

# TOWN OF FORT FRANCES

AGENDA - September 28, 2020

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Conference ID: 957 553 966#

## COMMITTEE OF THE WHOLE MEETING

held virtually

(Session No. 049) 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 Northwest Ontario's Sunset Country Travel Association. 5 - 15  
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Northwest Ontario's Sunset Country Travel Association annual per capita request in the amount of \$1,750.10 plus HST.
  - 5.2 1995 Volvo Pumper Fire Truck. 16  
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the report as presented.
  - 5.3 Proposed Addition to Benefits Coverage - Internet Cognitive Behavioural Therapy. 17 - 30  
-approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to purchase the service as identified in the proposal attached to the report.
  - 5.4 Microsoft Dynamics GP Software Upgrade Quote. 31 - 39

	Page
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Microsoft Dynamics GP Software upgrade in the amount of \$7,219.87.	
5.5 Fort Frances / Aazhogan Renewal Planning Committee - Terms of Reference Revisions	40 - 43
- approval of this report will agree with the recommendation of the Planning & Development Executive Committee to approve the attached amendments to the Terms of Reference.	
5.6 B4-2020: Zoning Exception (840 Sixth Street West)	44 - 58
- approval of this report will agree with the recommendation of the Committee of Adjustment and Planning & Development Executive Committee to approve the request to add a recreation or fitness establishment as a site-specific use at 840 Sixth Street West.	
5.7 Fall 2020 Arena Ice in procedures and recommendations - updated information	59 - 69
- approval of this report will agree with the recommendation of the Community Services Executive Committee to approve the Fall 2020 Arena Ice in procedures, recommending to the user groups to delay the start of the U9 and younger programs and to charge 1.5 hours of ice time for each 50 minutes ice time period, further it is understood that the fee's being charged and the 'no spectators' rule will be revisited two weeks into the ice season.	
5.8 Museum Assistance Program Emergency Support for Heritage	70 - 81
- approval of this report will agree with the recommendation of the Community Services Executive Committee to submit the 2020/2021 Museum Assistance Program for Emergency Support Fund for Heritage 2020/2021.	
5.9 Letter from Jennifer Woods	82 - 83
- approval of this report is not required, the letter will be received with thanks.	
5.10 Submission to the Municipal Asset Management Program Grant for 2021	84
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to approve the submission of a funding application to the Municipal Asset Management Program for the completion of zoom camera inspection work on some of the storm sewer system and the purchasing of an app for the condition assessment of the road network.	

	Page
5.11 Airport Property - Land Lease Private Aircraft Hangars	85 - 88
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to renew the hangar lot lease rate with John Myers at \$1.90 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.	
5.12 Update to the Town of Fort Frances Winter Control Policy	89 - 124
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to amend the Winter Control Policy as presented, that the Traffic Control By-law be amended to reflect the change in Winter Parking requirements and further that the effectiveness of new parking changes be reviewed prior to 2021 winter control season.	
5.13 Entering into a Kiosk Lease Agreement with Northern Youth Program	125 - 127
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to approve the entering into of an annual kiosk lease with Northern Youth Programs at the Fort Frances Airport starting October 1, 2020, that the email dated September 15 from Mr. Colin Frey be attached to and become part of the lease agreement and further that the Mayor and Clerk be authorized to execute the agreement on behalf of the corporation.	
<b>6. <u>Community Services Division:</u></b>	
6.1 Library Storage Shed Location	128 - 129
- approval of this report will agree with the recommendation of Administration to approve the placement of the library storage shed on the North side of the Memorial Sports Centre building between the 52 Canadians and Ice for Kids Zamboni doors.	
<b>7. <u>Operations and Facilities Division:</u></b>	
7.1 Verbal Update on Capital Projects	
<b>8. <u>General:</u></b>	
8.1 Creation of Ad-Hoc Committee by resolution including Terms of Reference.	130
<b>9. <u>Information:</u></b>	
9.1 2020 Draft Sewer Fund Budget - Actual to August 31, 2020.	131 - 133
9.2 2020 Draft Water Fund Budget - Actual to August 31, 2020.	134 - 137

	Page
9.3 2020 Draft General Fund Budget - Summary YTD - August 2020.	138 - 140
9.4 Operations & Facilities Division - Public Works Area - Operations Statistics (May, June, July and August 2020)	141 - 157
<b>10. <u>Non-agenda items:</u></b>	
<b>11. <u>ADJOURNMENT</u></b>	





## Treasury Report 2020/59

**To:** Mayor Caul & Members of Council

**FROM:** Dawn Galusha, Treasurer

**DATE:** September 17, 2020

**SUBJECT:** Northwest Ontario's Sunset Country Travel Association

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### BACKGROUND

At the September 14, 2020 Council Meeting, the annual per capita marketing contribution request received from Northwest Ontario's Sunset Country Travel Association was referred to the Administration & Finance Executive Committee for their recommendation.

The Northwest Ontario's Sunset Country Travel Association annual membership supports tourism marketing and promotional advertising activities funded through per capita membership contributions. The Town of Fort Frances has supported their marketing activities through per capita membership contributions since 2005. The 2020/21 membership request is for \$0.22 per capita for a total of \$1,750.10 plus HST based on the 2018 Ontario Municipal Directory population of 7,955. The group has reduced the request by 20% this year due to COVID-19 pressures.

### RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the Northwest Ontario's Sunset Country Travel Association annual per capita request in the amount of \$1,750.10 plus HST.

***Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Northwest Ontario's Sunset Country Travel Association annual per capita request in the amount of \$1,750.10 plus HST.***



Box 647, Kenora, ON P9N 3X6 ☎ 800-665-7567 ☎ 807-468-5853 ✉  
 gerry@visitsunsetcountry.com

August 17, 2020

Mayor June Caul and Council  
 Town of Fort Frances  
 320 Portage Ave  
 Fort Frances, ON P9A 3P9

Dear Mayor Caul & Council:

**Re: Annual Per Capita Marketing Contribution – Sunset Country Travel Association**

With COVID-19 still looming, Sunset Country Travel Association has launched its annual membership drive and we are hopeful local municipalities and townships will support tourism marketing of the region in 2020/21. We acknowledge the significant downward pressure all municipalities have faced because of the pandemic so we have cut our rates across the board by 20% this year. This means our request for 2020-21 is 22 cents per capita (last year it was 27.5 cents). As a non-profit organization it is the best we can do in these challenging times.

I want to highlight the many things the regional Travel Association does to bring tourists to Sunset Country each year. Many of these tourists visit your community, spend tourism dollars there and create viable employment for your residents which lead to many direct, indirect, and induced benefits to your community. These include:

- Ongoing management of [visitsunsetcountry.com](http://visitsunsetcountry.com) – an immense regional tourism website with tools that allow us to better promote the communities in the region.
- We have also done extensive work identifying “points of interest” in each community including local attractions such as museums, beaches, parks, and other community assets.
- Launching a dynamic “Events Manager” on [visitsunsetcountry.com](http://visitsunsetcountry.com) to better promote community events and festivals.
- Managing 10 separate social media pages on Facebook, Twitter, Instagram, and YouTube – with a combined following of over 300,000.

Our per capita request to Council is a show of support by your municipality for the regional tourism marketing that we undertake. Over the last two years extensive improvements have been made in our marketing activities. We feature information on your community that is included in the new website and in our regional travel guide/map.

Enclosed is a copy of our 2020 Travel Guide we produced. This is one example of what we do but there are many more. Through your contribution, your community is supporting a marketing plan that averages a travel inquiry received from real people, every 3 hours, each day, 365 days a year.

Respectfully yours,

Gerry Cariou  
 Executive Director

# 2020/2021 Sunset Country Membership & Advertising Remittance Form

Please fill out and return with Member Portfolio and payment.

Options	Details	Last Year Rate	This Year Rate	Annual Fee (Select all that apply)
<b>Membership with Sunset Country</b> - For more info see pages 3-5 in the Sunset Country 101				
<b>ACCOMMODATION</b>				
<input type="checkbox"/> Platinum	For lodges, resorts, outposts and houseboat operators.	\$2225.00	\$1780.00	\$
<input type="checkbox"/> Gold	For lodges, resorts, outposts and houseboat operators.	\$799.00	\$639.00	\$
<input type="checkbox"/> Standard	For hotels, motels, B&Bs, campgrounds and canoe outfitters.	\$395.00	\$316.00	\$
<input type="checkbox"/> Additional Accommodation	If you own more than one lodge, each additional business is 50% off Gold fee.	\$399.00	\$319.50	\$
<b>RETAIL/SERVICE BUSINESSES</b>				
<input type="checkbox"/> Retail/Service	For retailers, marinas, restaurants, grocery stores, guide service etc.	\$275.00	\$220.00	\$
<input type="checkbox"/> Allied	For businesses wanting to market to local and regional businesses.	\$899.00	\$719.00	\$
<input type="checkbox"/> Additional Retail/Service	If you own an additional business, the second one is 50% off.	\$137.50	\$110.00	\$
<b>OTHER</b>				
<input type="checkbox"/> Local Tourist Organization	For organizations whose primary function is tourism promotion.	\$650.00	\$520.00	\$
<input type="checkbox"/> Municipality		275¢ PC	22¢ PC	\$
<b>Print Ads in the Sunset Country Travel Guide</b> - For more info see page 6 in the Sunset Country 101				
<input type="checkbox"/> 1/16 Page Colour Ad	3.625"w x 1.125"h	\$308.55	\$247.00	\$
<input type="checkbox"/> 1/8 Page Colour Ad	3.625"w x 2.375"h	\$598.95	\$479.00	\$
<input type="checkbox"/> 1/4 Page Colour Ad	3.625"w x 4.875"h	\$1,143.45	\$915.00	\$
<input type="checkbox"/> 1/2 Page Colour Ad	7.5"w x 4.875"h	\$1,990.45	\$1592.00	\$
<input type="checkbox"/> Full Page Colour Ad	8.125"w x 10.75"h + bleed	\$3,835.70	\$3,069.00	\$
<input type="checkbox"/> Inside Front/Back Cover	8.125"w x 10.75"h + bleed. Last year's advertisers have first right of refusal.	\$4,531.45	\$3,625.00	\$
<b>eNewsletter Ads</b> - For more info see page 7 in the Sunset Country 101				
<input type="checkbox"/> Consumer eNewsletter Full Ad	Digital ad in email newsletter emailed to tourists interested in Sunset Country.	\$349.00	\$279.00	\$
<input type="checkbox"/> Consumer eNewsletter Half Ad	Digital ad in email newsletter emailed to tourists. Half the size of the Full ad.	\$199.00	\$159.00	\$
<input type="checkbox"/> Industry eNewsletter	One-time placement. Marketed to local and regional businesses.	\$149.00	\$119.00	\$
<input type="checkbox"/> Industry eNewsletter	Three placements in separate emails. Marketed to local and regional businesses.	\$349.00	\$279.00	\$
<b>Internet Banner Ads</b> - For more info see page 7 in the Sunset Country 101				
<input type="checkbox"/> Banner Ad	To be shown for one year starting the day the ad is live.	\$749.00	\$599.00	\$
<b>Social Media</b> - For more info see page 7 in the Sunset Country 101				
<input type="checkbox"/> Social Media Package	Available any time of the year.	\$999.00	\$799.00	\$



Ontario's Sunset Country Travel Assoc.

PO Box 647, Kenora, ON P9N 3X6

Phone: 800-665-7567 or 807-468-5853

Fax: 807-468-5484

Web: [visitsunsetcountry.com](http://visitsunsetcountry.com) • Email: [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com)

Don't forget  
the HST.

