

TOWN OF FORT FRANCES

AGENDA - December 11, 2017

MEETING - Council Chambers

Page

1. **COUNCIL MEETING**

(Session No. 076) to immediately follow the Committee of the Whole

1.1 Call to Order

1.2 Prayer

1.3 Non-agenda items identified to be considered later in this meeting

1.4 Disclosure of pecuniary interest and the general nature thereof.

2. **Delegations/Deputations:**

2.1 Presentation from S. Hoard re: Wood Burning Health Hazards.

4 - 13

3. **Consent Agenda:**

3.1 Items Referred from Committee of the Whole

3.2 Request dated November 26, 2017 from Eric and Antoinette Kaufman re: Consideration for resurfacing on Cornwall Avenue between 6th Street and 8th Street East.

14

- request will be referred to Operations and Facilities Executive Committee for recommendation.

3.3 Financial request received November 20, 2017 from S. Lange, Treasurer - Fort Frances Meals on Wheels Grant for 2018.

15 - 16

- request will be referred to Administration and Finance Executive Committee for recommendation.

3.4 Resolution as passed December 4th, 2017 from the Economic Development Advisory Committee re: Request for review of existing sewer and water infrastructure installation costs for residential properties.

17

- request will be referred to the Operations and Facilities Executive Committee for recommendation with input from the Municipal Planner.

4. **Approval of Council Minutes: ***

4.1 Session No. 075 dated November 27, 2017.

	Page
5. <u>Approval of Committee of the Whole Minutes: *</u>	
5.1 Session No 107 dated November 27, 2017.	
6. <u>Resolutions from tonight's Committee meeting</u>	
7. <u>By-Laws:</u>	
7.1 34/95-E Being a By-Law to amend By-Law 34/95, the Procedure By-Law (compliance with the newly enacted Bill 68 Legislation – Modernizing Ontario’s Municipal Legislation Act).	18 - 19
7.2 10/12-A Being a by-law to amend By-Law 10/12 to approve an emergency plan.	20 - 47
7.3 03/14-XXX Being a By-Law to amend Zoning By-Law 03/14, as amended, <i>The Planning Act</i> , Section 34 - (608 Scott Street, Fort Frances).	48
7.4 03/14- XXX Being a By-Law to amend Zoning By-Law 03/14, as amended, <i>The Planning Act</i> , Section 34 (Setback from Navigable and Non-Navigable Watercourses, Hazard Land and Municipal Surface Drains).	49 - 50
7.5 XX/17 Being a by-law to impose certain user fees.	51 - 78
8. <u>Information Correspondence:</u>	
8.1 Association of Municipalities of Ontario (AMO) Watchfile dated December 7, 2017.	79 - 80
8.2 Correspondence dated November 21st, 2017 from Hon. D. Rusnak, MP Thunder Bay-Rainy River re: Considerations for 2018 Federal Budget.	81
8.3 November 24, 2017 Memorandum from Ministry of Municipal Affairs re: Legislative Changes to Transient Accommodation Taxation.	82 - 83
8.4 December 5, 2017 Memorandum from Municipal Property Assessment Corporation (MPAC) re: Budget and Municipal Levy for 2018.	84 - 85
9. <u>Minutes:</u>	
9.1 Economic Development Advisory Committee dated October 2, 2017 and November 6, 2017.	86 - 89
9.2 Community Services Executive Committee dated November 20, 2017.	90 - 91
9.3 Planning and Development Executive Committee dated November 20, 2017.	92 - 93
9.4 Administration and Finance Executive Committee dated November 21,	94 - 95

	Page
2017.	
9.5 Operations and Facilities Executive Committee dated November 22, 2017.	96 - 97
10. <u>Non-agenda Items</u>	
11. <u>ADJOURNMENT - Christmas Message from Mayor Avis</u>	
12. <u>* Previously distributed to Council</u>	
13. <u>** Items can be viewed by contacting the Clerk</u>	

NOV 24/2017

PLEASE INCLUDE STANLEY J HOARD
ON DEC 11/2017 TO VOICE COMPLAINT
AS TO WOOD BURNING SMOKE AND
HEALTH HAZARDS FROM WOOD
BURNING SMOKE FROM OUTBUILDINGS.

Stanley J Hoard
1213 Elizabeth St. E
Fort Frances, Ontario
P9A3R8
807-274-5083



- [Burn Wise Awareness Kit](#)
- [Video public service announcements](#)

Smoke Detectors

Each year, about 3,000 people die in residential fires in the U.S. – mainly from smoke inhalation. A properly installed and maintained smoke alarm is one of the best and cheapest ways to be warned early of a potentially deadly fire.

Wood smoke can affect everyone, but children, teenagers, older adults, people with lung disease, including asthma and COPD or people with heart diseases are the most vulnerable. Research indicates that obesity or diabetes may also increase risk. New or expectant mothers may also want to take precautions to protect the health of their babies, because some studies indicate they may be at increased risk.

It's important to limit your exposure to smoke—especially if you are more susceptible than others:

- If you have heart or lung disease, such as congestive heart failure, angina, chronic obstructive pulmonary disease, emphysema or asthma, you may experience health effects earlier and at lower smoke levels than healthy people.
- Older adults are more likely to be affected by smoke, possibly because they are more likely to have chronic heart or lung diseases than younger people.
- Children also are more susceptible to smoke for several reasons: their respiratory systems are still developing; they breathe more air (and air pollution) per pound of body weight than adults; and they're more likely to be active outdoors.

[Learn how to reduce wood smoke and lower your risk.](#)

[Top of Page](#)

Environmental effects of wood smoke

The particles in wood smoke can [reduce visibility \(haze\)](#) and create environmental and aesthetic damage in our communities and scenic areas – like national parks.



Click on image to
enlarge

Smoke may smell good, but it's not good for you. Both short- and long-term exposures to particle pollution from wood smoke have been linked to a variety of health effects.

Short-term exposures to particles (hours or days) can aggravate lung disease, causing asthma attacks and acute bronchitis, and may also increase susceptibility to respiratory infections. Long-term exposures (months or years) have been associated with problems such as reduced lung function and the development of chronic bronchitis—and even premature death. Some studies also suggest that long-term PM 2.5 exposures may be linked to cancer and to harmful developmental and reproductive effects, such as infant mortality and low birth weight.

Who is at risk from wood smoke?

Related Information

Components of wood smoke:

- [Particle pollution](#)
- [Benzene](#) EXIT
- [Formaldehyde](#) EXIT
- [Acrolein](#) EXIT
- [PAHs](#) EXIT

Additional health information:

- [How smoke from fires can affect your health](#)
- [How wood smoke harms your health](#) (Washington State Department of Ecology) EXIT

Asthma resources:

- [EPA Asthma website](#)
- [CDC Asthma website](#) EXIT
- [NoAttacks.org](#) EXIT

Outreach materials:

We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot.



Wood Smoke and Your Health

- [What is wood smoke?](#)
- [Health effects of wood smoke](#)
- [Who is at risk from wood smoke?](#)
- [Environmental effects](#)

What is wood smoke?

Carbon Monoxide Detectors

Smoke from wood that is not burned completely contains a number of chemicals, including carbon monoxide (CO).

More than 150 people die annually from CO poisoning related to the use of home heating appliances.

CO is odorless and colorless. If you use a wood stove or fireplace, install a digital CO detector, which sounds an alarm when CO levels increase. [Protect Your Family and Yourself from Carbon Monoxide Poisoning.](#)

Smoke forms when wood or other organic matter burns. The smoke from wood burning is made up of a complex mixture of gases and fine particles (also called particle pollution, particulate matter, or PM). These microscopic particles can get into your eyes and respiratory system, where they can cause health problems such as burning eyes, runny nose, and illnesses such as bronchitis. In addition to particle pollution, wood smoke contains several toxic harmful air pollutants including: benzene, formaldehyde, acrolein and polycyclic aromatic hydrocarbons (PAHs).

Health effects of wood smoke



Government
of Canada

Gouvernement
du Canada

[Home](#) → [Health](#) → [Healthy living](#) → [Health and the environment](#) → [Air quality](#) → [Indoor air contaminants](#)

Avoid wood smoke

Some people use wood as their main source of heat, while others have wood stoves as a back-up. But wood smoke contains a number of pollutants that can be harmful to your health.

If you use a wood stove or fireplace in your home, there are steps you can take to reduce the health risks for you, your family, and neighbours.

Important!

Protect yourself and your family by installing [smoke detectors](#) and at least one [carbon monoxide \(CO\) detector](#) in your home. See [Safe at Home](#) for more information.



Wood smoke and indoor air

Wood smoke can get into your home:

- when you open the stove to add or stoke the firewood
- through leaks and cracks in faulty or poorly-maintained stoves
- from other nearby homes with wood-burning stoves

The main pollutants in wood smoke that cause health concerns are:

- **Particulate matter** - This is the term for solid or liquid particles found in the air, which help create smog. They can be very small and can travel deep into your lungs, causing breathing and heart problems.
- **Carbon monoxide (CO)** - This is a colourless, odourless gas that is poisonous at high levels. It can make you feel sick and even kill you.
- **Volatile organic compounds (VOCs)** - These are a wide range of compounds that usually have no colour, taste or smell. Some cause direct health effects, while others contribute to smog.
- **Polycyclic aromatic hydrocarbons (PAHs)** - These compounds are a health concern because they can cause cancer.

In communities where wood heating is common, wood smoke can be responsible for as much as 25% of the airborne particulate matter, 8% of the VOCs, and 7% of the CO in the air.

Wood smoke also contains small quantities of other toxic compounds, including nitrogen oxides and chlorinated dioxins. These can contribute to environmental hazards, like [smog](#) and [acid rain](#).

Health risks

Wood smoke can cause eye, nose, and throat irritations, as well as headaches, nausea, and dizziness. It can make asthma and other breathing (respiratory) problems worse.

Smog, to which wood smoke can be a significant contributor, has been linked to severe health risks, including increased hospital admissions and even premature death.

Wood smoke can affect anyone, but these groups are especially vulnerable:

- people with heart or lung problems

- children, because their respiratory systems are still developing and they tend to be more active and inhale more air

Safety tips

Help reduce the environmental and health impacts of wood smoke by following these tips:

- **Switch your heating source.** Switch to a different source of heating, like natural gas or oil.
- **Choose a low-emission stove.** Install an "advance combustion" wood stove or fireplace insert to reduce toxic emissions. Look for appliances that have a sticker from the [United States Environmental Protection Agency \(EPA\)](#). This sticker certifies that the appliance emits up to 95% fewer particulates and is up to 20% more fuel-efficient than regular models.
- **Maintain your stove.** Make sure that your wood stove is well maintained and working properly. Have it inspected by a qualified professional at least once a year.
- **Clean your chimney.** Clean your chimney and flues regularly. Follow the manufacturer's instructions.
- **Use your dampers.** Allow more air (ventilation) when starting a fire, and close the dampers when the wood is well charred. This technique produces more heat, so you use less wood.
- **Burn wisely.** Avoid burning wood on days when air pollution levels are high.

The type of wood you burn and the way you store it also matters:

- **Use dry, seasoned wood.** Cut, split, and stack wood in a dry area for at least six months before burning it.
- **Let wood breathe.** Stack wood loosely in your firebox to let the air freely circulate around it.
- **Burn smaller pieces of wood.** Small pieces are more efficient and a better source of heat.

Never burn:

- wood that has been painted or chemically treated
- household garbage or cardboard (plastics, foam, and coloured ink on magazines, boxes, and wrappers produce harmful chemicals when burned)
- ocean driftwood, plywood, particle board, or any wood with glue on or in it (they all release toxic chemicals when burned)
- wet, rotted, diseased, or mouldy wood (this may expose your family to [mould](#) and spores that can harm their health)

For more information

- [Burn Wise](#)
- [The basics: protect your home and family](#)
- [Order the Hazardcheck guide](#)
- [Virtual house tour](#)

- [For First Nations and Inuit](#)
- [For industry and professionals](#)

Date modified:

2012-12-10

- [Home](#)
- [health](#)
 - [Health Hazards](#)
 - [Particle Pollution](#)
 - [Versus Tobacco Smoke](#)
 - [Children](#)
 - [Heart Attack and Stroke](#)
 - [Wood Smoke Comparison Chart](#)
- [environment](#)
 - [Environmental Impact](#)
 - [Toxics](#)
 - [Dioxin](#)
 - [Global Warming](#)
 - [Why EPA Certified Stoves Are Not the Answer](#)
- [Myths & Facts](#)
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Myths & Facts

Wood smoke is natural, so it must be okay.

We tend to think that substances that are ‘natural’ are harmless, but this isn’t true.

Asbestos, tobacco, and uranium are just a few of the natural substances that are harmful to human health.

Even though humans have burned wood since the beginning of time, scientists have only recently discovered just how hazardous wood smoke pollution is to our health.

The negative health effects of residential wood smoke have now been extensively documented in hundreds of scientific studies. The pollution generated by wood burning has been linked to a litany of health problems that include asthma attacks, diminished lung function, respiratory ailments, heart attacks, and stroke.

Aren’t there more important environmental issues to worry about?

When it comes to air pollution, not really.

In many locations, such as the San Francisco Bay Area, wood burning is the single largest source of hazardous particle pollution during winter, creating even more particle pollution than vehicles and industry.

In many areas, wood burning is also one of the most significant sources of toxins such as dioxin.

Unlike highly regulated industrial sources of pollution, wood burning occurs right in the neighborhoods where we live—sometimes right next door. This means that people can be subjected to levels of hazardous pollution from wood burning that are far higher than from any other pollution source.

Wood smoke pollution is only a problem for people with asthma.

While the pollution from wood burning is especially dangerous for those with existing health conditions, children, and the elderly, it is hazardous to the health of all human beings.

Studies have shown that even in young, healthy people, exposure to the particle pollution produced by wood burning causes inflammation of the lungs and decreases lung volume.

While the hazardous health effects of wood burning pollution increase with the levels in the air, scientists have found that there is no level of particle pollution that is not unhealthful.

The basic rule of thumb is this: if you can smell wood smoke, you're breathing pollution that is hazardous to your health.

EPA certified woodstoves are the solution.

While it is true that EPA certified wood stoves may produce less particulate air pollution than uncertified ones when new and operated according to manufacturer specifications, they produce orders of magnitude more particulate pollution than appliances that burn natural gas.

In addition, the stated performance of EPA certified wood stoves degrades with use to the point where the particulate emissions are comparable to non-certified wood stoves.

Another key issue: EPA certified wood stoves emit highly toxic dioxins at levels equal to, or even greater, than levels emitted by conventional wood burning devices.

Wood smoke rises, so what's the problem?

Most of the harmful pollutants from wood burning don't rise. They hang around at ground level for up to ten days.

On cold winter days (when people tend to burn wood) the problem is even worse, because the weather conditions create temperature inversions that put a lid over the lower atmosphere, trapping hazardous pollutants close to ground level.

I can just shut my windows and I'll be fine.

The fine particle pollutants from wood burning are so small that they infiltrate even the most well-insulated and weather-stripped homes. Scientific studies have shown that particle pollution levels inside homes reach up to 70% of the pollution levels outdoors.

