property assessment notice will be issued for the 2022 tax year.

*MPAC Representative:*

Dani-Rae Anttonen

*Date:*

March 01, 2022



## SECTION 357/358 APPLICATION

Application/Appeal #

## TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year:

2021

Municipality: Fort Frances Roll Number: 59-12.010-001-107.00  
 Property Address: 427 Mowat Ave. Applicant Name: Colliers Realty Tax/Chris Jenkins  
 Owner Name: 2670568 Ontario Limited Contact Number: 416-643-3431  
 Mailing Address: 203 Main St. W. Box 365 Alternative Num: chris.jenkins@colliers.com  
Otterville, ON NOT IRO

Reason for Application: (Check one box only)

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

Details of Reason: As of Sept 24, 2021 both P54 & P55 were removed/dismantled/demolished from 427 Mowat Ave. Total fit of both structures were 3,036 SF. Supporting Docs attached

Effective from: 09/24/21 to 12/31/21  
 (MM/DD/YY) to Ongoing

Applicant Signature: Chris Jenkins

Date: 01/27/22  
 (MM/DD/YY)

## ASSESSMENT REPORT:

MUNICIPALITY

ASSESSOR

Assessment Roll  
As ReturnedRevised Since  
Roll Return ☐

Enter Revisions Below

Assessment Report

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

RTC/RTQ

2012  
Base-year  
CVA2016  
Base-year  
CVACurrent  
Phased  
AssessmentRevised  
RTC/RTQRevised 2012  
Base-year  
CVARevised 2016  
Base-year  
CVARevised  
Current Phased  
AssessmentChange to  
Current Phased  
Assessment

Revised:

Reason for Change (Assessor Comments):

Reason Original Assessment Revised:

Assessor Name:

Signature:

Date: \_\_\_/\_\_\_/\_\_\_

## TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ

Taxable Assessment Reduction

Tax Rate

Days / Months

Tax Adjustment

Original Levy

Recommended:

☐ No Adjustment☐ Adjustment☐ Cancellation☐ Refund

Total Amount: \_\_\_\_\_

Comments:

Treasury Position:

Signature:

Date: \_\_\_/\_\_\_/\_\_\_

## COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): \_\_\_/\_\_\_/\_\_\_

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

Reason:

Appeared for Applicant

Appeared for Municipality

Signature of Council/ARB Member

Name/Title

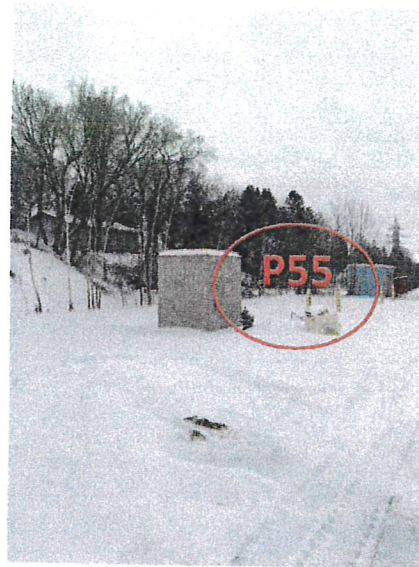
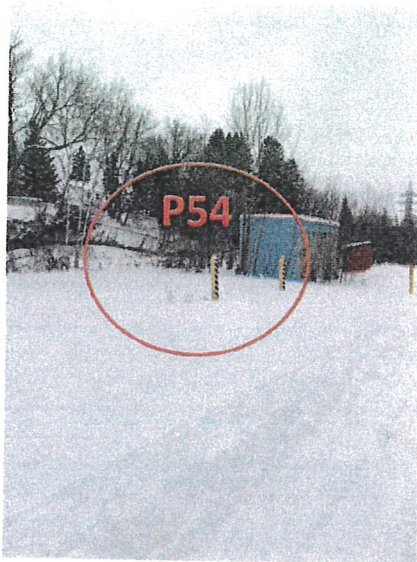
104

## The Below Buildings (P54 & P55) were Removed/Disassembled/Demolished

Bldg. P54 & P55 - Existing Structures – 3,036 SF Total



BEFORE Sept 24, 2021 Removal ✓



Bldg. P54 & P55 - AFTER Sept 24, 2021 Removal

See next Page for Table showing MPAC's SF of the Removed/Demolished buildings.

2 of 4



# 2020 INSPECTION OBSERVATIONS 5912 010 001 10700

identified as remaining on site  
identified as to be demolished

Bldg No's P-- are on the paper side bldg No K-- are on the Kraft side  
multiple bldg no's may relate to one 'observed' structure

