

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - April 18, 2017, 12:00 PM Noon

#### MEETING - Civic Centre Civic Centre

Session # 48

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. 47 dated March 21st, 2017. 3 - 4
5. **In-Camera**
  - 5.1 Succession Planning and Training.
  - 5.2 Management/Non-Union Benefits Policy Update (weekly indemnity insurance coverage). - materials to be distributed.
6. **Items Referred from Council**
  - 6.1 Boundary Waters Dragon Boat Festival Requests. 5 - 9
  - 6.2 Federation of Canadian Municipalities (FCM) Legal Defence Financial Request. 10 - 12
  - 6.3 Bill 68 Submission. (Refer to AMO & AMCTO Submissions attached at the end of the package for your reference.) 13 - 14
7. **New Business**
  - 7.1 Policy Review - Health and Safety. 15 - 16
  - 7.2 Volunteer Fire Fighter Policy. 17 - 18
  - 7.3 D. Brown, CAO - verbal update re: Review of Policies in the Corporate Policy Manual.
  - 7.4 O.P.P. Office Lease Agreement Audited Statements for the year ending December 31st, 2016. 19 - 24
  - 7.5 P.O.A. Audited Statements for the year ending December 31, 2016. 25 - 33

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<b>8.     <u>Non-agenda Items</u></b>	
<b>9.     <u>Information:</u></b>	
9.1     Fort Frances Fire & Rescue Service Statistics - 1) February 2017 Emergency Response Calls; 2) First Quarter 2017 Report; 3) March 2017 Report.	34 - 36
9.2     2017 General Fund - Budget vs Actual as at March 31st, 2017.	37 - 39
9.3     Water and Sewer Fund (Operating) Actuals to March 31st, 2017.	40
9.4     AMO Communication dated April 7, 2017 re: Plate Denial for Defaulted <i>Provincial Offences Act</i> (POA) Fines Begins May 1, 2017.	41 - 42
<b>10.    <u>Adjourn / May 2, 2017</u></b>	

TOWN OF FORT FRANCES  
ADMINISTRATION AND FINANCE EXECUTIVE COMMITTEE

MINUTES

SESSION NO. # 47

March 21st, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on March 21st, 2017 from 12:00 Noon to 12:39 p.m.

PRESENT: Councillor K. Perry; Councillor W. Brunetta, Councillor G. P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, L. Slomke, Clerk, A. Petrin, Human Resources Manager and K. Lawson, Secretary

REGRETS: Mayor R. Avis

**1. Call to Order**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. Non-Agenda In-Camera - Employment Contract**

**3. Disclosure of pecuniary interest and the general nature thereof - None identified**

**4. Approval of Previous Committee Minutes**

4.1 Sessions No. 45 and 46 dated February 7th and March 7th, 2017.

Brunetta/Ryan: Approved as presented.

CARRIED

**5. In-Camera**

5.1 A. Petrin, Human Resources Manager provided an in-camera non-agenda report re: Employment Contract. D. Brown, CAO and L. Lindberg, Treasurer were also in attendance to speak to this matter. This matter will be referred to the next regular meeting of Committee of Whole of Council.

Ryan-Brunetta: THAT Administration & Finance Executive Committee now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

**6. Items Referred from Council**

6.1 Rainy River Cattlemen's Association Request for Support.

- committee recommended declining this request for financial support.

6.2 FFHS Chem Free Grad Party Donation Request.

- committee recommended approval of a donation to the Fort Frances High School Chem Free Grad Committee in the amount of \$960.90 for the 2017 Chem Free Grad Event taking place Thursday, June 22nd, 2017 at the Memorial Sports Centre.

6.3 National Aboriginal Hockey Player Sponsorship Request.

- committee recommended receiving only the sponsorship request with no further action.

6.4 Rainy River District Festival Financial Request.

- committee recommended authorizing a donation of \$100.00 to the Rainy River District Music Festival Association's 77th Festival of the Performing Arts taking place in April, 2017.

- 6.5 Town and Gown Association of Ontario (TGAO) Membership Opportunity.  
- committee recommended receiving only the membership opportunity request with no further action.
- 6.6 We Own It - Municipal Motion Request.  
- committee recommended supporting the motion as presented by Melissa Pearson at the March 13th, 2017 meeting of Council respecting the support of a moratorium of privatization and/or outsourcing of public services as amended by the committee.

**7. New Business**

- 7.1 Telephone/Internet Voting for 2018 Election.  
- committee recommended approval of this report authorizing the use of telephone/internet voting for the 2018 municipal and school board elections and preparation of an authorizing by-law for same.
- 7.2 Change of Council Meeting Date - November 13th, 2017 to November 14th, 2017.  
- committee recommended approval of this report which officially authorizes by resolution the change in meeting date for the Monday, November 13th, 2017 Committee of Whole and Council meetings to Tuesday, November 14th, 2017.
- 7.3 Execution of Northern Ontario Heritage Fund Corporation (NOHFC) Funding Agreement - Internship Program.  
- committee recommended the execution of the transfer payment (financial support) agreement for the temporary Asset Management Plan Coordinator position with NOHFC and authorizing by-law by Mayor and Clerk on behalf of the Corporation of the Town of Fort Frances.

**8. Non-agenda Items**

- 8.1 In-Camera - Report dated March 22, 2017 from A. Petrin re: Employment Contract.

**9. Information**

- 9.1 Fort Frances Fire and Rescue February 2017 Report.  
- received as information only.

**10. Adjourn 12:39 p.m. / Next Meeting Date - April 4th, 2017**

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Executive Committee Chair

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D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/40**

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** April 11, 2017  
**SUBJECT:** Boundary Waters Dragon Boat Festival Requests

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**BACKGROUND**

At the March 27, 2017 Council Meeting, the attached letter received from Boundary Waters Dragon Boat Foundation was referred to the Administration & Finance Executive Committee for recommendation, with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

Boundary Waters Dragon Boat Festival Organizer has requested in-kind services for the up coming International Boundary Waters Dragon Festival event planned for Saturday, July 8, 2017. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item #1. Designate, in writing, the "International Boundary Waters Dragon Boat Festival" as a significant Community Festival and event;
- Item #3. Request that the Town cover any charges associated with any Festival Permits; and
- Item #4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the tent.

Attached is the report received from the Community Services Executive Committee, where they discussed Items #4, 5, 6, & 8 with no concerns. Also, attached is an email from Lisa Slomke, Town Clerk, resulting from the Planning and Executive Committee which addressed Items #3, 4, & 8 with no reasons for concern. Finally, attached is the report being considered at the Operations & Facilities Executive Committee discussing Items #2, 3, 7. Their recommendations will be presented at the meeting.

