

TOWN OF FORT FRANCES

AGENDA - June 22, 2020

[Join Microsoft Teams Meeting](#)

[+1 807-701-5975](#) Canada, Thunder Bay (Toll)

Conference ID: 525 408 089#

COMMITTEE OF THE WHOLE MEETING

Held Virtually

(Session No. 044) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **Council Reports on Board & Committee Activity:**
 - 4.1 Mayor June Caul - Verbal Update
Councillor Douglas Judson - Verbal Update
Councillor John McTaggart - Verbal Update
Councillor Rick Wiedenhoeft - Verbal Update
5. **Consent Agenda:**
 - 5.1 P.O.A. Audited Financial Statement. 4 - 11
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee that Council authorize acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund Audited Financials for the year ended December 31, 2019.
 - 5.2 Community Museum Operating Grant (CMOG) Application 12 - 27
- approval of this report will agree with the recommendation of the Community Services Executive Committee to submit the CMOG application as outlined in this report.
 - 5.3 Owandem Storage 28 - 29
- approval of this report will agree with the recommendation of the Community Services Executive Committee with input from the Manager of Operations & Facilities to have the boat moved back to Town property and placed on timbers in the public works yard.

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5.4 Approval of the updated Town Energy Conservation and Demand Management Plan	30 - 47
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to approve the Town's Energy Conservation and Demand Management Plan from July 1, 2020 to July 1, 2023.	
5.5 Annual Energy Conservation and Demand Management Report	48 - 53
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that the 2020 Energy Conservation and Demand Management Report be accepted by Council and made available to the public per the Town's Energy Conservation and Demand Management Plan.	
5.6 Request from Makkinga Contractors to complete additional works	54 - 56
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to allow Makkinga to complete works scheduled in 2021 in 2020 and further that the unbudgeted works be funded out of the Corporate Projects Reserve fund or the year end surplus.	
5.7 Ian McKay - Request for Planning Application Cost Relief	57 - 60
- approval of this report will agree with the recommendation of the Planning & Development Executive Committee to allow Ian McKay a six-month payment plan of \$300.00 per month with regard to the rezoning application for 840 Sixth Street West to include a site-specific use as a recreation or fitness establishment, and that the first payment submitted at time of applying for the rezoning.	
6. <u>Administration and Finance Division:</u>	
6.1 BIA 2020 Budget and Tax Rates	61 - 63
- approval of this report will approve the 2020 BIA Budget and authorize that a by-law setting the 2020 BIA tax rates, levy and collection be brought forward later at tonight's Council meeting.	
7. <u>Operations and Facilities Division:</u>	
7.1 Information on Ontario's Transition to Full Producer Responsibility of Blue Box Recycling	64 - 65
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that the updated resolution on Transition to Full Producer Responsibility be passed by Council.	
7.2 Verbal Update on Capital Projects	

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8. <u>General:</u>	
8.1 COVID-19 Update	
8.2 Waiving of Event Rental Fees for the Rainy Lake Square for Local Restaurant and Bar Establishments - for Council's consideration.	66 - 69
9. <u>Information:</u>	
9.1 2020 Draft General Fund Budget - May 31, 2019 vs 2020.	70 - 72
9.2 2020 Draft Sewer Fund Budgt - May 31, 2019 vs 2020.	73 - 76
9.3 2020 Draft Water Fund Budget - May 31, 2019 vs 2020.	77 - 82
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9.5 Fort Frances Wastewater Treatment Facility May 2020 Monthly Report	86 - 93
9.6 2020 Tonnage at Landfill Site - updated June 9, 2020	94
9.7 Airport Statistics 2020 - as of May 31, 2020	95 - 96
9.8 Committee of Adjustment - Notice of Decision (A1-2020)	97 - 99
9.9 Complaint Register - May 2020	
10. <u>Non-agenda items:</u>	
11. <u>ADJOURNMENT</u>	



TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: June 11, 2020

SUBJECT: P.O.A. Audited Statements for the year ending December 31, 2019

BACKGROUND

Attached is the Provincial Offences (P.O.A.) Fort Frances Court Services Area audited financial statement for the year ended December 31, 2019 as provided by BDO Canada LLP. The Auditor's report of Statement of Financial Position and Statement of Receipts and Expenditures for the Provincial Offences – Fort Frances Court Services Area Trust Fund, as at December 31, 2019 was prepared by BDO Canada LLP management.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the Provincial Offences – Fort Frances Court Services Area Trust Fund audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2019.

Council Approval of This Report Will Authorize the acceptance of the Provincial Offences – Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2019.

**The Corporation of the Town
 of Fort Frances
 Provincial Offences -
 Fort Frances Court Services Area
 Trust Fund
 Financial Statements
 For the year ended December 31, 2019**

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Tel: 807-274-9848
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BDO Canada LLP
607 Portage Avenue
Fort Frances ON P9A 0A7 Canada

Independent Auditor's Report

To the Provincial Offences - Fort Frances Court Services Area Trust Fund

Qualified Opinion

We have audited the financial statements of the Provincial Offences - Fort Frances Court Services Area Trust Fund (the Entity), which comprise the statement of financial position as at December 31, 2019, and the statement of receipts and expenditures for the year then ended, and notes to financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis of Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and the receipts and expenditures thereof, in accordance with the basis of accounting as described in Note 1.

Basis of Qualified Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. The financial records of the Provincial Offences - Fort Frances Court Services Area Trust Fund are maintained and generated using the ICON system provided by the Province of Ontario. The scope of our audit did not include a review of the controls over this system nor was a service auditor's report made available to us. Therefore, we were not able to determine whether any adjustments might be necessary to fines, costs and fees revenue and net receipts over expenditures for the years ended December 31, 2019, and 2018, current assets as at December 31, 2019, and 2018, and net assets as at January 1 and December 31 for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended December 31, 2019, was modified accordingly because of the possible effects of this limitation in scope.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements are prepared to assist the Provincial Offences - Fort Frances Court Services Area Trust Fund to comply with the reporting requirements of the Ministry of the Attorney General of Ontario. As a result, the financial statements may not be suitable for another purpose.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting as described in Note 1, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.



Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario
March 30, 2020

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Statement of Financial Position**

<u>December 31</u>	<u>2019</u>	<u>2018</u>
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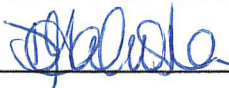
Assets**Current**

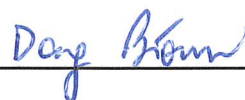
Cash	\$ 10,478	\$ 146,941
Accounts receivable (Note 2)	7,553	3,790
Prepaid expenses	366	287
	\$ 18,397	\$ 151,018

Liabilities**Current**

Accounts payable (Note 3)	\$ 18,397	\$ 151,018
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On behalf of the Board:

x  Director

 Director

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Statement of Receipts and Expenditures**

For the year ended December 31	2019	2018
Receipts		
Fines, costs and fees	\$ 251,136	\$ 396,358
Interest earned	856	1,174
	<u>251,992</u>	<u>397,532</u>
Expenditures		
Administration	90,731	108,894
Remitted to Municipalities	62,461	187,164
Salaries and benefits	98,800	101,474
	<u>251,992</u>	<u>397,532</u>
Net receipts over expenditures	\$ -	\$ -

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Notes to Financial Statements**

December 31, 2019

1. Summary of Significant Accounting Policies

Nature of Trust Fund	<p>The Provincial Offences - Fort Frances Court Services Area Trust Fund is unincorporated and is exempt from tax.</p> <p>The trust fund administers and collects fines incurred under the Provincial Offences Act.</p>
Management's Responsibility	<p>The financial statements of the Provincial Offences - Fort Frances Court Services Area Trust Fund are the representation of management and have been prepared in accordance with accrual based accounting principles. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgement and review.</p>
Accrual Basis of Accounting	<p>Sources of financing and expenditures are reported on the accrual basis of accounting.</p> <p>The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.</p>
Capital Assets	<p>Capital assets are recorded as an expenditure on the Statement of Receipts and Expenditures in the year of acquisition.</p>
Revenue Recognition	<p>Revenue is generated from fines and penalties billed to offenders. The information regarding these fines and penalties is provided by the Province of Ontario ICON tracking system. The revenue is recorded when the amount can be reasonably estimated and collection is reasonably assured. These two items are satisfied when cash is collected. As a result, revenue is recognized on a cash basis.</p>

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Notes to Financial Statements**

December 31, 2019

2. Accounts Receivable

	<u>2019</u>	<u>2018</u>
Due from Municipalities	\$ 6,247	\$ 2,118
Due from Province	1,306	1,672
	<u>\$ 7,553</u>	<u>\$ 3,790</u>

3. Accounts Payable

	<u>2019</u>	<u>2018</u>
Due to own Municipality	\$ 5,616	\$ 53,677
Due to other Municipalities	4,965	53,665
Due to Provincial Court	7,816	42,529
Other	-	1,147
	<u>\$ 18,397</u>	<u>\$ 151,018</u>

June 15, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: CMOG Application

For the past several years the Fort Frances Museum has been the beneficiary of the annual Grants Ontario program, Community Museum Operating Grant (CMOG) in the amount of \$21,519.00, that is determined by financial data from the previous year operations. Similarly, the application for 2020 is based upon financial information from 2019 and goals & requirements for 2020. As such, the Museum will apply for the maximum benefit allowable based upon the following metrics:

- operating hours, operating days, days per month for at least 8 months – 20 days/month minimum, number of full time paid positions supported, number of volunteers, volunteer hours, paying & non-paying visitors, school groups, student attendees, memberships (individual & family), website visits, and social media followers. Much of this information will be required to be provided at a later date as very little information is being requested in this initial grant proposal to simplify the application and allow for an expedited processing of grant funds.

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2020 annual operating grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2020 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Bev Cochrane and also to authorize appropriate execution of the grant application on behalf of the Town.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

<p>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to submit the CMOG application as outlined in this report.</p>



Community Museum Operating and Pay Equity Grants 2020-21 (CMOG)

Case No.: 2020-05-1-1441065394

AGENDA ITEM #5.2

Saved: 06/02/2020 10:44

Expand

Validate

Instructions	A - Applicant Information	B - Contact Information
C - Grant Payment Information	D - Pay Equity Grant	E - Certificate of Insurance
F - Terms and Conditions	G - Declaration/Signing	

Instructions

Please fill out all the *starred* fields. Some fields in your application will already have the information you supplied during enrolment or from previous applications. You will receive an email confirmation when your application has been successfully submitted.

Application Procedures: *Due to the COVID-19 provincial emergency, this application has been simplified to allow expedited processing of grant funds. Key program requirements will be collected by way of supplementary reporting later in the fiscal year.*

Please follow these steps to apply for the program:

1. Complete all sections of the application and save it to your desktop.
 - o DO NOT change the file name or file extension. You MUST **"save as"**.
2. Log back into Transfer Payment Ontario and upload the completed application.
3. Submit application

For more detailed instructions on how to apply for the program please visit the [Transfer Payments Ontario page](#).

The Ministry cannot guarantee funding to all organizations that submit an application, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular organization or program for which an application is submitted. The decision to fund all or part of an applicant request will depend on its ability to meet the program requirements and the overall demand for program funding.

A - Applicant Information

The application contact must be selected as the primary contact and assigned the role of applicant.

This person is responsible for grant administration and ministry correspondence.

Organization Name:

[Fort Frances Museum and Cultural Centre](#)

B - Contact Information

Please identify three additional contacts for your organization, including whether or not they have signing authority:

1. Most Senior Official, elected official with whom a Minister of the Crown would correspond with (e.g. Mayor, Board, Chair, Reeve, Chief Executive Officer).
2. Other Senior Staff – This is the most senior member of the organization aside from the person listed as the Most Senior Official (e.g. Chief Executive Officer, Director, Treasurer)
3. Payment Contact: Individual who should be contacted for clarifications about banking information or financial matters

Remove

Salutation *

[Ms.](#)

First Name *

[June](#)

Last Name *

[Caul](#)

Role * Mayor	Primary (Applicant only) <input type="checkbox"/>	AGENDA ITEM #5.2
Title * Most Senior Official	Department (max 30 characters)	
Phone Number (Work) * (807) 274-5323	Phone Number (Mobile)	
Email Address * jcaul@fortfrances.ca	Confirmation of Signing Authority <input type="checkbox"/>	
		Remove
Salutation * Mr.		
First Name * Doug	Last Name * Brown	
Role * Chief Executive Officer	Primary (Applicant only) <input type="checkbox"/>	
Title * Other Senior Staff	Department (max 30 characters)	
Phone Number (Work) * (807) 247-5323	Phone Number (Mobile)	
Email Address * dbrown@fortfrances.ca	Confirmation of Signing Authority <input type="checkbox"/>	
		Remove
Salutation * Ms.		
First Name * Dawn	Last Name * Galusha	
Role * Treasurer	Primary (Applicant only) <input type="checkbox"/>	
Title * Other Senior Staff	Department (max 30 characters)	
Phone Number (Work) * (807) 274-5323	Phone Number (Mobile)	
Email Address * dgalusha@fortfrances.ca	Confirmation of Signing Authority <input type="checkbox"/>	
		Remove
Salutation * Ms.		
First Name * Lisa	Last Name * Slomke	
Role * Other	Primary (Applicant only) <input type="checkbox"/>	
Title * Town Clerk	Department (max 30 characters)	
Phone Number (Work) * (807) 274-5323	Phone Number (Mobile)	

Email Address *

lslomke@fortfrances.ca

Confirmation of Signing Authority

AGENDA ITEM #5.2

☐

Add

Remove

Salutation *

Ms.

First Name *

Beverley

Last Name *

Cochrane

Role *

Applicant

Primary (Applicant only)

☒

Title *

Museum Curator

Department (max 30 characters)

Phone Number (Work) *

(807) 274-7891

Phone Number (Mobile)

Email Address *

bcochrane@fortfrances.ca

Confirmation of Signing Authority

☒**C - Grant Payment Information**

Should your application be successful, the banking information previously provided will be used to make payments.

Please complete the name and address of the payment organization.

Note: If your address or banking information has changed since your last application, please complete a new Electronic Funds Transfer [form](#). Completing this form is essential to ensuring funds are deposited correctly.

Payment Organization Name: *

Town of Fort Frances

Street Address 1: *

320 Portage Avenue

Street Address 2:

City/Town: *

Fort Frances

Province: *

ON

Postal Code: *

P9A3P9

Method of Payment: *

Electronic Fund Transfer

D - Pay Equity Grant

The Ministry provided Pay Equity funding to eligible museums to be used for pay equity female job class adjustments last fiscal year. Pay equity funding supports eligible museums to meet their obligations under the Pay Equity Act.

1. Did your organization receive Pay Equity funding last year? *

Yes

2. Do you require the funds this year? *

Yes

E - Certificate of Insurance

All applicants are required to carry at least \$2,000,000 Commercial General Liability Insurance coverage for the period covering **April 1, 2020** to **March 31, 2021** with continuous coverage before funding can be dispensed. The COI must be valid and in effect for the duration of the funding period and/or replacements that occur during the funding period. Your policy must include: Third party bodily injury, Personal injury; Property damage; Cross-liability and Contractual liability coverage per occurrence basis. Please refer to the application legal terms and conditions, section 11.0.

Does your organization have a valid Certificate of Insurance that meets all the conditions and requirements as set out in the Conditions Insurance clause? *

Yes

If "No" please provide an explanation (max 2,000 characters). You may continue with the application.

I attest that the Certificate of Insurance for my organization meets all of the conditions and requirements set out above. *

Yes

F - Terms and Conditions

The Community Museum Operating Grants awarded by the Province are governed by an agreement between the Applicant and the Province. The general terms and conditions of this Agreement are contained in this Application Form.

By signing this Application Form and submitting it to the Province, the Applicant agreeing to be bound by these particular terms and conditions, if the Province awards the Applicant a grant.

The Province may also include other terms and conditions in the Agreement. These additional terms and conditions will be contained in the Approval Letter or Subsequent Correspondence that the Province will send to the Applicant for signature. If the Applicant agrees to the additional terms and conditions, the Applicant must sign a copy of the correspondence and return the correspondence to the Province.

Please note that the Province will not provide any grant funds to the Applicant unless:

- the Minister approves the funding; and
- the Applicant agrees to be bound by all of the terms and conditions of the Agreement (including those contained in the Approval Letter or Subsequent Correspondence).

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31

[The Freedom of Information and Protection of Privacy Act](#), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

1.0 INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpretation:

1. words in the singular include the plural and vice-versa;
2. words in one gender include all genders;
3. the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
4. any reference to dollars or currency will be in Canadian dollars and currency; and
5. "include", "includes" and "including" denote that the subsequent list is not exhaustive.

1.2 Definitions. In the Agreement, the following terms will have the following meanings:

"Activities" means the operation of a Museum in accordance with the Regulation, including completing the objectives and achieving the outcomes described in the Regulation.

"Agreement" means the Regulation, the Application Guidelines, the Application Form including these general terms and conditions, the Approval Letter, and any additional terms and conditions which may be imposed by the Province in Subsequent Correspondence.

"Applicant" means the non-profit corporation, council of a municipality, public library board, conservation authority, or council of an Indian

Band (as defined in the *Indian Act* (Canada) that operates a Museum and is eligible for a grant under the Ontario Heritage Act, Regulation and that has submitted the Application Form to the Province for Funds under the Program.

AGENDA ITEM #5.2

“**Application Form**” means the Transfer Payment Ontario Application Form including all required supporting documentation, submitted by the Applicant for funding under the Program, and includes all information contained therein.

“**Application Guidelines**” means the Community Museum Operating Grant Program and Application Guidelines.

“**Approval Letter**” means the letter from the Province to the Applicant announcing the award of a grant to the Applicant under the Program.

“**BPSAA**” means the *Broader Public Sector Accountability Act, 2010* (Ontario).

“**Business Day**” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“**Effective Date**” means the date of April 1, 2020.

“**Event of Default**” has the meaning ascribed to it in section 14.1.

“**Expiry Date**” means the date of March 31, 2021.

“**Funds**” means the money the Province provides to the Recipient pursuant to the Agreement.

“**Indemnified Parties**” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

“**Maximum Funds**” means the maximum dollar amount of the grant as stated in the Approval Letter.

“**Museum**” means the institution operated by the Applicant and defined in section 1 of the Regulation.

“**Notice**” means any communication given or required to be given pursuant to the Agreement.

“**Notice Period**” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“**OHA**” means the *Ontario Heritage Act*, R.S.O. 1990, c. 0.18, as amended.

“**Parties**” means the Province and the Recipient.

“**Party**” means either the Province or the Recipient.

“**Pay Equity Funding**” means the funds given by the Province to the Recipient to assist the Recipient in meeting its obligations under the *Pay Equity Act*, R.S.O. 1990, c. P.7.

“**Political Activity**” means a political activity that is not a permitted ancillary non-partisan political activity of a registered charity under the *Income Tax Act (Canada)*, including without limitation the support of, or opposition to, a political party or a candidate for public office.

“**Program**” means the Community Museum Operating Grants Program.

“**Province**” means Her Majesty the Queen in right of Ontario as represented by the Minister of Heritage, Sport, Tourism, and Culture Industries.

“**PSSDA**” means the *Public Sector Salary Disclosure Act, 1996* (Ontario).

“**Recipient**” means the Applicant who has been awarded a grant under the Program and which has agreed to be bound by these general terms and conditions.

“**Regulation**” means *Ontario Heritage Act*, R.R.O. 1990, Regulation 877, Grants for Museums.

“**Reports**” means the reports described in Article 7.0.

“**Subsequent Correspondence**” means any correspondence relating to the Funds and/or the Activities that the Province sends to the Recipient subsequent to the Approval Letter.

2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

2.1 General. The Recipient represents, warrants and covenants that:

1. it is, and will continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
2. it has, and will continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Activities;

3. it is in compliance with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Activities, the Funds or both;
4. unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete for the term of the Agreement; and
5. any Pay Equity Funding (if applicable) has been and shall be used solely for the purposes of fulfilling the Recipient's obligations under the *Pay Equity Act*.

2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- the full power and authority to enter into the Agreement; and
- taken all necessary actions to authorize the execution of the Agreement.

2.3 Governance. The Recipient represents, warrants and covenants that it has, will maintain in writing, and will follow for the period during which the Agreement is in effect:

1. a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
2. procedures to enable the Recipient's ongoing effective functioning;
3. decision-making mechanisms for the Recipient;
4. procedures to enable the Recipient to manage Funds prudently and effectively;
5. procedures to enable the Recipient to conduct the Activities successfully;
6. procedures to enable the Recipient to identify risks to the completion of the Activities and strategies to address the identified risks, all in a timely manner;
7. procedures to enable the preparation and submission of all reports required pursuant to Article 7.0; and
8. procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under the Agreement.

2.4 Supporting Documentation. Upon request, the Recipient will provide the Province with proof of the matters referred to in this Article 2.0.

3.0 TERM OF THE AGREEMENT

3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article 12.0, Article 13.0 or Article 14.0.

4.0 FUNDS AND CARRYING OUT THE ACTIVITIES

4.1 Funds Provided. The Province will:

1. provide the Recipient up to the Maximum Funds for the purpose of carrying out the Activities;
2. provide the Funds to the Recipient in a single lump sum payment at a time to be determined by the Province; and
3. deposit the Funds into an account designated by the Recipient provided that the account:
 1. resides at a Canadian financial institution; and
 2. is in the name of the Recipient.

