

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - March 7, 2017, 12:00 PM

#### MEETING - Civic Centre

Session # 46

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session No. 45 dated February 7, 2017. 2 - 4
5. **In-Camera**
6. **Items Referred from Council**
  - 6.1 Safe Communities Rainy River District Per Capita Financial Request. 5 - 8
  - 6.2 Draft Letter of Understanding re: Additional Firefighter. 9 - 10
7. **New Business**
  - 7.1 Councillor June Caul - AMO Conference Travel Claim. 11 - 13
  - 7.2 Doug Brown, CAO - Purchase Card Expenses. 14 - 17
  - 7.3 Land Sales Contributions to Reserve Funds. 18 - 20
  - 7.4 Forest Fire Management Agreement with Ministry of Natural Resources. 21 - 26
8. **Non-agenda Items**
9. **Information**
  - 9.1 Fort Frances Fire and Rescue Service - 2016 Year End Report. 27 - 28
  - 9.2 Fort Frances Fires and Rescue Services - January 2017 Monthly Report. 29 - 31
10. **Adjourn / March 21st, 2017**

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 45

February 7th, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 7th, 2017 from 12:06 p.m. p.m. to 12:19 p.m.

PRESENT: Councillor K. Perry; Councillor G. P. Ryan

ALSO PRESENT: D. Brown, CAO; L. Lindberg, Treasurer; D. Galusha, Deputy Treasurer; L. Slomke, Clerk

REGRETS: Mayor R. Avis; Councillor W. Brunetta

**1. Call to Order 12:06 p.m.**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting - None were identified.**

**3. Disclosure of pecuniary interest and the general nature thereof**

Councillor Ken Perry disclosed an interest in Items 7.3 and 7.4 from this agenda as the travel and per diem expense claims for the Rainy River District Municipal Association (RRDMA) meeting in Rainy River and the Rural Ontario Municipal Association (ROMA) Conference in Toronto were his.

**4. Approval of Previous Committee Minutes**

4.1 Session No. 44 dated January 17, 2017.

Ryan-Perry: Approved as presented.

CARRIED

**5. In-Camera - None identified**

**6. Items Referred from Council**

6.1 Rainy River Future Development Corporation Per Capita Request.  
- committee recommended that the \$7.00 per capita request totalling \$55,685.00 be included in the 2017 General Operational Budget.

**7. New Business**

7.1 Travel Policy.  
- committee supported the recommendation of the Remuneration Committee to amend their Terms of Reference as established within By-Law 02/10, and further that the

Remuneration Committee will complete a review of the Travel Policy as it pertains to meals and mileage and bring a further recommendation back to Council.

- 7.2 Mayor Roy Avis - MPAC Meeting Travel & Per Diem Claim.  
-committee recommended approving the Mayor's Travel Statement – Mayor/Council Honorarium Per Diem and Travel Expense claim in the total amount of \$269.19 as submitted by Mayor Roy Avis for his attendance at a meeting with MPAC held in Thunder Bay, Ontario on January 25, 2017.
- 7.3 Councillor Ken Perry - RRDMA Meeting and ROMA Conference Travel and Per Diem.  
- Councillor Perry disclosed his interest in this item as the travel and per diem claim being considered was his. He did not speak to the matter and as there were only 2 voting members in attendance, the matter will be brought forward to the Committee of the Whole Council agenda for the February 13th, 2017 meeting for review and consideration.
- 7.4 Councillor Ken Perry - NOMA Executive Meeting Per Diem Claim.  
- Councillor Perry disclosed his interest in this item as the per diem claim being considered was his. He did not speak to the matter and as there were only 2 voting members in attendance, the matter will be brought forward to the Committee of the Whole Council agenda for the February 13th, 2017 meeting for review and consideration.
- 7.5 Councillor Wendy Brunetta - RRDMA Meeting and ROMA Conference Travel & Per Diem.  
- committee recommended approval of the Travel Statement – Mayor/Council Honorarium Per Diem and Travel Expense claim in the total amount of \$867.50 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting held in Rainy River, Ontario and the ROMA Conference held in Toronto, Ontario.
- 7.6 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem Claim.  
- committee recommended approval of the the Per Diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at a NOMA Executive meeting held in Thunder Bay on January 24, 2017.
- 7.7 Councillor Wendy Brunetta - AMO Conference Travel Claim.  
- committee recommended approval of the Travel Expense claim in the total amount of \$116.39 as submitted by Councillor Wendy Brunetta for unavoidable travel expenses incurred while attending the AMO Conference in Windsor, Ontario on August 14-17, 2016.
- 7.8 D. Brown, CAO - CUPE Mediation Travel Claim.  
- committee recommended approving the Travel Expense claim in the total amount of \$65.00 as submitted by Doug Brown, CAO for his attendance at a CUPE Mediation meeting from January 18-19, 2017.

- 7.9 D. Brown, CAO ROMA Conference Travel Claim.  
- committee recommended approval of the Travel Expense claim in the amount of \$653.01 as submitted by Doug Brown, CAO for his travel and attendance at the ROMA Conference held in Toronto, Ontario January 28-31, 2017.

**8. Non-agenda Items - None were identified.**

**9. Information**

- 9.1 Provincial Offences Statistical Report for the Year Ending 2016 - received as information only.
- 9.2 Fort Frances Fire & Rescue OFM Statistical Report for 2016 - received as information only.

**10. Adjourn 12:09 p.m. / Next Meeting Date - March 7, 2017**

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Executive Committee Chair

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D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/27**

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: February 25, 2017**  
**SUBJECT: Safe Communities Rainy River District Per Capita Financial Request**

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**BACKGROUND**

At the February 14, 2017 Council Meeting, the letter received from the Safe Communities Rainy River District (Rainy River Valley Safety Coalition) requesting continuation of per capita funding was referred to the Administration & Finance Executive Committee for recommendation. Attached to this report is the Safe Communities Rainy River District.