## **REPORT**

**TO:** Administration & Finance Executive Committee

**FROM:** Community Services Executive Committee

**DATE:** March 31, 2017

**RE:** Boundary Waters Dragon Boat Foundation Request

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At the regular meeting of Council on March 27, 2017, Council referred the attached request for support, received March 16, 2017 from Boundary Waters Dragon Boat Club to the Administration and Finance Executive Committee for recommendation, with input from the Planning & Development Executive Committee, the Community Services Executive Committee and the Operations & Facilities Executive Committee.

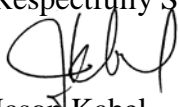
Below is a list of items requested in support for their event on Saturday, July 8th, 2017.

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
2. Authorize the use of Town picnic tables. The Boundary Waters Dragon Boat Festival Committee will organize and arrange for their pick up, cleaning and return;
3. We request that the Town cover any charges associated with any festival permits that may be needed;
4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents and signage to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building (to allow continued public access to the boat launch during the event) to Butler Avenue;
5. Allow the International Boundary Waters Dragon Boat Festival Committee to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event;
6. Allow access for electrical power;
7. Ensure extra garbage cans at the site, and a garbage pick-up the following Monday.
8. Allow for the road closure along the marina from Butler Avenue to the Sorting Gap marina building from 7:30 am to 5:00 pm on July 8th, 2017. A map is attached of the intended closure and festival set up. As always we ensure that the use of the boat launch and the marina building remains fully accessible to the public from the east throughout the day.

## RECCOMENDATION

Items #4, 5, 6, & 8 were discussed by the Community Services Executive Committee as items that pertain to the Community Services Division. There were no concerns with any of the items as they are similar to what has been approved in previous years. It was noted however that parking the Dragon Boats at the Marina docks for the summer of 2017 as an in-kind donation was omitted from their request that has been requested in previous years.

Respectfully Submitted,



Jason Kabel

## Kathy Lawson

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**From:** Lisa Slomke  
**Sent:** April-03-17 1:04 PM  
**To:** Laurie Lindberg; Dawn Galusha  
**Cc:** Kathy Lawson; Patrick Briere; Arlene Byrnes  
**Subject:** Boundary Waters Dragon Boat Festival Request - PDEC

Good Afternoon Laurie & Dawn:

At the meeting of the Planning and Development Executive Committee this morning, the request from the Boundary Waters Dragon Boat Festival was considered. There were no areas of concern from PDEC. Standard practice relating to tent permits (Item #3) and road closure (Items 4&8) will be undertaken by staff accordingly. Further, By-law Enforcement department will provide comment to organizers related to parking and removal of banners after the event is over.

Thanks.  
Lisa

Elizabeth (Lisa) Slomke  
Town Clerk  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
Phone: 807-274-5323 Ext. 1215  
Fax: 807-274-8479  
[lslomke@fortfrances.ca](mailto:lslomke@fortfrances.ca)  
[www.fortfrances.ca](http://www.fortfrances.ca)



March 29, 2017

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

**RE: Request dated March 16, 2017 From Boundary Waters Dragon Boat Festival**

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On March 27, 2017 a request was brought forward from the Boundary Water Dragon Boat Festival requesting assistance from the Town to hold the 6<sup>th</sup> annual International Boundary Waters Dragon Boat Festival on Saturday July 8, 2017. I have taken the liberty to only comment on the items that are directly related to the Operations and facilities division:

**Item 2: The use of picnic tables, with pickup and drop off to be organized by the Committee** - Town will provide picnic tables where the Festival volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893.

**Item 5: Allow Festival committee to attach pennants, signs & banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event** - The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street.

**Item 7: Ensure Extra Garbage Cans at the Site** - Additional garbage containers can be set out for the event. However the O & F division is not in a position to provide manpower to pick-up garbage at the end of the event day. The O&F Division will collect the garbage on Monday July 10, 2017.

Other divisions within the Town's organization will deal with the other matters requested in the letter dated March 16, 2017.

The Operations & Facilities Executive Committee Recommends the following:

- 1) That the Operations & Facilities Division continues to provide in-kind services for **item No. 2** as outlined in the March 16, 2017 letter from Mr. Greg Thorstad. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized.
- 2) That permission is granted to the Boundary Waters Dragon Boat Club in regards to **item No. 5** in accordance with the guidelines listed above.
- 3) **Item No. 7** – The Town will ensure that additional available garbage containers will be provided as requested. However if extra garbage dumpsters are required on site, and a garbage pick-up at the end of the day- these costs and services are the responsibility of the Boundary Waters Dragon Boat Club and not the Town.

Respectfully Submitted

Paul Ryan, Chairman  
Operations & Facilities Executive Committee  
2017AprilDragonBoatRequest



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/41**

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: April 12, 2017**  
**SUBJECT: Federation of Canadian Municipalities' Legal Defense Fund Request**

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**BACKGROUND**

At the March 27, 2017 Council Meeting, the letter from Clark Somerville, FCM President was referred to the Administration and Finance Executive Committee. As noted in the letter, for the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. The Fund has been fully depleted, so FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually- beginning with an immediate call for contributions.

Support to this Fund is voluntary and the voluntary contribution formula is 2 cents per capita as presented on the voluntary invoice.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FEDERATION  
CANADIENNE DES  
MUNICIPALITÉS



04694

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Town of Fort Frances to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Town of Fort Frances's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

**President  
Président**  
Clark Somerville  
Councillor  
Regional Municipality of  
Halton ON

**First Vice-President  
Première vice-présidente**  
Jenny Gerbasi  
Councillor  
City of Winnipeg MB

**Second Vice-President  
Deuxième vice-présidente**  
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FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

## Invoice / Facture

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440

McCaig, Mark  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario P9A 3P9

**Invoice / Facture:** ORD-04694-J0Y6X7

**DATE:** 03/01/2017

**ACCOUNT/COMPTE:** 317

**DUE DATE/DATE LIMITE:** 04/01/2017

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
Legal Defense Fund/Fonds de défense juridique	7,952.00000	\$0.0230	\$23.78	\$206.67
<b>HST/TVH (13%):</b>				\$23.78
<b>TOTAL:</b>				\$206.67

### PAYMENT/PAIEMENT

**By cheque** payable to:

**Federation of Canadian Municipalities**

**Par chèque** à l'ordre de:

**Fédération canadienne des municipalités**

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

### By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC)

90 Sparks St, Ottawa, ON K1P 5T7

**Transit Number/Numéro de transit:** 00006

**Account Number/Numéro de compte:** 1006603

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de 317**  
**référence :**



**Lisa Slomke**

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Wednesday, April 05, 2017 11:09 AM  
**To:** Lisa Slomke  
**Subject:** AMO Policy Update - Bill 68 Submission and 1/3 Tax Exemption

April 5, 2017

## **Bill 68 Submission and 1/3 Tax Exemption**

AMO's submission on Bill 68 is now available on our website at [Bill 68 Standing Committee Submission](#). AMO continues to promote changes to the Bill and will appear before the Standing Committee on Social Policy on April 11. This is the deadline for submissions. At a date not yet established, the Standing Committee will meet to table and vote on amendments. A number of municipal governments have sent us messages of support following up on the March 31<sup>st</sup> video message and briefing note on this legislation as well as school closures.

