

TOWN OF FORT FRANCES

AGENDA - March 9, 2020

MEETING - Council Chambers , Civic Centre

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1. COUNCIL MEETING

(Session No. 036) to immediately follow the Committee of the Whole

1.1 Call to Order

1.2 Silent Meditation and Recognition of Land

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

1.4 Disclosure of pecuniary interest and the general nature thereof.

2. Consent Agenda:

2.1 Items Referred from Committee of the Whole

2.2 Letter dated February 21, 2020 from P. Nastiuk re: request support for Central America 4 - 5
- will be received with thanks at this time.

2.3 Letter of resignation from D. Cuthbertson from Downtown BIA. 6
- received with thanks.

2.4 Request from Community Living Fort Frances and District re: Proclaiming May 2020 as Community Living Month in the Town of Fort Frances. 7 - 12
- requester will be advised of Council's proclamation.

2.5 Request from Rainy Lake Gymnastics Academy - Sole Use of the Memorial Sports Centre Auditorium from September 2020 through April 2021. 13 - 22
- request will be referred to Community Services Executive Committee for recommendation.

3. Approval of Council Minutes: *

3.1 Session Nos. 034 and 035 dated February 24 and March 2, 2020

4. Approval of Committee of the Whole Minutes: *

4.1 Session Nos. 036 and 037 dated February 24 and March 2, 2020

5. Resolutions from tonight's Committee meeting

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6. <u>By-Laws:</u>	
6.1 By-law 03/14-R being a by-law to amend Zoning by-law 03/14, as amended. (Second Dwelling Units)	23 - 25
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6.10 By-law 22/20 being a by-law to authorize the execution of an agreement with 1876118 Ontario Limited o/a Makkinga Contractors for 2020-2021 Roadway Reconstruction of Scott Street – Reid Avenue to Colonization Road East within the Town of Fort Frances awarded through the public tender process.	60 - 69
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9. <u>Non-agenda Items</u>	
10. <u>ADJOURNMENT</u>	
11. <u>* Previously distributed to Council</u>	
12. <u>** Items can be viewed by contacting the Clerk</u>	

Town of Fort Frances

Town Council Meeting

320 Portage Avenue S.

Fort Frances ON., CAN.

Perry M. Nastiuk

425 First Street E.

Fort Frances, ON., CAN.

February 21, 2020

Dear Town Council:

Hello my name is Perry Nastiuk & I have been a resident of our beautiful town for 63 years now & I recently returned from a trip to Central America to visit as many Mayan archaeological sites on a list of 10 I researched before going. Well one site I had on my list was Tazamul which is located in Chalchuapa, El Salvador. This is where I met Mama, owner of the hostel I stayed in (Hostel Las Flores), who ended up stealing my heart as she is a person you would be proud to know. Her hostel was huge like a city block long but it being El Salvador & being off the beaten path her occupancy was us 2 travellers from Ft. Frances as well as an older traveller who stayed hidden but you could tell business wasn't thriving maybe because of that bloody civil they had decades ago & made headlines for the atrocities committed there during it. I'm not focusing on that as it's totally safe to go there now & that they want folks to visit as it's stable, friendly & beautiful & the weather is conducive to any Canadian who wants a little sun & is willing to go there, however what sets Mama apart is her love of her fellow El Salvadorians & especially the people who live in her town Chalchuapa, population about, 72,728(2005), are of mixed Spanish & Mayan plus other Indigenous groups. She distributes used clothing to the poor & she is a very proud independent woman who loves her people & is like the in-defacto mayor there as I witnessed the common folk coming up to her & shaking her hand or kissing her cheek. Well before we left for Honduras we had a very important conversation & after that I promised her when I got back I'd do a small clothing drive for her as I feel compelled to complete this now task. I did receive a call back from Her Honour our Mayor & although she said there's not much she can do but did say that I could approach you, our town Council requesting making Chalchuapa a sister city & hopefully we can set up a drop off facility for clothes & you may be able to help in this important endeavour as it's our duty to

help where we can & thus this is my proposal about doing something I feel my fellow Fort Francians would help once I find a small not being used building here in town. I have a small shed & can use that as I feel maybe a 100lbs or something to that effect to start as it's the shipping that costs & I'll start a separate bank account for donations when I put an add into our paper with proposed drop off centre(s), & where to drop off donations(I'm going to contact Sheila McMahon at the UNFC to be a co-signer for these funds & any help that they can provide), so this will take me to asking you, my Town Council to get onboard & let's do something wonderful for Mama & her people. I can be contacted at my home phone number: 807-271-3161 or at my gmail: pmn08125606@gmail.com. That's about it so at this time I would like to thank you for reading my proposal & am looking forward to hear from you.

Sincerely yours,

Perry M. Nastiuk



Forestry Technician

Avocational Archaeologist,

Hi Lisa,

Please accept this email as my resignation immediate from the BIA board of directors. I feel as President I no longer have control of these meetings and have become ineffective as a leader of this group. I wish everyone well but can and will not continue to be part of this committee.

Thanks,

Doug Cuthbertson

Northwoods Gallery and Gifts Ltd.

P.S. Please advise if there is any further requirements to remove myself from the BIA board.

March 4, 2020



Town of Fort Frances
Mayor and Council of the Town of Fort Frances
P.O. Box 38
Fort Frances, ON P9A 3M5

Dear Mayor and Council of the Town of Fort Frances:

Re: Proclamation May as "Community Living Month"

On behalf of Community Living Fort Frances and District, I am requesting that your council proclaim May as "Community Living Month".

You may be aware of the services Community Living Fort Frances and District provides in the Rainy River District. If not, I have enclosed 2 brochures with general information on the services we provide.

Community Living Fort Frances and District provides support to intellectual or developmental disabled individuals who require support to be able to participate in community life and live as independently as possible.

Community Living Fort Frances and District provides a range of services including residential, employment, recreational and educational supports to intellectual disabled individuals throughout the Rainy River District.

During the month of May we will be celebrating our achievements and request your support for people in your community with an intellectual or developmental disability.

Mission Statement

To ensure that all people live in a state of dignity, sharing & participating in all elements of living in the community.

Administration Office 340 Scott Street Fort Frances, ON P9A 3M5	24 Hour Care Supports 145 Hudson Drive Fort Frances, ON P9A 3P7 807-274-2427 807-274-9678	Community Support Services 336 Scott Street Fort Frances, ON P9A 1G9 807-274-5703	Employment Supports 340 Scott Street Fort Frances, ON P9A 1G9 807-274-8727	Good Impressions 342 Scott Street Fort Frances, ON P9A 1G9 807-274-3233 giprint@jam21.net	Transitional Services 525 Mowat Avenue Fort Frances, ON P9A 1Z1 807-274-5556
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On behalf of Community Living Fort Frances and District I am also requesting that the Town of Fort Frances participate in a flag raising ceremony and fly the Community Living flag for the month of May 2020.

Should you agree, please have a representative contact me to make the arrangements.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Faith Moen". The signature is written in a cursive, flowing style.

Faith Moen
Communications/PR Coordinator
(807)274-5556 Ext.228
fmoen@clfortfrances.com

SUPPORTS and SERVICES

(All Participants)

- ~ Service Coordination
- ~ Lifestyle Planning and Goal Setting
- ~ Services and Supports Coordination
- ~ Personal Care
- ~ Personal Support and Assistance
- ~ Skills Assessment and Training
- ~ Accommodation

Facilitation of Outcomes by utilizing

- ~ C.L.F.D. Services
- ~ Skills Assessment and Training
- ~ Accommodation

SERVICE AREAS

- ~ 24 Hour Support
- ~ Supported Independent Living
- ~ Supported Employment
- ~ Careers Unlimited
- ~ *(ODSP Employment Services Provider)*
- ~ Good Impressions Printing
- ~ Transitional Services
- ~ Technology/Local Access Coordination

SERVICE PRINCIPLES

- Responsiveness to people
- Flexibility in processes
- Range of options and meaningful choices
- People choose their preferred lifestyle and goals based on their own experiences and personal perspectives

SERVICE ELIGIBILITY

To be eligible for services, an individual must have a disabling condition that produces either an impairment of motor, cognitive, emotional, sensory function. or health, and which limits his or her ability to live independently within the community.

Eligibility is determined by an external process through the Ministry of Community and Social Services.

For Further Information Contact:



1-807-274-5556

P.O. Box 147

Fort Frances, ON P9A 3M5

or stop in to visit at:

340 Scott Street, Fort Frances, ON

email: clffd@vianet.ca

MY SELF

- People are connected to natural support networks.
- People have intimate relationships.
 - People are safe.
- People have the best possible health.
 - People exercise rights.
 - People are treated fairly.
- People are free from abuse and neglect.
- People experience continuity and security.
- People decide when to share personal information.

MY WORLD

- People choose where and with whom they live.
 - People choose where they work.
 - People use their environments.
- People live in integrated environments.
- People interact with other members of the community.
- People perform different social roles.
 - People choose services.

MY DREAMS

- People choose personal goals.
- People realize personal goals.
- People participate in the life of the community.
 - People have friends.
 - People are respected.



OUR MISSION

To ensure that all people live in a state of dignity, sharing and participating in all elements of living in the community.

1-807-274-5556

P.O. Box 147

Fort Frances, ON P9A 3M5

or stop in to visit at:

340 Scott Street, Fort Frances, ON

email: clffd@vianet.ca

24 Hour Supports

This is a comprehensive service for people with long-term and intensive support and care needs. The level of supervision is high and is geared towards each person's skills and abilities. In-home and out-of-home supports are provided in a wide variety of areas such as personal health and safety, personal care, mobility, household maintenance, transportation, cooking, handling money, shopping, decision making, social activities, legal, leisure and recreation, as well as supporting the achievement of personal life goals.

Supported Independent Living

This service is for people who need less supervision and support than 24 hour's per day. In-home and out-of-home supports are geared to the person's specific needs in a wide variety of areas, such as personal health and safety, personal care, mobility, household maintenance, transportation, cooking, handling money, shopping, decision making, social activities, legal, leisure and recreation, as well as supporting the achievement of personal life goals. Hours of service provided varies from daily to weekly or monthly.

Supported Employment /Careers Unlimited

- ◆ To develop positive work habits, job skills, industrial practices and social skills.
- ◆ To facilitate paid employment or placement with the goals and the interests of the individual in mind.
- ◆ The emphasis may not necessarily be competitive employment, but will include satisfying work alternatives.

Careers Unlimited is a service provider for the Ontario Disability Service Program (ODSP).

- ◆ If you have a disability we may be able to assist you with finding employment.

Good Impressions Printing

Good Impressions Printing provides on-the-job training in a variety of tasks such as folding, collating, stamping, stuffing, binding, photocopying, packaging, document shredding, lamination, and a variety of other printing related skills. Service users also have the opportunity to work in a customer service reception area learning office and reception skills readily transferable to community employment.

The pre-vocational component assists service users in developing the skills and habits necessary to function successfully within the work setting. This service complements the existing structure and promotes the development of individual skills, within the structured vocational program or a more independent work setting.

Transitional Services

Transitional Services is a planning service offered to young adults and their families. Effective transitional planning begins long before the student is ready to graduate from high school. Ideally, planning should begin at the end of elementary school.

Transitional Services as an adult service provider, supports the individual, the family, and schools with developing a transitional plan. Other supports that can be accessed include the following:

- ◆ Assisting with resource funding applications as required
- ◆ Case Management
- ◆ Housing applications
- ◆ Researching education, employment and training opportunities
- ◆ Service coordination/family meetings
- ◆ Assistance with accessing community resources
- ◆ Advocating on behalf of the individual and family

If the individual has not already been referred to Developmental Services Ontario, we can provide info and assist with the referral.





Technology/Local Access Coordination

Available at 338 Scott Street and is divided into three components as follows:

1. Through the use of technology, people are offered a range of experiences including sports, leisure, education and literacy, life skills, physical therapy, music therapy, and vocational skill.
2. Through the Ontario Telemedicine Network (OTN) a variety of clinical supports can be accessed. Surrey Place Centre in Toronto provides support solely to the developmentally challenged population. They coordinate the MMW Clinical Video Conference Program, which assists developmentally disabled individuals 18 years of age and older living in the North. They provide services to the individual, families and professionals in their home communities via video conference technology. There is no cost to the individual or their care providers.

The multi-discipline clinical team consists of a psychiatrist, a psychiatric nurse, psychologist, behaviour therapists, a speech language pathologist and an occupational therapist. The clinical access coordinator is responsible for processing the intake/referrals.

3. The third component deals with ongoing educational training for individuals, families and caregivers/professionals. There is a monthly schedule of training events. Phone (807) 274-5556 ext. 232 to have your name added to the list. Community members can also access our resource library that is filled with educational materials (books, DVD's, video's) on the topic of Developmental Disability, Mental Health and Dual diagnosis.



Volunteer Opportunity

- ◆ The function of the Volunteer Program is to provide a central coordination point for volunteer management within Community Living Fort Frances and District.

- ◆ It is the policy of Community Living Fort Frances and District that all volunteers are expected to exemplify by their conduct and practice, respect for and acceptance of all persons as outlined in the Vision and Mission.

- ◆ All volunteers must meet the requirements and follow policies and procedures of the Community Living Fort Frances and District Volunteer Program. For more information, phone (807)274-5556 and ask to speak with the Volunteer Coordinator.

MISSION

To ensure that all people live in a state of dignity, sharing and participating in all elements of living in the community.



340 Scott Street

P.O. Box 147

Fort Frances, ON

P9A 3M5

Phone: 807-274-5556

Fax: 807-274-5009

email: clffd@vianet.ca

Website:

www.communitylivingfortfrances.com

Service Areas

Community Living Fort Frances and District offers a wide variety of services and supports for individuals with a developmental challenge and their families.

Eligibility for services is determined by criteria established by the Ministry of Community and Social Services. External agencies verify eligibility.



24 Hour Support



Supported Independent Living



Supported Employment/Careers Unlimited



Good Impressions Printing



Transitional Services



Technology/Clinical Access Coordination



Volunteer Opportunity



P.O.Box 823
Fort Frances, Ontario
P9A 3M3

March 4, 2020

Ms. June Caul, Mayor
and Council
Town of Fort Frances
320 Portage Ave
Fort Frances, Ontario
P9A 1A5

Dear Mayor Caul and Council:

RE: RAINY LAKE GYMNASTICS ACADEMY

As you are aware, the Rainy Lake Gymnastics Academy (RLGA) has a contract with the Town of Fort Frances for semi-permanent use of the auditorium of the Memorial Sports Centre for a two-year term. This contract is dated September 1, 2019, a copy of which is attached for your convenience.

As part of this contract, the RLGA is required to set up our equipment on Monday nights at 9:30 PM and take down our equipment on Saturdays at 4:00 PM. When there were events scheduled in the auditorium on Saturdays, we were required to take down our equipment on Thursday evenings after class at 8:30 PM. At registration, each family was required to sign up to assist with set-up or take-down four different times throughout the year.

After having set up and taken down our equipment 40 times this year so far, we are finding much more wear and tear on the equipment than expected. The spring deck floor, for example, is pieced together in two sections held together by Velcro, which is stapled to the bottom of the top pieces and to the top of the bottom pieces. The cost of replacing the Velcro and re-installing it is an added expense for us that was not anticipated, and the floor sections themselves are suffering damage to the edges each time they are moved from the auditorium to the storage room and back. The floor was a significant cost (\$29,250.00) and replacing it every few years is just not feasible.

Typically, set-up takes roughly one hour, provided enough people show up to their chosen dates, and the take-down is approximately the same. However, there have been circumstances when it has taken significantly longer, due to smaller numbers of volunteers or fewer experienced ones. This becomes frustrating and unfair to the people who are required to stay late to ensure the equipment is set up properly. Correct alignment and securing of the equipment is critical to the safety of the gymnasts and this takes time and attention to detail. If any Council members would be interested in attending a set-up or take-down shift in order to gain understanding of the labour and logistics involved, we would be delighted to welcome you.

Beyond the challenges noted above, many parents have found it a hardship to attend their scheduled set-up or take-down shifts or to find replacement volunteers, especially for the late-night set-up times. It is clear that another system will be needed for next season. One alternative we have considered is to hire a crew of people who would be responsible for every set-up and take-down. While this would provide consistency and ease the burden on coaches, board members, and parents, the increased registration fees required to compensate for the costs of paying this set-up crew may create a financial barrier the families of our athletes, particularly the ones who rely on KidSport subsidies in order to participate in gymnastics. The RLGA is committed to keeping the sport accessible to as many children and youth in Fort Frances as possible, and we will continue to seek a solution that will not substantially increase registration fees.

On February 6, 2020 Stephanie Mann and Jessica Ogden of the RLGA met with Mr. Aaron Bisson of the Town of Fort Frances. During that meeting, the RLGA had inquired about the possibility of sole use of the auditorium for the period September 2020 to April 2021. This would alleviate the wear and tear on our equipment and also would allow us to expand our programming, while keeping registration fees affordable. Following this meeting, we were advised to present a written request for the consideration of the Mayor and Council.

The Air Cadets are a long term user of the Fort Frances Memorial Sports Centre and we do not wish to “push them out” of the space or diminish the value of the program or its members. That being said, the RLGA is looking for a more permanent home for the next season and potentially for years to come, which would affect the Cadets’ use of the auditorium.

The RLGA has 233 athletes this year and we hope to be able to increase that enrollment number for next year. We are of the understanding that the Air Cadets have a squadron of approximately 25 cadets. We have approached various businesses, schools, etc., to determine if there is a space that would accommodate the Air Cadets and also store their equipment.

RLGA took the liberty of reaching out to the Rainy River District School Board to see if there is option for the Air Cadets at any of the school locations. There would have to be a determination if office space is available, however attached is a copy of the email received from Heather Latter of the Rainy River District School Board.

We have also contacted Couchiching First Nation with respect to the use of the Nanicost Building and the Northwest Catholic District School Board with respect to St. Michael’s School. As of the date of this letter, we do not yet have any information from those sources, however we will provide it as soon as it is available.

The Air Cadet program is funded by the Canadian Military and the Department of National Defence for Canada. The Air Cadet Policy and Procedures Manual indicates that “...The Air Cadet League of Canada fosters development in youth of the values of self-confidence, self-discipline and leadership...”. Also, “...it strives diligently to be a totally dedicated, proactive and innovative partner to encourage and enhance the development of well adjusted, civic minded youth to undertake leadership roles in a great Canada and a better world...”

Like the Cadet program, the RLGA promotes confidence, discipline, and respect, among other attributes. Gymnastics also integrates consistency, determination, dedication, and integrity.