Subtotal

Plus HST 13%

Equals Total Payment



# SUNSET COUNTRY

# 101

Special 2020 Rates


## Membership Benefits



### 2020/2021 Membership Package

[visitsunsetcountry.com](http://visitsunsetcountry.com) • [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com)

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Join our fishing group on Facebook: **Fishing Northwest Ontario's Sunset Country** or our group for lady anglers: **Connecting Women Anglers in Ontario's Sunset Country**

## Top 10 Benefits of Joining Sunset Country

20% off  
membership  
and ads for  
this year

1. **Traffic to your website.** Visitsunsetcountry.com is the #1 source for tourists looking online for information about coming to the area - and you're linked to it!
2. **Qualified sales leads.** Access to thousands of qualified sales leads for your accommodation business.
3. **Business listing** in the #1 requested travel guide for Northwestern Ontario.
4. **Strength in numbers.** Competing regions are trying to draw tourists to their area and away from ours. Your membership revenues go directly into marketing the area. Sunset Country competes on everyone's behalf at a national and international level, favourably positioning this region against many others in a busy travel marketplace.
5. **Reach more people on social media.** Your business can extend its marketing reach through sharing content on our popular social media platforms such as Facebook, Instagram and Twitter.
6. **Reach more people at sport shows, even if you aren't there.** We will distribute your brochure at consumer sports shows.
7. **FAM Tours.** Members can benefit from the travel media we bring to the area by hosting them while they are here.
8. **Opportunity to advertise in the Sunset Country Guide.** Fact: 68% of visitors use the travel guide to choose their accommodations in Sunset Country!
9. **Opportunity to advertise in our Consumer e-Newsletter** which is emailed 1-2 times a month to over 3,600 subscribers.
10. **Plain and simple, to increase your revenue!**

## By the Numbers: The Sunset Country Travel Guide and Map

The well-rounded, 80 page annual travel guide includes community maps as well as a large, poster-sized map showing outfitter facility locations across the region. The guide is your opportunity to put your best foot forward when trying to draw anglers, hunters and other tourists visiting the region. It's a great investment and these numbers provide the evidence why:

- ★ 22,000 Sunset Country Travel Guides distributed last year (not including digital downloads)
- ★ 50% of the people who received our travel guide booked a trip
- ★ 85% of people said the pull-out map was the most useful feature of the brochure
- ★ 77% of people who received the guide stated the accommodation listings were **very** useful
- ★ 30% of people who received the guide asked for a direct member follow-up
- ★ The top 3 states we send the travel guide to, in order of most requested, Wisconsin, Minnesota, and Illinois



## By the Numbers: visitsunsetcountry.com

Sunset Country is a leader in digital marketing in Northwest Ontario through our website, **visitsunsetcountry.com** and our social media channels. Our website is continually evolving and is showing year-over-year traffic and referrals increases. Here are some of the numbers:

- ★ 100,808 referrals from **visitsunsetcountry.com** and 14,841 referrals from **northernontario.travel/sunset-country** to our member websites in 2019
- ★ 665,870 user sessions on **visitsunsetcountry.com** and **northernontario.travel/sunset-country** in 2019
- ★ 45% of people who visit the website click through to a member's website
- ★ 59% of visitors to **visitsunsetcountry.com** live in the USA
- ★ 65% of visitors find **visitsunsetcountry.com** through an organic search

*Being a member of Sunset Country Tourism has been one of the best decisions we have made for our business. The team of people they have working for us in the tourism industry have our best interests in mind and work hard to make sure we are promoted to potential guests. We always choose the Platinum Package because it provides us the best value for our advertising dollar.*

*We also believe Sunset Country Travel Association is aware of the latest marketing trends and adapts to those trends to best market Northwest Ontario as a premier travel destination.*

*Steve, Christine and Jeremiah Swafford, Manotak Lodge*

# 2020/2021 Membership Options



Since 1974, Ontario's Sunset Country Travel Association has been promoting tourism in Northwestern Ontario. Our strength lies in our numbers, specifically the number of members we have allows us to implement marketing campaigns that are much larger and more effective than operators can do on their own. Working together, we have been able to position Sunset Country as one of North America's most exciting outdoor vacation destinations and the most-visited destination in Canada by U.S.-based freshwater anglers.

## 2020/2021 Membership Options

Ontario's Sunset Country offers several membership packages to choose from. We have membership packages for:

- **Accommodations:** Platinum, Gold or Standard
- **Retailers/Services and Suppliers:** Standard or Allied
- **Local Tourism Organization (LTOs)**
- **Municipalities**

We also offer a range of pricing options within some of these categories based on what's included in the package. In addition to memberships, Sunset Country has several advertising options that our members can take advantage of, including:

- ✓ **Annual Sunset Country Travel Guide & Map**
- ✓ **Digital Advertising** (banners, e-newsletter ads)
- ✓ **Social Media Packages** (content marketing mixed with social media support)

Behind all these options is a coordinated and well-funded marketing campaign to ensure consumers see your ad. Further, Sunset Country has the largest social media presence in tourism than any other organization in Northern Ontario. Your membership not only contributes to promoting the region of Ontario your business is located in, it leads to direct revenues for your business from the tourists we attract to the area and through online referrals.

**Covid Rate:**  
Save 20% on  
rates for  
2020/2021

## ACCOMMODATION MEMBER PACKAGES:

### Platinum Package

This package is available to **lodges, resorts, outposts** and **houseboat operators** and is by far, *the best value for your money*. The platinum package includes:

- ◆ **One, ¼ page full-colour ad** (\$915.00 value) **in the 2021 Sunset Country Travel Guide\***
- ◆ **One digital banner ad on** [visitsunsetcountry.com](http://visitsunsetcountry.com)
- ◆ **Listed as a feature lodge in one Consumer eNewsletter per year**
- ◆ **Platinum member listings on** [visitsunsetcountry.com](http://visitsunsetcountry.com) **are shown first before Gold and Standard members**
- ◆ **Platinum website profile on** [visitsunsetcountry.com](http://visitsunsetcountry.com) (10 photos, location map, description, video, links and contact info)
- ◆ **Access to consumer inquiries through the Sunset Country Lead Management System**
- ◆ **Business listing in the 2021 Sunset Country Travel Guide** (photo, 30-word description and contact info)
- ◆ **Location(s) dotted on the 2021 Sunset Country pull-out map and listing on the back of the map**
- ◆ **Your business brochures distributed by Sunset Country at sports shows**
- ◆ **Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest**
- ◆ **Mention of your business in blog posts on** [visitsunsetcountry.com](http://visitsunsetcountry.com) **and** [northernontario.travel](http://northernontario.travel) (if applicable) **with links to your website or Facebook pages.**

**\$2,640**  
value  
for only  
**\$1,780**

**2020/2021 Platinum Package Fee:** ~~\$2,225.00~~ **\$1,780.00 + HST**

**Save 20% this year**

\* You have the option to increase the size of your print ad in the travel guide at an additional cost



# 2020/2021 Membership Options

## ACCOMMODATION MEMBER PACKAGES:

### Gold Package

This package is also designed for **lodges, resorts, outposts, and houseboat operators**. The gold package includes:

- ◆ Gold member listings on [visitsunsetcountry.com](http://visitsunsetcountry.com) are shown first before Standard members
- ◆ Basic website profile on [visitsunsetcountry.com](http://visitsunsetcountry.com) (photo, location map, description, links and contact info)
- ◆ Access to consumer inquiries through the Sunset Country Lead Management System
- ◆ Business listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location(s) dotted on the 2021 Sunset Country pull-out map and listing on the back of the map
- ◆ Your business brochures distributed by Sunset Country at sports shows
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Mention of your business in blog posts on [visitsunsetcountry.com](http://visitsunsetcountry.com) and [northernontario.travel](http://northernontario.travel) (if applicable) with links to your website or Facebook pages.

Gold level members have the option to purchase print, digital or social media ads/packages in addition to the membership.

**2020/2021 Gold Package Fee: ~~\$799.00~~ \$639.00 + HST**

### Standard Package\*

This package is specifically designed for **hotels/motels, B&Bs, canoe outfitters, and stand-alone campgrounds** (no cabins). The standard package includes:

- ◆ Basic website profile on [visitsunsetcountry.com](http://visitsunsetcountry.com) (photo, location map, description, links and contact info)
- ◆ Business listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location(s) dotted on the 2021 Sunset Country pull-out map and listing on the back of the map
- ◆ Your business brochures distributed by Sunset Country at sports shows
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Mention of your business in blog posts on [visitsunsetcountry.com](http://visitsunsetcountry.com) and [northernontario.travel](http://northernontario.travel) (if applicable) with links to your website or Facebook pages.

Standard level members have the option to purchase print, digital or social media ads/packages in addition to the membership.

\* If you have a lodge with a campground adjacent to the lodge, you **DO NOT** need to buy a second membership as it is included in your Platinum or Gold membership. There are no consumer inquiries included in the Standard package. If you would like the inquiries, you must purchase Gold or Platinum. **If you are a lodge, outpost or houseboat operator, you must buy the Platinum or Gold Level.**

**2020/2021 Standard Package Fee: ~~\$395.00~~ \$316.00 + HST**

## RETAILERS, SERVICES & SUPPLIERS PACKAGES:

### Standard Retail/Service Business Package

This package is designed to be both affordable and effective for **retail and service businesses** in Northwest Ontario. The package includes:

- ◆ Basic website profile on [visitsunsetcountry.com](http://visitsunsetcountry.com) (photo, location map, description, links and contact info)
- ◆ Business listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Social media sharing on our Shop Sunset Country Facebook page and on Instagram, Pinterest and Twitter
- ◆ Your business brochures distributed by Sunset Country at sports shows
- ◆ Option to list tourism events related to your business on our Events Calendar on [visitsunsetcountry.com](http://visitsunsetcountry.com)
- ◆ Mention of your business in blog posts on [visitsunsetcountry.com](http://visitsunsetcountry.com) and [northernontario.travel](http://northernontario.travel) (if applicable) with links to your website or Facebook pages.

**2020/2021 Gold Package Fee: ~~\$275.00~~ \$220.00 + HST**



# 2020/2021 Membership Options



## Allied Supplier Package

**Are lodges and resorts a major customer for your business?** If the answer is yes, then the Allied Supplier membership package has been designed specifically to help you reach our members. The package includes:

- ◆ 4 ads in our Industry newsletters sent to the members (1 print, 3 digital)
- ◆ Basic website profile on [visitsunsetcountry.com](http://visitsunsetcountry.com) (photo, location map, description, links and contact info)
- ◆ Business listing(s) in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot(s) on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Social media sharing on our Shop Sunset Country Facebook page and on Instagram, Pinterest and Twitter
- ◆ Brochure or flyer distribution directly to our member outfitters in attendance at the sport shows
- ◆ Option to list tourism events related to your business on our Events Calendar on [visitsunsetcountry.com](http://visitsunsetcountry.com)

**2020/2021 Allied Supplier Package Fee: ~~\$899.00~~ \$719.00 + HST**

## LOCAL TOURIST ORGANIZATIONS AND MUNICIPALITIES

### Local Tourist Organization Package

Sunset Country has long partnered with local tourism offices and organizations to promote the region. As a LTO member, you benefit from your membership in many ways. The LTO membership package includes:

- ◆ Subject to Government funding approval, a summer student through Sunset Country for your information centre
- ◆ Organization listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot(s) on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Basic website profile on [visitsunsetcountry.com](http://visitsunsetcountry.com) (photo, location map, description, links and contact info)
- ◆ Access to consumer inquiries through the Sunset Country Lead Management System
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Your organization's brochure distributed by Sunset Country at sports shows
- ◆ Option to list tourism events related to your business on our Events Calendar on [visitsunsetcountry.com](http://visitsunsetcountry.com)
- ◆ Mention of your business in blog posts on [visitsunsetcountry.com](http://visitsunsetcountry.com) and [northernontario.travel](http://northernontario.travel) (if applicable) with links to your website or Facebook pages.

**2020/2021 Local Tourist Organization Package Fee: ~~\$650.00~~ \$520.00 + HST**

### Municipality Package

Sunset Country takes pride in partnering with local communities to promote the region. As a municipality, you benefit from your membership in many ways. The Municipality membership package includes:

- ◆ Your community featured on several of our web pages with direct links to your municipality
- ◆ Municipality listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot(s) on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Opportunity to advertise in the Travel Guide
- ◆ Basic website profile on [visitsunsetcountry.com](http://visitsunsetcountry.com) (photo, location map, description, links and contact info)
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Your municipality's brochure distributed by Sunset Country at sports shows
- ◆ Option to list tourism events related to your business on our Events Calendar on [visitsunsetcountry.com](http://visitsunsetcountry.com)

**2020/2021 Municipality Fee: ~~\$0.275~~ \$0.22 per capita + HST**



# Advertising in the 2021 Travel Guide

## Why Purchase an Ad?

The travel guide is our main fulfillment piece. Anyone who contacts the office, fills out an online form, or visits our sport show booth receives a travel guide and map. Currently, only about 30% of the people that order the guide want to receive direct responses from our members. **Stand out to these potential customers with a print ad to reach the other 70%.** You must be a member to advertise in the guide.

Ad Size	Ad Dimensions	Last Year Rate	This Year Rate
1/16 Page	3.625"w x 1.125"h	\$308.55 + HST	\$247.00 + HST
1/8 Page	3.625"w x 2.375"h	\$598.95 + HST	\$479.00 + HST
1/4 Page*	3.625"w x 4.875"h	\$1,143.45 + HST	\$915.00 + HST
1/2 Page	7.5"w x 4.875"h	\$1,990.45 + HST	\$1592.00 + HST
Full Page	8.125"w x 10.75"h + bleed	\$3,835.70 + HST	\$3,069.00 + HST
Inside Fr/Bk Cover	8.125"w x 10.75"h + bleed	\$4,531.45 + HST	\$3,625.00 + HST

\* A 1/4 page print ad is included in the Platinum Package.

Designs costs are included in the ad price.