4.2 Limitation on Payment of Funds. Despite section 4.1:

1. the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 11.2;
2. the Province may adjust the amount of Funds it provides to the Recipient based upon the Province's assessment of the information provided by the Recipient pursuant to section 7.1; and

3. if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 1. reduce the amount of Funds; or
 2. terminate the Agreement pursuant to section 13.1.

4.3 Use of Funds and Activities. The Recipient will:

- carry out the Activities and use the Funds in accordance with the terms and conditions of the Agreement;
- use the Funds only for the purpose of carrying out the Activities; and
- not use the Funds to cover any specific cost that has or will be funded or reimbursed by any third party, including other ministries, agencies and organizations of the Government of Ontario.

4.4 Province's Role Limited to Providing Funds. For greater clarity, the Province's role under the Agreement is limited to providing Funds to the Recipient for the purposes of the Activities and the Province is not responsible for carrying out the Activities.

4.5 No Changes. The Recipient will not make any changes to the Activities without the prior written consent of the Province.

4.6 Interest Bearing Account. If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

4.7 Interest. If the Recipient earns any interest on the Funds, the Province may demand from the Recipient the repayment of an amount equal to the interest.

4.8 Maximum Funds. The Recipient acknowledges that the Funds available to it pursuant to the Agreement will not exceed the Maximum Funds.

4.9 Rebates, Credits and Refunds. The Recipient acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the actual costs to the Recipient, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.

4.10 Funding, Not Procurement. For greater clarity, the Recipient acknowledges that:

- it is receiving funding from the Province for the Activities and is not providing goods or services to the Province; and
- the funding the Province is providing under the Agreement is funding for the purposes of the PSSDA.

5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will:

- do so through a process that promotes the best value for money; and
- comply with the BPSAA, including any procurement directive issued thereunder, to the extent applicable.

6.0 CONFLICT OF INTEREST

6.1 No Conflict of Interest. The Recipient will carry out the Activities and use the Funds without an actual, potential or perceived conflict of interest.

6.2 Conflict of Interest Includes. For the purposes of this Article, a conflict of interest includes any circumstances where:

- the Recipient; or
- any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Activities, the use of the Funds, or both.

6.3 Disclosure to Province. The Recipient will:

- disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
- comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

7.0 REPORTING, ACCOUNTING AND REVIEW

7.1 Preparation and Submission. The Recipient will;

1. submit to the Province the following reports with timelines and content requirements to be specified by the Province:
 1. a financial (revenue and expense) report for the Recipient's previous calendar year;
 2. a pay equity form for the Recipient's previous calendar year, where applicable; and
 3. a report on the Recipient's Activities (which would include its annual report) from the previous calendar year;
2. submit to the Province one of the following reports or sets of reports in accordance with the timelines and content requirements specified by the Province and depending on the Recipient institution as follows:
 1. an audited financial statement from the Recipient's previous calendar year, if the Recipient is a not-for-profit organization with annual operational expenses of over \$100,000;
 2. a review engagement report from the Recipient's previous calendar year, if the Recipient is a not-for-profit organization with annual operational expenses in the previous calendar year of under \$100,000;
 3. a separate audit for the Museum from the previous calendar year or a consolidated statement accompanied by actual figures from the previous calendar year, if the Recipient is a conservation authority or the council of an Indian Band (as defined in the *Indian Act* (Canada)); or
 4. actuals for the Museum and a municipal audit from the Recipient for the previous calendar year or a copy of the Recipient's Financial Information Return, as reported to the Ministry of Municipal Affairs and Housing, from the previous calendar year, if the Recipient is the council of a municipality;
3. submit to the Province any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
4. ensure that the reports are completed to the satisfaction of the Province; and
5. ensure that the reports are signed on behalf of the Recipient by an authorized signing officer.

7.2 Record Maintenance. The Recipient will keep and maintain:

1. all financial records (including invoices) relating to the Funds or otherwise to the Activities in a manner consistent with generally accepted accounting principles; and
2. all non-financial documents and records relating to the Funds or otherwise to the Activities.

7.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Activities and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

1. inspect and copy the records and documents referred to in section 7.2;
2. remove any copies made pursuant to section 7.3(a) from the Recipient's premises; and

7.4 Disclosure. To assist in respect of the rights set out in section 7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative or any independent auditor identified by the Province, as the case may be.

7.5 No Control of Records. No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

7.6 Auditor General. The Province's rights under this Article are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

8.0 COMMUNICATIONS REQUIREMENTS

8.1 Acknowledge Support. The Recipient may acknowledge the support of the Province in the following manner:

1. by displaying:
 1. the following words: "The support of the Government of Ontario is acknowledged", (the "Acknowledgement"); and
 2. the Province of Ontario Trillium logo (the "Ontario Logo"), word mark (the "Ontario Word Mark"),
2. by displaying the Ontario Logo or Ontario Word Mark, as the case may be, in colour wherever and whenever it is financially feasible to do so; and
3. by displaying the Acknowledgement and the Ontario Logo or Ontario Word Mark, as the case may be, prominently.

8.2 Publicity. The Recipient will not make any public announcement, news release, advertisement or engage in any other form of publicity regarding the Funds received from the Province without the prior consent of the Province.

9.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

9.1 FIPPA. The Recipient acknowledges that the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Activities or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

10.0 INDEMNITY

10.1 Indemnification. The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, 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 Activities or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

10.2 Recipient's Participation. The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

10.3 Province's Election. The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under the Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.

10.4 Settlement Authority. The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any

10.5 Recipient's Co-operation. If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province to the fullest extent possible in the proceedings and any related settlement negotiations.

11.0 INSURANCE

11.1 Recipient's Insurance. The Recipient represents, warrants and covenants that it has, and will 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 activities similar to the Activities 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 will include the following:

1. the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
2. a cross-liability clause;
3. contractual liability coverage; and
4. a 30-day written notice of cancellation.

11.2 Proof of Insurance. The Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province that confirms the insurance coverage as provided for in section 11.1. Upon the request of the Province, the Recipient will provide to the Province a copy of any insurance policy.

12.0 TERMINATION ON NOTICE

12.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least 30 days' Notice to the Recipient.

12.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section 12.1, the Province may demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient.

13.0 TERMINATION WHERE NO APPROPRIATION

13.1 Termination Where No Appropriation. If, as provided for in section 4.2(c), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

13.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section 13.1, the Province may demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient.

14.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

14.1 Events of Default. Each of the following events will constitute an Event of Default:

1. in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 1. carry out the Activities;
 2. use or spend Funds; or
 3. provide one or more of the reports pursuant to sections 7.1(a) and 7.1(b), or such other reports as may have been requested pursuant to section 7.1(c);
2. the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of

- the eligibility requirements of the Program under which the Province provides the Funds;
3. the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
 4. the Recipient ceases to operate; or
 5. the Recipient uses or spends Funds for Political Activity.

14.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

1. initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Activities;
2. provide the Recipient with an opportunity to remedy the Event of Default;
3. suspend the payment of Funds for such period as the Province determines appropriate;
4. reduce the amount of the Funds;
5. demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
6. demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
7. demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
8. terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

14.3 Opportunity to Remedy. If, in accordance with section 14.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

1. the particulars of the Event of Default; and
2. the Notice Period.

14.4 Recipient not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b), and:

1. the Recipient does not remedy the Event of Default within the Notice Period;
2. it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
3. the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g) and (h).

14.5 When Termination Effective. Termination under this Article will take effect as set out in the Notice.

15.0 FUNDS UPON EXPIRY

15.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

16.0 DEBT DUE AND PAYMENT

16.1 Payment of Overpayment. If at any time during the term of the Agreement the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may demand that the Recipient pay an amount equal to the excess Funds to the Province.

1. the Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
2. the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province, such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise.

16.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

16.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province.

16.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

17.0 NOTICE

17.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, or fax, and will be addressed to the Province and the Recipient respectively as set out below, or as either Party later designates to the other by Notice:

To the Province:

Ministry of Heritage, Sport, Tourism, and Culture Industries

Email: CMOG-SFMC@ontario.ca

Fax: 416-212-1802

To the Recipient:

The Recipient's mailing address, email address and fax number are set out in the Application Form, or as the Recipient later designates to the Province by Notice.

17.2 Notice Given. Notice will be deemed to have been given:

1. in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
2. in the case of email, or fax, one Business Day after the Notice is delivered.

17.3 Postal Disruption. Despite section 17.2(a), in the event of a postal disruption:

1. Notice by postage-prepaid mail will not be deemed to be given; and
2. the Party giving Notice will provide Notice by email, or by fax.

18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

18.1 Consent. When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

19.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

20.0 WAIVER

20.1 Waivers in Writing. If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 17.0. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

21.0 INDEPENDENT PARTIES

21.1 Parties Independent. The Recipient acknowledges that it is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

22.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement.

22.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

23.0 GOVERNING LAW

23.1 Governing Law. The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

24.0 FURTHER ASSURANCES

24.1 Agreement into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

25.0 JOINT AND SEVERAL LIABILITY

25.1 Joint and Several Liability. Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

26.0 RIGHTS AND REMEDIES CUMULATIVE

26.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

27.0 ACKNOWLEDGEMENT OF OTHER LEGISLATION AND DIRECTIVES

27.1 Recipient Acknowledges. The Recipient:

1. acknowledges that by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the BPSAA, the PSSDA, and the *Auditor General Act* (Ontario);
2. acknowledges that Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the BPSAA; and
3. will comply with any such legislation, including directives issued thereunder, to the extent applicable.

28.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

28.1 Other Agreements. If the Recipient:

1. has failed to comply (a "Failure") with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies;
2. has been provided with notice of such Failure in accordance with the requirements of such other agreement;
3. has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
4. such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

29.0 SURVIVAL

29.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0 and any other applicable definitions, section 4.2(c), 4.7, section 7.1 (to the extent that the Recipient has not provided the reports to the satisfaction of the Province), sections 7.2, 7.3, 7.4, 7.5, 7.6, Article 8.0, Article 10.0, section 12.2, section 13.2, sections 14.1, 14.2(d), (e), (f) and (g), Article 15.0, Article 16.0, Article 17.0, Article 19.0, section 22.2, Article 23.0, Article 25.0, Article 26.0, Article 27.0, Article 28.0, and Article 29.0.

G - Declaration/Signing

Declaration

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Declaration/Signing

Applicant

Ms. Beverley Cochrane
Museum Curator
(w): (807) 274-7891
Email: bcochrane@fortfrances.ca

[Sign Document](#)

Signature _____ Date/Time _____

Please check that your application is complete by clicking Validate at the top of the form before uploading it into the system.

June 15, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Owandem Storage

In a letter sent to Council dated May 22, 2020² from the Friends of the Museum and the Museum Advisory Board, there is a request that the Owandem tug boat be relocated to Town Property or a storage fee will need to be paid. The Owandem is a tug boat that has been restored by Mark Faragher and paid for by the Friends of the Museum. It is the Friends of the Museum's hope that the tug boat will end up down on the river front in the same general area as the Hallet which is a larger tug boat that has historical significance to our community. The work has been completed for two years and Mark would like the use of his trailer and space and is requesting that the boat be moved off his property or that a Storage fee be paid.

As outlined in the attached report from Operations and Facilities Executive Committee, CJ Contracting and Armstrong Crane will move the Owandem and unload it at the public works yard at no cost. The boat will need to sit on some timbers in the Public works yard..

Recommendation

The Community Services Executive Committee with input from the Operations and Facilities Manager recommends to Mayor and Council to have CJ Contracting and Armstrong Crane move the boat to the public works yard and offload it with a crane onto blocking before it is moved to its final destination at the appropriate time.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

<p>Council approval of this report will agree to the recommendation of the Community Services Executive Committee with input from the Manager of Operations and Facilities to have the boat moved back to Town property and placed on Timbers in the public works yard.</p>
--

June 15, 2020

Report To: Community Services Executive Committee

From: Travis Rob, Manager of Operations and Facilities

RE: Request to Move the Owandem

Back when the Owandem was brought to the Town the boat was temporarily stored in the Public Works yard until it was moved to be refurbished. Armstrong Crane and CJ Contracting donated the equipment to move it at that time.

The boat now needs to be moved back into Town care, however funding is not available to construct a proper berth for it at the River at this time. Until a berth can be developed, the O&F Division is offering to place the boat in the Public Works Yard on timbers. Armstrong Crane and CJ Contracting have both offered their services at no cost to lift the boat off of the trailer, onto the ground and to transport the boat to the town yard.

Respectfully Submitted

Rick Wiedenhoeft
Chair Operations and Facilities Executive Committee

2020June17 Moving Owandem Request.docx

June 17, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Approval of the updated Town Energy Conservation and Demand Management Plan

In 2014 the Town created an Energy Conservation and Demand Management Plan (ECDM) in accordance with O. Reg 397/11 and has been giving Council annual reports on the Town's energy consumption. With the expiry of our ECDM plan in 2018 and some changes in staffing, the Town has been working on completing an updated plan for 2019-2023. With the plan not being passed until July 2020 the plan window will start July 1, 2020.

Attached to this report you will find an updated ECDM Plan and report from Adam Mitchell, Asset Management Coordinator outlining the new plan.

It is the recommendation of the Operations and Facilities Executive Committee to approve the Town's Energy Conservation and Demand Management Plan from July 1, 2020 to July 1, 2023.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to approve the Town's Energy Conservation and Demand Management Plan from July 1, 2020 to July 1, 2023

Manager of Operations and Facilities

2020June17 ECDM Plan Update.docx

June 11, 2020

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

RE: 2020-2023 Energy Conservation and Demand Management Plan Update

Background:

On June 11, 2014, the Town of Fort Frances (Municipality) adopted an Energy Conservation and Demand Management Plan in compliance with Ontario Regulation 397/11 – Energy Conservation and Demand Management Plans (O. Reg. 397/11). The regulation also required municipalities and other public sector groups to report annually on energy use and greenhouse gas (GHG) emissions for buildings and facilities in which the agency conducts its operations, that are heated or cooled or are related to the treatment or pumping of water or sewage. The Town began this reporting in 2013 for the year 2011 and has continued to do so annually.

O. Reg. 397/11 was replaced with Ontario Regulation 507/18 – Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans (O. Reg. 507/18) on January 1, 2019. The new regulation requires the Town to develop and publish a five-year update to the Municipality's Energy Plan by July 1, 2019.

The Town of Fort Frances is committed to energy management as a key component of its operations. It understands the social, environmental, and financial implications of energy management and is striving to deliver improvements in a responsible way. Through proactive monitoring of energy usage and forward-thinking facility renovations and building service equipment upgrades, the Town is committed to managing and reducing energy consumption across its facilities and operations.

Since 2014, the Town has completed many energy conservation measures, both large and small. Small actions have included adding intelligent parking lot controllers on outdoor outlets, replacing light fixtures with LED alternatives throughout our facilities and increased awareness of energy conservation through operational staff. Large projects included replacing all streetlight fixtures to LED, the implementation of a fine bubble aerator at the Sewage Treatment Plant, installation of a new Dry-O-Tron for the MSC pool and HVAC upgrades at several facilities. The Town has also adopted several operational strategies to conserve energy. This includes a work order system to better maintain a service schedule for all HVAC systems, the addition of a Facilities Superintendent to the Operations and Facilities department with an emphasis on better managing our systems, and monitoring grant and funding opportunities for energy conservation projects such as the Honeywell energy retrofit project which was partially funded by Community Infrastructure Improvement Fund, the Ontario Power Authority and Union Gas.

Energy Conservation and Demand Management Plan – 2020 Update: Town of Fort Frances

Going forward, the Town will utilize the following six strategies to continue to progress towards its energy conservation and GHG emissions reduction objectives:

1. Undertake Energy Audits on all Town owned buildings by end of 2022
2. Implement energy saving retrofits discovered in the energy audits over the next five years
3. Fully integrate the preventative maintenance program with all facility assets to ensure proper preventative and ongoing maintenance occurs
4. Increase awareness about the ECDM plan and the role the Town has
5. Implement best practices in all buildings and sites, wherever possible

6. Incorporate energy efficient equipment whenever possible

Overall, the Town has made large strides in reducing the energy consumed throughout the community. The Town will continue to incorporate energy conscious decision making in its daily operations and continue to bring more awareness to this topic.

It is the recommendation of Administration that:

1. The updated 2020-2023 Energy Conservation and Demand Management Plan be approved and made available to the public.

Respectfully Submitted



Adam Mitchell, P.Eng
Asset Management Coordinator



TOWN OF FORT FRANCES

JULY 1, 2020 TO JULY 1, 2023

Energy Conservation and Demand Management Plan Update

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Our Commitment to Energy Conservation

Message from the Mayor and CAO

The Town of Fort Frances Council and staff understand the importance of reducing energy consumption and green house gases within our community.

The Corporation will continue to reduce energy consumption and mitigate costs through the wise and efficient use of energy and resources. This will involve a collaborative effort to increase the education, awareness, and understanding of energy management within the Corporation. The Town of Fort Frances will investigate the use of new technologies to increase the efficiency of our facilities while maintaining or improving the level of service already provided.

The 2020 Energy Conservation and Demand Management Plan update has been jointly developed and approved by the Town of Fort Frances Mayor and Council and completed in accordance with Ontario Regulation 507/18 of the Electricity Act.

Sincerely,

June Caul
Mayor
Town of Fort Frances

Doug Brown
CAO
Town of Fort Frances

Introduction

In 2011 the Ontario Government passed O. Reg. 397/11 Energy Conservation and Demand Management Plans requiring annual energy consumption reporting for Municipalities, municipal Service Boards, Universities and Colleges, Schools and Hospitals. This regulation outlined what facilities are to be reported on and the data that is to be reported. The first reporting year for energy consumption and greenhouse gas emission data was 2013 with data from 2011. The Town of Fort Frances has been submitting energy reports in accordance with the regulation since the initial submission deadline of July 1st, 2013. Further, in accordance with the regulation The Town of Fort Frances implemented a 5 year Energy Conservation and Demand Management Plan in 2014 that expired on July 1st, 2019. In 2018 O.Reg 397/11 was revoked due to the repeal of The Green Energy Act, 2009. The Electricity Act, 1998 was amended by adding Part II.3 Conservation and Energy Efficiency and a new regulation, O.Reg. 507/18: Broader Public Sector: Energy Reporting and Conservation of Demand Management Plans was created in order to supersede O.Reg. 397/11.

The purpose of this document is to

- Report on the results of the 2014 ECDM Plan
- Update the Energy Conservation and Demand Management Plan for 2020-2023
- Provide new goals and objectives for conserving and otherwise reducing energy consumption and managing its demand for energy
- Outline proposed measures to achieve these objectives
- Provide cost and saving estimates for proposed measures including proposed timeline

Energy Consumption Overview

The Town of Fort Frances retained all energy related accounts since the 2014 ECDM plan was implemented. The following tables are broken into three amount centers: facilities, sewer and water, and street lights.