There are nationwide and local epidemiological studies showing that when particulate matter (in air pollution) goes up, premature deaths go up.

– Matthew Lakin, Ph.D., U.S. EPA

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• RECENT ARTICLES

- [New Paper Examines Effects of Wood Smoke Pollution on Children's Health](#)
- [More Evidence that "Clean" Wood Burning Isn't Clean](#)
- [Catalytic Wood Stoves Shown to Increase Dioxin Emissions](#)
- [Wood Burning Causes Climate Change: Incentivizing New Wood Stoves Isn't the Solution](#)
- [Why Your Neighbor's Wood Smoke is Killing You](#)

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• BECOME A FRIEND OF FAMILIES FOR CLEAN AIR

Email Address: *

First Name:

Last Name:





November 26, 2017

Attention: Mayor and Council

Town of Fort Frances



We are writing to you to have great consideration given to resurfacing Cornwall Ave. between 6th and 8th street in the North end of town. It is entirely patched all over the road with numerous pot holes.

Please put on your agenda for your next council meeting for consideration in the 2018 budget.

Thanks

Eric and Antoinette Kaufman

1034 Cornwall Ave. N.

Fort Frances, Ontario

P9A 3H1

517 First St. E.
Fort Frances, On,
P9A1L2



Attn: Laurie Witherspoon, Treasurer

Dear Ms. Witherspoon,

Please convey to the Fort Frances Town Council our appreciation for the grant we received to assist the Meals on Wheels Program in 2017. We are again requesting your continued financial support and wish to solicit a grant for 2018. We are submitting to your budget a request for \$22,000.00.

Enclosed:

Proposed Budget for 2016

If you have any questions we will be pleased to forward additional information. Our president Marg Rousseau can be reached at 274 9446 or by email: margrou@hotmail.ca

Thank you for your consideration.

Sincerely

Sandra Lange, Treasurer
Fort Frances Meals on Wheels
(807)276 1737
Sandorella68@yahoo.ca

FORT FRANCES MEALS ON WHEELS
 PROPOSED BUDGET
 JANUARY 1, 2018-DECEMBER 31, 2018

PROJECTED INCOME:

GRANT-TOWN OF FORT FRANCES	22,000.00
RECIPIENTS INCOME	29,000.00
INTEREST INCOME	20.00
 TOTAL	 51,020.00

PROJECTED EXPENSES:

RAINYCREST	30,000.00
WAGES	17,500.00
GAS REIMBURSEMENT	1,700.00
EMPLOYEE PAID BENEFITS	1,150.00
HONORARIUMS	600.00
OFFICE	500.00
 TOTAL	 51,450.00
 PROJECTED DEFICIT	 (-430.00)

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

December 7th, 2017

Mayor and Council
Town of Fort Frances

Dear Mayor Avis and Council:

At their meeting December 4th, 2017, the Economic Development Advisory Committee considered the matter of equitable changes to the rates for sewer and water infrastructure installation for existing and new residential property development.

As a result of their discussion, the EDAC Committee approved the following resolution:

“THAT the Economic Development Advisory Committee recommends to Mayor and Council that the Town review the existing methods by which sewer and water infrastructure installation costs are established in order to provide an equitable costing for all residential property development”.

Yours very truly,

Economic Development Advisory Committee



for: Gary Rogozinski, Chair

GR/kl

TOWN OF FORT FRANCES

BY-LAW NO. 34/95-E

(Being a by-law to amend By-Law No. 34/95, the Procedure By-Law.)

WHEREAS on November 27, 2017, Council approved a report from the Clerk which recommends amendments to the Procedural By-law in order for compliance with the newly enacted Bill 68 Legislation – Modernizing Ontario’s Municipal Legislation Act;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances **HEREBY ENACTS** as follows:

1. That Town of Fort Frances By-Law No. 34/95 (Procedure By-Law), and its amendments, be further amended as follows:
 - 1) THAT section 1. (6) related to the definition of meeting, be struck out and replaced as follows:

“Meeting” – means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.
 - 2) THAT section 10. (b) related to Open Meetings, be struck out and replaced with the following:

“Notwithstanding Paragraph 10(a) above, a meeting may be closed to the public if the subject matter being considered meets the criteria outlined in the specific exceptions permitted under the *Municipal Act, 2001*.
 - 3) THAT the listing of items found on Committee of the Whole and Council agendas found in section 11. (e) be amended as follows:

Regular Meeting of Council

- 1) Call to Order
- 2) Prayer
- 3) Identification of Non-Agenda Items
- 4) Disclosure of Pecuniary Interest
- 5) Delegations/Deputations
- 6) Consent Agenda
- 7) Approval of Council Minutes
- 8) Approval of Committee of the Whole of Council Minutes
- 9) Resolutions from Tonight’s Committee Meeting
- 10) By-laws
- 11) New Items
- 12) Information Correspondence
- 13) Minutes (of Local Boards and Committees)
- 14) Non-agenda Items
- 15) Adjournment

Council in Committee of the Whole

- 1) Call to Order
- 2) Identification of Non-Agenda Items
- 3) Disclosure of Pecuniary Interest
- 4) In-Camera
- 5) Reporting by Members of Council

- 6) Consent Agenda
 - 7) Administration and Finance Division
 - 8) Community Services Division
 - 9) Planning and Development Division
 - 10) Operations and Facilities Division
 - 11) General
 - 12) Information Items
 - 13) Non-agenda Items
 - 14) Adjournment
- 4) THAT Section 14. Related to the Petitions and Communications, be struck out and replaced with the following:
- “Every communication to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk. Additionally, all petitions must meet Provincial guidelines in order to be accepted and considered by Council.”
- 5) That Section 63. as it relates to structure of Committees, be struck out and replaced with the following:
- “The structure and mandate of the Executive Committees and various Advisory Committees are as set out in the Town of Fort Frances Boards & Committees By-law, as it may be amended from time to time.”

This by-law shall come into force and take effect on the final passing thereof.

TOWN OF FORT FRANCES

BY-LAW NO. 10/12 - A

(Being a by-law to amend by-law 10/12 to approve an emergency plan)

WHEREAS the *Emergency Management and Civic Protection Act, RSO 1990* requires that every municipality shall formulate an emergency plan governing the provision of emergency services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency;

AND WHEREAS on March 12th, 2012, Council approved an Emergency Plan for the Town of Fort Frances;

AND WHEREAS on December 11th, 2017, Council approved a recommendation from the Fire Chief / CEMC to amend the Town of Fort Frances Emergency Plan.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the Town of Fort Frances Emergency Plan being Schedule 'A' attached hereto as part of this by-law be hereby adopted.
2. That the list of Municipal Emergency Control Group Members Appendix A1 be accepted as revised and attached hereto as part of this by-law.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 11th day of December 2017.

R. Avis, Mayor

E. Slomke, Clerk



Municipal Emergency Plan

Municipality of	FORT FRANCES
Designation	TOWN
Region/District	RAINY RIVER DISTRICT
Published	November 2011
Revised	November 2017

1.0 INTRODUCTION

1.1 Preamble

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

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

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

1.2 Title

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

1.3 Aim

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

1.4 Amending Formula

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

1.5 **Emergency – Defined**

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

1.6 **Definitions**

“Administrator” is responsible for running the EOC and coordinating all information and strategies of the CCG to all responding agencies.

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

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

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

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

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

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

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

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

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

2.0 AUTHORITY

2.1 The Emergency Management Act & Civil Protection Act

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

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

2.2 Protection from Liability for Implementation of the Plan

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

- (1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

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

The Plan will be made available to the public at the Office of the Town Clerk in hard copy format, and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

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

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

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

“The head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

3.2 **Notification to the Minister of Public Safety and Correctional Services**

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

Emergency Management Ontario 1-866-314-0472

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

Upon declaring an emergency, the Mayor will further notify:

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

PLAN IMPLEMENTATION

4.1 **Assembling the Municipal Emergency Control Group**

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

Fort Frances Fire and Rescue Service 911

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

4.2 **Activation of the Plan**

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

4.3 **Action Prior to Activation**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as

may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

4.4 Actions of Emergency Response Agencies

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

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

4.5 Chain of Command

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

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup location is the maintenance building at the Fort Frances Airport.

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

4.7 Media Centre

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

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

4.8 Communications

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

4.9 **Emergency Operations Centre Message Traffic**

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

Critical is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

Priority is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

Routine covers most administrative or non-critical messages that are not time limited, including routine logistics support.

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

4.10 **Command Post**

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

4.11 **Dissemination of Decisions by the Municipal Emergency Control Group**

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

4.12 **Evacuation**

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

4.13 Request for Assistance

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

4.14 Termination of a State of Emergency

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

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

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

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

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

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

Other Town staff, government officials, and outside experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise.

The following are members of the Community Emergency Management Program Committee

- Emergency management co-coordinator as appointed by Council.
- Senior municipal official as appointed by Council.
- Members of the council, as appointed by Council.

- Municipal employees responsible for emergency functions appointed by Council.
- Northwestern Health Unit representative as appointed by Council.
- Rainy River District Social Services Board rep. appointed by Council.
- Abitibi representative as appointed by Council.
- Hospital representative as appointed by Council.
- Ambulance manager as appointed by Council.
- MNR representative as appointed by Council.
- Rainycrest Administrator as appointed by Council.
- CISM representative as appointed by Council.
- Union Gas representative as appointed by Council.
- Superintendent of Power Corporation
- OPP Detachment Commander

5.2 Responsibilities of the Municipal Emergency Control Group

Planning (Operating/Business) Cycle

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

The incident commander shall schedule regular briefings with sector officers.

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

The responsibilities of the Municipal Emergency Control Group are to:

- (1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;
- (3) ensuring an incident commander has been appointed;
- (4) activating the Town of Fort Frances emergency response plan;
- (5) authorizing the expenditure of money;

- (6) managing information, including maintenance and retention of events log and records pertaining to expenditures;
- (7) maintaining a log outlining decisions made and actions taken;
- (8) managing emergency information;
- (9) directing the movement of equipment and resources beyond the immediate emergency site(s);
- (10) ordering evacuations as necessary based on site requirements of the incident commander;
- (11) discontinuing utilities or services on a wide scale;
- (12) directing the use of municipal resources;
- (13) arranging extra resources (human and material);
- (14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;
- (15) recommending the termination of the state of emergency, when appropriate;
- (16) implementing a recovery strategy; and
- (17) participating in post-emergency debriefings.

5.3 **Mayor**

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

The Mayor or alternate shall:

- (1) declare an emergency to exist. Complete the “Declaration of an Emergency” form **(see Appendix F)**;
- (2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;
- (3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;

- (4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;
- (5) request assistance from senior levels of government, when required;
- (6) in consultation with the Town Administrator, approve news releases and public announcements;
- (7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;
- (8) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

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

The Town Administrator or alternate shall:

- (1) chair the meetings of the Municipal Emergency Control Group;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) organize and supervise all activities within the Emergency Operations Centre;
- (4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;
- (5) conduct planning Cycle meetings on a scheduled basis;
- (6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;
- (7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.

- (8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;
- (9) approve news releases and public service announcements from the EOC prior to their release;
- (10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;
- (11) maintain a detailed log of all actions taken by the Town Administrator;
- (12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- (13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

- (1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (2) gather, process and disseminate information for use by the Municipal Emergency Control Group;
- (3) upon approval of the Administrator or designate, release information to the public and media;
- (4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;
- (5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;
- (6) provide public relations support as required;
- (7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);
- (8) arrange for photo or video records of the emergency operations;
- (9) maintain a detailed log of all actions taken by the Emergency Information Officer;
- (10) participate in a post-emergency debriefing.

5.6 **Scribe**

The scribe or alternate will:

- (1) assist the Town Administrator with their functions as requested;
- (2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;
- (3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;
- (4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;
- (5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- (6) if directed by the Mayor or designate, arrange a special Council meeting(s);
- (7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;
- (8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;
- (10) ensure the security of the Emergency Operations Centre.

5.7 **Fire Chief**

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

The Fire Chief or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on fire service matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) establish a communications link with the onsite fire officer;
- (5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;
- (6) arrange for additional equipment and materials as required;
- (7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- (8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.8 Community Emergency Management Coordinator

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

The CEMC shall:

- (1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;
- (2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.9 Manager of Operations and Facilities

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

The Manager of Operations and Facilities or alternate shall:

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

- (2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;
- (5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- (6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;
- (7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
- (9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- (11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services
- (12) coordinate efforts to re-establish essential services;
- (13) coordinate debris removal activities;
- (14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;
- (15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- (16) maintain a detailed log of all actions taken by the Public Works Department;

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

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Support Groups may be formed from Town staff and personnel from other government agencies and organizations. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator - EOC Manager is responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

6.2 Incident Commander

The incident commander shall:

- (1) organize and coordinate the response at the emergency site(s) with all sector officers;
- (2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;
- (4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- (5) schedule briefings with individual and collective sector officers as to agency response status;
- (6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,
- (6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;
- (7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;

- (1) brief sector officer regarding the situation as they become involved;
- (2) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;
- (3) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- (4) coordinate the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (5) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (6) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment
- (7) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;
- (8) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (9) maintain a detailed log of all actions taken
- (10) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

- (1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;
- (2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;
- (3) receive and distribute vaccine in the event of a pandemic;
- (4) liaise with the Ministry of Health, Public Health branch;

- (5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (8) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (9) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (8) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- (9) maintain detailed log of actions taken by the Northwestern Health Unit;
- (10) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (11) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

- (1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group
- (2) maintain a detailed log of all actions taken by the Community Services Division;
- (3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

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

6.6 Hospital Official

- (1) provide the Community Control Group with information and advice;
- (2) implement the hospital emergency plan;

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

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

- (1) provide the Community Control Group with information and advice on health service matters;
- (2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency
- (3) activate the appropriate emergency call out procedures;
- (4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;
- (5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);
- (6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;
- (7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- (8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), casualty collection posts and the distribution of casualties.
- (9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;
- (10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;
- (11) maintain a detailed log of all actions taken by the Ambulance Service;
- (12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 Red Cross, if requested:

- 1 Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry,
 - 2 Provide registration and inquiry services and assist at reception center(s) as required
 - 3 Provide first aid services at evacuation centers and other locations required.
 - 4 Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances
 - 5 The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters
- Responding to the dispatch call by arriving on the scene within three hours from call.
 - Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest.
 - Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed
 - The Canadian Red Cross team leader will assess the situation and the needs of the victims.
 - The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

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

1. Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS
2. Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.
3. Provide victims with emotional support, practical assistances and referral information in keeping with the policies.
4. Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance

5. Volunteers with proper identification and emergency vests
6. Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.
7. Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

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

6.11 Ministry of Natural Resources

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

6.12 Chief Building Official

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

6.13 Critical Incident Stress Management Team

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

6.14 OPP Detachment Commander

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

The Detachment Commander or alternate shall:

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

- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (4) activate the OPP Emergency Call Out Procedures;
- (5) establish a communications link with the Police Incident Commander;
- (6) direct the establishment of inner and outer perimeters around the emergency site(s);
- (7) direct and control the dispersal of crowds within the emergency site(s);
- (8) direct the movement of emergency vehicles to and from the emergency site(s);
- (9) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (10) maintain law and order in evacuation and reception centres and other temporary facilities;
- (11) protect property and maintain law and order at the emergency site(s);
- (12) maintain a detailed log of all actions taken by the OPP;
- (13) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures”.