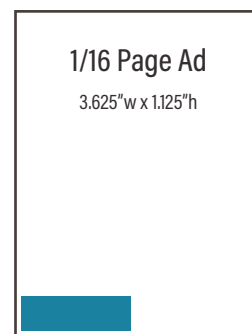
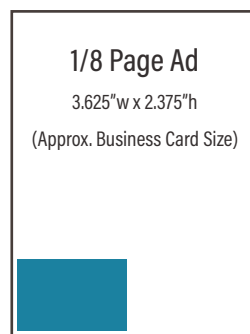
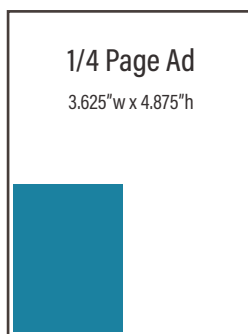
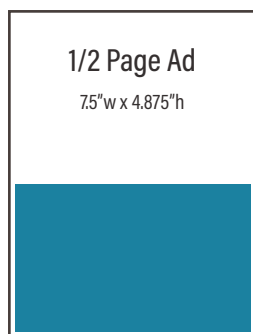
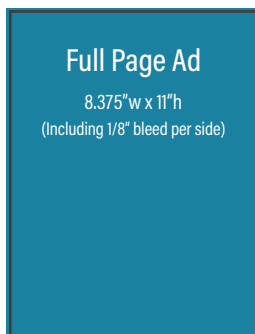
Ad material due is **September 30, 2020**. Please email artwork to [erin@visitsunsetcountry.com](mailto:erin@visitsunsetcountry.com).

If submitting a finished ad: Files must be CMYK, 300dpi and 100% print size. Fonts must be embedded or converted to paths.



Sample 1/4 page ad,

## Ad Sizes



*What an incredible opportunity to be a part of this terrific "marketing machine". Regardless of the membership type you choose, what a tremendous value for you when it comes to marketing Northwestern Ontario and our camps and lodges - from lobbying for marketing dollars, securing programming opportunities, producing and distributing print materials, website presence and Internet advertising. Sunset Country does it all and their presence in the resource-based tourism*

*market is felt in the world-wide market place. Whether it be the travel guide or Internet presence, it takes very little effort on your part to provide an ad with some script and they do the rest!*

*Jackie and Jody  
Anderson's Lodge  
Sioux Lookout, Ontario*

# Digital Marketing Opportunities



## eNewsletter Ads

### Consumer eNewsletter


Consumer eNewsletters are emailed to vacationers who have signed up to receive our eNewsletter. To advertise in the Consumer eNewsletter (Emailed to tourists), you must be a Sunset Country member. There are two options:

**Full** - Which is larger and is higher up in the newsletter

**Half** - Half the size of a full ad and placed further down in the eNewsletter

**Only 1 Hour North of the Border!**

Gateway North Outfitters offers Canadian fly-in fishing trips to 9 remote outpost cabins where you are the only cabin on the lake! Walleye, pike, smallmouth, muskie and lake trout!



[Read More](#)

Full Ad:  
**\$349 \$279 + HST**

Half Ad:  
**\$199 \$159 + HST**

**Ads are limited to 3 advertisements per issue. First come first serve.**

Sample consumer eNewsletter ad.  
Not to scale.

### Industry eNewsletter

Industry eNewsletters are emailed to local businesses in Northwest Ontario several times a year. If you want to reach local businesses this is for you. There is one ad size available for purchase in the Industry eNewsletter.

One-time Placement **\$149 \$119 + HST**  
3 Ad Placements **\$349 \$279+ HST**



**MORGAN FUELS**  
Serving Northwestern Ontario Since 1935  
**PROpane • FUELS • LUBRICANTS**

**PROpane**  
Residential, Commercial, Industrial and Construction  
Bulk Fuel Delivery • Oils Lubes • Propane • Drummed Jet and Aviation fuels

**FUELS**  
Gasoline, Clear and Dyed Diesel & Aviation

Dryden 937-2149 Kenora 468-6050 Pickle Lake 928-2261 Red Lake 735-9920 Sioux Lookout 737-2250 Winnipeg 204-832-2446

[www.morganfuels.ca](http://www.morganfuels.ca) [info@morganfuels.ca](mailto:info@morganfuels.ca) 1-(800)-661-3635

Sample industry eNewsletter ad. Not to scale.

## Social Media Package

Take advantage of our large social media audience with the Social Media Package. The package will run between 3-5 days where your business will dominate our social media accounts. Included in the package are:

- » A feature blog post that will be shared on all of our social media accounts
- » The blog article will appear on [visitsunsetcountry.com](http://visitsunsetcountry.com)
- » The blog article will be shared in our new consumer eNewsletter

- » 4 Facebook posts including a video if you have one plus the sharing of your blog post
- » \$200 towards Facebook ads boosting your five Facebook posts targeted to the audience you want to reach
- » 5 or more Instagram posts featuring your business
- » 5 or more tweets about your business

**\$999 \$799 + HST**

## Internet Banner Ads

Increase your exposure on the Internet with a banner ad on [visitsunsetcountry.com](http://visitsunsetcountry.com). The banner ads are run-of-site (ROS), which means the ad will appear randomly across the website. Banner ads are sold annually with the ad being on the website for one year from the time it goes live. All ads will follow a specific format with a price point or package attached. Design costs are included.  
**Please note:** A banner ad is included in the Platinum Package.

**\$749 \$599 + HST**



**Indian Point Camp**

Have fun Canadian-style at Indian Point Camp on incredible Wabigoon Lake in Ontario, Canada. We offer fishing and hunting trips that will meet all your expectations and more!

[Book Your Trip Today](#)

Sample banner ad. Not to scale.

## Data-Driven Marketing

### A New Opportunity Available to Members of Sunset Country

Sunset Country Travel Association in partnership with [Big Clic Inc.](http://Big Clic Inc.) is pleased to offer a new digital marketing vehicle exclusively available to our members! A key challenge in advertising of any kind but especially digital advertising, is getting your ads seen by a qualified audience.

Data-driven digital marketing, also called programmatic marketing, uses custom-developed audiences of people who have previously demonstrated an interest in our area and lets you market direct to them through digital ads.

These custom audiences are developed mostly from the peoples browsing activity on-line, their subscription to our eNewsletters, visits to our website etc. and develops a custom audience that your business can market to.

Please watch your email for further information or call Gerry at 800-665-7567.



# Membership Checklist

## Ready to Join or Renew Your Membership?

Make sure you don't forget anything. Fill out our membership checklist.

### First:

- ☐ Decide on a membership level
- ☐ Decide on a print ad (Platinum level includes a 1/4 page ad. Upgrades are available.)
- ☐ Decide on any digital marketing opportunities (Banner ad, Social Media Package and/or eNewsletter ad)
- ☐ Fill out the Remittance Form (**don't forget to add the HST**)
- ☐ Fill out the Member Portfolio (The form with all your contact information and amenities listed.) **Please ensure that everything is correct.** This is the information that goes into the guide and on your online profile.
- ☐ Email your Remittance Form and Member Portfolio to [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com) or print out your Remittance Form and Member Portfolio, make any changes and scan and email or mail it in with payment to **Ontario's Sunset Country Travel Association**  
PO Box 647, Kenora, ON P9N 3X6 or email [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com) or fax 807-468-5484.  
Payment can be made by cheque, cash, VISA, Mastercard or e-transfer to [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com).

### Then:

- ☐ Email ad material for print to [erin@visitsunsetcountry.com](mailto:erin@visitsunsetcountry.com) by September 30, 2020.
- ☐ If you are a new member or wish to change your photo or description in the travel guide, please email a high-res, horizontal (landscape) photo and 30-word description to [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com).
- ☐ If you are a new Accommodation member, or wish to change your descriptions online, please fill out the 30 word service teasers that you offer (housekeeping cabin, walleye etc) with this Google Form [forms.gle/46CdEhNPWdqEPvS5A](https://forms.gle/46CdEhNPWdqEPvS5A) (You can also change your Main description there too.)
- ☐ If you are a new member or wish to change your online photo, please email the high-res, horizontal (landscape) photo to [erin@visitsunsetcountry.com](mailto:erin@visitsunsetcountry.com). **Platinum level members can add 10 horizontal photos and all other levels can add one photo.**
- ☐ If you are a Platinum level member, please email a link to your YouTube or Vimeo video to [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com)
- ☐ If you are a Platinum member or are buying a banner ad, please fill out this Google Form at [goo.gl/forms/aEHFXB00LbPXh02j1](https://goo.gl/forms/aEHFXB00LbPXh02j1) and email the photo for your banner ad to [erin@visitsunsetcountry.com](mailto:erin@visitsunsetcountry.com).
- ☐ If you are buying a Consumer eNewsletter Ad, please fill in this Google Form at [goo.gl/forms/yXn52Anxn0wfsRIA2](https://goo.gl/forms/yXn52Anxn0wfsRIA2) and email the photo for your eNewsletter ad to [erin@visitsunsetcountry.com](mailto:erin@visitsunsetcountry.com). Please also choose the month you'd like it to run. First come, first serve.
- ☐ If you are buying a Social Media Package, please contact Erin or Gerry at **800-665-7567** for details.

Our membership year runs from July 1 to June 30th each year, however, **you may join at any time**. The guide goes to the printers in **November** so you must join before then to be in the travel guide. Ad material must be in by September 30, 2020.

### Payment Policy

Memberships and ads must be paid in full at the time of joining/renewal/booking. Cheque, cash, VISA, Mastercard or e-Transfer accepted.

## Questions? Contact Us

We are ready to help. Call us at **800-665-7567** or **807-468-5853**.

Email:

Tracey Chartrand, Administrative Assistant - [info@visitsunsetcountry.com](mailto:info@visitsunsetcountry.com)

Gerry Cariou, Executive Director - [gerry@visitsunsetcountry.com](mailto:gerry@visitsunsetcountry.com)

Erin Rody, Marketing Manager - [erin@visitsunsetcountry.com](mailto:erin@visitsunsetcountry.com)

Website: [visitsunsetcountry.com](http://visitsunsetcountry.com) • Fax: **807-468-5484**

Address: **PO Box 647, Kenora, ON P9N 3X6**



**To:** Mayor and Council  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** September 22, 2020  
**Subject:** 1995 Volvo Pumper Fire Truck

---

## Background

The Town's 1995 Volvo Pumper Fire Truck, which is a reserve status pumper has been relocated to Couchiching First Nation. This was done to protect this asset from the environment, as well as to help the Couchiching First Nation Fire Department increase their fire suppression capabilities.

The members of the Couchiching First Nation Fire Department have also outfitted the pumper fire truck with equipment.

Meanwhile, the Hamilton Fire Department donated two 1997 Pumper Tanker Fire Trucks to Couchiching First Nation and Nigigoonsiminikaaning First Nation in 2018.

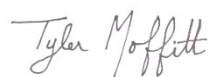
Going forward, it is my recommendation to reach out to the leadership of Couchiching First Nation and ask them for the honour and permission to offer a meaningful gift ... to donate the 1995 Volvo Pumper Fire Truck to their community.

This pumper fire truck would greatly enhance their community's fire suppression capabilities, as well as it would be utilized to transport vital firefighting equipment to the scene of an emergency incident.

As well, this pumper fire truck would still be available for any type of mutual aid response calls if required.

The Administration & Finance Executive Committee recommends that Council approve the report as presented.

Respectfully submitted,



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

**Council approval of this report** will agree to the recommendation of the Administration & Finance Executive Committee to approve this report as presented.





## **Administration & Finance Division**

---

**To: Mayor and Council**

**From: Jordan Forbes, Human Resources Manager**

**Date: September 23, 2020**

**Subject: Proposed addition to benefits coverage – Internet Cognitive Behavioural Therapy**

---

At present, the Corporation of the Town of Fort Frances has an Employee Assistance Program (EAP) through Riverside Community Counselling, which is a part of Riverside Health Care Facilities Inc. While this service is effective, there are limited resources available, and many of our staff have close family or personal relationships with the staff there, which reduces their comfort level in accessing care.

For some time, I have fielded concerns about the stigma that certain staff members feel about accessing mental health services in this way, and in addition, I have heard from them that the limited availability of services in our community presents a problem. The reality is that many of our staff seek mental health services outside of our community.

During the COVID-19 pandemic, the use of internet Cognitive Behavioural Therapy (iCBT) has become more commonplace, and it has proven to reliably reduce symptoms of common mental health disorders. In addition, given the pandemic, border closure, and the associated economic decline, the prevalence of mental health issues is likely to increase amongst our staff base. Given this, our CAO directed me to look into the feasibility of providing this type of service to our staff to supplement our existing benefits.

During the summer, the MindBeacon group, who work with the Provincial Government, and the Association of Municipalities of Ontario (AMO) approached us, offering to provide a demonstration about their services. They have provided the attached proposal outlining their services and benefits.

The cost is \$3.00 / person / month, which is very reasonable to offer a supplement to our EAP and reduce the barriers to our staff accessing mental health services. At present, we would provide the service to our Full Time, Part Time and Seasonal staff (up to a maximum of 120 people).

Based on the cost, and the benefits, we are recommending purchasing this additional benefits coverage to help support the mental health and wellbeing of our staff during the pandemic and beyond.

Thank you for your consideration.

Sincerely,

Jordan Forbes  
Human Resources Manager

Council approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to purchase this service as identified in the proposal attached to the report.