Table 1: Township Facilities and Infrastructure Within the Scope of the Plan

Facilities			
Name	Address	Use	Floor Area (sqft)
Museum	259 Scott St.	Museum	9,359.00
Memorial Sports Centre		Recreational Centre	95,554.00
Library	601 Reid Ave.	Library	15,000.00
Hallett			
Sorting Gap		Boat Launch/Park	1,024.00
Public Works	900 wright Ave	Office/Shop	12,017.00
Fort Frances Cemetery	401 Kings Highway	Cemetery	4,225.00
Riverview Cemetery*	1319 Colonization Road W.	Cemetery	2,500.00
Civic Centre*	320 Portage Ave.	Offices	35,000.00
Dog Pound*		Dog Park	200.00
Sister Kennedy Centre	401 Nelson St.	Community Centre	5,896.00
East End Hall	1227 5th St. E.	Community Centre	6,184.00
Point Park Garage		Shop	
Vanjura			
Lions Park			
Daycare		Daycare	6,184.00
St. Frances Sports Fields		Recreational	
Mclrvine Road Rink		Recreational	500.00
North End Rink		Recreational	100.00
Recycle Depot (2016 Baseline)		Operations	
Tourist Info Building (2015 Baseline)		Community Centre	
Airport		Airport	8,984.00
Rainy Lake Square (2018 Baseline)		Community Centre	
Sunny Cove Camp Office	#960 Highway 11	Community Centre	
Russell Hall			
McGregor Hall*			
Portage Avenue Storm Lift Station		Operations	
Water and Sewage			
Name	Address	Use	Floor Area (sqft)
Water Treatment Plant	901 Colonization Road E.	Water Treatment	
Sewage Treatment Plant	2 Mclrvine Road	Sewage Treatment	5526
Central Ave Lift Station		Sewage Treatment	
5th Street Lift Station		Sewage Treatment	
Minnie Avenue Lift Station		Sewage Treatment	
White Pine Lift Station		Sewage Treatment	
Boundary Road Lift Station		Sewage Treatment	
Patcin Avenue Lift Station		Sewage Treatment	
Water Tower		Water Treatment	1000
Water and Sewage			
Name	Address	Use	Floor Area (sqft)
Street Lights		Other	

Table 2: Energy Consumption Overview

Account	Floor Area (sqft)	2011 Baseline ekWh	2016 ekWh	2017 ekWh	2018 ekWh	2019 ekWh	2019GHG Emissions (kg)
Facilities	Column1	Column2	Column4	Column5	Column6	Column62	Column7
Museum	9,359.00	191,778.63	147,508.44	208,758.60	257,677.06	74,177.04	118,453.60
Memorial Sports Centre	95,554.00	4,573,885.84	4,224,146.10	4,231,092.88	3,669,379.80	4,564,139.05	4,141,582.55
Library	15,000.00	61,216.74	321,042.37	304,561.51	291,395.31	132,715.31	119,033.41
Hallett		1,658.65	661.19	365.19	351.10	130.86	2.26
Sorting Gap	1,024.00	46,148.56	35,707.73	38,546.75	47,156.68	42,439.94	733.79
Public Works	12,017.00	439,306.60	265,921.20	296,799.12	340,076.92	326,417.34	435,488.48
Fort Frances Cemetery	4,225.00	83,238.89	52,363.08	70,014.98	89,114.80	111,643.26	1,930.31
Riverview Cemetery	2,500.00	49,686.65	29,219.83	30,258.61	34,019.25	32,141.70	555.73
Civic Centre	35,000.00	1,270,258.49	891,981.52	897,636.23	1,010,784.87	1,031,508.10	1,013,440.15
Dog Pound	200.00	18,384.91	8,099.45	8,838.69	9,348.64	10,518.61	181.87
Sister Kennedy Centre	5,896.00	174,519.31	150,091.08	156,598.03	164,428.37	156,243.97	111,552.55
East End Hall	6,184.00	70,291.27	49,238.17	48,762.19	47,312.96	51,722.38	84,370.64
Point Park Garage		83.33	164.91	306.90	545.92	92.88	1.61
Vanjura		1,165.48	79.99	-	-	-	-
Lions Park		16,569.35	17,608.92	17,960.89	19,009.49	14,833.19	256.47
Daycare	6,184.00	161,392.91	253,006.16	234,513.60	213,661.57	194,740.92	195,890.23
St. Frances Sports Fields		1,285.15	988.92	3,785.87	2,459.84	3,361.91	58.13
McIrvine Road Rink	500.00	49,460.96	42,081.36	39,142.09	47,006.40	47,882.97	87,692.62
North End Rink	100.00	15,840.60	9,196.43	2,322.52	-	-	-
Recycle Depot (2016 Baseline)		-	13,860.25	16,735.10	17,245.02	17,780.32	307.42
Tourist Info Building (2015 Baseline)		-	31,473.53	32,779.28	32,779.28	34,514.75	596.76
Airport	8,984.00	137,086.60	117,119.25	183,677.63	197,327.17	173,759.40	3,004.30
Rainy Lake Square (2018 Baseline)		-	-	1,199.98	4,399.82	4,079.81	70.54
Sunny Cove Camp Office		11,477.88	3,923.32	1,214.91	1,235.86	2,256.36	39.01
Russell Hall		7,413.00	10,037.23	8,456.06	7,340.75	768,832.00	13,293.11
McGregor Hall		2,620.00	2,131.71	2,298.43	2,267.87	2,068.08	35.76
Portage Avenue Storm Lift Station		8,081.03	3,142.53	4,346.30	6,062.07	8,539.78	147.65
Water and Sewage							
Water Treatment Plant		1,643,954.56	1,392,451.89	1,672,856.72	1,650,459.11	1,457,725.69	1,429,257.07
Sewage Treatment Plant	5,526.00	1,970,286.36	1,973,587.80	2,009,661.97	1,835,716.03	1,714,044.93	976,162.75
Central Ave Lift Station		147,238.84	149,926.39	141,333.37	130,254.44	140,720.68	2,433.06
5th Street Lift Station		44,623.63	41,636.49	42,929.82	28,741.92	44,620.46	771.49
Minnie Avenue Lift Station		1,698.56	1,485.80	1,590.48	1,465.61	1,756.00	30.36
White Pine Lift Station		29,526.54	33,525.90	33,300.07	33,821.15	36,802.98	636.32
Boundary Road Lift Station		5,679.41	7,125.24	7,082.93	6,983.40	7,391.49	127.80
Patcin Avenue Lift Station		2,406.48	2,399.88	2,399.07	1,370.58	1,987.70	34.37
Water Tower	1,000.00	265,348.87	71,542.09	307,657.22	421,009.70	365,215.66	602,572.61
Water and Sewage							
Street Lights		1,231,535.63	414,303.24	452,483.96	452,483.96	452,483.96	7,823.45
Total		12,735,149.70	10,768,779.39	11,512,267.95	11,074,692.72	12,029,289.47	9,348,568.22

2014 Energy Conservation and demand Management Plan

2014 Goals and Objectives

The 2014 short-medium term objectives were as follows.

1. Undertake energy audits on all Town owned Buildings by the end of 2012.
2. Implement energy saving retrofits discovered in the energy audits over the next five (5) years.
3. Implement a preventative maintenance program to track maintenance work on Town facilities and fleet to ensure proper preventative and ongoing maintenance occurs.
4. Engage staff at all levels to conserve energy and provide training by way of seminars, newsletters, and/or other means as available.

In 2012, Honeywell completed an energy audit identifying the following measures to be addressed.

Table 3: Planned Actions 2014-2019

Measure List	Airport	Civic Centre	Daycare	East End Hall	Memorial Sports Centre	Museum	Public Works Garage	RV Cemetery	Sister Kennedy Centre	Sorting Gap Marina	WWTP	WTP	City Wide	Criteria
Lighting Systems Upgrade & Controls	x	x	x	x	x	x	x	x	x	x	x	x		A,C
Install Fine Bubble Aeration System (No Blower Replacement)											x			A,E
Control System Upgrades & Scheduling		x			x	x								A,C
Heating Plant Upgrades		x										x		B,E
Ice Refrigeration Plant Upgrades					x									A
Install New High Lift Pumps and VFDs												x		E
Pool Dry-O-Tron Upgrade					x									B
HVAC Upgrade			x											B
Car Plug Controls		x					x							A
Building Envelope	x	x	x	x	x	x	x	x	x	x	x	x		A,C
Im prove Building Insulation				x										A,C
Street-Lighting Upgrade													x	A,C
A - Financial, B-Required Renew al, C-Working Environment, D-Environmental Stew ardship, E-Strategic / Funded														

2014 Results

Over the previous 5 years, the Town successfully completed all recommendations as outlined in the table below.

Table 4: Results from 2014-2019

Actions	Completion Date	Results
All Sites		
Lighting Systems Upgrade & Controls	Feb-13	T12 to T8 with electronic ballasts installed. Occupancy sensors installed where beneficial.
Building Envelope	Oct-12	Doors and Window seals inspected and upgraded as required. Spray foam used to seal gaps in building structure.
Civic Centre		
Control System Upgrades & Scheduling	Dec-13	New programable thermostats installed.
Car Plug Controls	May-13	Intelligent parking lot controllers installed on parking lot outlets.
Heating Plant Upgrades	Jan-13	New boilers installed which operate more efficiently.
Daycare		
HVAC Upgrade	Sep-13	New Furnace and duct work modifications
East End Hall		
Improve Building Insulation	Oct-12	Insulation added to increase thermal efficiency.
Memorial Sports Centre		
Control System Upgrades & Scheduling	Mar-14	New programable thermostats installed.
Ice Refrigeration Plant Upgrades	Mar-14	New controls installed and brine headers insulated.
Pool Dry-O-Tron Upgrade	Jun-13	New Dry-O-Tron installed and related duct work upgraded improving operating efficiency.
Museum		
Control System Upgrades & Scheduling	Mar-14	Intelligent parking lot controllers installed on parking lot outlets.
Public Works Garage		
Car Plug Controls	Feb-13	Intelligent parking lot controllers installed on parking lot outlets.
Waste Water Treatment Plant		
Install Fine Bubble Aeration System	Aug-19	Process used for treating wastewater which decreases energy consumption.
Water Treatment Plant		
Heating Plant Upgrades	Jan-13	New boiler installed improving operating efficiency.
Install VFD Drive and HE Motors (HLPs)	Dec-13	New motors and controlled installed on 2 high lift pumps.
Town Wide		
Streetlighting Upgrade (LED)	Dec-13	All streetlamps converted to LED

The results from the Town's efforts can be shown in the following figures.

Figure 1 shows the comparison in energy consumption of all major facilities between 2011 and 2019. The Library shows a slight increase in energy used. This can be attributed to an increase in demand at the facilities which is a positive for the Town. The Civic Center and Museum showed a slight reduction in consumed energy. This can be attributed to small upgrades at each facility and better operational practices. The installation of a Fine Bubble Aeration system at the Sewage Treatment Plant in 2019 is already showing significant signs of reduction in electricity consumed. Big changes occurred at the Memorial

Sports Centre between 2017-2019. Poor ventilation and harsh climate caused damage to the roof structure over top of the swimming pool which meant immediate repairs were required. It was decided this was a good opportunity to install much needed insulation. This was completed in 2018 and a decrease in energy consumption was noticed immediately. Unfortunately, above average gas consumption at the Memorial Sports Centre in 2019 caused a spike in GHG emissions erasing the reduction we saw in 2018. This is being treated as an anomaly and we expect to see the reduction of GHG emissions to trend back towards the 2018 results. Figure 2 shows the comparison between 2011 & 2018 GHG emissions.

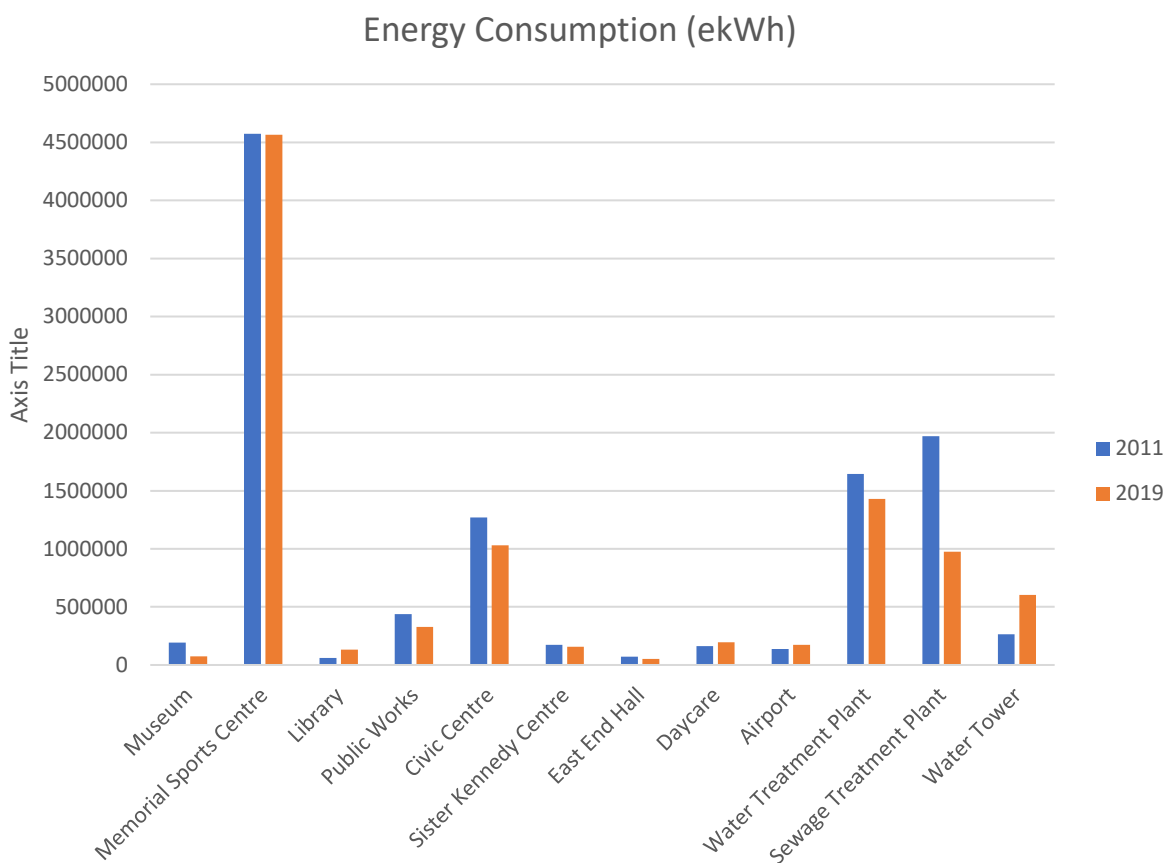


Figure 1: Change in Energy Consumption

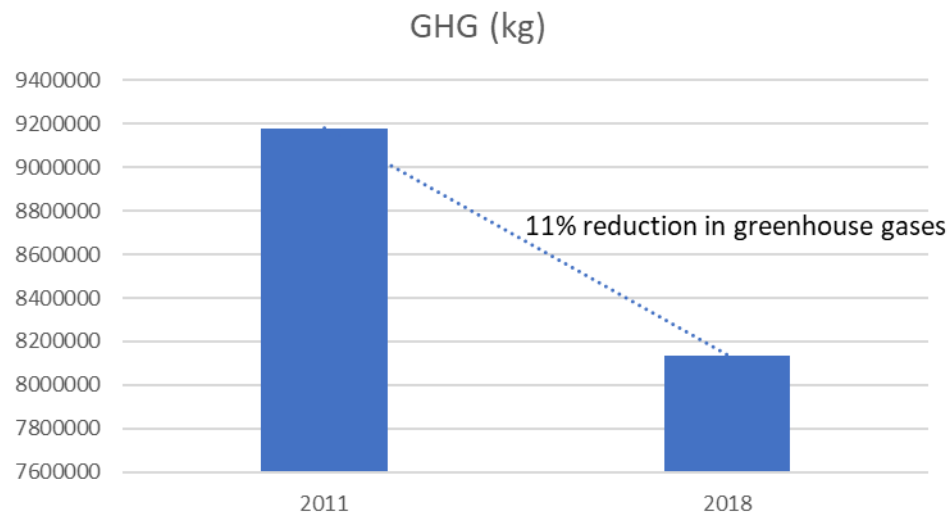


Figure 2: Green House Gas Emissions

Figure 3 shows the breakdown of large energy using accounts. It is evident that converting the streetlights in the Town to LED had a significant impact on energy usage. This can be seen in further detail in Figure 4 and Figure 5. In 2011, the Town's 4 largest energy consumers accounted for 88% of the Town's total energy. By 2019, the usage associated with these accounts had decreased to 82%.

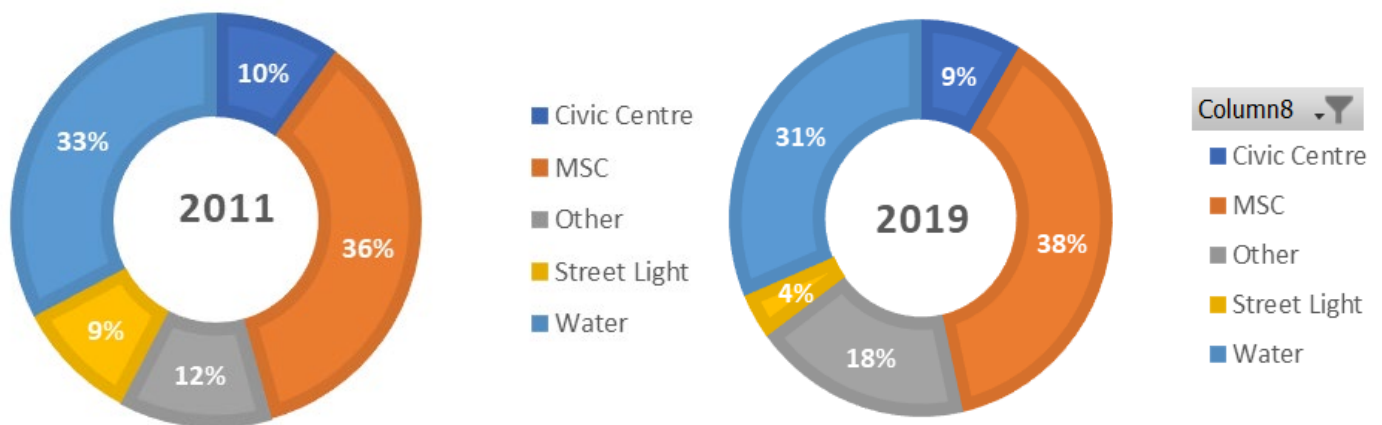


Figure 3: Large Energy-Using Accounts

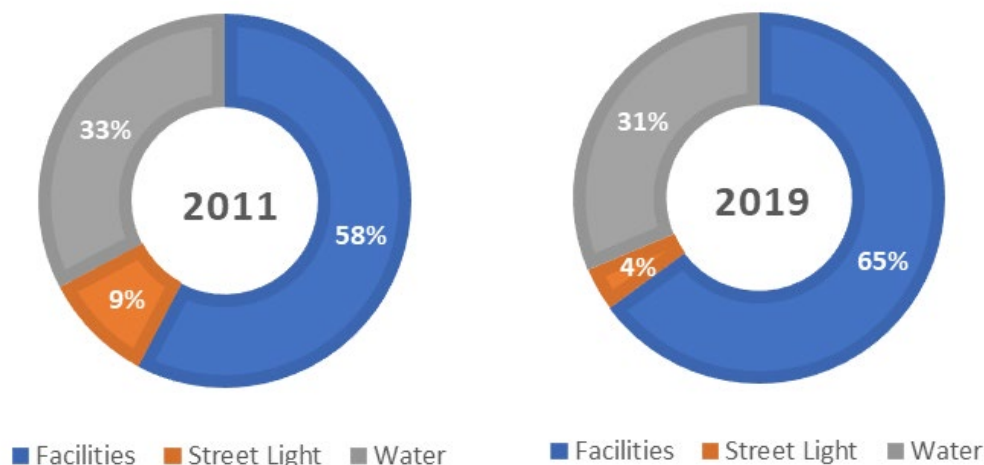
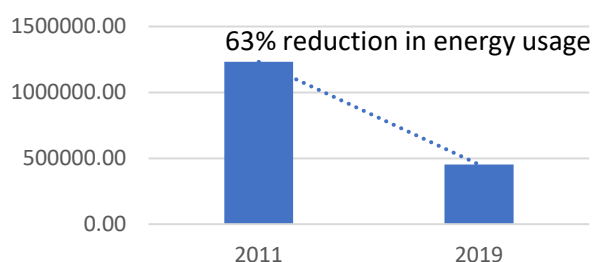


Figure 4: Energy Use by Account Centre

The streetlight retrofit was one of the most significant sources of energy reduction. Figure 4 shows a 63% reduction in energy. This was accomplished by converting all streetlights in Fort Frances to LED lights.

Street Light Energy Consumption (kWh)



Other Initiatives between 2014-2019

Though not planned, the Town of Fort Frances implemented several other energy conservation measures. The Town focused on replacing and purchasing equipment that was more energy efficient. Operational practices were also improved over the 5 year span. The biggest operational improvement is the implementation of a new Facilities Superintendent. This position should drastically improve the day-to-day operations of all the Town owned facilities. One of the main objectives will be better managing our facility systems which will have an impact on overall energy consumption. This will partly be achieved by implementing better preventative maintenance practices.

2014 Areas of Improvement

An area of improvement that would be beneficial to the Town's goals and objectives would be to increase the awareness of this report. Moving forward, one of the new objectives will be to ensure that the information of this plan is more widespread, and staff and council have a better understanding of what is expected of them. The 2014 plan was largely successful because it targeted easily obtainable goals and it benefited from having an energy audit conducted in 2011 which provided recommendations for reducing energy consumptions. As we continue to advance our energy conservation efforts year over year it will only become more difficult to find areas of savings. Conducting energy audits in conjunction with the update of this plan would greatly assist in targeting new areas of improvement. This is addressed in the new goals and objectives set in 2020.

New Energy Consumption Goals and Objectives

The Town of Fort Frances strives to ensure energy conservation is a calculated factor in the daily decision making processes within the Town. The Town has set updated objectives to ensure that the plan remains as relevant as possible.

Target

The Town of Fort Frances will strive to continuously reduce its energy consumption and greenhouse gas emissions while realizing operational and maintenance expense reductions and replacing aging systems.

Goals – Long Term

To continuously improve the energy efficiency within the Town of Fort Frances facilities and operations, with an overarching goal to improve user comfort and reduce operational costs.

Objectives – Short to Medium Term

1. Undertake Energy Audits on all Town owned buildings by end of 2022
2. Implement energy saving retrofits discovered in the energy audits over the next five years
3. Fully integrate the preventative maintenance program with all facility assets to ensure proper preventative and ongoing maintenance occurs
4. Increase awareness about the ECDM plan and the role the Town has
5. Implement best practices in all buildings and sites, wherever possible
6. Incorporate energy efficient equipment whenever possible

Planned Actions 2020-2023

Actions	Estimated Completion Date	Anticipated Results
All Sites		
Energy Audit	2022	<p>Identify energy consumption and energy costs of the facility and develop measures to eliminate waste, maximize efficiency and optimize supply energy.</p> <p>The energy audit affects three key factors:</p> <ul style="list-style-type: none"> • profitability through optimization of energy expenditure • productivity through optimization of equipment and processes • performance, thanks to the rationalization of energy use.