The Safe Communities Rainy River District is requesting continuation of the \$0.50 per capita funding for safety related programs that promote both healthy and safe lifestyles within the district. Based on our population of 7,955, the per capita funding would be in the amount of \$3,977.50 for 2016. The draft 2017 Operating Budget presently has a line item amount of \$4,000.00 for the Rainy River District Safety Coalition.



P. O. Box 124,  
Fort Frances, ON  
P9A 3M5



January 25, 2017,

Mayor and Council  
Town of Fort Frances  
320 Portage Ave  
Fort Frances, ON P9A 3P9

Dear Mayor and Council,

Safe Communities Rainy River District would like to thank you for your support for the 2015-2016 year.

Last year we held a strategic planning meeting to set our priorities for the next few years. We invited all our partners to participate and evaluate injury data within our district. The evaluation included looking at the numbers of injuries, the severity of injuries and the impact of the injuries. Our new priorities are

- 1. Falls - this includes all age demographics.**
- 2. Work and Leisure injuries**
- 3. Mental Health including Substance Abuse – also includes self-harm**
- 4. Transport injuries – any injuries that occur during any type of transportation – eg, boating, driving, snowmobiles, trains, etc**

The next step is to evaluate what partners are addressing which issues, and where there are gaps in coverage, and how Safe Communities Rainy River District can use our resources to address the gaps.

We continually look for new funding opportunities to help our programs and partners in the district. Again, we face multiple applications and shrinking dollars making our efforts more challenging each year.

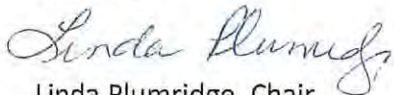
We participate in Parachute Canada ([parachutecanada.org](http://parachutecanada.org)) which keeps us in contact with safety programs nationwide and opportunities to expand our programs. a

Our website continues ([www.safetycoalition.com](http://www.safetycoalition.com)) to market the programs that we are involved in as well as partners and links to various organizations throughout the region.

Safe Communities Rainy River District requests your consideration for the continuation of funding of \$.50 per capita for 2015/2016 endeavors, as we strive to ensure our communities become a safer place to live, learn, work, and play.

Attached you will find our 2015-2016 annual report for your review. If you have any questions, please do not hesitate to give us a call. Thank you in advance for your kind consideration to support our efforts.

Sincerely

A handwritten signature in cursive script that reads "Linda Plumridge".

Linda Plumridge, Chair  
Safe Communities Rainy River District  
807-274-5373  
[info@safetycoalition.ca](mailto:info@safetycoalition.ca)



Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone 807-274-4561  
Fax: 807-274-3799

email: town@fortfrances.com  
www.fort-frances.com

February 14, 2017

Linda Plumridge, Chair  
Safe Communities Rainy River District  
PO Box 124  
Fort Frances, ON P9A 3M5

Dear Ms. Plumridge:

At their meeting Monday February 13, 2017, Council referred your request dated January 25, 2017 re: Per Capita Contribution request to the Administration & Finance Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to the attention of Laurie Lindberg, Treasurer, at 274-5323, ext. 1225.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth (Lisa) Slomke, Clerk

cc: Administration & Finance Executive Committee

L. Lindberg, Treasurer

D. Galusha, Deputy-Treasurer





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**To:** Administration and Finance Executive Committee  
**From:** Aaron Petrin, Human Resources Manager  
**Date:** February 28, 2017  
**Subject:** Draft letter of understanding re additional firefighter

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On February 21, Council approved a resolution which authorized the Corporation to employ an additional full-time firefighter effective April 1.

On February 24, the Town's Administration met with the Fort Frances Professional Fire Fighters Association and the parties agreed to the language of the attached draft letter of understanding, which is being presented for your awareness.

On behalf of the Administration, I recommend that this draft letter of understanding be presented to Council for consideration at its next regular meeting.

Respectfully,

A handwritten signature in blue ink, appearing to read "A. Petrin".

Aaron Petrin  
Human Resources Manager

## **SCHEDULE “D” – LETTER OF UNDERSTANDING**

BETWEEN:  
THE CORPORATION OF THE TOWN OF FORT FRANCES  
(Hereinafter referred to as the Employer)  
AND  
FORT FRANCES PROFESSIONAL FIRE FIGHTERS ASSOCIATION  
(Hereinafter referred to as the Association)

### **Staffing Level**

1. The intent of this Letter of Understanding is to enhance the organizational efficiency of the Department by improving its overall training function in a cost-effective manner that reduces the amount of overtime incurred by members of the Association.
2. The current staffing level of five (5) full-time Fire Fighters has been in effect since May 1, 2013. Despite this established precedent, the Employer has decided to increase the staffing level to six (6) full-time Fire Fighters, effective April 1<sup>st</sup>, 2017.
3. The Captain of Fire Prevention & Education, and the Captain of Training shall adhere to a “4-on/4-off” schedule, which shall consist of four (4) consecutive 12-hour day shifts, from 07:00h to 19:00h.
4. If a Fire Fighter scheduled for night shift is absent due to illness, injury, bereavement, union business, lieu time, training credit time, and/or training coverage, one (1) day shift Fire Fighter would be placed off-duty to provide backfill coverage.
  - a) Said Fire Fighter would be directed to return to duty on the current block of night shifts at straight time, subject to the Fire Fighter’s availability.
  - b) Said Fire Fighter would only be paid overtime for hours worked in excess of the regular workweek, as per Article 3 [a], and notwithstanding the overtime provisions of Article 3 [c].
  - c) If the outcome of 4 [a] is not possible, the next available Fire Fighter’s scheduled for the following block of day shifts would be rescheduled to work the current block of night shifts at straight time, subject to that Fire Fighter’s availability.