- (11) provide the Municipal Emergency Control Group with information and advice on electrical matters;
- (12) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;
- (13) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (14) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.

- (15) provide alternate supplies of electrical power where necessary and practicable
- (16) maintain a detailed log of all actions taken by the Power Corporation;
- (17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 TRAINING AND EVALUATION

7.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

7.2 Definitions

Simulated Exercises:

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

Specialty Exercises:

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

Communication Exercises:

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

Emergency Operations Centre Exercises:

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

7.2 Definitions - continued

Major Exercise:

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

Mass Exercise:

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

7.3 Training

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

7.4 Exercises

The purposes of exercises are:

- (1) to practice, test, evaluate, and improve plans and operational capabilities;
- (2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;
- (3) to stimulate and maintain interest and enthusiasm.

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

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

7.5 Evaluation

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

8.0 PLAN MAINTENANCE AND REVISION

8.1 Plan Maintenance and Revision

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

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

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

Town of Fort Frances
Municipal Emergency Control Group Members
(Revised: November 2017)

Appendix A1

Municipal Emergency Control Group Members

Title	Member	Home Ph.	Work Ph.	Cell Ph.	Email
Mayor	Roy Avis		274-5323		ravis@fortfrances.ca
<i>Alternate</i>	Deputy Mayor		274-5323x.1212		
Administrator	Doug Brown		274-5323x.1213		dbrown@fortfrances.ca
<i>Alternate</i>	Lisa Slomke		274-5323x.1215		lslomke@fortfrances.ca
PIO	Patrick Briere		274-5323x1218		pbriere@fortfrances.ca
<i>Alternate</i>					
CBO	Tyson Dennis		274-5323x.1216		tdennis@fortfrances.ca
<i>Alternate</i>	Travis Rob		274-9893x.1316		trob@fortfrances.ca
Fire Chief/CEMC	Tyler Moffitt		274-9841x.1250		tmoffitt@fortfrances.ca
<i>Alternate</i>	Patrick Briere		274-5323x.1218		pbriere@fortfrances.ca
<i>Alternate</i>	Kathy Lawson		274-5323x.1212		klawson@fortfrances.ca
<i>Alternate</i>	Laurie Lindberg		274-5323x.1225		llindberg@fortfrances.ca
Manager O&F	Travis Rob		274-9893x1316		trob@fortfrances.ca
<i>Alternate</i>	Milt Strachan		274-9893x1312		mstrachan@fortfrances.ca
Treasury	Laurie Lindberg		274-5323x1225		llindberg@fortfrances.ca
<i>Alternate</i>	Dawn Galusha		274-5323x1224		dgalusha@fortfrances.ca

TOWN OF FORT FRANCES
By-Law 03/14 – ****

(Being a By-Law to amend Zoning By-Law #03/14, as amended, *The Planning Act*, Section 34 – 608 Scott Street, Fort Frances, ON. PLAN ALB E33FT LOT 430 PCL;430-2 & 3)

WHEREAS Council wishes to rezone the subject property from C2 Light Commercial to R2 Type Two Residential.

AND WHEREAS in accordance with Section 34(12) of the Planning Act, a Public Meeting was held on Wednesday October 25, 2017 to consider the subject Zoning By-Law Amendment, with proper notice given to the public according to Ontario Regulation 545/06.

AND WHEREAS at its meeting held November 27, 2017, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee and the Committee of Adjustment, that the application be approved.

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. Town of Fort Frances Zoning By-Law #03-14 be amended to change the zoning of the property known as 608 Scott Street from *Light Commercial (C2)* to *Residential Type Two (R2)* of its entirety.
2. That this By-Law shall come into force and take effect upon the final passing thereof by the Clerk as there were no appeals filed within the (20) days from the date of public notice of the application passing November 27, 2017.

READ THREE TIMES and passed in open Council December 11, 2017.

R. Avis, Mayor

E. Slomke Clerk

TOWN OF FORT FRANCES
By-Law 03/14 – ****

(Being a By-Law to amend Zoning By-Law #03/14, as amended, *The Planning Act*, Section 34)

WHEREAS Council wishes to amend the Town of Fort Frances Zoning By-Law 03-14, Section 3.31 Setback from Navigable and Non-Navigable watercourses, Hazard Land and Municipal Surface Drains.

AND WHEREAS in accordance with Section 34(12) of the Planning Act, a Public Meeting was held on Wednesday October 25, 2017 to consider the subject Zoning By-Law Amendment, with proper notice given to the public according to Ontario Regulation 545/06.

AND WHEREAS at its meeting held November 27, 2017, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee and the Committee of Adjustment, that the application be approved.

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. Town of Fort Frances Zoning By-Law #03-14 be amended to change Section 3.31 of the By-Law to read:

Notwithstanding any other provisions of this By-law, a structure in any zoning designation, may be required to have the *normal ordinary water edge* determined by an Ontario Land Surveyor and a set-back determined from the *normal ordinary water edge*, back 15m, measured horizontally, to allow for development near navigable and non-navigable watercourses. This is to be determined on a site-specific basis.

In the case of hazard lands and municipal surface drains, no part of any structure shall be constructed closer than 15 meters, horizontally measured, to the nearest point of the area to which the hazardous condition is deemed to exist by an Ontario Land Surveyor.

2. That this By-Law shall come into force and take effect upon the final passing thereof by the Clerk as there were no appeals filed within the (20) days from the date of public notice October 26, 2017.

READ THREE TIMES and passed in open Council December 11, 2017.

R. Avis, Mayor

E. Slomke Clerk

TOWN OF FORT FRANCES

BY-LAW NO. xx/17

(BEING a by-law to impose certain user fees)

WHEREAS on November 14th, 2017, Council approved increases to certain user fees to be in effect January 1, 2018 and directed that this by-law be prepared to adopt the schedule of 2018 fees.

AND WHEREAS on November 27th, 2017, Council considered the establishment of water and sewer user fees to be effective in 2018 and directed that a by-law be prepared to adopt a schedule of said fees.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances
HEREBY ENACTS as follows:

1. That Town of Fort Frances Schedule of Fees Index and Schedule of Fees attached hereto as Schedule “A” to this By-law be approved.
2. The fees and charges provided in Schedule “A” to this By-Law, as may be amended from time to time, shall prevail over any like fees that may be provided for in any other By-Law enacted by Council for the Town of Fort Frances.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 11th day of December 2017.

R. Avis, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES
BY-LAW NO. ____/17
2018 SCHEDULE OF FEES

<u>Index</u>	<u>Page</u>
 Schedule "A"	
 Administration and Finance Division	
Licences	
Annual Fees	1
Business	1
Lottery	2
Other Charges	2
Tax Sale - Administrative Charges	3
 Planning and Development Division	
Administration Fees	4
Animal Control	4
Application for Deferral of Revocation	4
Building/Demolition Permits	3
Change of Use	3
Church Loading Zone - Annual Fee	4
Loading Zone - Annual Fee	4
Metered On-Street Parking	4
Moving Permit Fees	4
Planning Fees	5
Plumbing Inspection	3
Portage Avenue Municipal Parking Lot	4
Private Parking Spaces (Rented)	4
Refund of Fees	4
Residential Demolition	4
Sign Permit Fee	4
Swimming Pool Fencing Permit Fee	4
Transfer of Permit Fee	4
 Community Services Division	
Arena Floors (no Ice)	7
Auditorium	7
Ball Diamonds / Soccer Fields	8
Day Care and Private Home Day Care	5
East End Hall	7
Emergency Services	Schedule "B"
Memorial Arena	5
MSC Conference Meeting Rooms	7

<u>Index</u>	<u>Page</u>
Museum and Cultural Centre	10
Other Courses & Services	8
Pool Rentals	6
Pool/Fitness Centre	6
Sister Kennedy Centre	10
Sorting Gap Marina	8
Summer Youth Programs	8
Sunny Cove Camp	10
Swimming Lessons	7
Townshend Theatre	9
 Operations and Facilities Division	
Airport	11
Cemeteries	Schedule "E"
Parks	13
Private Work	10
Stores, Backyard Composters	11
 Landfill Tipping Fees	 Schedule "C"
 Sewer & Water	 Schedule "D"

**TOWN OF FORT FRANCES
2018 SCHEDULE OF FEES
SCHEDULE "A"**

		2018 Approved	
		Resident	Non-Resident
1.0	Administration and Finance Division		
	Effective January 1 (Plus Applicable Taxes)		
1.1	Licenses - Annual Fees (unless otherwise noted)		
1.1.1	Public Halls		
1.1.1.1	Public Halls - Limited	39.55	
1.1.1.2	Public Halls - Transfer of License - One Time Fee	19.85	
1.1.2	Taxi Driver	32.05	
1.1.3	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)	14.60	
1.1.4	Taxi Owner's License		
1.1.4.1	For Each On-Street Taxi-Cab	396.65	
1.1.4.2	For Each Off-Street Taxi-Cab	147.75	
1.1.4.3	For Each Transfer of License - One Time	62.65	
1.1.5	Taxi Owner Business Licence	45.70	
1.1.6	Limousine Owner's License		
1.1.6.1	For Each Vehicle	125.25	
1.1.8	Business Licenses		
1.1.8.1	Adult Live Entertainment Parlours	449.50	
1.1.8.2	Auctioneer	45.70	162.05
1.1.8.3	Billiard Hall or Pool Tables (each Table)	45.70	
1.1.8.4	Bowling Alley (each Lane)	45.70	
1.1.8.5	Community Events	192.85	
1.1.8.6	Eating Establishments		
1.1.8.6.1	Restaurants	45.70	
1.1.8.6.2	Food Shops	45.70	
1.1.8.6.3	Groceries	45.70	
1.1.8.6.4	Bakery	45.70	
1.1.8.6.5	Meat Vendor	45.70	
1.1.8.6.6	Deli	45.70	
1.1.8.7	Hairstyling Shops	45.70	
1.1.8.8	Local Retailers (Retail Sales)	45.70	
1.1.8.9	Hawker & Peddler		
1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	168.20	
1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day	76.65	
1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	45.70	162.05
1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)	58.05	162.05
1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	58.05	162.05
1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	58.05	162.05
1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	58.05	162.05
1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)	168.20	
1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day	76.65	
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)	45.70	162.05
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)	45.70	162.05
1.1.8.10	Motor Vehicle Towing	45.70	162.05
1.1.8.11	Photographer	45.70	162.05
1.1.8.12	Places of Amusement	45.70	
1.1.8.13	Plumbing Contractors & Plumbers	45.70	450.20
1.1.8.14	Public Garage (automotive rental, sales, & service)		

		2018 Approved	
		Resident	Non-Resident
1.1.8.14.1	Motor Vehicle Service Station	45.70	
1.1.8.14.2	Public Garage (see classes 1 - 7)	45.70	
1.1.8.15	Refreshment Vehicles	58.05	162.05
1.1.8.16	Mobile Food Vending	192.85	
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	45.70	162.05
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	45.70	162.05
1.1.8.19	Laundries and Laundromats	45.70	
1.1.8.20	Newspapers and Magazines	168.20	
1.1.8.21	Old Gold and Silver Dealers	45.70	
1.1.8.22	Trades and Occupations	45.70	450.20
1.1.8.24	Pawnbroker	45.70	
1.1.8.25	Wholesale Fruit, Vegetables, etc.	45.70	180.50
1.1.8.25.1	Ontario Residents	45.70	180.50
1.1.8.26	Professions	45.70	162.05
1.1.8.27	Transient Traders	-	641.00
1.1.8.28	Transportation including bussing but excluding taxis	45.70	162.05
1.1.8.29	Hotel/Motel	45.70	
1.1.8.30	Business Licence Transfer Fee	26.10	
1.1.8.31	Show, Carnival, Circus, Etc.		
1.1.8.31.1	One Day or Less	159.85	
1.1.8.31.2	Each Additional Day	72.90	
1.1.8.32	Tobacconist	45.70	

1.2 Lottery Licenses - For Each License Issued

1.2.1	Raffle Prize Value to \$50,000	3% of Prize Value	
1.2.2	Bingo Prize Value to \$5,500	3% of Prize Value	
1.2.3	Break Open Ticket	3% of Prize Value	
1.2.4	Bazaars - per license	5.00	
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00 per wheel	
1.2.4.2	Bazaar Bingo Prize Value to \$500	3% of Prize Value	
1.2.4.3	Bazaar Raffle Prize Value to \$500	3% of Prize Value	

1.3 Other Charges

1.3.1	Tax Certificate - Each One	61.75	
1.3.2	Duplicated Receipts - Each One	6.55	
1.3.3	History of Account Transactions		
1.3.4	Dishonoured Cheques - Each	32.40	
1.3.5	Photocopies		
1.3.5.1	Letter and Legal Size	0.60	
1.3.5.2	11" x 17"	1.10	
1.3.5.3	Certified as True Copy (per signature)	5.93	plus HST
1.3.6	Fax - Send/Receive		
1.3.6.1	First Page	2.45	
1.3.6.2	Each Additional	1.10	
1.3.7	Commissioning Oaths & Affidavits (plus HST)		
1.3.7.1	Completed Documents - One Signature	11.95	14.91
1.3.7.2	Per Signature/Initial where more than one signature is requested	5.93	7.43
1.3.8	Utility Bill Inserts	.08/item	
1.3.9	Vital Statistics Administration Fee		
1.3.9.1	Still Birth Registration	32.00	42.00