In addition, the federal government's proposal to end, effective 2019, the 1/3 tax exemption is very much on our radar. AMO is preparing a survey to go to municipal treasurers in the next few weeks to obtain data about council remuneration and the impact that ending this approach will have on remuneration and municipal budgets. AMO is working with several other provinces that are similarly impacted so that a coordinated federal approach occurs going forward.

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**From:** AMCTO <amcto@amcto.com>  
**Sent:** Monday, April 10, 2017 1:01 PM  
**To:** Lisa Slomke  
**Subject:** AMCTO Releases Submission on Bill 68

If this email does not display properly, please view our [online version](#).



April 10, 2017

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## AMCTO Releases Submission on Bill 68

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Today AMCTO submitted its comments on Bill 68, the *Modernizing Ontario's Municipal Legislation Act*, to the Standing Committee on Social Policy. AMCTO believes that a number of the changes proposed in Bill 68 are positive for municipalities—including many that we advocated for in our [submission](#) on the *Municipal Act* in 2015. However, while there is much in this bill that is good for the municipal sector and AMCTO members, there are also several areas of concern, and sections of the legislation where we think that changes need to be made.

Our submission includes five recommendations as well as the Associations' concerns about what we think is the legislation's overemphasis on accountability and transparency and failure to address the fiscal sustainability of Ontario's municipalities. Our specific recommendations are for the government to amend the legislation to:

1. Include principles for how integrity commissioners conduct their duties (and investigations) either in the legislation or in a separate regulation
2. Remove the provision from Bill 68 that would allow an integrity commissioner to launch an investigation on their "own initiative"
3. Remove closed meeting exception "K" from the list of added circumstances in section 239 where councils can move into closed session
4. Keep the current date for starting a new session of council as December 1<sup>st</sup>
5. Establish a lengthen transition period before Bill 68 is proclaimed

Read the full submission [here](#).

### AMCTO – The Municipal Experts

2680 Skymark Avenue Suite # 610, Mississauga ON L4W-5L6

Phone - 905-602-4294 | Fax - 905-602-4295

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**To:** Administration & Finance Executive Committee

**From:** Aaron Petrin, Human Resources Manager

**Date:** April 4, 2017

**Subject:** Annual review of health and safety policy

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#### Background

Under the *Occupational Health and Safety Act*, the Town is required to prepare and review at least annually a written occupational health and safety policy and to maintain a program to implement that policy.

Our health and safety policy has traditionally been reviewed by Council on an annual basis, and management is responsible for maintaining a program to implement the policy.

For your review, attached is the Town's Health and Safety Policy with proposed updates to complete the annual review.

#### Recommendation

The Town's Administration recommends that the Corporation reviews and approves the proposed changes to its Occupational Health and Safety policy.

<i>The Town of Fort Frances</i>	<b>SECTION</b>  HEALTH AND SAFETY
<b>HEALTH AND SAFETY</b>  POLICY	<b>NEW:</b> December 1999 <b>REVIEWED:</b> 2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2017
Resolution No. <del>095</del>	Supersedes Resolution No.  <del>1332 (consent) 05/14-095</del>
Policy Number 5.1	<b>PAGE 1 of 1</b>

~~Management of~~ **The Corporation of the Town of Fort Frances ("The Town")** is vitally interested in the health and safety of its ~~our~~ employees, and ~~Protection of employees~~ **protecting them** from **occupational** injury or occupational disease **and illness** is a major continuing objective. The Town of Fort Frances will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing **the risk of injury in the workplace.**

The Town of Fort Frances, as **an** employer, is ultimately responsible for worker health and safety and will strive to ~~eliminate~~ **control** any foreseeable **workplace** hazards which may result in fires, security losses, damage to property, and personal **occupational** injuries / **and illness**. Accidental loss can be controlled through ~~good~~ **sound** management **practices** in combination with active employee involvement **participation and engagement.**

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible ~~to for ensure~~ **ensuring** that machinery and equipments are safe, and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their **job-specific** ~~work~~ tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the ~~Corporation~~ **Town.**

It is in the best interest of all parties to consider health and safety in ~~every activity~~ **the workplace.** ~~Our~~ **Commitment to occupational** health and safety ~~must form an~~ **is an** integral part of ~~this organization,~~ **what we do at every level of the organization,** from the Mayor **and Council** to ~~the every~~ employees of the Town of Fort Frances.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

Current Review Date: ~~November 23, 2015~~



**To: Administration & Finance Executive Committee**

**From: Aaron Petrin, Human Resources Manager**

**Date: April 13, 2017**

**Subject: Volunteer Firefighter Policy**

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## Summary

This policy proposal is regarding the employment relationship between the Fort Frances Fire Rescue Service and its volunteer firefighters. Its scope would be primarily related to the compensation, benefits and career progression of volunteer firefighters employed by the Fire and Rescue Service.

The Town's Administration is proposing that the pay rates of volunteers be 'red-circled' effective January 1, 2017, and until wage parity has been achieved between the current rate for qualified volunteers and the entry-level rate of 5th Class Firefighter.

We also propose that the Town implements a performance-based wage progression within the current pay structure of volunteer firefighters; and that future cost-of-living increases for volunteer firefighters be linked to those of the Management/Non-Union employee group.

## Background

The Fire Protection and Prevention Act, 1997 ("the Act") defines firefighter as being a fire chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter.

The Corporation of the Town of Fort Frances ("the Town") operates a composite Fire and Rescue Service ("the Service") which employs both full-time ("career") and volunteer firefighters ("volunteers"). Along with applicable sections of the Employment Standards Act, 2000, the employment of career firefighters is governed by a collective agreement, in accordance with the Act, and the employment of volunteers would be governed by this policy.

Historically, the volunteer wage rate ("rate") was linked to the effective rates of career firefighters, and there were four classes, or steps, in the career progression of a full-time firefighter. With a Fifth Class to the ranks, over time, this has created an inequity between the volunteer rate and that of the entry-level career firefighter.

The probationary volunteer rate was equal to 70% of the 4<sup>th</sup> Class rate, and upon becoming qualified as a firefighter, the volunteer rate increased immediately to the 4<sup>th</sup> Class rate of pay. Although volunteers serve in a part-time capacity, the rates for both volunteers and career firefighters assume a 42-hour workweek. This is equal to 2184 hours per year.

The Service recruits career firefighters from its volunteer ranks to reward performance, dedication and active service. Our pay philosophy attempts to mirror this. However, management is of the position that an entry-level career firefighter should not earn a lower rate than that of the volunteer firefighters ranks, as they effectively supervise volunteers while on duty. This is currently the case and we foresee that this growing pay gap will continue to increase due to future cost-of-living adjustments, regardless of whether the terms of future collective agreements are negotiated or arbitrated.

