

TOWN OF FORT FRANCES

AGENDA - May 28, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 128) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Labour relations or employee negotiations - Personnel Matter
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor Doug Kitowski - Verbal Update
Councillor Ken Perry - Verbal Update
Councillor G. P. Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 Amendment to By-Law 06/14 (A By-Law to prohibit sales and regulate use of fireworks within the Town of Fort Frances). 4
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to amend By-Law 06/14 as laid out in the report.
 - 7.2 Advisory Notice of Adjustment re: 375 Scott Street (2017). 5 - 7
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to receive the Advisory Notice of Adjustment for property located at 375 Scott Street in Fort Frances for the 2017 taxation year.
 - 7.3 Rainy River Vet Services Committee. 8 - 10
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from Rainy River Vet Services Committee.

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7.4 Rainy River District Municipal Association Per Capita Request. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Rainy River District Municipal Association 2018 per capita levy in the amount of \$6,761.75.	11 - 14
7.5 Revise By-Law 23/18 (A By-Law to establish a percentage by which tax decreases are limited in 2018 to properties in the Commercial, Industrial and Multi-residential property classes). - approval of this report will agree with the recommendation of Administration and Finance Executive Committee to approve an amendment to By-Law 23/18.	15 - 16
7.6 Memorial Sports Centre Concussion Policy - approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the concussion policy for the Memorial Sports Centre effective immediately.	17 - 18
7.7 Ontario Sport and Recreation Communities Fund (OSRCF) Agreement - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the agreement with the Ministry of Tourism, Culture and Sport by authorizing the Mayor and Clerk to execute the agreement.	19 - 20
7.8 East End Hall Fire Safety Plan - approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the attached fire safety plan for the East End Hall.	21 - 32
 8. <u>Administration and Finance Division:</u>	
8.1 Councillor Paul Ryan - NOMA Conference Travel & Per Diem Claims. - approval of this report will agree with the recommendation of Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$777.30 as submitted by Councillor Paul Ryan for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.	33 - 36
8.2 Councillor Ken Perry - NOMA Conference Travel & Per Diem Claims. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$644.74 as submitted by Councillor Ken Perry for his attendance at the NOMA Conference in Kenora, Ontario from May 1-4, 2018.	37 - 45

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8.3 Councillor Doug Kitowski - NOMA Conference Travel & Per Diem Claims. - approval of this report will agree with the recommendation of Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$602.82 as submitted by Councillor Doug Kitowski for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.	46 - 51
8.4 Councillor June Caul - NOMA Conference Travel & Per Diem Claims. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$523.01 as submitted by Councillor June Caul for her attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.	52 - 57
9. <u>Operations and Facilities Division:</u>	
9.1 Verbal Update on Capital Projects	
10. <u>Information:</u>	
10.1 Fort Frances Fire & Rescue Services - April 2018 Report.	58 - 59
10.2 Annual Review of Tiered Response Agreement with Rainy River District Social Services Administration Board and the Town of Fort Frances.	60 - 61
10.3 April 2018 Building Statistics	62 - 64
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	

To: Mayor & Council

From: Tyler Moffitt, Fire Chief/CEMC

Date: May 22, 2018

Subject: Amendment to BY-LAW 06/14

Background

Flying Lanterns, also know as: Sky Lanterns; Celebration Lanterns; Wish Lanterns; Event Lanterns; Chinese Lanterns; Sky Candles; Fire Balloons etc. use an open flame to float through the air.

Once they are lit and launched into the air ... they pose a serious fire risk. These lanterns have the potential to cause significant fire injuries and losses.

Many communities throughout Ontario have banned these extremely dangerous lanterns.

The Administration & Finance Executive Committee recommends to amending the definition of Prohibited Fireworks in BY-LAW 06/14 to state the following (Note: additions are highlighted).

“Prohibited Firework” includes but is not limited to sky lanterns, celebration lanterns, wish lanterns, event lanterns, Chinese, lanterns sky candles, fire balloons or any other similar device. As well as cigarette loads, plugs, exploding matches, sparking matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and cracking balls, exploding golf balls, stink bombs, tear gas pens and launchers, party poppers and table bombs, table rockets and bottle sky rockets, fake firecrackers and other trick devices or practical jokes as included on the most recent list of prohibited fireworks as published from time to time under the Act.

Respectfully submitted,



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

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to amending the definition of Prohibited Fireworks in BY-LAW 06/14.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/71**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Advisory Notice of Adjustment
RE: 375 Scott Street (2017) Roll # 5912-020-002-04700-0000

BACKGROUND

Attached is the Advisory Notice of Adjustment for the 2017 property taxation year under the *Assessment Act* from MPAC as a result of a 2016 Assessment Review Board decision. This change is effective for taxation beginning January 1, 2017.

That total financial impact of the Advisory Notice of Adjustment is \$869.79 consisting of a reduction of municipal revenue of \$587.76, education revenue of \$200.37 and BIA Levy of \$81.66 as listed in the attached 2018 Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Advisory Notice of Adjustment for property located at 375 Scott Street in Fort Frances for the 2017 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Advisory Notice of Adjustment for property located at 375 Scott Street in Fort Frances for the 2017 taxation year.



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Advisory Notice of Adjustment for the 2017 property tax year

Questions?

Please include your roll number with your enquiry.

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.

Web www.mpac.ca

Write P.O. Box 9808, Toronto, ON M1S 5T9

If you have any accessibility needs, please contact MPAC for assistance.

DG10000089 32 1/2 4/18 ANA

EVANS NANCY LOUISE
KIRCHER MARGARET JEAN
BRUNETTA BEVERLY ANN
MAURO LAUREEN LYNN
SPENCE GERALDINE KAREN
C/O TRIDENT HOLDINGS
110 OAKWOOD RD
FORT FRANCES ON P9A 3V3

This Advisory Notice of Adjustment is not a property tax bill.

Why you are receiving this Advisory Notice of Adjustment

You are receiving this *Advisory Notice of Adjustment* as a result of a 2016 Assessment Review Board Decision.

Due to this recent decision, an adjustment was made to the property classification(s) and/or value(s) of your property that affects the assessed value for the 2017 property tax year. Your new assessed value is stated below.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. For questions about your property taxes, contact your municipality/local taxing authority.

A copy of this *Advisory Notice of Adjustment* has been provided to your municipality/local taxing authority. Please keep a copy of this Notice for your records.

Property summary

Roll number	59 12 020 002 04700 0000
Property location and description	375 SCOTT ST PLAN SM163 LOT 6 TO 12 & W 1/2 LOT 13 PCL 6-2
Municipality /Local taxing authority	FORT FRANCES TOWN

Please login to
www.aboutmyproperty.ca
to see a profile of your property and
compare your property with similar
properties in your area free-of-charge.

Adjusted assessed value of your property

Under the *Assessment Act*, an increase in the assessed value of each separately classified portion of your property between January 1, 2012 and January 1, 2016 was phased in over four years, from 2017 to 2020.

If there was no change or a decrease in the assessed value of any portion of the property, this assessed value will be effective for the remaining property tax years. The assessed value(s) for each separately classified portion of your property are shown in the table below.

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEAR 2017
Commercial	\$562,000	\$709,000	\$598,750
Total	\$562,000	\$709,000	\$598,750

If you don't have an account, please register by entering:

Roll number: 59 12 020 002 04700 0000
Access key: 99414 241BF 60948

Or call MPAC at
1 866 296-MPAC (6722)

School support

PROPERTY CLASSIFICATION	SCHOOL SUPPORT	2017 ASSESSMENT
Commercial	Not Applicable	\$598,750
Total		\$598,750

2018 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
Advisory Notice of Adjustment	2017	2.2.04700	-18,000	CT	0.0326533	0.0111317	-587.76					-200.37	-81.66	-869.79
							-587.76	0.00	0.00	0.00	0.00	-200.37	-81.66	-869.79



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/75**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Rainy River Vet Services Committee

BACKGROUND

At the May 14, 2018 Council Meeting, the letter received from the Rainy River Vet Services Committee request for financial contribution was referred to the Administration & Finance Executive Committee for recommendation.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this Rainy River District project and has made annual contributions since 2002 and of which has been expensed from the Council Public Relations budget line.

The summary of district cost sharing contributions is attached for your information.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council support the Rainy River Vet Services Committee's request for a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 funded from Council Public Relations expense.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.