MPAC BLDG NO	MPAC DESCRIPTION	FLOOR AREA	INT OFFICE	VACANT SF	CLASS CHG SF	CLASS	REVISED CLASS	To be Retained	To Be Demolished	NOTES/COMMENTS
P1	PUMPING STATION	320				LT	LT	320		Industrial and domestic waste water from papermill
P3	POLLUTION CONTROL	88				LT	LT	88		near area No 3 on provided demo imagery
P4	MILL STORES	9,661		9,661		LT	LT	9661		No 3 - SW 2 to be repurposed
P4	MILL STORES		100	100		LT	LT		100	No 3 - SW 2 to be repurposed
P4	WORKING MEZZ	900		900		LT	LT	900		No 3 - SW 2 to be repurposed
P4	MCC ROOM	540		540		LT	LT	540		No 3 - SW 2 to be repurposed
P4A	MILL STORES	2,520		2,520		LT	LT	2520		No 3 - SW 2 to be repurposed
P4A	STG	236		236		LT	LT	236		No 3 - SW 2 to be repurposed
P5	REPAIR GARAGE	3,918		3,918		LT	LT	3918		No 3 on provided demo imagery
P5	TOOL CRIB	319		319		LT	LT	319		No 3 on provided demo imagery
P5	MEZZANINE	319		319		LT	LT	319		No 3 on provided demo imagery
P5	MECHANICAL OFFICE		138	138		LT	LT		138	No 3 on provided demo imagery
P5	LUNCH ROOM		138	138		LT	LT		138	No 3 on provided demo imagery
P5	OFFICE LAB		264	264		LT	LT		264	No 3 on provided demo imagery
P5	OFFICE		192	192		LT	LT		192	No 3 on provided demo imagery
P7	borol chemical strpage	3,774		3,774		LT	LT	3774		No 4 on provided demo imagery
P7	lab/mcc		1,232	1,232		LT	LT		1,232	No 4 on provided demo imagery
P8	locker room	2,059		2,059		LT	LT		2,059	TO BE DEMO'D - PHASE I
P8	locker room	2,059		2,059		LT	LT		2,059	TO BE DEMO'D - PHASE I
P8	electrical roo	135		135		LT	LT		135	TO BE DEMO'D - PHASE I
P18	pipe housing	198				LT	LT		198	TO BE DEMO'D PHASE I
P18	pipe housing	900				LT	LT		900	TO BE DEMO'D PHASE I
P18	pipe housing	250				LT	LT		250	TO BE DEMO'D PHASE I
P18	trash tanks	9139				LT	LT		9139	TO BE DEMO'D PHASE I
P18	paper storage mnt	8262				LT	LT		8262	TO BE DEMO'D PHASE I
P18	washrooms		90			LT	LT		90	TO BE DEMO'D PHASE I
P18	lunch room		96			LT	LT		96	TO BE DEMO'D PHASE I
P18	pick ROOM		263			LT	LT		263	TO BE DEMO'D PHASE I
P18A	nutrient storage	1184				LT	LT		1184	TO BE DEMO'D PHASE I
P19	train shed	1476				LT	LT		1476	TO BE DEMO'D PHASE I
P19	train shed	1772				LT	LT		1772	TO BE DEMO'D PHASE I
P19	passageway	1332				LT	LT		1332	TO BE DEMO'D PHASE I
P22	water control	396				LT	LT		396	TO BE DEMO'D PHASE I
P26	wood room	432		432		LT	LT		432	TO BE DEMO'D PHASE II
P26	screen Room	1,584		1,584		LT	LT		1,584	TO BE DEMO'D PHASE II
P26	wood room	12,325		12,325		LT	LT		12,325	TO BE DEMO'D PHASE II
P26	LUNCH ROOM		645	645		LT	LT		645	TO BE DEMO'D PHASE II
P26	SHOP/LAB		645	645		LT	LT		645	TO BE DEMO'D PHASE II
P26	locker room		1,044	1,044		LT	LT		1,044	TO BE DEMO'D PHASE II
P26	locker room		1,044	1,044		LT	LT		1,044	TO BE DEMO'D PHASE II
P26	MEZZANINE	2,183		2,183		LT	LT		2,183	TO BE DEMO'D PHASE II
P26	MEZZANINE	1,000		1,000		LT	LT		1,000	TO BE DEMO'D PHASE II
P26	TRANSFER ROOM	888		888		LT	LT		888	TO BE DEMO'D PHASE II
P26	wood room	3,190		3,190		LT	LT		3,190	TO BE DEMO'D PHASE II
P26	wood room	1,128		1,128		LT	LT		1,128	TO BE DEMO'D PHASE II
P26	TRANSFER HOUSE ELEVATE	987		987		LT	LT		987	TO BE DEMO'D PHASE II
P26	CONVEYOR	1,148		1,148		LT	LT		1,148	TO BE DEMO'D PHASE II
P26	BARK PROCESSING	2,475		2,475		LT	LT		2,475	TO BE DEMO'D PHASE II