DATED this \_\_\_\_ day of March 2017.

SIGNED FOR THE FORT FRANCES PROFESSIONAL  
FIRE FIGHTERS ASSOCIATION

SIGNED FOR THE CORPORATION OF  
THE TOWN OF FORT FRANCES

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**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/26**

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** February 25, 2017  
**SUBJECT:** Councillor June Caul – AMO Conference Travel Claim

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**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$116.39 for reimbursement of a train ticket, while attending the AMO Conference in Windsor, Ontario on August 14-17, 2016, as submitted by Councillor June Caul.

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1.	Attendee	June Caul							
2.	Conference/Seminar Attended	AAO 2016							
	Location (Facility and City)	Windsor, ON							
	Dates	Aug. 14-17, 2016							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation	\$116.00							\$116.00
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses		116.39	
						Advance Received			
						Balance Claimed		116.39	
						Balance Refunded			

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Feb. 21, 2017  
Date

June Caul  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

		10-002-0000-0010-20100	
Date	Treasurer	A/P	Cashier

After recently discovering that this Via Rail bill could be reimbursed, I have submitted this. After our flight was cancelled by Porter Airlines, we chose to take Via Rail in order to arrive in Windsor on time for delegation meetings. Porter refused to reimburse us.

VIA RAIL CANADA INC  
UNION STATION  
TORONTO ON

CARD \*\*\*\*\*7541  
CARD TYPE MASTERCARD  
DATE 2016/08/14  
TIME 3571 17:19:45  
CLERK ID 453809  
INVOICE # 7259  
RECEIPT NUMBER  
C84106345-001-001-099-0

PURCHASE  
TOTAL

\$116.39

MASTERCARD  
A0000000041010  
C1CE60C0B4637EAF  
0000008000-E800  
F2414A91A838787E

APPROVED

AUTH# 083820 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Boarding Pass/Carte d acces a bord

Name/Nom

CAUL/JUNE

From/Depart

THUNDER BAY

Frequent Flyer/Voyageur Assidu

Flight/Vol

PD 634 14Aug16

Boarding Time/Heure D embarquement

12:40 PM

To/Destination

TORONTO

Reservation/Reservation

042P35

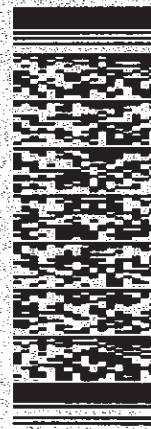
Gate/Porte

5

Seat/Siege

5B

Seq  
35



porter

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** February 25, 2017  
**SUBJECT:** Doug Brown, CAO – Purchase Card Expenses

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**BACKGROUND**

Attached is a copy of the Purchase Cars expenses related to the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Doug Brown, CAO.

Conference Expenses

1.	Ground Transportation	\$127.00
2.	Administration Vehicle Gas	65.80
2.	Airline Baggage Fees	<u>89.25</u>
	Total Per Diem & Travel Claims	<u>\$282.05</u>

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

DOUG BROWN

CREDITS  
\$0.00PURCHASES  
\$282.05CASH ADV  
\$0.00TOTAL ACTIVITY  
\$282.05

	Post Date	Tran Date	Reference Number	Transaction Description	Amount
1	01-30	01-28	24717057029690292095345	HOLIDAY STNSTORE 0342 WARROAD MN (FOREIGN CURRENCY) 12.78 USD 01/30 (RATE) 1.3482	17.23
2	01-31	01-29	74479327030004008175119	WESTJET 8382602768821 CALGARY AB BROWN/DOUGLAS XAA WS Y XAA	63.00
3	01-31	01-29	74514207030043611017160	AEROFLEET SERVICES MISSISSAUGA ON	59.00
4	02-01	01-31	24164077031685002800630	CENEX HOWARD S07036361 BAUDETTE MN (FOREIGN CURRENCY) 36.10 USD 02/01 (RATE) 1.3454	48.57
5	02-01	01-31	74064497031820161055595	A15-TAXI AND LIMO GROUP MISSISSAUGA ON	68.00
6	02-02	01-31	74479327032004026095529	WESTJET 8382602796097 CALGARY AB BROWN/DOUGLAS XAA WS Y XAA	26.25

1	10-020262150071536	17.23
2	" " " "	63.00
3	" " " "	59.00
4	" " " "	48.57
5	" " " "	68.00
6	" " " "	26.25

Dong R

Feb 8/17



JAN17 7:03AM

tal (CAD)  
BROWN/DOUGLAS  
30.00 \$3.00

Fee/Frais  
(CAD)

GST/TPS

PNR  
ZPUSLN  
Total  
(CAD)

68821	\$25.00	1.25	26.25
68821	\$35.00	1.75	36.75
	\$60.00	3.00	63.00

OSK ID  
NGCUSS09

24 0618

GST/TPS No.866112535  
GST/TVQ No.1202807956 TQ0001

10-020-0262150051531

Holiday Stationstores  
Shop the difference!

