

TOWN OF FORT FRANCES

AGENDA - June 11, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 129) 5:30 p.m.

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 Non agenda items.
 - 4.2 Potential Acquisition of Land - Scott Street. *(please refer to additional materials attached)*
 - 4.3 Advice that is subject to solicitor/client privilege - servicing agreement.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Proposed Draft Emergency Management Plan By-Law. 5 - 37
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the recommendations as presented in the report with respect to the creation of a separate Emergency Management Plan and further direct that an authorizing by-law be prepared.
 - 7.2 Proposed Draft Emergency Management Program By-Law. 38 - 82
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the recommendations as presented in the report with respect to the creation of a separate Municipal Emergency Management Program and further

		Page
	direct that an authorizing by-law be prepared.	
7.3	Fitness Area Maintenance Shutdown - Memorial Sports Centre - Customer Concerns. - approval of this report will agree with the recommendation of the Community Services Executive Committee to authorize the extension of memberships up to 3 weeks upon request for those patrons who have concerns with the interruption of membership services during the 3-week maintenance shutdown in the fitness area at the Memorial Sports Centre.	83 - 87
7.4	Pepsico Beverages Canada Agreement at Memorial Sports Centre. - approval of this report will agree with the recommendation of the Community Services Executive Committee to authorize a new three (3) year contract with Pepsico Beverages Canada at the Memorial Sports Centre and further direct that Mayor and Clerk be authorized to execute the digital Docusign agreement on behalf of the Corporation.	88 - 90
7.5	OGRA Letter re: Autonomous Vehicles Test Corridor. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that 1) The Manager of Operations and Facilities be listed as the point of contact for Autonomous Vehicle inquiries for the Town of Fort Frances; and 2) The Operations and Facilities Division develop a listing of priority routes throughout the municipality to send to OGRA.	91 - 92
7.6	Airport Property - Land Lease Private Aircraft Hangars. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to renew the private hangar lot lease with Shane Armstrong at \$1.80 per square meter for the period April 1, 2018 to March 31, 2023 and further that Mayor and Clerk be authorized to executive the updated lease agreement and amending by-law on behalf of the Corporation.	93 - 96
7.7	April 2018 Drinking Water Systems Monthly Summary Report. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to accept the April 2018 Drinking Water Systems Monthly Summary Report prior to it being made available to the general public.	97 - 105
7.8	Municipal Funding Agreement - Ontario's Main Street Revitalization Initiative. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to authorize entering into a Municipal Funding Agreement with the Association of	106 - 124

	Page
Municipalities of Ontario under Ontario's Main Street Revitalization Initiative and that Mayor and Council be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.	
7.9 Forgiveness Request from Fort Frances Minor Hockey Association.	125 -
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to cease further interest charges on the \$1,632.43 from the Fort Frances Minor Hockey Association with expected payment in August.	126
7.10 Fort Frances Legion Branch #29 - Ladies Auxiliary donation request.	127 -
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee, with input from the Community Services Executive Committee, to approve a donation to the Fort Frances Legion Branch #29 Ladies Auxiliary in the amount of \$250.00 for the 2019 Biennial Provincial Convention to be held at the Memorial Sports Centre June 14-17, 2019.	131
7.11 2018 BIA Budget and Tax Rates.	132 -
approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the 2018 BIA Budget and that Mayor and Clerk be authorized to execute an authorizing by-law on behalf of the Corporation.	134
7.12 Establishing a Council Remuneration & Benefits Review Committee.	135 -
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to ensure 1) That a Council Remuneration & Benefits Review Committee be formed; 2) THAT administrative support staff includes the following positions: The HR Coordinator, the Treasurer and CAO; 3) That the Terms of Reference as laid out in the report be approved as presented.	138
8. <u>Operations and Facilities Division:</u>	
8.1 Verbal Update on Capital Projects	
8.2 Award of Tender 18-OF-07 - 2018 Capital Facility renovations and Fort Frances Cemetery Addition.	139 -
- approval of this report will agree with the recommendation of administration to ensure that 1) Tender 18-OF-07 be awarded to Ed Kaun and Sons for a total tender price of \$633,984.85 including HST and \$40,000.00 contingency; 2) The shortfalls in the budget for the Water office renovation be funded from the Sewer and Water Reserve fund and further that 3) The remaining budget shortfalls be funded either from reserves or through the year end surplus and that Mayor and Clerk be authorized to execute an authorizing agreement and by-	141

	Page
law on behalf of the Corporation.	
9. <u>General:</u>	
9.1 Town of Fort Frances Strategic Plan - Progress Report No. 3.	142 -
- approval of this report will receive the Town of Fort Frances Strategic Plan Report No. 3 updated May 18, 2018 by Doug Brown, CAO.	167
10. <u>Information:</u>	
10.1 Fort Frances Wastewater Treatment Facility - April 2018 Report.	168 -
	176
10.2 Aircraft Statistics as of May 30, 2018.	177 -
	178
10.3 Tonnage at the Landfill Site - updated May 30, 2018.	179
10.4 Sewer and Water Data for 2018 - updated May 30, 2018.	180
10.5 Complaint Register - May 2018.	
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	

Date: June 5th, 2018

Report To: Mayor & Council.

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Proposed Draft Emergency Management Plan By-Law.

The Municipal Emergency Management Program Committee during their 2017 annual review of the Town of Fort Frances Emergency Management Program, received a recommendation from our OFMEM Amethyst Sector Field Officer to enhance the clarity and transparency of the program by having our Emergency Plan and Municipal Emergency Management Program as separate by-laws.

During the 2018 program review, the Municipal Emergency Management Program Committee accepted the recommendation from the OFMEM and took the opportunity to refresh the plan and all of its appendices.

Therefore, with this stated, please find attached a draft copy of the proposed By-Law and Town of Fort Frances Emergency Plan for your review.

The Municipal Emergency Management Program Committee is asking that Mayor and Council approve the recommendations as presented and that a By-Law be prepared for signing by Mayor & Clerk.

Respectfully submitted

Original Signed By

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

<p>Council approval of this report will: approve the recommendations as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.</p>

TOWN OF FORT FRANCES

BY-LAW NO.

(A By-Law to Approve an Emergency Plan)

(Being a by-law to adopt an Emergency Plan under Sections 2.1 (2) (a) and 3 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Sections 2.1 (2) (a) and 3 (1) requires every Municipality to develop and implement an emergency plan;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to create a new updated Town of Fort Frances Emergency Plan.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** as following:

- 1) The document entitled the Town of Fort Frances Municipal Emergency Plan attached hereto as Schedule “A” shall be and is adopted as the emergency plan of the Town of Fort Frances.
- 2) In accordance with Section 3 (6) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended, Schedule “A” shall be reviewed and, if necessary, revised (at least once each calendar year);
- 3) In the event of any conflict between the provisions of Schedule “A” hereto and the provisions of any statute, regulation or other law, the provisions of such statute, regulation, or other law shall govern;
- 4) That By-Law No. 10/12 being an emergency response plan adopted by said By-law No. 10/12 and all amendments hereby be rescinded.

READ THREE TIMES and finally passed in open Council this ____day of_____, 2018.

R. Avis, Mayor

E. Slomke, Clerk



Municipal Emergency Plan

Municipality of	FORT FRANCES
Designation	TOWN
Region/District	RAINY RIVER DISTRICT
Published	November 2011
Revised	March 2018

TABLE OF CONTENTS

1.0	Introduction	
1.1	Preamble	1
1.2	Title	1
1.3	Aim	1
1.4	Amending Formula	1
1.5	Emergency – Defined	2
1.6	Definitions	2-4
2.0	Authority	
2.1	The Emergency Management Act	4
2.2	Protection from Liability for Implementation of Plan	5
2.3	Public Accessibility to Plan	5
2.4	Freedom of Information & Protection of Privacy	5
3.0	Declaration of an Emergency	
3.1	Authority to Declare	5
3.2	Notification to Solicitor General	6
4.0	Plan Implementation	
4.1	Assembling the MCEG	6
4.2	Activation of Plan	6
4.3	Actions Prior to an Emergency	6-7
4.4	Actions of Emergency Response Agencies	7
4.5	Chain of Command	7
4.6	Emergency Operations Centre	7
4.7	Media Centre	7
4.8	Communications	7
4.9	Command Post	8
4.10	Dissemination of Decisions by the MCEG	8
4.11	Evacuation	8
4.12	Request for Assistance	9
4.13	Termination of State of Emergency	9
5.0	Municipal Emergency Control Group Responsibilities	
5.1	Composition of the MCEG	9
5.2	Responsibilities of the MCEG	9-10
5.3	Mayor (Head of Council)	11
5.4	Administrator	11-12
5.5	Emergency Information Officer	12-13
5.6	Scribe	13-14

5.7	Fire Chief	14
5.8	Community Emergency Management Coordinator (CEMC)	14-15
5.9	Manager of O&F	15-16
6.0	Support Groups	
6.1	Introduction	16-17
6.2	Incident Commander	17-18
6.3	NWHU Representative	18-19
6.4	RRDSSAB Representative	19
6.5	Media Communications	19
6.6	Hospital Representative	19
6.7	Ambulance Service Representative	20
6.8	Red Cross Representative	20-21
6.9	Victim Services Representative	21-22
6.10	Amateur Radio Operators	22
6.11	Ministry of Natural Resources	22
6.12	Chief Building Official	22
6.13	CISM Team	22
6.14	OPP Detachment Commander	22-23
6.15	Superintendent of FFPC	23-24
7.0	Composition of the Emergency Management Program Committee	24
8.0	Training & Education	
8.1	Introduction	24
8.2	Definitions	25
8.3	Definitions – Continued	25
8.4	Training	25
8.5	Exercises	25
8.6	Evaluation	25
9.0	Plan Maintenance & Revision	26
Appendices		
Appendix A – EM Plan Notification Procedure		
Appendix B – Resource Contact List		
Appendix C – Chain of Command		
Appendix D – Primary EOC Floor Plan		
Appendix E – Alternate EOC Floor Plans		
Appendix F – Forms		
Appendix G – Evacuation Plan		

Appendix H – Recovery Plan
Appendix I – Distribution List
Appendix J – HIRA
Appendix K – Critical Infrastructure List
Appendix L – Evacuee Shelter Plan
Appendix M – Information Plan
Appendix N – MECG Program
Appendix O – Evac Mapping & Back-Up Power Locations

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 MECG 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.

“Municipal 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 Civic Centre – Front Desk 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 locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage.

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.

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.

5.10 Treasurer

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

The Town Treasurer or their alternate shall:

(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

(

4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Essex.

5.11 Chief Building Official

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.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders 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. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator, Fire Chief/CEMC or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander or their Alternate;
- Superintendent of Power Corporation;
- Riverside Health Representative or their Alternate;
- RRDSSAB Representative or their Alternate;

- Northwestern Health Unit Representative or their Alternate;
- Ambulance Representative or their Alternate;
- Resolute FP Representative or their Alternate;
- MNR Representative or their Alternate;
- 93.1 The Border Representative or their Alternate;
- Centra Gas Representative or their Alternate;
- Union Gas Representative or their Alternate;
- Red Cross Representative or their Alternate;
- Victim Services Representative or their Alternate;
- RRDSB Representative or their Alternate;
- NWCDSD Representative or their Alternate;
- CN Police Representative or their Alternate.

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;

- (8) brief sector officer regarding the situation as they become involved;
- (9) 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;
- (10) 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);
- (11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;
- (14) 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;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken;
- (17) 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;
- (7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (9) 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;
- (10) maintain detailed log of actions taken by the Northwestern Health Unit;
- (11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (12) 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;
- (6) Responding to the dispatch call by arriving on the scene within three hours from call;
- (7) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;
- (8) 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;
- (9) The Canadian Red Cross team leader will assess the situation and the needs of the victims;
- (10) 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

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

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

6.13 Critical Incident Stress Management Team

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” (**see Appendix A**).

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;
- (3) 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” (**see Appendix A**).

- (1) provide the Municipal Emergency Control Group with information and advice on electrical matters;
- (2) participate in decision making, determining priorities, and issuing strategic 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) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (5) provide alternate supplies of electrical power where necessary and practicable
- (6) maintain a detailed log of all actions taken by the Power Corporation;
- (7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor or their Alternate;
- Administrator or their Alternate;
- Fire Chief/CEMC or their Alternate;
- EIO or their Alternate;
- Manager of Operations & Facilities or their Alternate;
- Treasurer or their Alternate;
- Chief Building Official or their Alternate.

8.0 TRAINING AND EVALUATION

8.1 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.

8.2 **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.

8.3 **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.

8.4 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.

8.5 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.

8.6 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.

9.0 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).

Date: June 5th, 2018

Report To: Mayor & Council.

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Proposed Draft Emergency Management Program By-Law.

The Municipal Emergency Management Program Committee during their 2017 annual review of the Town of Fort Frances Emergency Management Program, received a recommendation from our OFMEM Amethyst Sector Field Officer to enhance the clarity and transparency of the program by having our Emergency Plan and Municipal Emergency Management Program as separate by-laws.

During the 2018 program review, the Municipal Emergency Management Program Committee accepted the recommendation from the OFMEM and took the opportunity to create an Emergency Management Program Plan, which will be added as Appendix N of the Town of Fort Frances Emergency Plan.

Therefore, with this stated, please find attached a draft copy of the proposed By-Law and Town of Fort Frances Emergency Management Program Plan for your review.

The Municipal Emergency Management Program Committee is asking that Mayor & Council approve the recommendations as presented and authorize that a By-Law be prepared for signing by Mayor and Clerk.

Respectfully submitted

Original Signed By

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

Council approval of this report will: approve the recommendations as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.

TOWN OF FORT FRANCES

BY-LAW NO.

(A By-Law to Approve an Emergency Management Program)

(Being a by-law to adopt an Emergency Management Program for the Town of Fort Frances pursuant to Section 2.1 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Section 2.1 (1) requires every Municipality to develop and implement an Emergency Management Program;

AND WHEREAS Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each Municipalities Emergency Management Program;

AND WHEREAS Section 14 (1) of the Emergency Management & Civil Protection Act requires Emergency Management Programs to conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Emergency Management & Civil Protection Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with the authority to take such action or make such order as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Emergency Management & Civil Protection Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the delegation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Emergency Management & Civil Protection Act, authorizes employees of a Municipality to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to create a new updated Town of Fort Frances Emergency Management Program.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** as following:

- 1) That an Emergency Management Program be developed for the town of Fort Frances consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Emergency Management & Civil Protection Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;
- 2) That the Emergency Management Program for the Town of Fort Frances shall be consistent with the objectives of public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;
 - a) That Schedules “A” “B” “C” “D” and “E”, attached hereto, shall form part of this By-Law;
 - b) Schedule “A”, being the Emergency Plan for the Town of Fort Frances, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended;
 - c) Schedule “B”, being a Schedule for the designation of a Community Emergency Management Coordinator;

TOWN OF FORT FRANCES

BY-LAW NO.

- d) Schedule “C”, being a Schedule to establish the composition, organization and operational guidelines of the Emergency Management Program Committee;
- e) Schedule “D”, being a Schedule to designate and identify a community Emergency Information Officer;
- f) Schedule “E”, being the Community profile Document;

The Town of Fort Frances Emergency Management Program shall be reviewed annually by Council;

READ THREE TIMES and finally passed in open Council this ____ day of ____, 2018

R. Avis, Mayor

E. Slomke, Clerk



Municipal Emergency Plan

Municipality of	FORT FRANCES
Designation	TOWN
Region/District	RAINY RIVER DISTRICT
Published	November 2011
Revised	March 2018

TABLE OF CONTENTS

1.0	Introduction	
1.1	Preamble	1
1.2	Title	1
1.3	Aim	1
1.4	Amending Formula	1
1.5	Emergency – Defined	2
1.6	Definitions	2-4
2.0	Authority	
2.1	The Emergency Management Act	4
2.2	Protection from Liability for Implementation of Plan	5
2.3	Public Accessibility to Plan	5
2.4	Freedom of Information & Protection of Privacy	5
3.0	Declaration of an Emergency	
3.1	Authority to Declare	5
3.2	Notification to Solicitor General	6
4.0	Plan Implementation	
4.1	Assembling the MCEG	6
4.2	Activation of Plan	6
4.3	Actions Prior to an Emergency	6-7
4.4	Actions of Emergency Response Agencies	7
4.5	Chain of Command	7
4.6	Emergency Operations Centre	7
4.7	Media Centre	7
4.8	Communications	7
4.9	Command Post	8
4.10	Dissemination of Decisions by the MCEG	8
4.11	Evacuation	8
4.12	Request for Assistance	9
4.13	Termination of State of Emergency	9
5.0	Municipal Emergency Control Group Responsibilities	
5.1	Composition of the MCEG	9
5.2	Responsibilities of the MCEG	9-10
5.3	Mayor (Head of Council)	11
5.4	Administrator	11-12
5.5	Emergency Information Officer	12-13
5.6	Scribe	13-14

5.7	Fire Chief	14
5.8	Community Emergency Management Coordinator (CEMC)	14-15
5.9	Manager of O&F	15-16
6.0	Support Groups	
6.1	Introduction	16-17
6.2	Incident Commander	17-18
6.3	NWHU Representative	18-19
6.4	RRDSSAB Representative	19
6.5	Media Communications	19
6.6	Hospital Representative	19
6.7	Ambulance Service Representative	20
6.8	Red Cross Representative	20-21
6.9	Victim Services Representative	21-22
6.10	Amateur Radio Operators	22
6.11	Ministry of Natural Resources	22
6.12	Chief Building Official	22
6.13	CISM Team	22
6.14	OPP Detachment Commander	22-23
6.15	Superintendent of FFPC	23-24
7.0	Composition of the Emergency Management Program Committee	24
8.0	Training & Education	
8.1	Introduction	24
8.2	Definitions	25
8.3	Definitions – Continued	25
8.4	Training	25
8.5	Exercises	25
8.6	Evaluation	25
9.0	Plan Maintenance & Revision	26
Appendices		
Appendix A – EM Plan Notification Procedure		
Appendix B – Resource Contact List		
Appendix C – Chain of Command		
Appendix D – Primary EOC Floor Plan		
Appendix E – Alternate EOC Floor Plans		
Appendix F – Forms		
Appendix G – Evacuation Plan		

Appendix H – Recovery Plan
Appendix I – Distribution List
Appendix J – HIRA
Appendix K – Critical Infrastructure List
Appendix L – Evacuee Shelter Plan
Appendix M – Information Plan
Appendix N – MECG Program
Appendix O – Evac Mapping & Back-Up Power Locations

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 MCEG 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.

“Municipal 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 Civic Centre – Front Desk 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 locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage.

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.

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.

5.10 Treasurer

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

The Town Treasurer or their alternate shall:

(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

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4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Essex.

5.11 Chief Building Official

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.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders 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. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator, Fire Chief/CEMC or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander or their Alternate;
- Superintendent of Power Corporation;
- Riverside Health Representative or their Alternate;
- RRDSSAB Representative or their Alternate;

- Northwestern Health Unit Representative or their Alternate;
- Ambulance Representative or their Alternate;
- Resolute FP Representative or their Alternate;
- MNR Representative or their Alternate;
- 93.1 The Border Representative or their Alternate;
- Centra Gas Representative or their Alternate;
- Union Gas Representative or their Alternate;
- Red Cross Representative or their Alternate;
- Victim Services Representative or their Alternate;
- RRDSB Representative or their Alternate;
- NWCDSD Representative or their Alternate;
- CN Police Representative or their Alternate.

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;

- (8) brief sector officer regarding the situation as they become involved;
- (9) 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;
- (10) 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);
- (11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;
- (14) 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;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken;
- (17) 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;
- (7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (9) 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;
- (10) maintain detailed log of actions taken by the Northwestern Health Unit;
- (11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (12) 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;
- (6) Responding to the dispatch call by arriving on the scene within three hours from call;
- (7) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;
- (8) 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;
- (9) The Canadian Red Cross team leader will assess the situation and the needs of the victims;
- (10) 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

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

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

6.13 Critical Incident Stress Management Team

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” (**see Appendix A**).

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;
- (3) 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” (**see Appendix A**).