			2018 Approved	
			Resident	Non-Resident
	1.3.9.2	Death Registration	32.00	42.00
1.3.10	Marriage Licence/Ceremony			
	1.3.10.1	Marriage Licence	140.00	140.00
	1.3.10.2	Civil Marriage Ceremony	337.26	421.59
	1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	393.36	491.68
	1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	393.36	491.68
	1.3.10.5	Marriage Ceremony Outside of Town * See Below	550.75	550.75
	1.3.10.6	Attendance at Wedding Rehearsal * See Below	54.51	68.19
	1.3.10.7	Renewal of Wedding Vows * See Below	Same fee as marriage services above less \$50.00	
	*Plus, where applicable, travel time and distance charges on a return basis as per Town Travel Policy			
1.3.11	Application for Closure of			
	1.3.11.1	Road or Lane - Deposit	628.45	
	1.3.11.2	On Completion of Closure	Actual Costs less Deposit	
	1.3.11.3	Sale of Lane or Roadway Closed	1.00/sq. ft. or as directed by council otherwise	
1.3.12	Utility Arrears Letter		33.25	
1.3.13	Committee Room Rental (External Groups)		56.65	
1.4 Tax Sale - Administrative Charges				
1.4.1	File Preparation, Searches, to completion tax arrears certificate		251.00	
1.4.2	Preparation & Registration of Tax Arrears Certificate		251.00	
1.4.3	Regulatory Sub-Searches		125.45	
1.4.4	Processing of First Notice		191.00	
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice		125.45	
1.4.6	Registration of Statutory Declaration		125.45	
1.4.7	Processing of Cancellation Certificate		125.45	
1.4.8	Registration of Cancellation Certificate		125.45	
1.4.9	Processing of Extension Agreement		251.00	
1.4.10	Processing Final Notice		191.00	
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice		125.45	
1.4.12	Sale process		251.00	
1.4.13	Legal Fees as they apply to any process		Actual Costs	
1.4.14	Mailing Costs as they apply to any process		Actual Costs	
1.4.15	Tax Sale Process by Agency		Actual Costs	
2.0 Planning & Development (Plus applicable taxes) Effective January 1, 2018				
2.1 Building/Demolition Permits				
2.1.1.1	Garages, Accessory Use Buildings, Covered Decks		0.42/sq.ft.	
2.1.1.2	Uncovered Decks, Sheds, Temporary Structures		0.27/sq.ft.	
2.1.1.3	Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)			
	2.1.1.3.1	Main Floor	0.83/sq.ft.	
	2.1.1.3.2	Basement	0.67/sq.ft.	
	2.1.1.3.3	Each Additional Floor	0.42/sq.ft.	
2.1.2	All Other Construction/Demolition Not Conforming to the Above Fee Schedule			
	2.1.2.1	1st \$1,000 of Value	56.65	
	2.1.2.2	Each Additional \$1,000 of Value or Part Thereof	11.30	
	2.1.2.3	Progress Reports	\$93.35	
	2.1.2.4	Conditional Permit	\$247.15	
	2.1.2.5	Re-Inspection Fee	\$93.35	

		2018 Approved	
		Resident	Non-Resident
2.1.2.6 Special Call Out Services		Applicable Rates (Time & OH)	
2.2	Plumbing Inspection Fee		
2.2.1	Per Fixture	11.30	
2.3	Change of Use	56.65	
2.4	Residential Demolition	56.65	
2.5	Administration Fee		
2.5.1	Construction/Demolition Commenced Prior to Issuance of Building Permit	152.25	
		Greater of \$150 or 10% of Building or Demolition Permit Fee	
2.6	Transfer of Permit Fee	56.65	
2.7	Application for Deferral of Revocation	56.65	
2.8	Refund of Fees		
2.8.1	Permit Issued but Construction Not Commenced	50%	
2.8.2	Reduction of Refund for Each Field Inspection Performed After Issuance of Permit	5%	
2.9	Moving Permit Fees		
2.9.1	Single Trip	93.35	
2.9.2	Single Short Term Job	123.70	
2.9.3	Single Job - 6 Months	247.30	
2.9.4	Annual Permit	494.60	
2.10	Sign Permit Fee		
2.10.1	Permanent Sign Fee	61.80	
2.10.2	Mobile Sign - 30 Day Permit	11.25	
2.10.3	Mobile Sign - 90 Day Permit	28.15	
2.10.4	Mobile Sign - 180 Day Permit	56.13	
2.11	Swimming Pool Fencing Permit Fee	76.13	
2.12	Animal Control		
2.12.1	2.12.1.1 Cat/Dog License - Spayed/Neutered	24.70	
	2.12.1.2 Cat/Dog License - Unspayed/Non-Neutered	36.35	
	2.12.1.3 Cat/Dog Lifetime Licence Spayed/Neutered/Microchip/Tattoo	20.00	
	2.12.1.3 Replacement for Lost Tag	18.00	
2.12.2	Impound Fee	80.00	
2.12.3	Protective Care Fee per day	20.00	
2.13	Private Parking Spaces (Rented) - <i>To be determined in 2018</i>		
2.13.1	Annual Fee Each		
2.14	Portage Avenue Municipal Parking Lot - <i>To be determined in 2018</i>		
2.14.1	Rental of Reserved Parking Space 1st One Per Month		
	2.14.1.1 Each Additional Space per Month		
	2.14.1.2 Each Per Year		

		2018 Approved	
		Resident	Non-Resident
2.14.2	Rental of Reserved Parking Space - Each Additional Space Per Month	1/2 cost of 1st Space	
2.14.3	Unreserved Parking Spaces - Daily	2.00	
2.15	Metered On-Street Parking	1.00	
2.16	Loading Zone - Annual Fee Each - <i>To be determined in 2018</i>		
2.17	Church Loading Zone - Annual Fee Each	71.81	
2.18	Planning Fees		
2.18.1	Official Plan Amendment (Delegation of OPA approval January 1, 2017)	3,000.00	
2.18.2	Zoning By-Law Amendment	1,800.00	
2.18.3	Removal of "H" Symbol	1,200.00	
2.18.4	Temporary Use By-Law	1,200.00	
2.18.4.1	Extension to Temporary Use By-Law	360.00	
2.18.5	Application for Subdivision/Condominium	3,000.00	
2.18.5.1	Amendment to Subdivision/Condominium	600.00	
2.18.6	Consent (i.e. new lot, easement, lot addition, etc.)	557.45	
2.18.6.1	Successive Applications (related property)	279.80	
2.18.6.2	Additional Fee if easement, ROW included	279.80	
2.18.7	Minor Variance / Special Permission	309.10	
2.18.8	Acknowledgement, Undertaking & Indemnification	61.20	
2.18.9	Site Plan Agreement	991.05	
2.18.9.1	Amendment to Site Plan Agreement	309.10	
2.18.10	Request for Property Information	61.80	
2.18.11	Encroachment Agreement or other land use agreement not listed elsewhere	370.88	
2.18.12	Validation of Title / Power of Sale	309.07	
2.18.13	Reschedule Public Meeting (at applicant's request) all planning applications	309.07	
2.18.14	Deeming By-Law (applies to second and successive lot)	61.81	
2.18.15	Land Titles, Ontario Municipal Board, Planner's Fees if applicable, excessive staff time	Cost Recovery Basis	
2.18.16	Solicitor Fees incurred by the Municipality related to any Planning matters within Section 2.18	Cost Recovery Basis	
2.18.17	Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5 & applied to applicable fee as noted upon receipt of completed application	10% of Applicable Fee	
2.18.18	Assign Property Address	61.80	

3.0 Community Services - Plus Applicable Taxes

3.1 Fort Frances Children's Complex

3.1.1	Child Care Rates - Effective January 1	1st Child	2nd Child
3.1.1.1	Full Day Preschool (4 or more hours)	42.00	35.70
3.1.1.2	Full Day Toddler (4 or more hours)	43.00	36.55
3.1.1.3	Hourly (2 hrs or less) Excludes school Age Children	7.00	5.95
3.1.1.4	Before School	10.00	8.50
3.1.1.5	After School	15.00	12.75
3.1.1.6	Before & After School	25.00	21.25
3.1.1.7	Full Day - Holidays / Summer School Age	39.90	33.90
3.1.1.8	No call fee for absentee	15.00	
3.1.1.9	Late pick up fee (per 15 minutes, starting at 0-15 minutes)	20.00	

* First Child rate pertain to the youngest child enrolled in a Full Day Program

* Additional children will be the same as the 2nd child rate

			2018 Approved	
			Resident	Non-Resident
3.2 Fort Frances Memorial Arena - Effective June 1 (Unless otherwise indicated)			Resident	
3.2.1	Rink Board/In-ice Advertising Rates		Annual	
3.2.1.1	One Rink		410.20	
3.2.1.2	Both Rinks		691.20	
3.2.1.3	In-Ice Advertising		1,030.20	
3.2.1.3	Zamboni		1,146.40	
3.2.2 Ice Surface Rentals				
Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri; Opening to Close Saturday & Sunday			Resident	Non-Resident
3.2.2.1	Youth		99.10	123.90
3.2.2.2	Adult		148.75	185.95
*Non-Resident rate for hockey and figure skating programs				36.00
Ice Surface Rentals				
Non Prime Time - 8:00 A.M. to 3:30 P.M. Mon - Fri (Excluding Holidays, School Breaks & Tournaments)				
3.2.2.3	Youth		68.65	85.80
3.2.2.4	Adult		105.20	131.50
3.2.3 Summer Ice				
3.2.3.1	Youth		119.10	148.85
3.2.3.2	Adult		178.25	222.75
3.2.4 Tournament				
3.2.4.1	Youth		117.75	147.25
3.2.4.2	Adult		161.30	201.65
3.3 Pool/Fitness Centre - Memberships - Effective June 1			Resident	Non-Resident
3.3.1 Adult				
3.3.1.1	Annual		494.95	618.70
3.3.1.2	Six Months		321.75	402.20
3.3.1.3	Three Months		174.35	217.85
3.3.1.4	One Month		75.50	94.35
3.3.1.5	Daily		7.20	9.05
3.3.2 Student				
3.3.2.1	Annual		246.00	307.45
3.3.2.2	Six Months		166.25	207.85
3.3.2.3	Three Months		89.10	111.35
3.3.2.4	One Month		52.15	65.20
3.3.2.5	Daily		5.60	6.95
3.3.3 Child				
3.3.3.1	Annual		78.15	97.60
3.3.3.0	Daily		4.05	5.05
3.3.4 Family - Annual				
3.3.4.1	Adult		494.95	618.70
3.3.4.2	Spouse		412.45	515.55
3.3.4.3	Student		212.10	265.05
3.3.4.4	Child		65.85	82.35
3.3.5 Senior (60 Years of Age or Older)				
3.3.5.1	Annual		377.95	472.45
3.3.5.2	Six Month		245.75	307.10

			2018 Approved	
			Resident	Non-Resident
	3.3.5.3	Three Month	133.10	166.35
	3.3.5.4	One Month	57.65	72.10
	3.3.5.5	Daily	5.55	6.90
3.3.6	Locker Fees			
	3.3.6.1	Locker - 6 Months	44.40	55.50
	3.3.6.2	Locker - Annual	66.65	83.30
	3.3.6.3	Locker - 3 Months	30.25	37.80
3.4	Pool Rental Rates - Effective June 1		Resident	Non-Resident
3.4.1	Non-Profit Group rate (per hour)		99.35	
3.4.2	3.4.2.1	Swim Club - contracted	72.15	
	3.4.2.2	Additional Hours	84.40	
3.4.3	One Lane		26.65	
3.4.4	Lifeguard		20.00	
3.4.5	3.4.5.1	One Guard Pool Rental	99.35	124.25
	3.4.5.2	Two Guard Pool Rental	119.10	148.85
	3.4.5.3	Three Guard Pool Rental	139.05	173.85
	3.4.5.4	Four Guard Pool Rental	158.80	198.50
	3.4.5.5	Five Guard Pool Rental	180.45	225.60
	3.4.5.6	One Instructor	100.50	
3.5	Swimming Lesson Rates - June 1		Resident	Non-Resident
3.5.1	Red Cross Lessons (9)		72.25	90.35
3.5.2	Private Lessons per time		19.85	24.75
3.5.3	Lifesaving		79.60	99.45
3.5.4	Combo Class		82.20	102.70
3.5.5	Bronze Star		84.40	105.50
3.5.6	Bronze Medallion & Emergency First Aid Book		123.85	154.75
3.5.7	Bronze Cross & Standard First Aid		86.90	108.65
3.5.8	National Life Services		Market price	plus 25%
3.5.9	Board of Education - 10 Lessons		46.95	58.65
3.5.10	AquaFit & Aerobics (Per Class)		5.60	6.95
3.5.11	Senior AquaFit & Aerobics		4.70	5.95
3.6	Auditorium - June 1			
3.6.1	Base Rate/event		197.90	247.40
3.6.2	Hourly		43.90	54.80
3.6.3	Social/Wedding (incl. Kitchen)		433.60	542.00
3.6.4	Tournament Rate		310.10	387.60
3.6.5	Contracted (72% of Base Rate)		31.55	
3.6.6	Kitchen Rate per Hour		43.90	
3.7	East End Hall - June 1			
3.7.1	Base Rate		93.30	116.55
3.7.2	Socials/Weddings		204.00	255.00
3.8	MSC Conference Meeting Rooms - June 1			
3.8.1	Meeting		18.95	23.60
3.8.2	Daily Rate (Tournament/Special Event)		62.75	148.75

		2018 Approved	
		Resident	Non-Resident
3.9	Arena Floors (no Ice) - June 1		
3.9.1	Ice for Kids (600 people)	618.50	773.05
3.9.2	Ice for Kids (600 people) with Liquor License	815.30	1,019.10
3.9.3	Ice for Kids (up to 1200 people)	767.00	958.70
3.9.4	Ice for Kids (up to 1200 people) with Liquor License	964.90	1,206.10
3.9.5	52 Canadians (up to 600 people)	556.30	695.10
3.9.6	52 Canadians (up to 600 people) with Liquor License	729.25	911.50
3.9.7	52 Canadians (up to 1200 people)	689.30	861.60
3.9.8	52 Canadians (up to 1200 people) with Liquor License	862.50	1,078.10
3.9.9	Both Floors (up to 1800 people)	1,004.90	1,256.10
3.9.10	Both Floors (up to 1800 people) with Liquor License	1,339.65	1,674.60
3.9.11	Both Floors (Maximum Capacity)	1,138.10	1,422.65
3.9.12	Both Floors (Maximum Capacity) with Liquor License	1,472.65	1,840.80
3.10	Ball Diamonds / Soccer Fields - April 1		
3.10.1	Youth Soccer/ Baseball - Half field - Per Team	136.85	171.10
3.10.2	Youth Soccer - Full Field - Per Team	197.90	247.40
3.10.3	Adult Soccer - Per Team	321.75	402.20
3.10.4	Adult Slow Pitch - Per Team	371.15	463.95
3.10.5	Tournament - Youth - Per Team	37.75	47.20
3.10.6	Tournament - Adult - Per Team	49.70	62.10
3.10.7	Fastball	321.75	
	Non Resident Fee for Soccer/Baseball		17.95
3.11	Other Courses and Services - June 1		
3.12.1	Babysitting Course	50.70	63.40
3.12.2	First Aid Course - 8 hour	97.70	122.15
3.12.3	First Aid Course - 13 hour	108.55	135.70
3.12.4	Manual	35.50	44.40
3.12.5	P.A. Day	36.50	45.60
3.12.6	P.A. Day Extra Child	32.05	40.15
3.12.7	Membership Cards Town	10.40	
3.12.8	Recreator Ads - Users	156.40	
3.12.9	Recreator Ads - Non Users	187.65	
3.12.10	Non-resident Fee Winter Programs		35.05
3.12	Sorting Gap Marina - May 1		
3.12.1	Sorting Gap - Slip Rental - Per Season	405.15	507.80
3.12.2	River Front - Slip Rental - Per Season	307.90	385.70
3.12.3	Daily (overnight)	10.00	12.55
3.12.4	Weekly	49.45	61.85
3.12.5	Launch Fees: Daily	7.80	9.75
3.12.6	Launch Fees: Seasonal	55.60	69.45
3.12.7	Launch Fees: Commercial	186.35	232.85
3.13	Summer Youth Programs - June 1		
3.13.1	Rec-n-Crew		
3.13.1.1	Week	71.70	89.60
3.13.1.1.1	each additional child	65.55	82.00
3.13.1.1.2	early/late supervision 1st child	31.55	39.55