Store # 342  
901 N. State St  
Warroad, MN 56763  
218-386-1700

1/28/2017 5:03:37 PM

CREDIT CARD SALE

Holiday  
Store#: 0342 Terminal#:0003  
901 N. State Street Warroad MN  
VC XXXXXXXXXXXX4124  
BROWN/DOUG

Register: 2 Trans Seq #: 419838  
Store: # 342 \*\*, Denton

Fuel Sale  
Pump #:6 Unleaded  
5.328 Gallons @ \$2.399/Gal \$12.78

Sub. Total: \$12.78  
Tax: \$0.00  
Total: \$12.78  
Discount Total: \$0.00

Visa: \$12.78  
Change \$0.00

A 17.23 US

INV#: 170336055

APPROVAL: 080299

Thank You  
Please Come Again Soon  
Visit us at  
holidaystationstores.com

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30-2601 MATHESON BLV E  
MISSISSAUGA ON  
www.aerofleet.ca

CAB3  
1800.268.005  
416.449.4990

SALE

TID: PS472403 REF#: 00000002  
Batch #: 002 SEQ: 001002002  
01/29/17 12:45:30  
Invoice #: 2  
APPR CODE: 032768  
VISA  
\*\*\*\*\*4124 Chip  
\*\*/\*\*

AMOUNT \$54.00  
TIP \$6.00  
TOTAL \$59.00

APPROVED

VISA CREDIT  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSI: F8 00

BY ENTERING A VERIFIED PIN  
CARDHOLDER AGREES TO PAY ISSUER  
SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

Thank You for Choosing  
Aerofleet  
HST #100067164RT0001  
www.payplus.ca

CUSTOMER COPY

Descr. qty amount  
-----  
< DUPLICATE RECEIPT >  
UNLD CA #04 15.049G 36.10  
@ 2.399/ G  
Sub Total 36.10  
Tax 0.00  
TOTAL 36.10  
CREDIT \$ 36.10

CARD TYPE: Visa Card  
CARD NAME: BROWN/DOUG  
ACCT NUMBER: \*\*\*\*\*4124  
EXP. DATE: TRANS TYPE: SALE  
AUTH# 091086

X  
I AGREE TO PAY TOTAL AMOUNT ACCORDING TO  
CARD ISSUER AGREEMENT. INITIALS  
TOP COPY - MERCHANT 2ND COPY - CUSTOMER  
\*\*\*\*\*

Have A Great Day

THANKS, COME AGAIN

REG# 0002 CSH# 005 DR# 01 TRAN# 29931  
01/31/17 21:35:09 ST# 1

USA dollar Canadian

36.10 → \$47.39

\$48.57 US

**WESTJET**

**PAYMENT RECEIPT/RECU DE PAIEMENT**

Name/Nom  
**BROWN/DOUGLAS**

Description

FIRST BAG 8382602796097

Fee/Frais  
(CAD)

\$25.00

\$25.00

GST/TPS

1.25

1.25

PNR  
ZPUSLN

Total  
(CAD)

26.25

26.25

Date  
31 JAN 17

Time/Heure  
11:52AM

Total (CAD)

BROWN/DOUGLAS  
\$25.00 \$1.25

RECEIPT/RECU 1/1  
VI XXXXXXXXXXXXX4124 0618  
AUTH 007583

GST/TPS No. 866112535  
QST/TVQ No. 1202807956 TQ0001

KIOSK ID  
YYZ3KD15

10-020-0262-1500-71531 *Dy*

4115 10-020-0262-1500 71531 *DM*

06 *DM*

DUB BROWN  
TOWN OF FORT FRANCE

CLERK / COMMIS AUTH. NO. / N° D'AUT.

☐ Valid and Expiry Date Checked  
Vérification de la date de validation  
et de la date d'expiration

DATE  
M-M / M-M D-J / D-J Y-A / Y-A  
01 / 31 / 17

DESCRIPTION	AMOUNT / MONTANT
G.S.T./T.P.S.	68.00
H.S.T./T.V.H.	.
P.S.T./T.V.P.	.
Q.S.T./T.V.Q.	.
TIP POURBOIRE	.
TOTAL	68.00

\$ CAN CDN

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

L'émetteur de la carte dont le numéro figure ci-dessus est autorisé à payer le montant inscrit au TOTAL sur présentation conforme. Je m'engage à rembourser ledit montant ainsi que tous les frais s'y rapportant conformément aux conditions de l'emplacement l'usage de ladite carte.

X *Dy*  
CUSTOMER SIGNATURE/SIGNATURE DU CLIENT

5891225

CUSTOMER COPY/ COPIE DU CLIENT



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/29**

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** February 25, 2017  
**SUBJECT:** Land Sales Contributions to Reserve Funds

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**BACKGROUND**

In preparation for year end, administration is seeking direction for the 2016 land sales revenue. The Huffman Court lots sales realized \$395,000, the Front Street property sale \$180,000 and the industrial lots sold \$9,791.50 for a total of \$584,791.50.

When planning the development of the old Huffman School property, it was understood that the proceeds from the sale of Huffman Court lots would be transferred back to the Reserve funds that financially supported the construction of the sub-division; being the Corporate Building, Corporate Projects and Water & Sewer Reserved Funds. For your review, I have attached a report that summarizes the reserve fund allocations for the development, the related percentages of their contribution from 2010 to 2015, and the suggested amounts of contributions to those reserve funds.

The sale of the Front Street and Industrial site properties totaling \$189,791.50 could also be directed as contributions to reserve funds if so directed to assist with future development or capital projects.