- (1) provide the Municipal Emergency Control Group with information and advice on electrical matters;
- (2) participate in decision making, determining priorities, and issuing strategic 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) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (5) provide alternate supplies of electrical power where necessary and practicable
- (6) maintain a detailed log of all actions taken by the Power Corporation;
- (7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor or their Alternate;
- Administrator or their Alternate;
- Fire Chief/CEMC or their Alternate;
- EIO or their Alternate;
- Manager of Operations & Facilities or their Alternate;
- Treasurer or their Alternate;
- Chief Building Official or their Alternate.

8.0 TRAINING AND EVALUATION

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

9.0 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).



Community Emergency Management Coordinator (CEMC) Designate

Every municipality is required to designate an Emergency Management Program Coordinator, otherwise referred to as a Community Emergency Management Coordinator (CEMC). This CEMC is also required to complete certain training, within one year of designation as CEMC.

References

O Reg 380/04 states:

Emergency management program co-ordinator

10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator.

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario.

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3).

Further, section 1 of the EMCPA defines "employee of a municipality" as:

"employee of a municipality" means an employee as defined in section 278 of the Municipal Act, 2001 or a designated employee as defined in section 217 of the City of Toronto Act, 2006, as the case may be; ("employé municipal").

The section of the Municipal Act, 2001, referenced above states:

278. (1) In sections 279, 280 and 282,

“employee” means any salaried officer, or any other person in the employ of the municipality or of a local board and includes,

(a) a member of the police force of the municipality,

1 In this section Minister refers to the Minister of Municipal Affairs.

Similarly, the City of Toronto Act, 2006, states:

“designated employee” means any salaried officer, or any other person in the employ of the City or of a local board (extended definition) of the City and includes,

(a) a member of the city police force,

(b) persons that provide their services on behalf of the City without remuneration, exclusive of reimbursement of expenses or honoraria, if city council has passed a by-law designating such persons or classes of persons as designated employees for the purposes of this section, and

(c) any other person or class of persons designated as a designated employee by the Minister of Municipal Affairs and Housing; (“employé désigné”).

Regarding the CEMC training requirements, on 2017-01-09 the Fire Marshal and Chief, Emergency Management Ontario issued a guidance document that stated:

Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM, within one year of their appointment as emergency management program coordinator.

- *EM 200 – Basic Emergency Management*
- *EM 300 – Community Emergency Management Coordinator Course*
- *IMS 100 – Introduction to Incident Management System (available online)*
- *IMS 200 – Basic Incident Management System*

Emergency management program coordinators that have already completed this training will not be required to repeat it.

Interpretation and Verification Requirements

The EMPCA specifies that the CEMC be an employee of the municipality as defined by the Municipal Act, 2001, or the City of Toronto Act, 2006, as referenced above. We have considered this definition in two particular circumstances:

- Volunteers – As long as the municipality has either passed a by-law which designates the individual as a municipal employee, or have passed a by-law which designates a volunteer group (e.g. a Volunteer Fire Service) that the individual is a member of, as municipal employees, this individual can be appointed as the CEMC; and
- Consultants – As a consultant is not a municipal employee, a consultant may not be appointed as a CEMC.

To verify compliance with these requirements of the EMCPA, OFMEM requests a properly completed and signed Form 4-1 (attached), whenever a new CEMC is appointed, along with verification that the appointed CEMC has completed the required training within one year of designation. It is not necessary for a Form 4-1 to be submitted annually; only when there is a new CEMC designated.

The Town of Fort Frances Community Emergency Management Coordinator is:

Tyler Moffitt, Fire Chief/CEMC.

The Alternate Community Emergency Management Coordinators are:

Patrick Briere, MLEO/Alternate CEMC/EIO.

Kathryn Lawson, Deputy Clerk/Alternate CEMC.

Laurie Lindberg, Treasurer/Alternate CEMC.



Municipal Emergency Management Program

Municipality of FORT FRANCES

Designation TOWN

Region/District RAINY RIVER DISTRICT

Published March 2018

Revised N/A

TOWN OF FORT FRANCES EMERGENCY MANAGEMENT PROGRAM

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario Municipalities.

The Emergency Management Program shall consist of the following:

- Designation of a Community Emergency Management Coordinator (CEMC);
- Formation of a Municipal Emergency Management Program Committee;
- Publication of an appropriate Emergency Operations Centre (EOC);
- Development of an appropriate Emergency Response Capability;
- Conduct annual training and exercises for the MECG and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- Development and Implementation of a Public Awareness Program & Education on risks to public safety and preparedness for emergencies;
- Identification of individuals to act as Emergency Information Officers;
- Conduct an Annual Review of the Emergency Management Program.

MISSION/GOAL

The mission of the Town of Fort Frances MECG is to provide the highest level of emergency preparedness to the visitors and citizens of Fort Frances. Our goal is to save lives, protect property and the environment through prevention, mitigation, preparedness, response and recovery actions.

Prevention – Actions taken to prevent an emergency or disaster.

Mitigation – Actions taken to reduce the effects of an emergency or disaster.

Preparedness – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, training, exercises and public awareness and education.

Response – Actions taken to respond to an emergency or disaster.

Recovery – Actions taken to recover from an emergency or disaster and to return the Town of Fort Frances or the affected area back to normal after an emergency or disaster.

MEMBERS OF THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The emergency management program committee acts as an advisory committee to the MECG and its advisory & support members. The program committee guides the development, implementation and maintenance of the Town of Fort Frances Emergency Management Program. The formation of this committee is a key organizational step towards making the emergency management process work at the local level.

The Committee is chaired by the Town Administrator and is composed of the following positions or their alternates:

- Mayor or Deputy Mayor;
- Town Administrator (CHAIR);
- Emergency Information Officer;
- Fire Chief/CEMC;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

The emergency management program chair and committee members are approved by Municipal By-Law by the Mayor & Council of the Town of Fort Frances.



Emergency Information Officer Designate

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

References

O. Reg 380/04, Para 14 states:

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

Interpretation and Verification Requirements

The designated EIO must be an employee of the municipality. It is the responsibility of the municipality to ensure that the designated EIO is an employee of the municipality, as defined in the Municipal Act, 2001 (refer to section 1 of this guide).

Therefore, in order to verify compliance with the EMCPA regarding the designation of a municipal EIO, OFMEM requests the name and contact information of the designated EIO.

The Town of Fort Frances Emergency Information Officer is:

Patrick Briere, MLEO/Alternate CEMC.

The Alternate Emergency Information Officer is:

Jordan Forbes, HR Coordinator.

Town of Fort Frances

Community Risk Assessment Grid

P r o b a b i l i t y	4				
	3				
	2				
	1				
		1	2	3	4
		Consequence			

Hazard:

Scoring Charts:

Probability of Occurrence

- 1 – No incidents in the last 15 years
- 2 – Last Incident 5 – 15 years ago
- 3 – One incident in the last 5 years
- 4 – Multiple incidents in the last 5 years

Consequence

- 1 – Negligible
- 2 – Limited
- 3 – Substantial
- 4 – High

Risk Assessment				Community Vulnerabilities				
Hazard #	Hazard Situation	Risk Analysis		Priority	Vulnerable Populations	Critical Infrastructure	Response Capabilities	Environmental
		Prob	Consq					
001	Special Events	1	3	10				
002	Building Structure Collapse	2	3	1				
003	Drought	1	2	1				
004	Human Health Emergencies	3	4	7				
005	Lightning Storm	4	2	1				
006	Energy Emergencies	1	4	1				
007	Haz Mat Transportation	4	4	2				
008	Fog	3	1	1				
009	Hailstorms	1	4	1				
010	Terrorism	1	4	8				
011	War/International Emergencies	1	3	11				
012	Agricultural and Food Emergencies	3	3	6				

Hazard #	Hazard Situation	Risk Assessment			Community Vulnerabilities			
		Risk Analysis		Priority	Vulnerable Populations	Critical Infrastructure	Response Capabilities	Environmental
		Prob	Consq					
013	Floods	3	3	1				
014	Landslides Mudslides	1	2	18				
015	Erosion	3	2	16				
016	Earthquakes	1	3	5				
017	Ice/Sleet Storms	4	3	1				
018	Extreme Heat/Cold	1	2	1				
019	Tornadoes	4	4	1				
020	Wildland/Urban Fire	4	4	4				
021	Snowstorms Blizzards	4	3	1				
022	Subsidence	3	1	17				
023	Dam Failures	1	3	14				
024	Explosions Fires	2	3	3				

Risk Assessment					Community Vulnerabilities			
Hazard #	Hazard Situation	Risk Analysis		Priority	Vulnerable Populations	Critical Infrastructure	Response Capabilities	Environmental
		Prob	Conseq					
025	Windstorms	4	4	1				
026	Transportation Accidents	4	4	2				
027	Hazardous Materials - Fixed Site	2	2	12				
028	Civil Disorder	2	2	9				
029	Heavy Fuel Load Fixed Site	2	4	15				
030	Critical Infrastructure Failures	1	4	13				



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: June 1, 2018

RE: **Fitness Area Maintenance Shutdown – Customer Concerns**

The Memorial Sports Centre staff have recently been inundated with many fitness members expressing concerns over the imminent maintenance shut down that has been scheduled as follows:

Shutdown Schedule

Week 1	June 11-15	Pool – drain & dry, Changerooms – grout & paint
Week 2	June 18- 22	Pool – paint bottom & walls, Fitness lobby maintenance
Week 3	June 25-29	Weight room - maintenance & paint

Attached are three emails that have been received in addition to the numerous verbal assertions that we should consider extending memberships for the duration of the maintenance shut down.


The following is the disclaimer that is inserted into the Recreator inside the front cover that is provided to all patrons.

Management reserves the right to interrupt service for improvements to the facility with no fee alterations to memberships.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to authorize the extension of memberships up to 3 weeks upon request for those patrons who have concerns with the interruption of membership services during the 3-week maintenance shutdown in the fitness area at Memorial Sports Centre.

Respectfully Submitted,



Jason Kabel

Council approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the extension of memberships up to 3 weeks upon request for those patrons who have concerns with the interruption of membership services during the 3-week maintenance shutdown in the fitness area at Memorial Sports Centre.

From: David Jorgenson
To: [Jason Kabel](#)
Subject: pool mmembership
Date: Monday, May 28, 2018 12:51:14 PM

I have a 6 month membership with the sportsplex. Since the pool is being shut down for maintenance for 3 weeks I am requesting that my membership be extended for 3 weeks. I do not participate in any other activities and there again the gym is also shut down for a week.

Sincerely,

Carol Jorgenson

919 Frenette Ave Fort Frances

807-274-3523

From: Mary Cooper
To: [Jason Kabel](#)
Subject: Aquasizes
Date: Tuesday, May 29, 2018 10:34:18 AM

Jason , it's Mary Cooper. I was wondering if a few of us could meet with you tomorrow, say after class @ 10. We just have a few questions & suggestions we'd like to run by you. Thanks Mary
Sent from my iPhone

From: Mariann Roper
To: [Jason Kabel](#)
Subject: Pool Closure
Date: Tuesday, May 29, 2018 2:34:26 PM

Hello Mr. Kabel,

I am writing on behalf of my husband, myself, and several others who use the pool on a regular basis, at least 3 times per week.

Due to our limited physical abilities, exercises in the pool are the only ones that we are able to do in order to keep fit.

In the past we have had our days cancelled due to unforeseen circumstances such as water pump failure, water heater problems, or staffing issues. We totally understand and accept this.

However, when you plan a shutdown for three weeks to a month, we are really inconvenienced. We realize that other parts of the facility will remain open, ie the weight room and the treadmill, cycle room, but as mentioned, due to physical limitations, we are unable to, and never use any other facility but the pool.

I know we would totally appreciate your extending ours and others yearly or half year memberships to cover the time the pool is closed.

Thank you for your consideration.

Sincerely,

Mariann and Robin Roper

Sent from my iPad



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: May 31, 2018

RE: **Pepsico Beverages Canada Agreement at Memorial Sports Centre**

Preamble

At present, the Fort Frances Memorial Sports Centre (MSC) is in an exclusivity contract with Pepsico Beverages Canada to offer Pepsi products in the facility (canteens (2) and vending machines (3)) and at the Sorting Gap Marina.

The existing contract has been beneficial to both parties as well as the contracted concessionaire. The Community Services Division has been in discussions with the Pepsico representative to re-negotiate the existing contract that is being held at the current rates until a new agreement is signed (current contract effective dates May 1, 2015 – April 30, 2018).

Below is a summary of the proposed pricing, rebates, and equipment:

PepsiCo Proposal:

- This contract renewal is another 3 year contract – May 1, 2018 to April 30, 2021.
- Will not include the previous \$1000/yr. exclusivity cheque but we've increased the rebate amounts (see below)
- These new rebate amounts will increase your annual rebate from Pepsi based on current volume
- 3% pricing increases annually
- I have also included (but it's not in your proposal) a \$250 cheque for Wasaw as they had some expired Pepsi that we couldn't give them a refund for, so this is just to help them out – it's a one-time cheque.

Pricing & Rebates

Product	Unit	Current Price	Rebate /case	Unit Cost	<u>2018 Proposed Price</u>	<u>New Rebate /case</u>
591mL CSD bottles	24	25.13	1.00	0.95	25.89	2.00
591mL Aquafina	24	14.20	1.00	0.52	14.63	2.00
591mL Aquafina Plus	12	19.56	-	1.54	20.15	1.00
450ml Juice	12	14.75	-	1.16	15.80	1.00
591mL Gatorade/G2	12	14.23	-	1.12	14.23	1.00
547mL Pure Leaf	12	19.42	-	-	19.71	1.00

Equipment

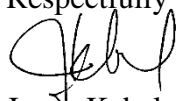
Pepsi owned vending machines at MSC to remain:

- Glas Front Vender with dollar bill validator MSC main lobby.
- Two vending machines with dollar bill validators.

Recommendation

The Community Services Executive Committee recommends entering into a new three year contract with Pepsico Beverages Canada with pricing shown and 3% annual price increases.

Respectfully Submitted,



Jason Kabel

Council approval of this report will agree with the Community Services Executive Committee to authorize a new 3 year contract with Pepsico Beverages Canada at the Memorial Sports Centre and further authorize Mayor and Clerk to execute the digital Docusign agreement as required.

				2017 Volume - Current Pricing				Proposed			
		Volume in Raw cs	Volume in Units	Invoice Price	Total Paid by Customer	Contract Rebate	Total Paid by PBG to Customer	Tier Price	Total Paid By Customer	Contract Rebate	Total Paid by PBG to Customer
591ml	CSD	422	422	\$25.13	\$10,604.86	\$1.00	\$422.00	\$25.89	\$10,925.58	\$2.00	\$844.00
591ml	Aqua	228	228	\$14.20	\$3,237.60	\$1.00	\$228.00	\$14.63	\$3,335.64	\$2.00	\$456.00
591ml	Aquafina+	59	59	\$19.56	\$1,154.04		\$0.00	\$20.15	\$1,188.85	\$1.00	\$59.00
450ml	Juice	43	43	\$14.75	\$634.25		\$0.00	\$15.80	\$679.40	\$1.00	\$43.00
591ml	Gatorade	455	455	\$14.23	\$6,474.65		\$0.00	\$14.23	\$6,474.65	\$1.00	\$455.00
547ml	Pure Leaf	163	163	\$19.42	\$3,165.46		\$0.00	\$19.71	\$3,212.73	\$1.00	\$163.00
		1370	1,370	Total	\$22,105.40	Total	\$650.00	Total	\$22,604.12	Total	\$1,857.00

Summary - Old Contract		
Customers Payments		\$22,105.40
Pepsi Rebates		\$650.00
Annual Exclusivity		\$1,000.00
Marketing External		\$0.00
Product Donations		\$0.00
Net Beverage Cost to Customer		\$20,455.40

Summary - New Contract Proposal		
Customers Payments		\$22,604.12
Pepsi Rebates to Customer		\$1,857.00
Annual Exclusivity		\$0.00
Marketing Annual		\$0.00
Net Beverage Cost to Customer		\$20,747.12

Net Effect To Customer on Proposed Contract		\$291.72
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Net Invoice Price Comparison	
Old Invoice	\$22,105.40
Rebate	\$650.00
Net Old Pricing	\$21,455.40
Proposed Invoice	\$22,604.12
Proposed Rebate	\$1,857.00
Net New Pricing	\$20,747.12
Old vs New Net	-\$708.28

June 6, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: OGRA Letter RE: Autonomous Vehicles Test Corridor

At the May 28, 2018 meeting of Council, a letter was referred to the Operations and Facilities Executive Committee from Ontario Good Roads Association. The letter was requesting municipalities identify one point of contact who will be responsible to spear head all AV-related activities for the municipality and identify the preferred roads within the municipality.

At this time OGRA is looking to setup a test corridor between Ottawa and Windsor but are looking to gather information to expand this corridor across the province. With advancements in this technology, OGRA is working to position the province to be able to leverage this work to maximize the socio-economic benefit to the province.

It is the recommendation of the Operations and Facilities Executive Committee that:

1. The Manager of Operations and Facilities be listed as the point of contact for Autonomous Vehicle inquiries for the Town of Fort Frances.
2. The Operations and Facilities Division develop a listing of priority routes throughout the municipality to send to OGRA.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that:

- 1. The Manager of Operations and Facilities be listed as the point of contact for Autonomous Vehicle inquiries for the Town of Fort Frances.**
- 2. The Operations and Facilities Division develop a listing of priority routes throughout the municipality to send to OGRA.**

Manager of Operations and Facilities



April 24, 2018



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

RE: Invitation to join the "Preferred Autonomous Vehicles Test Corridor"

Mayor & Members of Council:

I am writing to you today to invite you to be a part of OGRA's Municipal Alliance for Connected and Autonomous Vehicles in Ontario (MACAVO) initiative for controlled testing of Autonomous Vehicles (AVs). Under this initiative, we are calling for the creation of a seamless and well-coordinated "Preferred AV Test Corridor", stretching from Windsor to Ottawa. Through this initiative, our aim is to help attract (and retain) AV-related industry and talent in Ontario, which in turn can become a catalyst in helping provide unparalleled socio-economic benefits for all municipalities involved. A more detailed report of the initiative is attached.

OGRA is requesting the following call-to-action by municipalities in Ontario:

1. Identify One (1) municipal point of contact who will be responsible to spearhead all AV-related activities for your municipality, and:
2. Identify the Preferred routes within your municipality

We respectfully request that your council pass the following resolution:

That the _____ of _____ participate in OGRA's Autonomous Vehicle initiative and that this matter be referred to staff to develop a list of preferred routes with the municipality.

On behalf of OGRA thank you for your consideration of this request. Should you have any follow-up questions, please feel free contact myself or Fahad Shuja at Fahad@ogra.org.

Kind regards,

J. W. Tiernay
Executive Director
Ontario Good Roads Association
E: Joe@ogra.org

June 6, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Airport Property – Land Lease Private Aircraft Hangers

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a private hangar lot lease with Mr. Shane Armstrong. The hangar lot lease agreement is for a 25 year term with the lease rate to be renegotiated every five (5) years. The 2018 Rate for land lease for private hangar is \$1.80 per square meter plus HST, Shane Armstrong's lot is 500 m².

It is recommended by the Operations and Facilities Executive Committee that Council renew the hangar lot lease rate with Shane Armstrong at \$1.80 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that Council renew the hangar lot lease rate with Shane Armstrong at \$1.80 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.

Manager of Operations and Facilities

2018June Shane Armstrong Airport Land Lease



2018-05-09

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Shane Armstrong Lot Lease Renewal

Attached are the lease renewal documents for Shane Armstrong. These lease documents are set to commence on April 1, 2018 and expire on March 31st, 2023. Please review the attached documentation with my recommendation for approval by Town Council.

Kind Regards,

Tom Batiuk
Airport Supervisor

THIS AGREEMENT made this 1st day of April, Two Thousand and Eighteen

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The “Town”)

-And-

Shane Armstrong
(The “Tenant”)

WHEREAS:

- A. The Town and the Tenant hereinafter collectively referred to as the “Parties” entered into an agreement of lease (the “Lease”) dated April 1, 2008 with respect to the property (“Demised Premises”) described as: A hangar lot comprising of approximately 500 square meters at the Fort Frances Airport.
- B. The copy of the lease dated April 1, 2008 in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease is due to expire and end March 31, 2023.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from April 1, 2018 to and including March 31, 2023 on substantially the same terms and conditions as set out in the Lease.