Vet Assistance Trust - Cost Sharing Contributions**Municipality**

Alberton	\$0.35/per capita
Atikokan	Flat Fee \$150.00
Chapple	\$0.35/per capita
Dawson	\$0.35/per capita
Emo	\$0.35/per capita
Fort Frances	Flat Fee \$650.00
La Vallee	\$0.35/per capita
Lake of the Woods	\$0.35/per capita
Morley	\$0.35/per capita
Rainy River	Flat Fee \$150.00
Unincorporated Farmers	\$5.00 each Farmer

Rainy River Vet Services Committee
C/O Ms. Kim Jo Bliss
R.R. # 2
Emo, ON
POW 1E0
kimjobliss@gmail.com

(807)-482-2863 Home #

May 8, 2018

Clerk - Treasurer
Town of Fort Frances
Box 38, 320 Portage Avenue
Fort Frances, ON
P9A 3M5

Dear Clerk-Treasurer, Mayor Avis & Council;

Hello! Yes, it is that time of the year again. This is your bill for the Vet Assistance Trust Fund. The fees are the same as in the past. This would mean that your portion of the fee is a flat fee of \$650.00.

Thanks in advance for your contribution to this fund. Veterinarian service is important to all producers in the Rainy River District, and you're a part of this. Currently we are splitting the contract with Nor-West Animal Clinic and Kingsford Veterinary Services.

If you would like to attend a meeting, feel free to contact myself and I will let you know the next meeting date. Our Chairman is Tom Morrish. If you would like more information about this program please visit <http://northernproduceranimalhealthnetwork.ca/>.

Yours truly,

Kim Jo Bliss
Treasurer - Rainy River Vet Services Committee
*Cheques can be made payable to the Rainy River Vet Service Committee



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/76**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Rainy River District Municipal Association Per Capita Request

BACKGROUND

The attached Rainy River District Municipal Association 2018 Per Capita Levy that was approved at their General Membership meeting held on May 16, 2018.

The 2018 levy request of \$6,761.75, at a rate of \$0.85/per capita, is based on the 2018 AMCTO Municipal Directory population count for the Rainy River District municipalities.

RECOMMENDATION

The Administration and Finance Executive Committee recommend approval of the Rainy River District Municipal Association 2018 per capita levy in the amount of \$6,761.75.

Council Approval of This Report Will Agree with the Administration & Finance Executive Committee recommendation to approve the Rainy River District Municipal Association 2018 per capita levy in the amount of \$6,761.75.

**RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION
2018 PER CAPITA LEVY**

MUNICIPALITY	POPULATION	RATE	AMOUNT @ \$.85 per capita
Fort Frances	7955	\$0.85	\$6,761.75
Rainy River	842	\$0.85	715.70
Alberton	969	\$0.85	823.65
Atikokan	2800	\$0.85	2,380.00
Chapple	638	\$0.85	542.30
Dawson	457	\$0.85	388.45
Emo	1186	\$0.85	1,008.10
La Vallee	943	\$0.85	801.55
Lake of the Wood	228	\$0.85	193.80
Morley	<u>500</u>	\$0.85	<u>425.00</u>
	<u>16518</u>		<u>\$14,040.30</u>

Approved at the General Membership meeting May 16, 2018.

Population figures taken from the 2018 Ontario Municipal Directory, a publication of the Association of Municipal Managers, Clerks and Treasurers of Ontario.

Fees are payable on or before June 30th, 2018.

Mail cheques payable to the Association to Peggy Johnson, Secretary-Treasurer,
Rainy River District Municipal Association, c/o P.O. Box 4, Barwick, Ontario P0W 1A0

2018 BUDGET WORKSHEET

	2018	2018		Item
	ESTIMATES	ACTUAL	BALANCE	Notes
<u>EXPENSES:-</u>				
Postage/Office Supplies	\$ 120.00	\$47.41	\$ 72.59	
Honorarium	\$ 4,000.00		\$ 4,000.00	
Mileage	\$ 350.00	\$ 90.00	\$ 260.00	
Audit	\$ 100.00	\$ 100.00		
NOMA Dues	\$ 5,345.84	\$ 5,345.84	\$ -	
Meeting Expenses	\$ 3,500.00		\$ 3,500.00	
Municipal Reimbursement	\$ 5,600.00		\$ 5,600.00	
Donations	\$ 1,000.00		\$ 1,000.00	
Miscellaneous	\$ 150.00		\$ 150.00	
Replenish Spec'l Reserve			\$ -	
Bank Charges	\$ 125.00	\$ 38.41	\$ 86.59	
	<u>\$20,290.84</u>	<u>\$5,621.66</u>	<u>\$14,669.18</u>	
<u>REVENUE:-</u>				
Per Capita Fee	\$ 14,040.30		\$14,040.30	
(16,518 x \$0.85)	\$ 390.40	\$ 390.40		
2017 Operating surplus	\$ 2,284.18	\$ 2,284.18		
From: AGM Profit	\$ 3,575.96	\$ -	\$ 3,575.96	
From: Special Reserve				
	<u>\$20,290.84</u>	<u>\$2,674.58</u>	<u>\$17,616.26</u>	

Based on AMCTO Municipal Directory 2018

RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION

Date: May 16, 2018

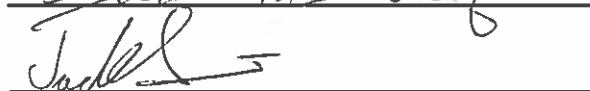
No. 3

MOVED BY:



Armstrong

SECONDED BY:



Siemens

That the 2018 per capita levy be set at \$ ^{0.85} per capita for the member Municipalities. The per capita levy will support expenditures totaling \$ 20,290.⁸⁴ as set out in the 2018 Budget.

☒ Carried☐ Defeated
PRESIDENT



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/77**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: May 22, 2018
SUBJECT: Revise By-Law 23/18

BACKGROUND

By-Law 23/18 was passed on April 23, 2018. Once the final tax rates were passed, the clawback percentage has changed slightly. Further, the By-Law requires a revision to correct the percentage to agree to the attached report from OPTA. The wording will change to "the industrial property class clawback percentage shall be limited to 33.1293% with the retained percentage at 66.8707%".

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the revision of By-Law 23/18 and the passing of the revision By-Law 23/18 A.

Council Approval of This Report Will Agree with the Administration & Finance Executive Committee recommendation to approve the revision of By-Law 23/18 and passing of the revision By-Law 23/18 A.

[Home](#) | [Contact OPTA](#) | [Municipal Contacts](#) | [Feedback & Enquiries](#) | [User Agreement](#) | [Bulletins](#) | [Glossary](#) | [Exit](#)
[Tax Tools](#) | [See Parameters](#)
2018 Capping Summary Analysis Report using Actual Rates (Frozen)

Menu

Using Actual rates on May 22, 2018 8:54AM EST.

The following represents your data at the time of sign-off and production of your Capping CD-ROM.

Fort Frances Town, 5912

Capping Report

Frequency Distribution Report

		Multi-residential	Commercial	Industrial
Capping Parameters				
Annualized Tax Limit				10.00%
Prior Year CVA Tax Limit				10.00%
CVA Tax Threshold - Increases				\$0
CVA Tax Threshold - Decreasers				\$0
Exclude Reassessment Increase				Yes
Exclude Properties Previously at CVA Tax				Yes
Exclude Properties that Move from Capped to Clawed Back				Yes
Exclude Properties that Move from Clawed Back to Capped				Yes
Exit capping immediately		Already Exited	Already Exited	Not Eligible
Capping phase-out		Not Eligible	Not Eligible	Year 2 (1/2)
Capping Clawback and Retained Percentages				
Clawback Percentage				33.1293%
Retained Percentage				66.8707%
Total				100.0000%
Total Tax Adjustment				
Capped Properties				-\$477
Clawback Properties				\$477
Net Class Impact/Shortfall				\$0