## 2016 LAND SALES

[illegible]

### HUFFMAN COURT RESERVE FUND ALLOCATION

Year	Reserve Funds			Sub-Total	General Fund Cont Salary/Benefits/Equip	TOTAL	NOTES
	Corporate Building	Corporate Projects	Water & Sewer				
2010	\$160,960.02			\$160,960.02		\$160,960.02	Purchase of Huffman School Property
2012		\$15,135.65		\$15,135.65		\$15,135.65	Property Development
2013		\$320,901.82	\$308,036.96	\$628,938.78	\$14,559.95	\$643,498.73	Property Construction
2014			\$142,559.83	\$142,559.83	\$3,374.23	\$145,934.06	Curb/Gutter/Sod
2015		\$28,806.45		\$28,806.45		\$28,806.45	Bell/Complete Deficiencies
	\$160,960.02	\$364,843.92	\$450,596.79	\$976,400.73	\$17,934.18	\$994,334.91	

16.49%	37.37%	46.14%	100.00%	
\$65,135.50	\$147,611.50	\$182,253.00	\$395,000.00	\$395,000.00 2016 Huffman Lot Sales

TO: Administration & Finance Executive Committee

FROM: Tyler Moffitt, Fire Chief/CEMC

DATE: March 1, 2017

RE: Forest Fire Management Agreement with Ministry of Natural Resources

## **BACKGROUND**

The current municipal forest fire agreement between the Town of Fort Frances and the Ministry of Natural Resources and Forestry expires on April 1, 2017.

The Municipal Protection Area (MPA) and Crown Protection Area (CPA) boundaries have not changed.

The existing agreement remains valid if the Municipality does not feel any changes are required; all that is required is a term of agreement (we've generally gone with 5 years terms).

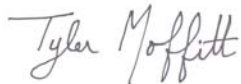
Currently the entire municipality is considered Municipal Protection Area (MPA) – no Crown Protection Area (CPA) has been identified. This has been the case for 15 years plus.

The benefit of the agreement is that it provides a rate structure for suppression costs in the event MNR assistance is required for fire response – these rates tend to be lower than they would be in the absence of an agreement.

## **RECOMMENDATION**

Approve the agreement between the Town of Fort Frances and the Ministry of Natural Resources and Forestry for another 5 year term beginning April 1, 2017.

Thank you,



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

**Ministry of Natural  
Resources and  
Forestry**

Aviation, Forest Fire and  
Emergency Services

Fire Management  
Headquarters  
922 Scott Street  
Fort Frances, ON P9A 1J4  
Tel: 807-274-8643  
Fax: 807-274-5553

**Ministère des Richesses  
naturelles et des Forêts**

Services d'urgences, d'aviation et  
de  
lutte contre les feux des forêts

Bureau principal des incendies  
922 rue Scott  
Fort Frances, ON P9A 1J4  
Tel: 807-274-8643  
Fax: 807-274-5553



February 3, 2017

The Town of Fort Frances  
P.O. Box 38  
Fort Frances, Ontario  
P9A 3M5  
c/o CAO / Clerk

Dear Sir/Madame

**RE: Municipal Fire Agreement Renewal**

The current municipal forest fire agreement between the Town of Fort Frances and the Ministry of Natural Resources and Forestry expires on April 1, 2017.

In 2014 map layers used to calculate comprehensive protection charges were updated. This has resulted in changes to the boundaries of land types and in turn has changed the size of these land types from what was historically used in our municipal fire agreement. Changes have been made for all municipalities within the Rainy River District. Updated boundaries have been included for such land types as crown land, patent land, and water areas. The Municipal Protection Area (MPA) and Crown Protection Area (CPA) boundaries have not changed.

In the Town of Fort Frances, this has resulted in the Crown owing the Municipality \$5.21 as per Appendix A (enclosed) of the current year's municipal fire agreement, where previously there has been no transfer of money for Comprehensive Protection Charges (CPC).

The *Fire Information Cost Reporting Form 210*, and *Appendix C – Municipal Fire Agreement Rates* are also all attached. Please note that 2017 is the last year of defined CPC rate increases as per the new system that was introduced in 2013. Beginning in 2018, the CPC rate will be adjusted based on the Consumer Price Index (see Appendix C).

If the municipality is satisfied with the current MPA and CPA boundaries then a new forest fire management agreement package is not required. The existing legal agreement remains valid; however an agreement review checklist is completed by MNR



with a new length of agreement embedded in the review document, beginning April 1, 2017 and ending at a time agreed to by the municipality. Past agreements have been entered for 3-5 years.

Please confirm if the municipality is satisfied with the current MPA and CPA boundaries, and if so, identify the length of agreement you wish to enter. A response by March 1<sup>st</sup>, 2017 is appreciated.

You may contact me directly at the telephone number below to further discuss the particulars of this agreement or if changes are deemed necessary.

I would like to thank you for your continued support and cooperation.

Sincerely,



Marney Brown  
Fire Management Supervisor  
Tel: 807-274-8652  
Fax: 807-2764-5553  
Email: marney.brown@ontario.ca

Ministry of Natural Resources  
Fort Frances Fire Management Headquarters  
922 Scott Street  
Fort Frances, Ontario  
P9A 3M3



APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality: Fort Frances Agreement Review Period: Year: 2012 To 2017  
 Per Hectare CPC Rate: \$1.29 CPC Year: 2017 CPI Increase: %

LAND CLASS		TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total
Comprehensive			CROWN PAYS				MUNICIPALITY PAYS				Hectares
Protection Charge			Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	By Type
Unalienated Crown Land		Crown does not pay Municipal Taxes	4	\$1.29	100%	5.21		\$1.29		-	4
Provincial Parks/Conservation Reserve		Crown pays grants to Municipalities		\$1.29	100%	-		\$1.29		-	0
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands		Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	2,432	\$1.29		-		\$1.29	100%	-	2,432
Private Land (Managed Forests)		Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.29		-		\$1.29	50%	-	0
Patent Mining Lands (Crown has Full Timber Rights) <b>Patented after March 26, 1918</b>		Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.29	100%	-		\$1.29		-	0
Federal Lands and Indian Reserves		Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.29	100%	-		\$1.29		-	0
Conservation Lands (Lands Assessed by Conservation Lands)		C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.29		-		\$1.29		-	0
Unorganized Territory		Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.29	100%	-		\$1.29		-	0
TOTALS			2,436			5.21	0			\$	2,436
NOT AN INVOICE			Crown Owes the Municipality \$5.21				Municipality Owes the Crown				\$0.00