The pay gap referred to above was magnified in 2016 due to a change in the salaries of career firefighters, as agreed to by both parties during collective bargaining. To correct this inequity, the Administration proposes that the volunteer rate be ‘red-circled’, or frozen, until it becomes equal to that of the 5<sup>th</sup> Class firefighter. The rate would remain red-circled until that time, at which point it would then be linked to annual cost-of-living increases received by the Management/Non-Union (“MNU”) group. The MNU Salary Administration Policy would exclude volunteers, whose employment would be governed by this policy.

5th Class Firefighter	60% of 1st Class Firefighter	Jan 2016 \$ 50,924 (\$23.32/hour)	Jan 2017 \$51,942 (\$23.78/hour)	Jan 2018 \$ 52,981 (\$24.26/hour)	Jan 2019 \$ 54,041 (\$24.74/hour)
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The above table was copied from the current collective agreement between the Corporation and the Fort Frances Professional Fire Fighters Association.

The following wage structure is being proposed to create a performance-based progression within the current pay range, and to correct a growing inequity between the volunteer rate of pay and that of a career firefighter.

**Probationary Volunteers** would be paid \$17.55 per hour until further notice. This is the entry-level class for volunteer positions. Once 70% of the 5th Class Firefighter rate has surpassed this amount, the rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

**Level 1 Volunteers** would be paid \$20.06 per hour until further notice. This class of volunteer has successfully completed a minimum of one year of service and 100 hours of documented training during that time. Once 80% of the of the 5th Class Firefighter rate has surpassed the Level 1 rate, said rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

**Level 2 Volunteers** would be paid \$22.56 per hour until further notice. This class of volunteer has successfully completed a minimum of one year of service as a Level 1 volunteer and 100 hours of documented training during that time. The volunteer must also be certified as per the NFPA 1001 Firefighter Level 1 standard. Once 90% of the 5th Class Firefighter rate has surpassed the Level 2 rate, said rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

**Level 3 Volunteers** would be paid \$25.07 per hour until further notice. This class of volunteer has successfully completed a minimum of one year of service as a Level 3 Volunteer and 100 hours of documented training during that time. The volunteer must also be certified as per the NFPA 1001 Firefighter Level 2 standard. Once 100% of the 5th Class Firefighter rate has surpassed the Level 3 rate, said rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

**Note:** The matter of insurance remains outstanding as Administration is reviewing its policy covering personal injury/illness insurance and comparing it to WSIB coverage for volunteers. Administration is also in the process of considering options regarding vehicle coverage for volunteers, as reliable access to a personal vehicle is an implied condition of employment for this employee group.

## Recommendation

That the Administration & Finance Executive Committee approves this report and provides policy direction to Council.

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** April 12, 2017  
**SUBJECT:** O.P.P. Office Lease Agreement Audited Statements for the year ending  
December 31, 2016

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**BACKGROUND**

Attached is the O.P.P. Office Lease Agreement audited financial statement for the year ended December 31, 2016 as provided by BDO Canada LLP, as well as the resulting invoice.

The Auditor's report of Statement of Operating Costs was prepared by BDO Canada management based on Schedules D and F of the Office Lease Agreement – OPP.



Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
607 Portage Avenue  
Fort Frances ON P9A 0A7 Canada

April 12, 2017

Town of Fort Frances  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Attention: Ms. Laurie Lindberg

Invoice **88868357**  
Electronic Banking Account No. 151360322599  
HST Registration No. 131585366RT0043

For Professional Services

Preparing and auditing Statement of Operating Costs relating to the lease agreement between the Town of Fort Frances and the Ontario Provincial Police together with any necessary supporting schedules for the year ended December 31, 2016.

\$1,325.00

Administration, technology and disbursement fee:

	79.50
Our Fee	\$1,404.50
HST	182.59
Total	<u>\$1,587.09</u>

Accounts are due when rendered  
Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days  
1825-KFF3035-4

**Town of Fort Frances**  
**Office Lease Agreement - OPP**  
For the year ended December 31, 2016

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<b>Note to Statement of Operating Costs</b>	<b>4</b>





Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
607 Portage Avenue  
Fort Frances ON P9A 0A7 Canada

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## Independent Auditor's Report on Statement of Operating Costs

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To the Council of the  
Town of Fort Frances

We have audited the accompanying Statement of Operating Costs for the Town of Fort Frances for the year ended December 31, 2016, and the significant accounting policy. The Statement of Operating Costs has been prepared by management based on Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Public Infrastructure Renewal dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances.

### Management's Responsibility for the Statement

Management is responsible for the preparation of the Statement in accordance with Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Public Infrastructure Renewal dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances, and for such control as management determines is necessary to enable the preparation of the Statement that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the Statement based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the Statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial information in the Statement of Operating Costs for the Town of Fort Frances for the year ended December 31, 2016, is prepared, in all material respects, in accordance with Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Public Infrastructure Renewal dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances.

### Basis of Accounting and Restriction on Distribution and Use

Without modifying our opinion, we draw attention to the Basis of Accounting note to the financial information, which describes the basis of accounting. The Statement is prepared to assist the Town of Fort Frances to meet the requirements of Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Public Infrastructure Renewal dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances. As a result, the Statement may not be suitable for another purpose. Our report is intended solely for the Council of the Town of Fort Frances and the tenant of 320 Portage Avenue and should not be distributed to or used by parties other than the Council of the Town of Fort Frances and the tenant of 320 Portage Avenue.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants  
Fort Frances, Ontario

April 10, 2017

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

**Town of Fort Frances  
Office Lease Agreement - OPP  
Statement of Operating Costs**

<b>For the year ended December 31, 2016</b>	<b>Total Building</b>	<b>Policing 30%</b>	<b>OPP 46%</b>
<b>Cleaning Expenses</b>			
Contract services	\$ 63,600	\$ 31,851	\$ 14,652
Supplies and materials	4,725	1,418	652
Trash removal	916	275	126
	<u>69,241</u>	<u>33,544</u>	<u>15,430</u>
<b>Maintenance</b>			
Elevator contracts/materials	4,154	1,246	573
HVAC contracts/materials	2,745	824	379
Electrical contracts/materials	1,459	438	201
Plumbing	1,960	588	271
Fire and life safety	2,156	647	298
Other	4,400	1,320	607
	<u>16,874</u>	<u>5,063</u>	<u>2,329</u>
<b>Utilities</b>			
Electricity	50,019	15,006	6,903
Gas	13,399	4,020	1,849
Water and sewer	1,480	444	204
	<u>64,898</u>	<u>19,470</u>	<u>8,956</u>
<b>Roads/Grounds/Security</b>			
R/G payroll benefits	21,974	6,592	3,032
Other	5,184	1,555	715
	<u>27,158</u>	<u>8,147</u>	<u>3,747</u>
<b>Administrative</b>			
Management fees	9,565	2,870	1,320
Professional fees	1,414	1,414	1,414
	<u>10,979</u>	<u>4,284</u>	<u>2,734</u>
<b>Sub-total</b>	<b>189,150</b>	<b>70,508</b>	<b>33,196</b>
<b>Building Insurance</b>			
Total building insurance	11,714	5,316	2,446
<b>Total</b>	<b>\$ 200,864</b>	<b>\$ 75,824</b>	<b>\$ 35,642</b>

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**Town of Fort Frances  
Office Lease Agreement - OPP  
Note to Statement of Operating Costs**

**For the year ended December 31, 2016**

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**Significant Accounting Policy**

**Basis of Accounting**

The Statement of Operating Costs has been prepared on an accrual basis of accounting using the recognition and measurement principles of Canadian public sector accounting standards and only includes those expenses related to 320 Portage Avenue, Fort Frances, Ontario, as permitted under the terms and conditions of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Public Infrastructure Renewal dated June 5, 2001.