NOW THEREFORE the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including April 1, 2018 to March 31, 2023.
- 2. The annual amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term April 1, 2018 to March 31, 2023 shall be the sum of \$ 1017.00, HST included, which amount shall be payable by the Tenant to the Town upon the signing of this agreement.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHEREOF the Parties have executed this Agreement.

For: The Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For: Shane Armstrong

Witness: _____

Per: _____
Shane Armstrong

May 16, 2018

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: April 2018 Drinking Water Systems Monthly Summary Report

Please find attached the April 2018 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the April 2018 report as presented.

Respectfully submitted,
Operations & Facilities Division

Travis Rob, E.I.T.
Manager of Operations & Facilities

Council approval of this report will accept the April 2018 report prior to it being made available to the general public.
--

c.c. – Doug Herr, Environmental & Facilities Supt.
Randy White, Senior WTP Operator

03CouncilwaterreportMarch 2015

April 2018

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: May 15, 2018

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of April 2018 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

A NEW drinking water system at the Airport was put into service August 01, 2017. The system is classified as a Small Drinking Water System, System No. 849N7DGE0 which falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems. The old drinking water system, Airport Groundwater Well Water Works # 26002736 has been decommissioned.

2) Flow Data:

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well – Raw water flow data: 65.1 m³ as of April 30, 2018. (4.5 m³ used in April).

3) Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

- | | | | |
|----------------------|------------------------|----------------------|--------------|
| 1. 740 Scott St. | 2. 1036 Victoria Ave | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 740 Scott St. | 6. 1150 Portage Ave. | 7. 901 Wright Ave. | 8. W. Tower |
| 9. 1111 First St. E. | 10. 1104 Church St. | 11. 523 First St. E. | 12. W. Tower |
| 13. 740 Scott St. | 14. 1036 Victoria Ave. | 15. 901 Wright Ave. | 16. W. Tower |

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

New drinking water system put on line August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken April 10, 2018 – no adverse results.

5) Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:

New drinking water system put on line August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) Maintenance Activities at the WTP:

Apr. 04th - Lakeside working on Filter No. 4 turbidity meter.

Apr. 05th - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

Apr. 09th - calibrated the Distribution Chlorine Analyzer.

Apr. 12th - took grab samples off the filters.
- greased the clarifiers, bearing, gears and chains.

Apr. 25th - took grab samples off the filters.
- calibrated the Distribution Chlorine Analyzer.

Apr. 26th - unplugged and replaced sections of the Poly lines.
- cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit

Apr. 27th - unplugged the floor drains with the roto-rooter.

Apr. 30th - Ran standby generator for one (1) hour.
 - flushed poly lines.

8) **Water Complaints:**

- Poor Pressure – 0 complaints:
- Water quality – 2 complaints:

101 Church St. – Canada Customs
 Discoloured Water – water break in Mill property.
 Took a sample and tested for bacteria – all clear.

440 Nelson St.
 Discoloured water – water main break at Nelson St. at Armit Ave.
 Told customer to run the cold water until it clears
 Took a sample and tested for bacteria – all clear.

9) **Other Miscellaneous Information:**

Apr. 02nd - took weekly routine micro samples.
 - Municipal Lead Testing Program.
 - water service break repair - water samples – 415 Third St. W.

Apr. 03rd - Municipal Lead Testing Program.

Apr. 09th - took weekly routine micro samples.
 - water main break repair - water samples – Portage Ave. N. – 1000 blk.
 - 1st set

Apr. 10th - water main break repair - water samples – Portage Ave. N. – 1000 blk.
 - 2nd set

Apr. 16th - took weekly routine micro samples.
 - water service break repair - water samples – 375 Daniel Ave.

Apr. 17th - QMS meeting.

Apr. 19th - QMS meeting.

Apr. 20th - QMS meeting

Apr. 23rd - took weekly routine micro samples.

Apr. 24th - customer complaint sample – Canada Customs

Apr. 27th - received a load of Liquid Alum.

Apr. 30th - took weekly routine micro samples.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Randy White, ORO, Senior WTP Operator: _____
- Doug Herr, Environmental & Facilities Supt.: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Paul Ryan, Chair O& F Exec Committee: _____
- Roy Avis, Mayor: _____
- June Caul, Councillor: _____
- John Albanese, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Kitowski, Councillor: _____
- Ken Perry, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

Monthly Report March 2018

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
April 2018

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
		or Range																																
Flow rates																																		
Raw Water	10^3 M^3	17	5.18	5.11	5.15	5.19	5.03	5.28	5.09	5.17	5.19	5.12	5.05	5.24	4.94	5.22	5.15	5.33	5.17	5.04	5.18	5.26	5.30	5.17	5.02	6.48	7.07	5.40	5.25	5.20	5.20	5.24	153.24	5.28
Peak Instantaneous - Raw Water	L/s	n/a	60.39	60.46	60.39	60.41	60.41	60.90	60.08	60.24	60.35	60.22	60.26	60.24	60.19	60.31	60.22	60.24	60.27	60.34	60.30	60.33	60.29	60.29	60.30	60.35	80.96	91.08	60.94	60.85	60.89	60.89	1863.39	62.11
Treated Water	10^3 M^3	17	3.63	3.82	3.87	3.89	3.33	3.89	3.34	3.85	3.59	3.80	3.93	3.72	3.70	3.81	3.40	3.64	3.79	3.27	3.43	3.59	3.38	3.62	5.20	6.46	4.29	3.61	5.63	3.23	3.49	3.65	115.85	3.86
Peak Instantaneous - Treated Water	L/s	5	63.66	63.21	64.43	63.60	63.58	64.63	64.70	63.76	63.37	64.16	64.25	65.28	64.95	64.93	64.38	64.04	62.21	64.45	63.47	64.15	63.90	63.94	63.94	62.85	66.17	116.80	92.77	91.24	79.72	69.31	63.29	68.40
BackWash Water	10^3 M^3	n/a	0.238	0.277	0.272	0.238	0.276	0.271	0.250			0.276	0.271	0.237	0.275	0.272	0.240	0.267	0.270		0.276	0.271	0.238	0.275		0.264		0.276	0.266	0.514		6.310	0.274	
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.64	0.64	0.64	0.65	0.66	0.66	0.65	0.65	0.65	0.65	0.65	0.66	0.65	0.66	0.65	0.66	0.64	0.65	0.65	0.65	0.66	0.68	0.68	0.69	0.69	0.69	0.66	0.68	0.68	0.68	19.80	0.66
Turbidity Information																																		
Raw Water	NTU	n/a	0.45	0.48	0.49	0.47	0.44	0.48	0.48	0.43	0.49	0.47	0.48	0.54	0.44	0.47	0.46	0.49	0.52	0.49	0.46	0.47	0.41	0.49	0.44	0.48	0.54	0.61	0.60	0.55	0.58	0.61	14.81	0.49
Settled Water	NTU	n/a	0.12	0.13	0.13	0.14	0.14	0.13	0.11	0.13	0.14	0.13	0.14	0.12	0.13	0.12	0.13	0.13	0.14	0.14	0.13	0.14	0.14	0.14	0.12	0.11	0.10	0.11	0.11	0.12	0.12	0.13	3.82	0.13
Treated Water	NTU	1	0.08	0.08	0.07	0.06	0.07	0.08	0.07	0.07	0.06	0.07	0.07	0.05	0.07	0.07	0.06	0.07	0.06	0.07	0.06	0.06	0.09	0.11	0.09	0.08	0.08	0.06	0.08	0.07	0.07	0.07	2.15	0.07
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.17	7.05	7.04	7.03	7.10	7.06	7.03	7.08	7.03	7.05	7.04	7.11	7.09	7.04	7.04	7.17	7.05	7.05	7.08	7.06	7.15	7.17	7.15	7.16	7.09	7.09	7.18	7.05	7.03	7.05	212.49	7.08
pH - Settled water	no units	n/a	6.16	6.03	6.01	5.98	6.06	6.25	6.03	6.05	6.01	6.03	6.05	6.12	6.11	6.06	6.09	6.11	6.01	6.00	6.01	6.03	6.12	6.11	6.17	6.11	6.16	6.21	6.09	6.03	6.00	5.98	182.18	6.07
pH - Raw Water	no units	n/a	7.00	6.82	6.95	6.95	6.90	6.93	6.97	6.94	6.93	7.03	7.05	6.99	6.96	6.91	6.97	7.00	6.92	6.91	6.95	6.98	7.00	7.07	7.01	7.04	7.00	7.04	7.02	7.00	6.88	6.88	209.00	6.97
FAC - Treated Water	mg/l	0.2 to 4	1.95	2.20	2.19	2.22	2.17	2.19	2.14	2.06	2.15	2.18	2.03	2.12	2.22	2.28	2.25	2.04	2.07	2.08	2.07	2.06	2.13	1.92	2.20	2.25	2.34	2.10	2.00	2.15	2.18	2.15	64.09	2.14
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.19	2.34	2.52	2.48	2.42	2.40	2.38	2.38	2.52	2.42	2.44	2.24	2.44	2.46	2.48	2.22	2.36	2.32	2.28	2.32	2.28	2.20	2.42	2.48	2.56	2.36	2.2	2.38	2.32	2.28	71.09	2.37
Temperature	C	15	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0	5.0	5.0	5.0	95.0	3.2	
Fluoride used (Total Daily Consumption)	kg	n/a	21.0	20.0	20.0	24.0	24.0	25.0	22.0	21.0	22.0	22.0	20.0	21.0	19.0	20.0	21.0	19.0	20.0	19.0	20.0	22.0	23.0	20.0	30.0	31.0	23.0	20.0	18.0	19.0	19.0	645.0	21.5	
Chlorine used (Total Daily Consumption)	kg	n/a	20.0	19.0	20.0	20.0	19.0	20.0	19.0	20.0	20.0	19.0	19.0	19.0	19.0	20.0	19.0	20.0	20.0	19.0	20.0	20.0	20.0	19.0	30.0	28.0	21.0	20.0	21.0	20.0	20.0	609.0	20.3	
Soda ash (Total Daily Consumption)	kg	n/a	181.3	178.9	180.3	181.7	176.1	184.8	178.2	181.0	181.7	179.2	176.8	183.4	172.9	182.7	180.3	186.6	181.0	176.4	181.3	184.1	185.5	181.0	175.7	226.8	247.5	189.0	183.8	182.0	182.0	183.4	5544.7	184.8
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0	
Alum residual - (Total Daily Consumption)	kg	n/a	181.3	178.9	180.3	181.7	176.1	184.8	178.2	181.0	181.7	179.2	176.8	183.4	172.9	182.7	180.3	186.6	181.0	176.4	181.3	184.1	185.5	181.0	175.7	226.8	247.5	189.0	183.8	182.0	182.0	183.4	5544.7	184.8
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0	
Alum residual - Treated Water	mg/l	0.1	0.03	0.03	0.03	0.03	0.02	0.04	0.03	0.02	0.03	0.03	0.03	0.03	0.02	0.03	0.03	0.03	0.02	0.03	0.04	0.04	0.01	0.01	0.04	0.04	0.01	0.05	0.01	0.07	0.04	0.02	0.92	0.03
Poly bags added (25 kg bags)	kg			0.5				0.5				0.5			0.5					0.5				0.5				0.5					87.5	

Flow Data	APRIL	Units	2016		2017		2018	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m ³			150740		171180		153240
Raw Maximum Day	m ³		Sunday 17th	5360	Saturday 29th	6370	Wednesday 25th	7070
Raw Minimum Day	m ³		Saturday 30th	4930	Monday 03rd	5500	Friday 13th	4940
Raw Average Daily Consumption	m ³			5200		5900		5280
Total Treated Water	m ³			106740		108330		117850
Treated Water Maximim Day Consumption	m ³		Wednesday 06th	4330	Thursday 13th	5090	Tuesday 24th	6460
Treated Water Minimim Day Consumption	m ³		Saturday 23rd	3080	Friday 28th	3220	Saturday 28th	3230
Treated Water Average Day Consumption	m ³			3560		3610		3930
Daily Average Per Household Consumption Rate	m ³			0.94		0.95		1.04
* Daily Average Per Person Consumption Rate	m ³			0.45		0.45		0.49
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			2.21		2.24		2.14
Total Chlorine Residual - Treated Water	mg/L			2.59		2.62		2.37
Aluminum Sulphate - Raw Water	mg/L			35.0		35.0		35.0
Aluminum Sulphate - Treated Water Residual	mg/L			0.04		0.05		0.03
Fluoride - Treated Water	mg/L			0.71		0.58		0.66
Soda Ash - Raw Water	mg/L			35.0		35.0		35.0
PH - Adjusted	mg/L			7.42		7.19		7.08
Temperature	C			4.3		4.9		3.2
Quantity of Chemical Used:								
Aluminum Sulphate	kg			5458.3		6189.4		5544.7
Polyelectrolyte	kg			75.0		75.0		87.5
Chlorine Gas	kg			645		710		609
Soda Ash - Used for PH Adjustment	kg			5458.3		6189.4		5544.7
Fluoride	kg			537		584		645

- * The Canadian Average is 450 Litres (0.45 m³) per day.
- * Population is 7986
- * Number of Households is 3783

June 6, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Municipal Funding Agreement – Ontario’s Main Street Revitalization Initiative

In January 2018 the Province of Ontario announced a funding program focused on municipal main street revitalization. This grant has been awarded to all Ontario municipalities based on population for use in numerous ways to help boost tourism, create jobs, and enhance economic growth.

The Town of Fort Frances was awarded \$44,491.86 for 2018. The Town plans to utilize these funds to partially fund the replacement of the Sidewalk along the 300 block of Scott Street to improve accessibility and improve the surface for the public walking along this corridor. This work has been included in the 2018 Capital Budget.

Attached to this report you will find the funding agreement between the Association of Municipalities of Ontario and the Town of Fort Frances for funding under this program. It is the recommendation of the Operations and Facilities Executive Committee that:

1. The Town enters into funding agreement with the Association of Municipalities of Ontario.
2. The Mayor and Clerk be authorized to bind the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that:

- 1. The Town enters into funding agreement with the Association of Municipalities of Ontario.**
- 2. The Mayor and Clerk be authorized to bind the corporation.**

Manager of Operations and Facilities

MUNICIPAL FUNDING AGREEMENT**ONTARIO'S MAIN STREET REVITALIZATION INITIATIVE**

This Agreement made as of 1st day of April, 2018.

BETWEEN:**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

(referred to herein as "AMO")

AND:**THE TOWN OF FORT FRANCES**

(a municipal corporation pursuant to the Municipal Act, 2001, referred to herein as the "Recipient")

WHEREAS the Province of Ontario is making \$26 million available for allocation for the purposes of supporting municipal Main Street Revitalization Initiatives in Ontario;

WHEREAS the Province of Ontario, Ontario municipalities as represented by AMO are signatories to Ontario's Main Street Revitalization Initiative Transfer Payment Agreement on March 12, 2018 (the "OMAFRA-AMO Agreement"), whereby AMO agreed to administer Main Street Revitalization funds made available to all Ontario municipalities, excluding Toronto;

WHEREAS the OMAFRA-AMO Transfer Payment Agreement contains a framework for the transfer of provincial funds to Ontario lower-tier and single-tier municipalities represented by AMO;

WHEREAS the Recipient wishes to enter into this Agreement in order to participate in Ontario's Main Street Revitalization Initiative;

WHEREAS AMO is carrying out the fund administration in accordance with its obligations set out in the OMAFRA-AMO Agreement and it will accordingly undertake certain activities and require Recipients to undertake activities as set out in this Agreement.

THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATION

- 1.1 **Definitions.** When used in this Agreement (including the cover and execution pages and all of the schedules), the following terms shall have the meanings ascribed to them below unless the subject matter or context is inconsistent therewith:

“Agreement” means this Agreement, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 7.2 and Section 2 of Schedule D.

“Association of Municipalities of Ontario (AMO)” means a legally incorporated entity under the Corporations Act, 1990 R.S.O. 1990, Chapter c.38.

“Communication Report” means the duly completed report to be prepared and delivered to AMO as described in Section 7.1 and Section 1 of Schedule D.

“Community Improvement Plan” has the meaning as defined under section 28(1) of the Planning Act, R.S.O. 1990, c. P.13.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Effective Date” is April 1, 2018.

“Eligible Costs” means those expenditures described as eligible in Schedule C.

“Eligible Projects” means projects as described in Schedule B.

“Eligible Recipient” means a

- a. Municipality or its agent (including its wholly owned corporation); and
- b. Non-municipal entity, including for profit, non-governmental and not-for profit organizations, on the condition that the Municipality(ies) has (have) indicated support for the Eligible Project through a formal grant agreement between the Municipality and the non-municipal entity.

“Event of Default” has the meaning given to it in Section 11.1 of this Agreement.

“Funds” mean the Funds made available to the Recipient through the Main Street Revitalization Initiative, a program established by the Government of Ontario. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. For greater certainty: (i) Funds transferred to another Municipality in accordance with Section 6.2 of this Agreement, other than as set out in Sections 7.1(a), (c) and (f), are to be treated as Funds by the Municipality to which the Funds are transferred and are not to be treated as Funds by the Recipient; and (ii) any Funds transferred to a non-municipal entity in accordance with Section 6.3 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Ineligible Costs” means those expenditures described as ineligible in Schedule C.

“Lower-tier Municipality” means a Municipality that forms part of an Upper-tier Municipality for municipal purposes, as defined under the Municipal Act, 2001 S.O. 2001, c.25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and “Municipalities” means every municipality as defined under the Municipal Act, 2001 S.O. 2001 c.25.

“Municipal Physical Infrastructure” means municipal or regional, publicly or privately owned, tangible capital assets primarily for public use or benefit in Ontario.

“Ontario” means Her Majesty in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs.

“Parties” means AMO and the Recipient.

“Project Completion Date” means the Recipient must complete its Project under this Agreement by March 31, 2020.

“Recipient” has the meaning given to it on the first page of this Agreement.

“Results Report” means the report prepared and delivered to AMO by the Recipient by which reports on how Funds are supporting progress towards achieving the program objective, more specifically described in Section 3 of Schedule D.

“Single-tier Municipality” means a municipality, other than an upper-tier municipality, that does not form part of an upper-tier municipality for municipal purposes as defined under the Municipal Act, 2001, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 6.2 and delivered to AMO in accordance with that section.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, as submitted in the Recipient's Annual Report.

1.2 Interpretations:

Herein, etc. The words “herein”, “hereof” and “hereunder” and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.

Currency. Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.

Statutes. Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

Gender, singular, etc. Words importing the masculine gender include the feminine or neuter gender and words in the singular include the plural, and vice versa.

2. TERM OF AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall be in effect from the date set out on the first page of this Agreement, up to and including March 31, 2020.
- 2.2 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.3 **Notice.** Any of the Parties may terminate this Agreement on written notice.

3. RECIPIENT REQUIREMENTS

- 3.1 **Communications.** The Recipient will comply with all requirements outlined, including providing upfront project information on an annual basis, or until all Funds are expended for communications purposes in the form described in Section 7.1 and Section 1 of Schedule D.
 - a) Unless otherwise directed by Ontario, the Recipient will acknowledge the support of Ontario for Eligible Projects in the following manner: "The Project is funded [if it is partly funded the Recipient should use "in part"] by the Ontario Ministry of Agriculture, Food and Rural Affairs."
 - b) The Recipient shall notify Ontario within five (5) business days of planned media events or announcements related to the Project, organized by the Recipient to facilitate the attendance of Ontario. Media events and announcements include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.
- 3.2 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with the Canadian Free Trade Agreement and applicable international trade agreements, and all other applicable laws.
 - a) The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be

awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

4. ELIGIBLE PROJECTS

- 4.1 **Eligible Projects.** Costs directly and reasonably incurred by the Recipient for construction, renewal, renovation or redevelopment or material enhancement activities funded under existing Community Improvement Plan financial incentive programs or activities funded under the Municipal Physical Infrastructure category, including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the role of small businesses in main street areas as more specifically described in Schedule B and Schedule C
- 4.2 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule B and Schedule C.