Programable Thermostats	2021	By implementing programable thermostats you can expect to take advantage of additional energy savings that may be reflected in a lower utility bill. Beyond the money savings, programmable thermostats can help you maintain an ideal atmosphere throughout your interior spaces.
Implementation of best practices	Immediately	The Town will focus on implementing best practices including turning off equipment when not in use/needed, purchasing energy efficient products whenever possible and planning to use equipment at the most beneficial times
Airport		
Propane Furnace	2021	Currently fuel with heating oil which is less efficient and more costly than propane.
Civic Centre		
Upgrade Windows and Doors	Ongoing	New windows and doors will decrease the thermal loss of the building ultimately increasing the buildings efficiency.
East End Hall		
Upgrade building insulation	Ongoing	Increased insulation will reduce the heating load on the facility resulting in reduced energy consumption.
Replace aging HVAC system	Ongoing	By upgrading to a new more efficient HVAC system, less energy will be used to control the buildings atmosphere resulting in cost savings. The existing equipment has reached the end of its useful life.
Memorial Sports Centre		
ICIP Funding Project	2020-2025	<p>The Town is waiting to see if they are successful recipients of the ICIP funding opportunity. If so, several major upgrades will be completed at the Memorial Sports Center with dramatically improve the energy efficiency of this facility. Upgrades include and are not limited to;</p> <ul style="list-style-type: none"> • Insulating the roof of the 52 Canadians Ice Surface • Upgrading much of the aging HVAC system • Upgrades to 52 Canadians refrigeration system
Museum		
Upgrade building insulation	Ongoing	Increased insulation will reduce the heating load on the facility resulting in reduced energy consumption.
Replace aging HVAC system	Ongoing	By upgrading to a new more efficient HVAC system, less energy will be used to control the buildings atmosphere resulting in cost savings. The existing equipment has reached the end of its

		useful life. Design works for replacement have been completed.
Public Works Garage		
Upgrade building insulation	Ongoing	Increased insulation will reduce the heating load on the facility resulting in reduced energy consumption.
Upgrade Windows	Ongoing	New windows will decrease the thermal loss of the building ultimately increasing the buildings efficiency.
Riverview Cemetery		
LED Lighting	Ongoing	LED lighting offers increased energy efficiency, increased life expectancy and low radiated heat which all combine to offer much less energy consumption and overall increased cost effectiveness.
FF Cemetery		
Upgrade building insulation	Ongoing	Increased insulation will reduce the heating load on the facility resulting in reduced energy consumption.
Sister Kennedy Centre		
LED Lighting	Ongoing	Complete conversion to LED lights
Replace aging HVAC system	Ongoing	By upgrading to a new more efficient HVAC system, less energy will be used to control the buildings atmosphere resulting in cost savings. The existing equipment has reached the end of its useful life.
Library		
Recommission the building	2023	Ensure building equipment and systems are operating optimally.
Building automation revamp	2024	Ensure controls properly align with operational demand and make necessary changes aimed at increasing efficiencies.
McIrvine Rink		
Upgrades to building envelope	2024	Update man door to ensure proper seal between inside and outside will increase energy efficiency increase building insulation and upgrade furnace will result in a reduction in energy consumption.

Renewable Energy Sources within Fort Frances

The Town has 4-10kW solar installations that have been generating power since 2011 as part of the Ontario Power Authority MicroFIT program. The Town will continue to benefit from this 20 year contract through to 2032 where it produces a return of \$0.80 per Kwh generated. The 4 solar units were installed in 2012 for \$369,950.52. After 7 years of operation the program has generated \$294,653.37 averaging an annual return of \$42,093.34. Using this average, the breakeven point of this investment will be the end of Q3 2020. Once surpassed all monies generated from these units will be revenue for the Town. Please note that operational costs are not accounted for in this analysis as maintenance and insurance costs are covered under each facilities operating budget. A rough calculation estimates that the Town will generate \$471,916.85 in profit from this investment over the remaining term of this contract.

Currently the Town of Fort Frances does not have any plans to add additional renewable energy sources but remains open to future possibilities.

Conclusion

The Town of Fort Frances has made large strides in advancing their energy efficiency and did an exceptional job at completing all objectives from the 2014 plan. The next revision of this plan is to be completed in 2023. Annual progress updates are to be conducted to ensure that the goals and objectives are being achieved. Overall, the addition of a Facilities Superintendent in 2019 should have a dramatic impact on reducing energy consumption throughout our facilities and major improvements to the Towns preventative maintenance program will be made.

June 17, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Annual Energy Conservation and Demand Management Report

Since 2013, the Town has been tracking its energy consumption in accordance with our Energy Conservation and Demand Management Plan. In 2019 the role of energy tracking and reporting was transitioned to the Asset Management Coordinator.

Attached you will find the 2020 report prepared by Adam Mitchell, Asset Management Coordinator.

It is the recommendation of the Operations and Facilities Executive Committee that the 2020 Energy Conservation and Demand Management report be accepted by Council and made available to the public per the Town's Energy Conservation and Demand Management Plan.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the 2020 Energy Conservation and Demand Management report be accepted by Council and made available to the public per the Town's Energy Conservation and Demand Management Plan.

Manager of Operations and Facilities

2020June17 2020 Annual Energy Report .docx

June 11, 2020

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

RE: Annual Energy Consumption Report

Background:

In 2011 the Ontario Government passed O. Reg. 397/11 Energy Conservation and Demand Management Plans requiring annual energy consumption reporting for Municipalities, municipal Service Boards, Universities and Colleges, Schools and Hospitals. This regulation outlined what facilities are to be reported on and the data that is to be reported. The first reporting year for energy consumption and greenhouse gas emission data was 2013 with data from 2011. The Town of Fort Frances has been submitting energy reports in accordance with the regulation since the initial submission deadline of July 1st, 2013. Further, in accordance with the regulation The Town of Fort Frances implemented a 5 year Energy Conservation and Demand Management Plan in 2014 that expired on July 1st 2019. In 2018 O.Reg 397/11 was revoked due to the repeal of The Green Energy Act, 2009. The Electricity Act, 1998 was amended by adding Part II.3 Conservation and Energy Efficiency and a new regulation, O.Reg. 507/18: Broader Public Sector: Energy Reporting and Conservation of Demand Management Plans was created in order to supersede O.Reg. 397/11.

Upcoming Regulation Milestones:

For 2020 the Town has completed the updated Energy Conservation and Demand Management Plan that is inclusive of the next 4 years. The plan includes;

1. A report of the actual results achieved from the 2014 plan
2. A description of current and proposed measures for conserving and otherwise reducing energy consumption and managing its demand management
3. A revised forecast of the expected results of the current and proposed measures
4. A description of any proposed changes to be made to assist the public agency in reaching any targets it has established or forecast it has made.

Analysis:

The following report utilizes data collected to the end of 2019.

Electrical:

Spreadsheet #1 attached to this report outlines the electrical consumption over the last 5 years plus the baseline year of 2011. The facilities marked with an asterisk are all the facilities that are heated solely or partially with electrical energy. There is a column added to show the difference between current year and base year consumption.

Natural Gas:

Spreadsheet #2 attached to this report outlines the consumption of natural gas over the last 4 years plus the baseline year of 2011. A column is added showing the heating degree days (HDD) which is a method to quantify the demand for energy to heat a building. HDD measures the average number of days that a temperature falls below the point that heating is required.

Solar:

Spreadsheet #3 attached to this report outline the solar power generated by the Town of Fort Frances. The Town has 4-10kW solar installations that have been generating power since 2011 as part of the Ontario Power Authority MicroFIT program. The Town will continue to benefit from this 20 year contract

through to 2032 where it produces a return of \$0.80 per Kwh generated. The Ministry of Energy does not require an annual report on solar generation, however traditionally the annual report to Council has included the data.

Summary of Additional Energy Initiatives:

The Town is constantly trying to improve its energy efficiency within our facilities either through capital projects or operating procedures. For 2019, the following upgrades were made:

- Pool lights upgraded to decrease energy consumption and improved performance
- Fine bubble aeration installed at the Waste Water Treatment Plant

Conclusion and Recommendations:

A decrease in electrical energy consumption occurred in 2019 resulting in a four year low. Reductions were noticed at multiple facilities however the biggest reduction occurred at the sewage treatment plant. Overall a reduction of 186,387 kWh's was noticed. This reduction is a direct correlation to the installation of the Fine Bubble Aeration system that was completed in 2019. The main goal of this project was to reduce energy consumption for this facility and this report suggests that the investment is quickly paying off. Natural gas consumption trended upwards in 2019. The rise was largely due to increased consumption at the Memorial Sports Centre. This can be attributed to the degradation of the aging roof system. The good news is that O&F have begun addressing this issue and design work for a new roof system was completed in early 2020. We are eagerly awaiting ICIP funding and if successful we will see a complete overhaul of the MSC roof which should drastically improve the energy efficiency of the facility.

A review of the Town's solar power systems we see that 2019 was the worst year on record for kWh's generated from the system. The decrease in power generate is because we experienced 4 inverter failures which saw above average down time for a portion of the system. Once resolved, we now expect power generated to remain consistent. The 4 solar units were installed in 2012 for \$369,950.52. After 8 years of operation the program has generated \$323,785.67 averaging an annual return of \$40,473.21.

It is the recommendation of Administration that:

1. The annual energy consumption report be made available to the public per the Town's Energy Conservation and Demand Management Plan

Respectfully Submitted



Adam Mitchell, P.Eng
Asset Management Coordinator

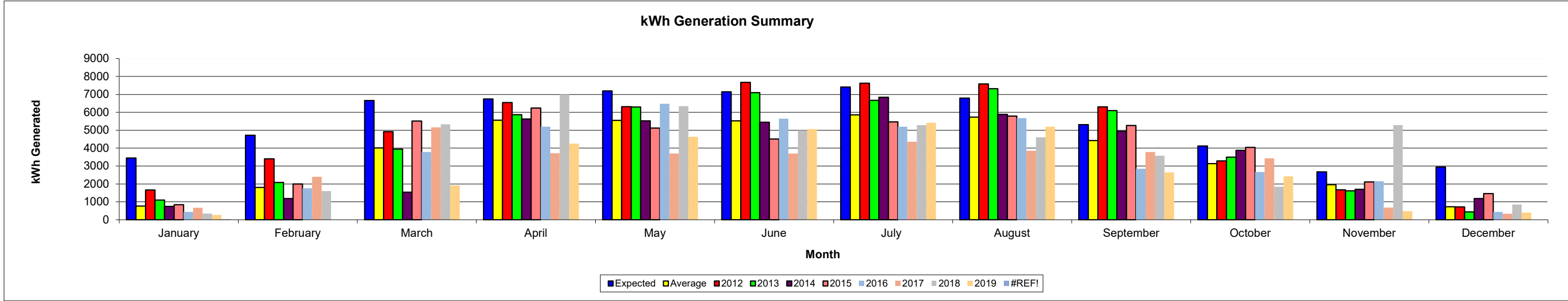
Spreadsheet #1 - Electrical Summary

	2011 - Baseline		2015			2016			2017			2018			2019		
	Total Consumption (kWh)	Total Cost (\$)	Total Consumption	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption	Total Cost (\$)	Difference From Baseline (kWh)
Museum	124518.26	\$ 12,934.16	97,875.29	\$ 9,297.76	-26,642.97	84,730.17	\$ 12,758.59	-39,788.09	109,111.48	\$ 13,446.16	-15,406.78	134,520.64	\$ 13,398.18	10,002.38	112,189.78	\$ 11,630.32	-12328.48
Memorial Sports Centre*	540324.47	\$ 57,434.30	496,898.10	\$ 40,005.61	-43,426.37	518,975.55	\$ 76,069.23	-21,348.92	510,890.85	\$ 71,967.60	-29,433.62	518,042.70	\$ 70,654.30	-22,281.77	526,438.35	\$ 78,109.99	-13886.12
Memorial Sports Centre A*	2060205.95	\$ 190,560.19	1,739,669.42	\$ 178,384.29	-320,536.53	1,898,169.12	\$ 256,727.88	-162,036.83	1,829,318.40	\$ 247,069.22	-230,887.55	1,847,913.12	\$ 236,124.91	-212,292.83	1,869,020.64	\$ 256,111.95	-191185.31
Hallett	1658.65	\$ 526.18	1,076.30	\$ 686.39	-582.35	661.19	\$ 706.80	-997.46	365.19	\$ 618.57	-1,293.46	351.10	\$ 615.81	-1,307.55	130.86	\$ 581.03	-1527.79
Sorting Gap*	46148.56	\$ 4,760.16	30,387.48	\$ 3,233.66	-15,761.08	35,707.73	\$ 5,400.32	-10,440.83	38,546.75	\$ 4,753.80	-7,601.81	47,156.68	\$ 4,896.40	1,008.12	42,439.94	\$ 4,589.84	-3708.62
Public Works	158900.90	\$ 14,990.98	141,748.20	\$ 11,069.69	-17,152.70	84,786.69	\$ 13,693.01	-74,114.21	85,649.04	\$ 11,190.60	-73,251.86	92,318.22	\$ 10,054.16	-66,582.68	96,963.31	\$ 10,708.62	-61937.59
Fort Frances Cemetery*	83238.89	\$ 7,928.96	50,595.11	\$ 3,215.20	-32,643.78	52,363.08	\$ 8,183.98	-30,875.81	70,014.98	\$ 8,667.78	-13,223.91	89,114.80	\$ 9,051.56	5,875.91	111,643.26	\$ 11,750.72	28404.37
Riverview Cemetery*	49686.65	\$ 4,825.18	27,702.62	\$ 2,420.52	-21,984.03	29,219.83	\$ 4,776.28	-20,466.82	30,258.61	\$ 4,216.43	-19,428.04	34,019.25	\$ 3,856.21	-15,667.40	32,141.70	\$ 3,771.45	-17544.95
Civic Centre*	646061.57	\$ 65,147.27	486,478.08	\$ 47,322.68	-159,583.49	480,698.64	\$ 68,841.26	-165,362.93	479,442.24	\$ 66,853.91	-166,619.33	507,459.96	\$ 69,217.00	-138,601.61	500,047.20	\$ 72,304.27	-146014.37
Dog Pound*	18384.91	\$ 1,996.22	13,230.96	\$ 1,061.61	-5,153.95	8,099.45	\$ 1,737.34	-10,285.46	8,838.69	\$ 1,621.46	-9,546.22	9,348.64	\$ 1,465.54	-9,036.27	10,518.61	\$ 1,596.92	-7866.30
Sister Kennedy Centre 1	63938.02	\$ 6,242.01	55,623.61	\$ 6,508.83	-8,314.41	56,464.66	\$ 8973.98	-7,473.36	66,048.65	\$ 8,419.24	2,110.63	73,308.08	\$ 7,870.96	9,370.06	95,121.83	\$ 10,384.54	31183.81
Sister Kennedy Centre 2	1163.53	\$ 525.61	7,480.28	\$ 1,294.80	6,316.75	5,359.47	\$ 1377.37	4,195.94	3,356.90	\$ 995.94	2,193.37	2,958.81	\$ 874.93	1,795.28	3,016.69	\$ 871.51	1853.16
East End Hall	10057.67	\$ 1,234.80	6,448.06	\$ 1,092.92	-3,609.61	14,451.31	\$ 2,701.26	4,393.64	9,059.50	\$ 1,594.76	-998.17	10,791.10	\$ 1,613.03	733.43	7,162.13	\$ 1,269.72	-2895.54
Point Park Garage*	83.33	\$ 272.61	77.90	\$ 609.95	-5.43	164.91	\$ 645.01	81.58	306.90	\$ 619.47	223.57	545.92	\$ 642.44	462.59	92.88	\$ 577.89	9.55
Vanjura	1165.48	\$ 362.29	160.00	\$ 615.17	-1,005.48	79.99	\$ 623.22	-1,085.49	0.00	\$ 617.46	-1,165.48	0.00	\$ 488.01	-1,165.48	-	\$ 419.15	-1165.48
Lions Park	16569.35	\$ 1,781.77	17,468.91	\$ 2,592.13	899.56	17,608.92	\$ 3,335.51	1,039.57	17,960.89	\$ 2,547.51	1,391.54	19,009.49	\$ 2,454.99	2,440.14	14,833.19	\$ 2,050.48	-1736.16
Daycare	113506.77	\$ 11,745.12	91,691.80	\$ 11,142.51	-21,814.97	95,033.95	\$ 14,639.44	-18,472.82	88,050.28	\$ 11,423.11	-25,456.49	97,445.17	\$ 10,475.58	-16,061.60	91,970.75	\$ 10,017.22	-21536.02
St. Frances Sports Fields	1285.15	\$ 499.34	1,407.92	\$ 729.56	122.77	988.92	\$ 751.75	-296.23	3,785.87	\$ 932.56	2,500.72	2,459.84	\$ 803.24	1,174.69	3,361.91	\$ 855.50	2076.76
Mclrvine Road Rink	5209.86	\$ 834.06	3,615.78	\$ 784.76	-1,594.08	3,958.89	\$ 1,136.88	-1,250.97	988.92	\$ 751.75	-4,220.94	1,537.76	\$ 729.21	-3,672.10	1,513.99	\$ 715.12	-3695.87
North End Rink*	15840.60	\$ 1,779.04	14,505.89	\$ 1,747.44	-1,334.71	9,196.43	\$ 1,871.57	-6,644.17	2,322.52	\$ 875.74	-13,518.08	0.00	\$ -	-15,840.60	-	\$ -	-15840.60
Water Tower	41851.34	\$ 4,109.87	39,497.07	\$ 4,144.92	-2,354.27	38,461.32	\$ 6,017.40	-3,390.02	38,066.40	\$ 4,876.07	-3,784.94	40,841.22	\$ 4,412.93	-1,010.12	46,929.08	\$ 5,114.09	5077.74
Street Lights	1231535.63	\$ 126,968.35	413,000.36	\$ 66,502.27	-818,535.27	414,303.24	\$ 80,315.27	-817,232.39	452,483.96	\$ 86,125.55	-779,051.67	452,483.96	\$ 84,379.92	-779,051.67	452,483.96	\$ 88,895.37	-779051.67
Recycle Depot (2016 Baseline)			2,345.61	\$ 854.09	2,345.61	13,860.25	\$ 2,669.87	11,514.64	16,735.10	\$ 2,571.94	14,389.49	17,245.02	\$ 2,285.51	14,899.41	17,780.32	\$ 2,382.76	15434.71
Tourist Info Building (2015 Baseline)			37,483.13	\$ 4,769.37	24,858.71	31,473.53	\$ 5,048.11	18,849.11	32,779.28	\$ 4,336.65	20,154.86	32,779.28	\$ 4,336.65	20,154.86	34,514.75	\$ 3,938.47	21890.33
Airport	137086.6	\$ 18,967.77	98,279.59	\$ 20,040.81	-38,807.01	117,119.25	\$ 24,223.18	-19,967.35	183,677.63	\$ 25,579.32	46,591.03	197,327.17	\$ 23,241.71	60,240.57	173,759.40	\$ 20,850.02	36672.80
Rainy Lake Square (2018 Baseline)									1,199.98	\$ 281.34	1,199.98	4,399.82	\$ 949.28	3,199.84	4,079.81	\$ 913.39	2879.83
Sunny Cove Camp Office*	11477.88	\$ 2,183.56	3,580.21	\$ 1,136.42	-7,897.67	3,923.32	\$ 1,318.07	-7,554.56	1,214.91	\$ 595.47	-10,262.98	1,235.86	\$ 576.31	-10,242.02	2,256.36	\$ 776.27	-9221.52
Russell Hall*	7413	\$ 1,466.37	8,546.34	\$ 2,096.43	1,133.34	10,037.23	\$ 2,718.40	2,624.23	8,456.06	\$ 1,949.36	1,043.06	7,340.75	\$ 1,609.22	-72.25	7,688.31	\$ 1,746.39	275.31
McGregor Hall*	2620	\$ 839.08	2,596.21	\$ 955.87	-23.79	2,131.71	\$ 910.10	-488.29	2,298.43	\$ 795.49	-321.57	2,267.87	\$ 752.83	-352.13	2,068.08	\$ 747.75	-551.92
Water Treatment Plant	813205.32	\$ 78,577.11	719,917.20	\$ 73,505.82	-93,288.12	715,771.08	\$ 103,838.30	-97,434.24	726,324.84	\$ 103,097.46	-86,880.48	720,294.12	\$ 98,195.47	-92,911.20	708,232.68	\$ 103,452.02	-104972.64
Sewage Treatment Plant	1511377.58	\$ 143,636.77	1,476,584.10	\$ 140,587.52	-34,793.48	1,518,987.60	\$ 203,610.27	7,610.02	1,448,503.56	\$ 192,660.01	-62,874.02	1,395,169.38	\$ 180,235.23	-116,208.20	1,208,782.44	\$ 165,535.89	-302595.14
Portage Avenue Storm Lift Station	8081.03	\$ 1,070.22	2,941.08	\$ 769.26	-5,139.95	3,142.53	\$ 1,031.29	-4,938.50	4,346.30	\$ 1,054.82	-3,734.73	6,062.07	\$ 1,151.27	-2,018.96	8,539.78	\$ 1,385.38	458.75
Central Ave Lift Station	147238.84	\$ 13,833.05	128,033.39	\$ 12,289.68	-19,205.45	149,926.39	\$ 21,955.50	2,687.55	141,333.37	\$ 16,825.34	-5,905.47	130,254.44	\$ 12,941.19	-16,984.40	140,720.68	\$ 14,297.05	-6518.16
5th Street Lift Station	44623.63	\$ 4,444.77	40,725.64	\$ 4,161.47	-3,897.99	41,636.49	\$ 6,504.55	-2,987.14	42,929.82	\$ 5,512.63	-1,693.81	28,741.92	\$ 3,304.15	-15,881.71	44,620.46	\$ 4,901.33	-3.17
Minnie Avenue Lift Station	1698.56	\$ 564.47	1,627.52	\$ 751.13	-71.04	1,485.80	\$ 823.53	-212.76	1,590.48	\$ 761.57	-108.08	1,465.61	\$ 720.51	-232.95	1,756.00	\$ 736.03	57.44
White Pine Lift Station	29526.54	\$ 2,994.21	31,360.61	\$ 3,272.09	1,834.07	33,525.90	\$ 5,323.67	3,999.36	33,300.07	\$ 4,455.94	3,773.53	33,821.15	\$ 3,738.29	4,294.61	36,802.98	\$ 4,120.39	7276.44
Boundary Road Lift Station	5679.41	\$ 826.30	6,871.12	\$ 1,256.49	1,191.71	7,125.24	\$ 1,620.67	1,445.83	7,082.93	\$ 1,379.93	1,403.52	6,983.40	\$ 1,238.94	1,303.99	7,391.49	\$ 1,282.03	1712.08
Patcin Avenue Lift Station	2406.48	\$ 586.89	2,159.44	\$ 798.38	-247.04	2,399.88	\$ 949.33	-6.60	2,399.07	\$ 854.35	-7.41	1,370.58	\$ 712.22	-1,035.90	1,987.70	\$ 760.89	-418.78
TOTAL:	7953770.41	\$ 787,449.04	6,299,690.34	\$ 661,707.50	-1,666,704.49	6,502,029.67	\$ 953,828.19	-1,466,710.77	6,499,038.84	\$ 912,896.31	-1,469,701.60	6,568,384.89	\$ 870,068.09	-1,401,555.53	6,419,001.30	\$ 900,151.76	-1,550,939.12