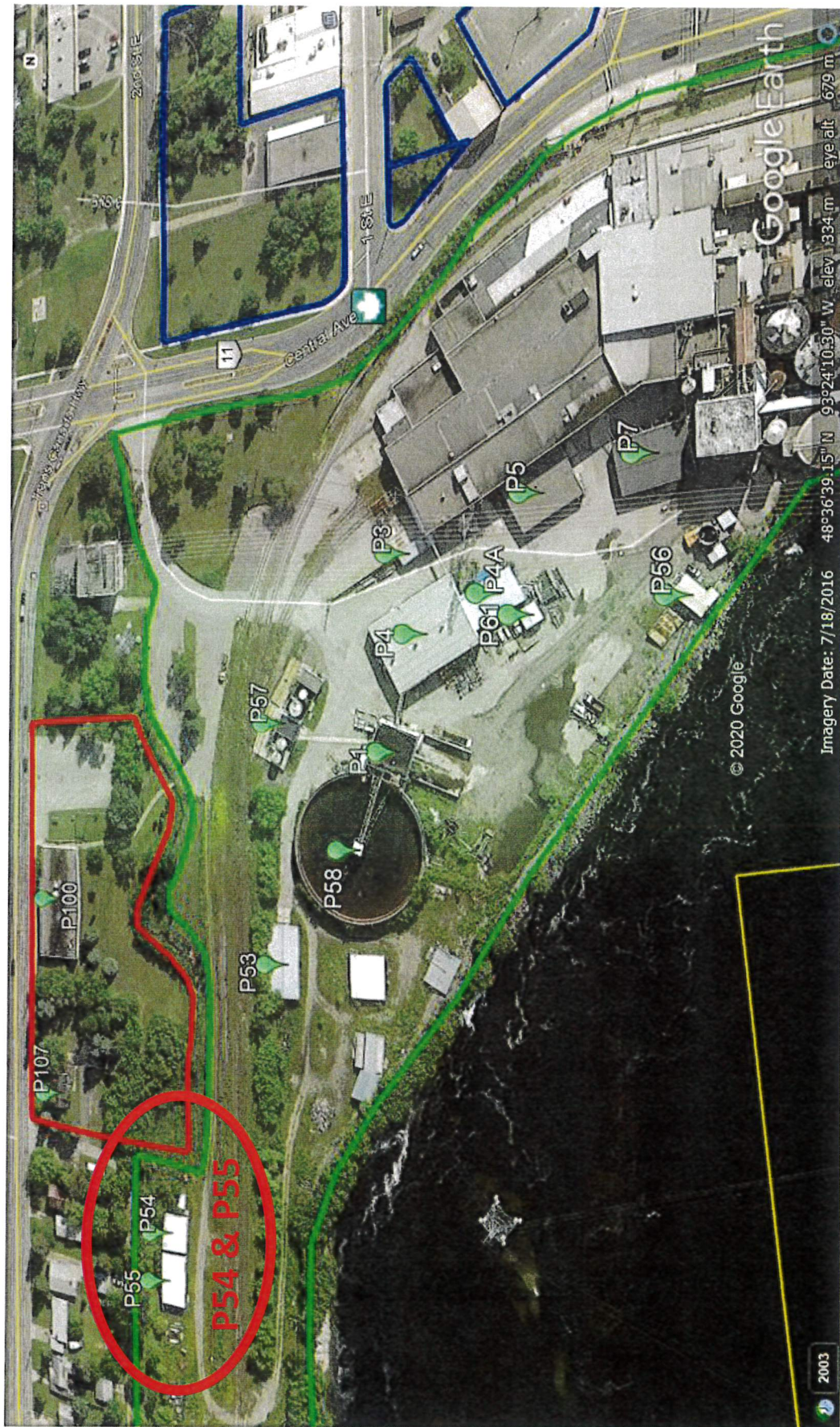
\* See Next Page \*

30f4

ITEM #	DESCRIPTION	FLOOR AREA	INT. OFFICE	VACANT SF	CLASS	CLASS	TO BE DEMO'D	TO BE DEMO'D	TO BE DEMO'D
P48	MEZZANINE	760		760	LT	LT		760	TO BE DEMO'D PHASE I
P48	MEZZANINE	760		760	LT	LT		760	TO BE DEMO'D PHASE I
P48	MACHINE HOUSING	170		170	LT	LT		170	TO BE DEMO'D PHASE I
P48	PEROXIDE	610		610	LT	LT		610	TO BE DEMO'D PHASE I
P48	PEROXIDE	505		505	LT	LT		505	TO BE DEMO'D PHASE I
P48	PEROXIDE	1,152		1,152	LT	LT		1,152	TO BE DEMO'D PHASE I
P48	PEROXIDE	307		307	LT	LT		307	TO BE DEMO'D PHASE I
P48	PEROXIDE	128		128	LT	LT		128	TO BE DEMO'D PHASE I
P48	PEROXIDE	255		255	LT	LT		255	TO BE DEMO'D PHASE I
P48	PEROXIDE	5,430		5,430	LT	LT		5,430	TO BE DEMO'D PHASE I
P48	PEROXIDE	840		840	LT	LT		840	TO BE DEMO'D PHASE I
P48	PEROXIDE	1,507		1,507	LT	LT		1,507	TO BE DEMO'D PHASE I
P48	PEROXIDE	481		481	LT	LT		481	TO BE DEMO'D PHASE I
P49	electrical roo	367		367	LT	LT		367	TO BE DEMO'D PHASE I
P49	electrical roo	966		966	LT	LT		966	TO BE DEMO'D PHASE I
P49	BASEMENT	248		248	LT	LT		248	TO BE DEMO'D PHASE I
P49	TUNNEL	156		156	LT	LT		156	TO BE DEMO'D PHASE I
P53	STORAGE	3,280		-	3,280	LT	CT	3,280	Area No 2 on provided demo Imagery
* P54	* PCB	* 1,200	* -	* -	* 1,200	* LT	* CT	* 1,200	* Area No 2 on provided demo Imagery
* P55	* PCB	* 1,836	* -	* -	* 1,836	* LT	* CT	* 1,836	* Area No 2 on provided demo Imagery
P56	CHLORINE	757		-		LT	LT	757	near area no 3 on demo Imagery - pollution control
P56	CHLORINE	54		-		LT	LT	54	near area no 3 on demo Imagery - pollution control
P56	POLLUTION CONTROL	108		-		LT	LT	108	near area no 3 on demo Imagery - pollution control
P56	POLLUTION CONTROL	176		-		LT	LT	176	near area no 3 on demo Imagery - pollution control
P57	PEROXIDE	481		481	LT	LT		481	near area no 3 on demo Imagery - pollution control
P57	CONTAINMENT WALL	1,092		1,092	LT	LT		1,092	near area no 3 on demo Imagery - pollution control
P58	SLUDGE	2,570		-		LT	LT	2,570	near area no 3 on demo Imagery - pollution control
P58	SLUDGE	609		-		LT	LT	609	near area no 3 on demo Imagery - pollution control
P58	SLUDGE	2,570		-		LT	LT	2,570	near area no 3 on demo Imagery - pollution control
P58	CLARIFIER	444		-		LT	LT	444	near area no 3 on demo Imagery - pollution control
P61	OIL STORE	400		-	400	LT	CT	400	near area no 3 on demo Imagery - pollution control
P100	MAIN OFFICE	8,478		8,478	8,478	LT	CT	8,478	no 2
P100	MAIN OFFICE	8,478		8,478	8,478	LT	CT	8,478	no 2
P107	HUMAN RESOURCES	1,218		1,218	1,218	LT	CT	1,218	to be severed adjacent to No 2 - historical site
P107	HUMAN RESOURCES	1,118		1,118	1,118	LT	CT	1,118	to be severed adjacent to No 2 - historical site
P107	HUMAN RESOURCES	852		852	852	LT	CT	852	to be severed adjacent to No 2 - historical site
C1	PULP STORAGE	11,428		11,428		LT	LT	11,428	to be Demo'd PHASE III
C1	PULP STORAGE	869		869		LT	LT	869	to be Demo'd PHASE III
C1	MEZZANINE	600		600		LT	LT	600	to be Demo'd PHASE III
C1	electrical roo		370	370		LT	LT	370	to be Demo'd PHASE III
C1	LUNCH ROOM		990	990		LT	LT	990	to be Demo'd PHASE III
C1	DIGESTER	832		832		LT	LT	832	to be Demo'd PHASE III
C1	RACK ROOM		720	720		LT	LT	720	to be Demo'd PHASE III
C1	COMPUTER CONTROL		720	720		LT	LT	720	to be Demo'd PHASE III
C1	PULP STORAGE	624		624		LT	LT	624	to be Demo'd PHASE III
C1	TRAIN SLIP	2,151		2,151		LT	LT	2,151	to be Demo'd PHASE III
C2	PULP GROUP	16,168		16,168		LT	LT	16,168	to be Demo'd PHASE III
C2	TESTING LAB		360	360		LT	LT	360	to be Demo'd PHASE III
C2	OFFICES		672	672		LT	LT	672	to be Demo'd PHASE III
C2	OFFICES		504	504		LT	LT	504	to be Demo'd PHASE III
C2	MEZZANINE	16,168		16,168		LT	LT	16,168	to be Demo'd PHASE III
C2	MEZZANINE	16,168		16,168		LT	LT	16,168	to be Demo'd PHASE III
C2	PULP DIST	1,816		1,816		LT	LT	1,816	to be Demo'd PHASE III

40f4





# ADMINISTRATIVE REPORT

**Subject:** 357/358 Application for Tax Adjustment- 427 Mowat Ave  
**Date:** 2022-05-03  
**To:** Administration and Finance Executive Committee  
**From:** Dawn Galusha, Treasurer  
**File Number:** TRE2022-20



## ISSUE

The attached 357/358 Application for reconsideration of assessment and adjustment of taxes was received. It is due to the application for rebate filed for the demolition of buildings P54 and P55.

## ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

**THAT the Administration and Finance Executive Committee approve the adjustment of taxes for September 24, 2021 to December 31, 2021 under Section 357/358 of the Municipal Act for property located at 427 Mowat Ave.**

## OPTIONS & ALTERNATIVES

- (1) Authorize the adjustment of taxes for September 24, 2021 to December 31, 2021 under Section 357/358 of the Municipal Act located at 427 Mowat Ave.
- (2) Object to the application.

## HISTORY

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

## ANALYSIS

The impact to the 2021 taxes is a reduction of \$914.51 of which \$184.06 is education and \$730.45 is municipal.

## SUPPORTING DOCUMENTS

- (1) Application for 357/358

## ADMINISTRATIVE REPORT

**Subject:** Disconnecting from Work Policy  
**Date:** 2022-05-03  
**To:** Administration & Finance Committee  
**From:** Alysha Hansma, Human Resources Manager



### ISSUE

Under the *Employment Standards Act, 2000*, the Town of Fort Frances has a requirement to implement a written policy with respect to disconnecting from work.

### ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

**THAT the committee agree with the recommendation of Administration to implement the Disconnecting from Work policy as drafted.**

### STRATEGIC IMPACT

N/A

### OPTIONS & ALTERNATIVES

N/A

### HISTORY

On December 2, 2021, Bill 27, Working for Workers Act, 2021 received Royal Assent. The schedule amends the *Employment Standards Act, 2000*. New Part VII.0.1 of the Act imposes a requirement on employers that employ 25 or more employees to have a written policy with respect to disconnecting from work. The term “disconnecting from work” is defined to mean not engaging in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

The Ontario Ministry of Labour, Training and Skills Development (the “MOL”) has released guidance related to the changes under the Act including, but not limited to:

- An employer determines the content of its disconnecting from work policy.
- Employers are not required to create a new right for employees to disconnect.



- The ESA does not specify the information an employer must include in its disconnecting from work policy, so long as the policy is about disconnecting from work.

### ANALYSIS

A policy was drafted considering the requirements under the *Employment Standards Act, 2020*, the guidance from the MOL, and webinars hosted by the Ontario Municipal Human Resources Association, with presentations by Hick Morley.

This policy will commence on a date no later than June 2, 2022 and the Town will provide the policy to all employees within 30 days of the policy's implementation.

### CONSULTATION

- Senior Management
- OMHRA

### SUPPORTING DOCUMENTS

- 1) Disconnecting from Work Policy







# FORTFRANCES

## BOUNDLESS

### DISCONNECTING FROM WORK

### HUMAN RESOURCES 3.8

## POLICY

Created:	2022-06-02
Revised:	2022-04-29
Authorized:	Resolution X on YYYY-MM-DD
Superseded:	Resolution Y on YYYY-MM-DD

### 1. PURPOSE

- 1.1. The health and wellbeing of our employees is of the utmost importance to us, and we, The Corporation of the Town of Fort Frances, encourage and support our employees in prioritizing their own wellbeing.
- 1.2. Disconnecting from work is important for an individual's wellbeing, and helps employees achieve a healthy and sustainable work-life balance. Disconnecting from work means to not engage in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.
- 1.3. To encourage and support our employees in balancing their working and personal lives, we have implemented this Disconnecting from Work Policy (the "Policy") to encourage employees to disconnect from work where possible.
- 1.4. This Policy should be read alongside the Town's associated policies including Management/Non-Union Benefits, Staff Attendance at Council Meetings, Leave of Absence without Pay, Individual Accommodation Plan, any relevant and applicable legislation, and any other policy that is, or may become, applicable and/or relevant.

### 2. APPLICATION

- 2.1. This Policy applies to all employees, as defined by the Ontario *Employment Standards Act, 2000* ("ESA"). For clarity, "employee" under this Policy means only those employees of the Town which are considered employees under the ESA.

### 3. EMPLOYER OBLIGATIONS

- 3.1. The Town will make efforts to ensure that all employees, regardless of their place of work, are:
  - a) informed of what their normal working hours are reasonably expected to be and re informed of the circumstances in which they may be expected to engage in work-related communications outside of their normal working hours;
  - b) able to take applicable meal, rest periods and hours free from work as required by law, contract and/or applicable collective agreement language; and
  - c) able to take vacation or other leave entitlements as required by law, contract and/or applicable collective agreement language.

### 4. EMPLOYEE OBLIGATIONS

- 4.1.** The Town expects all employees to comply with the following in the course of their work. Employees must:
- a) cooperate fully with any applicable mechanism utilized by the Town to record working time or update their working status (e.g. out-of-office messages), including when working remotely, flexibly, or when mobile;
  - b) be mindful of colleagues', customers/clients', vendors', and other their parties' working hours;
  - c) ensure that they take ownership of their work and meet the Town's operational needs;
  - d) comply with the Town's Management/Non-Union Benefits policy and/or applicable collective agreement language regarding overtime, including any requirements to obtain prior approval before performing overtime work; and
  - e) notify their supervisor or manager, in writing, of any right or entitlement they were unable to exercise and the reasons why.

### 5. ABILITY TO DISCONNECT FROM WORK

- 5.1.** An employee's ability to disconnect from work depends on the Town's operational needs and the duties and obligations of the employee's position, subject to an employee's employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA.
- 5.2.** Nothing in this Policy precludes the Town or other employees of the Town from contacting colleagues outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving colleague or employee may have under their employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA.
- 5.3.** This Policy does not afford employees a "right to disconnect" beyond what is within their individual employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA, which may include rights or entitlements speaking to: normal hours of work and hours free from work, overtime pay, meal and/or rest periods, public holidays and public holiday pay and vacation.
- 5.4.** Nothing in this Policy is intended to amend or supersede any grievance procedure or other aspect of any applicable collective agreement.

### 6. REPORTING CONCERNS

- 6.1. All employees are expected and required to report any concerns or issues they may have which they feel is impacting their ability to disconnect-from-work.
- 6.2. Employees are encouraged to report such concerns or issues to their immediate supervisor. If that is not appropriate or the matter cannot be resolved by doing so, employees should direct their concerns or issues to Human Resources.
- 6.3. Employees will not be subject to reprisal for reporting such concerns as outlined above.

### 7. POSTING, NOTICE, AND RETENTION

- 7.1. The Town shall provide a copy of this Policy to each employee of the Town within 30 calendar days of implementation. Should any change be made to the Policy after its implementation, the Town shall provide each employee of the Town a copy of the revised Policy within 30 days of the changes being made.
- 7.2. The Town shall provide a copy of this Policy to all new employees upon onboarding and within 30 calendar days of the employee commencing employment with the Town.
- 7.3. The Town shall retain a copy of this and any revised version of this Policy for three years after it ceases to be in effect.



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
14.33	2	6	8	0	1	1	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Misc. Calls:	Tickets Issued:
4	4	0	1	0	0	2	0

**TEAM MEMBERS RESPONDED TO 13 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2022.**

### Total Hours:

- **5.75 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on Training.
- **4.58** was spent on providing public service advice

### February Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	69%
Night Shift (19:00 – 07:00) Calls	31%

### 2022 Emergency Response Calls by Month to Date

January	24
February	13
<b>Total Calls to Date</b>	<b>37</b>
<b>Average Calls Per Month to Date</b>	<b>18.2</b>

### Fire Prevention Inspections / Re-inspections:

4 fire safety standard & enforcement inspections were completed for the month of February.



# FIRE RESCUE SERVICE

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**FEBRUARY 2022 REPORT**  
**FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**



**Fire Calls: 1 Call**, which involved a small plastic bag full of trash in a parking lot.

**MVC (Motor Vehicle Crashes): 4 Calls.**

**Fire Alarm Calls: 4 False Fire Alarm Calls.**

**(CO) Carbon Monoxide / Gas Leak Calls: 1 Call**, which was an actual CO incident.

**Miscellaneous Calls: 2 Calls.**

**Paramedic Assist Calls: 1.**

## **Public Fire Safety Education:**

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

## **Training:**

Training consisted of 2 training sessions.