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/43**

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** April 12, 2017  
**SUBJECT:** P.O.A. Audited Statements for the year ending December 31, 2016

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**BACKGROUND**

Attached is the Provincial Offences (P.O.A.) Fort Frances Court Services Area audited financial statement for the year ended December 31, 2016 as provided by BDO Canada LLP, as well as the resulting invoice.

The Auditor's report of Statement of Financial Position and Statement of Receipts and Expenditures for the Provincial Offences – Fort Frances Court Services Area Trust Fund, as at December 31, 2016 was prepared by BDO Canada LLP management.



Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
607 Portage Avenue  
Fort Frances ON P9A 0A7 Canada

April 6, 2017

Provincial Offences - Fort Frances Court Services Area  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Attention: Ms. Laurie Lindberg

Invoice **88859575**  
Electronic Banking Account No. 151360637178  
HST Registration No. 131585366RT0043

For Professional Services

Examining the books and records of Provincial Offences for the year ended December 31, 2016.

Preparing financial statements in accordance with Canadian Auditing Standards  
- CAS 805 - together with any necessary supporting schedules for the year ended December 31, 2016.

Reporting to you in connection with your financial statements. \$3,270.00

Administration, technology and disbursement fee:

	196.20
Our Fee	\$3,466.20
HST	450.61
Total	<u>\$3,916.81</u>

APPROVED  
*L. G. Lindberg*  
TREASURER

75-040-0460-1200-71254

Accounts are due when rendered  
Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days  
1825-KFF1992-4

**The Corporation of the Town  
of Fort Frances  
Provincial Offences -  
Fort Frances Court Services Area  
Trust Fund  
Financial Statements  
For the year ended December 31, 2016**

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Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
607 Portage Avenue  
Fort Frances ON P9A 0A7 Canada

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## Independent Auditor's Report

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### To the Ministry of the Attorney General of Ontario

We have audited the accompanying statement of financial position of the Provincial Offences - Fort Frances Court Services Area Trust Fund, as at December 31, 2016, the statement of receipts and expenditures for the year then ended and a summary of significant accounting policies and other explanatory information (together "the financial statements"). The financial statements have been prepared by management based on the basis of accounting described in Note 1.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting as described in Note 1; this includes determining that the described basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Basis for Qualified Opinion

The financial records of the Provincial Offences - Fort Frances Court Services Area Trust Fund are maintained and generated using the ICON system provided by the Province of Ontario. The scope of our audit did not include a review of the controls over this system nor was a service auditor's report made available to us. Therefore, we were not able to determine whether any adjustments might be necessary to fines, costs and fees revenue and net receipts over expenditures for the years ended December 31, 2016, and 2015, current assets as at December 31, 2016, and 2015, and net assets as at January 1 and December 31 for both the 2016 and 2015 years. Our audit opinion on the financial statements for the year ended December 31, 2016, was modified accordingly because of the possible effects of this limitation in scope.



### **Qualified Opinion**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Provincial Offences - Fort Frances Court Services Area Trust Fund as at December 31, 2016, and its receipts and expenditures for the year then ended in accordance with the basis of accounting described in Note 1.

### **Basis of Accounting and Restrictions on Use**

Without modifying our opinion, we draw attention to the significant accounting policies section of the financial statements which describes the basis of accounting. The financial statements are prepared to assist the Provincial Offences - Fort Frances Court Services Area Trust Fund to comply with the reporting requirements of the Ministry of the Attorney General of Ontario. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the management of the Provincial Offences - Fort Frances Court Services Area Trust Fund and the Ministry of the Attorney General of Ontario and should not be used by parties other than the management of the Provincial Offences - Fort Frances Court Services Area Trust Fund and the Ministry of the Attorney General of Ontario.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario

April 4, 2017

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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Statement of Financial Position**

<b>December 31</b>	<b>2016</b>	<b>2015</b>
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 45,871	\$ 55,009
Accounts receivable (Note 2)	6,784	3,769
Prepaid expenses	339	339
	<u>\$ 52,994</u>	<u>\$ 59,117</u>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable (Note 3)	\$ 52,994	\$ 59,117

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Statement of Receipts and Expenditures**

<b>For the year ended December 31</b>	<b>2016</b>	<b>2015</b>
<b>Receipts</b>		
Fines, costs and fees	\$ 477,009	\$ 302,769
Interest earned	782	562
	<u>477,791</u>	<u>303,331</u>
<b>Expenditures</b>		
Administration	101,974	75,789
Remitted to Municipalities	264,119	117,734
Salaries and benefits	111,698	109,808
	<u>477,791</u>	<u>303,331</u>
<b>Net receipts over expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Notes to Financial Statements**

**December 31, 2016**

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**1. Summary of Significant Accounting Policies**

<b>Nature of Trust Fund</b>	<p>The Provincial Offences - Fort Frances Court Services Area Trust Fund is unincorporated and is exempt from tax.</p> <p>The trust fund administers and collects fines incurred under the Provincial Offences Act.</p>
<b>Management's Responsibility</b>	<p>The financial statements of the Provincial Offences - Fort Frances Court Services Area Trust Fund are the representation of management and have been prepared in accordance with accrual based accounting principles. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgement and review.</p>
<b>Accrual Basis of Accounting</b>	<p>Sources of financing and expenditures are reported on the accrual basis of accounting.</p> <p>The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.</p>
<b>Capital Assets</b>	<p>Capital assets are recorded as an expenditure on the Statement of Receipts and Expenditures in the year of acquisition.</p>
<b>Revenue Recognition</b>	<p>Revenue is generated from fines and penalties billed to offenders. The information regarding these fines and penalties is provided by the Province of Ontario ICON tracking system. The revenue is recorded when the amount can be reasonably estimated and collection is reasonably assured. These two items are satisfied when cash is collected. As a result, revenue is recognized on a cash basis.</p>



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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Notes to Financial Statements**