While the values behind the Air Cadet program are a testament to the program and its success, gymnastics also provides a strong start to long term personal development for the athletes. Gymnastics is a multi-discipline sport providing the opportunity of participation and promoting fitness, well-being and social values at all levels of interest and ability, regardless of age, from recreation to high performance, and should

not be compared to the Cadet program as one being “better” than the other. Both activities provide a fruitful experience for our community youth.

For the period October 2019 to February 2020 the RLGA has paid rent to the Town of Fort Frances in the amount of \$11,456.05 with another \$5,268.66 to be paid for March and April 2020. This is a total of \$16,724.71 for the year.

With all of that in mind, we would like to provide two scenarios for you to consider:

PROPOSAL #1 FOR 2020/2021 YEAR

If RLGA maintains the same schedule as we have now at 17.5 hours per week with sole use at the regular hourly rate of \$45.84 (which is the hourly rate versus the lower rate we receive now given that we are regular users and storage of our equipment during times when there are approved events happening in the auditorium (for example, a wedding on Dec 19, 2020)): at approximately 30 weeks of class:

$$\$45.84 \times 17.5 \text{ hours} = \$802.20 \times 30 \text{ weeks} = \$24,066.00$$

PROPOSAL #2 for 2020/2021 YEAR

If RLGA maintained the space solely, we could increase the programming. This could include other members of the community that may wish to participate in a number of athletic activities.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4	4	3.75	4.5	0	7	2.5

This would be an increase to 25.75 hours a week. If we are able to increase the amount of time we use the space and pay the regular hourly rate to compensate for exclusive use of the space and storage of our equipment during times when there are approved events happening in the auditorium (for example, a wedding on Dec 19, 2020):

$$\$45.84 \times 25.75 \text{ hours} = \$1180.38 \text{ per week}$$

assuming 30 weeks for the 2020-2021 season, the total amount would be: \$35,411.40

The Air Cadets

If Air Cadets have practice every Monday and some Sundays, their usage would be approximately six hours a week. Assuming they would not have practice over the Christmas holidays and March Break, that leaves them with roughly 30 weeks as well.

$$6 \text{ hours per week} \times 30 \text{ weeks (at the discounted rate of \$32.92 for regular users):}$$

$$6 \times 30 \text{ weeks} = 180 \text{ hours @ } \$32.92 = \$5,925.60.$$

COMPARISON

CLUB/PROPOSAL	# OF HOURS FOR SEASON	RENT PAID TO TOFF*
RLGA Proposal 1 (increased user fee – same hours as 2019/2020 – sole use)	525	\$24,066.00
RLGA Proposal 2 (increased user fee – increased hours – sole use)	772.5	\$35,411.40
Air Cadets	180	\$5,925.60

**These amounts are prior to expenses being paid by the Town for utilities, etc.*

As indicated previously, the Air Cadets are funded by the Canadian Military and there is no fee for Cadets to participate. To our knowledge, after some research, the Squadron leader submits each year for funding to run the program. Anything that may come up afterwards is at the expense of the Cadets themselves (for example, the trip to Vimy Ridge last year required fundraising).

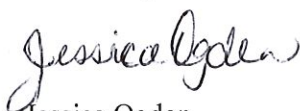
In summary, we believe that approving our request for exclusive use of the Memorial Sports Centre auditorium from September 2020 through April 2021 would be mutually beneficial in the following ways:

- From a business perspective, our proposal would result in an increase of revenue to the Town of Fort Frances, especially if programming is expanded. We do not believe that there would be any other single club or team that may be able to contribute this revenue.
- Programming could be increased to 25.75 hours per week, which would allow additional members of the community to benefit from gymnastics and fitness activities. There is tremendous demand for additional classes and more spaces in existing ones, as evidenced by the numerous requests and inquiries we have continued to receive throughout our first season.
- Registration fees would remain low enough to be affordable to as many families as possible. The costs associated with hiring a set-up team and replacing or repairing damaged equipment would be far greater than the increased rental fees we propose to pay for exclusive use.
- The safety of the athletes who use our equipment will be protected. Equipment that is damaged from wear and tear poses a threat to the safety of the gymnasts. Similarly, incorrect alignment or assembly of equipment can create unsafe conditions.

The RLGA is committed to providing a high-quality gymnastics program to benefit the children and youth of Fort Frances. We would like to go hand in hand with the Town in their efforts to build more boundless adventures for the community.

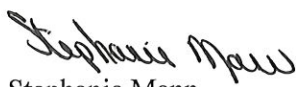
On behalf of the Board, coaches, gymnasts, and families of the RLGA, thank you for your consideration. We look forward to your favourable response.

Yours truly,



Jessica Ogden
President

Yours truly,



Stephanie Mann
Director

From: Heather Latter <heather.latter@rrdsb.com>
Date: February 27, 2020 at 1:48:04 PM CST
To: Lisa Brockie <lbrockie@yahoo.com>
Subject: RE: Community use of schools

Hi Lisa,

Currently there isn't availability at our Fort Frances schools on Monday evenings, but that doesn't mean there won't be for the next school year. The permit process for the 2020-21 school year begins in May. Returning groups will have the opportunity to submit their permits first. Then on June 17th, we will begin taking permits for new user groups. Unfortunately there is a custodial cost for the weekends, which is \$50 per hour (the rate covers overtime and benefits). This cost is new this year due to the loss of Community Use funding that previously had been provided by the government. When calculating the cost, we also charge for a half hour before your start time and a half hour after.

I hope this answers your questions. If there is anything else you'd like to discuss, just let me know!

Cheers,
Heather

Heather Latter
Community Outreach Officer
Rainy River District School Board
Phone: (807) 274-9855 ext 4989
Fax: (807) 274-5078
heather.latter@rrdsb.com

"Together, we empower all students to believe in themselves, to achieve, and to dream."

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Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone: 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

June 25, 2019

Rainy Lake Gymnastics Academy
PO Box 823
Fort Frances, ON P9A 3N1
Attn: Jessica Ogden

Dear Jessica:

RE: Agreement for Use of Auditorium at the Memorial Sports Centre

At the Regular Meeting of Council held Monday June 24, 2019, the attached by-law 23/19 was approved (certified true copy enclosed) authorizing the execution of an agreement between Rainy Lake Gymnastics Academy and the Corporation of the Town of Fort Frances.

Please find enclosed one original copy of the agreement for your files.

Yours truly,

Elizabeth (Lisa) Slomke
Town Clerk

Enclosures

c.c. J. Kabel, Manager of Community Services
Treasury

TOWN OF FORT FRANCES**BY-LAW NO. 23~19**

(Being a by-law to authorize the entering into of an agreement with Rainy Lake Gymnastics Academy)

WHEREAS on June 10, 2019, Council authorized the entering into of an agreement with Rainy Lake Gymnastics Academy for space at the Memorial Sports Centre Auditorium from Fall 2019 to Spring 2020 with equipment permitted to be set up semi-permanent basis.

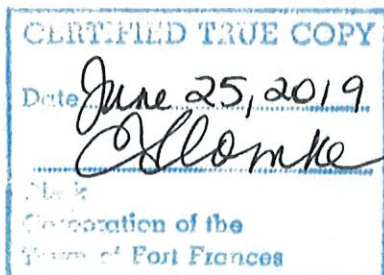
NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the following agreement in the form attached hereto as Schedule 'A' with Rainy Lake Gymnastics Academy be approved for the Mayor and Clerk to sign and fix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 24th day of June 2019.


J. Caul, Mayor




E. Slomke, Clerk

THIS AGREEMENT to come into effect the **1st day of September, 2019.**
B E T W E E N :

THE CORPORATION OF THE TOWN OF FORT FRANCES

hereinafter called the "Town" or "Lessor".

- AND -

RAINY LAKE GYMNASTICS ACADEMY

hereinafter called the "Lessee".

WHEREAS:

- A. The Lessee is wishing to rent the Memorial Sports Centre Auditorium from the Lessor during the Fall of 2019 through to the Spring of 2020 to offer gymnastics programming for youth;
- B. The Lessee is proposing to leave their gymnastics equipment set-up on a semi-permanent basis subject to the terms below; and
- C. The Lessee is planning to offer the gymnastics programming for approximately 19 hours a week subject to the availability of the facility and enrolment numbers.

Now therefore,

In addition to the Memorial Sports Centre Auditorium - Rental Agreement Terms and Conditions and Community Services Facility Rental Policy, the parties hereby agree to the following:

- 1. Term of Lease – 2 year term (September to April each season, for the seasons 2019-2020 and 2020-2021). The agreement will be reviewed after the first year to determine if revision is appropriate.
- 2. Rental fee – Will be charged as per the Auditorium contracted hourly rate listed in the Town of Fort Frances user fee schedule subject to change at any time by Council resolution (May 2019 rate - \$32.35).
- 3. Scheduling – Memorial Sports Centre staff will meet with the Lessee before July 31st each year to determine the Fall (September –December) schedule and before November 30th each year to determine the Winter (January – April) schedule.
- 4. Gymnastics Equipment – The Lessee will be solely responsible for setup and takedown of any equipment that is required for their use of the Auditorium. The Lessee hereby agrees to have equipment moved as required by the facility management to accommodate other facility needs and uses by management. The Lessor agrees to provide as much notice as possible to the Lessee when unplanned removal of equipment is required. The Lessee acknowledges that unscheduled, but necessary maintenance may cause there to be little or no notice to remove equipment. The Lessee agrees to pay an additional fee to cover all costs reasonable as determined by management if they fail

to move their equipment as stipulated by Memorial Sports Centre management. The Lessee will have access to a portion of the 'Tables and Chairs room' on the 2nd floor of the Ice for Kids rink.

5. Fitness Classes- The Lessor acknowledges that the gymnastics equipment will not be taken down for Memorial Sports Centre Fitness classes. Both parties acknowledge that the Fitness classes may use the gymnastics floor if they choose. The Lessee acknowledges that Instructors for the Memorial Sports Centre may move pieces of gymnastics equipment as required for their class.

6. Shared use by Rainy Lake Air Cadets- The Lessee acknowledges that they will be required to take down gymnastics equipment as required for each Sunday practice for the Rainy Lake Air Cadets in order for the Rainy Lake Air Cadets to have full use of the Auditorium.

7. Other Events – For any and all events that have already been scheduled in the auditorium, the Lessee will ensure that their equipment is removed from the facility and properly stored. In an attempt to minimize the Lessee's equipment setup and takedown, Memorial Sports Centre management will only book additional auditorium events that are deemed necessary. The Lessor agrees to provide all dates and times of previously scheduled events to the Lessee prior to July 31st of each year.

8. The Lessee shall assume all liability for damages caused directly or indirectly by him/her or his/her members and invitees while using the facilities.

9. The Lessee shall assume risks of damage and injury while on the premises for him/her and his/her members and invitees, and hold the Lessor harmless and indemnified there from.

10. The Lessee shall have in force \$5,000,000 of liability insurance with the Town of Fort Frances named as an additional insured.

THE CORPORATION OF THE TOWN OF FORT FRANCES

- AND -

RAINY LAKE GYMNASTICS ACADEMY

IN WITNESS WHEREOF the Town hereto has affixed its Corporate Seal and attested by its proper Officers duly authorized on their behalf and has hereunto set

SIGNED SEALED
AND DELIVERED

THE CORPORATION OF THE TOWN
OF FORT FRANCES

MAYOR: Jane Caud

CLERK: Elomke

Per: Jessica Ogden Printed: Jessica Ogden
(Rainy Lake Gymnastics Academy)

Per: Jillian Kellar Printed: Jillian Kellar
(Rainy Lake Gymnastics Academy)

Witness: Elomke Printed: Elizabeth Slomke

TOWN OF FORT FRANCES

By-Law 03/14 – R

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

WHEREAS Council of the Town of Fort Frances has the authority under section 34 of the Planning Act, R.S.O., 1990, Chapter 13 (as amended) to regulate the use of land and the character and use of buildings and structures within the Town of Fort Frances;

WHEREAS Council of the Town of Fort Frances wishes to amend Zoning By-Law 03-14 to included definitions and general provisions regarding second dwelling units;

AND WHEREAS in accordance with Section 34(12) of the Planning Act, a Public Meeting was held on February 10, 2020 to consider the subject Zoning By-Law Amendment, with proper notice given to the public according to Ontario Regulation 545/06;

AND WHEREAS at its meeting held February 10, 2020, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee and the Committee of Adjustment, that the amendments be approved.

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

1. To amend the following definition in Section 2:

DWELLING UNIT (INTERIOR), SECOND

A self-contained dwelling unit created by either an interior renovation within an existing dwelling, or as an exterior addition, provided that one entire face of the addition is attached to the principal dwelling and shall not be considered a second dwelling on the lot for the purposes of this By-law.

2. To add the following definition in Section 2:

DWELLING UNIT (DETACHED), SECOND

A self-contained dwelling unit located within an accessory building on the same lot as the principal dwelling and shall not be considered a second dwelling on the lot for the purposes of this By-law.

3. To amend the following general provisions in Section 3 to read as follows:

3.29 SECOND UNITS

3.29.1 General

A second dwelling unit may be permitted, in addition to the principal dwelling unit of a single detached and semi-detached dwelling, or within a building accessory to these subject to the following:

- a) Only one secondary dwelling unit will be permitted per lot;
- b) one additional parking space is provided for the exclusive use of the secondary dwelling unit;

- c) the external appearance of the front façade of the dwelling is not altered;
- d) the requirements of the Building Code and Fire Code are met;
- e) A lot will not have both a secondary dwelling unit and a garden suite;
- f) No secondary dwelling unit will be considered a stand-alone structure capable of being severed;
- g) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts;
- h) All secondary dwelling units shall be registered with the Planning and Development Division; and
- i) All secondary dwellings units shall be adequately serviced by municipal water and municipal sewer from the principal dwelling where it is determined that these services are suitable to meet the demand of the second unit as determined by the Operations and Facilities Division.

3.2 ACCESSORY BUILDINGS, STRUCTURES AND USES

Accessory buildings or structures, are permitted in any yard, in any zone, subject to the provisions of this By-law for the particular zone in which said building, structure, or use is located, provided the principle building, structure or use is already in existence on the lot, and provided that the accessory building, structure or use:

- a) shall not be used for human habitation, except where an accessory residential use is a permitted use.
- b) accessory residential units above boat houses shall not be permitted;
- c) shall not be built closer to the front lot line than the minimum distance required by this by-law for the main building on the lot unless otherwise specified;
- d) shall not be located in the front yard or exterior side yard nor be built closer to the street than the main building is to that street except in an industrial zone where a gatehouse is permitted in the front yard;
- e) may be permitted in the front yard of a lot abutting a lake or river;
- f) shall not be built closer than 1.5 metres to any lot line;
- g) no detached accessory building or structure shall be located closer than 2.0 metres to a main building unless the accessory structure is a gazebo;
- h) shall not exceed 15 percent coverage of the total lot area;
- i) in a residential zone shall not exceed 5.0 metres in height, or contain more than one storey; except that where a dwelling unit is a permitted accessory use it shall not contain more than two storeys. In all other zones the maximum height shall not exceed 6.5 metres;
- j) shall not be considered as an accessory building or structure if attached to the main building in any way except for an accessory apartment dwelling that is permitted above or behind a commercial or industrial use;
- k) shall not be considered an accessory building or structure if located completely underground;
- l) where a commercial retail use is permitted as an accessory use in an industrial zone, it shall be located within the main building or within 2.0 metres of the main building and shall not exceed 10% of the total floor area of the main building to a maximum of 280 square metres; and
- m) No land may be used for the purpose of a swimming pool capable of containing in excess of 0.6 metres (2 ft.) of water unless the pool is enclosed by a fence, or by the wall of a building or structure, or by a combination of walls and fences, at least 1.5 metres (4.92 ft) in height and despite any other provisions to the contrary, an outdoor swimming pool and its associated mechanical equipment, shall be located, altered, erected or renovated in accordance with the following provisions:

- a. An outdoor swimming pool shall be set back a minimum of 1.5 m (5 ft) from any lot line;
 - b. No outdoor swimming pool accessory to a permitted residential use shall be located in any part of a front or exterior side yard; and
 - c. Any filter, pumps, or similar operating machines are a minimum distance of 0.6 metres from any lot line and a minimum distance of 3.0 meters from any main building.
- n) A storage container shall not be used as an accessory building or structure except as may otherwise be permitted under this By-Law. Within the Industrial zone, storage containers may be permitted as an accessory use to the principal or main use but shall be used exclusively for the storage of goods and materials and shall not be used to accommodate work areas, shops, office uses, retail sales or human habitation.

4. To add the following general provisions in Section 3 to read as follows:

3.29.2 SECOND DWELLING UNIT (INTERIOR)

In addition to the specifications outlined in 3.29.1, interior secondary dwelling units shall comply with the following:

- a) A secondary dwelling (interior) shall not exceed 40% of the gross floor area of the principal dwelling if any portion of the secondary dwelling is located at or above grade. Except for entrances, any secondary dwelling located entirely in the basement may occupy the entire basement, regardless of size.

3.29.3 SECOND DWELLING UNIT (DETACHED)

In addition to the specifications outlined in 3.29.1, detached secondary dwelling units shall comply with the following:

- a) Detached secondary dwelling units may be permitted at grade or on the second storey but not both;
- b) Shall have a minimum gross floor area as outlined in the Ontario Building Code but shall not exceed 40% of the gross floor area of the principal dwelling. In the event of conflict, the minimum gross floor area shall apply;
- c) The accessory building in which the second unit is located shall not exceed 15 percent coverage of the total lot area;
- d) Unobstructed emergency services access shall be provided;
- e) Provision of address identification shall be posted facing street and laneway where applicable;
- f) Notwithstanding Section 3.2, when the secondary dwelling (detached) is located on the second storey, the maximum height of the accessory building shall be a minimum of 2 metres less than the principal dwelling; and
- g) May be permitted for home occupation use as per Section 3.11, provided that only one home occupation is conducted on the property.

READ THREE TIMES AND FINALLY PASSED in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES

By-Law 03/14 – S

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

WHEREAS Council of the Town of Fort Frances has the authority under section 34 of the Planning Act, R.S.O., 1990, Chapter 13 (as amended) to regulate the use of land and the character and use of buildings and structures within the Town of Fort Frances;

WHEREAS Council of the Town of Fort Frances wishes to amend Zoning By-Law 03-14 to included brewery operation definitions and zoning provisions;

AND WHEREAS in accordance with Section 34(12) of the Planning Act, a Public Meeting was held on February 10, 2020 to consider the subject Zoning By-Law Amendment, with proper notice given to the public according to Ontario Regulation 545/06;

AND WHEREAS at its meeting held February 10, 2020, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee and the Committee of Adjustment, that the amendments be approved.