		2018 Approved	
		Resident	Non-Resident
3.13.1.1.3	early/late supervision additional child	23.70	29.65
3.13.1.1.4	Extra Supervision - difficult child	31.55	39.55
3.13.1.2	Four Weeks	253.85	317.35
3.13.1.2.1	each additional child	247.45	309.30
3.13.1.3	Full Summer	507.50	634.30
3.13.1.3.1	each additional child	501.05	626.25
3.13.1.4	Sunny Cove 3 nights 4 days camp	160.35	200.40
3.13.1.4.1	each additional child	141.05	176.35
3.13.1.5	5 day camp	122.45	153.05
3.13.1.5.1	each additional child	116.55	145.70
3.13.1.6	4 day camp	85.10	106.35
3.13.1.6.1	each additional child	79.25	99.10

3.14 Townshend Theatre - June 30

3.14.1 Town Recreation Program

3.14.1.1	Set up & Rehearsal	N/C	
3.14.1.2	First show in Run	N/C	+ \$1.50 Surtax
3.14.1.3	Second show same Day	N/C	+ \$1.50 Surtax
3.14.1.4	Next show same Run	N/C	+ \$1.50 Surtax
3.14.1.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C	+ \$1.50 Surtax
3.14.1.6	*Cafeteria Rental with Performance	N/C	

3.14.2 Board of Education

3.14.2.1	Set up & Rehearsal	N/C	
3.14.2.2	First show in Run	N/C	+ \$1.50 Surtax
3.14.2.3	Second show same Day	N/C	+ \$1.50 Surtax
3.14.2.4	Next show same Run	N/C	+ \$1.50 Surtax
3.14.2.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C	+ \$1.50 Surtax
3.14.2.6	*Cafeteria Rental with Performance	N/C	

3.14.3 Community Theatre

3.14.3.1	Set up & Rehearsal - 7 hours	147.35	
3.14.3.2	First show in Run - 7 hours	289.15	+ \$1.50 Surtax
3.14.3.3	Second show same Day - 12 hours	474.65	+ \$1.50 Surtax
3.14.3.4	Next show same Run - 7 hours	289.15	+ \$1.50 Surtax
3.14.3.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,173.05	+ \$1.50 Surtax
3.14.3.6.1	**Cafeteria Rental with Performance	109.10	
3.14.3.6.2	**Cafeteria Rental with Performance - Alcohol served	218.30	

3.14.4 Community Use - Religious Groups, Charitable Non-Profit, Music Festivals

3.14.4.1	Set up & Rehearsal - 7 hours	147.35	
3.14.4.2	First show in Run - 7 hours	289.15	+ \$1.50 Surtax
3.14.4.3	Second show same Day - 12 hours	474.65	+ \$1.50 Surtax
3.14.4.4	Next show same Run - 7 hours	289.15	+ \$1.50 Surtax
3.14.4.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,173.05	+ \$1.50 Surtax
3.14.4.6	**Cafeteria Rental with Performance	109.10	
	**Cafeteria Rental with Performance - Alcohol served	218.30	

3.14.5 Commercial Use - Business, Dance Schools, Corporations, Political Rallies

3.14.5.1	Set up & Rehearsal - 7 hours	218.30	
3.14.5.2	First show in Run - 7 hours	436.45	+ \$1.50 Surtax

			2018 Approved	
			Resident	Non-Resident
	3.14.5.3	Second show same Day - 12 hours	682.05	+ \$1.50 Surtax
	3.14.5.4	Next show same Run - 7 hours	436.45	+ \$1.50 Surtax
3.14.6	Non Resident Rate			
	3.14.6.1	Set up & Rehearsal - 7 hours	354.65	
	3.14.6.2	First show in Run - 7 hours	736.55	+2.50 Surtax
	3.14.6.3	Second show same Day - 12 hours	1,173.05	+2.50 Surtax
3.14.7	Tech Fee			
	3.14.7.1.1	Tech Fee (0 - 3 hours event)	51.50	
	3.14.7.1.2	Tech Fee (3 - 8 hours event)	77.25	
	3.14.7.1.3	Tech Fee (8+ hours event)	103.00	
	3.14.7.2	Tech Weekend Fee (Hourly Rate plus 1hr before and 1hr after event time)	41.20	
3.16 Emergency Services - See Schedule "B"				
3.15 Fort Frances Public Library (Fees to be determined in 2018)				
3.17 Fort Frances Museum (Plus Applicable Taxes) - Effective January 1				
3.17.1	Research			
	3.17.1.1	Access	9.85	
	3.17.1.2	Staff - initial inquiry	16.00	
	3.17.1.3	Additional time	39.90	per hour
3.17.2	Duplication			
	3.17.2.1	Handling	5.50	
	3.17.2.2	Copying	0.65	per sheet
	3.17.2.3	Digital copy	8.50	
	3.17.2.4	Copy right fee for commercial uses - Photographing Artefacts	40.20	
3.17.3	Admission Victoria Day to Thanksgiving (Peak Season)			
	3.17.3.1	Special Events - Adult	3.54	4.00 with HST
	3.17.3.2	Senior/Under 12 Fee	2.66	3.00 with HST
	3.17.3.3	Maximum Family Fee	10.62	12.00 with HST
	3.17.3.4	School/Public Activity Program	3.95	
3.17.4	Rental			
	3.17.4.1	Per Day	28.05	
	3.17.4.2	Per Evening	16.90	
	3.17.4.3	Court Yard	16.90	
3.18 Sunny Cove Camp - May 1				
3.18.1	3.18.1.1	Daytime	583.40	
	3.18.1.2	Overnight	1,053.35	
	3.18.1.3	Meeting - Half day	78.20	
	3.18.1.4	Meeting - Full Day	130.35	
3.19 Sister Kennedy Centre - Effective January 1				
	3.19.1	Facility Rental Fee	41.70	
	3.19.2	Fitness Class- 1 day/week	10.00	
	3.19.3	Fitness Class- 2 days/week	20.00	
4.0 Operations & Facilities - (Plus Applicable Taxes)				
4.1	Private Work - Effective January 1		<u>Resident</u>	<u>Non-Resident</u>

		2018 Approved	
		Resident	Non-Resident
4.1.1	Labour		
4.1.1.1	Regular Hourly Rate	43.25	54.05
4.1.1.2	Overtime Labour Rate	64.85	81.10
4.1.1.3	Double Overtime Labour Rate	86.45	108.10
4.1.2	Vehicle Rates		
4.1.2.1	All 1/2 tons, 3/4 tons, crew cabs, compacts & vans	22.50	28.10
4.1.2.2	V109 - Sand Truck	84.00	105.00
4.1.2.3	V110 - Dump/Plow Truck	38.70	48.40
4.1.2.4	V115 - Sander/Plow Truck	93.75	117.20
4.1.2.5	V122 - Tandem Truck	84.00	105.00
4.1.2.6	V121 - Tandem Truck	84.00	105.00
4.1.3	Equipment Rates - includes labour		
4.1.3.1	E205 & E207 Graders	114.25	142.80
4.1.3.2	E206 - Vacuum/Pressure Truck	242.55	303.15
4.1.3.3	E305 - Sidewalk Machine c/w any attachment	106.20	132.70
4.1.3.4	E309 - Hyundai Backhoe	130.35	162.90
4.1.3.5	E313 - Large Snow Blower & Loader	133.50	166.90
4.1.3.6	E318 - Cat 930H Loader	97.20	121.50
4.1.3.7	E315 - Loader Bobcat	92.60	115.75
4.1.3.8	E317 - Cat Loader	97.95	122.40
4.1.3.9	E321 - Loader/Backhoe	89.95	112.40
4.1.3.10	E597 - Ingersoll Rand Packer	119.35	149.50
4.1.3.11	E713 - Low Pressure Steamer w half ton truck	141.30	176.50
4.1.3.12	E726 - Rigid Drain Cleaning Machine w half ton truck	112.50	140.95
4.1.3.13	E816 - Street Sweeper	133.15	166.45
4.1.3.14	E830 - DBH Thawing Machine w 3/4 ton truck	166.95	209.00
4.1.3.15	E831 - Pulse De-Icer (Thawing Machine)	124.85	156.35
4.1.3.16	E838 - Air Compressor w 3/4 ton truck	97.40	122.10
4.1.4	Private Concrete Crossing or Sidewalk Replacement for Private Crossing		
4.1.4.1	Removal, Supply and Installation of Concrete Driveway per square ft.	18.75 per sq. ft.	
4.1.4.2	Culvert	Cost Plus - Max \$169.60 per foot	
4.1.4.3	Removal of Concrete Driveway Crossing Only - per square ft.	6.25 per linear ft.	
4.1.4.4	Removal of High-back Concrete Curb & Gutter and Replace with Low-back Concrete Curb & Gutter for New Driveway Crossing Installation - per linear ft.	39.30 per linear ft.	
4.1.4.5	Removal of Low-back Driveway Concrete Curb & Gutter and Replace with High-back Concrete Curb & Gutter when Removing Driveway Crossing - per linear ft.	39.30 per linear ft.	
4.1.5	Engineering Services - Minimum One Hour - by Customer Request		
4.1.5.1	Televising Sewer - Regular Hourly Rate	193.05	
4.1.5.2	Televising Sewer - Overtime Hourly Rate	386.10	
4.1.5.3	Tracing Water/Sewer - Regular Hourly Rate	128.70	
4.1.5.4	Tracing Water/Sewer - Overtime Hourly Rate	257.35	
4.1.5.5	Setting Lot Grade Only - Regular Hourly Rate (Per Lot Grade)	116.05	
4.1.5.6	Copying Blue prints (Each)	13.90	
4.1.5.7	Scanning Blue Prints (data storage not provided)		
4.1.5.7 (a)	1 to 15 pages	5.00	per page
4.1.5.7 (b)	16 to 30 pages	4.00	per page
4.1.5.7 (c)	31 pages or more	3.00	per page
4.1.5.8	Hardcopy GIS Drawing or Map size 8.5" x 11"	5.85	

2018 Approved	
	Resident Non-Resident
4.1.5.9 Hardcopy GIS Drawing or Map size 11" x 17"	11.65
4.1.5.10 Hardcopy GIS Drawing or Map size 24" x 36"	29.15
4.1.5.11 Digital Aerial Photography - ecw format only	1,165.90
4.1.5.12 GIS shape files - per infrastructure layer	291.50
4.1.5.13 GIS shape files-base map - property lines & addresses	291.50

4.2 Landfill Tipping Fees - see Schedule "C"**4.3 Sewer & Water Installation - see Schedule "D"****4.4 Stores**

4.4.1 Sale of Items to private sector	Cost Plus + 35%
4.4.2 Backyard Composters	Cost

4.5 Airport - Effective January 1, 2018 (Plus Applicable Taxes)

4.5.1 Fees		
4.5.1.1 Office/square meter		383.15
4.5.1.2 Counter/square meter		383.15
4.5.1.3 Rental of Heated Maintenance Garage Bay per day		104.90
4.5.2 Aviation Fuels		
4.5.2.1 100LL	Adjusted Quarterly	
4.5.2.2 Jet-A	Adjusted Quarterly	
4.5.2.3 Aviation Oils	Cost + 45%	
4.5.3 Aircraft Landing Fees		
4.5.3.1 Piston Aircraft		13.90
4.5.3.2 Medivac & All Government Aircrafts		216.10
4.5.3.3 Turbine Aircraft - minimum fee		13.90
4.5.3.4 <21,000 kgs - Gross Weight x		4.05
4.5.3.5 21,000 - 45,000 kgs - Gross Weight x		4.05
4.5.3.1 Airport Landing Fees - International Flights		
4.5.3.1.1 Piston Aircraft		35.30
4.5.3.1.2 Turbine Aircraft - minimum fee		35.30
4.5.3.1.3 <21,000 kgs - Gross Weight x		8.65
4.5.3.1.4 21,000 - 45,000 kgs - Gross Weight x		8.65
4.5.4 Airport Parking Fees		
4.5.4.1 <4,999 kgs/day		11.75
4.5.4.2 <4,999 kgs/month		89.25
4.5.4.3 5,000 - 9,999 kgs/day		18.65
4.5.4.4 5,000 - 9,999 kgs/month		360.30
4.5.4.5 10,000 - 29,000 kgs/day		33.45
4.5.4.6 10,000 - 29,000 kgs/month		669.15
4.5.5 Plug-Ins		
4.5.5.1 Heater per day		6.45
4.5.6 Ground Power Starts (GP)		
4.5.6.1 Bear Skin Airlines		46.40
4.5.6.2 All Other Aircraft		57.90
4.5.7 Aircraft De-icing		
4.5.7.1 Bearskin Airlines		45.05
4.5.7.2 Other Aircraft *Plus Cost of Fluid		64.35
4.5.8 General Terminal Fees		

			2018 Approved	
			Resident	Non-Resident
4.5.8.1	0 - 9 seats		18.00	
4.5.8.2	10 - 15 seats		20.60	
4.5.8.3	16 - 25 seats		32.15	
4.5.9	Passenger Facility Charge			
4.5.9.1	Per Person Enplaning		11.20	
4.5.10	Airport Improvement Fee			
4.5.10.1	Outbound Charters per Passenger embarking		11.20	
4.5.10.2	Commercial Charter Ramp Fee per Aircraft		14.35	
4.5.11	Callouts			
4.5.11.1	Callouts		162.10	
4.5.11.2	Overtime Labour Rate		64.86	
4.5.11.3	Double Time Labour Rate		86.47	
4.5.11.4	Loader with Operator		97.90	
4.5.11.5	Snow Blower or Sweeper attachment for Loader		36.30	
4.5.11.6	Sander/Plow Truck without Operator		93.80	
4.5.11.7	Winter Control Sand per Cubic Yard		26.20	
4.5.12	Aviation Charts			
4.5.12.1	Aviation Charts		Cost + 40%	
4.5.13	Car Parking Fees/day			
4.5.13.1	Daily Parking		8.05	
4.5.13.2	Monthly Parking Stall		106.95	
4.5.13.3	Yearly Parking Stall		1,176.65	
4.5.14	Land Lease Rates - Unserved			
4.5.14.1	Private - per square meter plus applicable taxes		1.80	
4.5.14.2	Commercial - per square meter plus applicable taxes		2.70	
4.5.15	Advertising Signs			
4.5.15.1	Small Signs per year		113.55	
4.5.15.2	Large Signs per year		126.15	
4.5.15.3	Commercial Character Ramp Fee per Aircraft		14.35	