CPC payment invoices must be sent in after April 1 of the current fire year



## Appendix C

### Municipal Fire Agreement Rates to / from Municipalities Valid for 2017

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p><b>CPC Invoices must be sent in after April 1 for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p style="margin-left: 40px;">2013 — \$0.95/Ha 2014 — \$1.04/Ha 2015 — \$1.12/Ha 2016 — \$1.21/Ha 2017 — \$1.29/Ha</p> <p><b>NOTE:</b></p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$767.00 per fire or</li> <li>• \$224.42 per half hour (30 min) for each;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with <u>maximum</u> 4 staff, includes suppression gear. Must assign staff to vehicle first before forming personnel units.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2017 Rates</b></p> <p>CL415 Dispatch Fee = \$2368.68 Hourly rate = \$4737.36</p> <p>Twin Otter Dispatch Fee = \$821.92 Hourly rate = \$1643.84</p> <p>Birddog Hourly rate = \$1770.66</p>
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>Contract Helicopters Rates 2017</b></p> <p>Light \$As per invoice Intermediate \$ 925.27per hour, Medium \$2414.34 per hour , Heavy (calculated at time of hire) (flying calculated as "time over fire" only )</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p>Section C: Other Expenses Approved in the Suppression Plan</p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>

## Fort Frances Fire & Rescue Service 2016 Annual Report

### Emergency Response Calls

EMS	Fires	Pre/Fire	False Alarms	MVC's	CO HazMat etc.	Other Responses	Elevator Rescue	Total
<b>244</b>	<b>10</b>	<b>23</b>	<b>50</b>	<b>18</b>	<b>20</b>	<b>144</b>	<b>2</b>	<b>511</b>

The Fort Frances Fire & Rescue Service Responded to **511 Emergency Calls** for service during 2016. Emergency Medicals Service (EMS) Response Calls accounted for **48% of all our calls**. Out of **244 EMS** call throughout 2016, our members respond to "LEVEL ZERO CALLS". These are calls where our Team Members were on scene in advance of the Paramedic Service, due to the fact they were available at time of the call.

Fire Response Calls: There was a total of 10 (Ten) fire related calls, which accounted for an estimated loss of \$241,000.

Pre-Fire / No Fire Calls: There was a total of 23 (Twenty Three) Pre-Fire / No Fire Calls, 15 (Fifteen) of which were cooking related; no fires actually resulted. However, these Pre-Fire conditions were caught early on before a fire could occur.

Motor Vehicles Crashes (MVC's) Response Calls: There was a total of 18 (Eighteen) MVC Response Calls. Our team responded to MVC's, which resulted in **serious injuries** and **fatalities**.

Carbon Monoxide (CO) & Hazardous Materials (HazMat) Response Calls: There was 20 (Twenty) CO and HazMat calls, which involved actual CO incidents, fuel spills, downed powerlines, as well as Natural Gas leaks.

False Alarm Calls: There was a total of 50 (Fifty) False Alarm Calls, 36 (Thirty Six) were False Fire Alarms, and 14 (Fourteen) were False Carbon Monoxide (CO) Alarm calls.

Assistance To Other Agencies: There were 144 other responses, which consisted of assisting other Agencies, the OPP, Public Service, and other types of responses such as people being stuck between equipment, and/or trapped in their seatbelt etc.

