

March 1, 2017

Mr. Doug Brown
Chief Administrative Officer
Town of Fort Frances
320 Portage Avenue
Fort Frances ON P9A 3P9



NOHFC Project # 8501633

COPY

Dear Mr. Brown:

Enclosed are:

- Two copies of the proposed transfer payment agreement between Town of Fort Frances and Northern Ontario Heritage Fund Corporation (NOHFC).
- An electronic funds transfer (EFT) form.

If the agreement is acceptable, **please arrange for signatures on both copies by an authorized signing officer. Both copies of the agreement should then be forwarded, with the completed EFT form and a void cheque, to the NOHFC, 70 Foster Drive, Suite 200, Sault Ste. Marie, ON P6A 6V8.** One copy of the agreement will be returned to you after signing by the NOHFC. Signed copies must be provided to NOHFC within 60 days from the date of this letter.

Your assigned project officer is Joey Harris at the Ministry of Northern Development and Mines, 70 Foster Drive, Suite 200, Sault Ste. Marie, ON P6A 6V8, who may be contacted at 705-945-5914.

Before your new employee starts the position, please provide your assigned project officer with the following:

- confirmation that the eligibility criteria as set out in the verification report to be provided by the project officer have been met. To protect your employee's privacy, please do not provide the employee's social insurance number or any other personal information, except the information required to complete the forms.
- a certificate of insurance. See Schedule A – Section 9 of the attached legal agreement.

To request reimbursement of the Eligible Costs you have paid (for more information, please see Schedule A, section 1(c) of the attached legal agreement), you must complete a Request for Reimbursement form (see Schedule C of the agreement) and, for a final payment, a Final Report (see Schedule D). Send completed forms to your assigned project officer.

If there are any aspects of the agreement that you wish to discuss, please contact your assigned project officer, or financial officer, Sherry Gauthier of the NOHFC at 1-800-461-8329.

Sincerely,

Bruce Strapp
Executive Director
c. Joey Harris, MNM
Enclosure