5. ELIGIBLE COSTS

- 5.1 **Eligible Costs.** Schedule C sets out specific requirements for Eligible and Ineligible Costs.
- 5.2 **Discretion of Ontario.** Subject to Section 5.1, the eligibility of any items not listed in Schedule B and/or Schedule C to this Agreement is solely at the discretion of Ontario.
- 5.3 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement.
- 5.4 **Reasonable Access.** The Recipient shall allow AMO and Ontario reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Ontario or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 5.5 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures in accordance with the Recipient's municipal records retention by-law and, upon reasonable notice, make them available to AMO and Ontario.

6. FUNDS

- 6.1 **Allocation of Funds.** AMO will allocate and transfer Funds on the basis of the formula determined by Ontario.
- 6.2 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the "Transferee Municipality"):

- a) The allocation and transfer shall be authorized by by-law (a "Transfer By-law"). The Transfer By-law shall be passed by the Recipient's council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year specified in the Transfer By-law.
- b) The Recipient is still required to submit an Annual Report in accordance with Sections 7.1 (a), (c) and (f) hereof with respect to the Funds transferred.
- c) No transfer of Funds pursuant to this Section 6.2 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient's obligations under this Agreement with respect to the Funds transferred; in a form satisfactory to AMO.

6.3 Transfer of Funds to a non-municipal entity. Where a Recipient decides to support an Eligible Project undertaken by an Eligible Recipient that is not a Municipality:

- a) The provision of such support shall be authorized by a grant agreement between the Municipality and the Eligible Recipient in support of a Community Improvement Plan. The grant agreement shall identify the Eligible Recipient, and the amount of Funds the Eligible Recipient is to receive for that Eligible Project.
- b) The Recipient shall continue to be bound by all of the provisions of this Agreement notwithstanding any such transfer including the submission of an Annual Report in accordance with Section 7.2.
- c) No transfer of Funds pursuant to this Section 6.3 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to the Municipality the grant agreement.

6.4 Use of Funds. The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

6.5 Payout of Funds. The Recipient agrees that all Funds will be transferred by AMO to the Recipient upon full execution of this Agreement.

6.6 Use of Funds. The Recipient will deposit the Funds in a dedicated reserve fund or other separate distinct interest bearing account and shall retain the Funds in such reserve fund, or account until the Funds are expended or transferred in accordance with this Agreement. The Recipient shall ensure that:

- a) any investment of unexpended Funds will be in accordance with Ontario law and the Recipient's investment policy; and,

- b) any interest earned on Funds will only be applied to Eligible Costs for Eligible Projects, more specifically on the basis set out in Schedule B and Schedule C.
- 6.7 **Funds advanced.** Funds transferred by AMO to the Recipient shall be expended by the Recipient in respect of Eligible Costs. AMO reserves the right to declare that Unspent Funds after March 31, 2020 become a debt to Ontario which the Recipient will reimburse forthwith on demand to AMO for transmission to Ontario.
- 6.8 **Expenditure of Funds.** The Recipient shall expend all Funds by March 31, 2020.
- 6.9 **GST & HST.** The use of Funds is based on the net amount of goods and services tax or harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 6.10 **Limit on Ontario's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 6.11 **Stacking.** If the Recipient is receiving funds under other programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum contribution limitation set out in any other program agreement made in respect of that Eligible Project shall continue to apply.
- 6.12 **Insufficient funds provided by Ontario.** If Ontario does not provide sufficient funds to AMO for this Agreement, AMO may terminate this Agreement.

7. REPORTING REQUIREMENTS

- 7.1 **Communication Report.** Immediately upon execution of this Agreement the Recipient shall report to AMO any Eligible Project being undertaken in the current Municipal Fiscal Year in the form described in Schedule D.
- 7.2 **Annual Report.** The Recipient shall report in the form in Schedule D due by May 15th following the Municipal Fiscal Year on:
 - a) the amounts received from AMO under this Agreement;
 - b) the amounts received from another Eligible Recipient;
 - c) the amounts transferred to another Eligible Recipient;
 - d) amounts paid by the Recipient in aggregate for Eligible Projects;
 - e) amounts held at year end by the Recipient in aggregate, including interest, to pay for Eligible Projects;
 - f) indicate in a narrative the progress that the Recipient has made in meeting its commitments and contributions; and,

- g) a listing of all Eligible Projects that have been funded, indicating the Eligible Project category, project description, amount of Funds, total project cost, start date, end date and completion status.

- 7.3 **Results Report.** The Recipient shall account in writing for results achieved by the Funds through a Results Report to be submitted to AMO. Specifically the Results Report shall document performance measures achieved through the investments in Eligible Projects in the form described in Section 3 of Schedule D.

8. RECORDS AND AUDIT

- 8.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles (GAAP) in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Canadian Institute of Chartered Accountants or any successor institute, applied on a consistent basis.
- 8.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice, the Recipient shall submit all records and documentation relating to the Funds to AMO and Ontario for inspection or audit.
- 8.3 **External Auditor.** AMO and/or Ontario may request, upon written notification, an audit of Eligible Project or an Annual Report. AMO shall retain an external auditor to carry out an audit of the material referred to in Sections 5.4 and 5.5 of this Agreement. AMO shall ensure that any auditor who conducts an audit pursuant to this Section of this Agreement or otherwise, provides a copy of the audit report to the Recipient and Ontario at the same time that the audit report is given to AMO.

9. INSURANCE AND INDEMNITY

- 9.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 6 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking Eligible Projects, including, where appropriate and without limitation, property, construction and liability insurance, which insurance coverage shall identify Ontario and AMO as additional insureds for the purposes of the Eligible Projects.
- 9.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall provide AMO with a valid certificate of insurance that confirms compliance with the requirements of Section 9.1. No Funds shall be expended

or transferred pursuant to this Agreement until such certificate has been delivered to AMO.

9.3 **AMO not liable.** In no event shall Ontario or AMO be liable for:

- (a) any bodily injury, death or property damages to the Recipient, its employees, agents or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents or consultants, arising out of or in any way related to this Agreement; or
- (b) any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents or consultants arising out of any or in any way related to this Agreement.

9.4 **Recipient to Compensate Ontario.** The Recipient will ensure that it will not, at any time, hold Ontario, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Ontario, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funds or an Eligible Project. The Recipient's obligation to compensate as set out in this section does not apply to the extent to which such claims or losses relate to the negligence of an officer, servant, employee, or agent of Ontario in the performance of his or her duties.

9.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an "Indemnatee"), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnatee incurred by any Indemnatee or asserted against any Indemnatee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- (a) the Funds;
- (b) the Recipient's Eligible Projects, including the design, construction, operation, maintenance and repair of any part or all of the Eligible Projects;
- (c) the performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees and agents, or by a Third Party, its officers, servants, employees, or agents; and
- (d) any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees or agents.

10. DISPOSAL

10.1 **Disposal.** The Recipient will not, without Ontario's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or

for which Funds were provided, the cost of which exceed \$50,000 at the time of sale, lease or disposal prior to March 31, 2021.

11. DEFAULT AND TERMINATION

- 11.1 **Event of Default.** AMO may declare in writing that an event of default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an event of default has occurred unless it has first consulted with the Recipient. Each and every one of the following events is an “Event of Default”:
- (a) failure by the Recipient to deliver in a timely manner an Annual Report or Results Report.
 - (b) delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement.
 - (c) failure by the Recipient to co-operate in an external audit undertaken by AMO or its agents.
 - (d) delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement.
 - (e) failure by the Recipient to expend Funds in accordance with Sections 4.1 and 6.8.
- 11.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 11.3 **Remedies on default.** If AMO declares that an Event of Default has occurred under Section 11.1, after thirty (30) calendar days from the Recipient’s receipt of the notice of an Event of Default, it may immediately terminate this Agreement.
- 11.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Ontario which the Recipient will reimburse forthwith on demand to AMO for transmission to Ontario.

12. CONFLICT OF INTEREST

- 12.1 **No conflict of interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Ontario applies will derive direct benefit from the Funds, the Unspent Funds, and interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

13. NOTICE

13.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by facsimile or email to the addresses, the facsimile numbers or email addresses set out in Section 13.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by facsimile shall be deemed to have been given when sent; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by facsimile or email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.

13.2 **Representatives.** The individuals identified in Section 13.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.

13.3 **Addresses for Notice.** Further to Section 13.1 of this Agreement, notice can be given at the following addresses:

a) If to AMO:

Executive Director
Main Streets Agreement
Association of Municipalities of Ontario 200 University Avenue, Suite 801
Toronto, ON M5H 3C6

Telephone: 416-971-9856
Email: mainstreets@amo.on.ca

b) If to the Recipient:

Treasurer
Laurie Lindberg
TOWN OF FORT FRANCES
320 Portage Avenue
Fort Frances, ON P9A 3P9
(807) 274-5323 x1225
llindberg@fortfrances.ca

14. MISCELLANEOUS

14.1 **Counterpart Signature.** This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original Agreement.

14.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this

Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

- 14.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 14.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 14.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 5, 6.7, 6.8, 7, 9.4, 9.5, 11.4 and 14.8.
- 14.6 **AMO, Ontario and Recipient independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Ontario and the Recipient, between AMO and the Recipient, between Ontario and a Third Party or between AMO and a Third Party.
- 14.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Ontario or AMO.
- 14.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 14.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.

15. SCHEDULES

- 15.1 This Agreement, including:
 - Schedule A Municipal Allocation
 - Schedule B Eligible Projects
 - Schedule C Eligible and Ineligible Costs
 - Schedule D Reporting

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

16. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, sealed and delivered this Agreement on the date set out on the front page.

RECIPIENT'S NAME:

TOWN OF FORT FRANCES

Mayor Name

Signature

Clerk Name

Signature

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By Title

Signature

In the presence of:

Witness Title

Signature

**SCHEDULE A
MUNICIPAL ALLOCATION**

RECIPIENT'S NAME: **TOWN OF FORT FRANCES**

ALLOCATION: **\$44491.856**

The Recipient acknowledges this is a one time payment for Eligible Projects with Eligible Costs.

SCHEDULE B ELIGIBLE PROJECTS

Funding is to be directed to Eligible Projects to support revitalization activities within main street areas, as defined through an existing Community Improvement Plan or any other municipal land use planning policy. Funding can be used in one or both of the following categories:

1. **Community Improvement Plan** – construction, renewal, renovation or redevelopment or material enhancement activities that implement priority financial incentives in existing Community Improvement Plans such as:
 - a. Commercial building façade improvements
 - b. Preservation and adaptive reuse of heritage and industrial buildings
 - c. Provision of affordable housing
 - d. Space conversion for residential and commercial uses
 - e. Structural improvements to buildings (e.g. Building Code upgrades)
 - f. Improvement of community energy efficiency
 - g. Accessibility enhancements
2. **Other Municipal Land Use Planning Policy** – construction, renewal or material enhancement activities to fund strategic Municipal Physical Infrastructure and promotional projects such as:
 - a. Signage – wayfinding/directional, and gateway.
 - b. Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility, telecommunications/broadband equipment, parking, active transportation infrastructure (e.g. bike racks/storage, cycling lanes and paths) and pedestrian walkways/trails.
 - c. Marketing plan implementation – business attraction and promotion activities, special events.

SCHEDULE C

ELIGIBLE AND INELIGIBLE COSTS

1. Eligible Costs include:

- a. Costs directly and reasonably incurred on or after April 1, 2018 up to and including the Project Completion Date by the Recipient for construction, renewal, renovation or redevelopment or material enhancement activities funded under existing Community Improvement Plan financial incentive programs.
- b. Costs directly and reasonably incurred on or after April 1, 2018 up to and including the Project Completion Date by the Recipient for construction, renewal or material enhancement activities funded under the Municipal Physical Infrastructure category including projects in downtown or main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy that will support the success of small businesses in main street areas.

2. Ineligible Costs include:

- a. Costs incurred prior to Effective Date or after the Project Completion Date;
- b. Any costs associated with providing the Annual and Results Reports to AMO;
- c. Any costs associated with lobbying Ontario, including other Ministries, agencies and organizations of the Government of Ontario;
- d. Costs associated with construction, renewal, renovation or redevelopment or material enhancement of all things in the following categories: highways, short-sea shipping, short-line rail, regional or local airports, and brownfield redevelopment;
- e. Costs of infrastructure construction, renewal, renovation or redevelopment or material enhancement that do not improve energy efficiency, accessibility, aesthetics of marketability of small businesses within an Recipient's main street areas; or that do not encourage strategic public investments in municipal and other public infrastructure within main street areas that will benefit small businesses; or that otherwise will likely fail to contribute to the success of main street businesses;
- f. Costs of infrastructure construction, renewal, renovation or redevelopment or material enhancement outside of the Recipient's main street areas, as defined through an existing Community Improvement Plan or other municipal land use planning policy;
- g. The cost of leasing of equipment by the Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Recipient, its direct or indirect operating or administrative costs of Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Costs above;
- h. Taxes, to which the Recipient is eligible for a tax rebate;
- i. Purchase of land or any interest therein, and related costs; and,
- j. Routine repair and maintenance Municipal Physical Infrastructure.

SCHEDULE D REPORTING

1. Communication Report

Immediately following the Municipality executing this Agreement the Recipient will provide AMO a Communication Report in an electronic format deemed acceptable to AMO, consisting of the following:

Project Title	Project Description	Eligible Project Category (CIP/ Municipal Physical Infrastructure	Total Project Cost	Estimate of Funds (Main Street) Spent

2. Annual Report

The Recipient will provide to AMO an Annual Report in an electronic format deemed acceptable to AMO, consisting of the following:

- a. Financial Reporting Table: The financial report table will be submitted in accordance with the following template:

Annual Report Financial Table	Annual	Cumulative
	20xx	2018 - 2020
Opening Balance	\$xxx	
Received from AMO	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Received from An Eligible Recipient	\$xxx	\$xxx
Transferred to an Eligible Recipient	(\$xxx)	(\$xxx)
Spent on Eligible Projects (for each Eligible Project category)	(\$xxx)	(\$xxx)
Closing Balance of Unspent Funds	\$xxx	

- b. Project List: The Recipient will provide to AMO a project list submitted in accordance with the following template:

Recipient	Project Title	Project Description	Eligible Project Category	Total Project Cost	Main Street Funds Used	Start & End Date	Completed?
							Yes/No/ Ongoing

3. Project Results.

The Results Report shall outline, in a manner to be provided by AMO, the degree to which investments in each project are supporting progress towards achieving revitalization within main street areas:

- a. Community Improvement Plan Eligible Projects
 - Number of small businesses supported;
 - Total value of physical improvements;
 - Total Main Street Funds provided;
 - Total Municipal investment; and,
 - Total private investment.
- b. Municipal Physical Infrastructure Eligible Projects
 - Total value of physical improvements;
 - Total Main Street Funds provided; and
 - Total municipal investment.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/80**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: June 6, 2018
**SUBJECT: Fort Frances Minor Hockey Association Request
re: Forgiveness of Finance Charges**

BACKGROUND

At the May 28, 2018 Council Meeting the letter received from the Fort Frances Minor Hockey Association (FFMHA) requesting forgiveness of finance charges, was referred to the Administration & Finance Executive Committee for their recommendation.

The attached letter outlines the request of the FFMHA of forgiveness in the amount of \$1,632.43 for finance charges incurred that the Association is unable to pay until registration opens and the income stream starts.

RECOMMENDATION

The Administration & Finance Executive Committee recommended that further interest charges on the \$1,632.43 are ceased with expected payment of this amount in August.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to cease further interest charges on the \$1,632.43 owing from the Fort Frances Minor Hockey Association, with expected payment in August.



May 10, 2018

Fort Frances Minor Hockey Association
P.O. Box 306
Fort Frances, Ontario P9A 3M3

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

Dear Mayor and Council,

On April 24th, 2018, the Fort Frances Minor Hockey Association (FFMHA) held its annual general meeting. At this meeting there was a large change in Executive Board members with only the Registrar staying on. Below are the members of the new Board.

Executive

Jason Kabel, President
Chris Wielinga, Vice President
Travis Enge, Treasurer
Lori Flinders, Secretary
Kim Kirk, Registrar
Ron MacKinnon, Development
Dave Coats, Scheduler
Adam Scott, Webmaster

Directors

Greg Latter, IP
Jennifer Kocuiba, Novice
Paul Nicholson, Atom
Steve Chown, Pee Wee
Shane Bliss, Bantam
Ian Strain, Midget

Since taking over much work has been done to understand the status of the finances. The largest liability was to the Town for outstanding ice rental fees. Enclosed is a cheque for all outstanding ice rental fees for the 2017-18 hockey season in the amount of \$69,488.60. Still outstanding however are the finance fees charges that were incurred in the amount of \$1632.43. FFMHA is unable to pay these charges until registration opens and our income stream starts.

I am writing to request forgiveness for part or all finance charges incurred as you may see fit. With these charges removed, the FFMHA will be in the black with all outstanding debt paid. We are excited as a new Board to move forward with this organization to promote and provide hockey opportunities to the community while remaining fiscally responsible. If this request is unsuccessful, thank you for your time. Please expect prompt payment when we are able in August.

Sincerely,

Travis Enge
Treasurer - FFMHA



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/79**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: June 6, 2018
SUBJECT: Fort Frances Legion Branch #29 Donation Request

BACKGROUND

At the May 28, 2018 Council Meeting the letter received from the Ladies Auxiliary of the Fort Frances Legion Branch #29 requesting a donation, was referred to the Administration & Finance Executive Committee for their recommendation, with input from Community Services Executive Committee.

The Fort Frances Legion will be hosting the 49th Biennial Provincial Convention next year on June 14-17, 2019 at the Memorial Sports Centre. As indicated in the attached letter, the Legion Ladies Auxiliary is requesting a donation of some, or all of the cost of the rental fees for the auditorium, which total \$894.51.

RECOMMENDATION

The Administration & Finance Executive Committee, with input from the Community Services Executive Committee recommends that a donation be approved for the 2019 Biennial Provincial Convention, hosted by the Fort Frances Legion in the amount of \$250.00.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee, with input from the Community Services Executive Committee, to approve a donation to the Fort Frances Legion in the amount of \$250.00 for the 2019 Biennial Provincial Convention.

From: leslie bell <ljbell65@gmail.com>
Sent: Thursday, May 10, 2018 1:05 PM
To: Jason Kabel <jkabel@fortfrances.ca>
Subject: Arena Hall rental

Dear Mr. Kabel

Hi my name is Leslie Bell. I am 1st Vice President Br#29 Ladies Auxiliary and Ladies Auxiliary District Commander MB & NWO Region.

I am writing to you on behalf of the Ladies Auxiliary of the Fort Frances Br#29.

I am not sure if you are aware but the Fort Frances Br#29 will be hosting the 49th Biennial Provincial Convention next year June 14-17/2019! We will have many ladies and men attending this from allover Manitoba and Northwestern Ontario. We are very excited as this event has not been held here in some years, mostly due to accomodation shortages.

We do many donations in the community such as Chem Free Grad, Rainy Lake Cadets Sqad #908, Rainy River Music Festival, Riverside Foundation, Canada Day Pancake Breakfast, just to name a few. The ladies do this all as volunteers raising monies. We are looking for your help by asking if you might consider donating all or some of the cost of the hall rental upstairs in the Arena. This would be a perfect place for our Ladies Auxiliaries to meet during convention. We would set up Friday June 14th night, have some meetings Saturday June 15th and meetings all day Sunday June 16th and Monday June 17th in the morning.

I would like to Thank You in advance for your consideration of this request. All help is greatly appreciated.

Look forward to hearing from you.