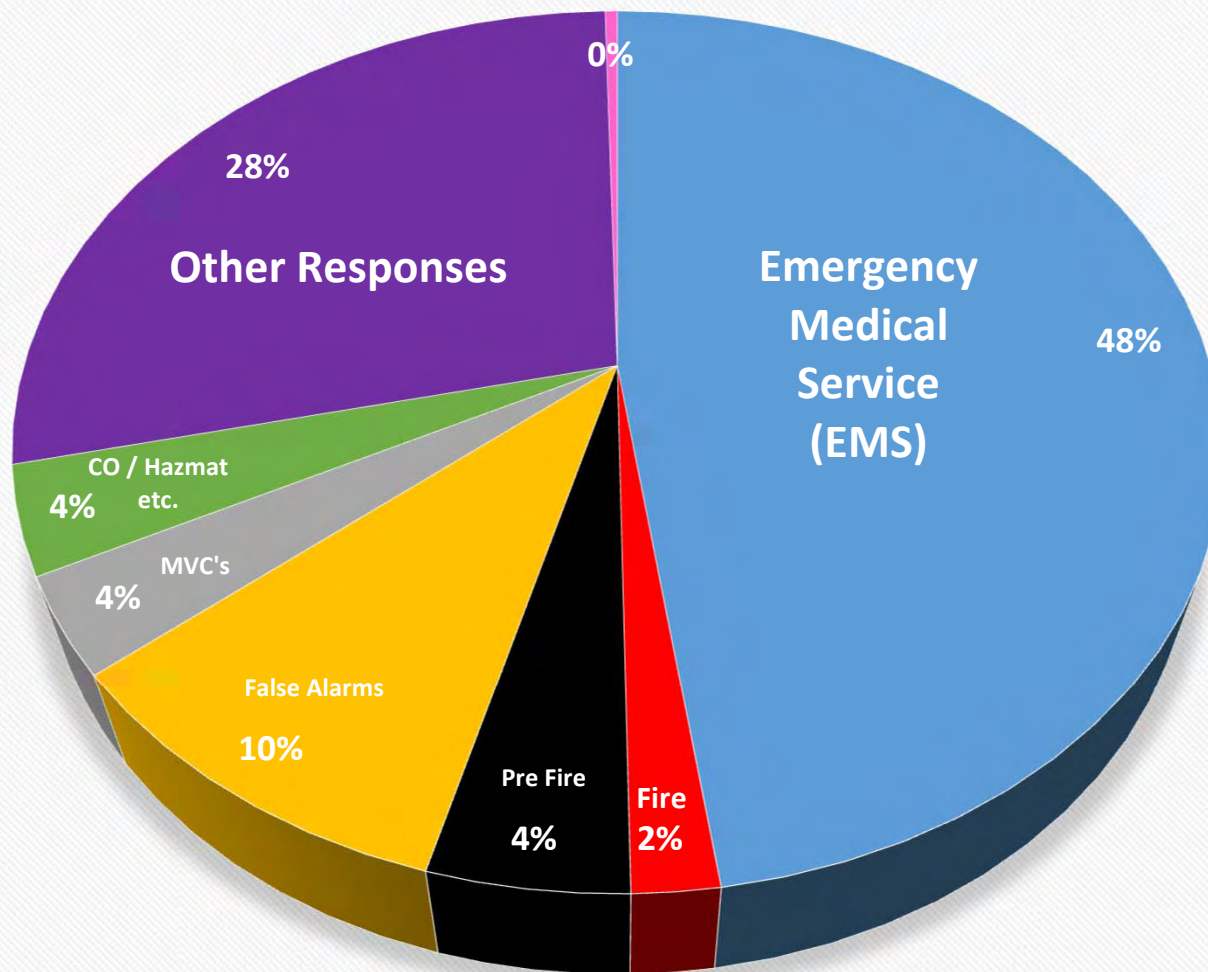
Fire Prevention Inspections: There were **85 Fire Prevention Inspections** completed in 2016, which also consisted of re-inspections and follow-ups. With regards to Vulnerable Occupancies, we have maintained the legislative frequency schedule for fire prevention inspections.

However, a **Technical Bulletin from Fire Underwriters Survey (A Service to Insurers and Municipalities)** states the **Fire Underwriters Survey Recommended Frequency of Fire Prevention Inspections for all occupancies**. Because of our current Full Time staffing level; current schedule; and lack of training ... we do not come close to meeting the recommended Inspection Frequency. As well, the last **Fire Underwriters Survey** was completed in **1987**. With respect our fire apparatus meeting the criteria for full credit in scoring: Our 11-2 (2008) Pumper Truck will receive **full credit** this survey; our 11-1 (1996) Pumper Truck will receive between **10%-20% reduction in credit** this survey because of its age; it is classified as a **2nd Line Duty Apparatus**; our 11-3 (1988) Aerial Ladder Truck will receive a minimum of a **90% reduction in credit** this survey ... it could be more; it is classified as a **Reserve Apparatus**. It's as if we **DO NOT** have an Aerial Ladder Truck. Our town's Aerial Ladder Truck will be **30-years old** next year and needs to be replaced; I will be putting forth a Capital Priority Budget in this year for 2018.


In **1987**, we had 12 (Twelve) Full Time Staff, which in turn allowed for more **Fire Prevention Inspections** from that time forward until resources were eliminated down to our present staffing level of 6 (Six) Full Time Staff; this will be a factor in the **Fire Underwriters Survey Grading**.



Categories of 2016 Emergency Response Calls



■ EMS ■ Fires ■ Pre/Fire ■ False Alarms ■ MVC's ■ CO HazMat etc. ■ Other Responses ■ Elevator Rescue

 <b>FORTFRANCES</b> <small>BOUNDLESS</small> Fire & Rescue Service Jan. 2017 Report	Total Hours: Incidents & Training;	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
<b>Number of Events</b>	<b>35</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>37</b>	<b>3</b>	<b>\$21,000</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Highlights from: Tyler Moffitt - Fire Chief/CEMC

»**CALLS FOR EMERGENCY SERVICE:** THE FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO **52 EMERGENCY CALLS FOR SERVICE** DURING JANUARY 2017.

»**Total Hours:** A total of 35 **Hours** were spent on responding to emergency incidents, in additon to two (2- hour Fire Practices).

»**Time of Day:** During this month **59%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **41%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»**Public Fire Safety Education:** The local Air Cadets visited the Fire Hall for an over view of the Fire & Rescue Service, as well an overview of our Public Fire Safety Education.

»**Public Events:** No events during the month of January.

»**Fire Prevention Inspections:** There was a total of 7 (Seven) Re-Fire Inspections. Please be aware, after a fire prevention inspection ... there are many times where fire orders are given, which require follow-up of our personnel. For this month, all the Fire Prevention Inspections were follow-ups, involving post inspection completion.