## Overview for The Town of Fort Frances

August 31<sup>st</sup>, 2020

MindBeacon Group  
[BEACON](#) | [CBT Associates](#)  
175 Bloor Street E., Suite 801, North Tower,  
Toronto, Ontario, M4W 3R8

## Table of Contents

1. BEACON Digital Therapy- page 2
2. Access to clinically proven Therapist Assisted Internet Cognitive Behavioural Therapy  
Implementing BEACON - page 3
3. BEACON Reporting  
Pricing - page 4
4. Services to include-page 5
5. Appendix A: Sample Performance Report - page 7



## BEACON Digital Therapy

Developed by experts in evidence-based treatment working closely with experts in technology and technology engagement, BEACON is a digitally delivered therapist-assisted course of personalized CBT beginning with a rigorous self-assessment (DSM5) that can provide a full differential diagnosis and personalized treatment plan. BEACON is not just a wellness product, or a loose collection of educational modules, or a CBT-informed self-help tool or something for people to do before they get effective treatment. The BEACON platform and guiding e-therapists together provide a solution that bridges the mental health care gap in a proactive, cost-effective, and scalable way:

- **Patient and provider centered:** evidence-based protocols, personalized care pathways, single therapist (registered mental health professional) effectively support the individual throughout treatment and leverages existing provider capacity.
- **Comprehensive assessment/treatment:** standardized intake, enables accurate and efficient assessment of concerns and recommendations for appropriate care.
- **Reduced barriers to care** including stigma, cost, capacity, geography, scheduling, and treatment fidelity: high efficacy treatment, reduces cost of traditional treatment by up to 75%, 24/7 access is convenient, private, geographically more accessible to those who don't have quality care available in their community.
- **Measurably better patient outcomes:** standardized assessment, comprehensive diagnosis and targeted treatment, effective and efficient triage, monitored outcomes, reduced relapse.

## Access to clinically proven Therapist Assisted Internet Cognitive Behavioural Therapy

BEACON - Therapist Assisted Internet CBT (TAiCBT) is CBT delivered virtually with support of a trained BEACON Therapist (a regulated professional, e.g., Psychologist, Registered Social Worker, Registered Psychotherapist, etc.).

Once an employee moves into BEACON therapy, they will complete outcome measures, psychoeducational readings, and homework and activities that are part of an evidence-based CBT treatment protocol in an engaging and convenient way on mobile devices and/or desktop computers.

Employees will regularly communicate with and get support from their assigned BEACON Therapist through asynchronous messaging. In addition to providing tailored advice and information, a working relationship (therapeutic alliance) develops between the employee and BEACON Therapists that increases engagement. The therapeutic alliance also results in better outcomes than passive digital platforms and programs where coaches are involved but do not have active access to client activity.

BEACON therapy includes access to the platform for 52 weeks, including 12 weeks unlimited 'active' access to their BEACON Therapist. During this time, they will progress through their personalized treatment plan at their own pace. They also have 'passive' access for 40 weeks when they can review their content, homework and message history in a way that supports relapse prevention.

## Implementing BEACON

In collaboration with the Town of Fort Frances BEACON will develop a comprehensive implementation plan based on organizational culture and employee demographics. Communication plans will be developed to include three key components:

### Top-down Support

Visible and enthusiastic support from Champions such as leadership, managers and/or wellness teams encourage and facilitate conversation about available mental health support

### Education

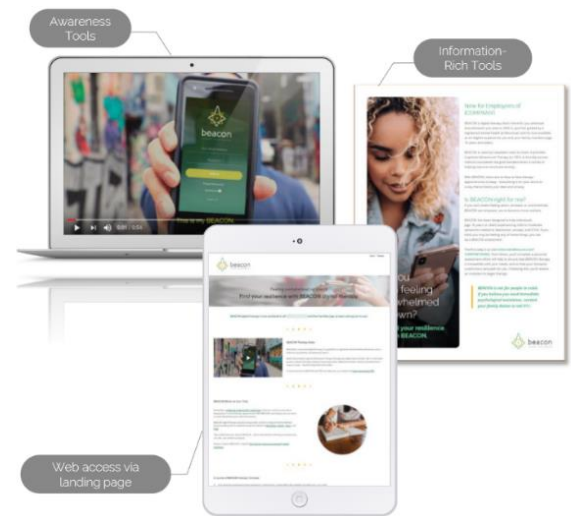
We provide key messaging and tools that integrate insights on how to educate on benefits of CBT and digital therapy

### Ongoing Communications

Mental health concerns can arise anytime throughout the year and continuous pulsing of mental wellness content and reminders to keep available support top of mind

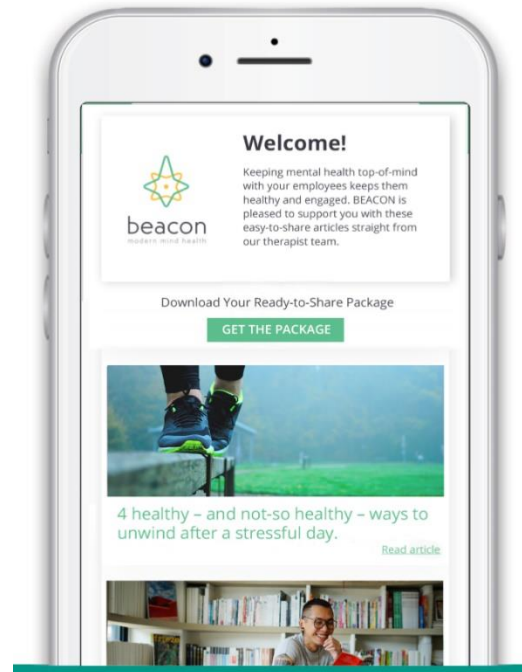
BEACON will provide digital copies of promotional material for all three phases of the communication plan including:

- BEACON webpage for your employees
- Text descriptions for company communications (email, intranet, article, leadership communication, etc.)
- Presentations via webinar or in-person where possible
  - For internal champions (HR, wellness committee, health & safety, management)
  - For employees
- Print-ready tools
  - Posters
  - Postcard
  - Info sheet
  - Digital banners
- Videos
  - Information-rich/educational (example [here](#))
- Support during
  - Bell Let's Talk - Bell Canada- January
  - Mental health awareness week- May
  - Mental Illness awareness week- Oct



Ongoing communications are a key to ensuring your employees are aware of the mental health supports that are made available to them and how to access them should they need support. Our partners receive two mental wellness articles, sourced from BEACON clinicians, every month on topics that are universally relevant to working adults. These articles can be shared across your communication channels (e.g. newsletters, intranet article) with an easy-to-share options provided. Topics include:

- 4 healthy –and 4 not so healthy –ways to unwind after a stressful day
- Are you social media healthy?
- What is CBT? How CBT helps you become resilient
- Setback at work? Here's how to get over it



## BEACON Reporting

BEACON will actively monitor the effectiveness and usage of the program and provide reports accordingly.

**Activity Reports** are provided monthly highlighting program uptake and usage.

**Performance Reports** are provided on a quarterly basis, highlighting not only uptake and usage, but also aggregated data of all participants including demographic information, primary mental health concern, mental health improvement, and satisfaction scores. Please see Appendix A for a sample Performance Report.

## Pricing

BEACON is pleased to present the following proposal to the Town of Fort Frances for approximately 120 employees and their family members for a 12-month period starting before December 31, 2020:

Employee Type	Price (PEPM)
All Employees	\$3.00

## Services to Include:

### BEACON Digital Therapy

- BEACON Digital Therapy for the Town of Fort Frances employees and family members
- Online assessment and therapist review of assessment results
- Customized care path based on the individuals presenting concerns
- A dedicated BEACON therapist guides the employee through a full course of CBT treatment, which includes:
  - Unlimited secure messaging
  - Weekly outcome measures
  - Psychoeducational readings
  - Skills-building exercises and activities

### BEACON Aggregate Reporting

- Monthly Activity Reports
- Quarterly Performance Reports

### BEACON Communication

- Customized launch and promotion plan
- Training for people leaders and employees
- Digital and print-ready promotional tools
- Monthly mental health content

We believe that BEACON Digital Therapy would provide the Town of Fort Frances with best-in-class mental health services focused on early intervention, awareness and access to timely, effective care for mental health concerns. We welcome the opportunity to partner with your organization and very much look forward to discussing this overview.

Sincerely,

**Anthony Sam**

Business Development Director

BEACON | CBT Associates

647.535.7567

175 Bloor Street E., Suite 801, North Tower,  
Toronto, Ontario, M4W 3R8

[anthony.sam@mindbeacon.com](mailto:anthony.sam@mindbeacon.com)

## Appendix A

### Sample BEACON Performance Report

  
beacon  
modern mind health

**Performance Report**  
[sample]  
**Reporting Period:**  
[ddmmyy - ddmmyy]

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[info@mindbeacon.com](mailto:info@mindbeacon.com)



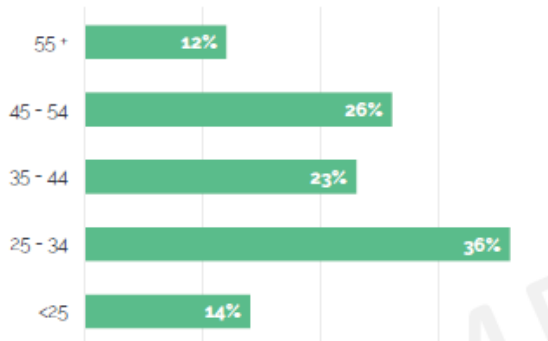
## Performance Report

[mmddyyy - mmddyyy]

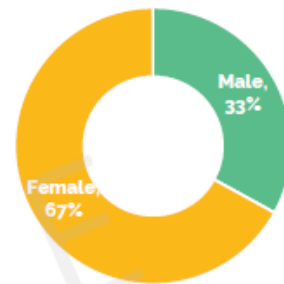
### Demographics

Summary of participant demographics.

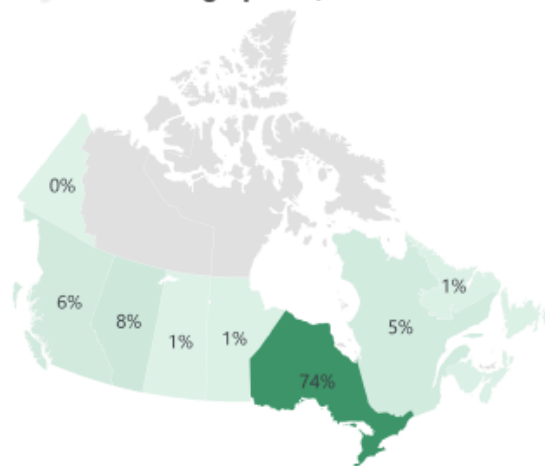
#### Demographics | Age Range



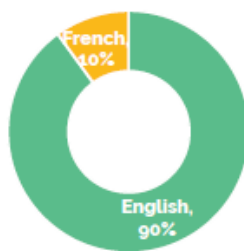
#### Demographics | Gender



#### Demographics | Province



#### Demographics | Language

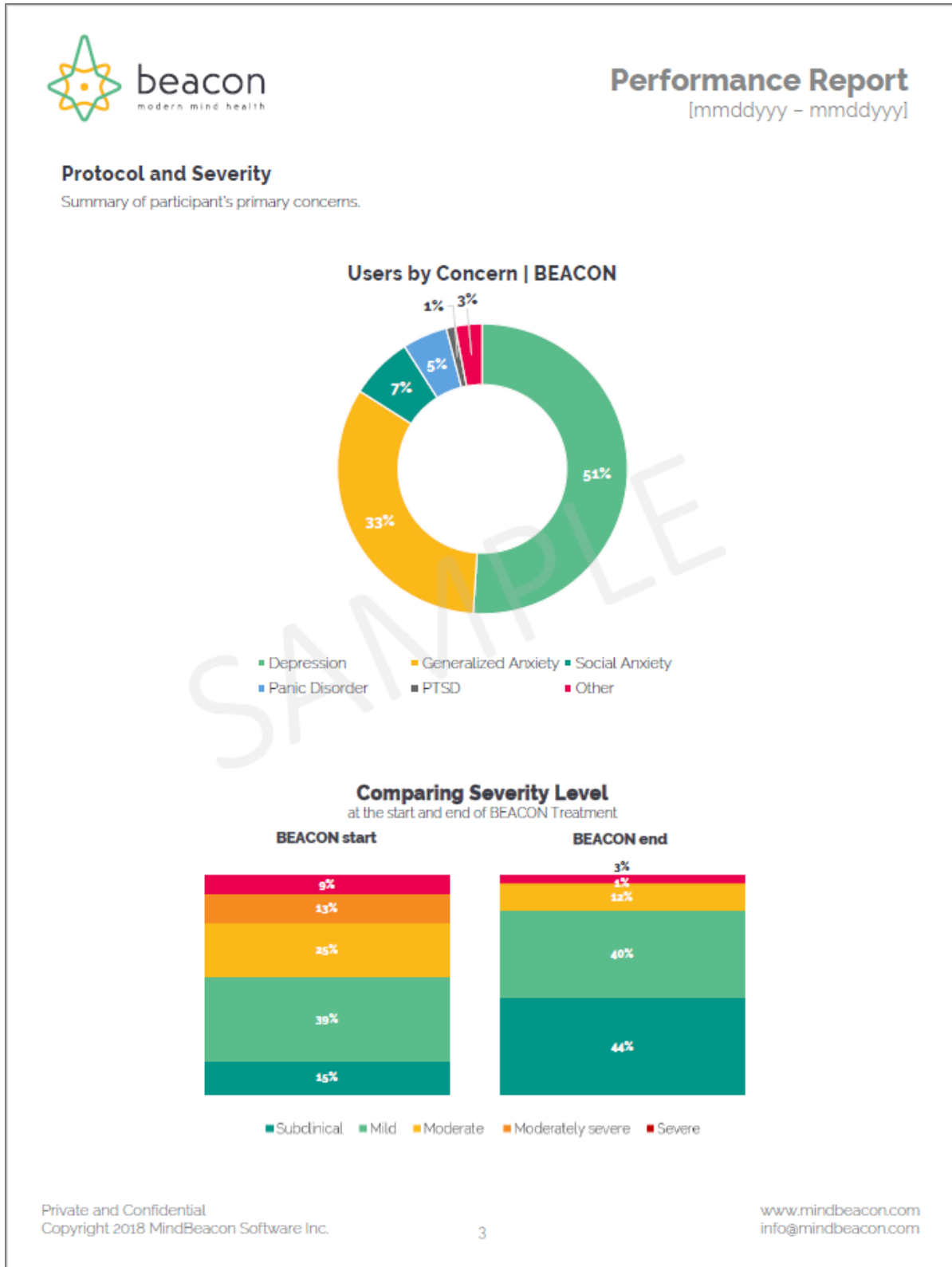


	BC	AB	YT	SK	MB	ON	QC	NB	PE	NS	NL
%	6%	8%	0%	1%	1%	74%	5%	1%	0%	1%	1%

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2

[www.mindbeacon.com](http://www.mindbeacon.com)  
[info@mindbeacon.com](mailto:info@mindbeacon.com)





## Performance Report

[mmddyyyy – mmddyyyy]

### Mental Health Improvement

Average mental health improvement of participants.