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

1. To add the following definitions into Section 2:

Microbrewery

A brewery completely contained within a structure that produces 300,000 litres or more, but less than 1,500,000 litres of beer per year.

Nanobrewery

A brewery completely contained within a structure that produces less than 300,000 litres of beer per year.

2. To add the following general provisions into Section 3:

3.38 Breweries

No person shall construct, permit to construct, or operate a brewery of any scale unless it complies with all applicable federal, provincial and municipal law and statutes. Brewery operations may be required to submit a wastewater management plan to the Operations and Facilities Division for approval prior to operation. All brewery operations shall comply with section 3.18 of this by-law regarding obnoxious uses. Brewery operations within the Light Industrial zone may not be municipally restricted on production volume but must comply with all federal and provincial production approvals and licenses.

3.38.1 Microbrewery

Microbreweries sell to the public by one or more of the following methods: the traditional three-tier system (brewer to wholesaler to retailer to consumer); the two-tier system (brewer acting as wholesaler to retailer to consumer); and directly

to the consumer through carryout and/or on-site tap-room or restaurant sales. Ancillary tasting of beer shall be permitted.

- a) On-site taproom and restaurant sales shall not be permitted within the Industrial Park.

3.38.2 Nanobrewery

Nanobreweries sell to the public by one or more of the following methods: the traditional three-tier system (brewer to wholesaler to retailer to consumer); the two-tier system (brewer acting as wholesaler to retailer to consumer); and directly to the consumer through carryout and/or on-site tap-room or restaurant sales. Ancillary tasting of beer shall be permitted.

- 3. To add microbrewery and nanobrewery as a permitted use in the General Commercial (C2) zone
- 4. To add microbrewery and nanobrewery as a permitted use in the Enterprise (E) zone
- 5. To add microbrewery as a permitted use in the Light Industrial (M1) zone.

READ THREE TIMES AND FINALLY PASSED in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES

By-Law 63/11 – D

(Being a By-Law to amend the Town of Fort Frances Official Plan - 2011, as amended – Second Dwelling Units)

WHEREAS, Sections 17 and 21 of the Planning Act, R.S.O. 1990, c.P. 13, as amended, provide that the Council of a municipality may by by-law adopt amendments to its Official Plan;

AND WHEREAS, the Council of the Town of Fort Frances deems it advisable to amend the Town of Fort Frances Official Plan - 2011 to further accommodate second dwelling units;

AND WHEREAS, the Council of the Town of Fort Frances held a public meeting on February 10, 2020 with respect to the proposed Official Plan amendments in accordance with the requirements of the Planning Act;

AND WHEREAS, at its meeting held February 10, 2020, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee and the Committee of Adjustment, that the amendments be approved.

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

1. That section 4.1.8.(i) be amended to read as follows:

(i) Second Dwelling Units

One (1) Second Dwelling Unit may be permitted, in addition to the principal dwelling unit, of single-detached and semi-detached dwellings.

2. That section 4.1.8.(j) as read below be deleted.

(j) Second units

Second units are permitted for:

- I. the use of two residential units in a detached house, semi-detached house or row house if no building or structure ancillary to the detached house, semi-detached house or row house contains a residential unit; and
- II. the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or row house if the detached house, semi-detached house or row house contains a single residential unit.

READ THREE TIMES AND FINALLY PASSED in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES
BY-LAW NO. 48/19-A

(A By-Law to amend certain user fees in 2020- the Municipal Act, 2001, c.25, S.O. 2001, Part XII, as amended).

WHEREAS on December 9, 2019, Council approved increases to certain user fees to be in effect January 1, 2020;

AND WHEREAS on February 24, 2020, Council approved a report from the operations and facilities division recommending that an amending by-law be brought forward to amend Passenger Facility Fees as outlined below;

AND WHEREAS on February 24, 2020, Council approved three reports from the Community Services division recommending that an amending by-law be brought forward to amend Schedule G as outlined below;

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

1. That section 3.18.6 is revised in User Fees Schedule 'C' as follows:
3.18.6 Consent (ie. New lot, easement, lot addition, etc.) \$581.65
2. That section 4.5.9.1 is revised in User Fees Schedule 'D' as follows:
4.5.9.1 Per Person Enplaning \$12.08
3. That section 6.5.7 is added to User Fees Schedule 'G' as follows:
6.5.7 Stat Holiday Rental Fee Additional 50% on base rate
4. That section 6.10.13 is revised in User Fees Schedule 'G' as follows:
6.10.13 Bags of Ice \$2.60 (no HST)
5. That section 6.12.1 is revised in User Fees Schedule 'G' as follows:
6.12.1.1 Week \$135.00
6.12.1.2 Each additional child \$125.00
6.12.1.5 Remove
6.12.1.6 Four Weeks \$500.00
6.12.1.7 Each additional child \$475.00
6.12.1.12 4 day camp (week of August long) \$108.00
6.12.1.13 Each additional child (for 4 day camp) \$100.00
6. That section 3.18.6 is revised in User Fees Schedule 'C' as follows:
3.18.6 Consent (ie. New lot, easement, lot addition, etc.) \$581.65

This By-Law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this 9th day of March, 2020.

J. Caul, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES

BY-LAW NO. 17/20

(Being a by-law to authorize the entering into of a renewal lease agreement with Bearskin Lake Air Service LP at the Fort Frances Municipal Airport)

WHEREAS in March of 2000 Council approved entering into a lease agreement with Bearskin Lake Air Service LP for office, counter and storage space at the Fort Frances Municipal Airport.

AND WHEREAS on February 24, 2020, Council approved a report from T. Rob, Manager of Operations & Facilities as recommended by the Operations & Facilities Executive Committee which recommended renewal for one year of said agreement from January 1, 2020 to December 31, 2020.

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

1. That the following lease renewal agreement, in the form attached hereto as Schedule “A” to this by-law be approved for the Mayor and Clerk to sign and fix the Corporate Seal thereto:
 - a) Bearskin Lake Air Service LP, (office, counter and storage space with term January 1, 2020 to December 31, 2020.

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

READ THREE TIMES and finally passed in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

THIS AGREEMENT made this 1st day of January, Two Thousand and Twenty

BETWEEN:

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

-And-

BEARSKIN AIRLINES
C/O EIC SHARED SERVICES
(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 March 1, 2000 with respect to the property (“Demised Premises”) described as: Office, counter and storage space comprising a total area of 28.5 square meters at the Fort Frances Airport.
- B. The copy of the lease dated March 1, 2000, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end December 31, 2019.
- 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 January 1, 2020 to and including December 31, 2020 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.
- E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:
 - 1) An amount equal to that produced by applying the Previous year’s Ontario consumer price index to the previous year’s annual rental fee;
 - 2) An amount calculated as 1.7% over the previous year’s annual rental fee

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 January 1, 2020 to December 31, 2020.
- 2. The amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term January 1, 2020 to December 31, 2020 shall be the sum of \$ 11,394.30, plus applicable taxes, which amount shall be payable by the Tenant to the Town on a monthly basis.
- 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 WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For: Bearskin Airlines C/O EIC Shared Services:

Witness: _____ Per: _____
“I have the authority to bind the corporation”

TOWN OF FORT FRANCES

BY-LAW NO. 18~20

(Being a by-law to authorize the entering into of a renewal lease agreement with Enterprise Rent-A-Car Canada Limited at the Fort Frances Municipal Airport)

WHEREAS in January 2006 Council approved entering into a lease agreement with Enterprise Rent-A-Car Canada Limited for counter space at the Fort Frances Municipal Airport.

AND WHEREAS on February 24, 2020, Council approved a report from T. Rob, Manager of Operations & Facilities as recommended by the Operations & Facilities Executive Committee which recommended renewal for one year of said agreement from January 1, 2020 to December 31, 2020.

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

1. That the following lease renewal agreement, in the form attached hereto as Schedule “A” to this by-law be approved for the Mayor and Clerk to sign and fix the Corporate Seal thereto:
 - a) Enterprise Rent-A-Car Canada Limited, (counter space) with term January 1, 2020 to December 31, 2020.

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

READ THREE TIMES and finally passed in open Council this 9th day of March, 2020.

J. Caul, Mayor

E. Slomke, Clerk

THIS AGREEMENT made this 1st day of January, Two Thousand and Twenty

BETWEEN:

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

-And-

ENTERPRISE RENT-A-CAR CANADA LIMITED
(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 January 1, 2006 with respect to the property (“Demised Premises”) described as: Counter space comprising of a total area of 3.3 square metres at the Fort Frances Airport.
- B. The copy of the lease dated January 1, 2006, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end December 31, 2019.
- 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 January 1, 2020 to and including December 31, 2020 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.
- E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:
 - 1) An amount equal to that produced by applying the Previous year’s Ontario consumer price index to the previous year’s annual rental fee;
 - 2) An amount calculated as 1.7 % over the previous year’s annual rental fee

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 January 1, 2020 to December 31, 2020.
- 2. The amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term January 1, 2020 to December 31, 2020 shall be the sum of \$1319.34, plus applicable taxes, which amount shall be payable by the Tenant to the Town upon the signing of this lease 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 WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For Enterprise Rent-A-Car Canada Limited:

Witness: _____ Per: _____

“I have the authority to bind the corporation”

TOWN OF FORT FRANCES

BY-LAW NO. __/20

(A By-Law to Establish Tax Ratios for Prescribed Property Classes).

WHEREAS the Corporation of the Town of Fort Frances is required to establish tax ratios pursuant to s.308 of the *Municipal Act*, 2001, as amended;

AND WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

AND WHEREAS the property classes have been prescribed pursuant to Section 7 of the *Assessment Act*, R.S.O. 1990, c.A.31, and Part II of O.Reg. 282/98 (optional large industrial class has been adopted);

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

1. That for the taxation year 2020, the tax ratio for property in:
 - a) the residential/farm property class is 1;
 - b) the new multi-residential property class is 1;
 - c) the multi-residential property class is 2.419302;
 - d) the commercial occupied property class is 1.943520;
 - e) the commercial vacant/excess property class is 1.943520;
 - f) the industrial occupied property class is 2.711740;
 - g) the industrial vacant/excess property class is 2.711740;
 - h) the large industrial occupied property class is 6.954301;
 - i) the large industrial vacant/excess property class is 6.954301;
 - j) the pipelines property class is 2.543254;
 - k) the farmlands property class is 0.250000;
 - l) the managed forests property class is 0.250000.

This By-Law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this 9th day of March, 2020.

J. Caul, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES

BY-LAW NO. xx~20

Being a by-law to approve an agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) for funding for an Information Technology Coordinator Intern from the Northern Ontario Internship Program.

WHEREAS on February 19, 2019 Council approved a report from the CAO respecting personnel enhancements, more specifically Council agreed to move forward with application to NOHFC for funding for the above noted position;

AND WHEREAS on March 9, 2020, Council approved a report from J. Hughes, Information Technology Manager which recommends that Council authorize the entering into of a funding agreement with the Northern Ontario Heritage Fund Corporation for a one-year internship.

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

1. That the agreement in the form attached hereto as Schedule “A” with the Northern Ontario Heritage Fund Corporation be approved for the Deputy Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

Internship Project Number: 8502750

**Northern Ontario Heritage Fund Corporation
Northern Ontario Internship Program Agreement**

THIS AGREEMENT is made effective as of **January 18, 2019** (the “Agreement”)

B E T W E E N: **Northern Ontario Heritage Fund Corporation (“NOHFC”)**

A N D: **THE CORPORATION OF THE TOWN OF FORT FRANCES (the
“Employer”)**

WHEREAS the Employer is a municipality existing under the laws of Ontario and wishes to obtain financial assistance from NOHFC to enable it to hire a post-secondary graduate to fill an internship Position, as more fully described in Schedule B;

AND WHEREAS further to the approval letter from the Minister of Energy, Northern Development and Mines dated as of **June 6, 2019**, (the “**Approval Letter**”), NOHFC wishes to provide financial assistance towards the costs of the Position in the form of a conditional contribution that would not need to be repaid by the Employer provided that the terms and conditions of this Agreement are satisfied;

NOW THEREFORE in consideration of mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows:

A. The Agreement

The following Schedules are attached to, and form part of, this Agreement:

- Schedule A - Terms and Conditions
- Schedule B - Position Description and Financial Information
- Schedule C - Form of Request for Reimbursement
- Schedule D - Final Report

Capitalised terms not otherwise defined in this document shall have the meanings ascribed to them in Schedule A.

B. Agreement Term and Internship Work Term

This Agreement shall be in effect until the earliest of:

- (i) the final day of the Work Term;
- (ii) the 24-month anniversary of the date of the Approval Letter, and
- (iii) the date this Agreement is otherwise terminated in accordance with its terms.

The Employer shall cause the Position to be filled and paid for during the Work Term. The Work Term must last for a period of 52 weeks and must be completed within 24 months after the date of the Approval Letter. No financial assistance will be provided for any employment after such date.

C. Contribution

The Contribution is limited to the lesser of:

- (i) ninety percent (**90%**) of Eligible Costs incurred and paid by the Employer to the Intern during the Work Term (Note: this percentage is based on the weekly wage set out in Schedule B; if the Employer pays the Intern more or less than that wage, NOHFC will adjust the percentage accordingly), and
- (ii) **thirty one thousand five hundred dollars** (\$31,500.00)

D. Specific Terms and Conditions

NOHFC's obligation to pay some or all of the Contribution to the Employer at any time during the term of this Agreement is conditional upon the Employer recruiting, hiring, training and paying the Intern in accordance with this Agreement and complying with all other provisions of this Agreement, including the additional terms set out in this section D, if any.

E. Contact

The contact information for the parties is as follows:

	NOHFC	THE CORPORATION OF THE TOWN OF FORT FRANCES
Full Legal Name	Northern Ontario Heritage Fund Corporation	THE CORPORATION OF THE TOWN OF FORT FRANCES
Address	70 Foster Drive, Suite 200 Sault St. Marie, Ontario P6A 6V8	320 Portage Avenue Fort Frances ON P9A 3P9
Contact Name	Melanie Muncaster	Shane Freamo
	Executive Director	IT Manager
Telephone	1 (800) 461-8329; 1 (705) 945-6700	807-274-5323
Facsimile	1 (705) 945-6701	
E-mail	nohfc@ndm.gov.on.ca	sfreamo@fortfrances.ca

[Signature page follows]

F. Agreement to be Bound.

The parties to this Agreement acknowledge and agree that they have read it, understand it, have the authority to enter into it and agree to be bound by it. The signatories certify that they have the power and authority to bind the party on behalf of which they are executing this Agreement.

THE CORPORATION OF THE TOWN OF FORT FRANCES

By: _____ Date Signed: _____

Name (Print): _____ Title: _____

NORTHERN ONTARIO HERITAGE FUND CORPORATION

By: _____ Date Signed: _____
Melanie Muncaster, Executive Director

SCHEDULE A
TERMS AND CONDITIONS

1. Interpretation

1.1. In this Agreement, the following capitalized terms have the meanings set out below:

- (a) “Contribution” means the conditional contribution payable by NOHFC to the Employer in accordance with this Agreement;
- (b) “Eligible Candidate” means an individual who (i) is a graduate of a college or university from any country with qualifications in a field of study that is related to the employment offered by the Employer and is eligible to work in Canada, and (ii) not an immediate family member or relative of the Employer;
- (c) “Eligible Costs” means the actual salary or wages paid to the Intern which were incurred by the Employer during the Work Term, but does not include:
 - (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
 - (ii) the Employer’s portion of statutory remittances, including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums;
- (d) “Intern” means an Eligible Candidate hired to fill the Position, and
- (e) “Northern Ontario” means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming;
- (f) “Position” means the internship position described in Schedule B;
- (g) “Work Term” means the timing and duration of the Position set out in Schedule B. The Work Term may not commence prior to the date of the Employer’s application to NOHFC in respect of this Agreement.

1.2. In the event of conflict between the provisions of the different components of this Agreement, the main body of this Agreement shall prevail over the Schedules, and Schedule A shall prevail over Schedule B.

2. Position and Hiring

2.1. The Employer shall fulfill its obligations under this Agreement with due diligence and in a businesslike manner. At all times, the Employer shall be responsible for (i) the identification and recruitment of Eligible Candidates, and (ii) the hiring, training, supervision and payment of the Intern. The Employer shall have provided (and shall

provide upon request) such information to the assigned project officer about the Intern as NOHFC may reasonably require (but not personal information, as defined in the Freedom of Information and Protection of Privacy Act, unless the disclosure of such personal information has been consented to by the prospective Intern) to satisfy NOHFC that the Intern meets the applicable eligibility criteria set out in the definition of Eligible Candidate, above. NOHFC has no responsibility for, no relationship with, and no liability for the actions of, any Intern.

- 2.2. The Employer agrees that it is responsible for recruiting Eligible Candidates through a fair selection process and will work through career centres of post-secondary educational institutions, where reasonably possible.
- 2.3. The Employer shall not alter any element of a Position (as described in its application for a Contribution) or permit or cause any other material change to the Position, without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.
- 2.4. The Employer shall notify NOHFC promptly when the Intern leaves the Position. If the Position becomes vacant for any reason prior to the end of the Work Term, the Employer must immediately notify NOHFC and indicate whether or not the Employer wishes to hire a replacement Intern for the Position. If the Employer wishes to hire a replacement Intern for the position, NOHFC will agree to contribute towards the replacement Intern's salary or wages, provided that all of the following conditions are satisfied:
 - (a) The Employer is not in default under this Agreement;
 - (b) The departing Intern has left the Position within the first 9 months of the Work Term;
 - (c) NOHFC is satisfied, in its sole discretion, that the Employer will offer the same suitable employment to the replacement Intern that was previously offered to the departing Intern;
 - (d) The Employer informs the assigned project officer promptly of a replacement Intern whom it wishes to hire, and NOHFC is satisfied, acting reasonably, that the replacement Intern is suitably qualified to fill the Position;
 - (e) The Employer shall have entered into a new written agreement with NOHFC with respect to a 52-week work term for the replacement Intern (the "Replacement Agreement") on substantially the same terms and conditions as this Agreement, with the following exceptions:
 - (i) the maximum aggregate amount of funding payable by NOHFC under the Replacement Agreement shall not exceed the maximum amount of the Contribution;
 - (ii) if the replacement Intern leaves the Position before the end of the replacement's work term, NOHFC will not provide funding for a subsequent Intern to fill the Position.