»**Emergency Medicals Service (EMS) Response Calls:** Emergency Medical Service (EMS) requests, accounted for **71%** of our calls. Note: **5 (FIVE) of our EMS calls** were "**LEVEL ZERO CALLS**" ... known as "**FIRST RESPONSE CALLS**." These are calls where our Fire & Rescue Service were on scene in advance of the Paramaedic Service, because they were unavailable at the time of the call. On two of our "**LEVEL ZERO CALLS**" our Fire & Rescue personnel waited over 30 minutes on January 10th for paramedics to arrive, and close to 40 minutes on January 15th. As well, there were times this month where our On Duty Firefighter responded to "**VITAL SIGNS ABSENT CALLS**." **These are know as "VSA Calls."**

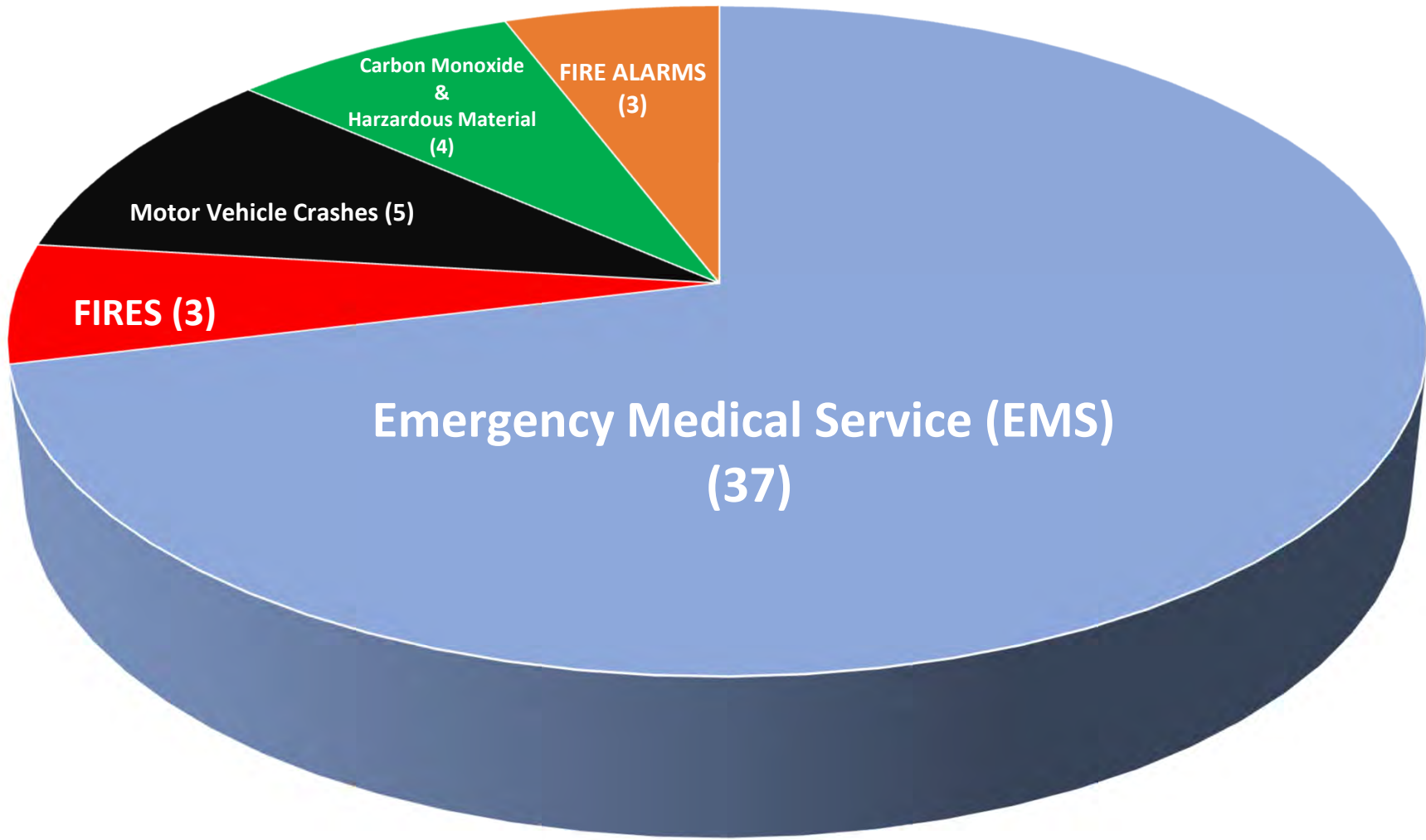
»**Fire Response Calls:** There was a total of 3 (Three) Fire related calls this month. Two of the fires were vehicle fires, and the other fire related close call was plastic melting on the element of a dish washer heater.

»**Motor Vehicle Crashes (MVC's) Response Calls:** There was a total of 5 (Five) MVC Response Calls this month, with two of the MVC's being of a serious nature. On January 12th our Fire & Rescue Team Responded to Watten Township on Highway 11 near Reef Point Road for a two vehicle MVC. Our team assisted paramedic's in removing patients from a vehicle. On January 31st, the on duty Fire Chief and two full time fighters responded directly from our fire hall to a Two Vehicle MVC on Kings Highway near the cemetery. As well, we had requested a page for a Division Call, which consisted of all full time fire fighter's and half of the volunteer firefighter's. On duty full time fire fighters Gavin Payne and Wayne Riches utilized our eDRAULIC's JAWS-OF-LIFE to remove a drivers side door of a pickup truck, due to the driver (patient) being trapped. Our team then assisted the paramedics with the safe removal of the patient.

»**Carbon Monoxide (CO) & Hazardous Material (Hazmat) Response Calls:** There was 3 (Three) CO Calls this month; two were false alarms and another was an actual **Carbon Monoxide (CO) Response Emergency**. As well, there was an actual **Natural Gas Leak**, which our Team Members responded to.



**JANUARY 2017: TOTAL EMERGENCY CALLS FOR SERVICE**



■ EMS ■ FIRES ■ Motor Vehicle Crashes ■ Carbon Monoxide / Hazardous Material ■ FIRE ALARMS

## JANUARY 2017 INCIDENT STATISTICS

INCIDENTS	TOTAL
EMS	37
FIRES	3
Motor Vehicle Crashes	5
Carbon Monoxide / Hazardous Material	4
FIRE ALARMS	3