# FIRE RESCUE SERVICE

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## MARCH 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
73	2	0	17	0	5	6	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid; Auto Aid; Calls:	Misc. Calls:	Tickets Issued:
2	3	0	3	0	2	0	0

**TEAM MEMBERS RESPONDED TO 19 EMERGENCY RESPONSE CALLS DURING MARCH 2022.**

### Total Hours:

- **69 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on Training.

### March Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	90%
Night Shift (19:00 – 07:00) Calls	10%

### 2022 Emergency Response Calls by Month to Date

January	24
February	13
March	19
<b>Total Calls to Date</b>	<b>56</b>
<b>Average Calls Per Month to Date</b>	<b>18.7</b>

### Fire Prevention Inspections / Re-inspections:

9 fire safety standard & enforcement inspections were completed for the month of March.



# FIRE RESCUE SERVICE

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## MARCH 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



**Fire Calls: 6 Calls**, which were ongoing during daylight hours at the Town of Fort Frances Landfill.

**MVC (Motor Vehicle Crashes): 3 Calls.**

**Fire Alarm Calls: 2 False Fire Alarm Calls.**

**(CO) Carbon Monoxide / Gas Leak Calls: 3 Calls**, two false and one actual CO incident.

**Paramedic Assist Calls: 5 Calls.**

### Public Fire Safety Education:

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

### Training:

Training consisted of two training sessions. For the month of March, our team members had the honour of having Enbridge Gas and the Fort Frances Power Corporation delivery the training.

### Town of Fort Frances Landfill Fire March 5<sup>th</sup> to March 10<sup>th</sup>

A huge shout out and thanks goes out to our Fort Frances Fire Rescue Service team members and our team members from Public Works, Couchiching First Nation Fire Department, A.C.E.L. Fire & Emergency Services, Tom Veert Contracting, and Daryl's Custom Landscapes!

Meanwhile, throughout the last 35-years, landfill fires this size, which extended as deep as this fire, have taken 10 to 15 days to extinguish. However, due to having the correct apparatus (tanker trucks that could fill and dump their water rapidly) and the proper equipment available, this fire was extinguished within 6-days.





# FIRE RESCUE SERVICE

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**MARCH 2022 REPORT**  
**FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**



**The Fire at the Landfill was deeply seeded**



**Smoke was significant during the event**



# FORT FRANCES FIRE RESCUE SERVICE

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## 2021 ANNUAL REPORT



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



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



# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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## 2021 ANNUAL REPORT



### Message from the Fire Chief/CEMC



To begin, I wish to acknowledge this land on which the Fort Frances Fire Rescue Service operates is the Traditional Territory of Treaty Three ... home of the Anishinaabe People.

Meanwhile, I am proud of all the hard work our team members have put forward, and the many accomplishments we have achieved together as a team. Our achievements have been the result of a dedicated and engaged multi-disciplinary team who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.

We could not provide our level of service without the aid and assistance of all our community partners and Town Divisions, as well as the continued support from Council and the Senior Management Team. I would like to thank everyone who was a part of helping us serve our Town residents, businesses, and visitors in 2021.

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

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

Meanwhile, I am a long-time resident of the Town of Fort Frances. My roots and background run deep within our town's Fire Rescue Service; I have truly enjoyed serving my community for over 35-plus-years.





# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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## 2021 ANNUAL REPORT

### Teamwork:

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

## Our Fire Rescue Service Core Values:

### PROFESSIONALISM

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

### INTEGRITY

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

### RESPECT

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

### ACCOUNTABILITY

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

### PARTNERSHIP

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

### INNOVATION

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



# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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## 2021 ANNUAL REPORT

### Our Fire Rescue Service Mission:

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

### Our Fire Rescue Service Objectives:

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



# FORT FRANCES FIRE RESCUE SERVICE

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## 2021 ANNUAL REPORT

Fort Frances Fire Rescue Service 2021 Team Members	
Name	Rank
Mike Barlow	Part Time Firefighter
Kyle Pace	Part Time Firefighter
Kevin Douse	Part Time Firefighter
Rob Smith	Part Time Firefighter
Jarid Sandelovich	Part Time Firefighter
Tim Beaulne	Part Time Firefighter
Tyler Yatchuk	Part Time Firefighter
James Woods	Part Time Firefighter
Matt DePiero	Part Time Firefighter
Adam Gray	Part Time Firefighter
Robert French	Part Time Firefighter
Tyler Nielson	Part Time Firefighter
Joshua Colling	Part Time Firefighter
Brady McMahon	Part Time Firefighter
Chris Giguere	Part Time Firefighter
Réal De Gagné	5th Class Firefighter
Brad Townson	1st Class Firefighter
Doug Wright	1st Class Firefighter
Gavin Payne	Captain of Training
Rob Dokuchie	Captain of Apparatus and Equipment
Wayne Riches	Captain of Fire Prevention and Education
Tyler Moffitt	Fire Chief/CEMC