Sincerely

Leslie Bell

Permit Contract

Memorial Sports Centre - Fort Frances
 740 Scott Street
 Fort Frances, ON P9A 1H8
 Phone: (807) 274-4561
 FAX: (807) 274-3799
 Email: sports@fort-frances.com

Permit #1571, Approved
 Apr 16, 2018 12:56 PM



FORTFRANCES
BOUNDLESS

Company: Royal Canadian Legion Branch #29
 250 Church Street
 Fort Frances, ON P9A 1C7

Agent: Leslie Bell
 Email: ljbell65@gmail.com

Customer Type: General Public
 Prepared By: Melissa Belluz

Home: (807) 275-7263

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$791.60	\$102.91	\$0	\$894.51	\$0	\$0	\$0	\$0	\$894.51

RESERVATIONS

Event	Resource	Center	Notes
Manitoba & NWO Provincial Convention Type: Event Attend/Qty: 150	Auditorium	Memorial Sports Centre 740 Scott St Fort Frances, ON P9A 1H8 (807) 274-4561	--
Days Requested	Event Begins	Duration	Event Ends
Day Date			Date Time
Friday Jun 14, 2019	8:00 AM	8 hours	Jun 14, 2019 4:00 PM
Saturday Jun 15, 2019	8:00 AM	8 hours	Jun 15, 2019 4:00 PM
Sunday Jun 16, 2019	8:00 AM	8 hours	Jun 16, 2019 4:00 PM
Monday Jun 17, 2019	8:00 AM	8 hours	Jun 17, 2019 4:00 PM
Summary			Notes
Total Number of Dates: 4			--
Total Time: 32 hours			

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax Charge
Auditorium Base Rate NR 10-160-1634-0330-40772	Manitoba & NWO Provincial Convention #1571 Auditorium	\$197.90	4.00	HST: \$894.51 \$102.91

Payment Schedule for Original Balance of \$894.51

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Jun 14, 2019	\$894.51	\$0	\$0	\$894.51
			Current Balance	\$894.51

WAIVERS

Facilities Waiver
Due Date: Jun 14, 2019

General Waiver When Renting All Facilities

I understand that I am responsible for my group and/or parties actions and conduct during my reservation. My current and future reservation requests may be cancelled if the following should occur: Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.) abuse of staff or property. Full payment is required at the time of the booking. I must provide at least two weeks notice of cancellation of my booking. If cancelled prior to two weeks I will receive a refund minus 10% of total. After the two week deadline a refund will NOT be issued. Regular contract users will not be subject to the 10% surcharge. Contract changes/cancellations will only be accepted from the individual originally booking the facility(s). My group will assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and/or destruction of the above named properties will result in repair and/or replacement fees billed directly to me. In all circumstances, the Town of Fort Frances retains full authority for final approval and denial of facility reservation request.

Signature: _____

TOFF Alcohol Policy
Due Date: Jun 14, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Alcohol Policy.

TOFF Alcohol Policy

Signature: _____

TOFF Smoking Policy
Due Date: Jun 14, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Smoking Policy.

TOFF Smoking Policy

Signature: _____

TOFF Facility Rental Policy
Due Date: Jun 14, 2019

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Facility Rental Policy.

TOFF Facility Rental Policy

Signature: _____

Auditorium Checklist
Due Date: Jun 14, 2019

Rental Agreement Terms and Condition:

- 1) I have been provided with the Town of Fort Frances Smoking Policy. Alcohol Policy. Facility Rental Policy.
- 2) I understand and agree that in the case of a cancellation, two weeks notice is required at which time a refund request will be submitted minus a 10% administration fee.
- 3) I agree to be responsible for any wilful damage to the premise and report any damage to the Memorial Sports Centre staff immediately at (807) 274-4561.
- 4) I agree to leave the facility clean and in good condition.
- 5) I agree to indemnify and save harmless the Town of Fort Frances, its officers, servants, and agents from and against all claims, demands, costs, actions, causes, of action, expenses whatsoever which may be taken or made against them by or any of them for any loss, damage, or injury, including deaths, of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omission of the Municipality, her servants or agents in relation to the operation of Auditorium
- 6) I understand that I need Third Party Alcohol Liability Insurance; this program provides protection when lawsuits

are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. A valid liquor permit or license must be in place for service of alcohol. The policy would be in the name of the individual or organization that has rented the facility, and has taken out the liquor permit.

- 7) I understand and agree to provide copies of Smart Serve Cards, Liquor License, and Third Party Liability Insurance to Melissa at least one week prior to my event. I understand that I will not be given keys until this is done.
- 8) I have provided Melissa with the room set up request.
- 9) I understand that Ice is provided but I must supply my own Pepsi products for my event.

I/We have read and agree to adhere to the terms and conditions of this agreement and its entire links with the Town of Fort Frances for the use of Auditorium.

Name

Date

Town of Fort Frances Alcohol Policy:

APPENDIX ?B? - AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Town of Fort Frances Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Fort Frances staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Name

Date



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/78**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 5, 2018
SUBJECT: BIA 2018 Budget & Tax Rates

BACKGROUND

The BIA have forwarded their 2018 Budget requirement for the purpose of levying and collection of a special charge of taxes upon the Business Improvement Area as provided for under Section 208 of the *Municipal Act, 2001*.

The BIA levy in the amount of \$45,000.00 is required by the Board of Management of the Business Improvement Area for the year 2018 as shown in Schedule “A” to support their approved budget of \$91,344.00 as submitted. The tax rates for the special charge, based on the 2018 tax ratios, are set out in Schedule “B” as attached to this report.

RECOMMENDATION

Administration & Finance Executive Committee recommends approval of the 2018 budget estimates in the amount of \$91,344.00, as submitted by the Downtown Scott Street BIA, and approves the tax rates to support the BIA special charge levy in the amount of \$45,000.00. Further that an authorizing By-Law be brought forward to the June 11, 2018 Council Meeting.

Council Approval of This Report Will approve the 2018 BIA Budget and authorize that a by-law setting the 2018 BIA tax rates, levy and collection be brought forth to the June 11, 2018 Council Meeting.

Schedule "B" to By-Law No.____/18

2018 BIA TAX RATES

Class	RTC/ RTQ	2018 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2018 BIA Tax Levy
Commercial	CT	9,828,280	1	9,828,280	1.967217	19,334,359	0.00454135	44,633.70
Industrial	IT	56,200	1	56,200	2.823341	158,672	0.00651773	366.30
Total		9,884,480		9,884,480		19,493,031		45,000.00

Base Rate 45,000.00 Dollars Required
 19,493,031 Weighted Assessment

0.002308517 Base Rate equal to tax ratio of 1

Schedule "A" to By-Law No. ____/18

FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION
2018 BUDGET

	New Account Number	Account Number	2017 Budget	2017 Actual	2018 Budget
Revenue:					
BIA Taxation - Commercial	60-180-1823-0140-40014	B-055-0140-0014	(44,647)	(44,635.37)	(44,634)
BIA Taxation - Industrial	60-180-1823-0150-40014	B-055-0150-0014	(353)	(364.62)	(366)
BIA Supp/Omit or Write-off	60-180-1823-0122-40014	B-055-0122-0014		314.24	
W/O Vacancy Rebates	60-180-1823-0122-50024	B-055-0122-0024	97	172.31	103
W/O Charity Rebates	60-180-1823-0122-54512	B-055-0122-4512	716	710.17	
Promotions Income	60-180-1823-0430-40688	B-823-0430-0688			
Transfer To/From Surplis	60-180-1823-0000-71030	B-080-0000-0000	(37,553)		(46,447)
			(81,740.00)	(43,803.27)	(91,344.00)
Expenditures:					
Part-time Salaries/Wages	60-180-1823-1101-60020	B-823-1101-1130	4,000	2,860.00	4,000
CPP	60-180-1823-1101-60025	B-823-1101-1123		110.57	
EI	60-180-1823-1101-60030	B-823-1101-1124		65.25	
EHT	60-180-1823-1101-60040	B-823-1101-1129		55.76	
WSIB	60-180-1823-1101-60055	B-823-1101-1122		87.23	
Telephone/Communications	60-180-1823-1200-71251	B-823-1200-1251	1,100	1,225.64	1,200
Postage	60-180-1823-1200-71252	B-823-1200-1252	100		50
Office Supplies	60-180-1823-1400-71410	B-823-1400-1410	500		500
Meeting Expenses	60-180-1823-1500-71532	B-823-1500-1532	200		200
Building & Office Rent	60-180-1823-1500-71552	B-823-1500-1552	2,034	915.84	2,034
Advertising & Public Notice	60-180-1823-1500-71591	B-823-1500-1591	17,500	10,881.53	16,500
Social Media	60-180-1823-1500-71592	B-823-1500-1592	500	19.58	500
Events/Activities	60-180-1823-1500-71593	B-823-1500-1593	2,500	45.00	2,500
Banners & Poles	60-180-1823-1900-71902	B-823-1900-1902	2,000		2,000
Seasonal Decorations	60-180-1823-1900-71903	B-823-1900-1903	5,000	4,113.21	10,000
Future Projects	60-180-1823-1900-71906	B-823-1900-1906	28,306		31,860
Rainy Lake Market Square Project	60-180-1823-1900-71907	B-823-1900-1907	10,000	10,000.00	10,000
Soil/Plants/Trees	60-180-1823-2740-71440	B-823-2740-1440	4,000	4,406.21	6,000
Grounds Repairs/Maintenance	60-180-1823-2740-71545	B-823-2740-1545	2,000	123.31	2,000
Materials	60-180-1823-2750-71471	B-823-2750-1471	2,000		2,000
			81,740.00	34,909.13	91,344.00
Accumulated (Surplus)/Deficit		B-L80-0000-0000	-	(8,894.14)	-

May 29, 2018

Report To: Administration & Finance Committee

From: Doug Brown, CAO

SUBJECT: Establishing A Council Renumeration & Benefits Review Committee

As a result of the Federal Government's plan to eliminate the one third tax free exemption for remuneration for Municipal elected officials commencing on January 1st, 2019, and the fact that in accordance to By-law # 2/10-D- Schedule A (Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of Council) it was suggested by the Mayor that a Council remuneration & benefit review committee be formed. See attached By-law # 2/10D – Schedule A.

Please find attached a proposed term of reference for your review and input.

The following is recommended by the Administration & Finance Committee;

- 1) That a Council Renumeration & Benefits Review committee be formed.
- 2) That administrative support staff includes the following positions; the HR Coordinator, the Treasurer and the CAO.
- 3) That the attached terms of reference be approved as presented.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That a Council Renumeration & Benefits Review committee be formed.
- 2) That administrative support staff includes the following positions; the HR coordinator, the Treasurer CAO.
- 3) That the attached terms of reference be approved as presented.

TOWN OF FORT FRANCES

COUNCIL REMUNERATION & BENEFITS REVIEW COMMITTEE

TERMS OF REFERENCE

Purpose:

To review the current remuneration, direct benefits (OMERS pension), available benefits and bring a recommendation back to Council for Elected Officials in the Town of Fort Frances.

Functions:

- Review compensation as it relates to the elimination of 1/3 tax exemption for remuneration for Municipal elected officials commencing on January 1st, 2019.
- Review compensation in accordance with By-law # 02/10-D- Schedule D
- Review the current benefits, OMERS pension requirements and other available benefits for Municipal elected officials.
- Recommend compensation & benefits adjustments reinforced by market data and comparable municipalities in terms of scope, size and nature of work.
- Provide input into the final report and recommendations to Council for approval.

Membership:

The Committee will consist of 3 members appointed by Mayor Avis. Mayor Avis will serve as ex-officio on the Committee. The Chair of the Committee will be chosen by the members at its first meeting. The Committee will be supported by staff from Administration (CAO, Treasurer, Human Resources Coordinator).

The Committee will remain in force until Council approves recommendations or such time as the Committee is formally disbanded.

TOWN OF FORT FRANCES BY-LAW NO. 02/10-D SCHEDULE 'A'

It is recognized that becoming a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take time off of work in order to fulfill their commitment as an elected official. Below is an outline of the terms and conditions regarding Councilor Remuneration.

1. REMUNERATION

Starting **January 1, 2017** members of Council shall receive the following annual remuneration:

Mayor:	$\$23,000 + 1.5\% = \$23,345.00$
Councilor:	$\$12,000 + 1.5\% = \$12,180.00$
Deputy Mayor	$\$13,500 + 1.5\% = \$13,702.50$

Council will receive additional increases that match the Management/Non-Union Salary Administration Policy.

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86 authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council will follow the Corporate Travel Policy and the meal allowance rates as outlined within. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the daily rate. Therefore, members of council (and Administration if traveling with members of Council) may claim additional reimbursement. If more than the *daily rate* is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized, or;
2. Additional time spent in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been duly authorized by resolution of Council or Board;

3. The per diem payment is to be made in the amount of \$160 for a full day (5 hours or greater) or \$80 for a half day (1 hour or more but less than 5 hours).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS		
	YES	NO
REGULAR COUNCIL and SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE and SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X
FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MTGS ONLY)	X	
KIWANIS SUNNY COVE CAMP ADVISORY		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE	X	
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

June 11, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 18-OF-07 – 2018 Capital Facility Renovations and Fort Frances Cemetery Addition

A tender for various capital facility renovations and an addition to the Fort Frances Cemetery garage was released on May 4, 2018. The tender was advertised in the Fort Frances Times and on the Town of Fort Frances website. The tender closed on Tuesday June 5, extended from May 29 by addendum.

One bid was received from Ed Kaun and Sons totalling \$633,984.85 including HST and \$40,000.00 in contingency. Attached to this report you will find a spreadsheet of each item, the bid price, surplus/deficit and a summary of the shortfall/surplus from each reserve fund.

There is an overall surplus within the Children's Complex funding and to align with the budget set, the Hallett will see new flooring, as this is a health and safety concern and a replacement of 7 of the worst 22 windows for this year. Funding will be set aside in the 2019 Capital Budget to continue to address the condition of this facility. All of the items within this tender are addressing either health and safety need or address critical facility condition issues.

It is the recommendation of Administration that:

1. Tender 18-OF-07 be awarded to Ed Kaun and Sons for a total tender price of \$633,984.85 including HST and \$40,000.00 contingency.
2. The shortfalls in the budget for the Water office renovation be funded from the Sewer and Water Reserve fund and further,
3. that the remaining budget shortfalls be funded either from reserves or through the year end surplus.

Respectfully Submitted



Travis Rob, P.Eng

Manager of Operations and Facilities

Council approval of this report will ensure that:

It is the recommendation of Administration that:

1. **Tender 18-OF-07 be awarded to Ed Kaun and Sons for a total tender price of \$633,984.85 including HST and \$40,000.00 contingency.**
2. **The shortfalls in the budget for the Water office renovation be funded from the Sewer and Water Reserve fund and further,**
3. **that the remaining budget shortfalls be funded either from reserves or through the year end surplus.**

Item	Item Description	Estimated Quantity	Units	Price Per unit	Total Price
1	Public Works				
1.1	Paint Front Washrooms and Rear Hallway	1096	ft ²	\$ 0.52	\$ 2,091.52
1.2	Renovations to Water Office as described in the tender package	1	L.S.		\$ 21,812.02
2	Point Park Garage				
2.1	Remove and Replace Shingles as per tender package description. Price for material, labour, disposal.	1	L.S.		\$ 6,716.50
3	Fort Frances Cemetery				
	Existing Garage Renovations:				
3.1	Window and Door Replacement	5	ea	\$ 3,544.68	\$ 17,723.38
3.2	Insulation and Cladding	1	L.S.	\$ 42,760.81	\$ 42,760.81
3.3	Remove existing shingles and clad roof in metal per tender package	1	L.S.	\$ 30,177.47	\$ 30,177.47
3.4	Install 2 perminant tie offs at specified locations	2	ea	\$ 984.10	\$ 1,968.20
3.5	Garage Addition per plans provided	1	L.S.	\$ 182,583.57	\$ 182,583.57
				TOTAL:	\$ 275,213.43
4	Children's Complex Kitchen Upgrades				
4.1	Makeup Air Unit	1	L.S.		\$ 26,727.71
4.2	Cabinets and Countertop	1	L.S.		\$ 6,874.22
				TOTAL:	\$ 33,601.93
Memorial Sports Centre					
5	Auditorium Flooring				
5.1	Prep and Installation of Flooring/Base Board all trims	4300	ft ²	\$ 13.00	\$ 55,902.22
6	Fitness Lobby Flooring				
6.1	Prep and Installation of Flooring/Base Board all trims	1405	ft ²	\$ 14.57	\$ 20,472.17
7	Ladies Changeroom Renovations				
7.1	Prep and Installation of Flooring/Base Board all trims	567	ft ²	\$ 62.00	\$ 35,156.00

Total Cost plus Town's portion HST	2018 Approved Budget	Funding Surplus/ (Deficit)
\$ 2,128.33	\$ 10,000.00	\$ 7,871.67
\$ 22,195.91	\$ 6,000.00	\$ (16,195.91)
Fund Shortfall through S/W Reserves		
\$ 6,834.71	\$ 20,000.00	\$ 13,165.29
\$ 280,057.19	\$ 250,000.00	\$ (35,653.99)
Design Works	\$ (5,596.80)	
Remaining	\$ 244,403.20	
\$ 34,193.32	\$ 38,000.00	\$ 3,806.68
\$ 56,886.10	\$ 40,300.00	\$ (16,586.10)
\$ 20,832.48	\$ 14,600.00	\$ (6,232.48)
\$ 35,774.75	\$ 24,000.00	\$ (11,774.75)

8 Pool Roof Renovations					
8.1	Install Ridge Vent	106.5	ft	\$ 0.09	\$ 1,137.09
8.2	Install 4" Closed Cell Spray Foam	1	L.S.	\$ 0.00	\$ 40,123.32
				TOTAL:	\$ 41,260.41
9 Hallett Renovations					
9.1	Replace Windows	22	ea	\$ 521.70	\$ 11,477.32
9.2	Replace Doors	8	ea	\$ 1,225.04	\$ 9,800.34
9.3	Replace Flooring	1	L.S.	\$ 7,544.68	\$ 7,544.68
				TOTAL:	\$ 28,822.34
10	Contingency Allowance	1	L.S.	\$ 40,000.00	\$ 40,000.00

Subtotal Tender Prices:	\$ 561,048.54
HST:	\$ 72,936.31
TOTAL TENDER BID:	\$ 633,984.85

\$ 41,986.59 \$ 40,000.00 \$ (1,986.59)

\$ 11,393.61 \$ 22,600.00 \$ 352.62

Welding \$ (853.77)
Sump Pump \$ (10,000.00)

Remaining \$ 11,746.23

Daycare Funding \$ 3,806.68
Water and Sewer \$ (16,195.91)
Corporate Buildings* \$ (50,844.33)
Additional Works \$ (25,000.00)
Contingency \$ (40,000.00)
Total Corporate Buildings Shortfall \$ (115,844.33)



Town of Fort Frances Strategic Plan
Progress Report No. 3
Updated – May 18, 2018

Report To: Mayor and Council

From: Doug Brown, CAO

Date: May 31, 2018

Subject: Town of Fort Frances Strategic Plan- **Progress Report No. 3**

In June of 2015, Mayor and Council formally adopted “Incredible Community – Boundless Opportunity”, a strategic plan to be undertaken during the current term of Council. As in the past, the strategic document was produced through a collaborative effort of Council, administration and community stakeholders. Opportunities were provided to our citizens to participate in the process in a meaningful fashion. During a public meeting, Mayor and Council invited individuals and groups to present strategic initiatives for consideration through delegations or written submissions. All of the public input received, and the recommendations from numerous Town or affiliate committees, was compiled and evaluated during a daylong public strategic session at Sunny Cove Camp on June 11, 2015. Following the session, the approved initiatives were assimilated into a document for formal approval of Council.

This [3rd status update](#) will address the initiatives as they are listed in chronological order. Also see attached pages 24, 25 & 26, which outlines a listing of strategic initiatives, in chronological order by the anticipated completion date.

[This 3rd and final progress report will follow that chronological listing to the present date. The items listed also identify the responsible party\(ies\) as well as the established project completion date. As this is the final status report prior to the end of the 2014 to 2018 Council term and with a new Council taking office on December 3rd, 2018, I have taken the liberty to provide a scorecard summary;](#)

- 1) Completed Initiatives - 29/43 - 67%
- 2) Partially completed and on-going initiatives - 11/43 – 26%
- 3) Outstanding Initiatives – 3/43 - 7%

Item #1	First Nation Partnerships	Town/RRFDC	Ongoing
----------------	----------------------------------	-------------------	----------------

Fostering partnerships and building relations with the First Nations is an initiative with no timeline. The Town will be committed to this initiative forever. At present, the Town’s primary focus is to continue to work with the four bands of Agency One to settle all matters related to the Point Park outside of litigation. In 2015 the Town was actively engaged in discussions with the Agency One bands and look

forward to resuming this process upon completion of the elections that have recently taken place, or are underway, in the First Nation communities.