In a clinical context, someone with significant improvement in symptoms is considered a responder; this most often means someone has changed from feeling bad and ill and not functioning, to feeling much better and much more able to function.

### Mental Health Improvement



\*25% or greater reduction in symptom score





## Performance Report

[mmddyyy - mmddyyy]

### Satisfaction

The figures below are satisfaction ratings of all participants.

These measures are an insightful indicator of how the BEACON program can contribute to a users improvement in their overall quality of life.

#### BEACON Satisfaction Score

Avg satisfaction with BEACON overall



#### Therapeutic Alliance Score

Avg. satisfaction with BEACON therapist



#### BEACON Satisfaction Scores

Miscellaneous Questions

Because of BEACON, I am better able to perform at work

**78%** strongly  
agree or agree

Because of BEACON, I am more engaged with things that are important in my life

**81%** strongly  
agree or agree

I appreciate that my employer is supporting my mental well-being by providing BEACON to me..

**94%** strongly  
agree or agree

I would recommend BEACON to be offered as a part of my company benefits plan

**94%** strongly  
agree or agree

I find BEACON easy to use

**95%** strongly  
agree or agree



## Performance Report

[mmddyy - mmddyy]

### Testimonials

It's felt really good to work through everything. Thank you so much for all you've done - **even my friends are starting to notice a difference** :)

- Female, 22

This was a **life changing** program for me!

- Female, 58

I feel **better than before**, thank you.

- Male, 48

My therapist was **very helpful and supportive**.

- Female, 19

I feel like I'm **deconstructing something** that I thought wasn't deconstructable.

- Female, 28

I already feel like I have learned more tools and gained more knowledge in two modules than I did over the course of 7 sessions last year that cost me \$225 a pop. **#feelinghopeful**

- Male, 40

I appreciate all that I've learned from therapy and **will take this knowledge forward**.

- Female, 37

I appreciate the availability of my therapist. I feel because I'm texting **I can be a little more candid**. I have found it easier to write how I'm feeling and this is a great method of communication for me.

- Female, 28

I can proudly say I succeeded in riding the train in the morning, alone and **without a panic attack**. I truly appreciate all your help and guidance, and even though I've only done a few sessions, BEACON has helped me tremendously.

- Female, 45

Although I am still in the early stages the tiny steps I feel I have taken have brought me hope that I will be able to live without extreme limitations and **significantly improve my life**.

- Female, 57

I **can't imagine** what the last few months would have looked like without this program.

- Female, 37

I feel like I'm opening a **new chapter in my life**.

- Female, 28

My therapist has demonstrated a good balance of **encouragement, inquisitiveness, and guidance**.

- Female, 34

Always **accessible and supportive**. It felt good to have that continuous support instead of a once a week for 45 min type of support you would normally get from in-person CBT.

- Male, 30

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6

www.mindbeacon.com  
info@mindbeacon.com



## Treasury Report 2020/58A

**TO:** Mayor Caul & Members of Council

**FROM:** Dawn Galusha, Treasurer

**DATE:** September 17, 2020

**SUBJECT:** Microsoft Dynamics GP Software Upgrade Quote

---

### BACKGROUND

We were contacted by Central Square Technologies in June of 2020 advising that the support for the 2016 version of Microsoft Dynamics GP which we are currently using will be ending in July 2021. It is imperative that we upgrade the software in order to have support from Central Square Technologies. We rely on them to provide us with the changes to the payroll deduction rates and tables from the government.

Further to our prior Administration and Finance Executive Meeting of September 8, 2020, Jeremy Hughes, IT Manager was able to obtain information on the Microsoft Dynamics GP Upgrade which satisfied the questions he had at that meeting. The new version of GP is called Modern Life Cycle version and has no expiry date. As well, the upgrade costs will be to SQL2019, which was in the Capital budget to be updated this year.

The cost of Microsoft Dynamics GP software upgrade is \$7,219.87 CAD and is a one-time cost. Please find attached for your reference, the copy of the Microsoft Dynamics GP Software Upgrade Quote and Statement of Work from Central Square Technologies. We recommend proceeding with this project before year end in order to be completed before the busy year end processing.

### RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Microsoft Dynamics GP software upgrade with the cost of \$7,219.87 CAD.

***Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Microsoft Dynamics GP software upgrade in the amount of \$7,219.87.***

**Quote prepared by:**

Brittney Byron

brittney.byron@centralsquare.com

**Quote #:** Q-06496**Quote expires on:** November 10, 2020**Quote prepared for:**

Dawn Galusha

Fort Frances, ON

320 Portage Ave.

Fort Frances, ON P9A 3P9

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at [www.centralsquare.com](http://www.centralsquare.com).

## WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
Software / Subscription Total:			0.00 CAD

## WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
Report Conversion	860.00 CAD
Create Testing Environment	1,720.00 CAD
What's New Review	860.00 CAD
Debrief / Issue Resolution	645.00 CAD
Upgrade Live Environment	1,720.00 CAD
Public Administration Project Management Services - As Incurred	1,290.00 CAD
Services include contract start-up fees, project management, technical services, consulting, development, training, and installation.	<b>Services Total:</b> 7,095.00 CAD

**Quote prepared by:**

Brittny Byron

brittny.byron@centralsquare.com

**Quote Total:**

7,095.00 CAD

## BILLING INFORMATION

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Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

## PAYMENT TERMS

---

### License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

### Hardware & Third-Party Software

- 100% Due Upon Contract Execution

### Services

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred

### Travel & Living Expenses

- Due as Incurred

## PURCHASE ORDER INFORMATION

---

MORE INFORMATION AT [CENTRALSQUARE.COM](https://centralsquare.com)

**Quote prepared by:**

Brittney Byron

brittney.byron@centralsquare.com

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Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: \_\_\_\_\_

Initials: \_\_\_\_\_

**Fort Frances, ON**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



# **CENTRAL**SQUARE

## **TECHNOLOGIES**

**STATEMENT OF WORK (SOW)**

**Fort Frances, ON**

**Upgrade to Dynamics GP2018**

# Statement of Work (SOW)

## TABLE OF CONTENTS

<b>SCHEDULE VERSION CONTROL.....</b>	<b>3</b>
<b>1.0 PROJECT DESCRIPTION.....</b>	<b>3</b>
<b>2.0 PROJECT SCOPE.....</b>	<b>3</b>
PROJECT MANAGEMENT .....	3
TECHNICAL ENGINEER .....	3
BUSINESS CONSULTANT .....	3
CLIENT RESPONSIBILITIES .....	3
TECHNICAL REQUIREMENTS .....	3
CLIENT SOFTWARE .....	4
<b>3.0 SERVICE DELIVERABLES.....</b>	<b>4</b>
<b>3.1 SERVICE ESTIMATES AND ASSUMPTIONS.....</b>	<b>4</b>



## Schedule Version Control

Date	Revision	Author	Comments
8/17/2020	1.0	Michael G.	Original Quote

## 1.0 Project Description

This document is the Statement of Work (SOW) for Upgrading Dynamics GP. This SOW is solely related to the services expressly identified in Quote # Q-06496 for Fort Frances, ON. CentralSquare will provide assistance in successfully upgrade the Client's current version being GP2016. The SOW is an attachment incorporated as part of the Quote signed by CentralSquare and the Customer, and all actions directed herein shall be performed in accordance with the Agreement.

## 2.0 Project Scope

The overall Project Objective and Scope include the following:

### Project Management

CentralSquare will provide a Remote Project Manager (RPM) who will manage the project and work closely with the Customer Project Manager to oversee the project. Throughout the project, the RPM will keep the project organized from the CentralSquare perspective, on schedule and on budget. Both CentralSquare and Customer will assign Project Manager with the requisite skills and leadership authority within the organization to effectively accomplish the goals and complete the scope of the services in this SOW. CentralSquare's RPM in collaboration with the Customer's Project Manager will develop a project schedule. CentralSquare has include RPM hours to cover this project. Duties to include:

- Monitor and report overall progress (duties of both your organization and CentralSquare)
- Immediately notify respective Project Managers of any issue that could delay the project
- Supervise respective Project Teams and resources.

### Technical Engineer

CentralSquare will provide a Remote Technical Engineer whose duties will include the following:

- Upgrade current version of reports and scripts
- Create a temporary testing environment of the updated version of the products
- Make **minor** changes to reports and scripts as deemed in scope by Engineer
- Upon Client's approval; Upgrade Live database

### Business Consultant

CentralSquare will provide a Remote Business Consultant whose duties will include the following:

- High level review of any new functionality and features based on the Client's current module base

### Client Responsibilities

The Client will provide requirements on or before date provided in project plan. Requirement are as follows:

- Complete User Acceptance Testing
- Update provided Issues and Actions Log and provide to Project Managers per schedule
- Work with CentralSquare Project Team on issue resolution
- Provide approval to go to live

**Anything not specifically designated in this SOW should be considered out of scope and not part of this project.**

### Technical Requirements

[https://mbs.microsoft.com/customersource/northamerica/GP/learning/documentation/system-requirements/MDGP2018\\_System\\_Requirements](https://mbs.microsoft.com/customersource/northamerica/GP/learning/documentation/system-requirements/MDGP2018_System_Requirements)

## Client Software

Add-On Modules	Integrations	Notes
<input type="checkbox"/> WorkTech	<input checked="" type="checkbox"/> Utility Meter Reading	
<input type="checkbox"/> Virtual City Hall	<input type="checkbox"/> PCard	
<input type="checkbox"/> FRx	<input checked="" type="checkbox"/> Cash Receipt Import	
<input checked="" type="checkbox"/> Management Reporter	<input type="checkbox"/> eBank Reconciliation	
<input type="checkbox"/> Paramount <ul style="list-style-type: none"> <li><input type="checkbox"/> SQL Security</li> <li><input type="checkbox"/> Active Directory Security</li> <li><input type="checkbox"/> Receiving Transactions</li> </ul>	Integration Suite <ul style="list-style-type: none"> <li><input type="checkbox"/> General Ledger</li> <li><input type="checkbox"/> Accounts Receivable</li> <li><input type="checkbox"/> Accounts Payable</li> </ul>	
<input type="checkbox"/> Anyview Creator	<input checked="" type="checkbox"/> Pre-Authorized Payments	
<input checked="" type="checkbox"/> HRISMyWay	<input checked="" type="checkbox"/> Electronic Funds Transfer <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Accounts Payable</li> <li><input type="checkbox"/> Accounts Receivable</li> </ul>	
<input type="checkbox"/> Path 5 – Parks and Rec		
<input type="checkbox"/> F9		
<input type="checkbox"/> Business Portal		
<input checked="" type="checkbox"/> eOne SmartList Builder		
<input type="checkbox"/> eOne Extender		
<input type="checkbox"/> Rockton Auditor		
<input type="checkbox"/> MICR Mekorma		
<input type="checkbox"/> Questica		
<input type="checkbox"/> JoeSoftware PENNY		
<input type="checkbox"/> REACH		

## 3.0 Service Deliverables

The following outlines the proposed services deemed necessary for a successful implementation of this project and represents a good-faith estimate based on our knowledge at time of the Agreement.