# FORT FRANCES FIRE RESCUE SERVICE

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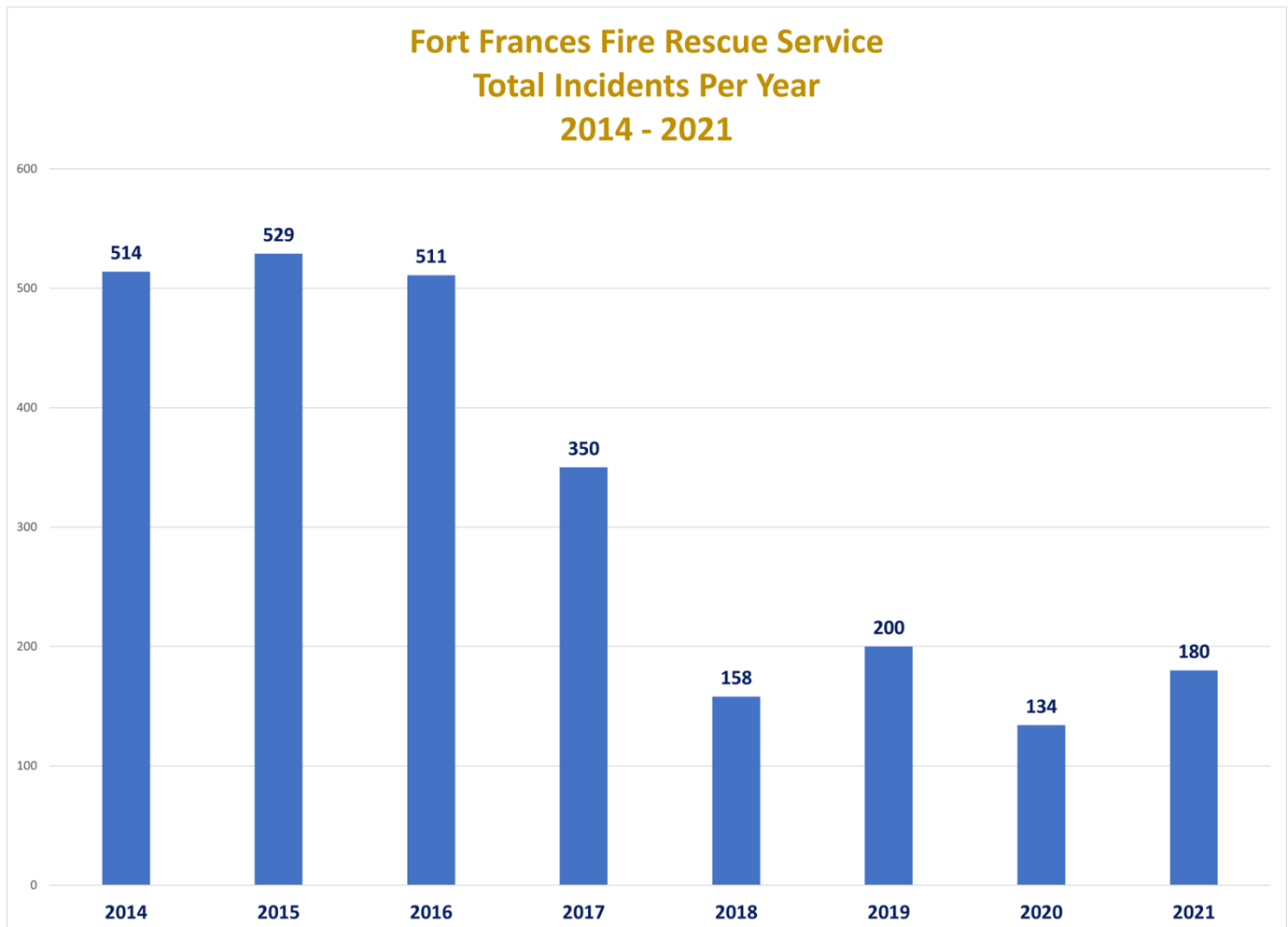
## 2021 ANNUAL REPORT

### History of Emergency Response Calls

The 4-year average for **Total Incidents** from **2014 – 2017** was **476 Total Incidents**. The 4-year average for **Total Incidents** from **2018 – 2021** dropped significantly to **168 Total Incidents**, which equaled a **183% reduction** in **Total Incidents** as compared to the previous 4-years.

This reduction was the result of a dedicated and engaged multi-disciplinary team who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.

As well, another contributing factor was having our fire service respond to less Medical Calls due to response protocols, which were initiated at various times since 2017, as well as during the COVID-19 Pandemic.





# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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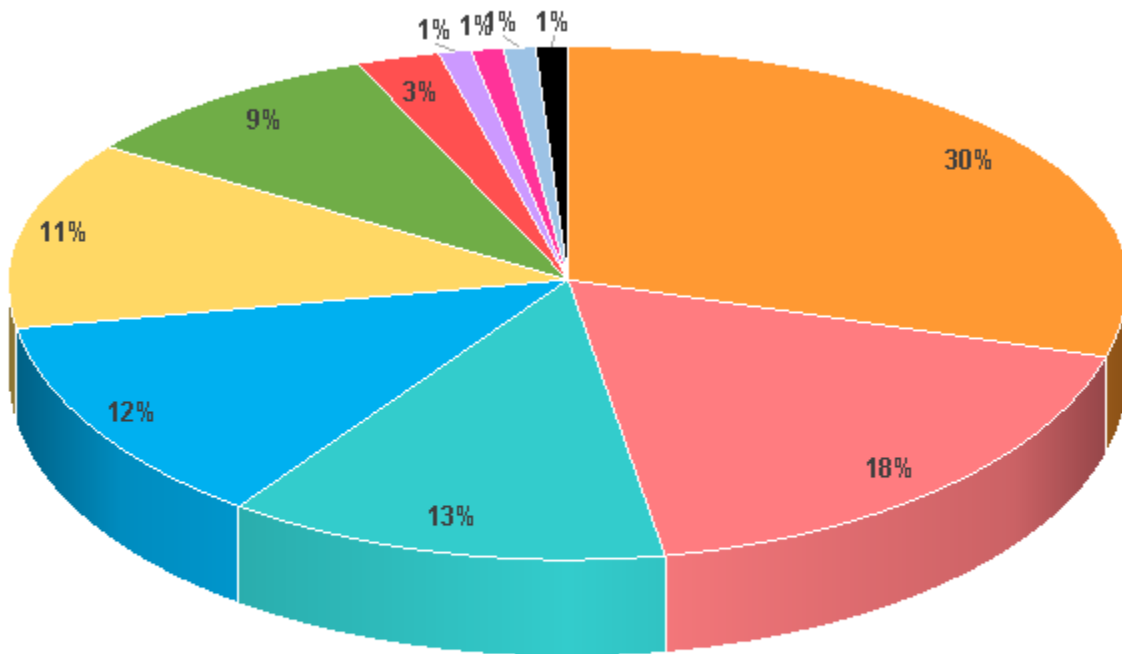


## 2021 ANNUAL REPORT

### Emergency Response Calls for 2021

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

### 2021 EMERGENCY RESPONSE CALLS



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





# FORT FRANCES FIRE RESCUE SERVICE

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## 2021 ANNUAL REPORT

### 2021 Breakdown of 180 Emergency Response Calls

False Alarms	53 - (29%)
Miscellaneous Calls	32 - (18%)
Miscellaneous Fires	23 - (13%)
EMS Calls	22 - (12%)
Vehicle Crashes	20 - (11%)
Carbon Monoxide Calls	17 - (10%)
Structure Related Fires	5 - (3%)
Natural Gas Leaks	2 - (1%)
Vehicle Fires	2 - (1%)
Water Related Calls	2 - (1%)
Hazardous Materials Calls	2 - (1%)

### 2021 Emergency Response Calls by Month

January	12
February	10
March	16
April	17
May	12
June	10
July	18
August	18
September	20
October	14
November	16
December	17
<b>Total</b>	<b>180</b>
<b>Average Calls Per Month</b>	<b>15</b>



# FORT FRANCES FIRE RESCUE SERVICE

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## 2021 ANNUAL REPORT

### 2021 Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	66%
Night Shift (19:00 – 07:00) Calls	34%

#### Highlights on Fire Alarm Calls

**53 False Alarm Calls** were actioned by the Fort Frances Fire Rescue Service in 2021. **Note:** Every Single Fire Alarm Call that we are dispatched to ... needs to be acted upon as if it is an **ACTIVE FIRE** ... until it can be determined not to be an active fire. As well, many Fire Alarms Calls come in with few details.