This Agreement shall terminate upon the entry into any such Replacement Agreement by NOHFC and the Employer.

Despite the foregoing, if the Employer wishes to hire a new intern for any position at any time, the Employer may submit a new funding application under the Northern Ontario Internship Program, which will be evaluated in the normal course in accordance with NOHFC's usual guidelines and criteria.

3. Contribution Conditions

- 3.1. NOHFC makes the Contribution on the basis of reimbursement for Eligible Costs incurred. On expiry or termination of this Agreement or termination of a Position, NOHFC may recover any excess of funds provided to the Employer and such amount is considered to be a debt immediately due and payable to NOHFC.
- 3.2. The amount of the Contribution paid to the Employer shall be used only to reimburse actual expenditures on Eligible Costs during the Work Term.
- 3.3. In no event will NOHFC be responsible for funding any cost overruns related to a Position.
- 3.4. Before advancing any part of the Contribution, NOHFC shall have received a completed electronic funds transfer information form which will enable NOHFC to deposit the funds into the Employer's designated bank account by way of electronic funds transfer.

4. Additional Assistance

- 4.1. The Employer shall notify NOHFC if the Employer receives additional assistance towards the cost of a Position from sources other than NOHFC. NOHFC may in its sole discretion reduce the amount of the Contribution by an amount equal to the amount of any new funding received by the Employer, to ensure that there is no duplication in funding.

5. Pre-disbursement Requirements

- 5.1. Prior to the first disbursement of the Contribution under this Agreement, the Employer shall provide to the assigned project officer: (i) copies of its resolution(s), by-law(s) or other documentation satisfactory to NOHFC, evidencing that the Position and the application for a conditional contribution have been properly authorised, and (ii) any additional authorisations identified in section D of the main body of this Agreement, "Specific Terms and Conditions", and (iii) the insurance certificate(s) or other documents provided for in section 9.

6. Default

- 6.1. If the Employer is in default under this Agreement or any other agreement between it and NOHFC, in its sole discretion NOHFC may recover any funds advanced or an amount equal to the advanced funds and may refrain from making further payments of the Contribution. The Employer agrees that if it is in default under this Agreement, NOHFC may refuse to consider any future applications by the Employer for NOHFC funding.
- 6.2. The following constitute events of default under this Agreement:
 - (a) the Employer becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or in the sole opinion of NOHFC, otherwise faces other serious financial difficulty;
 - (b) an order is made or resolution passed for the winding up of the Employer, or the Employer is dissolved or in the sole opinion of NOHFC, the Employer ceases to operate;

- (c) the Employer has submitted false or misleading information to NOHFC, or otherwise makes a false representation in this Agreement;
- (d) the Employer has failed to perform one or more of its obligations under this Agreement; or
- (e) in the opinion of NOHFC, there is a material adverse change in risk.

7. Payment of Contribution

- 7.1. The Contribution will be paid semi-annually on a reimbursement basis. At the end of each 6-month period during the Work Term, the Employer shall submit to the assigned project officer a completed Request for Reimbursement (in the form of Schedule C hereto), including a Statement of Account, and any other semi-annual reports or deliverables required herein. A final payment at the end of the Work Term will not be made until NOHFC has received a final Request for Reimbursement (including Statement of Account) and a Final Report. "Statement of Account" and "Final Report" are described in subsections 7.4 and 7.5 below, respectively.
- 7.2. Subject to the terms and conditions of the Agreement, NOHFC shall issue a cheque in the Employer's name or deposit the Funds electronically into an account designated by the Employer in writing, provided that the account resides at a Canadian financial institution and is in the name of the Employer.
- 7.3. In the event of a debt owing to NOHFC by the Employer, the Employer shall pay the amount of the debt, if any, by cheque payable to the "Northern Ontario Heritage Fund Corporation" and the said cheque shall accompany the final Statement of Account.
- 7.4. Every Statement of Account required under this Agreement shall include:
 - (a) details of expenditures on Eligible Costs to date in the form set out in Schedule C;
 - (b) a statement that the Intern meets the applicable eligibility criteria set out in paragraph 1.1(b) and that all expenditures are in accordance with this Agreement;
 - (c) a signature by a person with signing authority for the Employer, verifying the information in paragraphs 7.4 (a) and (b) above; and
 - (d) if requested by NOHFC, original receipts or other evidence of payment of salary, wages and employee benefits, which upon request by the Employer may be returned to the Employer after the Statement of Account has been paid.
- 7.5. The Final Report shall be in the form set out in Schedule D to this Agreement.

8. Records and Monitoring

- 8.1. The Employer shall maintain financial records and books of account respecting the Position in accordance with generally accepted accounting procedures.

- 8.2. NOHFC and the Auditor General of Ontario and their employees and agents shall be allowed access to the Employer's premises and to the Intern's work site to inspect and assess the progress and results of the Position and the Position records, both during and following the term of this Agreement.
- 8.3. The Employer shall supply, on request, such information in respect of the Position and its results as NOHFC may require for the purpose of monitoring the Position or the Northern Ontario Internship Program.
- 8.4. If NOHFC or the Auditor General of Ontario believes that there are material inaccuracies in or inconsistencies between the Statements of Account and the Employer's financial records and books of account, NOHFC or the Auditor General of Ontario may request and the Employer must provide at its own expense an audit report from a public accountant licensed under the laws of Ontario. The audit report must be satisfactory to NOHFC in form and content and address:
 - (a) NOHFC funds received to date;
 - (b) expenditures made to date;
 - (c) whether the expenditures were made in accordance with this Agreement; and
 - (d) other financial information pertaining to this Agreement as may be reasonably specified in the request.

9. Indemnity and Insurance

- 9.1. The Employer hereby agrees to indemnify and hold harmless Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives from and against any and all liability, losses, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Employer or otherwise in connection with the Agreement.
- 9.2. The Employer represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out obligations similar to the obligations required of the Employer under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
 - (a) Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
 - (b) a cross-liability clause;

- (c) contractual liability coverage; and
- (d) a thirty (30) day written notice of cancellation.

9.3. The Employer shall provide to the assigned project officer with valid certificates of insurance, or other proof as may be requested by NOHFC, that confirms the insurance coverage as provided in section 9.2. Upon the request of NOHFC, the Employer shall make available to NOHFC a copy of each insurance policy.

9.4. If the Employer is subject to the *Workplace Safety and Insurance Act, 1997*, the Employer is registered with the Workplace Safety and Insurance Board (WSIB), shall at all times throughout the employment of the Intern pay all amounts payable under the Act to the WSIB when they are due and, upon the request of NOHFC, shall deliver to NOHFC a copy of a current compliance certificate issued by the WSIB.

10. Compliance with Laws

10.1. The Employer shall, and shall require its directors, officers, partners, employees, agents, contractors and volunteers, if any, at all times to comply with any and all federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders applicable to the performance of this Agreement, the employment of the Intern and the Position. The Employer shall obtain, at its own expense, all permits from public authorities which may be required in connection with the performance of this Agreement, the employment of the Intern and the Position.

11. Information and Acknowledgement

11.1. The Contribution shall be acknowledged by the Employer on all reports, press releases, public statements, and publications pertaining to the Position or the Intern.

11.2. Subject to the *Freedom of Information and Protection of Privacy Act*, all information pertaining to the Contribution and the Employer's obligations under this Agreement is public information and may be released to third parties upon request.

12. Notices

12.1. Any notices to be given, and all reports and statements of account, and correspondence, under the provisions of this Agreement, shall be in writing and shall be given by personal delivery, prepaid registered mail, facsimile transmission, or courier service, and subject to change by either party with written notice, shall be addressed to the party at the address set out in this Agreement. Notices shall be deemed to have been effectively given on the date of delivery by personal service, facsimile transmission, or courier, or in the case of service by registered mail five business (5) days after the date of mailing.

13. Other Terms and Conditions

13.1. Corporate Changes. The Employer shall not alter its legal or corporate structure, ownership, control, financing or objects without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.

- 13.2. Assignment. The Employer shall not assign this Agreement, nor any part hereof, without the prior written approval of NOHFC. Such approval may be withheld by NOHFC in its sole discretion, or given on such terms and conditions as NOHFC may require.
- 13.3. Third Parties. The Employer shall take reasonable measures to ensure that its officers, directors, partners, employees, agents, contractors and volunteers shall be bound to observe the provisions of this Agreement.
- 13.4. Financial Assistance Only. This Agreement is not an employment agreement. This Agreement is a contract for conditional financial assistance only and nothing in it, or done pursuant to it, is to be construed as constituting the Employer as NOHFC's agent, employee, partner or joint venturer.
- 13.5. Waiver. The failure by NOHFC to insist in one or more instances upon the performance by the Employer of any of the terms or conditions of the Agreement shall not be construed as a waiver of NOHFC right to require future performance of any such terms or conditions, and the obligations of the Employer with respect to such future performance shall continue in full force and effect.
- 13.6. Force Majeure. A party to this Agreement shall not be responsible for failures in performance resulting from matters beyond the reasonable control of the party, including acts of God, riots or other civil insurrection, war, or strikes and lock-outs.
- 13.7. Severability. The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provision or covenant in it and the invalid provision or covenant shall be deemed to be severable.
- 13.8. Amendment. This Agreement may be amended only by written agreement between the parties. An amendment may (i) be prepared by NOHFC for signature by the Employer, or (ii) consist of a written request for one or more changes to this Agreement which the Employer submits to NOHFC by facsimile transmission ("fax"), e-mail or lettermail, and if approved without modification by NOHFC, has been signed or, in the case of e-mails, approved by NOHFC and faxed, e-mailed or mailed back to the Employer.
- 13.9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 13.10. Time is of the Essence. Time is of the essence in the performance of the obligations under this Agreement.
- 13.11. Entire Agreement. This Agreement, including the Schedules, embodies the entire agreement between the Employer and NOHFC with respect to its subject matter and supersedes any previous understanding or agreement, collateral, oral or otherwise, between them in the event of conflict.
- 13.12. Survival. The following provisions shall survive the termination or expiration of the Agreement: sections 2.0 - Position and Hiring, 7.0 - Payment of Contribution, 8.0 - Monitoring, 9.0 - Indemnity and Insurance, 11.0 - Information and Acknowledgement, and this subsection 13.12.

Internship Project Number: 8502750

SCHEDULE B**POSITION DETAILS/JOB DESCRIPTION AND FINANCIAL INFORMATION****A. POSITION DETAILS/JOB DESCRIPTION – REFER TO SECTION E OF APPLICATION****JOB TITLE:** Information Technology Coordinator Intern**JOB DESCRIPTION:**

The Town of Fort Frances intends to expand its Information Technology (IT) department to support increased demand for service. This internship will help manage key projects that will be undertaken by the IT department such as the deployment of fibre optic cable to town facilities, deployment of network equipment, and implementation of accounting software applications.

The duties and responsibilities the intern will undertake during the placement are the following:

- Implementation of Virtual City Hall (ratepayer portal);
- Office 365 plan and implement email migration from on premise mail server to the cloud;
- Enable Multifactor Authentication and rollout to organization;
- Assist with support for cybersecurity functions including ongoing monitoring, and updates;
- Move all PCs to Windows 10 and upgrade common software applications as required;
- Disaster Recovery Plan Development, including review of best practices and completion of implementation plan; and,
- Determine requirements for a disaster recovery site and develop an implementation budget.

Educational background being sought is a degree or diploma in Bachelor of Information Technology, Bachelor of Commerce (with focus in Information Technology), Network Technician, Software Engineering, Computer Engineering or Application Developer.

B. FINANCIAL INFORMATION

START DATE	2019-09-26	END DATE:	2020-09-25
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# OF WEEKS	HOURS PER WEEK	HOURLY RATE	WEEKLY RATE	TOTAL WAGES	NOHFC CONTRIBUTION	NOHFC % OF ELIGIBLE COSTS*
52	35	\$25.00	\$875.00	\$45,500.00	\$31,500.00	69.2%

* **Note:** "NOHFC's % of Eligible Costs" is based on the weekly rate set out above. If the Employer pays the Intern more or less than that weekly wage, NOHFC will adjust the percentage accordingly so that in any event the maximum NOHFC contribution per week does not exceed the weekly rate set out above multiplied by the percentage set out above.

SCHEDULE C**Request for Reimbursement under the Northern Ontario Internship Program**

This request for reimbursement form should be completed by the Employer and returned to the project officer assigned to the Employer by NOHFC. A Statement of Account must accompany this form. If this is a final request for reimbursement, then a Statement of Account and a Final Report (Schedule D attached) must accompany this request form.

General Information		Internship Claim		
NOHFC Number: 8502750		1st Claim <input type="checkbox"/>	Final Claim <input type="checkbox"/>	
Job Title: Information Technology Coordinator Intern		Pay Period covered From: _____ To: _____	Pay Period covered From: _____ To: _____	
Employment Start Date:			Last Date Intern Worked: _____	
Employer Profile				
Employer Name: THE CORPORATION OF THE TOWN OF FORT FRANCES		Contact Name:		
Contact Number(s):				
Funding Calculations				
Maximum NOHFC Funding Approved: \$		Claims to Date: \$		
Claim Calculation (reference note below for eligible costs)				
Total Weeks Worked:	Total Hours per Week:	Hourly Rate Paid: \$	Weekly Rate Paid: \$	Total Paid (this claim): \$
Declaration by Employer				
<p><i>The undersigned hereby declares that all expenditures reported in this claim form are Eligible Costs under NOHFC's Internship program, as defined below. Funds provided by NOHFC shall be used solely by the undersigned for the reimbursement of salary costs incurred through the employment of the Intern under the Internship program. Evidence of reported expenditures will be provided if requested. The Employer has fulfilled all applicable terms and conditions of the Northern Ontario Internship Agreement between the Employer and NOHFC.</i></p>				
By: _____		_____		
Authorized Signature		Date		
_____		_____		
Name (Print)		Title		

Note: "Eligible Costs" means the actual salary or wages paid to an Intern, which were incurred by the Employer during the Work Term, but do not include:

- (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
- (ii) the Employer's portion of any deductions including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums

For Office Use Only

Eligible Costs on this Claim: \$	x	Percentage of Eligible Costs payable by NOHFC: %	=	Amount Claimed from NOHFC: \$
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SCHEDULE D

Final Report

NOHFC Project Number: 8502750**Employer:** THE CORPORATION OF THE TOWN OF FORT FRANCES**Job Title:** Information Technology Coordinator Intern

Please provide an assessment of the Internship program

Have the objectives of the Position been met? (Please use Schedule B as a reference)

What is the employment status of the intern hired under the program?

- ☐ Intern was hired by our organization
- ☐ The intern has secured employment at another organization:
- ☐ In northern Ontario
- ☐ Outside northern Ontario
- ☐ None of the above – please explain: _____

Supervisor signature: _____

Date: _____

Name (Print) _____

TOWN OF FORT FRANCES

BY-LAW NO. xx/20

Being a by-law to authorize the execution of an agreement with Westchester Financial Group Ltd. for Benefit Plan Consulting & Brokerage Services awarded through the Request for Proposal process - the *Municipal Act, 2001*

WHEREAS on February 11, 2019 Council awarded the RFP (18-AF-16) to Westchester Financial Group Ltd. for Benefit Plan Consulting & Brokerage Services;

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

- 1. That the agreement with Westchester Financial Group Ltd., in the form of Schedule “A” attached to this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

Town of Fort Frances

&

Westchester Financial Group Ltd

Terms of Engagement for

Benefit Plan Consulting & Brokerage Services

The Town of Fort Frances (Town) has agreed to accept the proposal submitted by the Westchester Financial Group Ltd. (Westchester Financial) dated Jan 9, 2019 in fulfillment of its Request for Proposal 18-AF-16 dated December 13, 2018 for Benefit Plan Consulting & Brokerage Services.

Westchester Financial will provide the consulting brokerage services as outlined in its proposal dated Jan 19, 2019 which forms part of this engagement subject to the following additional provisions:

1. The Town and Westchester Financial will agreed ahead of time on the target completion date for major projects. Major projects will include the benefits plan review, group insurance plan tendering and implementation of coverage with a new insurer.
2. When completing a major project, the Town will provide Westchester Financial with the requested material and information in a timely fashion. Failure by the Town to do so will relieve Westchester Financial of meeting agreed upon time lines.
3. The Town and Westchester Financial agree that if the Town modifies the work required by addendum or otherwise, Westchester Financial will have the right to charge additional fees for the additional services that are to be confirmed and agreed between the parties.

It is understood that Westchester Financial is not an insurance company or a plan or claims administrator. While Westchester Financial will work diligently to negotiate terms of insurance or pricing with an insurer, it is the insurer who holds the “risk” of the insurance contract. Ultimately it is the insurer who controls the terms of insurance, rates and financial provisions.

The working papers, files, other materials, work created, developed or performed by Westchester Financial during the course of the engagement are the property of the Westchester Financial Group Ltd, constitute confidential information and will be retained by us.



Westchester Financial agrees that the work undertaken shall be to the satisfaction of the Town according to the request for proposal and for the amount agreed upon by the two parties.

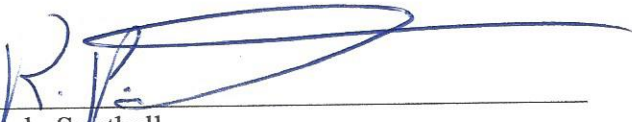
No additional money shall be paid to Westchester Financial for any additional work for which prior authorization has not been given in writing.

Westchester Financial or the Town of Fort Frances may terminate this agreement with 30 days notice. The work on any ongoing projects will terminate 30 days after notice is provided with the Town responsible for the fees incurred up to the termination date.

Westchester Financial invoices are due 30 days after the billing date. Invoices outstanding after this date will be charged a penalty of 2% interest per month.

Agreed to this 12th day of FEBRUARY 2020

WESTCHESTER FINANCIAL GROUP LTD.



Randy Southall
President

TOWN OF FORT FRANCES



January 9, 2019

Mr. Doug Brown, CAO
The Town of Fort Frances
320 Portage Ave.
Fort Frances, ON
P9A 3P9

Dear Mr. Brown

Re: Request for Proposal 18-AF-16, Benefit Plan Consulting & Brokerage Services

Please accept this letter as our proposal to provide Benefit Plan Consulting and Brokerage Services to the Town of Fort Frances (Town). The Westchester Financial Group Ltd (Westchester Financial) has had the privilege of being able to provide these services to the Town since 2003. We look forward to being able to continue to assist the Town in managing its employee benefit programs.