**December 31, 2016**

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**2. Accounts Receivable**

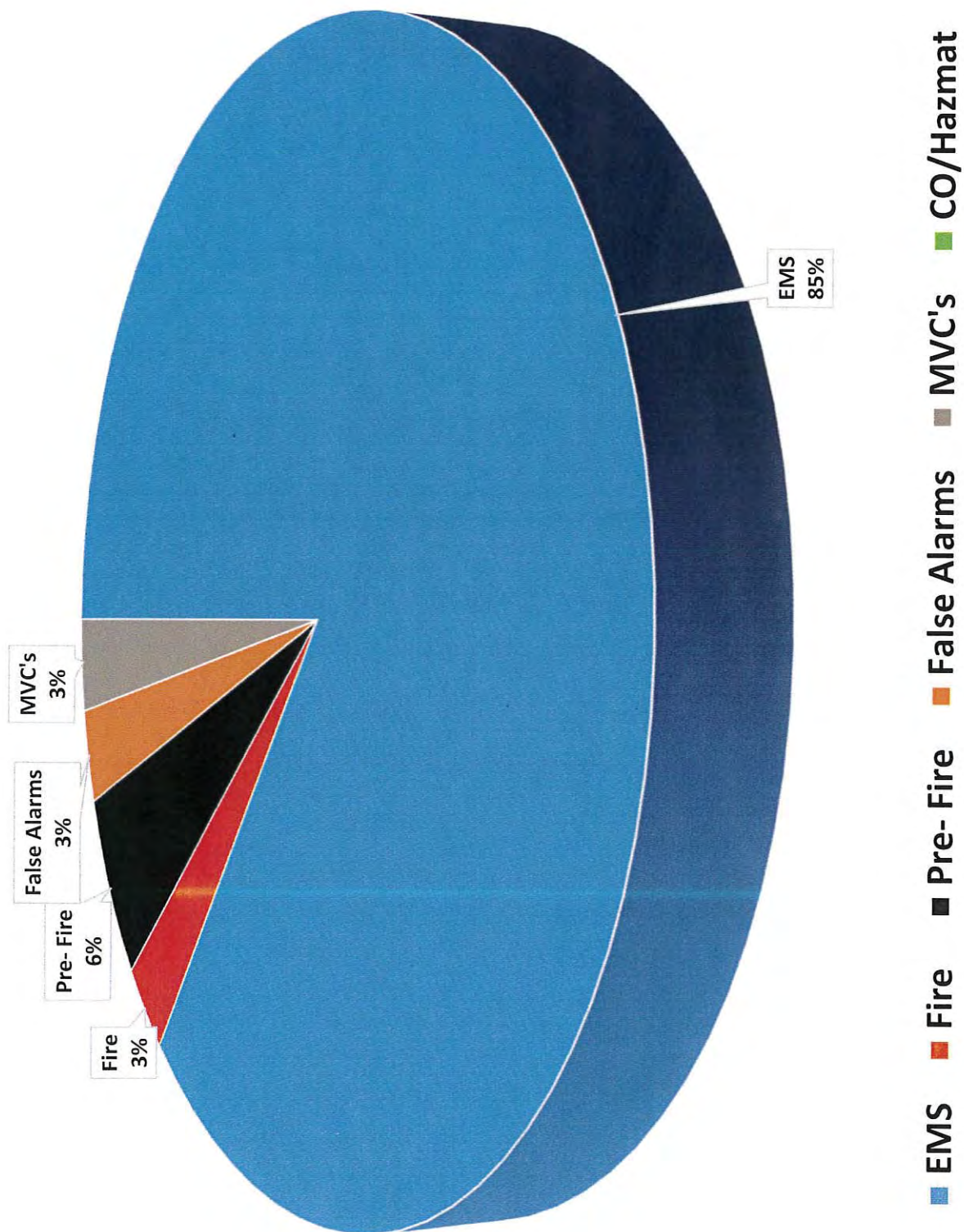
	<u>2016</u>	<u>2015</u>
Due from Municipalities	\$ 6,294	\$ 3,646
Due from Province	490	123
	<u>\$ 6,784</u>	<u>\$ 3,769</u>


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**3. Accounts Payable**

	<u>2016</u>	<u>2015</u>
Due to own Municipality	\$ 6,444	\$ 15,913
Due to other Municipalities	15,418	11,907
Due to Provincial Court	31,132	31,297
	<u>\$ 52,994</u>	<u>\$ 59,117</u>

## Feb 2017 Emergency Response Calls



 <b>FORT FRANCES</b> FOUNDATION Fire & Rescue Service 1st QT. 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:
	78 hrs.	7	0	28	0	92	3	\$21,500	8	9	0	0	0	0	0

Highlights from: Tyler Moffitt - Fire Chief/CEMC

»CALLS FOR EMERGENCY SERVICE: THE FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 119 EMERGENCY CALLS FOR SERVICE DURING THE FIRST QUARTER OF 2017.

»Total Hours: A total of 78 Hours were spent on responding to emergency incidents. As well, there were six (2- hour Fire Practices), as well as an 8-Hour Workshop.

»Time of Day: During the First Quarter, 64% of our calls for service occurred on the Day Shift between 07:00 & 19:00 and 36% of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»Public Fire Safety Education: There was one Public Fire Safety Education event held for the local Air Cadets.

»Public Events: No events during the month of February.

»Fire Prevention Inspections: There was a total of 28 (Twenty-Eight) Fire Inspections, as well as follow-up Fire Inspections.


»Emergency Medicals Service (EMS) Response Calls: Emergency Medical Service (EMS) requests, accounted for 77% of our calls in the First Quarter. Note: 15 (fifteen) 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 Paramedic Service, because they were unavailable at the time of the call. NOTE: THE MAJORITY OF OUR EMS CALL WE ATTEND ARE ON DAY SHIFT SUE TO THE FACT MORE PEOPLE ARE AWAKE AND INVOLVED IN VARIOUS ACTIVITIES.

»Fire Response Calls: There was a total of 3 (Three) Fire related calls during the First Quarter, which resulted in a Dollar loss of \$21,500.

»Pre- Fire Response Calls: There were 3 (Three) Pre-Fire related calls, which were cooking related.

»Motor Vehicle Crashes (MVC's) Response Calls: There were 9 (Nine) Motor Vehicle Crashes attended by our service in the First Quarter.



 <b>FORTFRANCES</b> BOUNDLESS Fire & Rescue Service Mar. 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>28 hrs.</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>\$0</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</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 32 EMERGENCY CALLS FOR SERVICE DURING MARCH 2017.

»Total Hours: A total of 16 Hours were spent on responding to emergency incidents. As well, there were two (2- hour Fire Practices) and an 8-Hour PTSD (Post Traumatic Stress Disorder) Workshop, which the Fire Chief and one Fulltime Firefighter attended on March 28th.