Spreadsheet #2 - Gas Summary

Facility	Base Year		2015 Consumption	Billing HDD	Difference From Base Year		2016 Consumption	Billing HDD	Difference From Base Year		2017 Consumption	Billing HDD	Difference From Base Year		2018 Consumption	Billing HDD	Difference From Base Year		2019 Consumption	Billing HDD	Difference From Base Year	
	Consumption	HDD			Consumption	HDD			Consumption	HDD			Consumption	HDD			Consumption	HDD			Consumption	HDD
Museum	6470.454	6916.8	1830.421	1851.4	-4640.033	-5065.4	6039.276	4905.7	-431.178	-2011.1	9586.063	5308	3115.609	-1608.8	11847.7	5940.5	5377.205	-976.3	6017	5029.2	-453.454	-1887.6
Sister Kennedy	7505.28	6179.8	1685.767	1857.2	-5819.513	-4322.6	7268.827	4882.8	-236.453	-1297	6164.457	5378.9	-1340.823	-800.9	5752.7	5923	-1752.531	-256.8	2639.9	5762.7	-4865.38	-417.1
Sister Kennedy Shop	3020.719	5337.5	287.406	1314.4	-2733.313	-4023.1	1222.462	5425.6	-1798.257	88.1	2223.468	5410.6	-797.251	73.1	2728.4	5913	-292.325	575.5	2949.85	3281.5	-70.869	-2096
McIrvine Rink	4256.96	6351.4	1654.557	1914.8	-2602.403	-4436.6	3667.385	4871.5	-589.575	-1479.9	3670.339	5338.6	-586.621	-1012.8	4374.1	5927.5	117.128	-423.9	4460.7	5719.5	203.74	-631.9
Library	5889.056	6129.9	706.575	1841.5	-5182.481	-4288.4	2570.377	4928.7	-3318.679	-1201.2	3051.63	5380.4	-2837.426	-749.5	2461.9	5913	-3427.1672	-216.9	5994.8	5578.5	105.744	-551.4
East End Hall	5794.478	6102.4	1218.426	1855.5	-4576.052	-4246.9	3346.499	5064.8	-2447.979	-1037.6	3819.403	5241.1	-1975.075	-861.3	3513.4	5920.7	-2281.072	-181.7	4286.7	5761	-1507.778	-341.4
Water Treatment Plant	79918.157	6102.4	13986.86	1855.5	-65931.297	-4246.9	65096.759	5064.8	-14821.398	-1037.6	91056.458	5274.3	11138.301	-828.1	89482.0	5887.5	9563.805	-214.9	72101.3	5761	-7816.857	-341.4
Sewage Treatment Plant 2	7432.953	6229.1	1018.136	1840.2	-6414.817	-4388.9	4342.381	4872	-3090.572	-1357.1	4826.413	4732	-2606.54	-1497.1	3324.2	5929	-4108.709	-300.1	7113.1	6941.4	-319.853	712.3
Water Tower	21500.484	6953.4	6484.361	6656.7	-15016.123	-296.7	3182.373	4872	-18318.111	-2081.4	25934.663	5268.3	4434.179	-1685.1	36572.2	6006.2	15071.76	-947.2	30619.2	5717.5	9118.716	-1235.9
Sewage Treatment Plant 1	36714.116	6229.1	15352.72	1840.2	-21361.396	-4388.9	39390.202	4872	2676.086	-1357.1	49157.08	5346.1	12442.964	-883	39056.4	5319.2	2342.27	-909.9	41493.2	5717.5	4779.084	-511.6
Public Works	26975.055	6145.1	4734.614	1901.7	-22240.441	-4243.4	17425.157	5057.4	-9549.898	-1087.7	20312.658	5273.3	-6662.397	-871.8	23834.4	5879.2	-3140.644	-265.9	22073.5	5840.2	-4901.555	-304.9
Daycare	4606.651	6992.3	6539.997	1869.3	1933.346	-5123	15196.942	5057.4	10590.291	-1934.9	14089.785	4548.5	9483.134	-2443.8	11180.0	6564.6	6573.378	-427.7	9886.5	5879.6	5279.849	-1112.7
Civic Centre	60047.804	6916.8	12228.766	1851.4	-47819.038	-5065.4	39565.453	4930.9	-20482.351	-1985.9	40230.302	5282.8	-19817.502	-1634	48419.9	5940.5	-11627.899	-976.3	51126.59	5764.4	-8921.214	-1152.4
Memorial Sports Centre1	132342.865	6962.5	60954.535	1841.5	-71388.33	-5121	128760.303	4928.7	-3582.562	-2033.8	131786.389	4665.2	-556.476	-2297.3	88107.9	6628.2	-44234.952	-334.3	160349.2	8227.8	28006.335	1265.3
Memorial Sports Centre2	57494.116	6129.9	16849.326	1841.5	-40644.79	-4288.4	45073.408	4928.7	-12420.708	-1201.2	50116.798	5380.4	-7377.318	-749.5	37281.6	4334	-20212.517	-1795.9	48278.03	7320	-9216.086	1190.1
TOTAL	459969.148	95678.4	145532.467	32132.8	-314436.681	-63545.6	382147.804	74663	-77821.344	-21015.4	456025.906	77828.5	-3943.242	-17849.9	407936.8778	88026.1	-52032.2702	-7652.3	469389.57	88301.8	9420.422	-7376.6

	Expected	2012		2013		2014		2015		2016		2017		2018		2019		Average	kWh Total To Date	Revenue To Date
		kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue			
January	3444	1667	\$ 1,336.54	1101	\$ 974.08	743	\$ 648.88	846	\$ 742.30	438	\$ 593.43	671	\$ 585.42	343	\$ 288.16	264	\$ 216.57	759.1	6073	\$ 5,385.38
February	4720	3400	\$ 2,726.68	2082	\$ 1,863.09	1185	\$ 1,049.52	2001	\$ 1,789.02	1756	\$ 1,562.70	2400	\$ 2,146.68	1606	\$ 1,432.77	0	-\$ 22.68	1803.8	14430	\$ 12,547.78
March	6658	4916	\$ 4,431.46	3950	\$ 3,511.58	1535	\$ 1,742.81	5513	\$ 4,971.80	3787	\$ 3,407.62	5158	\$ 4,651.81	5335	\$ 4,806.46	1920	\$ 1,717.25	4014.3	32114	\$ 29,240.79
April	6740	6550	\$ 5,912.29	5865	\$ 5,291.50	5625	\$ 5,073.32	6237	\$ 5,627.94	5196	\$ 4,688.81	3715	\$ 3,445.41	7003	\$ 6,115.43	4248	\$ 3,827.12	5554.9	44439	\$ 39,981.82
May	7192	6319	\$ 5,702.94	6302	\$ 5,686.86	5527	\$ 4,984.49	5116	\$ 4,612.02	6482	\$ 5,849.98	3694	\$ 3,342.05	6342	\$ 5,724.83	4638	\$ 4,190.56	5552.5	44420	\$ 40,093.73
June	7143	7667	\$ 6,924.57	7099	\$ 6,409.14	5444	\$ 4,909.28	4506	\$ 4,113.21	5650	\$ 5,095.98	3701	\$ 3,331.39	5000	\$ 4,508.64	5060	\$ 4,563.00	5515.9	44127	\$ 39,855.21
July	7417	7620	\$ 6,881.98	6663	\$ 6,014.02	6844	\$ 6,178.04	5463	\$ 4,980.87	5201	\$ 4,689.05	4356	\$ 3,924.98	5281	\$ 4,763.28	5418	\$ 4,887.43	5855.8	46846	\$ 42,319.65
August	6794	7585	\$ 6,850.25	7323	\$ 6,612.14	5883	\$ 5,307.13	5790	\$ 5,222.83	5673	\$ 5,116.80	3846	\$ 3,465.07	4608	\$ 4,153.36	5194	\$ 4,684.44	5737.8	45902	\$ 41,412.02
September	5312	6306	\$ 5,691.15	6088	\$ 5,492.92	4941	\$ 4,453.44	5261	\$ 4,743.42	2849	\$ 2,557.54	3789	\$ 3,292.30	3574	\$ 3,216.29	2646	\$ 2,122.09	4431.8	35454	\$ 31,569.15
October	4116	3281	\$ 2,965.12	3497	\$ 3,144.79	3877	\$ 3,489.18	4042	\$ 3,641.43	2662	\$ 2,388.06	3430	\$ 3,062.58	1842	\$ 1,682.90	2429	\$ 2,178.62	3132.5	25060	\$ 22,552.68
November	2675	1677	\$ 1,496.08	1610	\$ 1,434.68	1707	\$ 1,522.58	2114	\$ 1,891.42	2144	\$ 1,900.87	676	\$ 589.95	5281	\$ 4,763.28	483	\$ 420.21	1961.5	15692	\$ 14,019.07
December	2942	724	\$ 632.41	446	\$ 379.79	1185	\$ 742.30	1465	\$ 1,303.27	439	\$ 373.45	332	\$ 278.21	854	\$ 751.27	403	\$ 347.69	731.0	5848	\$ 4,808.39
TOTAL:	65153	57712	\$51,551.47	52026	\$46,814.59	44496	\$40,100.97	48354	\$43,639.53	42277	\$38,224.29	35768	\$32,115.85	47069	\$42,206.67	32703	\$29,132.30	45050.62	360405	\$ 323,785.67



June 17, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from Makkinga Contractors to complete additional works

With the early tendering of the reconstruction of Scott Street from Reid Avenue to Colonization Road East coupled with an early spring and favourable spring weather, Makkinga Contracting has been able to get a jump on their work along that block. As a result, and to improve the usability of this road segment this fall, Makkinga is requesting to complete some of the 2021 works in 2020, see attached letter.

The job was originally tendered to have most sidewalks and driveway aprons replaced in 2021 as well as surface coarse asphalt, landscaping, and line painting. This was done to try and split the works over the short grant period while resulting in a top-quality finished product for the Town. The costs associated with these works have not been budgeted in 2020 and would have been brought forward in the 2021 budget process.

The costs associated with the 2021 works, as confirmed with Makkinga Site Staff, are as follows:

Item	Units		Unit Price	Total Cost
Removal of Existing Concrete Sidewalk	1060	m ²	\$25.00	\$26,500.00
Concrete Sidewalk	1260	m ²	\$140.00	\$176,400.00
Subtotal				\$202,900.00
Engineering (10%)				\$20,290.00
Town's Portion HST				\$3928.14
TOTAL ADDITIONAL COSTS				\$227,118.14

The costs will be eligible under the Connecting Link funding program; however, payments and cash flow are set already so a receivable at year end will have to be setup.

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

1. Makkinga be allowed to complete works scheduled in 2021 in 2020
2. The unbudgeted works be funded out of the Corporate Projects Reserve fund or the year end surplus.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that

- 1. Makkinga be allowed to complete works scheduled in 2021 in 2020**
- 2. The unbudgeted works be funded out of the Corporate Projects Reserve fund or the year end surplus.**

Manager of Operations and Facilities

2020June17 Makkinga Extra Works Request.docx



1876118 Ontario Limited
570 Squier Place
Thunder Bay, Ontario
P7B 6M2

807-343-4477 Phone
807-935-2731 Fax
stephan@makkinga.ca
www.makkinga.ca

Request for Combing Work

June 05, 2020

Travis Rob P.Eng.
Manager of Operations & Facilities
Town of Fort Frances
P: (807)274-9893 ext 1316
C: (807)275-9757

Attn: Travis Rob P.Eng.. Municipal Engineer

RE: Request for Rolling in Work from 2021 to 2020 Scott Street, Fort Frances,

Makkinga Contractors is requesting to include some work from 2021 to 2020 year,
Work would include.

All concrete - curbs & gutters and sidewalks etc..

All granular courses

Paving – base course

Remaining work for 2021.

Paving surface course

Pavement marking

Finishing touch landscape

Please call with any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Lychowyd".

Stephan Lychowyd
Estimator / Project Manager

Date: June 18, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Ian McKay – Request for Planning Application Cost Relief

In the fall of 2019 Ian McKay met with myself and Lisa Slomke to explore potential rental or purchase options that we may be aware of around town for him to conduct his business. At that time, a few options were verbally discussed, but nothing was solidified or decided upon in that meeting.

One challenge with Ian's business is the two varied aspects; on one side there is the fitness and training classes, whereas the other side is the manufacturing or constructing of actual fitness equipment.

As defined under the zoning by-law, Ian's fitness portion of the business falls under the following definition:

RECREATION OR FITNESS ESTABLISHMENT Premises where entertainment or fitness instruction is offered for gain or profit such as a motion picture or other theatre, a bowling alley, an ice or roller skating rink, a gym, indoor rock climbing, fitness centre, fitness instruction including yoga, batting cages, miniature golf course and all other similar forms of recreation or fitness activities.

A recreation or fitness establishment is a permitted use within the General Commercial (C2), Enterprise (E), or Tourist Commercial (TC) zones.

However, the gym construction portion fits well within the following definition:

MANUFACTURING, LIGHT The assembly or repair or fabrication of goods and materials utilizing materials which have been manufactured in another location and which does not produce waste water in excess of 4500 litres per day, chemical by-products or utilize and area for outdoor storage of goods or materials except for equipment or vehicles which are for sale, lease or hire.

Light manufacturing fits well within the manufacturing or processing within an enclosed building which is a permitted used in the Light Industrial (M1) zone.

Ian has selected a location for his business at 840 Sixth Street West, which is currently zoned Light Industrial (M1). As described above, this location works well for the gym construction portion, though does not permit the recreation or fitness establishment portion of the business. It should be noted that his business has already moved into the location and began operation.

To achieve compliance with the zoning by-law Ian would be required to apply for a zoning by-law amendment to request a site-specific permitted use of a recreation or fitness establishment. The application fee for a rezoning application is \$1,800.00, non-refundable, and the application is subject to decision by Mayor & Council.

This matter was considered by the Planning and Development Executive Committee on Monday June 15, 2020 where the committee made recommendation to allow a six-month payment plan of \$300.00 per month, with the first payment submitted at time of applying for the rezoning.

Respectfully submitted



Cody Vangel, EIT
Chief Building Official & Municipal Planner

Council approval of this report will agree to the recommendation of the Planning and Development Executive Committee to allow Ian McKay a six-month payment plan of \$300.00 per month with regard to the rezoning application for 840 Sixth Street West to include a site-specific use as a recreation or fitness establishment, and that the first payment submitted at time of applying for the rezoning.

To Mayor June Caul and our Fort Frances town Council,

I hope this letter finds you well in these uncertain times. I want to take this opportunity to thank you all on the hard decisions you have made and swift action to protect the health and wellbeing of our community at large.

As a small business owner of the past few years, I know the surface level of your efforts taken seem easy enough; but the depth of work required to make things happen often goes unnoticed.

I thank you for your long days into the evening of deliberation, education and action during these times. As we can not meet in person, I hope you can allow me to explain myself in letter format.

This letter comes to ask you and the Committee of Adjustment and Planning and Development Executive Committee for additional deliberation in regards to my small business and the location it resides. During this economic crisis I have put myself in a situation, I hope to humbly ask for your assistance to remedy.

For the past 12 years I have worked as a Health Coach around our community. I have worked mobile most of the time with local sports teams, with our First Nation Communities and training in our local Memorial Sports Center.

I also work within clients homes who struggle with disabilities or mental health concerns that can not be met by our local establishments currently; who feel most comfortable with me in their own environment.

Working in so many homes, I was always asked to build home gyms and the word spread. Our First Nation communities also hired me to construct their own facilities and educate proper care, maintenance and use of fitness equipment and lifestyle coaching. This business came from my passion for making fitness accessible and inclusive to everyone - and it came suddenly.

In late 2019, upon opening my business up to wholesale distribution and construction of home and commercial fitness equipment I needed a space to run my business.

My business is diverse with nutrition coaching, personal training, classes and seminars and now needing to have the means for trucks to deliver to my site with a large shop door for my sales of thousands of pounds of equipment at once.

I found a shop on 840 6th Street West that I could rent that had enough space for my office, large door for equipment delivery, secure back lot storage for my distribution.

This also gave me a space where I could train my clients one on one, small groups or sports teams. I pride myself for working with our aged population and much of my equiptement can be used by those with disability due to age or injury.

My goal is for people to be inspired to enjoy their life - by the means of being truly healthy and accepted by means of education and reflection on what matters to them. This was hard to do in a community space not offering that environment.

This location is zoned as Light Industrial (M1). I believe my sales and construction do meet in definition. A portion of my business would be requiring a zone in which recreation or fitness establishments are

permitted. These would be General Commercial (C2), Enterprise (E), and Tourist Commercial (TC) zones.

I will openly admit I had spoken to Chief Building Official / Municipal Planner, Cody Vangel prior to see if this would be acceptable space. He was extremely helpful and his guidance and professionalism I am greatly appreciative of. But not knowing how I could fulfil my contracts and knowing no other buildings fit my needs I did take this rental space. I can not afford to own two locations for separate but similar business needs.

From a standpoint of our town's financial security my athletic camps every year bring in on average 30-60 families spending nights in hotels and restaurants for sports tourism. And with this space we could increase that stream of healthy tourism to hundreds. I work alongside Northwestern Hockey Camp, the Fort Frances Lakers, Hosting coaching clinics from my years of education, Working with Jamie Davis to offer our local youth programming or bringing in guest coaches from around Canada.

This will draw many people from the USA and surrounding areas, over 114 of my clients already reside outside of Fort Frances. My establishment is completely mobile and I intend on hosting events such as strongman competitions, healthy lifestyle challenges, environmental initiatives as part of the "Reflection with Reflexion Studio".

I have invested in Fort Frances, on more than a financial level. My passion has always been to aid people in their wellbeing. I moved back to Fort Frances as a young professional because I value my home, I value the people and I hope this letter can ask my town leadership to value my passion as well.

My business was just starting when Covid shut us down and we will persevere no matter what comes next; but we hope it will be in our small studio in Fort Frances. Covid puts us in a large strain financially to pay the \$1800 non-refundable fee for rezoning application to not know if my business could continue once paid in the chance of getting denied.

I hope I could ask for a payment structure, delay or reduction of this fee. My business is set to aid our local economy and I hope to have a sense of community with the large plans me and my fiancée have for Reflexion Studio.

I thank you for your consideration and look forward to speaking with you at your earliest convenience,

Ian McKay





TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: June 18, 2020

SUBJECT: BIA 2020 Budget & Tax Rates

BACKGROUND

The BIA have forwarded their 2020 Budget requirement for the purpose of levying and collection of a special charge of taxes upon the Business Improvement Area as provided for under Section 208 of the *Municipal Act, 2001*.

The BIA levy in the amount of \$45,000.00 is required by the Board of Management of the Business Improvement Area for the year 2020 as shown in Schedule "A" to support their approved budget of \$105,070.00 as submitted. The tax rates for the special charge, based on the 2020 tax ratios, are set out in Schedule "B" as attached to this report.

RECOMMENDATION

Administration recommends approval of the 2020 budget estimates in the amount of \$105,070.00, as submitted by the Downtown Scott Street BIA, and approves the tax rates to support the BIA special charge levy in the amount of \$45,000.00. Further that an authorizing By-Law be brought forward later at tonight's Council Meeting.

Council Approval of This Report Will approve the 2020 BIA Budget and authorize that a by-law setting the 2020 BIA tax rates, levy and collection be brought forward later at tonight's Council Meeting.