<< Expand

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Category	Properties	2017 Annualized Taxes	2018 CVA Taxes Without Adjustments	2018 CVA Taxes Before Levy Change	2018 Capping Adjustment	2018 Overall Levy Change Adjustment	Threshold or Phase-Out Adj	Revised 2018 Tax	Tax Adjustment for 2018	
									\$ Amount	% of CVA Taxes
Multi-residential										
At CVA Tax due to Exclude Options:										
CVA Tax-Class is Excluded from Capping	20	624,793	620,630	625,458	0	0	0	620,630	0	0.00%
Commercial										
At CVA Tax due to Exclude Options:										
CVA Tax-Class is Excluded from Capping	276	2,863,283	2,893,639	2,898,613	0	0	0	2,893,639	0	0.00%
Industrial										
Capped by CVA Tax Limit, Phase-out Year 2	1	1,034	2,030	2,037	198	-4	326	1,553	-477	-23.50%
Tax Above CVA Tax due to Clawback	2	20,761	19,253	19,316	-966	-65	0	19,730	477	2.48%
Total Subject to Capping	3	21,795	21,283	21,353	-768	-69	326	21,283	0	0.00%
At CVA Tax due to Exclude Options:										
Excluded, Previously CVA Tax	46	930,806	924,400	929,670	0	0	0	924,400	0	0.00%
Total Excluded	46	930,806	924,400	929,670	0	0	0	924,400	0	0.00%
Class Total	49	952,600	945,682	951,023	-768	-69	326	945,682	0	0.00%
Total All Classes										
Capped by CVA Tax Limit, Phase-out Year 2	1	1,034	2,030	2,037	198	-4	326	1,553	-477	-23.50%
Tax Above CVA Tax due to Clawback	2	20,761	19,253	19,316	-966	-65	0	19,730	477	2.48%
Total Subject to Capping	3	21,795	21,283	21,353	-768	-69	326	21,283	0	0.00%
At CVA Tax due to Exclude Options:										
Excluded, Previously CVA Tax	46	930,806	924,400	929,670	0	0	0	924,400	0	0.00%
CVA Tax-Class is Excluded from Capping	296	3,488,076	3,514,269	3,524,071	0	0	0	3,514,269	0	0.00%
Total Excluded	342	4,418,881	4,438,669	4,453,741	0	0	0	4,438,669	0	0.00%
Grand Total	345	4,440,676	4,459,951	4,475,094	-768	-69	326	4,459,951	0	0.00%

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REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Community Services Division Manager

DATE: May 18, 2018

RE: **Memorial Sports Centre Concussion Policy**

At the February 5, 2018 regular meeting of the Community Services Executive Committee, the committee considered a draft concussion policy brought forward as a response to the provincial requirement to employ a concussion policy, a requirement for making applications to various grant opportunities.

Heather Gushulak, Regional Advisor - Ministry of Tourism, Culture and Sport advised that the Town will need to show proof of a draft concussion policy in development to be approved for the Ontario Sport and Recreation Communities Fund application - Spinning into the Future – Waterfit Program initiative in the amount of up to \$27,152.

Mayor Avis received notification that the application has been approved, however Heather Gushulak, Regional Advisor has confirmed that she still needs to see proof of the draft concussion policy to proceed with fund dispersal to the Town for the grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the attached concussion policy for the Memorial Sports Centre.

Respectfully Submitted,

Jason Kabel

Council approval of this report will endorse the concussion policy for the Memorial Sports Centre effective immediately.

THE TOWN OF FORT FRANCES

Section: Community Services – Memorial Sports Centre

Policy: Concussion Policy

Creation Date: May 2018
Resolution Number: DRAFT
Policy Number:

1.0 Purpose

To ensure that participants in Town of Fort Frances recreation programs, along with town recreation staff, are aware of the signs and symptoms of concussions.

2.0 Definition

A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioral (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness; and,
- cannot normally be seen on X-rays, standard CT scans or MRIs.

3.0 Responsibilities and Authorities

The Town of Fort Frances will promote a concussion awareness strategy by:

- Providing training to Memorial Sports Centre staff on signs and symptoms of potential concussions through regular first aid training, advising potential concussion sufferers to seek medical attention;
- Support user groups with concussion awareness strategies (e.g. posting concussion posters and offering brochures) in Town facilities.

4.0 Related Documents

This policy will complement preventative measure practices that are already operational in Town of Fort Frances facilities and programs, including but not limited to:

- Practices around helmet use during hockey, shinny, skate boarding (skate park), and public skating.



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Community Services Division Manager

DATE: May 18, 2018

RE: **Ontario Sport and Recreation Communities Fund (OSRCF) Agreement**

Background

In January 2018, Council approved an application to the Ontario Sport and Recreation Communities Fund (OSRCF) for a water spin bike initiative, 'Spinning into the Future — Waterfit Program' in the amount of up to \$27,152.

The Ontario Sport and Recreation Communities Fund (OSRCF) was established to support a vision of getting and keeping Ontarians active in community sport, recreation and physical activity. This is accomplished through support of short-term projects that have the potential for long-term sustainability and deliver quality experiences to individuals at every phase of life. The OSRCF is targeted for groups that lack equitable access to participate and/or have been historically less physically active.

Attached is the letter from the Ministry of Tourism, Culture and Sport (MTCS) that has approved our application Spinning into the Future — Waterfit Program initiative in the amount of up to \$27,152.

Financial Summary

	Requested	Town Contribution	Confirmed In-kind	Total
Project Expenses	\$27,152.29	\$3,395.00	\$3,395.00	\$33,942.29

Recommendation

The Community Services Executive Committee recommend Mayor & Council to endorse the agreement with the Ministry of Tourism, Culture, and Sport, by authorizing the Mayor & Clerk to execute the agreement.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

Council approval of this report will endorse the agreement with the Ministry of Tourism, Culture, and Sport, by authorizing the Mayor & Clerk to execute the agreement.

**Ministry of Tourism,
Culture and Sport**

9th Floor, Hearst Block
900 Bay Street
Toronto, ON M7A 2E1
Tel: 416 326-9326
Fax: 416 326-9338

**Ministère du Tourisme,
de la Culture et du Sport**

9^e étage, édifice Hearst
900, rue Bay
Toronto (Ontario) M7A 2E1
Tél. : 416 326-9326
Téléc. : 416 326-9338



April 17, 2018

His Worship Roy Avis
Mayor
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

**Re: Ontario Sport and Recreation Communities Fund 2018-19
Local/Regional Stream
Grants Ontario Case # 2017-12-1-712792968**

Dear Mayor Avis:

On behalf of the Government of Ontario, thank you for supporting and promoting community sport, recreation, and physical activity in our province. I am pleased to inform you that the Ministry of Tourism, Culture and Sport (MTCS) has approved your *Spinning into the Future – Waterfit Program* initiative in the amount of up to **\$27,152**. A ministry staff person will contact you shortly regarding the specifics of the funding agreement.

Our government recognizes that providing Ontarians with opportunities to engage in community sport, recreation and physical activity is critical to improving quality of life. Through the Ontario Sport and Recreation Communities Fund, we are supporting increased opportunities for participation in physical activity, building physical literacy as the foundation for lifelong activity, and strengthening the capacity of the sport and recreation sector.

Funding for the *Spinning into the Future – Waterfit Program* project is part of the government's new Active for Life Recreation Stream which is designed to fund projects that help seniors stay fit and connected to their communities. This new funding stream within the Ontario Sport and Recreation Communities Fund is part of [Aging with Confidence: Ontario's Action Plan for Seniors](#).

Together, we are laying an important foundation for active living through all stages of a person's life. I wish you much success in your project activities.

With kind regards,

A handwritten signature in black ink, reading 'Daiene Vernile'.

Daiene Vernile
Minister



REPORT

TO: Mayor Avis and Council
FROM: Jason Kabel, Community Services Division Manager
DATE: May 18, 2018
RE: **East End Hall Fire Safety Plan**

Last month, April 2018, the Community Services Division was advised by Wayne Riches – Fire Safety Inspector that the East End Hall was in need of a new Fire Safety Plan.

The Community Services Division Manager worked with the Fire Safety Inspector to produce the attached East End Hall Fire Safety Plan that has been approved for the facility by the inspector.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the attached fire safety plan for the East End Hall.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

Council approval of this report will endorse the attached fire safety plan for the East End Hall.

FIRE SAFETY PLAN FOR

EAST END HALL

1227 5th Street Fort Frances, ON P9A 1V6

Copy of the approved fire safety plan will be located at:

West Entry Foyer

Prepared by Jason Kabel – April 2018

**Reviewed/
Approved by** _____

It is the responsibility of the owner to ensure that the information contained in the fire safety plan is accurate, complete and to maintain it current

AUDIT OF BUILDING RESOURCES

Occupancy description: Building is an A2 (assembly occupancy), utilized as a hall for social events, etc. Contains 2 levels (basement and main), constructed of both combustible and non-combustible materials.