»Time of Day: During this month 75% of our calls for service occurred on the Day Shift between 07:00 & 19:00 and 25% of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»Public Fire Safety Education: There were no Public Fire Safety Education events.

»Public Events: No events during the month of February. However, planning for attending the Business and Community Expo on April 21 and 22 has started.

»Fire Prevention Inspections: There was a total of 11 (Eleven) new Fire Inspections and Three (3) Follow-up Fire Inspections. 3 (Three) of the new Fire Safety Inspections were Vulnerable Occupancies, which included a lengthy inspection of the Hospital, Rainy Crest, and Sybil Russel Hall.

»Emergency Medicals Service (EMS) Response Calls: Emergency Medical Service (EMS) requests, accounted for 78% of our calls, with 76% of them occurring on the Day Shift between 07:00 & 19:00 and 24% of our calls for service occurred during the Night Shift between 19:00 & 07:00. Note: 3 (Three) 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 Paramedic Service, because they were unavailable at the time of the call. **The time spent on 3 (three) of these FIRST RESPONSE CALLS was 114 minutes, which is an average of 38 minutes dedicated to each call.**

»Fire Response Calls: There were no Fire Response Calls

»Pre- Fire Response Calls: There were no Pre-Fire response Calls.

»Motor Vehicle Crashes (MVC's) Response Calls: There were 3 (Three) Motor Vehicle Crash attended by our service., two of which were in the Town of Fort Frances. The one outside of Fort Frances occurred at the intersection of Hwy 11 and Hwy 502.

**2017 GENERAL FUND  
Budget vs Actual**

	2015 OPERATING FORECAST	Actual to December 31/15	2016 OPERATING FORECAST	Actual to December 31/16	2017 DRAFT OPERATING FORECAST	Actual to March 31, 2017
<b>CORPORATE:</b>						
REVENUE						
Municipal Levy	(10,385,667)	(10,358,549.68)	(10,363,129)	(10,195,925.22)	(10,359,486)	(5,101,161.09)
School Board Levy	(1,722,287)	(1,708,578.86)	(1,706,841)	(1,701,248.19)	(1,706,841)	(818,170.59)
Payments-In-Lieu	(783,913)	(787,523.86)	(782,001)	(797,355.99)	(792,983)	(17,373.85)
Contribution From Contingency Reserve Fund	0	0.00	0	00.00	0	00.00
Sale of Land/Gain on Sale of Land	0	(93,705.34)	0	(584,791.50)	0	(2,750.00)
Other Grant (In-Lieu of taxation)	0	0.00	0	00.00	0	00.00
One Time Assistance Funding						
Tax Rate Stabilization Reserve Fund Contribution	(448,804)	(448,804)	(242,250)	(436,738.88)	0	00.00
Surplus from Prior Years	0	-	0	00.00	0	00.00
OMPF (CRF) Funding	(2,983,600)	(2,983,600.00)	(2,934,100)	(2,934,100.00)	(3,106,500)	(776,625.00)
	<b>(16,324,271)</b>	<b>(16,380,761.74)</b>	<b>(16,028,321)</b>	<b>(16,650,159.78)</b>	<b>(15,965,810)</b>	<b>(6,716,080.53)</b>
<b>EXPENDITURES</b>						
Election	0	213.70	0	00.00	0	00.00
Council	762,650	319,859.39	717,598	318,451.07	719,600	72,960.73
Contribution to Reserve/Reserve Funds	1,375,000	2,350,000.00	1,375,000	2,223,885.98	1,375,000	00.00
Uncontrollable Costs	2,614,010	2,534,704.88	2,385,801	2,321,399.93	2,435,316	768,182.22
Economic Development	165,485	183,976.37	166,435	132,791.63	164,935	55,939.91
Travel Information Centre	22,500	(4,060.35)	10,770	14,845.13	19,000	3,639.88
Solar Panels	(26,260)	(24,092.99)	(25,270)	(15,558.43)	(25,625)	(309.80)
School Board Requisition	1,722,287	1,708,578.86	1,706,841	1,701,248.19	1,706,841	432,955.24
Long Term Debt	697,352	131,216.19	640,120	99,701.32	633,228	71,997.65
	<b>7,333,024</b>	<b>7,200,396.05</b>	<b>6,977,295</b>	<b>6,796,764.82</b>	<b>7,028,295</b>	<b>1,405,365.83</b>
<b>Total Corporate</b>	<b>(8,991,247)</b>	<b>(9,180,365.69)</b>	<b>(9,051,026)</b>	<b>(9,853,394.96)</b>	<b>(8,937,515)</b>	<b>(5,310,714.70)</b>
<b>ADMINISTRATION &amp; FINANCE:</b>						
Admin. Revenue	(601,250)	(612,516.07)	(608,121)	(668,683.56)	(612,195)	(113,071.32)
Administration Department	444,823	504,819.49	473,091	582,215.68	507,625	26,778.36
Clerk's Department	181,000	188,022.57	186,289	205,488.53	214,660	149,359.09
Treasury Department	598,974	574,385.98	614,842	573,492.38	616,580	234,271.45
FFPC Administration	94,185	79,405.64	95,170	78,351.94	108,000	31,644.21
<b>Total A &amp; F</b>	<b>717,732</b>	<b>734,117.61</b>	<b>761,271</b>	<b>770,864.97</b>	<b>834,670</b>	<b>328,981.79</b>

**EMERGENCY SERVICES**

Fire Emergency Services	921,989	913,587.95	935,762	922,833.52	977,545	207,710.31
911 Dispatch Services	13,800	10,952.03	13,800	9,482.21	11,800	9,174.58