To meet the Terms of Reference and Objectives as set out in the Request for Proposal (RFP), Westchester Financial is providing the following information:

1. *A detailed outline of the proposed methodology, and the scope of work proposed to achieve the objectives identified in Section 1.2 of the RFP*

On reviewing the Objectives of this RFP, we feel that items 1, 2, 3, 4, 5 and 9 should be part of the same process. In order to meet these objectives, Westchester Financial would:

- a. Meet with the Human Resources Manager (and others as needed) to discuss the Town's objectives and priorities regarding the employee benefits program.
- b. Along with the discussing the current program we would examine benefit plan design options that the Town could consider.
- c. Based on our discussions and review, Westchester Financial would provide a report to the Town and meet with the Human Resources Manager to discuss our recommendations. Our report would include not only the suggested plan designs but also the costs of making the design changes.

Item 6 -Tendering the group insurance plan to the insurance marketplace would involve the following tasks:

- a. Obtain the required information for preparing a tender from both the current insurance carriers and the Town. This information would include:
 - Claims experience for the past five years.
 - Rate history for past three years.
 - LTD claims information.
 - Copy of current group insurance contracts.
 - Employee census listing.
- b. Prepare a tender which would include details on the current plan design along with any plan design changes contemplated based on the review of items 1-5 as noted above.
- c. Provide the tender to the prospective insurers.
- d. Receive and review all quotations submitted by the insurance carriers.
- e. Prepare a detailed report to the Town outlining the results of the tendering process along with recommendations for any insurer changes.
- f. Meet with the Human Resources manager (and others as required) to review the report and recommendations.

Item 7 - If the result of the tendering leads to a recommendation to change insurers and the Town agrees with this recommendation, then Westchester Financial will assist in the following areas:

- In conjunction with the new insurance carrier, prepare the Master Application and other relevant plan documents.
- Meet with the Town to review the Master Application and arrange for signatures.
- Review the new insurer's group contract and booklets for accuracy.

Item 8 – Negotiate with benefits carriers. Each year Westchester Financial has reviewed and negotiated with your current carriers Sun Life and Manulife to make sure that the pricing they have proposed is fair. As appropriate, we have negotiated reductions from your insurers to keep their rates competitive. In addition, we perform an annual review of the Manulife Extended Health and Dental program financial statements to make sure there are no errors.

Item 10 – The benefits coverage for both Sun Life and Manulife renew each June. Changes to the insurers or plan designs can be made at any time and do not have to be done on June 1st.

2. *Identification of timelines for completion of deliverables.*

Westchester would follow the time lines noted below:

- For items 1, 2, 3, 4, 5 and 9 – it would take one month from the initial meeting with the Human Resources Manager to have a report prepared.

- For item 6 – it would take three months to complete the tendering process from the time we received written authorization along with receiving required plan and employee information from the Town.
 - For item 7 – it should take two months to set up a new insurer. However, to complete process in this time frame assistance is needed from both the new insurer and Town employees.
3. *A listing of personnel assigned to provide service for the Town of Fort Frances. This will include contact information for all key personnel, and relevant qualifications for the primary contact(s).*

Randy Southall the President of Westchester Financial would continue to work with the Town of Fort Frances.

4. *Qualifications of the proponent, including examples demonstrating a previous track record of successfully providing the services requested herein.*

As noted under (3) above, Randy Southall would continue to provide consulting services to the Town. Randy has extensive employee benefits experience. He has worked in this industry for about 35 years. Randy started a group insurance representative for an insurance company. He then moved to another insurer as a group sales manager and then with another insurer as a group consultant. Randy then worked for two different international employee benefit consulting firms as a consultant. In 2001, Randy set up his own benefits consulting firm Westchester Financial.

Randy has worked with the Town of Fort Frances since 2003. The Town has numerous reports on file that have been prepared by Randy.

5. *At least two (2) references from previous, or current public sector clients for whom the proponent has provided a similar service.*

As Randy and Westchester Financial have worked with the Town of Fort Frances for about 16 years, we feel that the Town would have a good independent view of the quality of our work and client service.

6. *Price for delivery of this service. Proponents are required to provide an itemized listing of costs. Proponents may at their discretion, provide pricing for provisional items, however, any provisional pricing must be identified separately. Pricing to provide service to the FFPC is to be identified on a separate line.*

Westchester Financial would charge the following for services provided to the Town:

- a. Items 1, 2, 3, 4, 5 and 9 – we would charge \$3,500 plus HST. Our fees would include the analysis, report, two meetings along with travel expenses.

- b. Item 6 – group insurance tendering. Our fee would be \$9,500 plus HST. This fee would include preparation of the tender, analysis of insurer quotes, preparation of a report along with one meeting with the Town.
- c. Item 7 – Change in insurers. Our fee would be \$5,000 plus HST. This fee would include assisting the insurer in preparation of ‘master contract’, review of the new policy and employee booklets along with a meeting with the Town.
- d. Item 8 (a) – annual insurance renewal review. Our fee would be \$3,000 plus HST. Our fee includes detailed analysis of renewal, negotiations with insurers, preparation of a detailed report and meeting with the Town.
- e. Item 8 (b) – annual review of the Manulife financial statements and updated Financial Agreement for the health and dental programs - \$1,500 plus HST. Our fee includes a review of the past year’s insurer financial statements to make sure all charges and calculations are correct. We also review the financial agreement for the upcoming year to make sure future charges are satisfactory.

For FFPC, Westchester would charge the following (assuming their coverage is covered under the same insurance contracts as the balance of the program and this work is done at the same time as the balance of the group):

- a. Items 1, 2, 3, 4, 5 and 9 - \$500.00 plus HST
- b. Item 6 - \$500.00 plus HST
- c. Item 7 - \$500 plus HST
- d. Item 8 (a) & (b) – included in above fees

7. *Ability to provide services locally.*

Westchester Financial is based in Winnipeg Manitoba. As we have done in the past, we would meet with the Town as noted above and on special request.

8. *Proponent must carry professional liability insurance, and errors and omissions insurance, and demonstrate proof of coverage, as well as the amount of coverage.*

Professional Liability and Error & Omissions insurances is maintained as required by the Insurance Council of Manitoba and the Financial Services Commission of Ontario. This insurance is sponsored by the Advocis Protective Association as part of a “group insurance” policy and is underwritten by Zurich Insurance Company Ltd. Please find attached a copy of the Certificate of Coverage which includes the limits of coverage.

9. *The consulting firm shall include a draft contract of engagement with their proposal. The contract shall indicate that work to be undertaken shall be done to the satisfaction of the Municipality according to the request for proposal and for the amount agreed upon by the two parties. The contract shall also indicate that no additional money shall be paid to the consulting firm for any additional work for which prior authorization has not been given in writing. The contract shall contain, as a minimum, the Request for Proposal and the Proposal accepted.*

Please see attached a proposed Contract of Engagement.

Westchester Financial looks forward to the opportunity to continuing to work with the Town of Fort Frances. Please let us know if you require any further information.

Yours truly

WESTCHESTER FINANCIAL GROUP LTD.

Randy Southall

TOWN OF FORT FRANCES

BY-LAW NO. 22/20

(Being a by-law to authorize the execution of an agreement with 1876118 Ontario Limited o/a Makkinga Contractors for 2020-2021 Roadway Reconstruction of Scott Street – Reid Avenue to Colonization Road East within the Town of Fort Frances awarded through the public tender process.)

WHEREAS on January 27, 2020 Council approved a report from T. Rob, Manager of Operations & Facilities which awarded a contract (19-OF-18) to Makkinga Contracting for 2020-2021 Roadway Reconstruction of Scott Street – Reid Avenue to Colonization Road East within the Town of Fort Frances;

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

- 1. That the award of a contract under Tender 19-OF-18, identified as Schedule “A” attached hereto in the form of an agreement forming part of this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 9th day of March 2020.

J. Caul, Mayor

E. Slomke, Clerk

Town of Fort Frances

FORM OF TENDER (Addendum No. 2)

SECTION 00300

Tender No. 19-OF-18

2020 - 2021 Roadway Reconstruction of Scott Street – Reid Avenue to Colonization Road East

Page 1 of 8

1.0 TENDER FOR THE CONSTRUCTION OF**2020 - 2021 ROADWAY RECONSTRUCTION OF SCOTT STREET – REID AVENUE TO COLONIZATION ROAD EAST****TENDER No. 19-OF-18****1.1 TENDER PRICE**

Tender By:

1876118 Ontario Limited & A Marketing Contractors

Contractor

570 Service Road, Munro Bay, ON P7B 6M2

Address

01-14-2020

Date

hereinafter called the "Tenderer"

To: **The Corporation of the Town of Fort Frances**
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Hereinafter called the "Owner"

- 1.1.1 (We), the undersigned, having fully examined the locality and Place of the Work, having fully investigated the conditions of the Work, having read and understood the Contract Documents (comprised of the tendering information, supplementary general conditions, general conditions, specifications and drawings, including all supplements, addenda and revisions to same to the date of this tender) and having secured all of the information necessary to enable the submission of this tender, hereby agree and offer to perform the totality of the Work described in the Contract Documents, in accordance with the Contract Documents, for the total Tender Price (including H.S.T.) of:

H K

Five Million, Seven Thousand, Seven Hundred & Sixty Four Dollars — 50/100 (\$5,007,764.50)

1.2 CONTINGENCIES AND ALLOWANCES

- 1.2.1 The Tenderer agrees that the Tender Price includes the contingency sums of \$150,000.00 on the Phase 1 work, and \$75,000.00 under the Phase 2 work, and no part of these sums shall be expended without the written direction of the Contract Administrator, and any part not so expended shall be deducted from the Contract Price.

1.3 QUANTITIES

- 1.3.1 The Tender Price is compiled from the Schedule of Prices included hereinafter. The Tenderer acknowledges that the quantities in the schedule are approximate, and that the final valuation will be made on the basis of actual quantities measured during and on completion of the Work at the unit prices in the schedule.

The Tender quantities are 'Plan Quantities' (P) meaning that the quantities computed are within the boundary lines of the Work as shown in the Contract Documents.

1.4 ADDITIONS AND DEDUCTIONS

- 1.4.1 The Tenderer agrees that, if this tender is accepted by the Owner:
- i) He will carry out any additional or extra work (including the supplying of any additional Products pertaining thereto) or will delete any work as may be required by the Contract Administrator in accordance with the Contract; and,
 - ii) the carrying out of any work referred to in paragraph (i) above or the issuance by the Contract Administrator of a Contract Change Order relating to such work or the acceptance by the Tenderer of such Contract Change Order shall not, except as expressly stated in such Contract Change Order, waive, affect or vary any of the terms of the Contract or of an Contract Change Order previously issued by the Contract Administrator or any of the rights of the Owner or of the Contract Administrator under the Contract.
- 1.4.2 The Tenderer agrees that, if this tender is accepted by the Owner the prices applicable to work referred to in paragraph 1.3.1 above shall be determined as follows:
- i) The Schedule of Tender Prices shall apply where applicable;
 - ii) If the above Schedule is inapplicable the prices shall be determined in accordance with the General Conditions as amended by the Supplementary General Conditions.

1.5 ADDENDA

- 1.5.1 The Tenderer acknowledges receipt of Addenda1..... to2..... inclusive, and the tender price includes for the provisions set out in such Addenda.

1.6 CONTRACT TIME

- 1.6.1 The Tenderer agrees to commence the Work as specified, to proceed continuously to completion and to complete the Work within a set amount of Working Days, as defined below:

Phase 1 Portion of Work: 75 Working Days
Phase 2 Portion of Work: 30 Working Days

- 1.6.2 The Tenderer agrees that the Phase 1 Work shall be completed by no later than October 16, 2020.
- 1.6.3 The Tenderer agrees that the Phase 2 Work shall be completed by no later July 16, 2021.
- 1.6.4 The Tenderer agrees that there will be no changes to the required completion dates other than as noted in the general conditions.

Town of Fort Frances	FORM OF TENDER (Addendum No. 2)	SECTION 00300
Tender No. 19-OF-18		
2020 - 2021 Roadway Reconstruction of Scott Street – Reid Avenue to Colonization Road East		Page 3 of 8

1.7 TENDER ITEM REFERENCES AND DELETIONS

- 1.7.1 Where in the Form of Tender under the column headed OPS Spec. No., a number is shown, such number shall be taken to mean and refer to the Ontario Provincial Standard Specifications (OPSS).
- 1.7.2 Where in the Form of Tender under the column headed OPS Spec No., the initials "SP" appear, such initials shall be taken to mean and refer to the Specifications in this Tender document.
- 1.7.3 The Owner reserves the right to delete all or any portion of the work prior to Contract award without affecting the remaining Contract prices, without penalty or recourse.
- 1.7.4 Section B (Items B.001 and B.002) apply to all sites of the Work. It is the Town's experience that clear stone bedding with geotextile is not required at all locations in the Town. If in the opinion of the Contract Administrator a given section of sewer or watermain installation does not require clear stone bedding and geotextile, sand bedding shall be used instead and the unit price for the sanitary sewer, storm sewer or watermain shall be adjusted by the credit given in Item B.001. Item B.001 applies to all sanitary sewer pipe, watermain or storm sewer pipe 450mm diameter or smaller, where sand bedding is used in lieu of clear stone bedding with geotextile. Item B.002 applies to the 1375mm diameter aluminized metal storm sewer pipe to reflect the larger size of the pipe and different cost implication for a credit applied to the larger pipe. The pay items in Section B will be a negative bid price (credit) that will be included in the Summary of Tender Prices.

1.8 Schedule of Tender Prices**2020-2021 Roadway Reconstruction of Scott Street - Reid Avenue to Colonization Road East**

(P) Plan Quantity

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE
PHASE 1 - (WORK TO BE COMPLETED IN 2020)						
SECTION A - PHASE 1 - SEWER & WATERMAIN WORKS AND ROAD BASE AND CURB WORKS						
ROADWAY RECONSTRUCTION						
A.001	206, SP	Common Excavation	8600	m ³ (P)	12.00	103,200.00
A.002	310, SP	Hot Mix Superpave 19.0 (70mm Thick Binder Course)	1700	tonnes	245.00	416,500.00
A.003	532, SP	Pavement Markings	1500	m	11.00	16,500.00
A.004	314, SP	Granular "A" Base Course	5500	tonnes	22.00	121,000.00
A.005	314, SP	Granular "B" Sub-base Course	12500	tonnes	24.00	300,000.00
A.006	1860, SP	Geogrid	10600	m ² (P)	5.00	53,000.00
A.007	353 SP	Concrete Curb and Gutter	1350	m (P)	145.00	195,750.00
A.008	510, SP	Removal of Asphalt Pavement (Full Depth)	9500	m ² (P)	5.00	47,500.00
A.009	510, SP	Removal of Concrete Curb and Gutter	1350	m (P)	25.00	33,750.00
A.010	510, SP	Removal of Existing Concrete Driveway Approach	330	m ² (P)	25.00	8,250.00
subtotal						1,295,450.00
SIDEWALK RECONSTRUCTION						
A.011	510, SP	Removal of Existing Concrete Sidewalk	370	m ² (P)	25.00	9,250.00
A.012	310, SP	Concrete Sidewalk	170	m ² (P)	146.00	24,820.00
A.013	310, SP	Tactile Warning Plates	65	each	325.00	21,125.00
subtotal						55,195.00
STORM SEWERS						
A.014	510	Removal of Storm Sewer Manholes and Catchbasins	30	ea (P)	900.00	27,000.00
A.015	510	Removal of Existing Storm Pipe	65	m (P)	25.00	1,625.00
A.016	407, SP	Precast Concrete Catchbasin (OPSD 705.010)	18	ea (P)	4500.00	81,000.00
A.017	407, SP	Precast Concrete Manhole-1200 mm diameter (OPSD 701.010)	7	ea (P)	11,000.00	77,000.00
A.018	407, SP	Precast Concrete Manhole-2400 mm diameter (OPSD 701.010)	4	ea (P)	24,000.00	96,000.00
A.019	410, SP	Plug storm sewer lead	1	ea (P)	1,500.00	1,500.00
A.020	410, SP	250mm diameter PVC SDR 35 Storm Sewer	200	m (P)	275.00	55,000.00
A.021	410, SP	300mm diameter 1.6mm thick - Aluminized Type 2 Metal CSP	10	m (P)	450.00	4,500.00
A.022	410, SP	450mm diameter PVC SDR 35 Storm Sewer	25	m (P)	700.00	17,500.00
A.023	410, SP	1375mm diameter - 2.0mm thick - Aluminized Type 2 Metal CSP Storm Sewer Pipe	335	m (P)	1350.00	452,250.00
A.024	410, SP	Connection to 1375mm diameter CSP Storm Sewer	4	ea (P)	3,000.00	12,000.00
subtotal						825,375.00
WATERMAINS						
A.025	SP	150 mm PVC DR 18 Class 150 Watermain	65	m (P)	295.00	19,175.00
A.026	SP	250 mm PVC DR 18 Class 150 Watermain	700	m (P)	365.00	255,500.00
A.027	SP	Supply and Install new 150 mm Watervalue and box including connection to watermain	4	ea (P)	2,750.00	11,000.00
A.028	SP	Supply and Install new 250 mm Watervalue and box including connection to watermain	7	ea (P)	5,500.00	38,500.00
A.029	SP	Temporary Water Service	1	L.S.	25,000.00	25,000.00
A.030	SP	Connect new 150 watermain to Existing 150 Watermain	4	ea (P)	4,100.00	16,400.00
A.031	SP	Connect new 250 watermain to Existing 250 Watermain	2	ea (P)	4,100.00	8,200.00
A.032	SP	Reconnect water services to new 150 mm watermain	2	ea (P)	900.00	1,800.00
A.033	SP	Reconnect water services to new 250 mm watermain	49	ea (P)	900.00	44,100.00
A.034	SP	Replace existing water service	49	ea (P)	1,750.00	85,750.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE
A.035	SP	Supply and install new Curb Stops	49	ea (P)	1,000.00	49,000.00
A.036	SP	Hydrant Set (Remove and Replace)	6	ea (P)	13,500.00	81,000.00
subtotal						635,425.00
SANITARY SEWERS						
A.037	407, SP	Removal of Existing Sanitary Sewer Manhole	6	ea (P)	1,100.00	6,600.00
A.038	407, SP	Precast Concrete Sanitary Sewer Manhole-1200 mm diameter (OPSD 701.010)	6	ea (P)	11,500.00	69,000.00
A.039	410, SP	250 mm PVC SDR 35 Sanitary Sewer	300	m (P)	285.00	85,500.00
A.040	410, SP	300 mm PVC SDR 35 Sanitary Sewer	20	m (P)	400.00	8,000.00
A.041	410, SP	375 mm PVC SDR 35 Sanitary Sewer	430	m (P)	405.00	174,150.00
A.042	410, SP	Replace Existing Sanitary Service	49	ea (P)	2,150.00	105,350.00
A.043	410, SP	Connect Sanitary Service to Sanitary Sewer	49	ea (P)	900.00	44,100.00
A.044	410, SP	Connect new 250mm diameter Sanitary Sewer to existing 250mm diameter Sanitary Sewer	1	each (P)	900.00	900.00
A.045	410, SP	Connect new 250mm diameter Sanitary Sewer to existing 225mm diameter Sanitary Sewer	2	each (P)	900.00	1,800.00
A.046	410, SP	Connect new 300mm diameter Sanitary Sewer to existing 300mm diameter Sanitary Sewer	1	each (P)	900.00	900.00
A.047	410, SP	Connect new 375mm diameter Sanitary Sewer to existing 300mm diameter Sanitary Sewer	1	each (P)	900.00	900.00
A.048	410, SP	CCTV Inspection of Installed Sanitary Pipe	750	m	25.00	18,750.00
subtotal						515,950.00
TOTAL SECTION A						3327,395.00
SECTION B - CREDIT FOR USING SAND BEDDING IN LIEU OF STONE BEDDING & GEOTEXTILE						
B.001	SP	Credit for Replacing Clear Stone Bedding with Sand Bedding During Sewer and/or Watermain Work for main pipes 450mm Diameter and Smaller	1740	m	(13.00)	(22,620.00)
B.002	SP	Credit for Replacing Clear Stone Bedding with Sand Bedding During Sewer and/or Watermain Work for 1375mm diameter Storm Sewer Main Pipe	335	m	(25.00)	(8,375.00)
TOTAL SECTION B						(30,995.00)
SECTION C - GENERAL (PHASE 1 WORK)						
C.001		Bonds and Insurance	1	LS	39,000.00	39,000.00
C.002		Mobilization & Demobilization	1	LS	207,000.00	207,000.00
C.003		Contingency	1	LS	\$150,000.00	150,000.00
TOTAL SECTION C						396,000.00
END OF PHASE 1 WORK						3,692,400.00
PHASE 2 (WORK TO BE COMPLETED IN 2021)						
SECTION D - PHASE 2 - FINISHED SURFACE WORKS - SIDEWALK, APPROACHES, SODDING,						
ROADWAY RECONSTRUCTION						
D.001	310, SP	Hot Mix Superpave 12.5 (50mm Thick Surface Course)	1300	tonnes	235.00	305,500.00
D.002	350, SP	Concrete Driveway Approach	180	m ² (P)	195.00	35,100.00
D.003	350, SP	Concrete Driveway Approach to former Abitibi Yard	55	m ² (P)	250.00	13,750.00
D.004	532, SP	Pavement markings	1500	m	11.00	16,500.00