Upper Level – Hall, kitchen, 2 accessible washrooms

Lower Level – Rink shack, 2 washrooms, furnace room

Location of valves controlling water supply:

Furnace Room

Main gas shut off location:

Southwest corner on the building's exterior wall

Main electrical shut off:

Furnace Room

Fire alarm: Make: **N/A**

Model: **N/A**

Main panel location: **N/A**

Location of remote enunciator panel or trouble alarms: **N/A**

Description of system: **Hard-wired interconnected smoke alarms are to be installed throughout the building (as required by the Fire Department)**

Emergency lighting, description and locations covered:

Main hall, west entry, basement landing at bottom of stairs, rink shack (basement) entry

Exits: As shown on schematic diagrams

AUDIT OF HUMAN RESOURCES

Building owner and contact information: **Town of Fort Frances**
 (Include 24-hour emergency contact) **Bob Green 807-275-9860 (Mobile)**

Building Superintendent: **Bob Green 274-4561**

Alternative contact: **Jason Kabel 274-4561 x-1719**

Service contractors (fire alarm, sprinkler etc.): **N/A**

EMERGENCY PROCEDURES FOR SUPERVISORY STAFF

Upon discovery of fire

- Leave fire area and close doors
- If safe to do so, take action to alert occupants
- Call 911 from a safe location
- Exit the building via the nearest exit
- Await the arrival of the fire department at the main entrance
- Brief the fire department on the situation and advise them of occupants that may require special assistance

Upon hearing the fire alarm

- Ensure that occupants are aware of emergency conditions
- Notify Fort Frances Fire Department of the emergency. Call 911
- If safe to do so, supervise the evacuation of occupants, including those requiring assistance
- Upon the arrival of the fire department, inform the officer of the conditions in the building

- Provide access (master keys) and have available, copy of the fire safety plan and list of occupants that may require special assistance

RELATED DUTIES AND RESPONSIBILITIES OF OWNER/ SUPERINTENDENT

- Keep doors in fire separations (example, stair doors and laundry) closed at all times)
- Keep ***exits, access to exits***, both inside and outside clear of obstructions
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
- Maintain access roadways, fire routes and fire department connections clear and accessible at all times.
- Ensure the building fire and life safety systems are maintained in operating condition
- Participate in fire drills. Occupant participation should be encouraged
- Have a working knowledge of the building fire and life safety systems
- In the event of any shutdown of fire and life safety systems, notify the building's monitoring agency and initiate alternative measures
- Control fire hazards in the building
- Maintain a list of occupants with disabilities, and the problems that they could have in a building evacuation.

SPECIFIC OWNER RESPONSIBILITIES

- Appointment and organization of supervisory staff to carry out fire safety duties
- Training supervisory staff so that they are aware of their responsibilities for fire safety
- Holding of fire drills in accordance with the fire code, incorporating emergency procedures appropriate to the building. Maintain a record of and participation in fire drills
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and the records are maintained
- Post emergency fire procedures
- Maintain a copy of the Fire Safety plan on the premises in an approved location
- Notify the Chief Fire Official regarding changes in the fire safety plan

FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

In the event that a small fire cannot be controlled with the use of one portable fire extinguisher or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Activate the fire alarm and notify the fire department first if immediate application of the fire extinguisher cannot be made. Only those persons who are trained and familiar with extinguishers operation should attempt to extinguish the fire.

Suggested operation of portable fire extinguishers **Remember the acronym P.A.S.S**

- P-** Pull the safety pin
- A-** Aim the nozzle
- S-** Squeeze the trigger handle
- S-** Sweep from side to side

Ensure extinguishers are properly re-charged after use and that a temporary replacement is provided.

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of shut down or operational problems with building life safety systems the owner or their representative will initiate alternative measures as noted:

Occupants will be notified and instructions will be posted as to alternative measures or actions to be taken in case of emergency. The provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of mal-malfunctioning equipment must be initiated. Where a portion of the sprinkler or fire alarm system is placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull horns, walkie talkies etc. will be employed to notify occupants of emergencies. Assistance and direction for specific situations will be sought from Fort Frances Fire Department.

Procedures to follow in the event of shut down of any part of a fire protection system are as follows:

1. Notify Fort Frances Fire Department Duty Officer by calling (807) 274-9841 ext.#1. Give your name, address and a description of the problem and when you expect it to be corrected. In the event of shut down of fire protection equipment systems or part thereof, in excess of twenty-four hours, the Fort Frances Fire Department is to be notified in writing.
2. Post notice at entrances stating the problem and when it is expected to be corrected
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour
4. Notify the Fort Frances Fire Department and the building occupants when repairs have been completed and systems are operational

All shut downs will be confined to as limited an area and duration as possible.

FIRE CODE REQUIREMENTS FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT

It's the responsibility of the owner to ensure that records for fire protection equipment, checks, inspections, and tests are conducted and records are maintained

When a fault is discovered during a check, test or inspection appropriate corrective actions are to be taken to resolve the fault

Definitions for key words are as follows:

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

Inspect: means a physical examination to determine that the device or system will perform in accordance with its intended function

General

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed and inspected monthly for proper operation.

Exit signs shall be clearly visible and maintained. Internally illuminated exit signs shall be illuminated at all times.

Portable Fire Extinguishers

Each portable extinguisher is to be inspected monthly

Extinguishers are to be subject to maintenance on a yearly basis. The service company will undertake multi-year maintenance at the time of the yearly maintenance service.

Fire Alarm

Fire alarm components are to be kept unobstructed.

Fire alarm power supply disconnect switches are to be locked in an approved manner.

In accordance with the Ontario Fire Code the fire alarm will be maintained and tested in accordance with CAN/ULC S536, "Standard for the Inspection and Testing of Fire Alarm Systems"

On a daily basis, check the principal and remote trouble lights and the A/C power-on light

Every month the fire alarm will be tested on battery back-up power consisting of:

- a) One manual fire alarm initiating device shall be operated, on a rotational basis
- b) Function of all signal devices to be ensured
- c) Enunciator checked for correct zoning
- d) Intended function of audible and visual trouble signals ensured
- e) Fire alarm batteries checked (i.e. terminals clean, clamps clean and tight)

Yearly tested by a certified fire alarm contractor.

Smoke Alarms

Ensure dwelling unit smoke alarms are maintained in operating condition. Copies of inspection of smoke alarms will be kept with property manager

Emergency Lighting

On a daily basis check pilot lights for indication of proper operation

On a monthly basis:

- a) Ensure batteries are maintained per manufacturers specifications
- b) Ensure terminal connections are clean, free of corrosion and lubricated, terminal connections are clean and tight
- c) Tested to ensure that the emergency lighting will function upon loss of primary power