**2017 GENERAL FUND  
Budget vs Actual**

	2015		2016		2017 DRAFT	
	OPERATING FORECAST	Actual to December 31/15	OPERATING FORECAST	Actual to December 31/16	OPERATING FORECAST	Actual to March 31, 2017
Police Services	2,510,895	2,611,854.51	2,329,938	2,322,747.02	2,023,675	501,564.68
<b>Total Emergency Services</b>	<b>3,446,684</b>	<b>3,536,394.49</b>	<b>3,279,500</b>	<b>3,255,062.75</b>	<b>3,013,020</b>	<b>718,449.57</b>
<b>COMMUNITY SERVICES:</b>						
Sister Betty Kennedy Centre	31,412	31,235.79	34,600	45,229.02	43,053	14,528.03
Children's Day Care	0	(33,824.75)	6,045	38,397.23	51,358	11,354.48
Best Start Hub	0	(0.00)	668	1,710.72	0	4,427.56
Day Care Resource Centre	0	926.78	833	1,418.30	0	4,068.67
Handi Transit Services	90,657	97,048.82	90,302	107,447.64	103,377	(9,462.82)
Townshend Theatre	0	(6,526.71)	0	(5,101.69)	0	(3,588.21)
Recreation Facilities	592,536	574,548.86	627,806	626,582.36	602,187	178,035.59
Recreation Programs	117,453	80,402.37	111,079	88,621.01	138,656	(75,522.22)
Community Services	108,643	114,105.21	132,683	116,182.87	133,742	(2,605.85)
Sunny Cove Camp	15,547	8,146.58	14,327	15,128.77	23,705	(5,014.01)
Public Library	485,975	485,975.00	493,191	482,038.77	480,749	111,385.80
Library Co-op				0.00		(249.98)
Museum	146,449	136,845.59	146,810	139,081.01	144,027	45,318.79
Waterfront (Sorting Gap)	55,712	41,150.05	47,739	39,816.59	38,056	39,260.13
<b>Total Community Services</b>	<b>1,644,384</b>	<b>1,530,033.59</b>	<b>1,706,083</b>	<b>1,696,552.60</b>	<b>1,758,910</b>	<b>311,935.96</b>
<b>OPERATIONS &amp; FACILITIES</b>						
Public Works	478,261	629,395.36	542,209	518,192.56	492,153	180,304.77
Roads	1,273,010	1,001,910.10	1,300,136	1,578,987.65	1,399,893	235,874.07
Sidewalks	107,463	75,442.15	107,954	90,404.98	101,671	22,432.04
Stores Operations	87,566	83,481.17	84,540	89,077.03	93,640	17,832.30
Traffic Signal Maint	6,861	13,508.44	7,779	7,983.26	8,735	1,014.50
Streetlighting Maint	47,586	65,286.04	53,317	74,722.05	75,496	10,256.44
Waste Management Services	0	(3,558.52)	0	39,883.13	0	17,918.74
Airport	140,983	20,518.52	79,203	43,499.55	81,449	42,077.10
Parks & Cemeteries Admin	162,487	156,803.49	196,473	191,811.98	163,466	38,431.10
Cemeteries	270,694	256,320.53	261,656	229,633.20	265,216	9,681.40
Parks	244,914	253,797.75	272,068	309,769.62	306,585	27,208.64
<b>Total Operations and Facilities</b>	<b>2,819,825</b>	<b>2,552,905.03</b>	<b>2,905,335</b>	<b>3,173,965.01</b>	<b>2,988,304</b>	<b>603,031.10</b>
<b>PLANNING &amp; DEVELOPMENT</b>						
By-Law Enforcement	144,960	166,700.82	152,716	143,314.34	155,745	35,226.36
Fight The Blight				32,413.76		0.00
Building Official Department	52,406	(2,071.99)	59,104	39,612.99	21,776	28,435.35
Planning Department	98,903	147,164.27	108,623	277,639.09	48,120	(1,813.55)

**2017 GENERAL FUND**

**Budget vs Actual**

	2015		2016		2017 DRAFT	
	OPERATING	Actual to	OPERATING	Actual to	OPERATING	Actual to
	FORECAST	December 31/15	FORECAST	December 31/16	FORECAST	March 31, 2017
Civic Centre	66,353	73,405.55	78,394	83,031.04	113,043	14,163.08
<b>Total Planning and Development</b>	<b>362,622</b>	<b>385,198.65</b>	<b>398,837</b>	<b>576,011.22</b>	<b>338,684</b>	<b>76,011.24</b>
<b>SUBTOTAL</b>	<b>0</b>	<b>(441,716.32)</b>	<b>0</b>	<b>(380,938.41)</b>	<b>(3,927)</b>	<b>(3,272,305.04)</b>
YE Auditor's (Capital Fund Adj & Prior Yr Surplus diff.)						
Landfill Closure Expensed (Adj)						
Less: Amortization						
<b>Year End Sub-Total (Before PSAB Audit Adjustments)</b>	<b>0</b>	<b>(441,716.32)</b>	<b>0</b>	<b>(380,938.41)</b>	<b>(3,927)</b>	
LT Debt Principal Payments		489,298.98		534,843.84		
Closing Transfers to Reserve Funds						
Increase in Landfill Closure Liability		(23,358.86)		(23,359.87)		
Increase in Employee Future Benefits		3,591.00		8,987.00		
Cost of Lots sold		(41,814.08)				
Capital - Funded by Operations		(1,972.44)				
Opening Surplus from Prior Year		(101,960.29)		(117,932.01)		
<b>OPERATING FORECAST</b>	<b>0</b>	<b>(117,932.01)</b>	<b>0</b>	<b>21,600.55</b>	<b>(3,927)</b>	

**Water and Sewer Fund (Operating)**  
**Actuals to March 31, 2017**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2017 Budget</b>	<b>Variance</b>
961	Waterworks Administration	-339,689.36	( 680,548.00)	( 340,858.64)
965	Water Treatment Plant	179,528.34	556,442.00	376,913.66
966	Water Storage Facility	8,540.96	124,106.00	115,565.04
		-151,620.06	0.00	151,620.06
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-151,620.06</b>	<b>0.00</b>	<b>151,620.06</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2017 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-345,368.12	( 756,652.00)	( 411,283.88)
413	Sewage Treatment Plant	87,267.08	756,652.00	669,384.92
		-258,101.04	0.00	258,101.04
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-258,101.04</b>	<b>0.00</b>	<b>258,101.04</b>



**Subject:** AMO Policy Update - Plate Denial for Defaulted Provincial Offences Act (POA) Fines Begins May 1, 2017

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**From:** AMO Communications [<mailto:communicate@amo.on.ca>]

**Sent:** April-07-17 2:03 PM

**To:** Roy Avis <[ravis@fortfrances.ca](mailto:ravis@fortfrances.ca)>

**Subject:** AMO Policy Update - Plate Denial for Defaulted Provincial Offences Act (POA) Fines Begins May 1, 2017

April 7, 2017

## **Plate Denial for Defaulted *Provincial Offences Act* (POA) Fines Begins May 1, 2017**

The Ministry of Transportation (MTO) has confirmed that as of May 1 drivers with defaulted *Provincial Offences Act* (POA) fines (such as speeding fines) dating back to May 1, 2010 will be [unable](#) to renew their vehicle plates until defaulted fines have been paid. The Ministry of the Attorney General (MAG) has also made changes to allow municipal governments to recoup the costs of using collection agencies to collect defaulted fines.

Expanding licence plate denial for defaulted POA fines has been a key ask of municipal governments since before the 2011 election. Since that time, MTO, MAG, AMO, Toronto, the Municipal Courts Managers Association and others, have been working to implement expanded plate denial.

AMO is pleased that this tool is now available to municipalities seeking to collect defaulted POA fines and appreciates the work of the government to make this happen. Since the transfer of POA courts to the municipal sector, municipal governments have been working on ways to more effectively collect these fines and expanded plate denial.

For more information, members are encouraged to contact their [municipal courts administration staff](#).

**AMO Contact:** Craig Reid, Senior Advisor, E-mail: [creid@amo.on.ca](mailto:creid@amo.on.ca), 416.971.9856 ext. 334.

**PLEASE NOTE:** AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

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