4.6 Cemetery User Fees - See Schedule "E"

4.7 Parks - Effective January 1 (Plus Applicable Taxes)			<u>Resident</u>	<u>Non-Resident</u>
4.7.1	Equipment Rental Charges - Labour Not Included			
4.7.1.1	Mower, Riding		16.10	20.10
4.7.1.2	Portable Generator		7.70	9.65
4.7.1.3	Power Saw		7.70	9.65
4.7.1.4	Trailer - Large		12.85	16.10
4.7.1.5	Cement Mixer		12.85	16.10
4.7.2	Equipment Rental Charges - Labour Included			
4.7.2.1	Backhoe		77.20	96.55
4.7.2.2	4200 Tractor & Sweeper		54.05	67.55
4.7.2.3	Stumper (Chipper)		84.95	106.15
4.7.2.4	Snowplow - Ford		48.90	61.15
4.7.3	Point Park Camping Rates			
4.7.3.1	Full Hook-up - per night		30.97	
4.7.3.2	Full Hook-up - per week		154.87	
4.7.3.3	Full Hook-up - per 4 weeks		596.46	
4.7.3.4	Camping Site - per night (Tenting Sites)		15.93	
4.7.3.5	Camping Site - per week (Tenting Sites)		83.19	

		2018 Approved	
		Resident	Non-Resident
4.7.3.6	Camping Site - per month (Tenting Sites)	323.01	
4.7.3.7	Partial Hook-up - per night (No Water)	24.78	
4.7.3.8	Partial Hook-up - per week (No Water)	125.66	
4.7.3.9	Partial Hook-up - per 4 weeks (No Water)	483.19	
4.7.3.10	Cost for Utilities per day for Local First Nations Band Members (Couchiching, Naicatchewenin, Nicickousemenecaning & Mitaanjigamiing)	7.08	

5.0 Water & Sewer User Rates - See Schedule "D"

**TOWN OF FORT FRANCES
2018 SCHEDULE OF FEES
SCHEDULE "B"**

		2018 Approved
3.17 Emergency Services - January 1 (Plus Applicable Taxes)		
3.17.1 Administration		
3.17.1.1	Copy of Fire Reports	71.60
3.17.1.2	Letter of Compliance or Approval for Properties	71.60
3.17.1.3	File Search, Written Report and Records on Properties	71.60
3.17.1.4	Written Response to written request relating to outstanding orders under the Ontario Fire Code or any Act, Regulation or By-Law with which the Fire Service has Authority or Jurisdiction	71.60
3.17.2 Property Inspection Request - by Owner or Business Operator		
3.17.2.1	Private Home Day Care Facilities (5 or less)	71.68
3.17.2.2	Licensed Day Care Centres (more than 5)	93.36
3.17.2.3	Special Care and Group Homes (3 or less)	71.68
3.17.2.4	Special Care and Group Homes (more than 3)	93.36
3.17.2.5	Inspections required by/for LCBO Licensing	128.05
3.17.2.6	Lodging House	71.68
3.17.2.7	Occupancy Load Calculation and Posting	93.36
3.17.2.8	Private Nursing Homes	128.05
3.17.2.9	Fire Inspections of Educational Institutions	N/C
3.17.2.9.1	Base Inspection	128.05
3.17.2.9.2	Each Classroom Additional	5.40
3.17.2.9.3	Portable Classrooms	71.68
3.17.2.10	Assembly Occupancies <60 persons	71.68
3.17.2.11	Assembly Occupancies >61 persons	71.68
3.17.2.12	Industrial/Commercial Single Tenant or Occupancy	128.05
3.17.2.13	Residential/Commercial - Multi Occupancy Complex	128.05
3.17.2.14	Residential/Apartment or Condominium Building	128.05
3.17.2.15	Office/Commercial Retrofit Inspections	128.05
3.17.2.16	Additional Inspection for incompleteness or initial follow-up	128.05
3.17.2.17	Inspection - All Properties	71.68
3.17.3 Special Occasions Inspections		
3.17.3.1	Mandated Fire Code inspection (tents/marquee)	71.68
3.17.3.2	Mandated Fire Code inspection (fireworks permits)	128.05
3.17.3.3	Public Vendors - Commercial Establishments	71.68
3.17.3.4	Public Vendors - Vendors from Outside Municipality	248.50
3.17.3.5	Public Vendors - Service Clubs	N/C
3.17.3.6	Misc. inspections not otherwise specified - per hour	71.68
3.17.4 Other Service Fees/Charges		
3.17.4.1	Burning Permits - Residential 7 day	13.36
3.17.4.2	Burning Permits - Commercial/Industrial - each burn	123.55
3.17.4.3	Open Air Burning Violations	
3.17.4.4	Extinguishing Fire where no permit obtained; out of control	459.45 for apparatus per hour plus wages plus 15% resident administration fee
3.17.4.5.1	Standby requests other than emergency response (per vehicle) For fire protection during shows, exhibitions, etc.)	459.45 for 1st hour then \$229.73 for every 1/2 hour thereafter

		2018 Approved
3.17.4.5.2	Standby requests other than emergency response (per vehicle)	459.45 per hour
3.17.4.6	Training Services - per hour	71.68 plus costs
3.17.4.7	Air Bottle Refills - other Fire Services	13.54 per bottle
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry	19.03 per bottle
3.17.4.9	Fire Service Training Outside Municipal Boundaries	71.68 per hour plus costs
3.17.4.10	Fire Service Fire Prevention Programs Outside Municipal Boundaries	71.68 per hour plus costs
3.17.4.11	Fire Service Administration Outside Municipal Boundaries	71.68 per hour plus costs
3.17.4.12	Fire Protection Outside Municipal Boundaries	As per Contract
3.17.4.13	Controlled Burns e.g. grass	Full cost recovery plus 15% resident administration fee
3.17.4.14	Boarding Up/Barricading Premises after Fire, costs per person, plus cost of public works (if used), plus cost of materials used plus 15% resident administration fee (if owner fails to comply within 24 hours the Fire Chief may authorize with all applicable costs.)	Full cost recovery plus 15% resident administration fee
3.17.5	Emergency Services Response Calls	
3.17.5.1	Fire Response to Structural Fires	N/C
3.17.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	459.45 per apparatus for first hour; 229.73 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates
3.17.5.3	Auto Extrication Services within the Rainy River District	459.45 per hour
3.17.5.4	Motorized Vehicle Fires	N/C
3.17.5.5	False Alarms (1st & 2nd in a three month period)	N/C
3.17.5.6	Third False Alarm (after 3-call outs in a calendar year)	459.45 per apparatus per hour
3.17.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	459.45 per apparatus per hour

**TOWN OF FORT FRANCES
2018 SCHEDULE OF FEES
SCHEDULE "C"**

4.2 Landfill Tipping Fees (No HST) - Effective January 1**2018 Approved**

4.2.1	Flat Rate Period when Scale is not in operation	
4.2.1.1	Passenger Vehicle - Mini Van, SUV & Cars	18.00
4.2.1.2	Trucks include - Compact Trucks, Half Ton Trucks, Mid-size Trucks and Full size vans with no seats	21.20
4.2.1.3	Any vehicle under the description of 4.2.1.1 or 4.2.1.2 towing a single axle trailer	30.20
4.2.1.4	Single Axle Trucks	97.95
4.2.1.5	Tandem Trucks and Trailers	244.85
4.2.1.6	Garbage Trucks, Containerized Hauling Units & Tankers	293.80
4.2.2	Fees to be used when Scale is in operation.	
4.2.2.1	Minimum charge	18.00
4.2.2.2	Rate per Tonne	70.95
4.2.2.3	Weighing Vehicle Only	31.85
4.2.2.4	Contaminated Soil Suitable for Cover Material per tonne	3.90
4.2.2.5	Car Tires - each	8.60
4.2.2.6	Truck Tires - up to and including 18 wheelers	20.00
4.2.2.7	Off Road Tires (anything over 18 wheelers)	100.00
4.2.2.8	Tires by the Tonne	499.50
4.2.2.9	Refrigeration Units Containing Refrigerant or no notification sticker affixed to the unit	41.60
4.2.3	Bag Tags	
4.2.3.1	Bag Tags each	2.25
4.2.4	Waste Management	
4.2.4.1	Monthly Environmental Fee per Water Account	5.00

**TOWN OF FORT FRANCES
2018 SCHEDULE OF FEES
SCHEDULE "D"**

2018 Approved

4.3 Sewer & Water Installation - Effective January 1 - plus Applicable Taxes

4.3.1	Installation and Termination - Per Trench	
4.3.1.1	If water and sewer are in separate trenches or same trenches	Cost Plus + 10% + Road Restoration
4.3.2	Terminations of Services	
4.3.2.1	Inspecting the termination prior to backfilling	45.60
4.3.3	Reconnection of Services	
4.3.3.1	Inspecting the reconnection prior to backfilling	45.60
4.3.3.2	Regular request to turn water on or off (maintenance)	45.60
4.3.3.3	Non-Maintenance Shut off for delinquent accounts - no HST	128.75
4.3.3.4	Non-Maintenance Turn on for delinquent accounts - no HST	128.75
4.3.4	Sale and Installation of Water Meters	
4.3.4.1	Any Size Meter	Cost Plus + 10%
4.3.5	Testing Backflow Devices	

5.0 Water & Sewer User Rates - Effective January 1

5.1 Water User Rates - Monthly

5.1.1	Flat Residential (un-metered)	41.25
5.1.2	Metered Non-Residential	
5.1.2.1	Minimum Bill for metered ICI accounts (36 cu. meters included)	51.56
5.1.2.3	Metered rate after 36 cu. meters	2.85 cu meter
5.1.3	Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or	55.90
	Minimum Bill for metered ICI accounts	55.90
5.1.3.1	10 cu. meters included in the minimum monthly bill for ICI	
5.1.4	Metered - Industry/Commercial	1.56 cu meter
5.1.5	Metered - Institutional	1.80 cu meter
5.1.6	Private (Re: Dedicated) Hydrants	54.75 per unit
5.1.7	Private Sprinkler System	17.15 per system
5.1.8	Sale of Water from Fire Hydrant	26.55 cu meter
5.1.9	Water Meter Replacement	
5.1.9.1	¾ inch or 20 mm diameter water meter	3.00 per meter
5.1.9.2	1 inch or 25.4 mm diameter water meter	3.25 per meter
5.1.9.3	1.5 inch or 38.1 mm diameter water meter	5.00 per meter
5.1.9.4	2 inch or 50.8 mm diameter water meter	15.00 per meter
5.1.9.5	3 inch or 76.2 mm diameter water meter	17.00 per meter
5.1.9.6	4 inch or 101.6 mm diameter water meter	22.50 per meter
5.1.9.7	6 inch or 152.4 mm diameter water meter	42.00 per meter
5.1.9.8	10 inch or 254 mm diameter water meter	70.00 per meter

5.2 Sewer User Rates - Monthly

5.2.1	Flat Residential (un-metered)	38.45
5.2.2	Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or	52.20
	Minimum Bill for metered ICI accounts	52.20
5.2.2.1	10 cu. meters included in the minimum monthly bill for ICI	
5.2.3	Metered Non-Resident	
5.2.3.1	Minimum Bill for metered ICI accounts (36 cu. meters included)	48.065

		<u>2018 Approved</u>
	5.2.3.2 Metered rate after 36 cu. meters	2.64 cu meter
5.2.5	Metered - Industry/Commercial	1.55 cu meter
5.2.6	Metered - Institutional	1.78 cu meter
5.3	Minimum Rate to Unplug Blockage in Sanitary Sewer Line	
5.3.1	During regular business hours (7:30 a.m. to 4:00 p.m. Monday thru Friday)	25.50
5.3.2	Overtime Hours	38.00
5.3.3	Statutory Holiday	50.50
5.4	Disposal of External Sewage into Town Collection System	18.90 cu. Meter

**TOWN OF FORT FRANCES
2018 SCHEDULE OF FEES
SCHEDULE "E"**

CEMETERY OPERATOR: TOWN OF FORT FRANCES

CURRENT PRICE LIST OF CEMETERY SUPPLIES & SERVICES - EFFECTIVE DATE January 1st

FOR TWO CEMETERIES: FORT FRANCES CEMETERY- 401 King's Hwy.

RIVERVIEW CEMETERY - 1319 COLONIZATION ROAD WEST

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm- 900 Wright Avenue

Day to Day Operation contact: Travis Rob Operations and Facilities Manager 274-9893 - 900 Wright Avenue

A. PRICE LIST PER LOT

A.1 Adult Single Lot

lot Size: 5' x 10' or 50 Square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

And up to six (6) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

	2018 Approved
Lot	272.83
Care & Maintenance	250.00
Sub-Total	<u>522.83</u>
HST	67.97
TOTAL	<u><u>590.80</u></u>

A.2 Adult Double Lot

lot Size: 10' x 10' or 100 Square feet

Four (4) Full Burials Allowed - Two (2) MUST be at extra depth (10')

And up to Twelve (12) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

	2018 Approved
Lot	542.92
Care & Maintenance	250.00
Sub-Total	<u>792.92</u>
HST	103.08
TOTAL	<u><u>896.00</u></u>

A.3 Child (8 years old or under)

lot Size: 3' x 2' or 6 Square feet

One (1) Full Burial Allowed plus two (2) cremations (depending on urn size)

side by side at foot only or One (1) cremation centred at head and up to

two (2) cremations (depending on urn size) side by side at foot only

Markers to be installed in accordance with the cemetery by-law

	2018 Approved
Lot	109.12
Care & Maintenance	150.00
Sub-Total	<u>259.12</u>
HST	33.68
TOTAL	<u><u>292.80</u></u>

A.4 Cremation Lot

lot Size: 2' x 2' or 4 square feet

Up to Two (2) cremations (depending on size of urn)

Flat Markers only allowed on Cremation lots & No Flower Beds allowed due to size

	2018 Approved
Lot	81.81
Care & Maintenance	150.00
Sub-Total	231.81
HST	30.14
TOTAL	261.95

A.5 Veteran Lot

lot Size: 5' x 10' or 50 square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

or Two (2) cremations (depending on size of urn) MAXIMUM 2 INTERMENTS

VETERAN AND SPOUSE ONLY

No charge for Veteran - Interment of Spouse will be the responsibility of the family

B. UNIT PRICE PER INTERMENT**B.1 SUMMER - May 1 to October 31**

	2018 Approved
B.1.1 Adult Interment	776.33
HST	100.92
TOTAL	877.25
B.1.2 Adult with Vault	863.67
HST	122.28
TOTAL	985.95
B.1.3 Child (8 years old or under)	312.61
HST	40.64
TOTAL	353.25
B.1.4 Child (8 years old or under) with Vault	339.86
HST	44.18
TOTAL	384.04
B.1.5 Extra Depth 10 ft.	863.67
HST	112.28
TOTAL	975.95
B.1.6 Saturday (above rates +)	525.04
HST	68.26
TOTAL	593.30

B.1.7 Disinterment - above rates plus 150% and all applicable taxes**NOTE: All interments include the use of artificial grass and lowering devices**

B. UNIT PRICE PER INTERMENT**B.2 WINTER - November 1st - April 30th**

B.2.1 Adult Interment	940.00
HST	122.20
TOTAL	<u>1,062.20</u>
2018 Approved	
B.2.2 Adult with Vault	1,027.30
HST	133.55
TOTAL	<u>1,160.85</u>
B.2.3 Child (8 years old or under)	448.98
HST	58.37
TOTAL	<u>507.35</u>
B.2.4 Child (8 years old or under) with Vault	536.28
HST	69.72
TOTAL	<u>606.00</u>
B.2.5 Extra Depth 10 ft.	1,119.20
HST	145.50
TOTAL	<u>1,264.70</u>
B.2.6 Saturday (above rates +)	525.04
HST	68.26
TOTAL	<u>593.30</u>