#### Highlights on Structure Related Fires

**Five Structure Related Fires** were actioned by the Fort Frances Fire Rescue Service in 2021. As well, there were no injuries related to these five fires. The following is a break-down of the Structure Related Fires in 2021:

1. March 20<sup>th</sup> – Residential Home Fire. Accidental in nature; determined to have started outside of residence.
2. April 5<sup>th</sup> – Residential Home Fire. Accidental in nature; determined to have started outside of residence.
3. April 6<sup>th</sup> – Residential Home Fire. Accidental in nature; determined to have started outside of residence.
4. June 26<sup>th</sup> – Lean-To Shed Fire, which caused damage to a residence.
5. August 7<sup>th</sup> – Residential Mobile Home Fire, which was a total loss.

#### Fire Safety Inspections ... we inspect to correct!

A total of **80** Inspections / Re-inspections were completed in 2021, which was a decrease from the pre-COVID-19 Pandemic years (**2019:** 231 Inspections / Re-inspections). This has been the result of the COVID-19 Pandemic.

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

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

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



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

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

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

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

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

## 2021 Achievements & Accomplishments

1. Captain Dave Crichton retired from the Town of Fort Frances Fire Rescue Service effective April 30, 2021. Dave was our Captain of Apparatus and Equipment; he was instrumental in taking the lead role with building our new 2019 Pumper Fire Truck, as well as our new 2022 E-One HP 78 Aerial Ladder Truck, which is scheduled to be delivered in October 2022.
2. Réal De Gagné who has served as a part-time firefighter with our team was the successful candidate for the position of Fifth Class Fire Fighter, effective May 1, 2021.
3. Rob Dokuchie moved over from Captain of Training to Captain of Apparatus and Equipment.
4. Gavin Payne became our Captain of Training and successfully established a learning contract with the Ontario Fire College, which is now operated out of Toronto, as well as utilizing Regional Training Centres.
5. Mike Barlow and Kevin Douse two of our team members received their **GREEN CROSS AWARD**.
6. Doug Wright, and Mike Barlow were recognized by the Ontario Provincial Police at an OPP Awards Ceremony held at the new OPP Station. These two firefighters assisted the OPP with a very dangerous lifesaving attempt on an isolated Island on Rainy Lake in 2019; they were officially recognized in 2021.
7. Continuously improved our Public Education Fire Safety Program:
  - Weekly Fire & Life Safety Tips continued onward with being published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.



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8. Continuously improved our educational efforts towards our community's Fire Safety Inspection Program:
  - Brad Townson complete two NFPA 1031 Fire Inspector Level 1 courses, which are two of the required courses required to obtain Fire Inspector Level 1 certification.
  - The Fire Chief acquired his NFPA 1031 Fire Inspector Level 1 certification and seal.
  - Meanwhile, our new 5<sup>th</sup> Class Firefighter Réal De Gagné who was hired on May 1, 2021, will begin in 2022 with taking NFPA 1031 Fire Inspector Level 1 courses, which will enable him to work towards certification.
9. Continuously improved our educational efforts towards fire apparatus operations. Our Captain of Training and two Part-Time Firefighters participated in a pumper fire truck operations course and successfully attained Certification.
10. An aerial ladder truck was officially ordered to replace our aging 1988 aerial ladder fire truck; we have the oldest operational aerial ladder truck in all of Canada. The new 2022 aerial ladder truck will be a valuable community asset, which will serve our town and mutual aid partners very well for the next 25-years. Meanwhile, Couchiching First Nation agreed to purchase our 1988 aerial ladder truck for \$15,000.
11. A fence was constructed around the Backup Generator for the Primary Evacuation Centre at the Fort Frances High School. This Backup Generator had been talked about for over 20-years; it became a reality back in 2020.
12. A Community Risk Assessment was initiated in late 2020. Captain Wayne Riches was the lead for this initiative, which was a large undertaking and was completed in 2021. Well done Captain Wayne Riches!
13. Was successful in acquiring a \$6,500 Fire Safety Grant.
14. Was Successful in acquiring a \$5,000 Training Materials Grant.
15. Completed a joint training session with CN Rail along with the Couchiching First Nation Fire Department.
16. Completed a joint training session with CN Rail along with International Falls Fire Rescue Service, which involved a simulated train derailment on the Ranier Bridge. As well, our team members assisted with a boom deployment on Rainy Lake.
17. Rainy River District Fire Services, Paramedics, and Police showed that we all REMEMBERED and will NEVER FORGET the day of September 11, 2001, with a team stair climb, which took place overlooking International Falls, Minnesota on Rainy Lake.
18. Successful partnered with **93.1 The Border (Acadia Broadcasting)** to promote the **12 DAYS OF HOLIDAY FIRE and CO SAFETY CAMPAIGN**.

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

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



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



**TEST YOUR SMOKE ALARMS**  
TEST YOUR SMOKE ALARMS  
**TEST YOUR SMOKE ALARMS**  
TEST YOUR SMOKE ALARMS  
**TEST YOUR SMOKE ALARMS**  
TEST YOUR SMOKE ALARMS



### Thank You Fort Frances Times Team Members!

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

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

Well done Fort Frances Times!

As well, a big thank also goes out to **93.1 The Border (Acadia Broadcasting)** for partnering with the Fort Frances Fire Rescue Service to promote the **12 DAYS OF HOLIDAY FIRE and CO SAFETY CAMPAIGN**.





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### Community Risk Assessment

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

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

### Serving our Community with Pride & Honour: Photos of Events in our community

#### Fire Safety Day at Canadian Tire to kick off Fire Prevention Week



Left to right: Curtis Jourdain past Fire Chief of Couchiching First Nation Fire Department, Wayne Riches (Captain of Fire Prevention and Education), and Réal De Gagné (5<sup>th</sup> Class Firefighter) chatting at Canadian Tire.



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### Building Relationships & Partnerships for the good of our communities



Training with CN Rail and Couchiching First Nation Fire Department

### Recognizing Team Members

#### Message from the Fire Chief regarding the OPP Awards Ceremony

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

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

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

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





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### OPP Awards Ceremony Held April 2021



Left to right are:

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

### GREEN CROSS AWARD - RECIPIENTS



Left to right: Mike Barlow and Kevin Douse recipients of the **GREEN CROSS AWARD**





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### Training

*"Training strengthens our team, which enables us to respond more efficiently and safely"*



Our team members need to train for Lope-Slope Rope Rescue as there are times, we may need to access patients during a Motor Vehicle Crash, which is located off the roadway and the terrain is sloped.