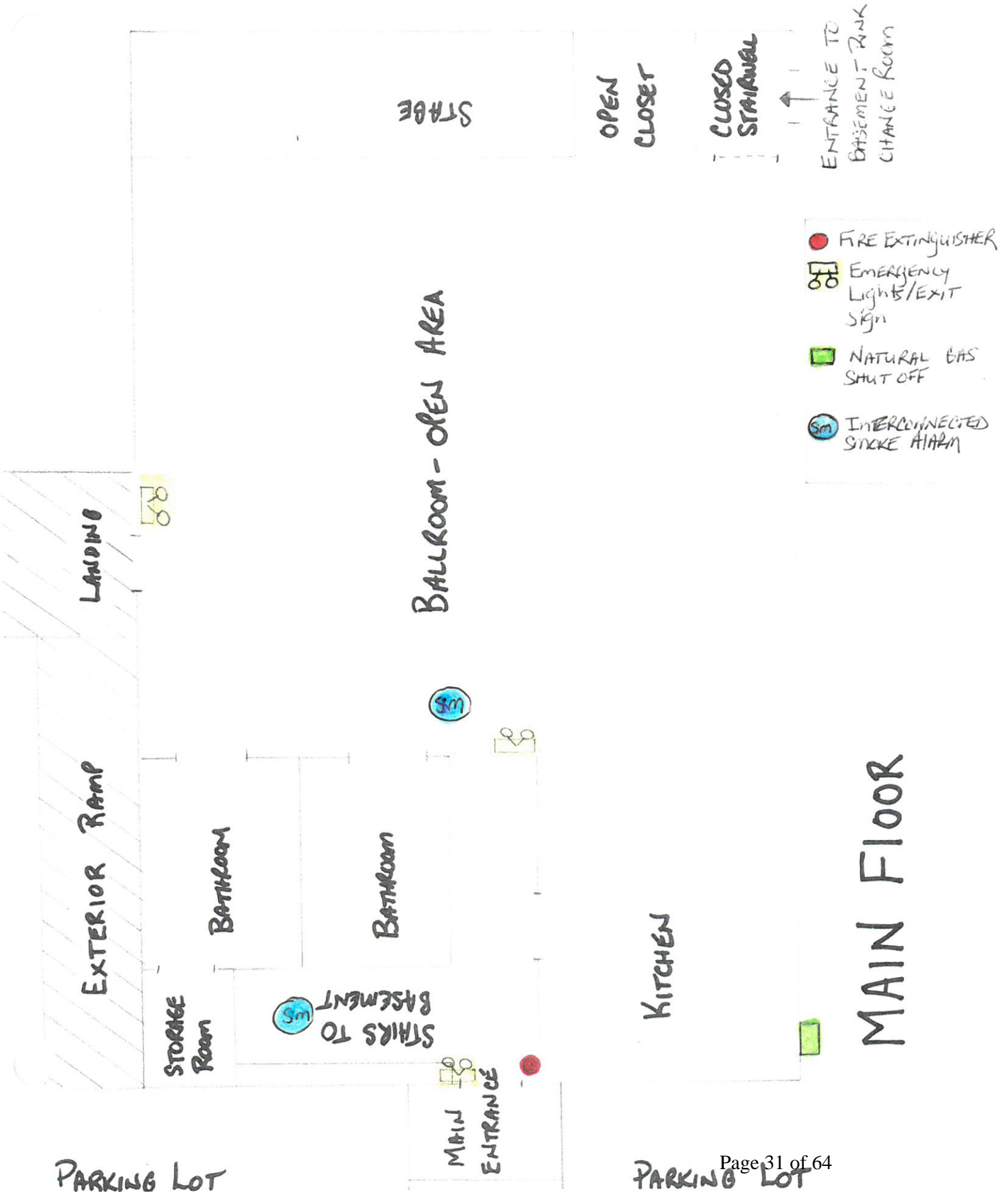
On a yearly basis tested to ensure that the units would provide emergency lighting for duration equal to the design criteria under simulated power failure. After completion the charging conditions for voltage, current and recovery period will be tested to ensure the charging system is in accordance with the manufacturers' specifications

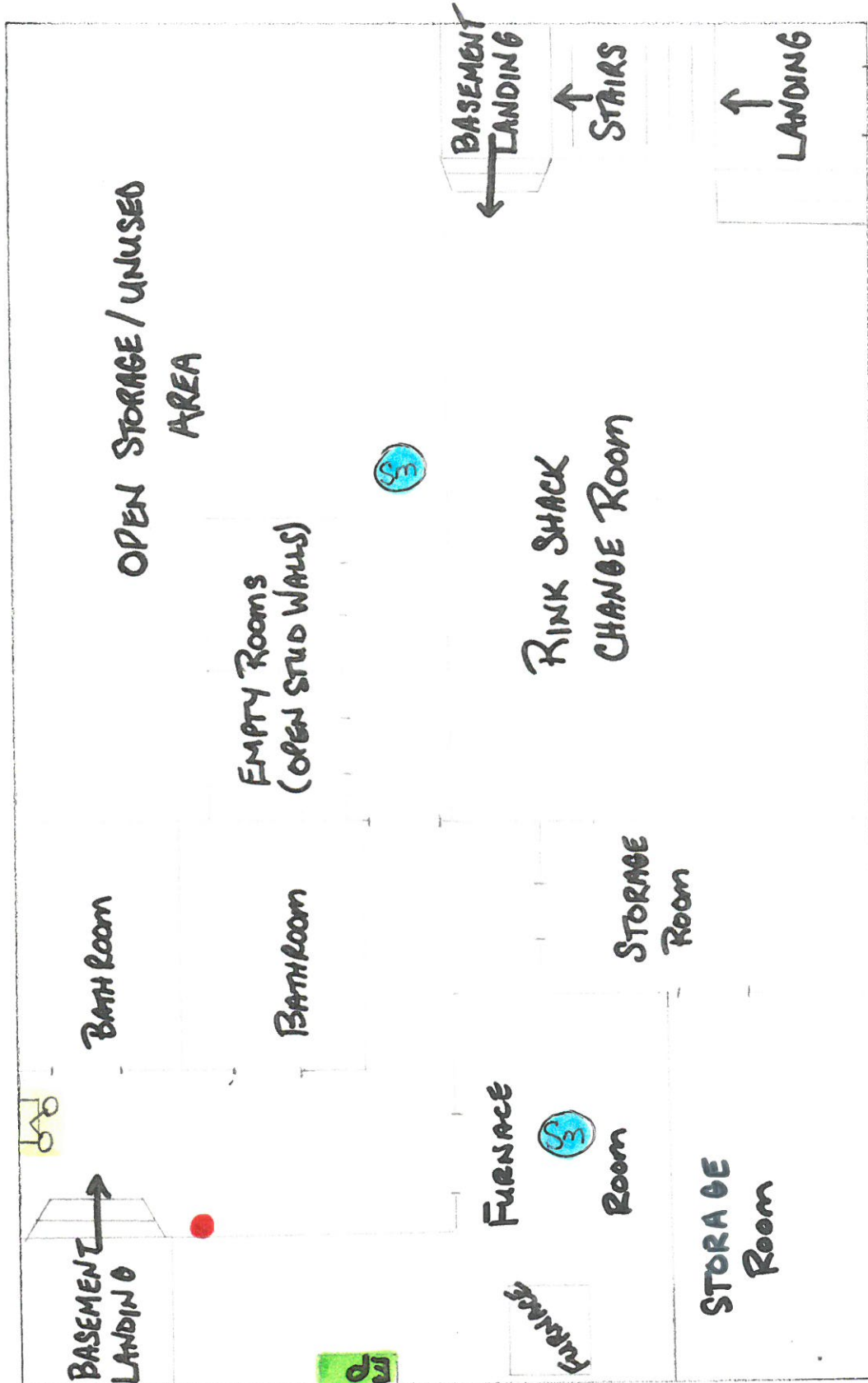
Chimneys

Inspect chimneys, flues and flue pipes on an annual basis and cleaned as often as necessary to keep them free from accumulations of combustible deposits

SCHEMATIC DIAGRAMS

Complete a schematic diagram for each floor showing fire equipment locations, (i.e. fire alarm panels, electric shut-off, hose cabinets, fire extinguishers, valves controlling water supplies)





- FIRE EXTINGUISHER
- ⏏ EMERGENCY LIGHTS/EXIT SIGN
- EP ELECTRICAL PANEL
- Sm SMOKE ALARM (INTERCONNECTED)

BASEMENT LEVEL



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/68**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Councillor Paul Ryan – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$297.30 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 34.00
2. Hotel Accommodations	263.30
3. Per Diem (3days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u>\$777.30</u>

The registration fee of \$350.00 was paid by the Town resulting in the total cost of \$1,127.30 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$777.30 as submitted by Councillor Paul Ryan for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$777.30 as submitted by Councillor Paul Ryan for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

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

1.	Attendee	PAUL RYAN									
2.	Conference/Seminar Attended	7th NOMA Annual General Meeting + Conference									
	Location (Facility and City)	Carion Lakeside Inn - Kenora Ontario									
	Dates	May 2, 3, 4 / 2018									

3.		May	Sun.	Mon.	Tues.	Wed. 2 nd	Thurs. 3 rd	Fri. 4 th	Sat.	Total
	Accommodation					131.65	131.65			263.30
	Transportation									
	Breakfast					/	/	/		
	Lunch					17.00	/	17.00		34.00
	Dinner					/	/	/		
	Per Diem									
	Other									

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	By Town of Ft. Frances	YES			/

5.	Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason	Total
	Mileage Claimed	KM x \$0.45 =			

6.	Approved	Total Expenses	297.30
		Advance Received	/
		Balance Claimed	/
		Balance Refunded	/

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

May 7 / 2018
Date

Paul Ryan
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier


**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327458

Date: 5/4/18

Room: 501 GROUP-

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 4:04 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: pdet