Schedule "A" to By-Law No. ____/20

**FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION
2020 BUDGET**

	New Account Number	2019 Budget	2019 Actual	2020 Budget
Revenue:				
BIA Taxation - Commercial	60-180-1823-0140-40014	(45,000)	(44,560.09)	(45,000)
BIA Taxation - Industrial	60-180-1823-0150-40014	0		
BIA Supp/Omit or Write-off	60-180-1823-0140-50014			
W/O Vacancy Rebates	60-180-1823-0122-50024	103	206.79	103
W/O Charity Rebates	60-180-1823-0122-54512			
Promotions Income	60-180-1823-0430-40688			
Transfer To/From Surplus	60-180-1823-0000-71030	(46,447)		(60,173)
		(91,344)	(44,353.30)	(105,070)
Expenditures:				
Part-time Salaries/Wages	60-180-1823-1101-60020	4,000	3,929.12	4,000
CPP	60-180-1823-1101-60025		168.11	
EI	60-180-1823-1101-60030		87.66	
EHT	60-180-1823-1101-60040		75.38	
WSIB	60-180-1823-1101-60055		121.76	
Telephone/Communications	60-180-1823-1200-71251	1,200	1,475.30	1,200
Postage	60-180-1823-1200-71252	50		50
Memberships	60-180-1823-1200-71260		224.71	50
Office Supplies	60-180-1823-1400-71410	500	137.37	500
Meeting Expenses	60-180-1823-1500-71532	200		200
Building & Office Rent	60-180-1823-1500-71552	2,034	1,831.68	2,034
Advertising & Public Notice	60-180-1823-1500-71591	16,500	13,941.42	20,000
Social Media	60-180-1823-1500-71592	500		500
Events/Activities	60-180-1823-1500-71593	2,500		2,500
Banners & Poles	60-180-1823-1900-71902	2,000		500
Seasonal Decorations	60-180-1823-1900-71903	10,000	5,203.23	10,000
Future Projects	60-180-1823-1900-71906	31,860		2,000
Rainy Lake Market Square Project	60-180-1823-1900-71907	10,000	10,000.00	10,000
Soil/Plants/Trees	60-180-1823-2740-71440	6,000	2,280.72	7,000
Grounds Repairs/Maintenance	60-180-1823-2740-71545	2,000		
Materials	60-180-1823-2750-71471	2,000		
Surplus				44,536
		91,344	39,476.46	105,070
Accumulated (Surplus)/Deficit				
		0	(4,876.84)	0

Schedule "B" to By-Law No.____ /20

2020 BIA TAX RATES

Class	RTC/ RTQ	2020 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2020 BIA Tax Levy
Commercial	CT	9,885,600	1	9,885,600	1.943520	19,212,861	0.00455208	45,000.00
Industrial	IT	-	1	-	2.711740	-	0.00635139	-
Total		9,885,600		9,885,600		19,212,861		45,000.00

Base Rate $\frac{45,000.00}{19,212,861}$ Dollars Required
Weighted Assessment

0.002342181 Base Rate equal to tax ratio of 1

June 17, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Information on Ontario's Transition to Full Producer Responsibility of Blue Box Recycling

Back in February of 2020 Council received an update report outlining updates to the process of transition of the current Blue Box Recycling program to full producer responsibility and the Town's requested transition date. At that time there had not been much information released about the proposed new blue box regulation development and consultations were ongoing. At this point, more information on the proposed draft regulation is starting to filter out where municipalities are able to ask questions and make comments on the proposed new blue box program plan and the planned transition.

Recently there was a change to the proposed regulation brought forward whereby municipalities of population less than 5000, schools and open spaces would not be eligible to partake in the new program. This is concerning to most municipalities regardless of size as many programs service schools or they have neighboring communities that fall under the 5000 threshold and would therefore lose their programs. Currently the Rainy River District School Board does utilize our program at some facilities and currently there are several neighboring communities that have current blue box or depot recycling programs which they would lose under this current draft plan.

AMO is asking those municipalities that have not yet passed a resolution to transition to consider including wording surrounding the service reduction implications relating to population size and the impact of cutting out schools and open spaces. Given that the Town of Fort Frances has already passed a resolution surrounding their transition date, attached to this report you will find a draft resolution to update the resolution passed by Council in February calling on the government to remove the wording surrounding population caps and include servicing of schools and open spaces in the new Blue Box Program.

The Operations and Facilities Executive Committee recommends that the update resolution on Transition to Full Producer Responsibility be passed by Council.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the update resolution on Transition to Full Producer Responsibility be passed by Council

Manager of Operations and Facilities

Update Resolution on Transition to Full Producer Responsibility

WHEREAS the Town of Fort Frances is supportive of a timely, seamless, and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Town of Fort Frances is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

THEREFORE BE IT RESOLVED:

THAT the Town of Fort Frances strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces.

AND THAT any questions regarding this resolution can be directed to Travis Rob, Manager of Operations and Facilities trob@fortfrances.ca, (807)274-9893.

AND FURTHER THAT the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Waiving of Event Rental Fees for the Rainy Lake Market Square to Local Restaurant and Bar Establishments

Background Information

On Friday June 12, 2020, our Province moved to the next stage for restarting the economy and easing of the restrictions put in place to stop the spread of the COVID- 19 outbreak. Under stage 2 our local restaurants and bars can temporarily extend their outdoor patio space. (See attached published Stage 2 information).

General Discussion

In order to provide financial support to our local food service sectors of the community during these unpredictable times, it has been suggested that the Town could consider waving the event fee for the rental of the Rainy Lake square. The established and approved 2020 rental fee is set at \$452.93 (HST extra) per event. Currently, the Rainy Lake Square is booked through the Community Services division in conjunction with Tannis Drysdale, our ED consultant. The local food establishments would still be required to book the facility as in the past. Additionally, they will be required to implement practices to keep their customers safe in accordance with provincial regulations and guidelines. Also see attached a copy of the administration report outlining the rental terms and conditions for the Rainy Lake Square area, which was approved by Council back in March of 2018.

Currently, only the Flint House Restaurant would be in a position to offer liquor sales at the Rainy Lake square, as the Rainy Lake Square is considered a temporary extension of their outdoor patio due to its close proximity to the restaurant location (across Scott Street). Also, the provincial government through the Alcohol and Gaming Commission of Ontario has suspended the issuance of off-site (catering) Special Occasion Permit (SOP) for the foreseeable future. However, all local food service establishments could use the Rainy Lake Square facility to host non-alcohol special culinary events.

Currently, administration doesn't have the authority to waive established rental fees for the Rainy Lake square facility. This is a Council decision.

This report is prepared to ensure Council reviews and considers waiving the rental fees for the Rainy Lake Market Square for local food service establishments during the coronavirus times.



Doug Brown, CAO



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: March 16, 2018

RE: Rainy Lake Square Recommendations

Preamble


At the March 12, 2018 regular meeting of Council, the attached report from Tannis Drysdale, RRFDC Economic Development Consultant was referred to the Community Services Executive Committee with input from the Planning & Development Executive Committee.

The report contains 4 recommendations in each of the following areas: Venue Reservations, Use of the Rainy Lake Square, Liquor Service, Smoking and as well a list of planned programming for 2018.

Below are the recommendations being proposed by RRFDC for consideration:

- 1) **Venue Reservations** - *The Rainy Lake Square will be reserved through the Memorial Sports Centre facility reservation system. The BIA and Economic Development office will have access to the system. The economic development office will assist with bookings, encouraging utilization by the community.*
- 2) **Use of the Rainy Lake Square** - *Council should allow all usage options for the first season of operation and revisit in early 2019 based on experience. Recommendation to develop a fee for uses C and D based on fees for the Memorial Sports Centre Auditorium at \$427.20 + HST for residents of Fort Frances; \$534.00 + HST for non-residents.*
- 3) **Liquor Service** - *Recommendation is to allow bar and restaurant businesses with Catering Endorsements to sell alcohol at events at the Rainy Lake Square.*
 1. *The Rainy Lake Square will not be staffed in the evenings.*
 2. *Allowing alcohol service from a Special Occasion Permit set-up will be competitive with businesses. The Rainy Lake Square is meant to encourage and grow local business. Allowing Catering Endorsement alcohol sales will support bar and restaurant businesses while allowing full service events.*
- 4) **Smoking** - *Recommendation is that smoking be prohibited in the Rainy Lake Square facility.*

Respectfully Submitted,



Jason Kabel

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the following:

Council approval of this report will endorse the following guidelines for the operations of the Rainy Lake Square for the 2018 season on a trial basis and that these guidelines be assessed at the end of season prior to finalizing the 2019 user fees:

1. The Community Services Division Manager, or designate, be part of the RLS operational committee to ensure the present booking practices are adhered to and to provide input as required.
2. RLS bookings will be processed at the Memorial Sports Centre through the existing ActiveNet booking system. The BIA and RRFDC will have access to view the calendar of bookings.
3. There will not be charges to book the RLS for the following uses:
 - A) Casual use – no reservation (e.g. birthday parties and gatherings where the facility remains open to the public)
 - B) Non-profit – by reservation (e.g. fenced in ticketed events for community groups & charities)
4. User Fees will be set at \$433.60 +HST (resident) & \$542.00 +HST (non-resident) per event for the following usage:
 - A) Private events fenced in – by reservation – Invitation only – No public – not ticketed (e.g. weddings, social gatherings)
 - B) For profit – by reservation (e.g. trade shows, car shows)
5. Alcohol - RLS events involving the serving of alcohol will only utilize the catering endorsement method as prescribed by the Ontario Liquor License Act (Alcohol and Gaming Commission of Ontario). This will encourage the growth and retention of local businesses in the community. No alcohol will be served past 11:00 pm. The Town is in the process of amending its alcohol policy where these terms will be considered prior to finalizing the revised alcohol policy. Also, all applicable terms and conditions outlined in the Town's existing alcohol policy will be adhered to.
6. Smoking at the Rainy Lake Square will be prohibited with an update to the existing municipal bylaw.

Restaurants & Bars

Restaurants, bars, food trucks and other food and drink establishments (e.g., wineries, breweries and distilleries) can open for dining in outdoor areas only, such as patios, curbside, parking lots and adjacent premises.

- Establishments must take appropriate measures to ensure physical distancing of at least two metres between patrons from different households, including:
 - Using reservations.
 - Limiting number of patrons allowed in the outdoor space at one time.
 - Ensuring enough space between tables, including to allow for movement.
- Access to indoor facilities is limited to patio/outdoor dining area access, food pickup, payment, washrooms or other health and safety purposes.
- Liquor sales licensees who wish to temporarily extend the physical size of their existing licensed patio, or temporarily add a new licensed patio within the approved period are authorized to do so, if all the following criteria are met:
 - The physical extension of the premises is adjacent to the premises to which the licence to sell liquor applies.
 - The municipality in which the premises is situated does not object to an extension.
 - The licensee is able to demonstrate sufficient control over the physical extension of the premises.
 - There is no condition on the liquor sales licence prohibiting a patio.

KEEP CUSTOMERS SAFE



Practice physical distancing



Increase cleaning of frequently touched surfaces



Wear PPE at all times, at minimum an appropriate face covering



Wash your hands frequently and practice good hygiene



Get tested if you are worried you have or have been exposed to COVID-19

Food services in any workplace setting are strongly advised to review and adopt workplace guidance for [restaurants and bars](#). This includes food courts, food services on television, film and photography sets, and food services as part of tours. Workplaces are strongly recommended to review and adopt guidelines to keep employees and customers safe.

2020 DRAFT GENERAL FUND BUDGET

	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020	2020 Budget vs. Actual Variance	% Variance
CORPORATE:						
REVENUE						
Municipal Levy	(10,902,495)	(5,245,042.97)	(11,378,238)	(5,491,181.72)	5,887,056	-51.74%
School Board Levy	(1,506,290)	(740,331.44)	(1,492,647)	(755,080.35)	737,567	-49.41%
Payments-In-Lieu	(816,367)	(21,731.20)	(830,794)	(21,943.69)	808,850	-97.36%
Contribution From Contingency Reserve Fund	-	-	-	-	0	
Sale of Land/Gain on Sale of Land	-	-	-	(750.00)	(750)	
Other Grant (In-Lieu of taxation)	-	-	-	-	0	
One Time Assistance Funding	-	-	-	-	0	
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-	0	
Surplus from Prior Years	-	-	-	-	0	
Ontario Cannabis Legalization Implementation Fund	(14,693)	(21,553.00)	-	-	0	
Modernization Grant Fund	-	-	-	-	0	
OMPF Funding	(3,363,500)	(1,678,184.00)	(3,294,600)	(1,647,300.00)	1,647,300	-50.00%
	(16,603,345)	(7,706,842.61)	(16,996,279)	(7,916,256)	9,080,023	-53.42%
EXPENDITURES						
Election	-	-	-	-	0	
Council	552,621	147,296.38	369,358	89,034.41	(280,324)	-75.89%
Contributions from Capital Fund	-	-	-	-	0	
Contribution to Reserve/Reserve Funds	1,550,917	-	1,802,977	-	(1,802,977)	-100.00%
Uncontrollable Costs	2,408,136	995,579.43	2,406,172	968,241.78	(1,437,930)	-59.76%
Economic Development	168,068	20,214.70	31,808	20,797.40	(11,011)	-34.62%
Travel Information Centre	4,006	2,797.09	19,141	1,210.98	(17,930)	-93.67%
Solar Panels	(21,499)	(3,505.13)	(18,329)	(2,110.50)	16,219	-88.49%
School Board Requisition	1,506,290	394,707.96	1,492,647	381,824.90	(1,110,822)	-74.42%
Long Term Debt	397,821	157,379.60	384,028	126,649.87	(257,378)	-67.02%
	6,566,360	1,714,470.03	6,487,802	1,585,649	(4,902,153)	-75.56%
Total Corporate	(10,036,985)	(5,992,372.58)	(10,508,477)	(6,330,606.92)	4,177,870	-39.76%

2020 DRAFT GENERAL FUND BUDGET

	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020	2020 Budget vs. Actual Variance	% Variance
ADMINISTRATION & FINANCE:						
Admin. Revenue	(655,525)	(258,182.59)	(465,325)	(137,183.42)	328,142	-70.52%
Administration Department	495,207	151,237.62	511,597	145,139.73	(366,457)	-71.63%
Clerk's Department	226,779	82,070.27	232,195	88,035.72	(144,159)	-62.09%
Treasury Department	575,921	366,439.36	534,938	256,805.65	(278,132)	-51.99%
FFPC Administration	147,892	52,929.97	-	1,627.99	1,628	
Information Technology	256,071	50,601.31	316,698	108,062.79	(208,635)	-65.88%
Total A & F	1,046,345	445,095.94	1,130,103	462,488	(667,615)	-59.08%
EMERGENCY SERVICES						
Fire Emergency Services	1,053,327	402,203.69	1,100,143	389,175.06	(710,968)	-64.63%
911 Dispatch Services	8,120	11,077.10	11,332	9,775.44	(1,557)	-13.74%
Police Services	2,304,957	992,801.47	2,437,386	623,325.79	(1,814,060)	-74.43%
Total Emergency Services	3,366,404	1,406,082.26	3,548,861	1,022,276	(2,526,585)	-71.19%
COMMUNITY SERVICES:						
Sister Betty Kennedy Centre	54,132	18,063.73	36,018	16,956.33	(19,062)	-52.92%
Children's Day Care	18,070	(33,450.29)	7,569	4,604.56	(2,964)	-39.17%
Best Start Hub	-	(26,389.37)	-	-	0	
Day Care Special Needs Resource	-	(20,500.96)	-	91.59	92	
Handi Transit Services	105,049	46,775.53	107,150	4,022.33	(103,128)	-96.25%
Townshend Theatre	-	(4,642.99)	-	(861.72)	(862)	
Recreation Facilities	822,077	310,560.32	970,938	119,179.24	(851,759)	-87.73%
Recreation Programs	154,502	(14,051.38)	117,187	211,389.54	94,203	80.39%
Community Services	141,996	43,396.83	114,000	2,073.50	(111,927)	-98.18%
Sunny Cove Camp	29,765	7,862.85	38,583	11,253.55	(27,329)	-70.83%
Public Library	497,448	217,149.39	521,546	194,882.67	(326,663)	-62.63%
Library Co-op	-	-	-	-	0	
Museum	172,825	78,320.56	210,407	79,480.41	(130,927)	-62.23%
Waterfront (Sorting Gap)	38,703	(1,027.39)	29,490	(17,170.50)	(46,661)	-158.22%
Total Community Services	2,034,567	622,066.83	2,152,888	625,902	(1,526,987)	-70.93%

2020 DRAFT GENERAL FUND BUDGET

	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020	2020 Budget vs. Actual Variance	% Variance
OPERATIONS & FACILITIES						
Public Works	449,193	99,937.54	513,209	378,989.18	(134,220)	-26.15%
Roads	1,523,882	616,491.93	1,498,393	410,693.47	(1,087,700)	-72.59%
Sidewalks	143,123	71,330.90	143,962	51,859.35	(92,103)	-63.98%
Stores Operations	96,805	36,014.17	106,200	35,091.84	(71,108)	-66.96%
Traffic Signal Maint	11,135	4,043.90	10,867	5,047.10	(5,820)	-53.56%
Streetlighting Maint	109,710	24,984.22	116,672	24,775.61	(91,896)	-78.76%
Waste Management Services	-	(80,836.03)	-	(9,184.99)	(9,185)	
Airport	101,822	54,491.43	95,547	71,434.16	(24,113)	-25.24%
Parks & Cemeteries Admin	179,668	49,415.69	183,760	36,251.46	(147,509)	-80.27%
Cemeteries	331,851	39,079.33	347,246	35,015.11	(312,231)	-89.92%
Parks	320,341	88,379.92	304,266	75,079.78	(229,186)	-75.32%
Total Operations and Facilities	3,267,530	1,003,333.00	3,320,122	1,115,052	(2,205,070)	-66.42%
PLANNING & DEVELOPMENT						
By-Law Enforcement	156,594	51,380.27	157,801	54,482.83	(103,318)	-65.47%
Fight The Blight	-	-	-	-	0	
Building Official Department	(1,481)	(75,253.46)	22,345	16,799.89	(5,545)	-24.82%
Planning Department	55,223	466.30	61,197	19,748.40	(41,449)	-67.73%
Civic Centre	111,804	9,673.04	115,160	21,940.37	(93,220)	-80.95%
Total Planning and Development	322,140	(13,733.85)	356,503	112,971	(243,532)	-68.31%
SUBTOTAL	0	(2,529,528.40)	-	(2,991,917)	(2,991,917)	
YE Auditor's (Capital Fund Adj & Prior Yr Surplus diff.)						
Less: Amortization						
Year-End Sub-Total (Before PSAB Audit Adjustments)	0	(2,529,528.40)	-	(2,991,917)	(2,991,917)	
LT Debt Principal Payments						
Closing Transfers to Reserve Funds						
Increase in Landfill Closure Liability						
Increase in Employee Future Benefits						
Cost of Lots sold						
Capital - Funded by Operations						
Opening Surplus from Prior Year						
OPERATING FORECAST	0.42	(2,529,528.40)	-	(2,991,917.11)	(2,991,917)	

2020 DRAFT SEWER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
REVENUES					
Private Work Charges	40-080-0811-0330-40595		-		(2,693.90)
Expense Recoveries	40-080-0811-0330-40589		-		-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(4,135.03)	(19,000)	(1,416.65)
New Connection Charges	40-080-0811-0430-40619	(8,500)	(1,000.00)	(8,500)	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(4,158.94)	(7,000)	(2,181.21)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,569,445)	(837,672.95)	(2,693,701)	(816,247.01)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		(2,603,945)	(846,966.92)	(2,728,201)	(822,539)
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Hourly Full Time	40-080-0811-1101-60010	79,323	22,314.72	78,345	23,031.54
Overtime	40-080-0811-1101-60013		169.18		283.59
Hourly Part Time	40-080-0811-1101-60020	2,272	-	2,308	-
Employer CPP	40-080-0811-1101-60025	2,776	1,187.22	2,865	1,250.04
Employer EI	40-080-0811-1101-60030	1,061	498.38	1,057	494.74
Employer OMERS	40-080-0811-1101-60035	8,518	2,593.57	8,613	2,642.26
Employer EHT	40-080-0811-1101-60040	1,600	473.63	1,620	483.97
Employer Benefits	40-080-0811-1101-60050	7,723	2,600.58	7,901	2,077.96
Employer WSIB	40-080-0811-1101-60055	2,433	538.23	2,474	575.81
Allocated Admin	40-080-0811-1200-71221	163,116	-	166,378	41,594.94
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-
Legal	40-080-0811-1200-71253	10,000	-	10,000	9,328.76
Memberships	40-080-0811-1200-71260		-		-
Write Offs	40-080-0811-1210-74515		-		-
Debenture - Interest	40-080-0811-1300-71301		-		-
Debenture - Principal	40-080-0811-1300-71311		-		-

2020 DRAFT SEWER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
Office Supplies	40-080-0811-1400-71410	750	-	750	-
Taxes	40-080-0811-1400-71425	4,400	-	4,400	-
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	-	3,800	2,265.93
GIS Material	40-080-0811-1500-71507	6,716	3,546.17	6,716	3,431.39
Contracted Works	40-080-0811-1500-71523	500	-	500	518.19
Conferences & Courses	40-080-0811-1500-71531	5,000	1,262.50	5,000	1,017.60
Insurance	40-080-0811-1500-71580	28,293	23,499.42	28,285	23,405.20
Insurance Deductible	40-080-0811-1500-71581	10,000	1,162.50	10,000	-
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-
Contributions to Capital	40-080-0811-1510-75350	1,183,780	-	1,359,475	-
Contribution to Reserve Funds	40-080-0811-1620-75390		-		-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390				
Inventory Adjustments	40-080-0811-1700-72505		-		-
		1,544,434	59,846.10	1,722,860	112,402
Sewer Mains					
Distributed Salaries/Wages					
Distributed Benefits					
Hourly Full Time	40-080-0811-1711-60010	48,220	8,290.57	49,136	3,570.89
Overtime	40-080-0811-1711-60013	1,500	-	1,500	279.80
Hourly Part Time	40-080-0811-1711-60020	2,108	17.40	2,148	-
Employer CPP	40-080-0811-1711-60025	2,198	440.18	2,334	199.70
Employer EI	40-080-0811-1711-60030	834	184.92	835	78.50
Employer OMERS	40-080-0811-1711-60035	4,904	843.64	4,860	368.33
Employer EHT	40-080-0811-1711-60040	1,032	179.07	1,033	78.67
Employer Benefits	40-080-0811-1711-60050	5,718	1,518.48	5,809	425.27
Employer WSIB	40-080-0811-1711-60055	577	220.18	578	93.59
Materials	40-080-0811-1711-71471	10,000	5,169.47	10,000	3,077.67
Contracted Service	40-080-0811-1711-71523	125,000	22.71	125,000	110.97
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	4,452.28	36,000	427.16