Engagement	High Level Tasks	Deliverables
Planning and Project Initiation	<ul style="list-style-type: none"> <li>➤ Kick-Off Meeting</li> <li>➤ Detailed Scope and Contract Review</li> <li>➤ Assignment of Project Team</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communication Plan</li> <li>➤ Issues/Tasks Tracking Report</li> <li>➤ Project Schedule</li> </ul>
Software Installation	<ul style="list-style-type: none"> <li>➤ Remote installation of application software(s) on server</li> <li>➤ Access to upgraded application from workstations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Testing Environment with upgraded software</li> </ul>
Implementation and Configuration	<ul style="list-style-type: none"> <li>➤ Upgrade current LIVE Environment</li> <li>➤ Complete integrations to 3<sup>rd</sup> Party Products</li> <li>➤ Upload upgraded reports</li> </ul>	<ul style="list-style-type: none"> <li>➤ Upgraded LIVE Environment</li> </ul>
Data Conversion	<ul style="list-style-type: none"> <li>➤ Upgrade report dictionary as required</li> <li>➤ Upgrade scripts as required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reports for testing</li> </ul>
Test	<ul style="list-style-type: none"> <li>➤ <b>Client</b> to test all processes and customizations</li> <li>➤ Issue Resolution</li> </ul>	<ul style="list-style-type: none"> <li>➤ Resolve inscope issues per debriefing session</li> </ul>
Training	<ul style="list-style-type: none"> <li>➤ End User Training on new functions and features</li> </ul>	<ul style="list-style-type: none"> <li>➤ High level understanding of new functions and features</li> </ul>
Transition	<ul style="list-style-type: none"> <li>➤ Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>➤ Not Applicable</li> </ul>

### 3.1 Service Estimates and Assumptions

Service/Task Description	Service Role	Estimated Hours
Report Conversion	Technical Engineer	4
Create Testing Environment	Technical Engineer	8
What's New Review	Business Consultant	4
Debrief / Issue Resolution	Business Consultant	3
Upgrade Live Environment	Technical Engineer	8
Project Management	Project Management	6
<b>Total Estimated Service Hours:</b>		<b>33</b>

- Estimated Hours may include non-client facing time required for session prep and follow-up
- This is an estimate only and additional time may be required depending on the task. If the time required to complete the project is less than 10% the project will proceed with the overage; if the time required to complete the project is more than 10% above the original estimate, a work order will be required.
- Customer will designate a representative as the Project Manager. The Project Manager will be the primary point of contact for project coordination throughout the project.
- Both the Customer and CentralSquare will furnish resources with appropriate skills and experience to assist as needed to fulfill the responsibilities herein.

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: June 29, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Fort Frances/Aazhogan Renewal Planning Committee –Terms of Reference Revisions

---

On May 27, 2020 members of the Town of Fort Frances administration along with our land use planning and economic development consultants met with Riversedge Developments Inc. (2670568 Ontario Ltd.) and Rainy River First Nations, together in joint venture as Aazhogan Renewal, to discuss land use planning policies and mechanisms associated with the potential redevelopment of the Fort Frances mill properties. In this meeting it was discussed that in order to facilitate the implementation of various policies and mechanisms, that the Town apply for funding opportunities to prepare a study of the lands similar to that of the Shevlin Woodyard and Gateway to Market Square. In support of the study it was also discussed that a joint planning committee be formed known as the “Fort Frances / Aazhogan Renewal Planning Committee”.

The committee is currently working with NOHFC to finalize grant submissions prior to a September 30, 2020 deadline.

The initial intent of this committee and study was to engage a consultant to craft location specific land use planning policies, identify economic development opportunities and to provide recommendations that will be used to amend the Town of Fort Frances Official Plan and Zoning By-Law to assist in the redevelopment of the subject lands. The outcome of these amendments would assist to mitigate delays and reduce turnaround times on planning applications associated with the subject lands and to promote redevelopment of the lands for a wide range of uses.

Through committee correspondence with NOHFC it was determined that the scope would be preferably suited to include verbiage regarding a conceptual master plan and apply as one application rather than seeking two projects.

To seek funding opportunities for a conceptual master plan the terms of reference were to be revised to include such wording. To seek such funding the revision to the terms of reference is to be completed prior to the September 30, 2020 deadline with NOHFC.

The revised terms of reference for the committee have been reviewed by associated administration members and RRFDC representative. At this time, it is recommended by administration that Mayor and Council support administration to:

1. Amend the committee terms of reference as included with this report.

Respectfully submitted



Cody Vangel, EIT

Chief Building Official & Municipal Planner

**Council approval of this report will** approve the attached amendments to the terms of reference.

## Terms of Reference

### Fort Frances / Aazhogan Renewal Planning Committee

---

#### 1.0 Background on Aazhogan Renewal

2670568 Ontario Ltd. acquired the former Fort Frances mill properties in July 2019. Since that time, 2670568 and Rainy River First Nations have formed a joint venture with the intent to collaboratively redevelop the mill properties. The joint venture operates as Aazhogan Renewal.

In June 2020, Aazhogan Renewal and the Town of Fort Frances (together, The “Parties”) agreed to work together to address anticipated planning and development requirements associated with the mill properties, most notably with amendments that may be required with the Town of Fort Frances Official Plan ([click here](#)) and the ambitions of Aazhogan Renewal. The Town of Fort Frances and Aazhogan Renewal agreed to work together through a newly formed *Fort Frances/ Aazhogan Renewal Planning Committee* (“the Committee”).

#### 2.0 Purpose

The Committee has been established to provide a forum to align The Parties’ priorities and to develop recommendations for amending Town planning documents relevant to ongoing renewal efforts within the Town limits.

The Committee is an advisory committee and will have no official authorities.

#### 3.0 Principal responsibilities

The principal responsibilities of the Committee will be to:

1. Meet with the Town of Fort Frances’ designated planner to understand requirements within the municipality (i.e. *The Planning Act*, Official Plan, Zoning By-law, Provincial Policy Statement, etc.) as may be necessary.
2. Recommend appropriate mechanisms for efficiently re-zoning the mill properties from current designations to more appropriate Official Plan land use designations.
3. Develop a Request for Proposal (RFP) to hire a qualified consultant\*. The consultant will have four primary responsibilities;
  - a. work with Aazhogan Renewal to develop a conceptual master plan for the former mill properties;
  - b. work with the entire Committee to identify opportunities for advancing the Official Plan and Zoning By-law in support of anticipated renewal projects;

- c. prepare and present a report to the Town of Fort Frances which shows the conceptual master plan and provide recommendations on amendments to the Official Plan and Zoning By-Law and;
- d. conduct public engagement activities upon request from the Committee.

*\*Selection of consultant will be through a scoring process and presented to both Aazhogan Renewal principles and the Town of Fort Frances for acceptance of consultant through a resolution.*

- 4. If necessary, develop and execute engagement and communication plans to gain support from key stakeholder groups, including governments, regulators, companies, and investors.

#### **4.0 Membership**

Membership of the Committee will include;

- 2 (two) representatives for Aazhogan Renewal and
- 2 (two) representatives from the Town of Fort Frances administration.

Members will sit on the Committee as representatives of their organization, in addition to bringing individual expertise.

The Committee will be chaired on a rotational basis by each of the four members.

#### **5.0 Funding for the Committee**

Each party will pay any out of pocket and travel expenses for their representatives.

The Town of Fort Frances will pay for all expenses related to the qualified consultant, including fees, expenses, etc. pending approval of funding submissions to granting agencies. Any fees or expenses for the consultant that are not covered by the grant will be split 50/50 by The Town of Fort Frances and Aazhogan Renewal.

#### **6.0 Meeting Frequency and Location**

The Committee will meet two times per month, on the second and fourth Tuesday.

The time requirement for each session will vary, but generally the session will begin at 1:30 pm and end by 3:30pm. Once a consultant is engaged, the committee may mutually agree to vary day and time requirements to facilitate an efficient process.

Meetings will be held in a location to be determined.

#### **7.0 Duration**

Duration of the Committee will continue to exist until the work is adopted by the Town of Fort Frances within their Official Plan and Zoning By-law.

Date: September 28, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: B4-2020: Zoning Exception – 840 Sixth Street West

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### **Background**

An application was submitted by authorized agent, Ian McKay, requesting a zoning by-law exception to include a site-specific permitted use of a Recreation or Fitness Establishment at 840 Sixth Street West.

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.

### **Property History**

The property is located at 840 Sixth Street West which is between McIrvine Road and Keating Avenue in the industrial area of Fort Frances. There is no information contained on file regarding previous uses on the lands.

Information on file shows that the primary structure on the property was constructed as a warehouse in 1990.

### **Official Plan**

The property is designated as an **Employment Area** which typically hold Industrial, Commercial and Business uses.

The applicable Official Plan policies have been attached to this report.

### **Zoning**

The property is currently zoned **Light Industrial (M1)** which does not permit the proposed use of a Recreation or Fitness Establishment. The following are permitted uses in the Light Industrial zone:

#### **4.12 LIGHT INDUSTRIAL (M1) ZONE**

No person shall within a Light Industrial (M1) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

##### **4.12.1 Permitted Uses**

- a) animal shelter or veterinary hospital
- b) building supply and lumber outlet
- c) bulk fuel depot
- d) contractors yards
- e) heavy or light equipment sales and services
- f) manufacturing or processing within an enclosed **building**
- g) motor vehicle repair garage
- h) motor vehicle body shop
- i) outside storage
- j) public works yard
- k) recycling depot
- l) retail sales accessory to a permitted use not exceeding 35% of the total floor area
- m) self-storage facility
- n) telecommunications tower
- o) transmission towers and hydro-electric substations
- p) transportation depot and rail line uses
- q) warehouse
- r) wholesale sales
- s) work/service shop
- t) microbrewery<sup>1</sup>

## **Provincial Policy Statements**

The Planning Act requires that zoning by-law amendments be consistent with provincial policy statements as identified in the 2020 Provincial Policy Statements (PPS). The proposed permitted use appears to remain consistent with employment area policies as outlined in the 2020 PPS:

### **1.3.2 Employment Areas**

**1.3.2.1** Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses and ensure that the necessary *infrastructure* is provided to support current and projected needs.

**1.3.2.2** At the time of the official plan review or update, planning authorities should assess *employment areas* identified in local official plans to ensure that this designation is appropriate to the planned function of the *employment area*.

*Employment areas* planned for industrial and manufacturing uses shall provide for separation or mitigation from *sensitive land uses* to maintain the long-term operational and economic viability of the planned uses and function of these areas.

**1.3.2.3** Within *employment areas* planned for industrial or manufacturing uses, planning authorities shall prohibit residential uses and prohibit or limit other *sensitive land uses* that are not ancillary to the primary employment uses in order to maintain land use compatibility.

*Employment areas* planned for industrial or manufacturing uses should include an appropriate transition to adjacent non-*employment areas*.

**1.3.2.4** Planning authorities may permit conversion of lands within *employment areas* to non-employment uses through a *comprehensive review*, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

**1.3.2.5** Notwithstanding policy 1.3.2.4, and until the official plan review or update in policy 1.3.2.4 is undertaken and completed, lands within existing *employment areas* may be converted to a designation that permits non-employment uses provided the area has not been identified as provincially significant through a provincial plan exercise or as regionally significant by a regional economic development corporation working together with affected upper and single-tier municipalities and subject to the following:

- a) there is an identified need for the conversion and the land is not required for employment purposes over the long term;
- b) the proposed uses would not adversely affect the overall viability of the *employment area*; and
- c) existing or planned *infrastructure* and *public service facilities* are available to accommodate the proposed uses.

**1.3.2.6** Planning authorities shall protect *employment areas* in proximity to *major goods movement facilities and corridors* for employment uses that require those locations.

**1.3.2.7** Planning authorities may plan beyond 25 years for the long-term protection of employment areas provided lands are not designated beyond the planning horizon identified in policy 1.1.2.

**Divisional Comments**

Fort Frances Power Corporation: No comments received

Fort Frances Recreation and Culture: No comments received

Fort Frances Fire Rescue: No concerns

Fort Frances Public Works: No concerns

Fort Frances Planning and Development: Provides for a more consistent use for the property. Request does not fit in well with surrounding land uses.

**Committee of Adjustment**

This matter was considered at the August 12, 2020 session of the Committee of Adjustment. The applicant had the opportunity to explain the proposal to the Committee, where the Committee had an opportunity to ask questions.

The Committee of Adjustment has recommended the approval of the request.

**Planning and Development Executive Committee**

This matter was considered at the September 8, 2020 session of the Planning and development Executive Committee.

The Planning and Development Executive Committee has recommended the approval of the request.

Respectfully submitted



Cody Vangel, EIT  
Chief Building Official & Municipal Planner

**Council approval of this report will** agree to the recommendation of the Committee of Adjustment and the Planning and Development Executive Committee to approve the request to add a recreation or fitness establishment as a site-specific use at 840 Sixth Street West.