Total Balance Due: 0.00

Ryan, G.Paul

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#501 Ryan, G.Paul	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#501 Ryan, G.Paul	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Master Card	XXXXXXXXXXXX7005	(263.30)

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Master Card	(263.30)
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590

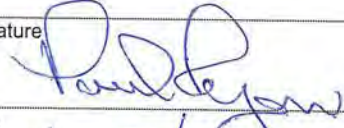


TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	PAUL RYAN
Conference / Seminar Attended	72 ND NORTHERN AGM + Conference
Location	CLARION LAKESIDE INN - KENORA ON.
Dates	MAY 2, 3, 4 / 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			MAY 3/18	MAY 3/18	MAY 4/18			—
Amount			160.00	160.00	160.00			480.00

Name (Please Print)	PAUL RYAN	Signature	
Approved		Date	MAY 7/2018

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/72**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Councillor Ken Perry – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$84.74 and Schedule “F” – Mayor/Council Honorarium in the amount of \$560.00 for attendance at the NOMA Conference held in Kenora, ON from May 1 - 4, 2018, as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$ 34.00
2. Own Vehicle Gas	50.74
3. Per Diem (3 ½ days)	<u>560.00</u>
Total Per Diem & Travel Claims	<u>\$644.74</u>

The registration fee of \$350.00 and \$263.30 hotel accommodations were paid by the Town resulting in the total cost of \$1,258.04 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$644.74 as submitted by Councillor Ken Perry for his attendance at the NOMA Conference in Kenora, Ontario from May 1 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$644.74 as submitted by Councillor Ken Perry for his attendance at the NOMA Conference in Kenora, Ontario from May 1 - 4, 2018.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	NOMA AGM							
Location (Facility and City)	Kenora Lakeside							
Dates	May 1, 2, 3, 4							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch				17. ⁰⁰		17. ⁰⁰		34. ⁰⁰
Dinner								
Per Diem								
Other Gas		25.37	X 2					50.74
4. Prepaid Expenses	Registration	Air Travel		Other			Total	
5. Town Used Vehicle	Yes	No <input checked="" type="checkbox"/>	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved				Total Expenses				84.74
				Advance Received				
				Balance Claimed				84.74
				Balance Refunded				

The agenda must be attached to process payment

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

Date May 8/18

Ken Perry
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier

CANADIAN TIRE #1016
1201 HWY. #17 EAST
KENORA, ONTARIO
P9N 1L9
807-468-8746

PAYPOINT : 03P
HST #: R100773019
TRANS #: 768902
HOST TIME :
2018-05-04 11:40:07
LOCAL TIME :
2018-05-04 12:38:14

PUMP 03
REGULAR
45.382L AT \$1.399/L

FUEL SALES \$ 63.49

HST INCLUDED \$ 7.30

TOTAL \$ 63.49

PURCHASE
VISA *Claim \$25.37*

*****3306

REFERENCE #:
66227541 0010010011C
INVOICE # 195119
SEQUENCE #: 0219
AUTH# 044402

UISA
00000000031010
0000000000
F800

VERIFIED BY PIN

01/027 APPROVED

THANK YOU

SAVE 10C/L ON FUEL
ASK US HOW TODAY!

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Husky



Want great rewards? Visit myHuskyRewards.ca

Fort Frances Husky
800 Kings Highway
Fort Frances ON
P9A 3P8
(807) 274-7688
GST# 804707339
Retailer ID 4976296
Rct:15957 7228-2
Batch:2387-75

2018/05/04 16:01:47

Pump# 2
Eth Regular \$25.37
18.195 L @ \$1.399/L
AMOUNT \$25.37
HST(Inc Pump) \$2.92

Pre Auth Completion
VISA

AID: A00000000031010

*****3306 C

EXP: **/**

Date: 05/04/2018

Time: 16:01:47

AUTHCODE:079214 722802EC

S151001001016 00 000

TUR: 0000000000 TSI: F800

Approved



PLEASE TELL US
HOW WE DID?


myHusky.ca/feedback

TOWN OF FORT FRANCES - SCHEDULE "E" **TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Ken Perry</i>	Signature 
Approved	Date

Wednesday, May 2, 2018 Location: Clarion Lakeside Inn, Kenora Rosewood Terrace Room

1:30 pm **Registration Opens**

2:00 pm **Conference Welcome**

*Call to Order & Greetings from NOMA – Mayor Wendy Landry, President
Roll Call*

Greetings from the City of Kenora – Mayor David Canfield

Greetings from FONOM – Mayor Alan Spacek, President

2:15 pm **NWMO Update**

Presented by: Mahrez Ben Belfadhel, Vice President, Site Selection

2:30 pm **Keynote: Local Say, Local Share**

Presented by: Lynn Dollin, President, & Monika Turner, Director of Policy, AMO

3:30 pm ***Health Break***

3:45 pm **NOMA Annual General Meeting**

1. Call to Order
 2. Approval of minutes of 71st Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2018
 7. Approval of 2018 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
- Adjournment

5:00 pm ***Conference concludes for the day***

6:00 pm to **Opening Reception**

8:00 pm *Join your colleagues for networking, appetizers and a cash bar. Be sure and visit the exhibitors who have registered for the 2018 conference*

7:30 am to 5:00 pm Registration & Expo

7:45 am

Buffet Breakfast

8:30 am

Diverse Voice for Change

Presented by: Yolaine Kirlew, Councillor, Municipality of Sioux Lookout & FCM

9:00 am

Keynote Address: Governance in Northern Ontario – Taking Ownership

Presented by: David MacKinnon, Author, Study commissioned by the Northern Policy Institute

10:00 am

Health Break

10:15 am

MPAC – Working to Enhance our Municipal Partnerships

Presented by: Mary Dawson Colè, Regional Manager, Municipal & Stakeholder Relations

10:45 am

Forestry Presentation

Presented by: Ian Dunn, OFIA & Marianne Berube, WoodWorks!

11:30 am

Thunder Bay Regional Health Sciences Foundation

Presented by: Barry Streib Foundation Board of Director

12:00 pm

Lunch Buffet

1:00 pm

Health Equity, the relationship between income and health, and policies that address inadequate income

Presented by: Dr. Kit Young Hoon, Medical Officer of Health Northwest Health Unit

1:45 pm

Andrea Horwath, Leader, New Democratic Party of Ontario

2:15 pm

Valuing Public Libraries in the North: Social Return on Investment

Crystal Alcock, CEO, Kenora Public Library
Marjatta Asu, Service Team Lead, Skills Development

2:45 pm

Health Break

3:00 pm

Common Voice Northwest – What Does Their Future Hold

Presented by: Iain Angus, Executive Director

3:45 pm

Bob Nault, Member of Parliament - Kenora

4:00 pm

Premier Kathleen Wynne – Joined by Minister Michael Gravelle, Ministry of Northern Development & Mines and Minister Bill Mauro, Ministry of Municipal Affairs

6:00 pm

Annual Banquet – Clarion Lakeside Inn in the Rosewood Terrace Room

Friday, May 4, 2018 Location: Clarion Lakeside Inn, Kenora
Rosewood Terrace Room

7:45 am

Buffet Breakfast

8:30 am

Collaboration in an Evolving Energy Sector, IESO

Presented by: Terry Young, Vice President of Policy, Engagement and Innovation

9:15 am

LAS Road Assessment Case Study: City of Kenora

*Presented by: Tanner Watt, LAS Municipal Energy Specialist &
Michelle Hjort, StreetScan, Director of Business Development Canada*

9:45 am

Ontario Trillium Foundation

Presented by: Carmen Robillard, Program Manager

10:15 am

Health Break

10:30 am

Ontario Good Roads Association

Presented by: Joe Tiernay, Executive Director

11:00 am

Tourism Northern Ontario: Working With Northern Ontario Communities

Presented by: Pat Forrest, Senior Coordinator, Partnerships and Initiatives, Tourism Northern Ontario

11:30 am

Conference Wrap Up – Draw for an iPad

NOON

Adjournment

Safe travels home!
See you at the Regional Conference
September 19 to 21, 2018 in Thunder Bay


**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327457

Date: 5/4/18

Room: 703 GROUP-

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 10:00 AM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: tgalli

Total Balance Due: 0.00

Perry, Ken

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#703 Perry, Ken	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#703 Perry, Ken	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment	XXXXXXXXXXXX1403	(263.30)

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Visa Payment	(263.30)
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590

x



TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT - MAYOR / COUNCIL HONORARIUM

Attendee	Ken Perry
Conference / Seminar Attended	Nom A AGM
Location	Kew or g Ho Lake side Inn
Dates	May 1, 2, 3, 4

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		80.00	160.00	160.00	160.00			560.00
Amount								

Name (Please Print)	Signature
Ken Perry	Ken Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/73**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Councillor Doug Kitowski – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$122.82 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Councillor Doug Kitowski.

