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Rural Programs Branch

July 23, 2015

File Number: SCF-0393

Doug Brown, Operations & Facilities Manager, P. Eng.
Town of Fort Frances
320 Portage Avenue,
Fort Frances, Ontario
P9A 3P9
dbrown@fort-frances.com

Dear Doug Brown:

Re: Federal Government's Small Communities Fund (SCF)

As recently communicated, I am pleased to confirm conditional federal and provincial funding support for your application under the New Building Canada Fund (NBCF) – Small Communities Fund (SCF), subject to the execution and return of the attached NBCF-SCF Agreement.

Please note information regarding your project approval must be kept as confidential as possible, recognizing the need of municipalities to obtain a council by-law in order to enter into the Agreement, until a public announcement has been made indicating funding for this project.

The following conditions must be met in order to receive your funding:

- The Agreement must be signed and sealed (on page 2) and returned to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The ministry's offer to enter into the Agreement is conditional upon the ministry receiving the signed and sealed Agreement and the Initial Project Report (Section F.2) by **September 18, 2015**. If you are unable to meet this deadline, contact the ministry as soon as possible using the contact information provided below.
- Municipalities are required to obtain a municipal by-law to execute the project level Agreement with the province. It is recommended that councils meet as soon as possible to pass the necessary documentation to allow signatories to sign the Agreement. This may require a special council meeting in order to meet the timelines.



- The Agreement provides a project description, terms and conditions, reporting requirements and communications requirements for your funded project. You will be required to verify all project information (i.e., description, completion dates, etc.), as well as insert the names and titles of the signatories on the signature page (page 2).
- Please ensure that you print two copies of the Agreement, and once signed and sealed, courier to the Ministry of Agriculture, Food and Rural Affairs, Rural Programs Branch, 1 Stone Road West, 4NW, Guelph, ON N1G 4Y2. The Initial Project Report can either be sent with the Agreement or sent earlier via email to SCF@ontario.ca.
- You will also need to implement the insurance requirements in the Agreement and may be requested to provide a copy to the ministry.
- Project costs are allowable as of the Project Approval Date (Section B.1.3) and can occur until the Project Completion Date (Section B.1.4) outlined in your Agreement. Claim submission and other reporting information requirements are stipulated in the Agreement.
- Any required Aboriginal consultations on the project must be done prior to the start of construction for the project. Information on any duty to consult requirements on your specific project will be provided to you shortly.
- As a program objective is for approved projects to be completed within five years, details regarding project completion are noted in your Agreement. Should you anticipate any issues with the project completion date (Section B.1.4), contact the ministry as soon as possible.

Should you have any questions, do not hesitate to call the contact centre at 1-877-424-1300 or email SCF@ontario.ca.

Congratulations on your successful application, and we look forward to working with you as you implement this project.

Sincerely,



Joel Locklin
Manager (A), Program Operations

Attachment: NBCF-SCF Agreement