Town of Fort Frances
Tender No. 19-OF-18
2020 - 2021 Roadway Reconstruction of Scott Street - Reid Avenue to Colonization Road East

FORM OF TENDER (Addendum No. 2)

SECTION 00300

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ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE
D.005	570, 571, SP	Boulevard Re-grading, Topsoil and Sodding	2400	m ² (P)	15. ⁰⁰	36 000. ⁰⁰
subtotal						406 850. ⁰⁰
SIDEWALK RECONSTRUCTION						
D.006	510, SP	Removal of Existing Concrete Sidewalk	1060	m ² (P)	25. ⁰⁰	26 500. ⁰⁰
D.007	310, SP	Concrete Sidewalk	1260	m ² (P)	140. ⁰⁰	176 400. ⁰⁰
subtotal						202 900. ⁰⁰
TOTAL SECTION D						609 750. ⁰⁰
SECTION E - GENERAL (PHASE 2 WORK)						
E.001		Bonds and Insurance	1	LS	9 500. ⁰⁰	9 500. ⁰⁰
E.002		Mobilization & Demobilization	1	LS	45 000. ⁰⁰	45 000. ⁰⁰
E.003		Contingency	1	LS	\$75,000.00	75 000. ⁰⁰
TOTAL SECTION F						129 500. ⁰⁰
END OF PHASE 2 WORK						739 250. ⁰⁰
SUMMARY OF TENDER PRICES						
SECTION A - PHASE 1 - SEWER & WATERMAIN WORKS AND ROAD BASE AND CURB WORKS						332 395. ⁰⁰
SECTION B - CREDIT FOR USING SAND BEDDING IN LIEU OF STONE BEDDING & GEOTEXTILE						(30 995. ⁰⁰)
SECTION C - GENERAL (PHASE 1 WORK)						396 000. ⁰⁰
SECTION D - PHASE 2 - FINISHED SURFACE WORKS - SIDEWALK, APPROACHES, SODDING, ASPHALT						609 750. ⁰⁰
SECTION E - GENERAL (PHASE 2 WORK)						129 500. ⁰⁰
SUBTOTAL						443 650. ⁰⁰
G.S.T. H.S.T.						57 614 50
TOTAL						500 716 450

Town of Fort Frances

FORM OF TENDER (Addendum No. 2)

SECTION 00300

Tender No. 19-OF-18

2020 - 2021 Roadway Reconstruction of Scott Street – Reid Avenue to Colonization Road East

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1.9 DECLARATIONS OF TENDERER

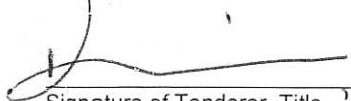
- 1.9.1 The Tenderer declares that no person, firm or corporation other than the Tenderer has any interest in this tender or in the proposed Contract for which this tender is made.
- 1.9.2 The Tenderer declares that this tender is made without any connection, comparison of figures or arrangement with, or knowledge of, any other corporation, firm or person making a tender for the same Work and is in all respects fair and without collusion or fraud.

1.10 CONDITIONS OF TENDER

- 1.10.1 This tender is irrevocable from the official closing time and is unconditionally open for acceptance for 60 days after the official closing time, whether any other tender has been previously accepted or not.

1.11 DISCLAIMER

- 1.11.1 The Tenderer agrees and acknowledges there is no representation, warranty, collateral agreement or condition, whether direct or collateral, or expressed or implied, which induced the Tenderer to submit this tender, or on which reliance is placed by the Tenderer, or which affects this tender.

1.12 SIGNING OF TENDERSDated at THUNDER BAY, ONTARIO thisFOURTEENTH day of JANUARY, 2019.

 Signature of Tenderer, Title Contractor

 Signature of Witness

Signature of Tenderer, Title_____
Signature of Witness

NOTE: In the case of a tender submitted by a Corporation, the signatory or signatories warrant as follows:

"I/We have authority to bind the Corporation."

If the tender is submitted by an individual or partnership, it is deemed to be given under seal.

ACCEPTED BY THE CORPORATION OF THE TOWN OF FORT FRANCES THIS _____ DAY
OF _____ ~~2019~~ 2020

Signature

June Caul, Mayor
Name and Title

Elomke
Signature

Witness

Elizabeth Slomke, Clerk
Name and Title

Name and Title

OCCUPATIONAL HEALTH AND SAFETY AGREEMENT:

It is hereby agreed that:

1876118 Ontario Limited o/a Mackinnon Contractors
(Name of Tenderer)

shall not hold the Corporation of the Town of Fort Frances responsible for any violations committed under the Occupational Health and Safety Act and that all work performed under the Contract shall be in conformity with the Occupational Health and Safety Act and , the safety standards and policies of local authorities. All persons working on this project shall be required to wear personal safety equipment at all times.

The employees, agents or representatives of the tenderer on the project are versed with the requirements of the Act. These personnel are knowledgeable in the safety procedures required during the performance of the Contract.

Wendy Olena
Witness

[Signature]
Signature(s)

Witness

Signature(s)

Wendy Olena
Printed Name(s)

Justin Kapush
Printed Name(s)

01-13-2020
Date

01-13-2020
Date

Company Seal

This document is to be completed and filled with the tender submission

February 18, 2020

Inspection

APPROVED FOREST MANAGEMENT PLAN INSPECTION

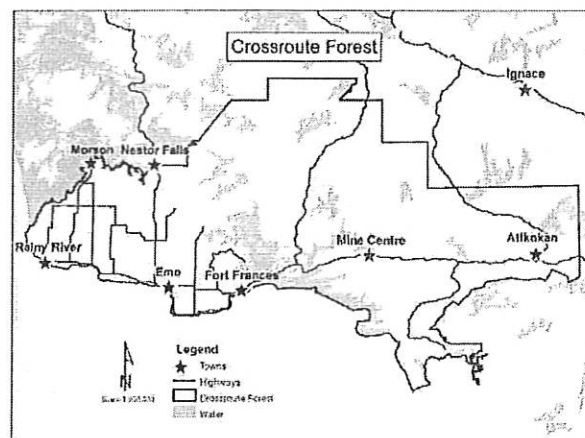
CROSSROUTE-SAPAWA FOREST 2020-2030 FOREST MANAGEMENT PLAN

The Ontario **Ministry of Natural Resources and Forestry (MNRF)**, **Resolute FP Canada Inc.**, **Rainy Lake Tribal Resource Management Inc.**, **Fort Frances Natural Resource Advisory Committee** and **Atikokan Resource Management Advisory Committee** would like to advise you that the 2020-2030 Forest Management Plan (FMP) for the **Crossroute-Sapawe Forest** has been approved by the MNRF Regional Director and is available for inspection.

The Planning Process

The FMP takes approximately three years to complete. During this time, five formal opportunities for public consultation and First Nation and Métis community involvement and consultation are provided. The fourth opportunity (Stage Four) for this FMP occurred from: August 27, 2019 – October 28, 2019 when the public was invited to review and comment on the draft FMP.

This **'Stage Five'** notice is to advise you that the MNRF-approved FMP will be available for inspection for 30 days.

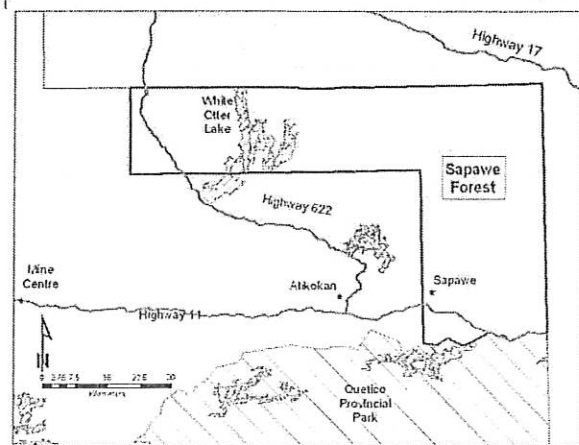


FMP Inspection – Final Opportunity

During the 30-day inspection, you may make a written request to the Director, Environmental Assessment and Permissions, Ministry of the Environment, Conservation and Parks, 1st Floor, 135 St. Clair Ave. West, Toronto, ON, M4V 1P5, for an individual environmental assessment of specific planned operations in the MNRF-approved FMP.

The MNRF-approved FMP and FMP summary are available for inspection, by appointment, during normal office hours for 30 days: February 21, 2020 – March 22, 2020 at the following locations:

Office Hours 8:30 – 4:30 Monday to Friday
Closed 12:00 – 1:00



- Resolute FP Canada Inc., 2001 Neebing Ave. Thunder Bay. Beau Johnson, R.P.F., (807) 475-2030; email: Beau.Johnson@resolutefp.com
- MNRF public website at www.ontario.ca/forestplans, the Ontario Government Information Centre in Toronto and www.ontario.ca/serviceontario.

Interested and affected persons and organizations can arrange an appointment with MNRF staff at the appropriate MNRF district or field office listed below to discuss the FMP.

The MNRF is working towards an amalgamation of the Crossroute and Sapawe Forests Management Units, resulting in one Management Unit named the Boundary Waters Forest. The designation of the Boundary Waters Forest Management Unit will become effective simultaneous with the scheduled implementation date of this Forest Management Plan.

For further information, please contact:

Company Contact

Beau Johnson, R.P.F.
Plan Author
Resolute FP Canada Inc.
2001 Neebing Avenue
Thunder Bay Ontario P7E 6S3
Phone: (807) 475-2030
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MNRF Contact

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Sam.hawken@ontario.ca

Advisory Committee Contacts

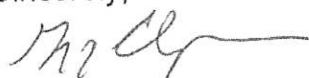
Shane Selman
Atikokan Resource Management
Advisory Committee Representative
c/o MNRF Atikokan Field Office
108 Saturn Avenue
Atikokan, Ontario P0T 1C0
Phone: (807) 597-5010

Brenda Ferris-Hyatt
Fort Frances Natural Resource
Advisory Committee Representative
c/o MNRF Fort Frances District
922 Scott Street
Fort Frances, Ontario, P9A 1J4
Phone: 807-274-8639

The approved FMP will be available for the 10-year period of the FMP at the same locations listed above.

The Ministry of Natural Resources and Forestry is collecting your personal information and comments under the authority of the *Crown Forest Sustainability Act*. Any personal information you provide (address, name, telephone, etc.) will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*; however, your comments will become part of the public consultation process and may be shared with the general public. Your personal information may be used by the Ministry of Natural Resources and Forestry to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Tanis Williamson, MNRF Fort Frances District Office at (807)274-5337 Ext. 8638.

Sincerely,



Greg Chapman
District Manager
Fort Frances District



Fort Frances Museum & Cultural Centre

259 Scott Street
Fort Frances, ON P9A 1G8
P: 807-274-7891
www.fortfrances.ca/museum
ffmuseum@fortfrances.ca

Find us on Instagram & Facebook!

March 2020

Special Dates of Interest

- **SnOasis 8:** March 7
noon to 2 p.m.
Rainy Lake Square &
Fort Frances Museum
Free event for young
families.
- **Community Meeting:**
Climate Change
Mar 25, 5 p.m.
- **Upcoming Workshops:**
-Fused Glass
Suncatchers:
March 28

-Easter Fused Glass:
April 4

-Cupcake Decorating:
April 11
- **Earth Day:** April 22
- **Writers Group** - Meets
every 2nd Wed at 4:30.
Breaks June - August.
Back door entrance.
- **Right Relations Circle**
- Meets every 3rd Wed
at 10:00 - Everyone
welcome.



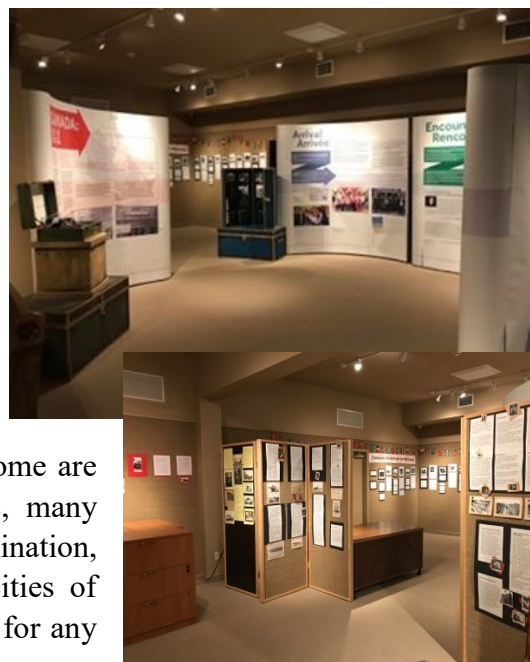
Spring!

Canada: Day One

This exhibit closes March 27, so be sure to stop by if you haven't already done so.

Canada: Day One is a free exhibit produced by **Immigration, Refugees and Citizenship Canada**, and focuses on the experiences of new immigrants coming to Canada for the purpose of making a new home. Although some are merely seeking better opportunities, many more flee poverty, discrimination, religious persecution, and the atrocities of war. Canada seemed their best hope for any kind of future.

In conjunction with the exhibit, Max has pulled out many stories from our archives of those who have settled across the district. Other than our Indigenous neighbours, our communities are built on immigrants, many similarly looking for a better place to raise their families. These settlers of yesterday, have become the backbone of our present day: many have worked hard to obtain educations and good jobs for themselves and their children, they've opened businesses, paid taxes, served on boards and volunteered... all to better the communities they now call home.



Canada

More Volunteers Needed!

Friends of the Museum still looking for volunteers to assist with SnOasis, Sat Mar 7, noon until 2 p.m.

Helpers assist with outside events at the Rainy Lake Square or inside the Museum with face painting or serving hot chocolate and cookies. Call 274-7891, if you can help out.

Friends of the Fort Frances Museum Present:

SNOASIS 8

THE GREAT **WINTER EMBRACE**



SATURDAY
MARCH 7
NOON - 2 PM

FREE

INDOOR / MUSEUM

Colouring Contest
Cookies & Hot Cocoa
Face Painting
Storytime Yoga
Take-Home Craft

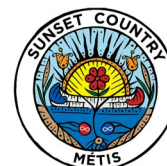
OUTDOOR / RL SQUARE

BBQ
Bannock on a Stick
Kids' Winter Activities
Open-Air Exhibit
Snap a Selfie in the SnOto-Booth

Explore the Canadian Museum of Immigration's **Canada: Day 1 Exhibit + Local Immigration Stories**



RAINY LAKE
SQUARE



Interested in volunteering? Contact the Museum at 274-7891

*Please note, the alley behind the RL Square will be closed to vehicle traffic between 9 AM and 6 PM during this event

Perils of Plastics

From April to June, the Museum's exhibit will once again feature Climate Change, but with a focus on plastics. The exhibit will provide some information on the types of plastics that is particularly harmful to our planet, but also make some suggestions as to what we can do to minimize impact.



Product that we display will be given away when the exhibit comes down (end of June) so be sure to enter for the draws.

Re-Shaping the Perils of Plastics

In conjunction with the exhibit, we have reached out to schools, grades 5 to 8, inviting classes to work on a group sculpture that depicts the lasting harm single-use plastics have on the environment. The winning submission will merit a pizza party for their class, generously sponsored by **Dominos Pizza**. *Sculptures will be on display at the museum beginning **Earth Day, April 22**.*

Community Meeting: Climate Change

The museum also wishes to host a public meeting to gauge interest in starting a group that will explore what we can do at the community level to make better choices environmentally.

We've started a list below, but these are suggestions only. Many are things you may already be doing; others are something to think about. If you would like to help, please join in the discussion March 25. We welcome your input.