The Town's provider of economic development services, the Rainy River Future Development Corporation (RRFDC), has undertaken the following activities in concert with First Nation communities:

- Participated in the regional economic development committee, led by FedNor, with area First Nations.
- Provided ongoing opportunities to area First Nations to introduce local businesses in the region related to mining.
- Held 2 community festivals celebrating local First Nations creative cultures.
- Continuing communications with established First Nations Economic Development Corporations.

No up-date and on-going.

Item #2 Forest Management Structure Council/CAO/RRFDC Ongoing

Efforts related to this particular initiative began in earnest long before the adoption of the strategic plan. Late in 2015, an advocacy effort called "Our Forest...Our Future" was led by the Town and included nearly all area municipalities and First Nations. The primary focus of the group was to advocate for effective management of the Cross-route Forest to ensure equitable and affordable access to the fibre. The commitment by all the communities to this initiative is strong which helps ensure our local forest is providing economic opportunities and benefits to everyone in our area.

On August 9th, 2016 during a face-to-face meeting with Premier K. Wynne, the Mayor was reassured that there will be a "fibre supply" from the Crossroute Forest should the resale and eventual start-up of the Resolute Pulp & Paper Mill take place in the future. Also, in August of 2016, the Town did review and provide comments on the contingency plan for the operation and management of the Crossroute Forest for the period from April 1st, 2017 to March 31, 2020, during which time it is anticipated that the 2020 -2030 Forest Management Plan (FMP) will be finalized and approved. The Town is of the opinion that the contingency plan neither compromises and/nor has a negative impact on the resale and eventual start-up of the Resolute Pulp Mill located in Fort Frances.

On January 18, 2018, Town representatives attended the kick off meeting with respect to the modernization of forest tenure for the Crossroute and Sapawe Forests and the transitioning to an Enhanced Sustainable Forest Licence (ESFL) system. Since that time, the Town through its Economic Development consultant, Rainy River Future Development Corporation (RRFDC) has been participating on a working group to develop a conceptual business plan for the new company who will be responsible to manage both the Crossroute and Sapawe Forests under the Enhanced Sustainable Forest Licence governance. This working group

consists of representatives from the First Nations, Metis, Consumptive Rights holders (manufacturing mills), Harvest Rights Holders, Independent Operators and Municipalities. The process is proceeding quite well with the objective for a new company being formed to manage both forests under the new ESFL system in place by April 1st, 2020 is achievable. The Town's ideologies are clearly defined, maintained, and hopefully will be protected throughout this process.

This initiative is considered on-going.

Item #3 Potential Acquisition and Utilization of Vacant Mill Properties-Council/CAO/RRFDC Ongoing

At present, the mill facility and its future are unknown. The Town has no current awareness of any mill properties that are to be available, and it is safe to say that any initiatives would be informed by a final disposition of the mill.

In July 2016, The Mayor was approached by Resolute inquiring if the Town would be interested in purchasing a commercial property in the downtown area. **To date, no action has been taken by the Town.**

In late March of 2018, the Mayor reached out to Mr. Yves Laflamme, the new President & CEO of Resolute Forest Products to reiterate that the Town is interested acquiring two properties should they become available. Resulting from this initial contact, on-going monthly communications between the parties have been taking place in order that the Town is kept abreast of the current strategies being employed by Resolute to address the existing pulp and paper assets and associated properties located within our community.

This initiative is considered on-going.

Item #19 Assisted Living Council/CAO Ongoing

The Town continues to support the efforts of the Assisted Living Action Group to establish an assisted living facility within our community for the benefit of the entire district. In an address to Mayor and Council on March 7, 2016, June Caul, a member of ALAG, provided an update, and detailed the struggles the group is having finding someone willing to put up the capital needed to undertake the project. The Town has been diligent in continuing to advocate on ALAG's behalf with the Provincial Government and met with the Ministry of Health and Long Term Care as recently as February 22nd, 2016 at the ROMA/OGRA Conference in Toronto respecting the matter. The Town has not been advised by the Provincial Government of any available funding for a project of this nature.

In January of 2017, Laurie Johnston, CEO for the Ontario Retirement Communities Association (ORCA) made a presentation at the ROMA conference with regards to the development of retirement facilities. The presentation

information provided during the conference was forwarded to Councilor June Caul, as there is a possibility that this organization could provide direction on how to get such a retirement facility built in Fort Frances.

Because of the hard work and dedication of the Age Friendly Committee, the Town was recognized by the provincial government in March of 2018 for its leadership in creating a “welcoming community” that enables seniors to live independent, active and healthy lives. One of the main three objectives of the Age Friendly action plan going forward is the development of an assisted living complex within our community. In the 2nd Quarter of 2018, the Age Friendly committee will be investigating and evaluating the recent senior housing development in Marathon. In addition, it is working closely with the Rainy River District Social Services Administration Board as this organization is the funding agent for social housing in the Rainy River District which includes assisted living housing units.

This initiative is considered on-going.

Item #27	Accessibility Act	HR Manager	Ongoing
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The Town continues to work within the stipulated timelines of the Accessibility for Ontarians with Disabilities Act and is compliant to date. The Town is on course to remain compliant during the implementation process and contribute to a fully accessible Ontario by 2025. The Town's Accessibility Working Group met and reviewed our 2015 Accessibility Complaint Report. The report was submitted prior to the deadline of December 31, 2015. In 2016 the working group will continue to meet and review the plan. These efforts will also include updates to the plan regarding barrier removal initiatives within the community.

The Town's progress in this area continued throughout 2016, as we continue to remove barriers in the community while improving access to our facilities. The Accessibility Working Group will meet in 2017 to orient its new members and review updates to the Accessibility Plan.

In September of 2017, Council approved and endorsed the Town's 2017 Accessibility Plan and the Multi-Year Plan wherein the Town is meeting its obligations under the Accessibility for Ontarians with Disabilities Act and applicable regulations.

This initiative is complete.

Item #28 Huffman Court Subdivision P&D September 2015

A decision by Mayor and Council was aproved to approach local realtors regarding the marketing of the lots within Huffman Court subdivision. The Town has engaged the services of Tichborne's Real Estate and Cousineau Real Estate Ltd. Recently, the Planning and Development Executive Committee reconsidered the current development conditions related to the purchase of lots and recommended decreasing the minimum building size from 1500 ft.² to 850 ft.². This recommendation was formally accepted by Mayor and Council on February 8th, 2015. Currently the Town is contacting all parties who have previously expressed interest in lots to gauge their current interest and answer any questions.

This initiative is considered **complete** as it pertains to the stated undertakings.

In 2016, 8 residential lots were sold within the Huffman Court and 1 residential lot along Williams Avenue. As of January of 2017, there are only 5 residential lots left in this original 2013 residential development project.

As of May 18, 2018, there is only 1 residential lot left.

This initiative is considered complete. No further up-date.

Item #29 Website Re-Design IT Manager/CS Manager September 2015

The Town's new website design was completed and launched in June of 2015. To ensure that we continue to maintain an effective website, each Town division has been assigned a person responsible to update their designated area. This helps reduce web-hosting costs and ensures the site remains current. A summary report was submitted to Council by the CS Manager in October 2015. Since the launch, the website has been serving the corporation well and the update protocols are being adhered to.

This initiative is considered complete. No further up-date.

Item #4 Industrial Park Strategy Planner/RRFDC/EDAC October 2015

This initiative was brought to completion, primarily through the efforts of the Economic Development Advisory Committee (EDAC). EDAC reviewed the Land Sale Policy and the strategy related to the Industrial Park at numerous meetings and in consultation with the RRFDC and the Municipal Planner. Revision recommendations were compiled in a report that was formally adopted by Mayor and Council on September 28, 2015.

This initiative is considered complete. No further up-date.

Item #5 Repurposing of Mill Mayor/CAO/RRFDC October 2015

Although there was a projected completion date of October 2015, the Town essentially has limited control. The commitment of the Mayor, CAO and RRFDC has been to remain engaged with Resolute officials and avail ourselves in any way we can, to provide assistance upon request. The Town still believes that there is a viable business opportunity at the mill and has communicated our willingness to explore various areas where the Town can participate in a re-start of the mill in a meaningful fashion. The Town recently communicated this position to the Provincial Government and asked associated Ministries to do the same on behalf of Fort Frances and the area communities.

Since March of 2016, the Town had the opportunity during provincial conference delegation meetings with the Minister of Natural Resources and Forestry to reiterate its willingness to provide assistance and explore various opportunities to restart the Pulp & Paper Mill in a supportive manner.

In late March of 2018, the Mayor reached out to Mr. Yves Laflamme, the new President & CEO of Resolute Forest Products to fully understand and be kept abreast of the current strategies being employed by Resolute to address the existing pulp and paper assets and associated properties located within our community.

As a result of this initial contact, on-going monthly communications between the parties is taking place.

This initiative is considered on-going.

Item #20 SKC Operational Review CS Manager/SKC Board September 2015

The Sister Kennedy Centre Board of Management has completed operational analysis meetings. The results of a public survey, completed near the end of 2015, are currently being compiled. The completed report is expected by the end of March 2016.

This initiative is expected to be completed by early April of 2016.

On March 28, 2016 Council approved the administration report, which accepted the Sister Kennedy Center Operational Review Report.

This initiative is considered complete.

Item #6 Town Revitalization EDAC November 2015

The EDAC considered the recommendations put forth by the Fort Frances Chamber of Commerce (FFCC) regarding beautification and revitalization. On January 11, 2016, a report from the CAO on behalf of EDAC was accepted by Mayor and Council. Although all the recommendations put forth were not adopted, the Town committed to a cleanup campaign entitled "Fight the Blight"

that will require substantial corporate resources and occur in May of 2016. In addition, the popular "Project Petunia" was assumed by the RRFDC with operational assistance by the Town.

This initiative was completed upon the consideration and approval of the EDAC report.

The Fight the Blight campaign took place in Mid-May 2016 and was considered a huge success. Several outstanding derelict properties were cleaned-up improving the aesthetics of the community. In 2016 Project Petunia initiative was fully implemented by the RRFDC and is scheduled to take place again in 2017. These activities continue to instill community pride and assist with an on-going effort to develop our tourist economy.

This initiative is considered complete.

**Item #30 Couchiching Sewer & Water Agreement
CAO/FN Advisory Committee**

December 2015

It has been many years since the Town and Couchiching have had a formally executed agreement for the water and sewer services provided by the Town. In the fall of 2015, the CAO contacted Couchiching and Advisory Services to restate our availability to work towards a formalized agreement. At that time the Town was advised we would be contacted following the community elections on Couchiching.

On three different occasions, following the Couchiching First Nation election of Chief Brian Perrault, Mayor Avis has reached out to set-up a meeting to discuss common interests between neighbouring communities. The execution of the water and sewer agreement is a long outstanding issue that needs to be addressed.

In March of 2018, the CAO contacted the Pwi-Di-Goo-Zing Advisory services to determine if there is any will on the part of Couchiching First Nation to work towards formalizing a new water and sewer agreement in the near future.

This initiative is considered on-going.

Item #31 Succession Planning

HR Manager/A&F

December 2015

The Human Resources Manager will undertake training on succession planning and will present the AFEC with a report on the labour demographics of the Town's full-time workforce sometime in the second quarter of 2016. This exercise will form the basis of anticipating future recruiting needs and for identifying potential developmental opportunities. The CAO directed the HR Manager to postpone this initiative based on higher priorities and unexpected matters that arose during the fall of 2015.

2016 was a busy year that saw many changes to the Town's workforce. The Town has had a net loss of 115 years' experience since this plan was adopted, and in 2016, we replaced half of our senior leadership positions. As the "*Baby Boomer*" generation continues to retire, the Town will require a skilled pool of talent to fill positions of strategic importance. The Town's HR Manager has taken training on succession planning to prepare the organization for these changes.

In April of 2017 Council endorsed a method of succession planning and training to be utilized going forward. Succession planning will be part of the annual performance appraisal process.

This initiative is considered complete.

Item #32 Corporate Financial Software Treasurer/A&F December 2015

The Town will investigate software options which may offer billing and related services to our customers. The Town will investigate innovative, integrated municipal financial, asset and utility management software to enhance customer service and administrative efficiencies.

To initiate our investigation of windows-based software vendors, four Municipal Software companies were invited to provide a demo of their financial software; being Asyst, Vadim, Diamond, and MuniSoft. MuniSoft was the only vendor who did not respond to our invitation. Asyst, Vadim and Diamond are all windows based financial software and are very similar in their capabilities. Windows based software has the expanded capabilities such as expanded drill down for detailed information and source document scanning, e-billing options to enhance customer service, options for customer credit card on-line payments with no cost to the municipality, easy report export to Word & Excel, no limitations for payroll situations and e-mailing of payroll stubs, and much much more. Asyst and Vadim both have experience with conversion from MAS. Initial indication is that windows based annual support costs should be reduced from our present annual support costs. The above-mentioned windows based financial software have the capability of integrating additional modules such as Business Licences, Building Permits, Pet Licences, Municipal By-Law & Ticketing modules.

As a second step, e-mails were sent out to municipalities in Northwestern Ontario asking what financial software they are currently using and what prior financial software was converted. Of the municipalities that responded, the two (2) financial software that are being used are either Asyst or Vadim with one (1) municipality using MuniSoft.

The next step, following Council's approval of the 2016 draft Capital budget expenditure of \$75,000.00 for Corporate Financial Software would be the development of a Request for Proposal. The investigation stipulated within the strategic initiative has been **completed** and the Town will be purchasing new software in 2016.

On July 11, 2016, the RFP for the supply, integration and implementation of a more modern comprehensive flexible financial computer software program was

awarded to Diamond Software Inc. The Town along with FFPC have been working together to ensure the new software program meets the requirements of both organizations. Both organizations have contributed financially to both the software & hardware computer infrastructure. The implementation is still on-going where the payroll module was fully implemented by the 3rd payroll cycle in 2017. The accounts payable and account receivable modules have been in place since January 1st, 2017. The tax module has been implemented prior to the first tax billing due date (end of February of 2017). Over the past 4 months, staff training has taken place. Training is still on-going where 3 full days of on-site training has been scheduled in March where staff will receive one-on-one training on their required modules to ensure efficient and effective utilization of the new software modules is realized.

Two on-site training sessions took place in 2017 to ensure staff are fully utilizing the new software in an efficient and effective manner. In the 1st quarter of 2018, the Bylaw & ticketing software module went live. In the near future, e-transfer & e-billing components of the Diamond financial software platform will be implemented. Customers will be able to sign up to receive their water, tax and accounts receivable bills by email instead of receiving a mailed out hard copy; thus advancing a cost savings initiative as well as providing additional convenience to our customers. Additionally, from an internal organizational point-of-view, we are moving towards corporate wide electronic timesheets.

This initiative is considered complete however additional modules will be added to the Diamond financial platform in the future.

Item #33 Review of Museum Services CS January 2016

The Museum Advisory Committee met in January to undertake a SWOT analysis for the purposes of the museum services review. The report will be finished and submitted to the CSEC by the end of March 2016.

On April 11, 2016 Council approved the administration report which accepted the Museum Operational Service Review Report.

This initiative is considered complete.

Item #34 Inventory of Municipal Land Planner February 2016

An informational report by the Town's GIS Expert, Trish Law, was submitted to the Mayor and Council on February 8, 2016. The report was an updating of the Town's existing inventory of all classes of municipally owned land (industrial, residential, commercial). The report will prove to be a useful reference for the Planner, the RRFDC and any other interested parties.

This initiative is considered complete.

Item #35 Updated Fire Services By-Law Fire Chief February 2016

The first draft of the updated by-law was presented to Council at the meeting of March 7, 2016. Further consideration of the changing community needs will have to occur before the amended by-law can be established.

This initiative is on track for completion.

With the recent retirement and re-hiring of a new Fire Chief in October of 2016, administration was directed by Council in February 2017 to request that the Office of Fire Marshal and Emergency Management undertake an operational review of the Fire and Rescue Service. Once the Office of the Fire Marshal and Emergency Management operational review report has been received, the current Fire Service by-law will be updated and submitted for consideration by Council.

It is anticipated that this objective will take 6 to 8 additional months to complete.

There was a delay in receiving the Operational Review Report prepared by the Fire Marshal and Emergency Management Office. The Operational review report was received on February 7, 2018 and it is anticipated that amendments to the Fire Service By-law will be presented to Council for endorsement prior to the end of 3rd quarter of 2018.

This initiative is considered on-going.

Item #36 Terms of Reference for Boards & Committees

Clerk

April 2016

The Municipal Clerk has finished the preparation of a consolidated By-Law 21/94 that includes 15 amendments. The by-law will be distributed to divisional managers for review. Following that review, the consolidated document will be submitted to the AFEC for review and recommendation. The by-law will then be prepared and presented to Council and also feature a new updated (on line) application form.

The process is well underway and projected for a June 2016 completion.

On October 24, 2016 Council approved By-law 53/16 to establish specific Boards/committees of Council.

This initiative is considered complete.

Item #7 Directional Signage EDAC May 2016

To date, the RRFDC has incorporated the Town's new Boundless branding into directional signage at the international border, the airport and along the highway corridors into Fort Frances.

This initiative is considered complete.

Item #21 Day Care Expansion CS May 2016

With expanding wait lists, it became evident that there was a need for expansion of daycare services for the infant and toddler ages. It was determined that an "infant only" expansion was not efficient due to a low teacher to child ratio. The renovated space at the Children's Complex accommodates expansion of the Toddler program and allows for a greater number of families to benefit. Two of the 10 new toddler spaces allows for the inclusion of 2 infants.

This initiative is considered complete.

Item #22 Tennis Court Development OF/CS May 2016

The Town has supported the Tennis Court project through the provision of capital funds and in-kind services. The fundraising campaign is essentially complete with over \$428,000 raised. This figure is in excess of the original goal. The RFP has been sent out and responses have been received. Construction completion is anticipated by the end of August 2016.

The Town's undertaking regarding this initiative is **primarily complete**.

As of the end of October 2016, the tennis courts are 85% complete. In the spring of 2017, and once the frost is out of the ground the installation of the playing surface, painting of the playing surface and court lines and the installation of LED lighting system will need to be completed.

It is anticipated this work will be completed by June 1st, 2017.

The Tennis courts were officially opened and useable to the public starting on July 7, 2017. However, the general contractor of the new facility will be returning to the site for a 10-day period starting on July 3rd, 2018 to complete some necessary repairs to the playing surface as it is considered substandard in it's current state.

This initiative is considered complete.

Item #8 Condo Initiative Review RRFDC June 2016

The Town has been approached by numerous citizens regarding a new condo project. The Town has been able to engage potential developers in the prospect of a condo development but ultimately these efforts were unsuccessful due to the lack of presales. Property along Front Street was actively marketed by RRFDC for condo development. Recently the Town agreed to option the property to Syncor for a housing initiative that will be determined through a consultation initiative the company is undertaking.

The present condo initiative at the Front Street property is considered **complete**.

**Item #9 Parking in the Downtown Core
Planning & Development Dept., FFCC & BIA June 2016**

After a lengthy consultative process in spring of 2016 involving major stakeholders: the BIA, FFCC and EDAC provided several options to improve parking in the downtown core. The installation of new parking meters was not recommended. The Planning & Development Executive Committee was assigned the task of reviewing all of the options and providing recommendations to Council on how to proceed. On June 27, Council endorsed the recommendation to hire one additional p/t parking enforcement officer for the summer months. However, due to the timing of the job posting, the Town was unsuccessful in filling this p/t position. As a result, the two existing f/t by-law officers were directed to further enhance parking enforcement in the downtown area for the balance of the 2016 summer season. A similar approach using the existing f/t enforcement officers during the summer season will be utilized going forward.

This initiative is considered complete.

**Item #37 Collective Agreement with CUPE Local 65
HR Mgr/Senior Managers June 2016**

The Town has developed its initial proposal for the negotiations and endeavoured to meet with CUPE.

This initiative is on-track for completion.

Successful collective bargaining took place in mid-September of 2016 and the collective agreement was ratified by both parties in the latter part of November, 2016. This current collective agreement (3-year term) expires on December 31, 2018.

This initiative is considered complete.