Conference Expenses

1. Meals	\$ 34.00
2. Own Vehicle Gas	88.82
3. Per Diem (3 days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u><u>\$602.82</u></u>

The registration fee of \$350.00 and \$171.19 hotel accommodations were paid by the Town resulting in the total cost of \$1,124.01 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$602.82 as submitted by Councillor Doug Kitowski for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$602.82 as submitted by Councillor Doug Kitowski for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

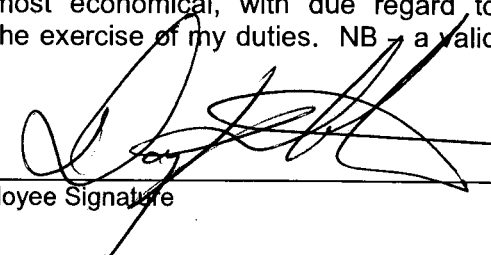
TOWN OF FORT FRANCES - SCHEDULE "B" **TRAVEL EXPENSE STATEMENT**

1. Attendee	Doug Kifowski							
2. Conference/Seminar Attended	N.O.M.A.							
Location (Facility and City)	KENORA - ONT CLARION INN							
Dates	MAY 2-3-4 2018							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation	GAS PAID BY DE.							88.82
Transportation								88.82
Breakfast								34.00
Lunch								
Dinner								
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
Mileage Claimed	KM x CCRA rate =							
6. Approved								
							Total Expenses	122.82
							Advance Received	
							Balance Claimed	
							Balance Refunded	

The agenda must be attached to process payment

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

MAY 14 - 2018
 Date


 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
------	-----------	-------	---------



HuskyWant great rewards? Visit myHuskyRewards.ca

Fort Frances Husky
 800 Kings Highway
 Fort Frances ON
 P9A 3P8
 (807) 274-7680
 GST# 804707339
 Retailer ID 4976296
 Act:16081 7220-6
 Batch:2388-67

myHusky Rewards

707610####3811

Earned: 119

Used today: 0

Balance: 6051

2018/05/05 17:50:01

Unit#: 600

Item	Amount
Pump# 6	
Eth Midgrad	\$88.82
59.253 L @ \$1.499/L	
AMOUNT	\$88.82
HST(Inc Pump)	\$10.22

HUSKYPRO

*****4406

2018/05/05 17:47:09

A#:589511



PLEASE TELL US

HOW WE DID!

myHusky.ca/Feedback

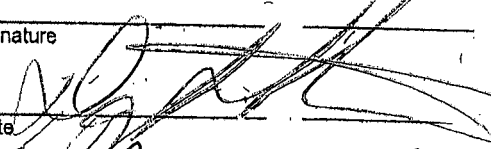
*F.F. to Rni
 Rni to F.F.
 DKT 100*

TOWN OF FORT FRANCES - SCHEDULE "E" **TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print)	Signature
- Doug Kitowski	
Approved	Date
	MAY 14-2008




**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 549134966

Date: 5/8/18

Room: 315 SGM

Arrival Date: 5/2/18

Departure Date: 5/5/18

Check In Time: 5/2/18 12:26 PM

Check Out Time: 5/5/18 12:11 PM

Rewards Program ID:

You were checked out by: Is

You were checked in by: shew

Total Balance Due: 0.00

KITOWSKI, LINDA
Unknown
Fort Frances, ON P9A 3M3

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		19.70
5/2/18	Room Charge	#315 KITOWSKI, LINDA	149.99
5/2/18	Destination Marketing Fee		1.50
5/5/18	Visa Payment	XXXXXXXXXXXX1403	(171.19)

Folio Summary 5/2/18 - 5/5/18

Room Charge	149.99
Destination Marketing Fee	1.50
HARMONIZED SALES TAX	19.70
Visa Payment	(171.19)
Balance Due:	0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

GST824199590



You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

COPY

10-020-0240-1500-71531
Council - Conf/Courses

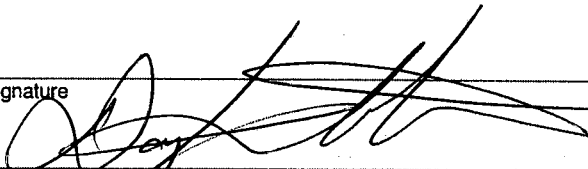
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TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT - MAYOR / COUNCIL HONORARIUM

Attendee	Doug Kitowski
Conference / Seminar Attended	N.O.M.A.
Location	KENORA - ONT
Dates	MAY - 2-3-4 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			MAY 2-18	MAY 3-18	MAY 4-18			
Amount			160.00	160.00	160.00			480.00

Name (Please Print)	Signature
Doug Kitowski	
Approved	Date
	May 14-2018

To be submitted to Payroll for processing when approved by Council





**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/74**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 22, 2018
SUBJECT: Councillor June Caul – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$253.00 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Councillor June Caul.

Conference Expenses

1. Own Vehicle Gas	\$ 43.01
2. Per Diem (3 days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u>\$523.01</u>

The registration fee of \$350.00 and \$263.30 hotel accommodations were paid by the Town resulting in the total cost of \$1,136.31 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$523.01 as submitted by Councillor June Caul for her attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$523.01 as submitted by Councillor June Caul for her attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

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

1.	Attendee	June Caul							
2.	Conference/Seminar Attended	NOMA Conference							
	Location (Facility and City)	Kenora, ON							
	Dates	May 2, 3, 4 / 2018							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation					Pre-Paid by Town			
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	(No)	Reason	Used by Others				Total
	Mileage Claimed	KM x CRA rate =			460 x	Gas			43.01
6.	Approved					Total Expenses			43.01
						Advance Received			
						Balance Claimed			
						Balance Refunded			

The agenda must be attached to process payment

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

May 14, 2018
Date

June Caul
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



Safeway Fort Frances
417 Scott Street Fort Frances ON
Phone: 807.274.4521
GST# 831536503

Served by: Derwin D

FUEL	
Gas Unleaded	\$43.01
<hr/>	
SUBTOTAL	\$43.01
TOTAL TAX	\$0.00
TOTAL	\$43.01
Debit	TENDER \$43.01
Cash	CHANGE \$0.00
<hr/>	
NUMBER OF ITEMS	1

MERCHANT 22260091 C
TERM SB2226009186 RCPT 2591000

** Purchase ** 43.01
MERCHANT 22260091 C
DEBIT #*****2047
ACCOUNT Chequing RESP 001
DATE 05/04/2018 TIME 15:11:31
AUTH # 153278 REF# 001263054
APPL. Interac
AID A0000002771010

00 APPROVED - THANK YOU

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

Retain this copy for your record

Term	Tran	Store	Oper	05/04/18
86	2591	4809	240	14:11:31

Thank you for shopping at Our Store
Come Again Soon


**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327447

Date: 5/4/18

Room: 305 GROUP~

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 4:05 PM

Check Out Time: 5/4/18 8:51 AM

Rewards Program ID:

You were checked out by: tgalli

You were checked in by: pdet

Total Balance Due: 0.00

Caul, June

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#305 Caul, June	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#305 Caul, June	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment		(263.30)
		XXXXXXXXXXXX1403	

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Visa Payment	(263.30)
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590



TOWN OF FORT FRANCES - SCHEDULE "E" TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>June Caul</i>	Signature <i>June Caul</i>
Approved	Date <i>May 1, 2018</i>

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	June Caul
Conference / Seminar Attended	NOMA
Location	Kenora, ON
Dates	May 2, 3, 4 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			May 2	May 3	May 4			
Amount			160.00	160.00	160.00			480.00

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date
	May 17, 2018

To be submitted to Payroll for processing when approved by Council



FIRE & RESCUE SERVICE

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



April 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
32.9	4	1	32	0	5	1	\$ 0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	0	0	0	0	0	0	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 8 EMERGENCY RESPONSE CALLS DURING APRIL 2018.