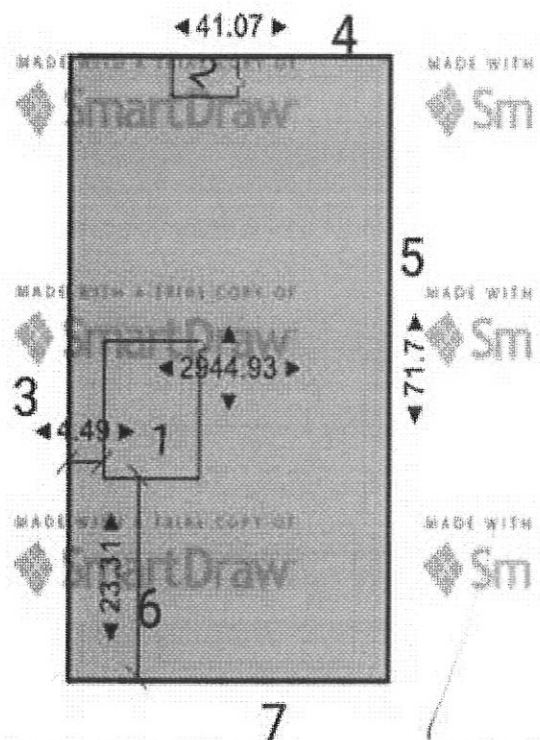






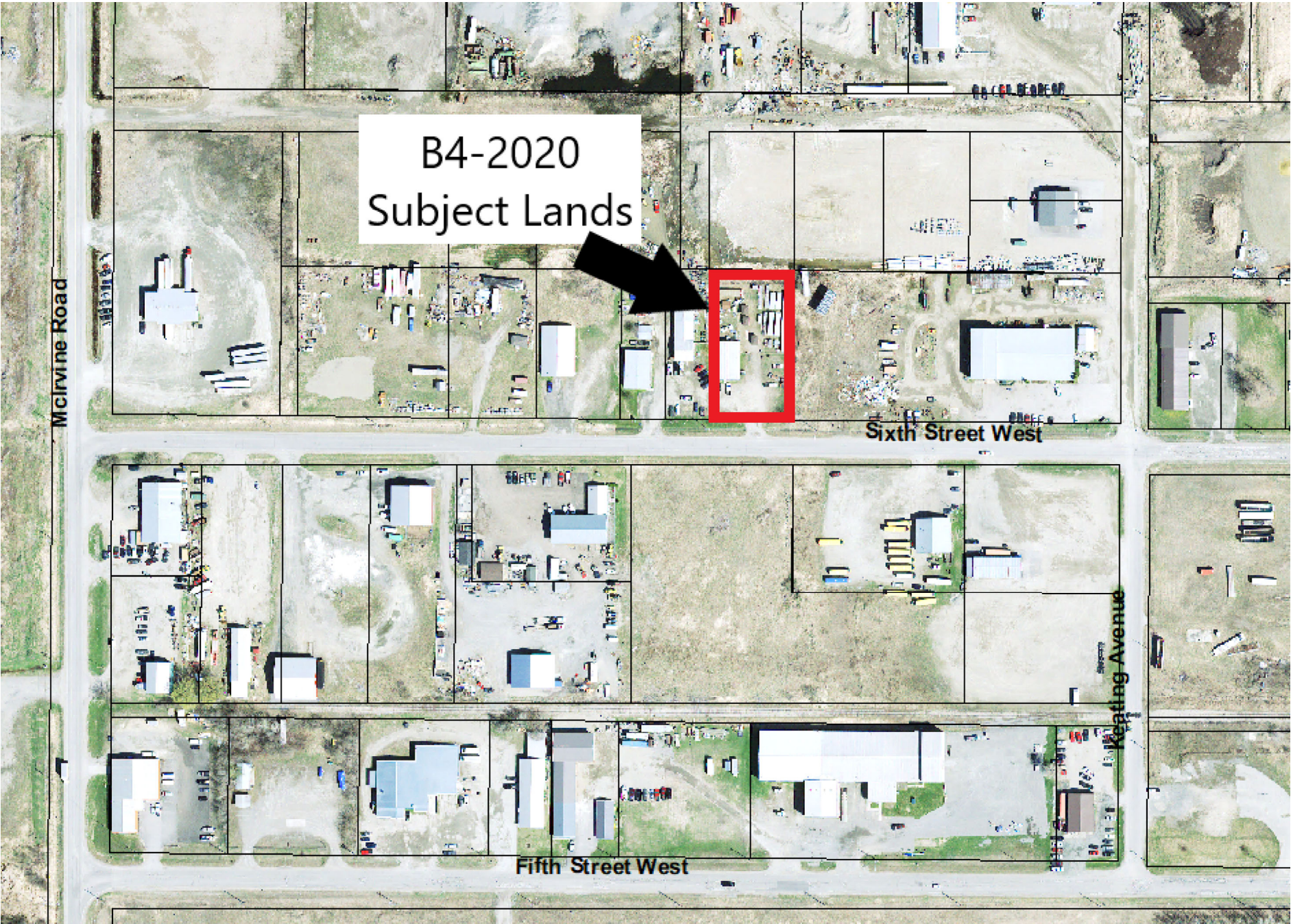






1. Main building
2. Storage container
3. Jays Autobody
4. Weerts lot
5. Bughes lot
6. Parking
7. 6 Street road access









Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
T: 807-274-5323  
F: 807-274-8479

www.fort-frances.com

## APPLICATION FOR ZONING BY-LAW AMENDMENT

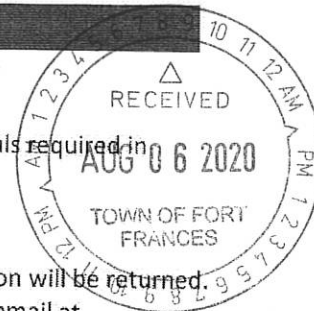
The Planning Act, RSO 1990, as amended (O'Reg. 545/06)

### Notice of Public Record:

In accordance with section 1.0.1 of the Planning Act, RSO, 1990, all information and materials required in support of your application shall be made available to the public.

### Complete Application:

All applicable sections of the application form must be completed. An incomplete application will be returned. For assistance, contact the Planning Department by phone at 807-274-5323 ex. 1216 or by email at cvangel@fortfrances.ca.



### APPLICATION TYPE (check one)

- ☒ Zoning By-Law Amendment (section 34) ☐ Removal of Holding Provision (section 36)  
☐ Removal of Interim Control By-Law (section 38) ☐ Temporary Use By-Law (section 39)

1. The name, address, telephone number and email address (if any) of the Applicant:	
Ian Anthony McKay 807-271-0856 ian@mckaypts.com 840 6th St W Fort Frances, ON P9A3T6	
2. If known the names and full addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land:	
James Alan Burnett 724 Third St W Fort Frances, ON P9A 3B6	
3. The current Official Plan designation of subject land:	Employment
4. Describe how the application conforms to the official plan of the municipality?	
We comit to the community Strategic Direction of quality of life is exactly what RefleXion Studio brings. As for the current Policy Direction 2.2.2, (v.) we will work hard to retain our youth for sports, and familys by offering and engaging and health focuses acitivitys not found currently in Fort Frances (vii.). We offer support to all ages to offer preventive health care for seniors and youth to our (xi.) to aid in lessening the burden of our understaffed health care facilities. 2.4.2 (xi.) Fort Frances will enhance community health and wellness services in the municipality	
5. The current zoning of the subject land:	Light Industrial (M1)
6. The nature and extent of the rezoning requested:	
Primairry request is to allow my building and yard site for use as a recreation or fitness establishment. This would allow me to train in the facility i also receive and manufacture products for home & commerical gyms.	

7. The reason why the rezoning is requested.					
M status does not permit a fitness center, both inside and outdoors.					
8. Is the subject land within an area where the municipality has pre-determined minimum & maximum density requirements or minimum or maximum height requirements?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide information relative to these requirements.					
N/A					
9. The description of the subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number:					
PL 24-1 SEC 48 M357; LT 24 PL 48 M357 MCIRVINE; FORT FRANCES					
10. The frontage, depth and area of the subject land (in metric):					
Frontage:	40.6 M	Depth:	72.5 M	Area:	2943.5 M2
11. Is the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide details of the official plan that deals with the matter					
N/A					
12. Is the application to remove land from an area of employment?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide details of the official plan that deals with the matter.					
N/A					
13. Is the subject land within an area where zoning with conditions may apply?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions					
N/A					
14. Is access to the subject land by provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way or by water?					
Yes, 6th Street West in Fort Frances and Maintained year round.					

15. If access to the subject land is by water only, provide details of the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public land:	
N/A	
16. Existing uses of the subject land:	
I have deliveries of large equipment needing a large door to bring into my studio delivered by a flatbed or lift system on a truck. I then assemble on site, or transfer to site to assemble. Customize on site to suit the needs of the customer with the help of fabricators down the road at Busch's	
17. Are there any buildings or structures on the subject land: Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
18. If answer to question 17 is yes, provide, for each building or structure, the type of building or structure and the setback from the front lot lines, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:	
The Main steel building is 40X50, 4.2672 high, Aprox 30 feet from 6th st W. Aprox 30 feet from rear lot line. 6 feet of the left lot line, 30 feet off the left lot line. 1 freight container for storage, 2.43m High aprox 100 feet from 6th st W., 2 feet from rear lot 6 feet of the left lot line, 15 feet off the left lot line.	
19. The proposed uses of the subject land:	
Build and customize Fitness Equipment for home gyms Recive orders in bulk Outdoor/Indoor classes and coaching Nutrition Sales	
20. Are any buildings or structures proposed for the subject land? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
21. If answer for question 20 is yes, provide, for each building or structure, the type of building or structure proposed, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:	
22. If known,	
a. the date the subject land was acquired by the current owner:	2001
b. the date existing buildings or structures on the subject land were constructed:	1990
c. the length of time that the existing uses of the subject land have continued:	
Unknown	
23. Water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or by other means:	
Yes, Public - fort Frances Waer and Sewer Access	

24. Whether sewage disposal is provided to the subject land by a publicly owned and operated piped sewage disposal system, a privately owned and operated individual or communal septic system, a privy or other means:	
Yes, Public Fort Frances	
25. If the application permits development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report, and a hydrogeological report are required. Are these reports attached?	
a. a servicing options report,	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
b. a hydrogeological report	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
26. Indicate whether storm drainage is provided by sewers, ditches, swales or other means:	
Ditches	
27. If known,	
a. is the subject land the subject of an application under the Act for approval of a plan of subdivision or a consent: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide file number and status of the application:	
b. has the subject land ever been the subject of an application under Section 34 of the Act: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide file number and status of the application:	
c. has the subject land ever been the subject of a Minister's Zoning Order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide Ontario Regulation number of the Order:	



28. A sketch showing, in metric units, the following:

- a. the boundaries and dimensions of the subject land.
- b. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the lot lines.
- c. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to it, and that in the applicant's opinion, may affect the application (*for examples buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks*).
- d. The current uses on land that is adjacent to the subject land.
- e. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- f. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- g. The location and nature of any easement affecting the subject land.

29. Is the application for an amendment to the zoning by-law consistent with the policy statements issued under subsection 3(1) of the Act. Yes ☒ No ☐

30. Is the subject land within an area of land designated under any provincial plan or plans? Yes ☐ No ☒

31. If answer to question 30 is yes, does the application conform to the applicable provincial plan or plans? Yes ☐ No ☒

32. An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.

DECLARATION  
Of Applicant or Authorized Agent

I, Ian McKay of the Town of Fort Frances, in the District of Rainy River solemnly declare that:

All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

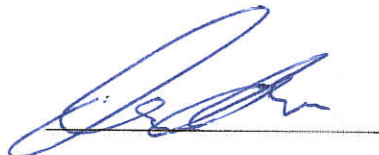
DECLARED before me at the

Town of Fort Frances, in the

District of Rainy River, this 6th

day of August 2020

)  
)  
)  
)  
)  
)  
)



Signature of Applicant or  
Authorized Agent



Signature of Commissioner etc.  
Elizabeth Slomke, a Commissioner, etc.,  
District of Rainy River, for the Corporation  
of the Town of Fort Frances.

**PLEASE NOTE:**

1. *The Owner must complete the Owner's Consent.*
2. *If the applicant is not the Owner, the application must be accompanied by an Authorization of Owner.*
3. *12 copies of this application are required for processing accompanied by the required fee as outlined in current user fee by-law.*
4. *Application and fee to be filed with the Municipal Planner*
5. *It takes approximately 3 months to complete the process for a Zoning Amendment Application.*
6. *It is strongly recommended that you consult with the Municipal Planner to ensure the timelines of your application coincide with your development proposal.*

**COMPLETE IF APPLICANT IS THE OWNER****OWNER'S CONSENT**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**COMPLETE IF APPLICANT IS NOT THE OWNER****AUTHORIZATION OF OWNER**

I, Texas A. Bennett, am the owner of the land that is the subject of this application for zoning amendment and, for the purpose of processing and the Freedom of Information and Protection of Privacy Act, I authorize IAN McKay to act as my agent for this application and provide any of my personal information that will be included in this application or collected during the processing of the application and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application

Date

JUNE 17/2020

Signature of Owner





September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Fall 2020 Arena Ice in procedures and recommendations – updated information**

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The Community Services Division put forth a recommendation at the September 14, 2020 meeting and Council has asked to have more information provided before approving a recommendation.

The report showed 76 ice time slots available for use but realistically the users will fill closer to 65 of those time slots due to available times and blocks that are suitable for the groups needs. This will result in a reduced revenue compared to prior year of \$148,000 to \$181,000, based on a standard one hour charge which has been suggested.