Some changes are expensive and will require planning. Others are easily doable with little investment.

- Switch to re-usables (drink cups/bottles, own straws/utensils, shopping bags, bowls with lids)
- Use biodegradable when reusables not practical (take-out, trash bags, pet-waste bags)
- Be an informed shopper. Are parts recyclable? When product dies, what happens to it?
- Invest for the long-term. Think: fewer, better quality and less often.
- Buy natural and sustainable: wood, stone, linen, wool.
- Consider a hybrid vehicle for next purchase.
- When building, buying or remodeling a home, consider solar, wind and thermal energy.
- Reduce lawns; plant a garden; compost waste for fertilizer; use rainwater.
- Consider natural shorelines and vegetation at the cabin. Less work!
- Walk & bike. Lobby for bike paths and public transit, if not now, for the future!
- Plant trees to reduce erosion and provide cooling. Consider root systems around underground structures.
- Replace inefficient appliances with energy-saving devices and LED.
- Use cold water for laundry and hang to dry.
- Use programmable thermostats.
- Eat less meat; use less in a casserole, reduce portion size and consider meat-free occasionally.
- Vote. Write letters. Voice your concerns. Be heard.

Sarah Warrack from **IISD - Experimental Lakes Area** will also join us some time in April to speak on plastics. Sarah is one of IISD-ELA's Outreach and Education Officers; part of her job is to study the settling rates of different types of micro-plastics in freshwater systems, and how biological processes help them to settle and breakdown. Sarah gave three presentations here last year and is happy to return. We are delighted to have her back. We are very proud of the work the IISD - Experimental Lakes Area is doing in North-western Ontario — the only project of its kind in the world.



Community Meeting: Climate Change

Wed Mar 25
at 5:00 p.m.
Upstairs
at the Museum
Everyone
welcome.

Update on Hallett & Owandem

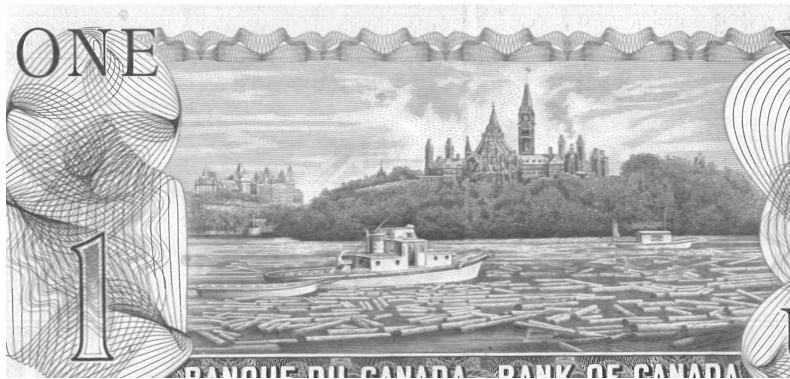
Hallett

If you have toured the Hallett in recent years, you will have seen that it's in need of some TLC. The Town does have it on their radar for capital funds in order to replace all windows and doors, plus repaint, inside and out. Unfortunately, as it is a boat, all windows and doors are custom sizes and the repairs will be costly.

Owandem

As noted in previous newsletters, the Owandem has been sandblasted and painted, and now requires a berth by the Hallett. It was our hope to see construction this summer.

Part of the reason for the delay, is that we have applied for a provincial grant to cover work on both



tugboats, and must wait for a response. If successful, we may yet see work completed on a berth for the Owandem this fall. Work on the Hallett would follow over the next year.

Tugs like the Owandem and Hallett are not only an important part of our local history, but of significance to Canada's heritage as well.

February Flashbacks

Come Listen to Them Tell Legends *Ambe bizindan wi-aadizokewad*

Sat, Feb 15



As part of our **Indigenous Arts Workshop Series** and in partnership with *Kay Nah Chi Wah Nung Historical Centre*, a great crowd enjoyed an evening of storytelling with Nancy Jones and Dorothy

Medicine. The women were so captivating, you could hear a pin drop in the round house!

Borderland History: *Immigration Story*

Thurs, Feb 27

In conjunction with the **Canada: Day One** exhibit, the Truong family shared their remarkable journey from Vietnam to Canada over 40 years ago. Encountering everything from overloaded boats to pirates, separations and reunions, they finally found themselves in Emo, Ontario—their new home.



Fort Frances Museum & Cultural Centre – Newsletter

Thank You!!

The **Fort Frances Museum** and **Friends of the Museum** are most grateful for the wonderful support we have in the community. Your generous donations to the Museum and Friends fundraising causes, and for simply coming out in support of exhibits, events and workshops tells us that we are on the right track.

Do let us know if there is anything more you would like to see... perhaps an exhibit idea that interests you. Your feedback is important to us.

**Patron (\$100-\$249)**

Jack & Elaine Allen
CDean
Shelley DeGagne
Glen & Silvia Gunderson
Ed & Laurel Halvorsen
Mary & Dave Hickling
Teresa Jordan
Edna Marsh
Patricia Maurer
Bonny & Dave Montgomery
Paul & Gay Ryan
Luke & Josie Schill
B.E. June Smith
St Anna's Ukrainian Women Association
Sunset Country Metis
Writers Group

Traveling Exhibits

The museum raised enough money over several years to bring in *Echoes in the Ice: Finding Franklin's Ship*. What we hoped for, but hadn't counted on, was grant funding that covered most of the costs.

It means that we still have fund-raising dollars that we will be using to bring in another exhibit very soon.

Individual Members

Patricia Basaraba
June Caul
Maxine Hayes
Nell Laur
Diane Martin
Richard McKinnon

Family Members

Fred & Pat Boustead
Bob Brown
Marilyn & Roy Brown
Bud & Flora Danylchuk
Don & Rhoda Dickson
Andrew Hallikas

Sustaining (\$250-\$499)

Lorna & Gary Angus
Roy & Barb Avis
RI Algie Medicine Prof Corp
Allan & Loneta Robertson
Safeway

Sponsor (\$500-\$999)

Marg Kircher
Robert & Kathie Nugent

Benefactor (\$1000 or more)

New Gold Inc Rainy River Project
Dalton Taylor & Lydia Sharp

Thank You!!

Fort Frances Museum & Cultural Centre Annual Membership Application

Please print

Name: _____

Address: _____

Postal Code: _____ Phone: _____

Email: _____

Anyone on our email listing will receive our quarterly newsletter.

☐ New Membership ☐ Renewal

☐ Individual \$30 ☐ Family \$50

☐ Patron \$100 - \$249 ☐ Sustaining \$250 - \$499

☐ Sponsor \$500 - \$999 ☐ Benefactor \$1000 or more

Cash or cheque payable to Fort Frances Museum.

**Museum Fees Increasing**

Our membership fees are going up this year after staying the same for ten-plus years. Please note the increases on the left.

This summer, admission fees also go up; we've held to the same rate for 5 years, so the time has come.

Adults: \$5, Seniors/Children \$4, Family Rate \$15

Admission through the off-season — September to mid-May — will be by donation. We will hold to this rate as long as it continues to work. Please be generous.

We sincerely thank all of you for your continued support of the museum, workshops and initiatives!

Your generosity is much appreciated!



INTRODUCING THE NEW AND IMPROVED 100-USE REUSABLE BAG

100% RECYCLABLE- 40% RECYCLED CONTENT

MORE ENVIRONMENTALLY FRIENDLY – MEANS ZERO WASTE

Mayor and Members of Council
Town of Fort Frances
Ontario

town@fort-frances.com

Dear Mayor Caul and Members of Council:

Re: Ban Imposed on Plastic Shopping Bags in order to Reduce Material Going to Landfill and Ban imposed on Foam Food Containers and Cups

Recently your council banned recyclable thin plastic shopping bags and foam food containers and cups. The rationale according to the news article is that the legislation is aimed at reducing the amount of single-use products in the landfill.

Bans will only Increase the Amount of Plastic Going to Landfill, Not Reduce it

There is one little problem with the legislation, both products you are banning are highly recyclable and their substitutes are not recyclable. Reusable bags and paper food packaging are not recyclable and will definitely end up in your landfill as waste. The ban will only increase the amount of material ending up in landfill, not reduce it.

Why?

Banning Recyclable Packaging in Favour of Non-Recyclable Packaging is not a Good Idea

Reusable Bags: Most people do not know that reusable bags on the market are not recyclable. Every reusable bag currently on the market will end up in your landfill as garbage at the end of their useful life as a carry bag.

Polystyrene Foam Food Containers and Cups: Paper food packaging is the next alternative to polystyrene foam food containers and cups. But paper food packaging once soiled with food cannot be recycled or composted. Why? Because it has a protective coating that makes it unacceptable for both composting and recycling.

The consequence is that the move to paper packaging will increase the amount of waste in your landfill by 3 to 4 times.

There are Solutions that will only Require Slight Modifications to your Bylaws.

1. **On Reusable Bags:** The industry working with retailers is introducing a new and improved 100-use, 100% recyclable reusable bag that contains up to 40% recycled content.

We will be sending you samples in the mail of these new bags which should solve a number of your city's waste management problems.

To allow these bags, could you consider inclusion of the following in your check out bag legislation:

- **Checkout bags prohibited** - includes Paper Bags, Plastic Bags, but does not include Reusable Bags;
 - **Definition of "reusable bag"** - means a bag with handles that is a) designed and manufactured to be capable of at least 100 uses, and primarily made of cloth or other durable material(s) suitable for reuse.
2. **On Polystyrene Foam containers and cups:** This ban is not only counterproductive, and will result in considerably more waste in your landfill, but it is unnecessary because the province is moving to 100% Extended Producer Responsibility (EPR) program with stewards responsible for its recycling.
 3. **Straws by Request:** We fully support your bylaw that plastic straws be provided on request to accommodate residents requiring straws.

If you would like to discuss this further, please call and in the meantime expect a package with samples of the new and improved reusable bag in the mail.

Yours sincerely,



Joe Hruska
Vice President. Sustainability
C: 416-930-1796



County of Haliburton

P.O. Box 399 – 11 Newcastle Street
Minden, Ontario K0M 2K0

705-286-1333 phone 705-286-4829 fax

Warden Liz Danielsen

Michael Rutter, CAO
mrutter@county.haliburton.on.ca

February 3, 2020

All Ontario Municipalities

Dear Sir/Madame:

Re: Tourism Oriented Destination Signage Fee Increases

Haliburton County and our local municipalities recently became aware of a significant increase in fees being charged to businesses by Canadian Tourism Oriented Destination Signage Limited. In a time when every effort is being made to remove barriers to prosperity, this change will take money directly from the "bottom line" of small and medium sized businesses and not-for-profits across the Province.

At their most recent meeting, Haliburton County Council passed the following resolution:

Whereas the Ministry of Heritage, Sport, Tourism, and Culture and the Ministry of Transportation supervise the delivery and maintenance of tourism oriented destination signage through a third party – Canadian TODS Limited;
And Whereas our tourism stakeholders and other enterprises rely heavily on this signage to direct customers to their businesses;
And Whereas Canadian TODS Limited recently advised their customers that fees will be doubling, beginning in 2020;
And Whereas this will result in significant financial hardship for those business owners:
Now therefore, be it resolved that the Haliburton County Tourism Committee and Haliburton County Council request that the Minister of Tourism, Culture and Sport and the Minister of Transportation reconsider or phase in this fee increase, allowing an appropriate amount of time for businesses to adjust;
And finally that those municipalities that support the resolution be requested to advise the Ministers noted above and their local MPP of their support.

All of the municipalities in the County of Haliburton recognize the value of this signage and the need for cost increases to meet inflation; however, we are asking that this fee increase be reconsidered and phased in to ease the burden on our stakeholders.

Thank you for your consideration of our request.

Yours truly,

 A handwritten signature in black ink, appearing to read "Liz Danielsen".

Liz Danielsen
Warden

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



February 28, 2020

Dear Head of Council:

RE: Provincial Policy Statement, 2020

Earlier today, the government of Ontario released the Provincial Policy Statement (PPS), 2020. The PPS is an important part of Ontario's land use planning system, setting out the provincial land use policy direction that guides municipal decision-making.

Municipalities play a key role in implementing provincial land use policies through local official plans, zoning by-laws and other planning decisions. The Planning Act requires that decisions on land use planning matters be "consistent with" PPS policies.

The PPS, 2020 supports implementation of **More Homes, More Choice**: Ontario's Housing Supply Action Plan and includes key changes to:

- Encourage an increase in the mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater certainty
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The PPS, 2020 works together with other recent changes to the land use planning system – including changes to the Planning Act through Bill 108, More Homes, More Choice Act, 2019 and **A Place to Grow**: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

The PPS, 2020 policies will take effect on May 1, 2020. It will replace the Provincial Policy Statement, 2014. In accordance with section 3 of the Planning Act, all decisions affecting land use planning matters made after this date shall be consistent with the PPS, 2020. My ministry will be in touch to provide education and training for municipal staff to support implementation of the new policies.

.../2

- 2 -

For more information about the PPS, 2020, please visit ontario.ca/PPS where you will find:

- A digital version of the PPS, 2020
- A link to the decision notice on the Environment Registry of Ontario (ERO #019-0279)

If you have any questions about the Provincial Policy Statement, 2020, please contact the ministry at provincialplanning@ontario.ca or by calling 1-877-711-8208.

Sincerely,



Steve Clark
Minister

c: Planning Head, Planning Board Secretary-Treasurer, and/or Clerks

From: [AMO Communications](#)
To: [Lisa Slomke](#)
Subject: AMO WatchFile - February 27, 2020
Date: Thursday, February 27, 2020 9:02:36 AM

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AMO WatchFile banner



February 27, 2020

In This Issue

- Call for submissions now open: The P.J. Marshall Municipal Innovation Award.
- Main Street Revitalization Initiative coming to an end.
- North Bay Conservation Authority consultation scheduled for March 5.
- *Spring Time in Paris* - Room booking now open for OSUM 2020 Conference.
- Early bird registration for AMO's 2020 Annual Conference ends March 2!
- Only 1 session left in AMO's popular social media webinar series.
- Tires webinar: Municipal Group Buying Program.
- Facilities maintenance equipment webinar: Municipal Group Buying Program.
- Careers with AMO.

AMO Matters

The P.J. Marshall Municipal Innovation Award showcases projects implemented by Ontario municipalities that point to tangible outcomes from new, more cost effective ways of providing public services and facilities.

All Main Street projects must have all eligible costs spent by March 31, 2020. Once spent, complete and submit the final report by May 15, 2020. Communication activities should also be considered. Contact Adam Garcia with questions.

Provincial Matters

The North Bay Conservation Authority consultation will be held March 5 - details to be announced. Please RSVP with the Great Lakes Office by February 28. Should you have any questions, email glo@ontario.ca.

Eye on Events

Ilona Dougherty, a leading thinker on engaging new generations in the work place and community, is one of the exciting speakers participating in the 2020 OSUM Conference. *Spring Time in Paris* will be hosted by Brant County April 29 through May 1. Registration and room booking are now available.

Join us in Ottawa from August 16 - 19 for the Annual General Meeting and Conference. Visit the AMO website for details and Early Bird registration information.

Book now as early bird registration closes 4 pm on March 2, 2020.

As elected officials living in the spotlight, effective communication is essential! Designed to help you navigate social media effectively, these 1 hour lunch & learn workshops provide the tactics to promote good news, manage issues professionally, and leverage traditional and social media. [Register now](#) for the last webinar scheduled March 25.

LAS

The [Tire Offering](#) through our new [Municipal Group Buying Program](#) saves money and keeps municipal vehicles and equipment rolling smoothly. Find out how - [register for our upcoming Tire Webinar](#) on March 11 @ 10am.

Register here for our upcoming [Facilities Maintenance webinar](#) on March 25 at 10am. Join us to learn about available products for your building maintenance, repair and operations needs. Just one of the many categories under the popular [Capital Purchasing offering](#)!

Careers

[Events Intern - AMO](#). This is a temporary position of up to 12.5 weeks. Assisting the Special Events Coordinator, the successful candidate will be responsible for providing support for the development and delivery of AMO's Annual Conference. The Intern will also provide support for other AMO events and training. Please [apply in confidence](#) by March 20, 2020 at 12 noon.

About AMO

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

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

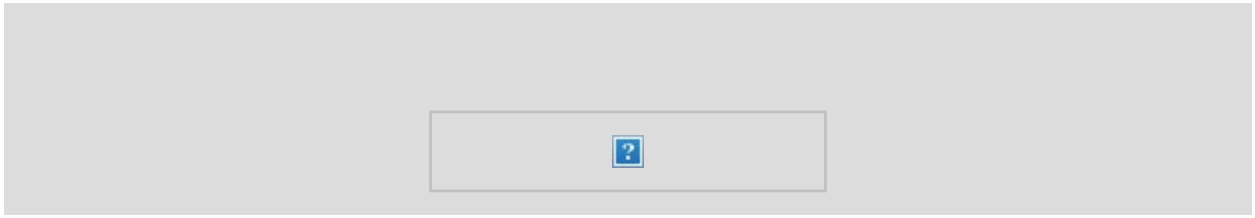
[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
To unsubscribe, please [click here](#)



From: [AMO Communications](#)
To: [Lisa Slomke](#)
Subject: Draft Community Benefit Charge/Development Charge Regulatory Proposal and Provincial Policy Statement Posted
Date: Friday, February 28, 2020 12:10:37 PM

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 Add Communicate@amo.on.ca to your safe list

AMO Policy Update



February 28, 2020

Draft Community Benefit Charge/Development Charge Regulatory Proposal and Provincial Policy Statement Posted

Earlier today the Ministry of Municipal Affairs and Housing posted a regulatory proposal for public comment on the [Environmental Registry of Ontario](#). As drafted, the proposal will significantly change the operation of both the new Community Benefit Charge (CBC) and the existing Development Charge (DC) framework. AMO's analysis of key changes is highlighted below.

Key "Soft" Service Costs to be recoverable through Development Charges

Under the proposal, Development Charges would be used to fund growth-related capital costs related to:

- Libraries
- Long-term care
- Park development (eg. playgrounds)
- Public Health, and
- Recreation.

Previous *More Homes, More Choice Act* changes also added waste diversion and ambulance services to the list of eligible services. These costs will be fully recoverable (with no 10% discount). These service remain vital for growth. Their inclusion in the DC framework is a very positive change.

This is a significant amendment from an earlier proposal where the new Community Benefit Charge would have financed these services. The regulatory proposal places the funding of these services into the more established development charge framework. This provides much greater certainty for the growth-related capital funding of these services. AMO and the municipal sector had expressed significant concern regarding the utility of CBCs to adequately fund growth. On first reading, this represents a significant improvement to advancing the growth paying for growth

principle for these services. Further modeling is needed.