**Item #38 Collective Agmt for FFPFFA HR Mgr/Fire Chief/CAO
June 2016**

The Town has exchanged proposal and met 3 times with the Association.

This initiative is on-track for completion.

Successful collective bargaining took place at the beginning of October, 2016 and the collective agreement was ratified by both parties by the end of November, 2016. This current collective agreement (4-year term) expires on December 31, 2019.

This initiative is considered complete.

Item #10 Rainy Lake Market Square CBO/CAO/RRDFC September 2016

Since the strategic plan was adopted, the Town has facilitated a successful demolition of the Rainy Lake Hotel. The Town has also issued an RFP for design services related to the project. Scatliff + Miller + Murray was the successful firm. SMM is actively engaged in consultation with the Rainy Lake Market Square Advisory Committee. An open house was held on February 16 to solicit public input into the project. SMM is currently reviewing the input received with the committee and is preparing to enter the design phase. Final construction is anticipated for the end of August 2016.

This project is on-track for completion.

The initial funding application envisioned constructing a farmer's market building on this property. However, after receiving public consultation at the beginning of June 2016, it was determined that a covered stage was a more appropriate structure to better service the needs of the Community. As a result of this design revision, provincial funding confirmation was required which translated into a delay in proceeding to the tendering stage of this project. Funding confirmation was received at the end of October. The market square advisory committee along with Town administration delayed the tendering process to the 1st quarter of 2017, in order to finalize the design during the off-construction season and to hopefully obtain better tender pricing. Council has approved changing the name of the property to "Rainy Lake Square," as recommended by the Rainy Lake Market Square Advisory Committee. It is anticipated that construction will commence in mid-May of 2017 with completion by August 1st, 2017.

The construction was completed in September of 2017, with the construction deficiencies being addressed in the spring of 2018. The grand opening ceremony took place on May 17, 2018.

This initiative is considered complete.

**Item #11 Sports Tourism Community Services, EDAC & FFCC
June 2016**

In early January of 2016, RRFDC coordinated a meeting of all potential sport organizations to determine if there was interest in expanding sports tourism within the Community. As a result of the previous consultation, on April 13, 2016, a Sports Tourism Planning workshop, which was facilitated by Tara Allaire, RRFDC & Jim Cumming was offered and was well attended by our sports organizations. The main speaker was Mr. John Graham, former Head of Marketing for Safeway. This workshop offered a meaningful consultation with community partners to gauge interest and needs with respect to the development of Sports Tourism initiatives. The RRFDC was available to offer further assistance by providing training to groups interested in growing their sporting events.

On September 21st, 2016 another Sports Tourism Workshop hosted by Mr. John Graham covered the following topics; Building a Brand; Budgeting; Volunteer Management; Team Building; Marketing and Sponsorship Programs. Unfortunately, the fall workshop was not well attended. However, since that fall workshop, Mr. Graham has been working one-on-one with 3 major sporting organizations, to aid them in planning for their upcoming events in 2017.

This initiative is considered complete.

Item #16 Infrastructure Renewal Operations & Facilities Sept. 2016

In July of 2016, the Provincial Government announced that the Ontario Community Infrastructure Fund (OCIF) formula-based funding allocation will increase over the next three years. In 2016, the Town received only \$165,606 but will realize an increase in funding to \$299,229 in 2017, \$422,277 in 2018 and \$634,617 in 2019. In addition, in September 14, 2016, the Governments of Canada & Ontario announced the intake of Phase 1 of the Clean Water & Wastewater Fund (CWWF). The Town submitted a capital project application consisting of the replacement of watermain, sanitary sewer mains and associated service lines along 2nd Street East between Mowat Avenue to Portage Avenue. The Town's portion for this project is set at 25% with the total costs estimated at \$1,500,299. The Town is currently awaiting funding approval for this project.

In November of 2016, Council approved up-dating the Town's Asset Management Plan (AMP) to include all assets and ensuring that it is completed in accordance with the anticipated new AMP regulation. The Town has retained Public Sector Digest over a 2-year period to assist with this up-dating process. In addition, on February 14, 2017 funding approval was received under the NOHFC internship program to hire an asset management plan coordinator with a commencement date of May 1st, 2017.

Back in May of 2017, Council was presented with a state of maturity report on its Asset Management Plan and endorsed a new Asset Management Policy in order to strengthen our asset management program. In July of 2017, the Town hired an Asset Management coordinator where the condition rating for several linear assets were updated and uploaded into the asset registry schedules over the past 10 months. Presently, several missing assets are being evaluated with their condition ratings being completed and uploaded into the appropriate database. For example, the Facility Condition Index (FCI) for the Memorial Sport Center is being determined. There are several pieces of crucial information being gathered or calculated for instance; filling in the gaps in asset inventory, determine asset replacement costs, link the Asset Management Plan (AMP) to the annual budget process, develop a financial strategy to support the AMP and develop the appropriate level of service criteria for these municipal assets. A lot of this work has been completed to date to enhance the current asset management plan where the Town is committed to meet its obligations under Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure.

This initiative is considered on-going and it is anticipated to be completed early in the first quarter of 2019.

**Item #17 Future of Health Care Services Council, CAO & Stakeholders Groups
October 2016**

The Town will work towards forming a committee with Riverside Health Care, the Fort Frances Community Clinic and the Physician Recruitment Committee to examine the challenges and opportunities regarding the delivery of health care in Fort Frances.

It is suggested that the North West LHIN make a presentation to Council in the near future, in order to fully understand their role in setting health care service priorities for our community. This will ensure the Town avoids duplication, while allowing all stakeholders involved with the funding the health care system in our community involved in reviewing process.

On May of 23, 2017 Jessica Logozzo of the North West LHIN made a presentation to Council clearly identifying that the North West LHIN organization is provincially mandated to set health care service priorities, consult with health care stakeholders, implement cost effective health care services and fund health care services in our community and within the North West LHIN region.

As a result of the review process under this strategic objective, our administration & Council members have been very supportive and extremely involved in the advancement of the delivery of health care services in our community by serving on the following health care organizations:

- Physician Recruitment and Retention (P R & R) Committee
- Rainy River District Social Services Administration Board
- Northwestern Health Unit Board
- Fort Frances Community Clinic Board

Council has been very focused on guaranteeing that there is always an adequate number of Physicians available to service our community. Without an adequate number of Physicians, it is difficult to provide a sustainable health care system. The Town provides both in-kind services and financial incentives to attract and welcome new physicians to our community. This commitment is a key consideration which should not be taken for granted or discounted. Also, the Town has been very involved in the process of ensuring an appropriate clinic facility is in place for the physicians to practice. Additionally, the Town is currently involved in the planning process to enrich this facility in the future.

The need to establish a new health care services committee was reviewed and is unwarranted as the Town is very supportive and extremely involved in the advancement of the delivery of health care services in our community.

This initiative is considered complete.

Item#39 Boundless Branding – All Divisions EDAC & RRFDC October 2016

The Town has implemented several aspects of the “Boundless” branding initiative, including but not limited to the following;

1. Updating both entrance signs coming into Town;
2. Installation of new “Boundless” decals on all Town vehicles;
3. Boundless logo on all stationary forms;
4. New Boundless business cards;
5. Updated and expanded boundless webpage;
6. Boundless promotional items such as pins, bags, pens, hats, & water bottles

The installation of boundless signage at all town facilities remains to be completed. Due to current financial restraints, this initiative is considered on-going with an anticipated completion for full implementation to take place by the end of 2018.

In 2019, the Town will be partnering with the Fort Frances Power Corporation (FFPC) to have an appropriate boundless digital sign installation on the Civic Center property to better promote both organizations and their customers.

This initiative is considered on-going.

As of February of 2017, the study is still ongoing, and it is anticipated that a final report will be completed by March 31, 2017.

Because of the hard work and dedication of the Age Friendly Committee, the Town was recognized by the provincial government in March of 2018, for its leadership in creating a welcoming community that enables seniors to live independent, active and healthy lives.

This initiative is considered complete.

Item#25 Kiwanis Sunny Cove Camp Community Services, EDAC & SCAC
November 2016

On June 15, 2016 RRFDC hosted a strategic brainstorming/planning event to investigate the long-term use and potential of Sunny Cove camp for youth programming and economic development opportunities. The results of this brainstorming session were forward to Council on August 8, 2016.

This initiative is complete.

Item# 40	Fire/Medic Model Partnerships	Fire Chief	February 2017
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In August of 2016 at the Association of Municipalities of Ontario (AMO) Conference, the Town presented a delegation brief to the Ministry of Health & Long-Term Care requesting that the Provincial government facilitate the investigation process to determine if it is feasible to combine the Fire Departments with the Emergency Medical Services (EMS) within the Rainy River District.

The need for a comprehensive review of the existing Provincial legislation is a necessary task to ensure a workable and sustainable model is achieved.

The Town of Fort Frances is prepared to work with the Provincial government to investigate the feasibility of a single tier model for the delivery for both Fire and Emergency services. Presently, several organizations, associations and unions are involved in reviewing the feasibility of such a model throughout the province of Ontario.

This objective is complete from the Town's point-of-view. However, this issue remains very active and is still considered on-going within the domain of the provincial government.

Item#12 WiFi Expansion IT Manager & EDAC

March 2017

RRFDC investigated the possibility of expanding WiFi services throughout the community. It was discovered that there are already existing WiFi services within most business locations. The issue of expanding WiFi services to the entire community was discussed with the Economic Development Advisory Committee and it was agreed that no further action was required.

In June of 2016 the Town entered into an agreement with Shaw Communications to provide free enhanced WiFi services at the following facilities;

- 1) Memorial Sport Center
- 2) Fort Frances Public Library Technology Centre
- 3) Fort Frances Museum
- 4) Sister Kennedy Centre
- 5) Fort Frances Civic Centre
- 6) East End Hall

This initiative is considered complete.

Item#18 Landfill Site Expansion

**Operations & Facilities Division
March 2017**

The life expectancy of the existing landfill site footprint is projected to be reached by 2027. Presently Operations and Facilities staff are starting to prepare a "RFP" package which includes consultation with the MOEE in regards to the process of expanding the existing landfill site footprint. It is anticipated that the "RFP" advertising for this engineering work will take place in the 2nd quarter of 2017 with a landfill engineering firm will be retained and work will commence on this project by the 3rd quarter of 2017. This initiative is on going with the goal being the provision of a new MOEE Certificate of Approval (C of A) being issued for the operations of the expanded landfill site in place by 2022.

Prior to releasing an RFP for the expansion, the Town reached out to the Ministry of the Environment and Climate Change (MOECC) to ensure we proceed in association with their requirements. During this period, the Town learned of a method for calculating the maximum height for landfill sites without an operating maximum stipulated in their Certificate of Approval. After discovering this, the Town retained Tetra Tech, the firm that completed the last capacity survey, to complete the calculations following the MOECC guideline to re-calculate the age of the landfill site. The analysis was completed based on operating slopes of 2:1, 3:1, or 4:1, extending the time the Town has to expand the site based on 10,000m³ of material being brought to site annually and our current 3:1 operating slopes. Given these operating constraints it is anticipated that we have another 18 years of operating this site in its current form. At this time, we have presented this new information to the MOECC and are in discussions around the feasibility of maintaining 3:1 operating slopes and if it is beneficial to look at a small scale footprint expansion within the current site at this time or not.

This initiative is considered on-going.

Item#41 Alternative Voting Opportunities Municipal Clerk March 2017

On January 23, 2017, Council approved delivering the 2018 Municipal Elections utilizing a telephone/Internet method. An authorizing by-law will be prepared for Council's consideration prior to the May 1st, 2017 deadline.

By-law 16/17 was approved by Council on April 10, 2017.

This initiative is considered complete.

**Item#13 Residential Development Review Council & All Divisions
May 2017**

The Town will conduct an examination of potential subdivision development of town owned properties.

To date, there has been no official work completed on this initiative. However as of February 24, 2017 with only 5 residential lots left for sale in the 2013 Huffman Court Development, the May 2017 commencement date comes at an opportune time.

In June of 2017, through the Building & Development Executive Committee, the next planning stage of residential development was considered and approved by Council. Council approved the following recommendations;

- 1) That Erin Crescent will be the location of the next residential development
- 2) That when developing Erin Crescent, consideration be given to having multi-residential lots being developed

- 3) That the Planning and Development department schedule a public information meeting to determine the demand for residential lots starting at \$60 000.00, gain public input and suggestions on the project
- 4) That, at this time, the project be deferred to the 2018 capital budget process, unless the outcome of a planned public information meeting shows interest in residential development prior to 2018 budget process.

On July 27, 2017, Town administration held a public Information meeting on the proposed Erin Crescent Residential Development. This meeting was to provide clear pertinent facts and information on the proposed development to the public, with the public providing feedback to the Town on the proposed development. Positive feedback was received, and Administration was of the opinion that with only one residential lot left in the 2013 Huffman Court development and with an influx of mining jobs for work at the New Gold project, this was seen as an opportune time to ensure that a supply of residential lots are available in the community. With several privately owned residential lots available on the market and the advancement of other private residential development projects, during the 2018 budget deliberations, Council directed administration to defer the Erin Development to a later date.

This initiative is considered complete.

Item#14 Casino Development RRFC, First Nations Relations Advisory Committee

The Town will explore opportunities related to a casino development within the area

In December of 2016, RRFDC reached out by way of email and phone calls, all of which were not returned to Gateways Casinos based out of Vancouver. Recently, this company has partnered with the Provincial government to operate and expand Casinos in Ontario. It seems unlikely that the developers are interested or able to consider alternative locations at this time.

This initiative is still on-going, and this is an issue to be discussed with our Couchiching and Agency One neighbours. No up-date.

Item#23 Transportation Services Community Services October 2017

The Town will examine public-private partnership options for transportation to enhance the dial-a-ride service and transportation services for individuals in the community whose mobility may be limited by functional disabilities.

In January of 2017, administration prepared a “RFP” for dial-a-ride services for a 3-year term. The closing for the proposals is on Tuesday February 28, 2017. On January 23, 2017 the tender for one new Handivan mini bus was awarded to Crestline Coach Ltd. This Handivan tender was prepared with the understanding that if provincial funding was approved that a 2nd Handivan mini bus would also

be purchased. The Town received notification that provincial funding has been approved for the 2nd Handivan mini bus unit on February 10, 2017.

The first of two new handivan buses went into service on September 12, 2017 and the other bus on October 6, 2017. In October of 2017, the Town reached out to the Northwest Health Unit (NWHU) to determine if the recent operational changes that were made to each service (handivan & dial-a-ride) were well received and more user friendly. The response from the NWHU was the drivers were more accommodating and the services are now better serving the community.

This initiative is considered complete.

Item#26 Active Transportation Plan - Community Services - November 2017

The Town will present the recommendations of Phase II of the Active Transportation Plan to Council and implement any direction received in this regard.

The initiative is still outstanding.

Item#15 Investigation of enhancements of information infrastructure - RRDFC, Fort Frances Network Services - February 2018

The Town will investigate the potential enhancement of broadband infrastructure, potentially considering the installation of an enhanced fibre optic network within the community.

As of November 1st, 2017, TBay Tel completed the installation of a state of the art fibre infrastructure system throughout 95% of the footprint of the community. If currently desired, most businesses or homeowners can have fibre services brought into their buildings. This is a welcomed enhancement to the local telecommunication network and will eventually lead to many more economic development opportunities for our community and the Rainy River District.

This initiative is considered complete.

Item#42 Investigation of Green Space Plan – Operations & Facilities Division March 2018

The Town will explore the use of existing green space and examine its impact on operational resources.

The initiative is still outstanding.

**Item #43. Sustainable Community Plan – CBO & Contracted Consultant
March 2018**

The Town will engage the services of a consultant to complete a community plan for the Town of Fort Frances that addresses environmental, social and economic sustainability strategies to ensure long-term community sustainability

The initiative is still outstanding.

I am pleased with the progress of our strategic plan undertakings. Administration will remain diligent in ensuring, within reason, that timelines are adhered to. I have every reason to believe that the Town will successfully complete all strategic plan initiatives within this term of Council to the benefit of our corporation and the citizens.

Respectfully submitted,

Douglas Brown, P. Eng.
CAO



Description	Lead Responsibility	Target Date	Item Number
First Nations Partnerships	First Nations Relations Advisory Committee, RRFDC	Ongoing	1
Forest Management Structure	Council, CAO, RRFDC	Ongoing	2
Vacant Mill Properties	Mayor, Council, CAO	Ongoing	3
Assisted Living Initiative	Council, CAO	Ongoing	19
Accessibility Act	Human Resources	Ongoing	27
Huffman Court Subdivision	Planning & Development	September 2015	28
Website Redesign	IT Manager, Community Services Manager	September 2015	29
Industrial Park Strategy	Municipal Planner, RRFDC, EDAC	October 2015	4
Repurposing of Mill	Mayor, CAO, RRFDC	October 2015	5
Sister Kennedy Centre Operational Review	Community Services, Sister Kennedy Centre Board	October 2015	20
Town Revitalization	EDAC	November 2015	6
Couchiching Sewer & Water Agreement	CAO, First Nations Relations Advisory Committee	December 2015	30
Succession Planning	Human Resources, Administration & Finance	December 2015	31
Corporate Financial Software	Treasurer, Administration & Finance	December 2015	32
Review of Museum Services	Community Services	January 2016	33
Inventory of Municipal Land	Municipal Planner, Planning & Development	February 2016	34
Updated Fire Services Bylaw	Fire Chief	February 2016	35



Description	Lead Responsibility	Target Date	Item Number
Terms of Reference for Boards and Committees	Municipal Clerk	April 2016	36
Directional Signage	RRFDC	May 2016	7
Daycare Expansion	Community Services	May 2016	21
Tennis Court Development	Operations & Facilities, Community Services	May 2016	22
Condo Initiative Review	CAO, RRFDC	June 2016	8
Downtown Parking	Planning & Development, FFCC, BIA	June 2016	9
Collective Agreement with CUPE and its Local 65	Human Resources, Senior Management	June 2016	37
Collective Agreement with Fort Frances Professional Fire Fighters Association	Human Resources, CAO, Fire Chief	June 2016	38
Rainy Lake Market Square	CAO, RRFDC, Chief Building Official	September 2016	10
Sports Tourism	Community Services, EDAC, FFCC	September 2016	11
Infrastructure Renewal	Operations & Facilities	September 2016	16
Health Care Services	Council, CAO, Stakeholder Groups	October 2016	17
'Boundless' Branding	All Divisions, EDAC, RRFDC	October 2016	39
Age Friendly Community	Community Services, Sister Kennedy Centre Board	November 2016	24
Kiwanis Sunny Cove Camp	Community Services, EDAC, SCAC	November 2016	25
Fire/Medic Model Partnerships	Fire Chief	February 2017	40



Description	Lead Responsibility	Target Date	Item Number
WiFi Expansion	IT Manager, EDAC	March 2017	12
Landfill Expansion	Operations & Facilities	March 2017	18
Alternative Voting Opportunities	Municipal Clerk	March 2017	41
Residential Development Review	Council, All Divisions	May 2017	13
Casino Development	RRFDC, First Nations Relations Advisory Committee	September 2017	14
Transportation Services	Community Services	October 2017	23
Active Transportation Plan	Community Services	November 2017	26
Enhancing Information Infrastructure	RRFDC, Fort Frances Network Services	February 2018	15
Green Space Plan	Operations & Facilities	March 2018	42
Sustainable Community Plan	Chief Building Official, Contracted Consultant	March 2018	43



Fort Frances WPCP
200 McIrvine Rd
Fort Frances, Ontario
P9A 3S3
Tel: 807-274-3121
Fax: 807-274-8381

May 10, 2018

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario
P9A 3M5

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
April 2018 Monthly Report**

As per the operating agreement, the attached document is the April 2018 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Larry Wachter – Sr. Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham
Team Lead

For Larry Wachter
Sr. Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
April 2018 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of April 2018; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

Capacity of Works	9000 m ³ /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

LABORATORY

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.