2020 DRAFT SEWER FUND BUDGET

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
		238,091	21,338.90	239,233	8,711
Service Connections					
Distributed Salaries/Wages			-		
Distributed Benefits			-		
Hourly Full Time	40-080-0811-1712-60010	40,000	14,775.61	40,760	5,595.03
Overtime	40-080-0811-1712-60013	5,000	1,214.41	5,000	664.85
Hourly Part Time	40-080-0811-1712-60020	2,710	386.80	2,761	-
Employer CPP	40-080-0811-1712-60025	1,866	808.45	1,981	339.93
Employer EI	40-080-0811-1712-60030	708	341.71	709	135.03
Employer OMERS	40-080-0811-1712-60035	4,068	1,521.96	4,031	638.04
Employer EHT	40-080-0811-1712-60040	875	327.98	877	133.70
Employer Benefits	40-080-0811-1712-60050	4,744	1,402.69	4,819	586.63
Employer WSIB	40-080-0811-1712-60055	489	406.60	490	159.02
Materials	40-080-0811-1712-71471	6,500	5,626.82	6,500	1,154.07
Contracted Services	40-080-0811-1712-71523	12,000	506.19	12,000	1,138.86
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	5,458.99	15,000	75.00
		93,960	32,778.21	94,928	10,620
Emergency Measures					
Salaries Full Time	40-080-0811-1720-60010		-		-
Overtime	40-080-0811-1720-60013		-		-
Hourly Full Time	40-080-0811-1720-60015		-		-
Hourly Part Time	40-080-0811-1720-60020		-		-
Employer CPP	40-080-0811-1720-60025		-		-
Employer EI	40-080-0811-1720-60030		-		-
Employer OMERS	40-080-0811-1720-60035		-		-

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2020 DRAFT SEWER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
Employer EHT	40-080-0811-1720-60040		-		-
Employer Benefits	40-080-0811-1720-60050		-		-
Employer WSIB	40-080-0811-1720-60055		-		-
Materials	40-080-0811-1720-71471		-		-
Contracted Services	40-080-0811-1720-71523		-		-
Equipment Rentals - Own	40-080-0811-1720-71540		-		-
		-	-	-	-
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	182.68	2,500	-
Overtime	40-080-0812-1101-60013		-		-
Hourly Part Time	40-080-0812-1101-60020		-		-
Employer CPP	40-080-0812-1101-60025	109	9.07	114	-
Employer EI	40-080-0812-1101-60030	41	3.89	41	-
Employer OMERS	40-080-0812-1101-60035	254	18.13	247	-
Employer EHT	40-080-0812-1101-60040	51	3.67	50	-
Employer Benefits	40-080-0812-1101-60050	296	-	296	-
Employer WSIB	40-080-0812-1101-60055	29	5.88	28	-
Equipment Rentals - Own	40-080-0812-1101-71540	500	-	500	343.95
Natural Gas	40-080-0812-1240-71416	21,922	8,122.04	21,484	8,974.22
Electrical Power	40-080-0812-1240-71420	161,745	55,107.44	95,000	37,605.56
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	501	-
Taxes	40-080-0812-1240-71425	36,300	-	37,026	-
Materials	40-080-0812-1400-71471	2,000	1,203.97	2,000	18.68
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	501,212	223,121.70	511,393	175,512.71
		727,460	287,778.47	671,180	222,455
Total Expenditures		2,603,945	401,741.68	2,728,201	354,188
TOTAL SEWER FUND (Surplus)/Deficit		-	(445,225.24)	-	(468,351)

2020 DRAFT WATER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
REVENUE					
Expense Recovery	50-080-0832-0330-40589		-		(4,967.14)
Rents & Leases	50-080-0832-0330-40592	(9,277)	(1,365.50)	(9,277)	(1,457.70)
Private Work Charges	50-080-0832-0330-40595		-		-
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	-	(65)	(57.52)
Expense Recovery	50-080-0832-0430-40589		-		(764.62)
Private Work Charges	50-080-0832-0430-40595	(8,000)	(5,968.18)	(8,000)	(1,781.30)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(647.10)	(1,200)	(2,268.20)
New Connection Charges	50-080-0832-0430-40619	(15,000)	(1,000.00)	(15,000)	921.56
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(3,875.88)	(8,000)	(2,355.74)
Sale of Water	50-080-0832-0430-40685	(2,771,985)	(903,448.63)	(2,854,247)	(880,746.44)
Special Water Rates	50-080-0832-0430-40687		-		(7.50)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(563.18)	(5,500)	(11,933.21)
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(6,012.30)	(17,982)	(5,272.62)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,837,009)	(922,880.77)	(2,919,271)	(910,690)

Water Works General

EXPENDITURES

Administration

Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Overtime & Lieu Time	50-080-0832-1101-60013		169.14		293.14
Paid Leave			-		-
Vac, Floaters, Stats, Holidays			-		-
Hourly Full Time	50-080-0832-1101-60010	107,266	33,972.92	106,908	36,567.07
Disability ST/LTD			-		-
WSIB	50-080-0832-1101-60055	3,369	741.85	3,370	849.10
Canada Pension Plan	50-080-0832-1101-60025	3,684	1,753.90	3,291	1,851.87
Employment Insurance	50-080-0832-1101-60030	1,403	734.93	1,212	728.02
Dental, Vision, Extended Health			-		-

2020 DRAFT WATER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
OMERS	50-080-0832-1101-60035	11,654	3,761.84	10,344	3,885.17
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	2,174	698.62	1,974	713.64
Employer Benefits	50-080-0832-1101-60050	10,044	3,433.98	8,505	2,688.04
Summer Staff & Part-time Staff	50-080-0832-1101-60020	3,407	-	1,838	-
Accounting/Allocated Admin	50-080-0832-1200-71221	206,878	-	211,016	52,753.56
Communications	50-080-0832-1200-71251	3,200	560.08	3,200	786.90
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-
Legal	50-080-0832-1200-71253	5,000	-	5,000	9,328.77
Memberships	50-080-0832-1200-71260	1,000	-	1,000	-
Write-Offs	50-080-0832-1210-74515	2,000	58.23	2,000	3.01
Office Supplies	50-080-0832-1400-71410	1,000	-	1,000	139.30
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-
Rain Barrel Expenses	50-080-0832-1400-71443		-		377.79
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	-
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	-	3,800	4,354.32
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	7,085.13	13,432	6,862.77
Contracted Works	50-080-0832-1500-71523	1,000	1,190.59	1,000	609.76
Conference & Courses	50-080-0832-1500-71531	25,000	17,991.41	25,000	10,539.72
Insurance	50-080-0832-1500-71580	37,172	30,872.64	38,162	31,577.76
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	-
Contribution to Capital Fund	50-080-0832-1510-75350	1,206,590	-	1,266,144	-
Transfer to Reserve Fund (Water Meter Replacement)	50-080-0832-1620-75390	17,982	18,976.14	17,982	
Contribution to Reserve Fund	50-080-0832-1620-75390		(18,976.14)		-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390				
Inventory Adjustments	50-080-0832-1700-72505		-		-
		1,701,932	103,025.26	1,761,055	164,910
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,000	23,263.24	50,950	7,774.72
Overtime	50-080-0832-1962-60013	5,000	1,994.36	5,000	59.90

2020 DRAFT WATER FUND BUDGET

		2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
	NEW G/L ACCOUNT				
Hourly Part Time	50-080-0832-1962-60020	3,614	139.19	3,683	-
Employer CPP	50-080-0832-1962-60025	2,342	1,268.62	2,487	427.19
Employer EI	50-080-0832-1962-60030	889	534.08	890	168.86
Employer OMERS	50-080-0832-1962-60035	5,085	2,411.60	5,039	797.79
Employer EHT	50-080-0832-1962-60040	1,099	514.95	1,101	167.47
Employer Benefits	50-080-0832-1962-60050	5,929	3,315.78	6,023	930.98
Employer WSIB	50-080-0832-1962-60055	614	545.91	615	199.28
Materials	50-080-0832-1962-71471	12,000	6,530.00	12,000	833.27
Contracted Works	50-080-0832-1962-71523	14,000	2,662.00	14,000	30.53
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	11,214.67	22,000	114.10
		122,572	54,394.40	123,788	11,504
			-		
Water Meter Maintenance			-		
Hourly Full Time	50-080-0832-1963-60010	4,500	2,999.55	4,500	2,426.08
Overtime	50-080-0832-1963-60013		-		-
Employer CPP	50-080-0832-1963-60025	197	151.94	205	132.82
Employer EI	50-080-0832-1963-60030	75	65.11	73	51.62
Employer OMERS	50-080-0832-1963-60035	458	296.67	445	240.66
Employer EHT	50-080-0832-1963-60040	92	61.67	91	52.25
Employer Benefits	50-080-0832-1963-60050	534	83.47	532	552.53
Employer WSIB	50-080-0832-1963-60055	52	34.49	51	62.17
Materials	50-080-0832-1963-71471	7,500	1,780.92	7,500	13,911.42
Contracted Works	50-080-0832-1963-71523	11,874	3,401.39	11,874	2,301.92
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	750.00	1,725	100.00
		27,007	9,625.21	26,996	19,831
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	91,000	46,326.93	92,729	61,662.77
Overtime	50-080-0832-1964-60013	8,000	1,368.09	8,000	1,607.80
Hourly Part Time	50-080-0832-1964-60020	9,637	418.59	9,820	-
Employer CPP	50-080-0832-1964-60025	4,396	2,446.10	4,668	3,368.31
Employer EI	50-080-0832-1964-60030	1,668	1,027.72	1,670	1,340.44
Employer OMERS	50-080-0832-1964-60035	9,254	4,568.40	9,172	6,156.23

2020 DRAFT WATER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
Employer EHT	50-080-0832-1964-60040	2,063	994.72	2,066	1,324.87
Employer Benefits	50-080-0832-1964-60050	10,792	6,157.80	10,962	7,653.52
Employer WSIB	50-080-0832-1964-60055	1,153	1,102.56	1,155	1,567.88
Materials	50-080-0832-1964-71471	35,000	13,067.63	35,000	13,526.02
Contracted Works	50-080-0832-1964-71523	35,000	4,885.23	35,000	12,628.88
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	24,501.15	35,000	1,557.01
		242,963	106,864.92	245,242	112,394
Total Waterworks General		2,094,474	273,909.79	2,157,081	308,639
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(1,243.34)	(11,000)	(1,384.96)
Hourly Full Time	50-080-0831-1101-60010	202,603	84,858.40	206,452	90,864.42
Overtime	50-080-0831-1101-60013	4,000	1,101.20	4,000	1,041.24
Hourly Part Time	50-080-0831-1101-60020		173.99		-
Employer CPP	50-080-0831-1101-60025	8,851	4,374.63	9,397	4,621.52
Employer EI	50-080-0831-1101-60030	3,359	1,840.53	3,362	1,830.86
Employer OMERS	50-080-0831-1101-60035	20,604	5,880.99	20,420	8,556.19
Employer EHT	50-080-0831-1101-60040	4,153	1,750.33	4,160	1,806.88
Employer Benefits	50-080-0831-1101-60050	24,026	10,563.27	24,406	8,384.27
Employer WSIB	50-080-0831-1101-60055	2,321	993.74	2,325	2,149.69
Equipment Rentals - Owned	50-080-0831-1101-71540	2,200	1,350.00	2,000	12.50
Communications	50-080-0831-1200-71251	7,740	2,213.85	7,740	1,472.89

2020 DRAFT WATER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	9,257.84	16,000	4,112.93
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	29,469	13,435.40	28,880	10,285.75
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,000	-
Electrical Power	50-080-0831-1240-71420	78,940	27,866.42	78,940	22,894.63
Water & Sewer	50-080-0831-1240-71421	1,257	468.60	1,297	483.00
Taxes	50-080-0831-1240-71425	45,100	-	38,162	-
Chlorine	50-080-0831-1400-71434	17,700	6,246.33	19,500	15,327.82
Soda Ash	50-080-0831-1400-71435	42,000	-	48,300	17,467.42
Aluminium Sulphate	50-080-0831-1400-71436	40,000	10,654.30	49,500	21,972.76
Fluorides	50-080-0831-1400-71437	15,000	7,319.22	10,000	5,838.99
Miscellaneous Chemicals	50-080-0831-1400-71438	12,000	604.46	13,000	-
Materials	50-080-0831-1400-71471	20,000	4,722.30	20,000	5,914.47
Contracted Services	50-080-0831-1500-71523	36,355	6,454.64	36,355	12,999.03
		635,178	202,130.44	645,696	238,037
Total Water Treatment Plant		624,178	200,887.10	634,696	236,652
			-		
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	3,135.01	7,500	3,200.49
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	328	152.86	341	174.63
Employer EI	50-080-0831-1965-60030	124	64.61	122	69.48
Employer OMERS	50-080-0831-1965-60035	763	13.53	742	325.61
Employer EHT	50-080-0831-1965-60040	154	61.46	151	68.05
Employer Benefits	50-080-0831-1965-60050	889	362.51	887	347.01
Employer WSIB	50-080-0831-1965-60055	86	34.38	84	80.94
Equipment Rentals - Own	50-080-0831-1965-71540	2,000	125.00	1,700	-
Communications	50-080-0831-1965-71251	2,180	738.02	2,180	185.82
Natural Gas	50-080-0831-1965-71416	12,000	7,779.77	11,760	6,581.39
Electrical Power	50-080-0831-1965-71420	3,633	1,710.33	3,633	1,440.06
Taxes	50-080-0831-1965-71425	84,700	-	86,394	-
Materials	50-080-0831-1965-71471	500	9.43	500	-

2020 DRAFT WATER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to May 31, 2019	2020 OPERATING FORECAST	Actual to May 31, 2020
Contracted Works	50-080-0831-1965-71523	2,500	242.98	10,500	708.08
Equipment Rentals Other			-		-
Total Water Storage Facility		118,357	14,429.89	127,494	13,182
Total Expenditures		2,848,009	490,470.12	2,930,271	559,858
TOTAL WATER FUND (Surplus)/Deficit		-	(433,653.99)	-	(352,218)



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



MAY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
27.23	4	0	43	0	0	5	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	1	0	2	0	0	3	0

TEAM MEMBERS RESPONDED TO 13 CALLS FOR SERVICE DURING MAY 2020.

Total Hours:

- **9.23 Hours** was spent on responding to emergency incidents.
- **15 Hours** was spent on training.
- **3 Hours** was spent on Public Service.

Time of Day:

During this month, **62%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **38%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

Since March 13, 2020, fire prevention inspections have been suspended due to the COVID-19 pandemic.

Fire Response Calls: 5 Fire Calls.

- Mulch Fire within planters
- Two Burning Complaints
- Unsupervised Campfire located along an old right of way path
- Electrical Ballast for a light



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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MAY 2020 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Fire Alarms: 2 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 1 False Natural Gas Call, and 1 actual Propane Tank Leak.

MVC (Motor Vehicle Crashes): 1 MVC in the Town of Fort Frances.

Other Calls (Public Service): Our team members provided some fire safety and prevention advice as a public service **three times** to assist local businesses and a group.

Public Fire Safety Education:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

This month we thank fine people of Norlund Oil for their continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done!

FORT FRANCES FIRE & RESCUE SERVICE
Weekly Fire Safety Tip



PUSH TWO BUTTONS!
 Test all your smoke alarms and carbon monoxide alarms. Push the buttons for 10 seconds. If the alarm doesn't sound, it's time to replace the batteries or the entire alarm if the alarm still doesn't sound after new batteries are installed.

Norlund Oil
PROPANE DIVISION
 Propane Filling · Furnaces · Water Heaters · Appliances · BBQ's · and More
 20 Hill Road, Alberton 807.274.6060 norlundoil.com



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

MAY 2020 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Town of Fort Frances New Pumper Fire Truck



A new pumper fire truck is now in service for our community. The new fire truck is a 2019 Spartan-Metro Star and was manufactured by Fort Garry Fire Trucks in Winnipeg. It replaces the town's 1995 Volvo fire truck.

Body construction consists of ALUM 5083 (Salt Water Marine Grade), which provides a body warranty of 20-years.

Other features are a Hale Midship Qmax 1500 Pump (1500 USGPM / 5678 LPM / 1249 IGPM), as well as an 800 Imperial Gallon onboard water tank and a Foam Pro 1600 Class A Foam System.

The new fire truck is also equipped with a command light, which will easily illuminate dark or dimly lit scenes to help our team members with visibility.

Another feature that addresses ergonomics and safety are the cross-lay/speed-lay fire hose tray system, which were designed to be at a lower level (chest and eye level). The lower height is for better ergonomics (less pull on shoulders). As well, the speed-lays (fire hose) is pulled (deployed) from solid ground (not from running boards on sides of the truck). Loading the speed-lays into the storage trays are done inside the firehall at ground level.

The historic Q-Siren, which has been heard throughout the Town of Fort Frances since 1977 is mounted on top of the left bumper of our new pumper fire truck. This siren has previously sat on two other Fort Frances pumper fire trucks. It first arrived during the fall of 1977 and was installed on our town's former Pierreville – Thibault pumper fire truck (1975 Ford Chassis). In 2008, it was installed on our town's Spartan Furion pumper fire truck.

This new fire truck is a valuable community asset, which will serve our town and Mutual Aid Partners well for the next 25-years.



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

June 15, 2020

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

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
May 2020 Monthly Report**

As per the operating agreement, the attached document is the May 2020 monthly report for the Fort Frances Wastewater Treatment Facility.

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

If you have any questions regarding this report do not hesitate to contact Mr. Brad McMahon, Senior Operations Manager.

Yours truly,

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

Kelly Cunningham
Team Lead

For Brad J. McMahon
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
May 2020 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of May 2020; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

MAY 2020 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.2 mg/L	25 mg/L	15 mg/L	14.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.9 mg/L	25 mg/L	15 mg/L	25.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.10 mg/L	1.0 mg/L	0.9 mg/L	0.63 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	12.28 mg/L 5.00 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		14.1 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.0 to 7.3; average pH was 7.1		
Temperature degrees C				Temperatures ranged from 7.5 to 10.5 C; average temperature of effluent was 8.7 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for May was 6468.6 m³/day. This represents 72% of the design average flow. Total treated flow for the month was 200528 m³.

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

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Drained and inspected teacup, hosed snail
- Flushed digester level sensor
- Cleaned DO probes
- Broom swept and hosed UV channel and UV banks

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Reset pumps and PLC at Boundary Road lift station

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 124.4 m³ (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.4% TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 134 hours in May.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 453 (x 180 multiplier) kWh.
The Fournier press has been operated 672.8 hours in 2020.
Annual fire extinguisher inspections were completed by SPI.