B.2.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B.3 UNIT PRICE PER INTERMENT FOR CREMATED REMAINS**May 1 to October 31- Only**

2018 Approved	
B.3.1 Cremation < 12" in diameter to Max. 24 inches	285.31
HST	37.09
TOTAL	<u>322.40</u>
B.3.2. Saturday Cremains < 12" diameter to Max. 24 " in diameter	448.98
HST	58.37
TOTAL	<u>507.35</u>
B.3.3 Cremains Placed in Private Marker/Monument Base	89.73
HST	11.67
TOTAL	<u>101.40</u>
B.3.4 Cremains placed in the ground at the same time as full burial interment	56.28

HST	7.32
TOTAL	<u>63.60</u>

B.3.5 Cremains placed in Monument Niche

	70.80
HST	9.20
TOTAL	<u>80.00</u>

B.3.6 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering equipment

C UNIT PRICE FOR A COLUMBARIUM NICHE

	2018 Approved
C.1 Top Two Rows	1,215.77 Purchase Price of Columbarium Niche includes
Care & Maintenance	182.37 Purchase of Double Niche
Sub-Total	1,398.14 Bronze Plaque and installation
HST	181.76 One Urn Placement or interment
TOTAL	<u>1,579.90</u>
C.2 Middle Four Rows	1,498.84 Interior shelf space of a niche is 13" wide
Care & Maintenance	224.83 x 10" deep x 8" high, therefore urns to be
Sub-Total	1,723.67 placed in the columbarium can be no bigger
HST	224.08 than 6.5" wide x 10" deep x 8" high.
TOTAL	<u>1,947.75</u>
C.3 Bottom Two Rows	1,003.43
Care & Maintenance	150.51
Sub-Total	1,153.94
HST	150.01
TOTAL	<u>1,303.95</u>
C.4 2nd Urn Placement in Niche	154.07
HST	20.03
TOTAL	<u>174.10</u>

D. UNIT PRICE FOR FLOWER CARE PER LOT

	2018 Approved
D.1 Special Care Single - Flowers	2,728.01 Single Special Care: The flower bed is
HST	354.64 centred to the monument 3 rows of 6 flowers
TOTAL	<u>3,082.65</u> - 18 flowers
D.2 Special Care Double - Flowers	5,456.02 Double Special Care: is two (2) singles
HST	709.28 2 single beds are planted 3 rows x 6 = 18
TOTAL	<u>6,165.30</u> flowers - 2 x 18 = 36 flowers
D.3 Annual Care - Adult -Flowers	218.27 Single Pillow: Exact same size as single but
HST	28.38 turned in such a way that the bed is wider
TOTAL	<u>246.65</u> across the base 3 rows x 6 = 18 flowers
	Double Pillow: Is positioned along the base
	the same as a single pillow but is larger in
	in 4 rows x 6 = 24 flowers

D.4 Annual Care - Child - Flowers	81.81	Annual Care paid for and planted each year
HST	10.64	Special Care is paid for once and is planted
TOTAL	<u>92.45</u>	every year

E. UNIT PRICE FOR A FOUNDATION FOR A UPRIGHT MONUMENT (MARKER)**2018 Approved**

For the Supply, Installation and Inspection of
Concrete Foundations for Upright Markers or
Monuments

\$ 0.30 per square inch
plus HST

Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the Marker or Monument. The Town will only accepted foundation orders from June 15th to September 15th of each year.

F. UNIT PRICE FOR A FOUNDATION FOR A FLAT MARKER**2018 Approved**

For the Supply, Installation and Inspection of
Concrete Foundations for Flat Markers

\$ 0.28 per square inch
plus HST

Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the flat Marker . The Town will only accepted foundation orders from June 15th to September 15th of each year.

G. CARE & MAINTENANCE FOR A FLAT MARKER OR UPRIGHT MONUMENT (MARKER)**2018 Approved**

G.1 Flat Markers that measure less than 1116.13
square centimetres or 173 sq. inches 0.00

G.2 Flat Markers that measure at Least 1,116.13
square centimetres or 173 sq. inches 50.00

G.3 Upright Monument that measure less than 1.22
meters or 4 feet in height and/or length including the
base 100.00

G.4 Upright Monument measuring more than 1.22
meters or 4 feet in height and/or length including the
base 200.00

H. MISCELLANEOUS CEMETERIES FEES**2018 Approved**

H.1 For non-residents customers the above list rates
plus 40% mark-up and all applicable taxes

Note the only exception to applying the 40% increase for non-residents is care and maintenance fees for markers and lots, these rates are established under *the Funeral, Burial and Cremation Services Act, 2002* and regulations, as amended from time to time

H.2 Funeral Arriving before 9 am and after 3:00 pm 127.43
HST 16.57
TOTAL 144.00

H.3 Issue of new Interment Rights Certificate as a result of revisions to intended occupant(s) or ownership change

	109.12 per change
HST	14.18
TOTAL	123.30

H.4 Rental of Artificial Grass for off-site interments

	10.93 per off-site interment
HST	1.42
TOTAL	12.35

H.6 Hourly labour per cemetery worker

	43.27
HST	5.63
TOTAL	48.90

General Notes:

- 1) Payment is due at the time of purchase - no financing options available
- 2) For any additional information or clarification , please feel free to contact the cemetery operator as per the contract information outlined at the top of each page of the current price list



In This Issue

- Universities' report on Ontario's future available now.
- New Community Transportation Grant program.
- AMO presents Bill 68 Workshop.
- 2018 AMO Conference guestroom booking information.
- Digital Signatures: The Last Mile.
- One Investment - holiday closure for HISA deposits.
- Planning for 2018 road assessments.
- Program spotlight: LAS Natural Gas Program.
- West Lincoln resolution concerning Ontario Wildlife Compensation Program.
- Careers with Parry Sound and Brock Township.

Ontario's universities have released a new report identifying key challenges for Ontario that need to be addressed by bold thinking and partnerships.

Ministry of Transportation has launched a new, five year, Community Transportation Grant Program, Municipal Stream. The Municipal Stream of the program invites municipalities across the province to deliver local and long distance inter-community transportation projects in underserved and unserved communities across the province. A total of up to \$30 million over five years is available to municipalities, who can apply for grants through Grants Ontario.

Crystal balls not required! All of Ontario's municipal councils will be impacted by Bill 68, but does your municipality have a plan on how to handle these changes and impacts? We now know that certain changes will take effect January 2018 and March 2019. This half-day workshop on January 20, 2018 (pre ROMA Conference), walks participants through a checklist of things to do, timing and considerations. Space is limited, [register today](#).

Guest room reservations will open on January 17, 2018 at 10:00 am for the 2018 AMO AGM and Annual Conference. Please take a moment to review the details of the policy as changes have been made over previous years that impact both the deposit and cancellation policies.

Is making your municipality fully paperless a priority? Are you exploring opportunities for savings in storage and process redesign? Do you want a service that manages risk and enhances the security of your documents? If you answered “yes” to any of these questions, then AMO has a solution that might help you. Join us on Thursday, December 7 for a free webinar where we will be unveiling a new digital service available to our members. Register today.

LAS holiday closure - One Investment HISA Investor's, please note the last day to request HISA deposit or redemption transactions prior to year-end is December 21st, 2017. HISA staff will be back in the office on January 3, 2018.

LAS and StreetScan are meeting with municipalities to plan for the 2018 roads season. Contact [Tanner](#) to learn how the [LAS Roads Assessment](#) program can help you make smart, objective decisions about your roads and sidewalk maintenance.

Natural Gas prices can change up to four times a year. Discover how the LAS Natural Gas Program provides stable and predictable pricing for 365 days and how this can make your budgeting process a

little easier and less confusing.

Municipal Wire*

The Town of West Lincoln resolution requests that the Ministry of Agriculture, Food and Rural Affairs immediately commence sending inspectors out to the field to adjudicate all incidents of Livestock Loss OR rely on the municipally appointed Livestock Evaluators for accurate accounting of incidence loss.

Careers

Director of Finance/Treasurer - Town of Parry Sound. Terms of Application Submission: Please submit by email only, a cover letter and your resume, with full details of your education, training and experience, by 4 PM on Thursday, December 14, 2017 to: Rebecca Johnson, HR Coordinator, Town of Parry Sound; rjohnson@townofparrysound.com.

Planning/Economic Development Co-ordinator - Township of Brock. Contract Position to December 31, 2018. Applicants are invited to submit a covering letter and resume addressing how the qualifications are met, marked confidential, by no later than 4:30 p.m., Wednesday, January 10, 2018 to: Thomas G. Gettinby, CAO/Municipal Clerk at brock@townshipofbrock.ca.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](https://twitter.com/AMOPolicy) on Twitter!

AMO Contacts

AMO Watch File Team, Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

Media Inquiries, Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

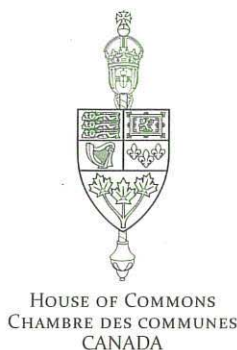
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Mayor and Council of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9

November 21st, 2017

Dear Mayor and Council of Fort Frances,

The Government of Canada is focussed on how best to grow the Canadian economy – and to make sure that growth benefits all Canadians. As we prepare Budget 2018, we want to hear from you. Your ideas, your feedback, and your vision for what Canada's future should look like. We are consulting on four themes in preparation for Budget 2018: progress for the middle class, the economy of tomorrow, lifelong learning, and gender equality. However, as always we want to hear from your municipality on how Budget 2018 can best accommodate Northwestern Ontario and our unique needs.

Please submit a letter outlining feedback related to the four themes and listing any additional priorities you feel are important to your municipality and the region to don.rusnak@parl.gc.ca or by mail by **December 20th, 2017**. Your submission will be reviewed and sent to the Minister of Finance for consideration in Budget 2018. Canadians can also participate online, through <https://www.budget.gc.ca/2018/prebudget-prebudgetaire/index-en.html>, or by engaging on social media using #YourBudget2018.

Sincerely,

Don Rusnak
Member of Parliament
Thunder Bay—Rainy River



**Ministry of
Municipal Affairs**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-6470



NOV 24 2017

17-75125

Dear Head of Council:

As you know, the 2017 Ontario Budget proposed that single-tier and lower-tier municipalities be provided with the authority to implement a tax on transient accommodation, should they choose to do so. I am writing to inform you that the relevant legislative changes will come into force on December 1, 2017.

Under the legislation, it will be the choice of a municipality whether to implement a tax on transient accommodation. Should a municipality choose to implement a tax, it would have the flexibility to determine the design of the tax, including its rate(s), administration, collection and the scope of its application.

Regulations under the *Municipal Act, 2001* and *City of Toronto Act, 2006*, set out rules for tax revenue sharing with eligible not-for-profit tourism organizations. These regulations will come into force on December 1, 2017. Key matters addressed by the Municipal Act regulation include:

- Municipalities that choose to implement a tax on transient accommodation will be required to share revenues from the tax with eligible not-for-profit tourism organizations.
- Where no Destination Marketing Program (DMP) existed prior to the imposition of the tax, the municipality will generally be required to share 50 per cent of transient accommodation tax revenues with one or more eligible not-for-profit tourism organizations chosen by the municipality.
- Where a DMP existed in a municipality prior to the imposition of a transient accommodation tax, the municipality will generally be required to share an amount equal to the greater of:
 - the total amount of DMF revenues received by the eligible not-for-profit tourism organization under a DMP from accommodations in the municipality, in the fiscal year before the tax came into effect, and
 - the total sharing amount paid by the municipality to the eligible not-for-profit tourism organization in the previous year, adjusted by a 10-year rolling average of the annual percentage change in Ontario's total tourism receipts, as published by the Ministry of Tourism, Culture and Sport.

.../2

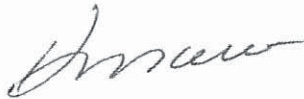
-2-

- Municipalities would need to ensure they share revenues pursuant to the rules set out in the regulations. Municipalities may retain any remaining tax proceeds for their own purposes.
- The rules set out the amount of tax revenue sharing that must occur, but in no case do the regulations require municipalities to make payments to tourism organizations that exceed the tax revenue they collect in a particular year.

The provincial government recognizes the importance of helping municipalities invest in their communities. We also recognize the importance of promoting Ontario as a destination for tourism, and ensuring the vitality of Ontario's tourism sector. Therefore, the regulations balance the interests of the tourism and municipal sectors. To help ensure the tax is implemented in a way that benefits the municipality and the local tourism industry, we encourage both sectors to work together on this important issue.

The provincial government recognizes that municipalities are mature, accountable and responsible local governments. We have a strong record of supporting and working with the municipal sector and we look forward to continuing this partnership.

Sincerely,



Bill Mauro
Minister

- c. The Honourable Eleanor McMahon, Minister of Tourism, Culture and Sport
The Honourable Charles Sousa, Minister of Finance
Municipal clerks of all single-tier and lower-tier Ontario municipalities



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 5, 2017

To: Heads of Council of Municipal Billing Partners

From: Dan Mathieson, Chair, MPAC Board of Directors

Subject: Budget and Municipal Levy for 2018

On behalf of the Municipal Property Assessment Corporation (MPAC), I would like to advise you that the Board of Directors has approved the corporation's 2018 budget in support of their 2017-2020 Strategic and Financial Plan. The approved levy increase for 2018, is 2.65% which is consistent with the levy increase approved for 2017.

The Board's approval of the 2018 budget and municipal levy will allow MPAC to invest in its core operations to deliver the new Service Level Agreement (SLA). The jointly developed SLA establishes fair, meaningful and achievable performance standards for assessment services that municipalities and taxpayers rely on most. Our investment will also support the new Assessment Review Board (ARB) process and continue to build and maintain its service delivery model.

With this approval, the Board is committed to ensuring MPAC continues to best serve their municipal partners and the property owners of Ontario, while providing the support their employees need to deliver the highest standards of service and expertise.

Assessment Roll Stability & Predictability

Looking towards 2018, the requirement for MPAC to support and respond to the ARB's commitment to improve the appeals process played a critical role in the Board's review. Next year, the ARB will continue implementing a strategy to eliminate backlogs and complete appeals within the assessment cycle which will have a direct impact on MPAC's staffing and resources. We believe the work undertaken by the ARB will continue to support stability and predictability in Ontario's property assessment and taxation system.

A stable and predictable assessment base is important to the Board and the initiatives implemented for the 2016 Assessment Update, such as disclosure, pre-roll discussions and the extensive outreach activities, is a reflection of our commitment. Taking this approach forward and building on it for the 2020 Assessment Update will require the establishment of a reserve fund. This requirement is also reflected in the 2018 budget.