A simulated train derailment on the Ranier Bridge was completed in 2021. Fort Frances Fire Rescue team members assisted the International Falls Fire Rescue Service team members with a boom deployment on Rainy Lake. **(Note: Ranier Bridge is the busiest port of entry for train traffic in North America)**



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**Team Members Water Related Rescue Training**

### **\$5000 Credit for Fire Fighting Training Materials:**

Safe Community Project Assist along with Enbridge Gas and the Fire Marshals Council provided the Fort Frances Fire Rescue Service with a \$5000 credit to be used for firefighting training materials.



**Photo left to right: Captain of Training, Gavin Payne and Fire Chief, Tyler Moffitt.**





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### 9/11 Memorial (20 Years)

September 11<sup>th</sup> marked the 20<sup>th</sup> anniversary of the 9/11 attacks ... a day to remember and honour those people who lost their lives on that day.

No day has greater significance to the fire service than 9/11, when 343 FDNY firefighters died in the line of duty – a single day that forever changed the fire service, and the world. As well, police officers and paramedics also died on that day.

Fire Services and First Responders around the country – and countless other organizations and businesses – commemorated the milestone anniversary through special events and activities.

Rainy River District Fire Services, Paramedics, and Police showed that we all REMEMBERED and will NEVER FORGET the day of September 11, 2001, with a team stair climb, which took place overlooking International Falls, Minnesota on Rainy Lake.

I was honoured to be one of three area Fire Chiefs that participated along with other team members from the Paramedic Service, Police Services, and other Fire Services.

Meanwhile, I would like to give a shout out to one of our team members, Brad Townson; he was instrumental in taking the leads role in organizing this event, as well as ensuring its success. Well done, Brad!



**Team Members ascending and descending the Lookout Tower**



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September 11<sup>th</sup> ... Flying the Flags of Canada and the United States

### The COVID-19 Pandemic

2021 was another historic and challenging year for our entire community.

I would like to thank our Mayor and Council, Senior Management Team, Town Divisions, and Community Partners for your support, as well as for the leadership you have shown during this historic event. As well, I need to thank Patrick Briere who serves as our Alternate CEMC and Public Information Officer. His engagement and dedication to our town during the pandemic has been world-class! Well done, Patrick!

### Other Emergency Responders

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



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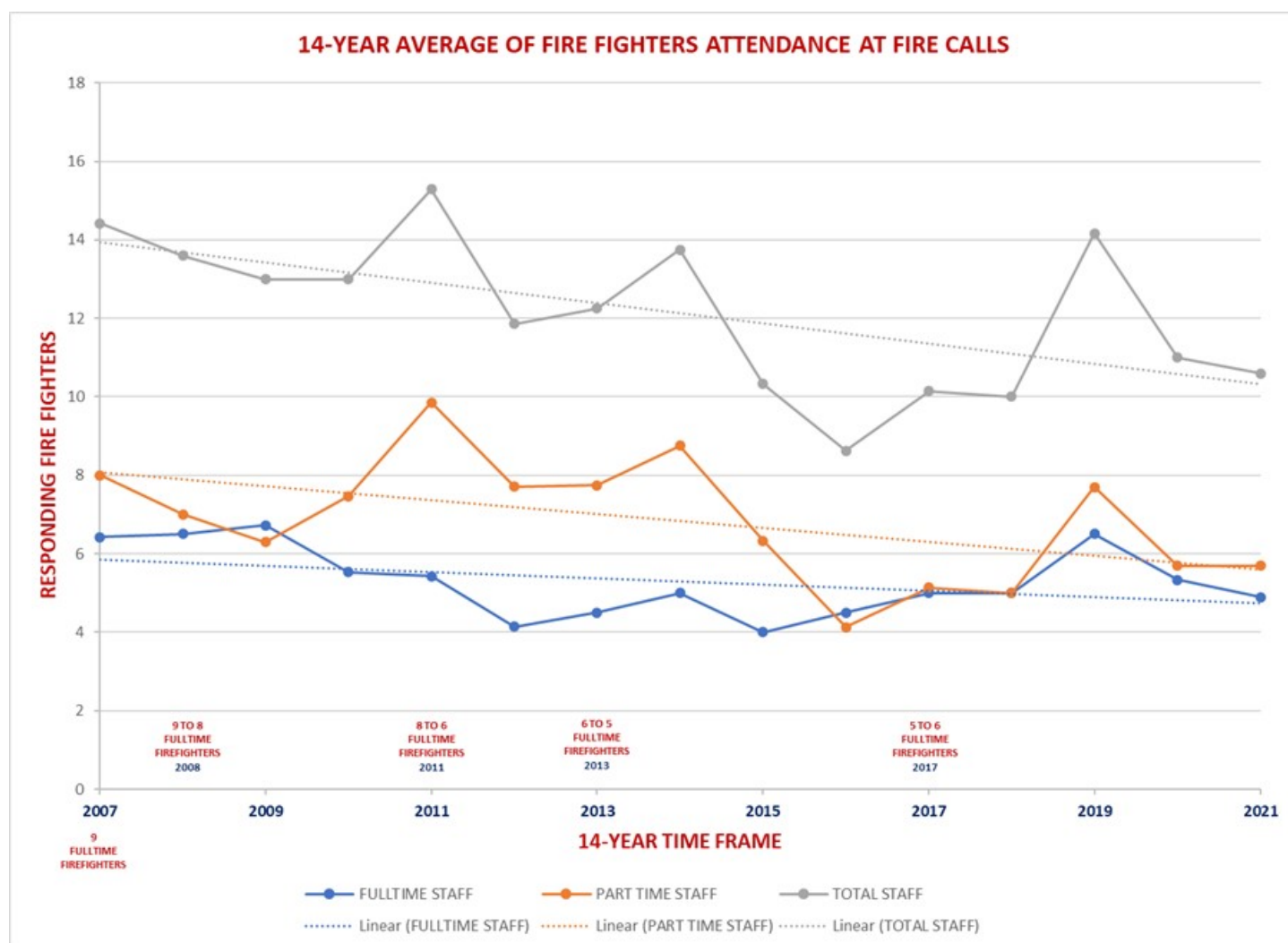


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### HISTORY AND RETENTION TIME OF PART-TIME (VOLUNTEER) FIREFIGHTERS

60-plus Town of Fort Frances Part-Time (Volunteer) Firefighter's have come and gone since 2005. The average retention-time of a Part-Time (Volunteer) Firefighter is 3.2 years. As well, there is a well know labour shortage throughout Canada; the Rainy River District is no exception. Recruiting and retaining Part-Time (Volunteer) Firefighters has been a challenge for over 20-plus years; it is one of the biggest challenges faced by fire services throughout Canada. In comparison, the City of Kenora is 23 Volunteer Firefighters short.

Meanwhile, the changing demographics and availability of people will continue to be a challenge. The graph below is a timeline, which spans 2007 to 2021; it is a breakdown of fire fighters' attendance at fire calls.





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### 2022 ... THE PATH FORWARD

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

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

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

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

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

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

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

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

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

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

***Tyler Moffitt – Fire Chief/CEMC***