Community Benefit Charge Calculation

Affordable housing, child care, land for parks, and other services can be funded through a new Community Benefit Charge. The charge will be assessed as a percentage of land value which will be determined immediately before a building permit is issued (with new zoning in place). The maximum charge is set at 15% of land value for a single-tier municipality. In a two tier situation, 10% of that charge will be for the lower-tier and 5% would be for the upper tier.

Further analysis needs to be conducted on the adequacy of the 15% charge to recover municipal service costs. Further analysis also needs to be conducted on the appropriateness of this split between upper and lower tiers. In addition to the services listed above, the 15% charge is also expected to pay for parkland acquisition and the past practice of density bonusing (previously known as Section 37 agreements).

Other details

The draft regulations provide for a one year transition once in effect. Municipalities would now be required to develop a Community Benefits Charge strategy (in a manner similar to Development Charges) and provide notice regarding a CBC by-law. The draft regulations provide for a 30 day comment period. Municipalities are encouraged to immediately undertake an assessment of these changes and provide feedback to AMO and the government.

The above analysis is preliminary. In the coming days AMO will work with the Municipal Finance Officers Association to assess impacts more thoroughly.

AMO Contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

Revisions to Provincial Policy Statement Completed

Today the Ministry of Municipal Affairs and Housing also posted the final version of the [Provincial Policy Statement](#). The changes, as a result of consultation, reflect important alterations requested by municipal governments.

Highlights of the changes include:

- In response to municipal concerns, the sections that spoke to “market based” housing have been balanced with the addition of affordable housing.
- The section calling for ‘fast-tracking’ of certain development proposals was removed.
- The changes clarify that where locally appropriate, lot creation is permissible in areas designated as rural lands.
- Planning and serviced land time horizons have been extended.
- The language, regarding wetlands, which would have allowed development with replacement elsewhere has been removed.
- The section that would have allowed aggregate extraction in a natural heritage

feature, subject to a no negative impact study, has also been removed.

The new Provincial Policy Statement will come into effect May 1, 2020.

AMO Contact:

Cathie Brown, Senior Advisor, CathieBrown@amo.on.ca, 416-971-9856 ext. 342.

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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 001

January 24, 2020

The meeting of Police Services Board of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 24, 2020 from 8:32 a.m. to 10:00 a.m.

PRESENT: Councillor J. McTaggart, Chairperson, Mayor J. Caul, L. Hamilton and G. Rogozinski

ALSO PRESENT: Inspector N. Schmidt, Detachment Commander, Staff Sgt. D. McLean, E. Slomke, Municipal Clerk (8:32 a.m. to 8:45 a.m.), R. Thoms B93. The Border, K. Lawson, Deputy Clerk/ PSB Secretary.

1. **Call to Order 8:32 a.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting, - no matters were identified**
3. **Disclosure of pecuniary interest and the general nature thereof - no matters were identified**
4. **Approval of Agenda**

4.1 Session No. 1 dated January 24, 2020.

1/20 Rogozinski-Hamilton: THAT the Police Services Board approve the January 24, 2020 agenda as prepared.

CARRIED

5. Approval of Previous Board Minutes

5.1 Sessions No. 7 and 8 dated December 5th and December 19th, 2019.

2/20 Rogozinski-Hamilton: THAT the minutes of the Board meetings being Sessions No. 7 and 8 dated December 5th and December 19th, 2019 having been typed and distributed to members now be approved.

CARRIED

6. Business Arising From the Minutes

6.1 Update from L. Slomke, Municipal Clerk re: Request from Detachment Commander -

Old Fort Frances Police Force Record Books.

- The Clerk provided an update on ongoing conversations she has had with Sherry George, Museum Curator respecting the turn over of old Town of Fort Frances Police force records. She stated that she is working with Sherry to preserve historical information without compromising personal info within the confines of the Records Management Policy.

6.2 Update - 2 Special Constables for Court Security.

- Inspector Schmidt provided an update on the recruitment of the 2 Special Constable positions. There were 80 applicants for the positions. 7 persons were selected for interviews, with 5 of those attending. 3 out of 5 made it past the interview stage and have completed psychological testing. Background checks are being completed. Training in Use of Force will take place in Ottawa and will be 4 weeks in duration. He is hopeful that the candidates chosen will have completed this training and be ready for work sometime mid April, 2020.

6.3 2020 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre (item deferred for further consideration).

3/20 Hamilton-Rogozinski: THAT the notice of registration for the 2020 OAPSB Spring Conference and Annual General Meeting May 27th to May 30th, 2020 at the Toronto Eaton Centre be received and further that the following be authorized to attend: G. Rogozinski

CARRIED

6.4 OAPSB OPP Governance Summit- January 30, 2020 - Four Points and Element - Toronto Airport.

- Board was provided with information from Inspector Schmidt respecting a series of roundtables occurring next month where the Board would be able to provide input. J. McTaggart, Chair and J. Caul, Mayor have agreed to attend on behalf of the Police Services Board. Committee agreed that there was no merit in sending a member to the OAPSB OPP Governance Summit at the end of the month. The Chair requested Inspector Schmidt to give some thought as to how the reporting would look should the Police Service Boards become joint boards.

7. **New Business**

7.1 OAPSB Zone 1 Membership Fee for 2020.

- Board approved payment of the membership fee for the 2020 calendar year.

4/20 Rogozinski-Caul: THAT the Fort Frances Police Services Board hereby approve payment of the 2020 OAPSB Zone 1 Membership Fee in the amount of \$125.00.

CARRIED

- 7.2 Fort Frances Police Services Board Detachment Commander's Report (Reporting on November and December 2019) dated January 24, 2020.
Inspector Schmidt provided an update on initiatives arising from the most recent NCO Session. The Inspector's speaking notes are provided as presented to the Board.

Frontload Investigation Initiative

Purpose: Support complex or demanding detachment investigations at the onset through the rapid deployment and frontloading of skilled members that have Crime Unit experience with the overall objective of furthering an investigation in a timely manner. Investing in frontloading investigations will increase solvability, improve evidence collection, address community expectations of the OPP, and properly utilize the skillsets of front line members all in an efficient manner.

Mobile Crisis Response Team (MCRT)

Partnership between OPP and CMHA-Fort Frances. A full time Mobile Crisis worker will be working from the OPP detachment. The Crisis worker will be supported by the Community Mobilization Officer and will work with all members of the detachment to help people navigate to services. *(Christie Cousineau has been selected for this program).*

Primary Goals:

- Enhance community safety
- Improve access to services for people with mental illness, addictions and their families
- Minimize unnecessary transport to the emergency department
- Reduce criminalization of people with mental illness and addictions.

Collaboration Goals

- Provide safety for crisis worker
- Provide support to police officers and other staff in the detachment
- Minimize the amount of time officers spend on mental health and addictions related calls for service
- Minimize the amount of time police officers spend in the emergency department
- Facilitate safer and more accessible care to clients
- Deliver care to clients wherever they may be
- Strengthen the relationship between local mental health service and the police
- Improve police officers' knowledge and understanding of mental health/mental illness
- Strengthen the relationship between the police and the community that we serve.
- Reduce crime and social disorder related police calls

Community Mobilization Officer

Key Responsibilities:

1. Provides support in the area of Ontario's Mobilization and Engagement Model of Community Policing, support to victims (child, senior, domestic violence,

- sexual) and mental health and addictions response.
2. Establishes and nurtures community relationships and contact networks to develop positive relations and an environment for relationship building. Key activities include facilitating information exchange, early identification of emerging issues/disputes, creating an environment for issue resolution.
 3. Provide support to the frontline in building partnerships with community stakeholders with focus on the aim of prevention and reduction of crime and community safety risks. Makes decisions that are consistent with OPP business and strategic planning.
 4. Contributes to established goals, objectives and priorities as outlined in the Detachment Action Plan.
 5. Works in a team environment promoting a healthy work environment and provides professional consultation with detachment members and stakeholders guided by the Detachment Action Plan.
 6. Participates in the coordination of activities, assignment of activities and oversight of projects. Contributes to setting priorities, enabling members to ensure effective delivery of policing services and consultative support both internally and to external partners through mobilization efforts.
 7. Provides support to the community through research and consultation on a broad range of community safety and crime prevention programs within Ontario's Mobilization and Engagement Model of Community Policing.
 8. Networks with stakeholders, agencies and other police services, to support the development of best practices and methodologies. Helps to identify process efficiencies/inefficiencies and recommends continuous improvement strategies, regarding policy development for effectiveness to maximize frontline service delivery.
 9. Will represent the detachment on the Fort Frances Situation Table, including liaising with detachment members in identifying candidates that are at an acutely elevated risk of harm.
 10. Participates in the development and implementation of communication plans and media relations, including regularly engaging in the development and delivery of community safety and crime prevention messaging to the public; targeted at reducing crime and minimizing the impact, victimization and fear within our communities.
 11. Prepares detailed reports, summaries and updates for Police Service Boards, Detachment Action Plans and Mobilization reporting. Provides advice, expertise and support to managers in application and evaluation of community based crime prevention and problem oriented policing initiatives including OPP senior management.
 12. Liaises and provides support to the mobile crisis response worker assigned to the detachment.
 13. Participates in corporate, regional and local committees as assigned by the Detachment Commander.
 14. Provides detachment input and collaborates with community stakeholders on the development and implementation of community wellbeing plans.
 15. Participate in any identified training that will support and enhance the skill set of the mobilization officer allowing them to perform their role more efficiently and with greater success.

- 5/20 Caul-Rogozinski: THAT the Fort Frances Police Services Board receive the November and December 2019 Detachment Commander's report as presented by Inspector N. Schmidt, Detachment Commander, Rainy River District O.P.P.

CARRIED

- 7.3 Zone 1 E-Learning for Section 10 Police Services Boards.
- The Chair reminded Board members that E-Learning training modules were available on the OAPSB web site. It is the responsibility of the members to undergo any training that may be provided or required by the Solicitor General.

8. Standing Items

- 8.1 Provincial Appointments to the Fort Frances Police Services Board.
There is nothing new to report here. This item remains standing.

9. Information Correspondence:

- 9.1 OAPSB Membership Update - Development of New Regulations. - received as information.

10. Next Meeting Date - February 28, 2020

11. In-Camera - no matters were identified


12. Adjournment

- 12.1 The meeting adjourned at 10:00 a.m.

- 6/20 Rogozinski-Caul: THAT this meeting of the Town of Fort Frances Police Services Board be now closed.

CARRIED


Board Chair


Board Secretary

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #021

February 18, 2020

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Civic Center on February 18, 2020 from 10:30 a.m. to 11:00 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio), Aaron Bisson, Recreational and Culture Manager

ALSO PRESENT: Doug Brown - CAO, Melissa Belluz - Administrative Assistant

- 1 **CALL TO ORDER (Session #021) - 10:30 am**

- 2 **APPROVAL OF AGENDA (Call for Non-Agenda Items) - None**

- 3 **DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF - None**

- 4 **APPROVAL OF PREVIOUS COMMITTEE MINUTES**
 - 4.1 Feb 3 Minutes - Approved as presented

- 5 **ITEMS REFERRED FROM COUNCIL**
 - 5.1 Bus Transportation Request: report to council

- 6 **NEW BUSINESS**
 - 6.1 User Fee Addition 3.6.7: approved as amended
 - 6.2 User Fee Update 3.12.13: approved as amended
 - 6.3 User Fee Update 6.12.1: approved as amended

- 7 **IN-CAMERA**

- 8 **NON-AGENDA ITEMS**

- 9 **INFORMATION**

- 10 **ADJOURNMENT - 11:00 am**

A. Hallikas, Executive Committee Chair

A. Bisson, Recreational and Culture Manager

TOWN OF FORT FRANCESMINUTESSESSION NO. # 2February 4, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 4, 2020 from 12:10 p.m. to 1:51 p.m.

PRESENT: Chairperson W. Brunetta, Councillor A. Hallikas and Mayor J. Caul

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holliday, Deputy Treasurer, E. Slomke, Clerk (12:10 p.m. to 1:45 p.m.), K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

1. Call to Order 12:10 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting - no items were identified

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 6.6 and stated the following: These are my expenses to attend the ROMA Conference in Toronto on January 19-21, 2020. She turned the Chair over to Vice Chair Councillor A. Hallikas when the matter was brought forward and did not participate in any discussion of the matter.
- 3.2 Councillor W. Brunetta disclosed an interest in agenda item 6.7 and stated the following: This is my claim for Per diem to attend the RRDMA Annual General Meeting held in Devlin on Saturday, January 25, 2020. She turned the Chair over to Vice Chair Councillor A. Hallikas when the matter was brought forward and did not participate in any discussion of the matter.
- 3.3 Mayor J. Caul disclosed an interest in agenda item 6.9 and stated the following: This is my travel expense and Per Diem claim for attending the ROMA Conference in Toronto - January 18 to January 21, 2020. She did not participate in any discussion of the matter when it was brought forward.
- 3.4 Councillor A. Hallikas disclosed an interest in agenda item 6.12 and stated the following: This is the per diem authorized by Council for attendance at the Rainy River Municipal Association annual general meeting held in Devlin on January 25, 2020. He did not participate in any discussion of the matter when it was brought forward.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 1 dated January 7, 2020.

Hallikas-Caul: Approved as presented.

CARRIED

5. Items Referred from Council

- 5.1 Northern Ontario School of Medicine - CampMed Support.
- committee recommended receiving the request with no further action.
- 5.2 Northwestern Ontario Sports Hall of Fame Membership Request.
- committee recommended approving the payment of a Business/Organization Membership Fee for 2020 in the amount of \$60.00 for the Northwestern Ontario Sports Hall of Fame and Museum.

- 5.3 Heart of the Continent Partnership Financial Request.
 - committee recommended receiving the request with no further action on the part of the A&F Executive Committee and further that the request be forwarded to the Municipal Accommodation Tax (MAT) Committee for their consideration.

6. New Business

- 6.1 Accountability and Transparency Policy.
 - committee recommended adopting the Accountability and Transparency Policy as presented.
- 6.2 Procedure By-law Review - Part 2.
 The Clerk was in attendance to provide an overview of the materials. The committee provided input for the Clerk and these revisions shall be included in the formation of a new Procedure By-Law to be presented to Council once all items are reviewed.
- 6.3 Accounts Receivable Bad Debts Write Off Request.
 - committee recommended approving the write-off accounts receivable in the amount of \$5,441.50.
- 6.4 POA Write-Off Request.
 - committee recommended approving the write-off of 2013 POA accounts receivable in the amount of \$13,956.58 for accounting purposes while noting that this does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and never forgiven.
- 6.5 Doug Brown, CAO - ROMA Travel Expense Claim.
 - committee recommended approval of the Travel Expense claim in the total amount of \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.
- 6.6 Councillor Wendy Brunetta - ROMA Travel Expense Claim.
 - committee recommended approval of the Travel Expense claim in the total amount of \$510.74 as submitted by Councillor Wendy Brunetta for her attendance at the ROMA Conference in Toronto, Ontario from January 19-21, 2020.
- 6.7 Councillor Wendy Brunetta - RRDMA Annual General Meeting Per Diem.
 - committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.
- 6.8 Councillor John McTaggart - ROMA Travel Expense Claim.
 - committee recommended approval of the Travel Expense claim in the total amount of \$241.90 as submitted by Councillor John McTaggart for his attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.
- 6.9 Mayor June Caul - ROMA Travel Expense Claim.
 - committee recommended approval of the Travel Expense claim in the total amount of \$250.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.
- 6.10 Councillor Rick Wiedenhoeft - RRDMA Annual General Meeting Per Diem.
 - committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Rick Wiedenhoeft for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

- 6.11 Councillor Michael Behan - RRDMA Annual General Meeting Per Diem.
- committee recommended approval of the Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Michael Behan for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.
- 6.12 Councillor Andrew Hallikas - RRDMA Annual General Meeting Per Diem.
- committee recommended approval of the Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Andrew Hallikas for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

7. Information

- 7.1 Fort Frances Fire & Rescue - December 2019 Report. - received as information.
- 7.2 January 2018 FIR Data. - committee was advised that this was an older version and the updated 2019 data form will appear on the COW Agenda as information.

8. Adjourn 1:51 p.m. / Next Meeting Date - February 18, 2020

Executive Committee Chair

D. Brown, CAO

TOWN OF FORT FRANCESMINUTESSESSION NO. # 3February 18, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 18, 2020 from 12:01 p.m. to 12:39 p.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holliday, Deputy Treasurer, J. Hughes, Information Technology Manager and K. Lawson, Deputy Clerk

1. Call to Order - 12:01 p.m.

2. Disclosure of pecuniary interest and the general nature thereof

- 2.1 Councillor D. Judson disclosed an interest in agenda item 5.1 and stated the following: This is my per diem claim for attendance at the January 2020 RRDMA meeting in LaVallee. He did not participate in any discussion of the matter when it was brought forward.

3. Approval of Previous Committee Minutes

- 3.1 Session No. 2 dated February 4, 2020.

Hallikas-Judson: Approved as presented.

CARRIED

4. Items Referred from Council

- 4.1 Rainy River Future Development Corporation Per Capita Request.
- committee recommended that the \$7.00 per capita request in the amount of \$55,685 be included in the 2020 General Operational budget.

5. New Business

- 5.1 Councillor Douglas Judson - RRDMA Annual General Meeting Per Diem.
- committee recommended approving Schedule "F" Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Douglas Judson for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.
- 5.2 357/358 Applications for Tax Adjustment re: 279 Scott Street (September 27 - December 31, 2019) Roll # 5912-020-007-05700-0000.
- committee recommended approving the adjustment of 2019 taxes under Section 357/358 of the *Municipal Act* for property located at 279 Scott Street resulting from a classification change.
- 5.3 357/358 Applications for Tax Adjustment re: 130 Fifth Street East (August 1, 2018 - December 31, 2019) Roll # 5912-010-007-00900-0000.
- committee recommended approving the adjustment of 2018 and 2019 taxes under Section 357/358 of the *Municipal Act* for property located at 130 Fifth Street East resulting from an unfinished structure allowance and updating structure data.

6. Outstanding Items

- 6.1 2020 Technology Plan Timeline.
- this item will be forwarded to the Committee of the Whole Agenda as an information item.

7. Adjourn 12:39 p.m./ Next Meeting Date - March 3, 2020

Executive Committee Chair

D. Brown, CAO