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Heads of Council of Municipal Billing Partners
December 5, 2017
Page 2 of 2

In 2018, MPAC will continue to introduce the SLA to municipalities across the province. The annual budget reflects the need for the right number of senior valuation staff in field to meet the demands of our workload, programs to ensure the quality and consistency of our data, and continued growth to build our pool of accredited valuation professionals.

The levy amount for each municipality is determined by the levy formula contained within the *MPAC Act* and will be finalized following the delivery of the 2017 Assessment Roll. Municipalities can expect to receive additional details in December with final statements sent in January 2018.

Questions about MPAC's 2018 budget and municipal levy should be directed to Rose McLean, President and Chief Administrative Officer, or Carla Y. Nell, Vice-President, Municipal and Stakeholder Relations.

Yours truly,



Dan Mathieson
Chair, MPAC Board of Directors

Copy Chief Administrative Officers, Chief Financial Officers, Clerks & Treasurers of Municipal
Billing Partners
MPAC Board of Directors
Rose McLean
Carla Y. Nell

TOWN OF FORT FRANCES
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

MINUTES

October 2nd, 2017

The meeting of Economic Development Advisory Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on October 2nd, 2017 from 11:42 a.m. to 12:47 p.m.

PRESENT: J. McTaggart, Vice Chair; D. Fortes, R. Avis, C. Mallory, J. Gillon, K. Perry, K. McCaig, G. McBride, M. Caron

ALSO PRESENT: T. Drysdale, Consultant, G. Gillon (RRFDC), D. Brown, CAO, T. Dennis, CBO/Municipal Planner and K. Lawson, Secretary

REGRETS: L. Mose (MNMD)

1. Call to Order - 11:42 a.m.

2. Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting.

2.1 J. Cumming re: Urban Trees.

2.2 C. Mallory re: Lack of Residential Rentals in Fort Frances.

2.3 Mayor Avis re: Resolute Update.

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

4. Approval of Previous Advisory Committee Minutes

4.1 September 11th, 2017 Meeting Minutes.

McBride-Perry: THAT the minutes from the September 11th, 2017 meeting be approved as distributed.

CARRIED

5. New Business

5.1 Discussion Item No. 1 - Industrial Park Sales Guide and Prices.

- Tannis provided a verbal update on taxation assessment for properties within Ontario and Manitoba. A discussion was had on available lot assessment and this matter will be furthered at a future meeting.

5.2 Discussion No. 2

Residential Revitalization Grant Program. Committee provided recommendations to increase the potential funding amount while decreasing the amount of necessary expenditures necessary to meet funding guidelines. A new draft will be brought forward to a future meeting.

6. Standing Items

6.1 Implication of Ontario Raising Minimum Wage to \$15.00 per hour.

- this matter continues to be monitored.

6.2 Rainy Lake Market Square Update.

- Tannis advised the official opening has been delayed and she will advise further.

7. Non-agenda Items

- 7.1 J. Cumming re: Urban Trees.
- Jim distributed information to members in attendance to be used for discussion purposes at the next regular committee meeting.
- 7.2 C. Mallory re: Lack of Residential Rentals Update.
- Charleen spoke to the committee about the lack of available rental units in Fort Frances. Tannis will work with Tyson Dennis, CBO/Municipal Planner to develop an analysis of marketing opportunities and possible multi-family rental properties.
- 7.3 Mayor Avis re: Resolute Update.
- Mayor provided committee members with a brief update on the status of Resolute properties in Fort Frances. This matter continues to be monitored and Council continues to express their concerns to Provincial Ministers both by correspondence and through the use of delegation requests. Mayor has yet to receive a response from Resolute to his June 1st, 2017 request for information regarding the status of properties.

8. Adjourn 12:47 p.m. / Next Meeting Date - November 6th, 2017

TOWN OF FORT FRANCES

REPORT

November 6, 2017

An information session of the Economic Development Advisory Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on November 6, 2017 from 11:42 a.m. to 1:10 p.m.

PRESENT: G. Rogozinski, K. McCaig, J. Gillon, M. Caron (12:30 p.m. to 1:10 p.m.), K. Perry, (11:42 a.m. to 12:50 p.m.), J. McTaggart, (11:42 a.m. to 1:05 p.m.), J. Cumming.

ALSO PRESENT: D. Brown, CAO, K. Lawson, Secretary

REGRETS: Mayor R. Avis, D. Fortes, L. Mose (MNDM)

1. **Call to Order - 11:40 a.m.**
2. **Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting. - none identified**
3. **Disclosure of pecuniary interest and the general nature thereof - none identified**
4. **Approval of Previous Advisory Committee Minutes**
 - 4.1 October 2nd, 2017 Meeting Minutes. - no quorum - this item will be deferred to the next regular meeting for approval.
5. **New Business**
 - 5.1 Tbaytel Fibre Announcement - members adjourned at 11:50 a.m. to Council Chambers for the Tbaytel launch announcement of Fibre in Fort Frances and then returned to the information session in Committee Room shortly thereafter.
 - 5.2 Report on the Biomass 2017 Conference and RRFDC Wood Related Activities. G. Gillon provided an overview of this report and the wood related activities in the district.
6. **Standing Items**
 - 6.1 J. Cumming - Urban Trees. (refer to materials previously provided by J. Cumming at the October 17th meeting.) - a discussion was held. Members in attendance decided that this matter would be better considered by the Town's Planning and Development and Operations and Facilities Executive Committees. The materials will be provided to the respective committees and Mr. Cumming will be formally contacted by the committee secretaries to make his presentations to these groups.
 - 6.2 Implication of Ontario Raising Minimum Wage to \$15.00 per hour (Bill 148) - this matter continues to be monitored. - committee members in attendance decided that this matter may now be removed.
 - 6.3 Industrial Park Sales Guide and Prices. (materials to be presented at the December 4th EDAC meeting).
 - 6.4 Residential Revitalization Grant Program (materials to be presented at the December 4th EDAC meeting).
 - 6.5 Rainy Lake Market Square. - some concerns were raised about the need for security cameras. It was identified that there were none at the site now. Mr. Brown will look into this matter further.

- 6.6 Lack of Residential Rentals Analysis. - T. Drysdale advised that she and T. Dennis will be preparing a report for a upcoming meeting of the Committee.

7. Non-agenda Items - none were identified

8. Adjourn / Next Meeting Date - December 4th, 2017

TOWN OF FORT FRANCESMINUTESSESSION NO. # 055November 20, 2017

This meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on November 20, 2017 from 10:30 a.m. to 11:55 a.m.

PRESENT: Wendy Brunetta - Chairperson, John Albanese - Councillor, Doug Kitowski - Councillor, Roy Avis - Mayor, Doug Brown - CAO, Jason Kabel - Community Services Division Manager

1 CALL TO ORDER (Session #055)

The meeting was called to order by W. Brunetta at 10:32 a.m.

2 APPROVAL OF AGENDA (Call for non-agenda items)

3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

4.1 Community Services Executive Committee - November 6, 2017

- Approved as circulated.

5 ITEMS REFERRED FROM COUNCIL

5.1 Fort Frances Choraliers Request - Diane Maxey - The input that was forwarded to the Administration & Finance Executive Committee was that the CSEC was comfortable with up to a \$500 donation to the Choraliers coming from Council discretionary funds.

6 NEW BUSINESS

6.1 2018 Community Services Operating Budget - Summary - The committee took an extensive look and had discussion on each of the 11 primary cost centres for the Community Services Division.

6.2 2018 Community Services Operating Budget - The overall budget will be forwarded to Treasury for the December 15th deadline.

- 6.3 2018 Community Services Capital Budget - The committee was briefed on each of the items included on the preliminary Community Services capital budget that will be forwarded to Treasury for the capital budget process.

7 NON-AGENDA ITEMS
- NIL

8 INFORMATION

- 8.1 Next Meeting - December 4, 2017

9 CLOSING

There being no further matters before the committee at this time, the meeting was closed at 11:55 a.m.



W. Brunetta, Executive Committee Chair



J. Kabel, Community Services Division Manager

TOWN OF FORT FRANCESMINUTESSESSION NO. #35November 20, 2017

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre on November 20, 2017 from 8:00 a.m. to 8:37 a.m.

PRESENT: Councillor D. Kitowski, Chair, Councillors J. Caul and J. Albanese, Mayor Avis

ALSO PRESENT: D. Brown, CAO, E. Slomke, Clerk/Acting Secretary, T. Dennis, CBO/Municipal Planner

1. **Call to Order at 8:00 a.m.**
Session #35
2. **Disclosure of pecuniary interest and the general nature thereof - None.**
3. **Approval of Previous Committee Minutes**
 - 3.1 Approval of October 16, 2017 meeting minutes.
- Approved as presented.
4. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting - None.**
5. **In-Camera**
None.
6. **Items Referred from Council**
 - 6.1 Designate a Loading Zone –H&R Block - 500 BLK Portage Avenue.
A discussion took place. The matter will be forwarded to Committee of the Whole as presented.
7. **New Business**
 - 7.1 Designate a Handicap Parking Stall - Service Canada (300 BLK Scott Street)
A discussion took place. The matter will be forwarded to Committee of the Whole as presented.
 - 7.2 Zoning Amendment of 608 Scott Street from C2 Light Commercial to R2 Type Residential.
A discussion took place. The matter will be forwarded to Committee of the Whole as presented.
 - 7.3 First Draft of 2018 P&D Operating & Capitol Budgets.
A discussion took place. The figures presented were received.
8. **Outstanding Items**
 - 8.1 Citizen letters with concern to Section 3.31 in the Zoning By-Law 03-14.
A brief discussion took place. The matter will be forwarded to Committee of the Whole as presented.
9. **Information**
None.

10. Non-agenda Items - None.
11. Adjourn at 8:37 a.m. / Next Meeting Date
Monday December 4, 2017.



Executive Committee Chair



Secretary, Planning & Development Executive
Committee

TOWN OF FORT FRANCESMINUTESSESSION NO. # 60November 21, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on November 21st, 2017 from 12:01 p.m. to 1:54 p.m.

PRESENT: Councillor K. Perry, Chair; Mayor R. Avis; Councillor W. Brunetta (12:06 p.m. to 1:54 p.m.) and Councillor G. P. Ryan

ALSO PRESENT: D. Brown, CAO, D. Galusha, Deputy Treasurer, E. Slomke, Clerk, S. Freamo, Information Technology Manager, T. Moffitt, Fire Chief/CEMC (12:01 p.m. to 12:21 p.m.) and K. Lawson, Secretary

REGRETS: L. Lindberg, Treasurer

1. **Call to Order 12:01 p.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - None declared**
3. **Disclosure of pecuniary interest and the general nature thereof - None identified**
4. **Approval of Previous Committee Minutes**

4.1 Session No. 59 dated November 7, 2017.

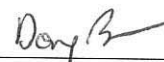
Ryan-Avis: Approved as presented.

CARRIED

5. **In-Camera - None declared**
6. **Items Referred from Council**
 - 6.1 Fort Frances Choraliers Sponsorship Opportunity.
- Committee recommended approval of a \$500.00 donation to the Choraliers for assistance with the costs of their Christmas performance.
 - 6.2 Fort Frances Chamber of Commerce Tourism Grant.
- Committee recommended approval of the Fort Frances Chamber of Commerce request for a 2018 Tourism Advertising Grant at the same level as 2017 in the amount of \$2,833.00 and further that this request be forwarded through to the Budget Process.
 - 6.3 OFSAA Provincial Curling Championships Funding Request.
- Committee recommended approval of a Platinum level sponsorship in the amount of \$3,000.00 to be donated in 2017.
7. **New Business**
 - 7.1 Honeywell Energy Projects Financing.
- Committee recommended approval for combining the Honeywell Energy Project loans and that the \$1,577,050.66 principal be repaid on a five year amortization and term.
 - 7.2 Part 3 of Modernizing Ontario's Municipal Legislation Act (Bill 68)
- L. Slomke, Town Clerk was in attendance to speak to this matter. Committee recommended that the Clerk bring forward an amendment to the current Procedural By-Law as outlined in her report and further that no action be taken regarding electronic voting participation at this time.

- 7.3 2018 Administration & Finance Budget Considerations
 - Corporate
 - Administration & Finance
 - Police Services
 - A&F Capital
 - Committee reviewed the draft budget items for each department and provided direction.
- 7.4 Summary of Information Technology Work Completed to Date and Outlining a 3-Year Plan
 - S. Freamo was in attendance to provide an overview of the implementation of technological changes completed to date and outlining plans for information technology over the next 3 years. Committee recommended approval for the replacement of the current WatchGuard firewall with two (2) Fortinet FortiGate 200E firewalls to be purchased in 2017 at an estimated cost of \$10,867.48.
- 7.5 2018 Fire & Rescue Services Budget Considerations
 - T. Moffitt, Fire Chief/CEMC was in attendance (12:01 p.m. to 12:21 p.m.) to provide an overview of the draft budget items and his prioritized Capital items. Committee provided direction.
8. **Non-agenda Items - None declared**
9. **Adjourn 1:54 p.m / Next Meeting Date - December 5th, 2017**


Executive Committee Chair


D. Brown, CAO

TOWN OF FORT FRANCESMINUTESSESSION NO. #016November 22, 2017

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on November 22, 2017 from 8:30 a.m. to 9:57 a.m.

PRESENT: Paul Ryan, Chairperson, Ken Perry, June Caul, Doug Brown, CAO and Travis Rob

ALSO PRESENT: Mayor Roy Avis

1. Call to Order

1.1 The meeting was called to order at 8:42 a.m.

2. Disclosure of pecuniary interest and the general nature thereof

2.1 None

3. Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting of this committee on November 8, 2017.

4. Non-agenda Items

4.1 None

5. Items Referred from Council

Request Regarding Heaving of the Private Crossing at 100 Oakwood Road

5.1 Request Regarding Heaving of the Private Crossing at 100 Oakwood Road - request for repair to follow By-Law and property owner to apply for replacement.

6. New Business

6.1 October 2017 Drinking Water Systems Monthly Summary - the administration report was accepted as presented.

6.2 Report No. 2 - Establishing 2018 Water and Sewer Rates - a discussion on the proposed water and sewer rates took place and it was decided to move forward with Scenario 2.

- 6.3 First Draft of 2018 Operating and Capital Budget for Operations and Facilities Division - previously distributed material - the budget was presented and discussed.

7. Information

- 7.1 Fort Frances Wastewater Treatment Facility October 2017 Monthly Report - the Wastewater Treatment October Report was reviewed and will be forwarded to Council as information only. No action required.
- 7.2 Airport Statistics as of November 20, 2017 - the Airport Statistics were reviewed and will be forwarded to Council as information only. No action required.
- 7.3 Sewer and Water Data updated November 20, 2017 - the Sewer and Water Data was reviewed and will be forwarded to Council as information only. No action required.
- 7.4 2017 Tonnage at the Landfill Site as of November 20, 2017 - the Landfill Statistics were reviewed and will be forwarded to Council as information only. No action required.

8. Adjourn / Next Meeting Date

- 8.1 The meeting adjourned at 9:57 a.m.



Executive Committee Chair



T. Rob, Manager of Operations & Facilities