Total Hours:

A total of **3.9 Hours** was spent on responding to emergency incidents; a total of **17 Hours** was spent on training; and a total of **12 Hours** was spent on Public Service Events.

Time of Day:

During this month, **50%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **50%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

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

Weekly Fire Safety Tips continues in the Thursday edition of the Fort Frances Bulletin. As well, our Weekly Fire & Life Safety Tip on our towns official Facebook Page continues onward.

On April 27th and 28th, our team members took part in the Business & Community Expo 2018 at the Fort Frances Curling Club. Over 700-plus people attended the Friday evening and all-day Saturday event.





FIRE & RESCUE SERVICE

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



April 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Meanwhile, our team will be raising awareness about the importance of Emergency Preparedness and Fire & Life Safety at Safeway on **May 12th**.

Fire Prevention Inspections / Re-inspections:

32 (thirty-two) inspections / re-inspections were completed. Countless hours are put towards these inspections; the paper work and follow-up are time consuming, but a necessity. We inspect to correct fire hazards and code violations ... our citizens of Fort Frances, and visitors deserve nothing less!

For the month of May, we will be completing our Vulnerable Occupancy Annual Fire Drills.

Emergency Medicals Service (EMS) Response Calls:

There were **5 (five)** Emergency Medical Service (EMS) requests.

Fire Response Calls:

There was **1 (one) Fire Response Call**, which was a grass fire across from the Public Works Building.

Fire Alarms:

There were **2 (two)** False Fire Alarm calls this month.

Accomplishments:

Congratulations goes out to Mike Barlow (Volunteer Firefighter) for attaining his multiple certifications and seals from Texas A&M Engineering Extension Service (The Texas A&M University System). Mike received his Firefighter Level I (NFPA 1001 2013 Ed.); Firefighter Level II (NFPA 1001 2013 Ed.); Hazardous Materials: First Responder Awareness (NFPA 472 2013 Ed.); Hazardous Materials Operations Chapter 5 (NFPA 472 2013 Ed.); Hazardous Materials: PPE Chapter 6.2 (NFPA 472 2013 Ed.); and Hazardous Materials: Product Control Chapter 6.6 (NFPA 472 2013 Ed.). Well done Mike!



Town of Fort Frances

320 Portage Avenue

Fort Frances, Ontario

P9A 3P9

AND

Rainy River District Social Services Administration Board

450 Scott Street

Fort Frances, Ontario

P9A 1H2

May 22, 2018

Re: ANNUAL REVIEW OF THE TIERED RESPONSE AGREEMENT BETWEEN THE RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD AND THE CORPORATION OF THE TOWN OF FORT FRANCES

The Tiered Response Agreement executed on July 13th, 2017 between the Corporation of the Town of Fort Frances and The Rainy River District Social Services Administration Board was reviewed jointly by both organizations on May 22, 2018.

Over the past 10 months the Fort Frances Fire and Rescue Services have responded on average to **5.5** life threatening medical emergencies per month (See attached spreadsheet) based on the following conditions:

- 1) Real or suspected Cardiac and/or Respiratory Arrest
- 2) Motor Vehicle Collision given as Unknown, Life Threatening or Entrapment
- 3) Industrial/Construction Accidents
- 4) CBRNE-Chemical, Biological, Radiological, Nuclear or Explosive Events
- 5) In addition to the above, any incident in which the Paramedic Services System becomes overwhelmed to the point that an ambulance cannot be activated within 5 minutes of receipt of a code 4 response (life threatening), Fort Frances Fire & Rescue Services will be requested to assist until an ambulance becomes available. It is to be noted that if an ambulance from a different part of the District is responding Fort Frances Fire will not be tiered unless responding Paramedics or C.A.C.C. deem it appropriate.

Both parties are of the opinion that the current tiered response agreement is meeting the needs of their respective organization and at this time there is no requirement to amend the current Tiered Response Agreement.

This letter is written notification to each respective governance bodies that both organizations have jointly completed the annual review of the Tiered Response Agreement in accordance with the current agreement.

Signed on behalf of Town of Fort Frances



Tyler Moffitt
Fire Chief
Town of Fort Frances



Doug Brown
CAO
Town of Fort Frances

Signed on behalf of Rainy River District Social Services Administration Board



Dan McCormick
CAO/Paramedic Chief
Rainy River DSSAB

Stats Canada Report -TOWN OF FORT FRANCES 2018-April

Permit #	Roll #	Applicant	Applicant Address	Contractor	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0011	591203000508500		Box 155	Precision Construction	1019 THIRD ST E, FORT FRANCES		110	03, 01, 02	600.00 Sq. Ft	\$12,000.00
2018-0012	591201000510200		1022 COLONIZATION RD W		1022 COLONIZATION RD W, FORT FRANCES	Perform repairs to interior and exterior of home due to fire. New plumbing, insulation, vapour, interior finishes, occupancy.	110	3	900.00 Sq. Ft	\$50,000.00
2018-0013	591202000206700		330 SCOTT ST		330 SCOTT ST, FORT FRANCES	Renovate the restroom to be Barrier Free Design	130, 115, 110	02, 03, 01	150.00 Sq. Ft	\$6,000.00
2018-0014	591201000602901		1624 COLONIZATION RD W		1624 COLONIZATION RD W, FORT FRANCES	Complete main floor renovation. Remove walls, install new bathroom, renovate kitchen, remove/install doors/windows.	110	03, 01, 02	1,440.00 Sq. Ft	\$15,000.00
2018-0015	591202000104200		408 NELSON ST		408 NELSON ST, FORT FRANCES	Reinsulate exterior walls, install vapour barrier, repair floor joists as needed and inspect original plumbing.	110	02, 03, 01	800.00 Sq. Ft	\$3,000.00
2018-0016	591202000108900		301 VICTORIA AVE		301 VICTORIA AV, FORT FRANCES	Interior alterations to existing office space to include partitions, HVAC, plumbing, lighting and finishes.		3	1,000.00 Sq. Ft	\$68,000.00

2018-0017	591202000707200	909 THIRD ST E	Kyle Glowasky	226 SCOTT ST, FORT FRANCES	To complete renovations to front of building. The front siding to be removed, material changed, install air barrier, replace roofing material on overhang and soffit and fascia.		2	200.00 Sq. Ft	\$5,000.00
2018-0018	591203000101400	703 NELSON ST		703 NELSON ST, FORT FRANCES		110	3	150.00 Sq. Ft	\$4,000.00
2018-0019	591201000602100	1408 COLONIZATION RD W	Jamie Davis	1408 COLONIZA TION RD W, FORT FRANCES	Install clean out at front of property. The Clean out for sewer will be located roughly 25 feet from property line. Steel case will cover the piping.			10.00 Sq. Ft	\$1,000.00
2018-0020	591201000401900	700 STEWART ST	2032072 ONTARIO INC	700 STEWART ST, FORT FRANCES	Repairs bar. Closing hall wall, replacing existing duct work, partching apour barrier on exterior wall, installed new egree door, checking panic hardware and fire alarm system to be compliant with new fixtures.	130, 115, 110	02, 03, 01	1,825.00 Sq. Ft	\$10,000.00
2018-0021	591201000211500	950 FIFTH ST W	REVCO CARPET CENTRE LTD	560 WEBSTER AV, FORT FRANCES	Renovate building into a new three unit apartment upstairs and a single unit down stairs with storage area.	110, 310	03, 01, 02	1,600.00 Sq. Ft	\$150,000.00
2018-0022	591203000712700	1321 SIXTH ST E		1321 SIXTH ST E, FORT FRANCES	Remove siding and install styro foam on exterior of the home	110	3	1,000.00 Sq. Ft	\$1,000.00

2018-0023	591203000103200	800 NELSON ST	800 NELSON ST, FORT FRANCES	Construct new detached garage. 30x40 foot print.	110	03, 01, 02	1,200.00 Sq. Ft	\$30,000.00
2018-0024	591202000215100	521 ARMIT AVE	521 ARMIT AV, FORT FRANCES	Repair North and West wall of existing three season room	110	3	150.00 Sq. Ft	\$1,000.00
2018-0025	591201000606700	1231 KINGS HWY	WALLEYE TRAILER PARK LTD 1231 KINGS HW, FORT FRANCES	Level and repair damaged plumbing and supports under trailer.	310	3	900.00 Sq. Ft	\$2,500.00