REPORTS

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

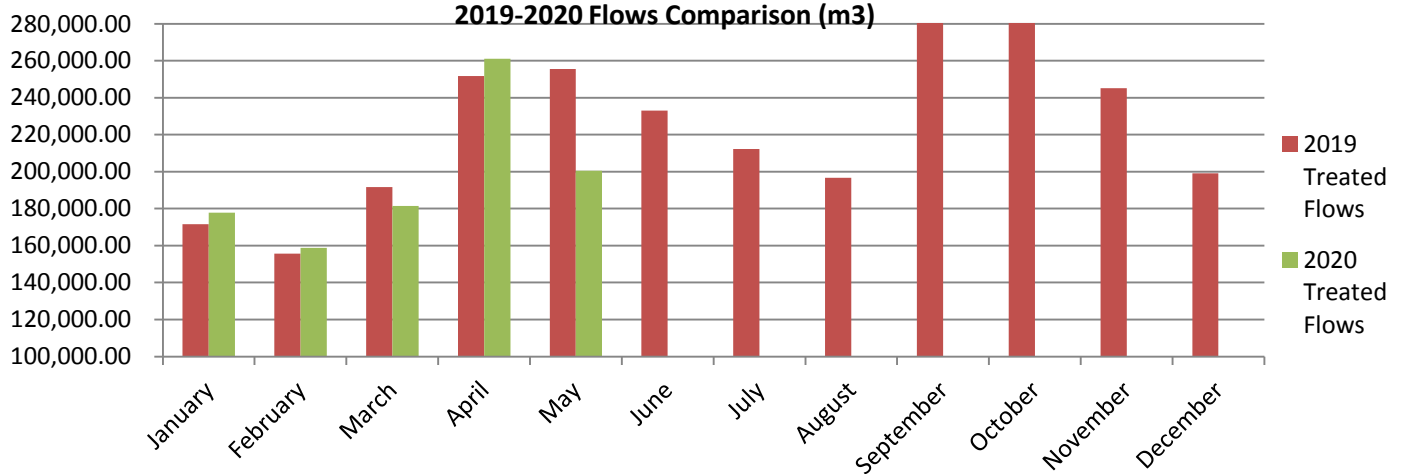
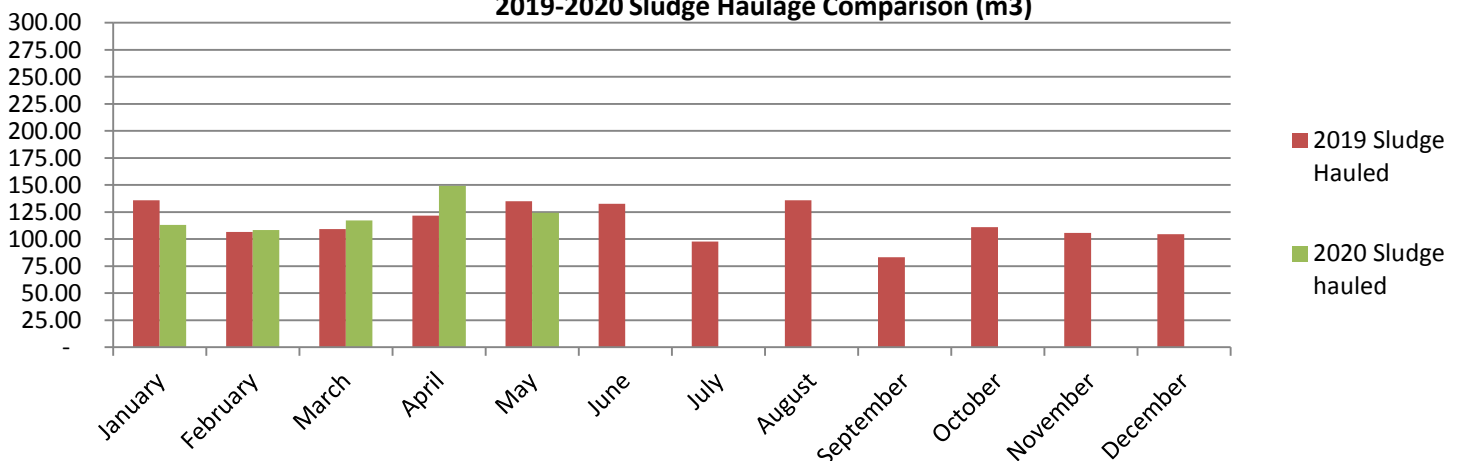
Workorder Summary Report

Report Start Date: May 1, 2020 12:00 AM
Report End Date: May 31, 2020 11:59 PM
Location: 1103*
Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
1735438			1103, Fort Frances WPCP	OPER	Inspection	1	MONTHS	Grass Cutting at Wastewater Treatment (1y) 1103	COMP	5/1/20 12:00 AM	5/15/20 09:02 AM	5/15/20 09:02 AM	
1743562	0000227376	PANEL ALARM/DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	5/1/20 12:00 AM	5/31/20 02:04 PM	5/31/20 02:04 PM	Critical Alarm/Dialer Testing (1m) 1103 -The auto dialer is tested daily and is working as it should. Kelly
1743566			1103, Fort Frances WPCP	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Gensets Inspection/Functional Tests (1m) 1103	COMP	5/1/20 12:00 AM	5/19/20 07:11 AM	5/19/20 07:11 AM	Diesel Gensets Inspection/Functional Tests (1m) 1103 -Exercised generators at lift stations and portable generators at the plant. All good. Kelly
1743582			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	5/1/20 12:00 AM	5/25/20 08:00 AM	5/25/20 09:00 AM	Monthly H&S -No issues this month.
1743913			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	5/1/20 12:00 AM	5/23/20 10:45 AM	5/23/20 11:45 AM	Monthly Blower Maint. -I changed oil in blowers 3 & 4 and greased them.
1743921	0000246402	CENTRIFUGE GS2-2-1 TEACUP/GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103	COMP	5/1/20 12:00 AM	5/31/20 02:07 PM	5/31/20 02:07 PM	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103 -I drained and inspected the Teacup-there was no debris. Greased bearings and lubricated drive chain on grit Snail. Kelly
1751414	0000246428	PUMP CENT BOUNDARY P1	1103, Boundary Pumping Station, Process	CALL	Refurbish/Replace/Repair	0		Boundary Lift Station Comm Fault 1103	COMP		5/25/20 11:45 AM	5/25/20 11:51 AM	Boundary Comm Fault -I arrived at the plant and tried to reset comm fault and it wouldn't reset so I then went to the lift station and cycled power. Then returned to plant to find it still unresponsive. I then drove to the lift station and changed the radio with a spare we had and it worked.

2019-2020 Comparison Chart

Month	2019 Treated Sewage	2020 Treated Sewage	% Variance 2019 to 2020	2019 Hauled Sludge	2020 Hauled Sludge	% Variance 2019 to 2020
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	171,621.00	177,747.00	3%	136.00	113.20	-17%
February	155,707.00	158,832.00	2%	106.70	108.20	1%
March	191,603.00	181,415.00	-6%	109.20	117.10	7%
April	251,711.00	261,159.00	4%	121.60	149.30	23%
May	255,574.00	200,528.00	-27%	135.00	124.40	-8%
June	233,001.00		#DIV/0!	132.60		-100%
July	212,351.00		#DIV/0!	97.70		-100%
August	196,772.00		#DIV/0!	136.00		-100%
September	315,918.00		#DIV/0!	83.10		-100%
October	441,076.00		#DIV/0!	111.10		-100%
November	245,097.00		#DIV/0!	105.70		-100%
December	199,047.00		#DIV/0!	104.50		-100%
Totals	2,869,478.00	979,681.00	-193%	1,379.20	612.20	-56%

2019-2020 Flows Comparison (m3)**2019-2020 Sludge Haulage Comparison (m3)**

2020 Fort Frances Wastewater

Month	Sewage Flows Year 2020						Usage		Calculated		Sludge		Removal Efficiency	
	Avg. Day Flow	Max Day Flow	Total	Total	Total	Total	% Plant Capacity	Volume	Volume	Volume	Bins	Hauled	CBOD5	Suspended Solids
	m3	m3	Volume ML	By-Pass	Volume ML	ML		M3	M3	M3			0.956386293	0.966398223
January	5733.8	6060	177747		177747		64%	113.2			12			
February	5477.0	5861	158832		158832		61%	108.2			11			
March	5852.1	8845	181415		181415		65%	117.1			12			
April	8705.3	12162	261159		261159		97%	149.3			15			
May	6468.6	7612	200528		200528		72%	124.4			12			
June							0%							
July							0%							
August							0%							
September							0%							
October							0%							
November							0%							
December							0%							
Sum				0		979681		612.2			62			
Average	6447		195936			195936	64%	122.4			12.4			
Max		12162	261159			261159					15			
ECA	9000	18000												

Month	BOD5/GBOD5			Suspended Solids			Total Phosphorus			Nitrogen			E. Coli		pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Geo Mean	Minimum	Monthly	Monthly
	BOD (mg/L)	GBOD (mg/L)	GBOD (kg/day)	S.S (mg/L)	S.S (mg/L)	S.S (kg/day)	T.P (mg/L)	T.P (mg/L)	T.P (kg/day)	TKN (mg/L)	Total N (mg/L)	Total N (kg/day)	/100ml			
January	92.6	2.9	16.4	167.8	4.9	28.2	2.59	0.14	0.82	16.2	12.5	44.6			6.3	6.6
February	112.0	9.0	15.9	163.1	5.0	27.2	3.38	0.12	0.67	16.4	13.0	22.1			6.4	7.5
March	99.2	2.6	16.2	149.8	5.3	31.4	2.68	0.11	0.68	21.9	12.4	33.1			7.0	7.6
April	69.8	2.9	24.2	106.4	5.1	45.8	1.88	0.11	0.96	14.5	10.1	49.0			7.0	7.4
May	75.8	2.2	14.2	133.1	3.9	25.2	1.90	0.10	0.63	16.2	12.3	14.1			7.0	7.3
June																
July																
August																
September																
October																
November																
December																
Average	89.9	3.9	17.4	144.0	4.8	31.6	2.5	0.12	0.75	17.0	12.1	32.6			6.7	7.3
Max	112	9	24.2	167.8	5.3	45.8	3.4	0.14	0.96	21.9	13	49			7	7.6
ECA		25	225		25	225		1.0	9.0			200			6.0	9.5

2020 - Tonnage at Landfill Site - Updated June 9, 2020

2020 - Tonnage at Landfill Site - Updated June 9, 2020									2019		2020					
MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2019	Average last 10 years	2020	Total Fees	Average last 10 years	Total Fees	2020-2019 Tonnes	2020-2019 Fees	
								Total Tonne	Total Tonne	Total Tonne		Fees 2010 to 2019				Fees
JAN	155.55	36.11	264.88	61.50	10.30	2.39	0.00	548.19	395.44	430.73	\$27,590.90	\$21,533.59	\$27,424.15	-117.46	-\$166.75	
FEB	127.99	32.35	238.46	60.27	29.20	7.38	0.00	360.69	317.98	395.65	\$21,887.90	\$17,034.00	\$23,407.65	34.96	\$1,519.75	
MAR	192.66	43.40	243.75	54.90	7.54	1.70	9.30	485.71	426.17	443.95	\$76,269.12	\$23,642.71	\$29,051.15	-41.76	-\$47,217.97	
APRIL	284.22	46.49	315.97	51.68	11.15	1.82	36.90	740.62	580.93	611.34	\$49,329.50	\$32,712.97	\$42,244.30	-129.28	-\$7,085.20	
MAY	384.70	49.49	386.03	49.66	6.60	0.85	4146.71	854.39	729.67	777.33	\$50,989.10	\$39,340.52	\$50,040.01	-77.06	-\$949.09	
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		757.98	827.61	0.00	\$46,821.00	\$39,940.83		-757.98	-\$46,821.00	
JULY		#DIV/0!		#DIV/0!		#DIV/0!		769.45	604.11	0.00	\$47,024.80	\$36,877.55		-769.45	-\$47,024.80	
AUG		#DIV/0!		#DIV/0!		#DIV/0!		732.28	678.70	0.00	\$49,303.70	\$37,960.82		-732.28	-\$49,303.70	
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		662.16	673.32	0.00	\$42,611.05	\$38,481.31		-662.16	-\$42,611.05	
OCT		#DIV/0!		#DIV/0!		#DIV/0!		673.40	834.68	0.00	\$44,233.50	\$43,709.40		-673.40	-\$44,233.50	
NOV		#DIV/0!		#DIV/0!		#DIV/0!		677.40	576.61	0.00	\$41,877.80	\$30,714.80		-677.40	-\$41,877.80	
DEC		#DIV/0!		#DIV/0!		#DIV/0!		433.30	428.15	0.00	\$26,849.40	\$22,463.35		-433.30	-\$26,849.40	
Average per monthly	229.02	34.23	289.82	60.88	12.96	4.89	838.58		589.45	221.58	\$43,732.31	\$32,034.32	\$34,433.45	-253.54	-100,720.26	
Total	1145.12		1449.09		64.79		4192.91		7073.37	2659.00	\$524,787.77	\$384,411.84	\$172,167.26	-5036.57	-\$352,620.51	
											\$524,787.77	Actual	\$172,167.26			
Town of Fort Frances Tonnage	2594.21											\$407,271.00	Budget	\$414,194.00		
Total Tonnage	2659.00											\$524,787.77	Forecasted	\$413,201.42		
Residential Tonnage	1145.12	43.07%														
ICI Tonnage	1449.09	54.50%														
Coverage material	4192.91															

Aircraft Landings 2020
As of May 31, 2020

Month	Bearskin Flights			Bearskin Passengers			Air Bravo Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020-2019
January	56	54	68	140	160	198	8	8	0	2	0	0	15	4	3	50	60	55	0	0	2	45	42	73	168	160	201	8
February	64	56	66	149	197	187	12	15	0	3	13	0	6	1	2	36	43	57	1	0	3	38	38	56	148	151	184	-3
March	41	61	73	99	160	249		11	0	1	13	0	10	10	5	39	52	43	6	2	6	0	42	57	97	180	184	-83
1/4 Total	161	171	207	388	517	634	20	34	0	6	26	0	31	15	10	125	155	155	7	2	11	83	122	186	413	491	569	-78
April	1	59	77	0	197	270	0	7	0	2	5	0	10	9	7	30	57	42	1	3	6	0	40	42	44	173	174	-129
May	0	67	77	0	196	276	0	5	2	3	14	4	20	19	19	40	63	35	0	25	28	0	43	54	63	231	229	-168
June		61	68		208	219		9	4		13	4		48	24		57	36		81	70		39	49	0	299	273	-299
1/2 Total	162	358	429	388	1118	1399	20	55	6	11	58	8	61	91	60	195	332	268	8	111	115	83	244	331	520	1194	1211	-674
July		61	74		173	228		10	7		4	10		28	40		54	38		69	79		42	41	0	258	282	-258
August		69	69		236	219		5	5		10	6		33	41		57	41		64	65		40	44	0	273	266	-273
September		62	66		180	197		12	2		8	29		14	33		52	44		46	45		34	37	0	216	254	-216
3/4 Total	162	550	638	388	1707	2043	20	82	20	11	80	53	61	166	174	195	495	391	8	290	304	83	360	453	520	1941	2013	-1421
October		66	68		219	254		13	8		5	5		22	18		57	37		8	8		44	43	0	202	179	-202
November		61	71		180	209		17	1		0	2		6	5		56	41		1	1		37	40	0	161	160	-161
December		47	55		111	197		13	7		0	0		13	7		43	41		3	0		38	34	0	144	137	-144
Total	162	724	832	388	2217	2703	20	125	36	11	85	60	61	207	204	195	651	510	8	302	313	83	479	570	520	2448	2489	-1928

Fort Frances Airport - Page 2/2 - Fuel Sales - May 31, 2020																			
Fuel Sales Recap - 2020									2020	2019	2018	2017	2016	2015	2014	2013	2012	9 year	Variance
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	2020-2019
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2020 to 2012	month
January	435	435	7,527	7,527		0	7,962	7,962	7,962	8,050	16,597	25,675	7,528	8,692	11,543	7,216	10,252	11,082	-88
February	325	760	4,752	12,279		0	5,077	13,039	5,077	7,991	16,286	12,503	11,904	11,231	12,304	6,197	6,918	9,410	-2,914
March	506	1,266	5,967	18,246		0	6,473	19,512	6,473	13,716	9,798	21,928	13,255	17,795	10,508	12,077	9,329	12,527	-7,243
April	313	1,579	1,146	19,392		0	1,459	20,971	1,459	13,010	10,398	13,102	8,592	13,219	8,377	4,453	8,251	8,616	-11,551
May	1,139	2,718	10,546	29,938		0	11,685	32,656	11,685	18,667	24,839	21,362	24,681	16,161	29,753	18,350	21,891	20,718	-6,982
June		2,718		29,938		0	0	32,656		31,063	27,380	27,380	26,015	45,698	30,789	22,786	23,537	28,930	
July		2,718		29,938		0	0	32,656		17,146	23,461	24,642	29,002	28,150	14,441	19,232	32,650	23,094	
August		2,718		29,938		0	0	32,656		17,024	30,430	23,029	21,119	36,638	20,450	20,075	30,783	24,557	
September		2,718		29,938		0	0	32,656		16,543	25,191	13,489	21,325	24,238	21,837	18,005	19,431	20,286	
October		2,718		29,938		0	0	32,656		9,076	10,769	16,604	30,655	8,216	15,472	13,109	11,325	14,323	
November		2,718		29,938		0	0	32,656		2,202	10,748	9,924	22,349	11,616	7,238	6,398	8,170	9,492	
December		2,718		29,938		0	0	32,656		5,852	13,243	6,560	13,797	7,592	6,849	2,028	8,179	7,394	
Total	2,718		29,938		0		32,656		32,656	160,340	219,140	216,198	230,222	229,246	189,561	149,926	190,716	190,428	-28,778

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month



Committee of Adjustment
 320 Portage Avenue
 Fort Frances, ON P9A 3P9

NOTICE OF DECISION

File No. A1/2020
 Roll No. 59-12-010-001-10700
 Page 1 of 2

IN THE MATTER of Section 53 of the Planning Act, R.S.O. 1990, Chapter P. 13, and an application for consent submitted by or on behalf of:

**2670568 Ontario Ltd. (Locally known as Riversedge Developments Inc.) – Part of 427 Mowat Avenue
 (Formerly 145-165 Third Street West)**

TAKE NOTICE THAT the Committee of Adjustments for the Town of Fort Frances did, on Thursday June 4, 2020, grant provisional approval for the **creation of a new lot by severing a parcel of land from the locally know "Mill Property" which fronts Third Street West/Highway 11/71 for an estimated 153m. The proposed severed portion of land will be irregular in shape with approximately 153m fronting Third Street West/Highway 11/71, and varied depths ranging from approximately 40-70m.**

Decision rendered: Granted

The above decision is subject to the following condition(s)

1. That the Municipal Planner be provided with a deposited reference plan bearing the seal of the Land Registrar depicting the severed property a part thereon or a Letter of Exemption from the Land Registrar or proper legal description endorsed by evidence of approval of the Land Registrar.
2. That the Municipal Planner be provided with the legal description of the severed and retained property for the issuance of the Certificate of Official.
3. That the owner provide confirmation to the Municipal Planner of payment of all outstanding taxes and interest on taxes.
4. That the owner provides confirmation to the Municipal Planner of payment of all outstanding accounts payable.
5. That in the event exterior construction activities are undertaken to increase the building footprint on the severed portion of land that a site plan control agreement be entered into with the Town of Fort Frances.
6. That the owner convey cash in lieu of parkland at a value of \$1,000.00 lump sum and that no future variances for reduction in greenspace be allowed for the severed lands.
7. That the Municipal Planner be provided with satisfactory evidence that any existing structures on the severed property comply with zoning regulations for the Light Industrial zone by way of surveyor's real property report or site plan with signed affidavit.
8. That any zoning deficiencies determined from the site plan or survey on the severed land be addressed through a minor variance application.

TAKE NOTICE THAT in accordance with section 53(41) of the Planning Act, the above conditions must be satisfied within one year from the date of this notice. Failing which, approval will lapse and the application will be as if it had been denied.

NOTICE OF DECISION

File No. A1/2020

Page 2 of 2

Reasons for Decision:

1. New opportunity for the severed lands, will result in new business for the Town.

A certified true copy of the original decision is included for your reference.

Appeals:

Pursuant to section 53(19) of The Planning Act, any person or public body may, no later than twenty (20) days from the date of this notice, appeal the decision or any condition imposed or both the decision and any condition to the Local Planning Appeal Tribunal (LPAT) by filing with the undersigned a Notice of Appeal. The last date for filing a Notice of Appeal is **Tuesday July 7, 2020**. Any appeal to be filed must set out the reasons for the appeal and must be accompanied by the fee required by the Local Planning Appeal Tribunal.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you make a written request to be notified of changes to the conditions of approval of the provisional consent. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the LPAT. A Notice of Appeal may not be filed by an unincorporated association or group may not file a Notice of Appeal. However, a Notice of Appeal may be filed on behalf of the association or group in the name of an individual who is a member of the association or group.

Date of Decision: June 4, 2020

Date of Notice: June 17, 2020

Date for Satisfying Conditions: June 17, 2021



Cody Vangel

Municipal Planner

Committee of Adjustment Secretary-Treasurer



TOWN OF FORT FRANCES
320 Portage Avenue, Fort Frances, On P9A 3P9
COMMITTEE OF ADJUSTMENT DECISION

File No.

A1-2020

Subject Property Part of 427 Mowat Avenue (Mill Property)	Zoning Code M1	Property Roll No. 59-12-010-001-107-00
IN THE MATTER OF an Application under Section 53 of the Planning Act for Consent.		
This is an application for consent: Application for consent for the creation of a new lot. The application proposes to sever a parcel of land from the locally know "Mill Property" which fronts Third Street West/Highway 11/71 for an estimated 153m. The proposed severed portion of land will be irregular in shape with approximately 153m fronting Third Street West/Highway 11/71, and varied depths ranging from approximately 40-70m.		

DECISION: The Application is <input type="checkbox"/> Denied or <input checked="" type="checkbox"/> Approved
Subject to the following Conditions: <ol style="list-style-type: none"> 1. That the Municipal Planner be provided with a deposited reference plan bearing the seal of the Land Registrar depicting the severed property a part thereon or a Letter of Exemption from the Land Registrar or proper legal description endorsed by evidence of approval of the Land Registrar. 2. That the Municipal Planner be provided with the legal description of the severed and retained property for the issuance of the Certificate of Official. 3. That the owner provide confirmation to the Municipal Planner of payment of all outstanding taxes and interest on taxes. 4. That the owner provides confirmation to the Municipal Planner of payment of all outstanding accounts payable. 5. That in the event exterior construction activities are undertaken to increase the building footprint on the severed portion of land that a site plan control agreement be entered into with the Town of Fort Frances. 6. That the owner convey cash in lieu of parkland at a value of \$1,000.00 lump sum and that no future variances for reduction in greenspace be allowed for the severed lands. 7. That the Municipal Planner be provided with satisfactory evidence that any existing structures on the severed property comply with zoning regulations for the Light Industrial zone by way of surveyor's real property report or site plan with signed affidavit. 8. That any zoning deficiencies determined from the site plan or survey on the severed land be addressed through a minor variance application.
Reasons for Committee's Decision: <ol style="list-style-type: none"> 1. New opportunity for the severed lands, will result in new business for the Town.

CONCURRING MEMBERS:

CHARLEEN MALLORY

BARRY JACKSON

GARY ROGOZINSKI

DONALD TAYLOR

DON ELDRIDGE

Date: June 4, 2020

Cody Vangel, Secretary-Treasurer
 Committee of Adjustment