APRIL 2018 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	5.1 mg/L	25 mg/L	15 mg/L	28.1 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	5.9 mg/L	25 mg/L	15 mg/L	32.7 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.16 mg/L	1.0 mg/L	0.9 mg/L	0.86 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	13.1 mg/L 4.40 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		32.8 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.0 to 7.7; average pH was 7.4		
Temperature degrees C				Temperatures ranged from 7.0 to 8.5 C; average temperature of effluent was 7.8 C		

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

WASTEWATER LIQUID PROCESS

The average daily flow for April was 5543.1 m³/day. This represents 62% of the design average flow. Total treated flow for the month was 166292 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Environmental Compliance Approval.

**The Town of Fort Frances accepted an additional 218.2 m³ of sewage from the New Gold mine site into the collection system in April. The dates of the discharges and lab analyses have not been provided.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1175 +/- @ 8.0% + 2 x 205 L @ 12%	Liters
Alum	8.5 +/- @ 55 %	Cubic meters
Polymer	4 x 205 L drums	Liters

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows and a summary will be included:

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash on the Fournier press
- Cleaned DO probes
- Drained and inspected teacup
- Replaced bulbs and acid washed UV Bank B
- Changed oil blowers 1 and 4
- Acid washed sleeves UV Bank A
- Greased clarifier drives/bearings

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned Pump 3 at Central Avenue lift station
- Installed rebuilt pump 3 at 5th Street lift station

PROCESS AND OPTIMIZATION ISSUES

We would like a Fournier press technician to come back to complete optimization as the polymer water booster pump has been installed and 18% TS cake has not been produced.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a calculated total of 105.7 m³ (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.5 % TS for the month which is under the 18% guideline and slump test results from the landfill have not been provided.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass or overflow events during the reporting period.

COMMENTS

Plant power consumption for the month was 573 (x 180 multiplier) kWh.
The Town has asked Associated Engineering to arrange for a Fournier press technician to come back to complete optimization as the polymer water booster pump has been installed and 18% TS cake has not been produced.

REPORTS

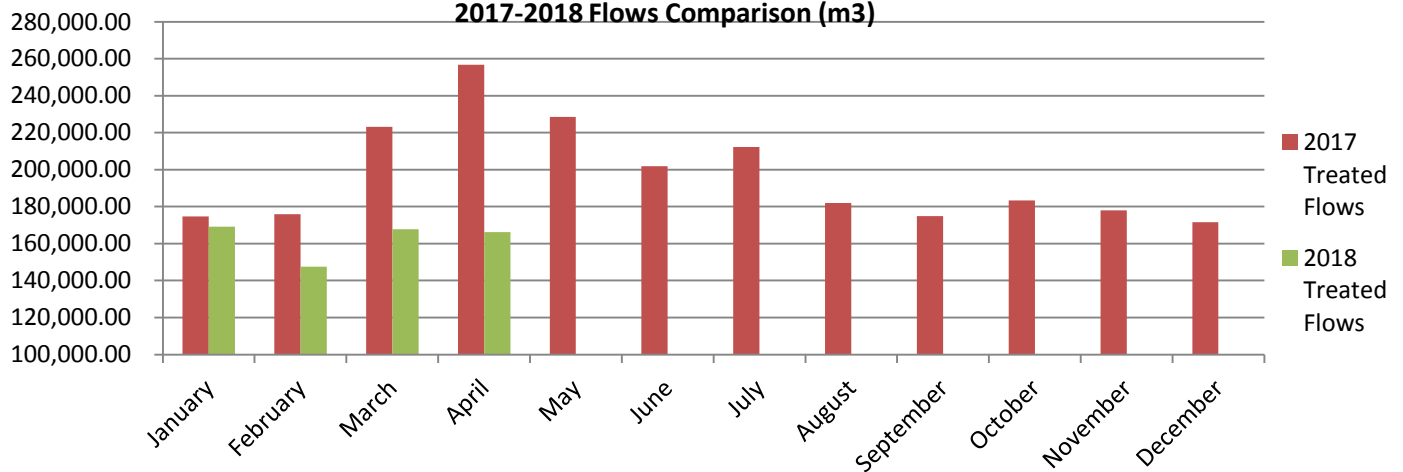
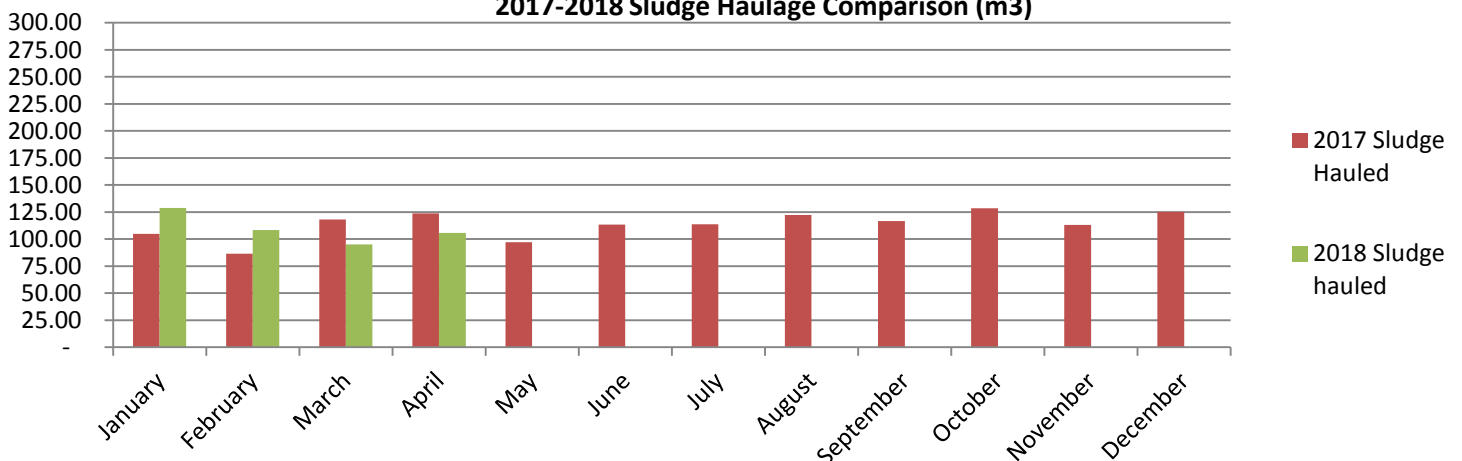
ALS – Environmental Analytical Reports (on-file at plant)
Fort Frances WPCP Equipment Run Time Report (on-file at plant)
Bypass Report (on-file at plant as per occurrence)
Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2018					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.966879584	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.959007382	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.935336976	
January	5458.1	5955	169201		169201	61%	128.9	13		
February	5267.8	5685	147497		147497	59%	108.3	11		
March	5409.9	6024	167707		167707	60%	95.0	9		
April	5543.1	6269	166292		166292	62%	105.7	11		
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	650697		437.9	44		
Average	5420		162674		162674	60%	109.5	11.0		
Max		6269	169201		169201			13		
C of A	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean
	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	Counts
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/100ml
January	102.6	3.3	18.1	155.8	6.4	34.8	2.64	0.22	1.19	19.4	8.1	69.5
February	112.0	2.5	13.0	157.2	6.2	32.5	2.82	0.17	0.87	21.8	11.1	14.1
March	104.5	3.1	16.7	156.5	7.6	41.4	2.73	0.16	0.86	19.1	12.6	14.1
April	103.6	5.1	28.1	167.2	5.9	32.7	2.79	0.16	0.86	19.3	13.1	32.8
May												
June												
July												
August												
September												
October												
November												
December												
Average	105.7	3.5	19.0	159.2	6.5	35.4	2.7	0.18	0.95	19.9	11.2	32.6
Max	112	5.1	28.1	167.2	7.6	41.4	2.8	0.22	1.19	21.8	13.1	69.5
C of A		25	225		25	225		1.0	9.0	200	6.0	200

2017-2018 Comparison Chart

Month	2017 Treated Sewage	2018 Treated Sewage	% Variance 2017 to 2018	2017 Hauled Sludge	2018 Hauled Sludge	% Variance 2017 to 2018
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	174,745.00	169,201.00	-3%	104.90	128.90	23%
February	175,956.00	147,497.00	-19%	86.50	108.30	25%
March	223,183.00	167,707.00	-33%	118.10	95.00	-20%
April	256,759.00	166,292.00	-54%	123.70	105.70	-15%
May	228,551.00			97.20		
June	201,914.00			113.50		
July	212,264.00			113.80		
August	181,956.00			122.20		
September	174,796.00			116.50		
October	183,450.00			128.50		
November	177,999.00			113.10		
December	171,598.00			125.10		
Totals	2,363,171.00	650,697.00	-263%	1,363.10	437.90	-68%

2017-2018 Flows Comparison (m3)**2017-2018 Sludge Haulage Comparison (m3)**

Workorder Summary Report

Report Start Date: Apr 1, 2018 12:00 AM

Report End Date: Apr 30, 2018 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
741845	0000227421	PUMP CENT VERTICAL NON CLOG SEWAGE P1 FIFTH ST	1103, 5th St. Pumping Station, Process	CALL	REFURBISH/REPLACE/REPAIR	0		Fifth Street Lift station high level alarm - org1103	COMP		4/13/18 04:00 PM	4/13/18 06:00 PM	fifth Street lift station high level alarm - received alarm call at 15:47 opened working alone ticket arrived at plant at 1630,checked lift station status using scada and found that both p1 and p2 were running and there was no flow the pumps were likely air-locked arrived at fifth street lift station at 1650, shut off both pumps, relieved air-lock condition on each pump, ran each pump in hand to verify proper operation. Put both pumps back into plc control and observed three complete pump cycles returned to the plant and filled out log book. Maximo was down so I could not file a callback report at that time returned home closed working alone ticket
743413	0000246422	METER LEVEL MULTIRANGER PLUS	1103, Church Pumping Station, Process	CALL	REFURBISH/REPLACE/REPAIR	0		Church St. lift station high level alarm 1103	COMP		4/27/18 10:25 PM	4/27/18 11:59 PM	Church St. lift station high level alarm 1103 - I received a Church Street high level alarm call from the auto dialler at 2225 hrs. Drove to the plant where I reset alarms and began monitoring pump status. The Church street station was operating as it should now. While on site, I received a White Pine pump fail call from the auto dialer. This appeared to be a PLC glitch or power bump as several alarms came in to SCADA at nearly the same instant. Once these faults were reset the White Pine station was back to normal.

Workorder Summary Report

Report Start Date: Apr 1, 2018 12:00 AM

Report End Date: Apr 30, 2018 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
737339	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	INSPECTION	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	4/1/18 12:00 AM	4/26/18 11:00 AM	4/30/18 08:02 AM	Dialer testing -We test the dialer on a daily basis.
737343			1103, Fort Frances WPCP	PM	REFURBISH/ REPLACE/ REPAIR	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	4/1/18 12:00 AM	4/26/18 09:00 AM	4/26/18 11:00 AM	Monthly Genset Run. -I ran all gensets under load for 1 hour.
737359			1103, Fort Frances WPCP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	4/1/18 12:00 AM	4/30/18 07:00 AM	4/30/18 08:00 AM	Monthly Inspection -Still outstanding construction safety issues. Paper copy on file at plant.
737370			1103, Fort Frances WPCP	PM	INSPECTION	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	4/1/18 12:00 AM	5/7/18 07:33 AM	5/7/18 07:33 AM	
737700			1103, Fort Frances WPCP	PM	INSPECTION	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	4/1/18 12:00 AM	4/26/18 10:00 AM	4/26/18 11:00 AM	Monthly Blower Maint. -I changed oil in blowers 1 and 4 and greased all others and returned them to service.
737708	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	INSPECTION	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	4/1/18 12:00 AM	4/20/18 02:48 PM	4/20/18 02:48 PM	teacup and snail inspection/service -lubricated bearings and drive chain on snail. inspected teacup, no debris

Aircraft Landings 2018
As of May 30, 2018 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018-2017
January	68	76	70	198	308	261	0	0	1	3	2	3	55	42	30	2	4	3	73	48	36	201	143	177	58
February	66	80	69	187	334	233	0	1	1	2	1	1	57	32	35	3	0	1	56	39	49	184	156	155	28
March	73	90	69	249	336	199	0	10	0	5	4	17	43	50	34	6	14	3	57	51	55	184	178	192	6
1/4 Total	207	246	208	634	978	693	0	11	2	10	7	21	155	124	99	11	18	7	186	138	140	569	477	524	92
April	77	67	81	270	289	288	0	0	7	7	18	8	42	40	47	6	4	3	42	41	40	174	186	201	-12
May	77	87	88	276	389	309	4	8	4	19	8	9	35	50	37	28	0	32	54	54	59	217	229	259	-12
June		82	76		324	273		10	0		16	30		38	38		14	77		63	52	0	273	328	-273
1/2 Total	361	482	453	1180	1980	1563	4	29	13	36	49	68	232	252	221	45	36	119	282	296	291	960	1165	1312	-205
July		70	72		224	221		3	2		26	48		52	51		76	66		54	47	0	286	324	-286
August		82	84		292	256		4	6		27	42		46	66		80	71		50	53	0	322	313	-322
September		79	78		267	277		7	1		14	15		40	40		42	45		39	51	0	230	249	-230
3/4 Total	361	713	687	1180	2763	2317	4	43	22	36	116	173	232	390	378	45	234	301	282	439	442	960	2003	2198	-1043
October		72	85		255	357		6	2		16	10		44	41		18	18		42	47	0	203	214	-203
November		71	72		281	328		0	3		2	20		28	28		0	7		40	38	0	168	146	-168
December		62	64		199	231		0	0		2	0		36	29		0	0		40	29	0	122	139	-122
Total	361	918	908	1180	3498	3233	4	49	27	36	136	203	232	498	476	45	252	326	282	561	556	960	2496	2697	-1536

Fort Frances Airport- Page 2/2 - Fuel Sales - As of May 30, 2018																				
Fuel Sales Recap - 2018									2018	2017	2016	2015	2014	2013	2012	2011	2010	9 year	Variance	
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	2018-2017	
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2018 to 2009	month	
January	269	269	16,228	16,228	100	100	16,597	16,597	16,597	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	13,924	-9,078	
February	363	632	15,923	32,151	0	100	16,286	32,883	16,286	12,503	11,904	11,231	12,304	6,197	6,918	3,687	5,782	16,068	3,783	
March	226	858	9,572	41,723	0	100	9,798	42,681	9,798	21,928	13,255	17,795	10,508	12,077	9,329	10,390	15,539	23,413	-12,130	
April	391	1,249	10,007	51,730	0	100	10,398	53,079	10,398	13,102	8,592	13,219	8,377	4,453	8,251	5,294	24,825	27,951	-2,704	
May	2,919	4,168	21,920	73,650	0	100	24,839	77,918		21,362	24,681	16,161	29,753	18,350	21,891	19,790	25,375	47,114	3,477	
June		4,168		73,650		100	0	77,918		27,380	26,015	45,698	30,789	22,786	23,537	25,723	27,768	60,775	-27,380	
July		4,168		73,650		100	0	77,918		24,642	29,002	28,150	14,441	19,232	32,650	19,124	30,455	68,788	-24,642	
August		4,168		73,650		100	0	77,918		23,029	21,119	36,638	20,450	20,075	30,783	21,467	33,139	80,752	-23,029	
September		4,168		73,650		100	0	77,918		13,489	21,325	24,238	21,837	18,005	19,431	22,511	23,363	84,571	-13,489	
October		4,168		73,650		100	0	77,918		16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,033	87,897	-16,604	
November		4,168		73,650		100	0	77,918		9,924	22,349	11,616	7,238	6,398	8,170	6,785	17,747	89,273	-9,924	
December		4,168		73,650		100	0	77,918			6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,641	89,639	-6,560
Total	4,168		73,650		100		77,918			216,198	230,222	229,246	189,561	149,926	190,716	158,202	237,638	690,165	-138280	
							Jan to Feb		53,079	73,208	41,279	50,937	42,732	29,943	34,750	26,679	57,117	81,357	-20129	

Lowest month in last 9 years
Highest month in last 9 years
Highest month
lowest month

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2017			2017		2018		
								2017 Total Tonne	Average last 10 years Total Tonne	2018 Total Tonne	Total Fees	Average last 10 years Fees 2008 to 2017	Total Fees	2018-2017 Tonnes	2017-2016 Fees
JAN	139.64	28.17	345.27	69.65	10.78	2.17	0.00	450.85	360.13	495.69	\$26,266.82	\$17,849.10	\$30,177.28	44.84	\$3,910.46
FEB	125.00	30.75	272.44	67.03	9.02	2.22	0.00	349.66	306.73	406.46	\$20,191.04	\$15,355.62	\$23,347.65	56.80	\$3,156.61
MAR	153.37	33.09	297.91	64.27	12.26	2.64	0.00	466.01	411.69	463.54	\$28,951.58	\$21,321.44	\$27,716.10	-2.47	-\$1,235.48
APRIL	209.71	36.79	350.77	61.54	9.52	1.67		630.91	574.04	570.00	\$40,385.84	\$30,505.60	\$35,930.07	-60.91	-\$4,455.77
MAY		#DIV/0!		#DIV/0!		#DIV/0!		741.59	719.34	0.00	\$43,112.32	\$36,978.61		-741.59	-\$43,112.32
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		663.02	846.85	0.00	\$40,162.52	\$38,270.35		-663.02	-\$40,162.52
JULY		#DIV/0!		#DIV/0!		#DIV/0!		588.46	673.76	0.00	\$37,823.17	\$37,267.74		-588.46	-\$37,823.17
AUG		#DIV/0!		#DIV/0!		#DIV/0!		671.06	657.07	0.00	\$39,355.84	\$34,723.56		-671.06	-\$39,355.84
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		637.12	651.51	0.00	\$41,057.14	\$34,879.94		-637.12	-\$41,057.14
OCT		#DIV/0!		#DIV/0!		#DIV/0!		655.43	803.03	0.00	\$40,341.88	\$40,187.03		-655.43	-\$40,341.88
NOV		#DIV/0!		#DIV/0!		#DIV/0!		370.13	569.91	0.00	\$24,926.28	\$29,432.34		-370.13	-\$24,926.28
DEC		#DIV/0!		#DIV/0!		#DIV/0!		330.97	416.38	0.00	\$19,868.57	\$21,716.47		-330.97	-\$19,868.57
Average per monthly	156.93	29.46	316.60	68.34	10.40	2.20	0.00	546.27	582.54	161.31	\$33,536.92	\$29,873.98	\$29,292.78	38.26	-81,899.02
Total	627.73		1266.39		41.58		0.00	6555.20	6990.45	1935.70	\$402,443.00	\$358,487.81	\$117,171.10	-4619.51	-\$285,271.90
Town of Fort Frances Tonnage	1894.12										\$402,443.00 Actual		\$117,171.10		
											\$391,084.00 Budget		\$396,950.00		
Total Tonnage	1935.70										\$402,443.00 Forecasted		\$351,513.30		
Residential Tonnage	627.73	32.43%													
ICI Tonnage	1266.39	65.42%													
Coverage material	0.00														

Sewer & Water Data for 2018

up-dated May 30, 2018

Month	Days per month	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018-2017	2018-2017	2018	2018
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP		
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily					
January	31	169201	5458.10	10220	329.68	6.04%	119180.0	3844.5	8275.0	266.9	6.94%	4630.0	-5544.0	50021.0	1613.6
February	28	147497	5267.75	8365	298.75	5.67%	107410.0	3836.1	8275.0	295.5	7.70%	3730.0	-27459.0	40087.0	1431.7
March	31	167707	5409.90	10261	331.00	6.12%	124800.0	4025.8		0.0	0.00%	11240.0	-55476.0	42907.0	1384.1
April	30	166292	5543.07	11686	389.53	7.03%	115850.0	3861.7		0.0	0.00%	7520.0	-90467.0	50442.0	1681.4
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-116990.0	-228551.0	0.0	0.0
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-114210.0	-201914.0	0.0	0.0
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-126300.0	-212264.0	0.0	0.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-123420.0	-181956.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-107620.0	-174796.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-109480.0	-183450.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-102850.0	-177999.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-105970.0	-171598.0	0.0	0.0
Total	365	650697		40532			467240.0		16550.0			-900500.0	-1813881.0	183457.0	502.6
Monthly Average		162674.3	1806.57	10133	112.41		116810.0	1297.3	8275.0	46.9		-73310.0	-142622.8	15288.1	509.2