The Town has received a grant worth \$463,100.00 under the Safe Restart Agreement. This funding is for the entire organization and is intended to be used to pay for items including but not limited to lost revenue and additional expenses. Within the Community Services Division alone there is between \$400,000 and \$500,000 of lost Revenue and additional expenses to date and we have not yet re-opened the Sister Kennedy Centre or the Museum at this time. The \$400,000 to \$500,000 figure does not include any subsidy to the ice users or other auditorium or pool users.

If a decision is made to not charge any additional fees to the ice user groups, the Community Services Division would need to remove the additional fees that are being charged to other user groups in the pool area and the auditorium who have been advised they will be required to pay for the cleaning costs associated with their areas.

Additional funding may not be available next year for COVID costs causing the tax base to shoulder the entire burden of these additional costs or lost revenues. A \$148,000 to \$181,000 reduction to revenues or increase to expenses is approximately a 1.5% to 1.8% increase to the tax base to cover the additional ice user costs.

In 2019, The Memorial Sports Centre had approximately 600 users between the three main ice user groups which relates directly to roughly 500 households in the Town. We have a total of 3835 taxable properties in the Town which means that the ice users represent approximately 13.04% of the taxable population.

The Town currently subsidizes the Ice Surfaces at a 60% level meaning we are only passing on approximately 40% of the true cost of operating the arenas to the users.

**Recommendation**

The Recreation and Culture Manager recommends to Mayor & Council to accept the Fall 2020 Arena Ice in recommending to the user groups to delay the start of the U9 and younger programs and to charge 1.5 hours of ice time for each 50 minute ice time period. It is understood that the fee's being charged and the "no spectators" rule will be revisited two weeks into the ice season.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

**Council approval of this report will agree to the recommendation of the Community Services Executive Committee to approval of the Fall 2020 Arena Ice in Procedures, recommending to the user groups to delay the start of the U9 and younger programs and to charge 1.5 hours of ice time for each 50 minute ice time period. It is understood that the fee's being charged and the "no spectators" rule will be revisited two weeks into the ice season.**

### 1.5 hour time blocks

		Revenue at 65 Slots/ week	Revenue in 2019	Estimated Cleaning cost/Week including materials			Gain/Loss over 2019 numbers - Students	Gain/Loss over 2019 numbers - Caretaker	Gain/Loss over 2019 numbers - Facilities attendant	Total Impact over a 6 month or 26 week season - Student Arena attendant	Total Impact over a 6 month or 26 week season - Caretaker	Total Impact over a 6 month or 26 week season - Facilities Attendant
hours CHGed	\$ 103.41			Student Arena Attendant	Caretaker	Facilities Attendant						
1.5	\$ 155.12	\$10,082	\$11,405	\$1,000	\$1,900	\$2,300	-\$2,323	-\$3,223	-\$3,623	-\$60,386	-\$83,786	-\$94,186
1.25	\$ 129.26	\$8,402	\$11,405	\$1,000	\$1,900	\$2,300	-\$4,003	-\$4,903	-\$5,303	-\$104,076	-\$127,476	-\$137,876
1	\$ 103.41	\$6,722	\$11,405	\$1,000	\$1,900	\$2,300	-\$5,683	-\$6,583	-\$6,983	-\$147,767	-\$171,167	-\$181,567

September 8, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Fall 2020 Arena Ice in procedures and recommendations**

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The Community Services Division has put together the process of how a return to play/use of the ice facilities within the Memorial Sports Centre will be able to be facilitated. We are hoping to have a tentative ice in date of Monday October 5, 2020. A detailed document which will be provided to all ice users with the appropriate information on how they will enter and interact with our facility has been attached to this report for your information.

We have two options the first being blocking 2 hours of ice time for each regular 50 minute time block, and the users would be required to pay for two hours of ice time. The cost of an hour of ice is \$114.92 plus HST, under this scenario the cost to the organizations will essentially double. The user groups have indicated that they will not be able to operate under those circumstances as the financial burden would be too high.

Fifteen minutes are required on each side of the ice users using the ice for intake and departure requirements. The remaining time will be used for cleaning and sanitizing the facility to ensure a safe/secure return to arena use. We will stagger bookings by 30 minutes between the two ice surfaces to allow for intake and departure of the groups without having them interact with each other. Based on the demand from our ice users we are able to reasonably utilize both of our ice surfaces.

In 2019 the facility generated \$209,471 of revenue for the ice season. The potential impact is as follows: in 2019 we had 99.25 hours/week of ice time booked, 16.5 hours of that time was during the day or off peak. That would leave 82.75 hours of peak hours that was utilized in 2019. With our 2 hour blocks we would be able to offer 58 time slots during peak times which means we would not be able to accommodate 24.75 hours of time that had been traditionally booked by users, thus each user would receive less ice time than they generally would be getting. Three of our regular users cannot commit to ice time in 2020 and are hoping to be able to operate their programs beginning 2021. This would affect 7.5 hours of ice time during peak time in 2020, which means that the ice time we would not be able to satisfy would be reduced to 17.25 hours. The user groups have indicated they cannot pay for 2 hours of ice and get only 1 actual hour of ice time.

In order to facilitate the cleaning and maintenance of our ice plants and arena areas there will be a requirement for additional cleaning staff. This additional staff will be an increased cost over our budgeted amounts thus driving up the cost to operate the ice surfaces. In order to complete our cleaning, we require a new dedicated staff member during the time we have users in the building. We are hoping to hire additional rink attendants (students) to fill part of the cleaning role. There are an additional 58 hours per week for the peak ice time cleaning. Ideally we would like to fill this cleaning time with rink attendants, this will add an additional cost of \$800 per week plus cleaning materials which we expect to cost approximately \$200 per week. We have in the past had a very difficult time hiring rink attendants, currently we have two committed to returning and need two more for our regular rink duties so we essentially will be looking to hire four more which may be a difficult if not impossible task. We may be required to hire a caretaker position or two to cover the additional 58 hours of cleaning required. The caretaker position if we needed to hire this position would cost an additional \$1700 per week plus cleaning materials. The caretaker position has also been difficult to hire

traditionally so it is possible we may have to hire an attendant to do the additional cleaning above the additional attendant we are seeking which would add an additional cost of \$2,100 per week plus cleaning materials.

For the 2 hour time slots as seen in the table attached to this report the potential best case scenario ranges from a profit of \$926/week over prior year to a loss of \$7,040/week. Over a 26 week season we would be looking at a range of \$24,069 profit to a loss of \$183,031. These are best case scenario's based on all 58 time slots being utilized every week. Under this scenario we know that we are unable to satisfy the demand we are seeing from our users.

Option 2 would be if we have two people doing the cleaning duties we could cut the time down to 1:30 minutes blocks allowing additional time slots to be opened up and the arena to satisfy more of the demand we are seeing. It would also increase the revenue potentially which could offset some of our additional costs of operating under COVID. The 30 minute savings represents approximately a 25% savings in time which could potentially add 18 time blocks for our users for a total of 76 per week.

For the 1.5 hour time slots as seen in the table attached the potential best case scenario ranges from a profit of \$696/week over prior year to a loss of \$4,971/week. Over a 26 week season we would be looking at a range of \$18,093 profit to a loss of \$129,248. These are best case scenario's based on all 76 time slots being utilized every week.

The health unit has been provided a copy of our Ice In plan and participation requirements and has given us comments back on this document. Based on their comments we will be able to operate under their guidelines and provide the required level of sanitation/disinfection with a 1.5 hour time slot.

### **Recommendation**

The Recreation and Culture Manager recommends to Mayor & Council to accept the Fall 2020 Arena Ice in procedures and recommendations as outlined in this report and for the CSEC committee to recommend one of the fee blocks outlined in this report.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

**Council approval of this report will agree to the recommendation of the Community Services Executive Committee to approval of the Fall 2020 Arena Ice in Procedures, recommending to the user groups to delay the start of the U9 and younger programs and to charge 1.5 hours of ice time for each 50 minute ice time period. It is understood that the fee's being charged and the "no spectators" rule will be revisited two weeks into the ice season.**

**Option 1 - 2 hour time blocks**

	Rate	Revenue at 58 Slots/ week	Revenue in 2019	Estimated Cleaning cost/Week including materials						Total Impact over a 6 month or 26 week season - Student Arena attendant	Total Impact over a 6 month or 26 week season - Caretaker	Total Impact over a 6 month or 26 week season - Facilities Attendant
hours CHGed				Student Arena Attendant	Caretaker	Facilities Attendant	Gain/Loss over 2019 numbers - Students	Gain/Loss over 2019 numbers - Caretaker	Gain/Loss over 2019 numbers - Facilities attendant			
2	\$ 229.84	\$13,331	\$11,405	\$1,000	\$1,900	\$2,300	\$926	\$26	-\$374	\$24,069	\$669	-\$9,731
1.75	\$ 201.11	\$11,664	\$11,405	\$1,000	\$1,900	\$2,300	-\$741	-\$1,641	-\$2,041	-\$19,256	-\$42,656	-\$53,056
1.5	\$ 172.38	\$9,998	\$11,405	\$1,000	\$1,900	\$2,300	-\$2,407	-\$3,307	-\$3,707	-\$62,581	-\$85,981	-\$96,381
1.25	\$ 143.65	\$8,332	\$11,405	\$1,000	\$1,900	\$2,300	-\$4,073	-\$4,973	-\$5,373	-\$105,906	-\$129,306	-\$139,706
1	\$ 114.92	\$6,665	\$11,405	\$1,000	\$1,900	\$2,300	-\$5,740	-\$6,640	-\$7,040	-\$149,231	-\$172,631	-\$183,031

**Option 2 - 1.5 hour time blocks**

	Rate	Revenue at 76 Slots/ week	Revenue in 2019	Estimated Cleaning cost/Week including materials						Impact over a 6 month or 26 week season - Student Arena attendant	Total Impact over a 6 month or 26 week season - Caretaker	Total Impact over a 6 month or 26 week season - Facilities Attendant
hours CHGed				Student Arena Attendant	Caretaker	Facilities Attendant	Gain/Loss over 2019 numbers - Students	Gain/Loss over 2019 numbers - Caretaker	Gain/Loss over 2019 numbers - Facilities attendant			
1.5	\$ 172.38	\$13,101	\$11,405	\$1,000	\$1,900	\$2,300	\$696	-\$204	-\$604	\$18,093	-\$5,307	-\$15,707
1.25	\$ 143.65	\$10,917	\$11,405	\$1,000	\$1,900	\$2,300	-\$1,488	-\$2,388	-\$2,788	-\$38,678	-\$62,078	-\$72,478
1	\$ 114.92	\$8,734	\$11,405	\$1,000	\$1,900	\$2,300	-\$3,671	-\$4,571	-\$4,971	-\$95,448	-\$118,848	-\$129,248



# Ice In Plan and Participation Requirements

The Town of Fort Frances continues to monitor and adapt to the guidelines and recommendations of the Northwestern Health Unit, Province of Ontario and Federal Government. Our operating guidelines may be adjusted and/or changed as required at any time.

### **General Arena Guidelines**

- Participants/parents/guardians/coaches/instructors will be required to complete a self-screening check before entering the facility. If you are feeling unwell, have symptoms of COVID-19, are waiting for a COVID-19 result, or have been in contact with someone who has symptoms or has tested positive for COVID-19, you will not be permitted to enter the facility. These procedures will be posted as you enter the facility.
- Participants/parents/guardians/coaches/instructors must practice physical distancing of 2 meters (6 feet).
- Participants/parents/guardians/coaches/instructors must sanitize hands upon entering and exiting the facility. Frequent hand washing and sanitizing while in the facility is highly recommended.
- Participants/parents/guardians/coaches/instructors must follow traffic flow and spacing instructions that are clearly marked with stickers and signs.
- Masks must be worn in the lobby and seating area by all facility users.
- Participants/users must come to the arena dressed and ready to play/skate. Skates, helmets and gloves can be put on upon arrival in the designated areas. Face masks can be removed when helmets are put on and must be put back on once helmets are removed. Hockey goalies are permitted to put on their chest protectors and goalie pads on in the designated areas. No equipment/hockey bags will be allowed in the facility.
- If accessing a child or youth program, only 1 parent/guardian per child will be permitted to enter the building, to assist with donning of skates, once this is complete the parent will be asked to leave the building and return to pick the child up at the end of their scheduled ice time. Siblings will not be allowed to accompany the 1 parent/guardian.
- Participants must have their own clearly marked water bottles.
- The sharing of equipment or sticks is not permitted.
- The user group or ice renter will be responsible for screening participants and tracking attendance and contact information using templates provided by the Town, this information must be available upon request.
- Frequently touched surfaces and washrooms are cleaned and sanitized regularly by Town of Fort Frances staff, specific washrooms will be designated and clearly indicated for each ice surface.
- At this time dressing rooms will be closed for use unless specifically indicated within this document. Dedicated dressing rooms used by the user groups in years past will not be permitted at this time.
- Any games that are played will be non-contact – physical contact between players is prohibited.
- At this time showers will be closed for use.
- At this time spectators will not be allowed in the facility to watch events.



- No gathering or loitering in parking areas or public areas before, during, or after your activity.
- Water fountains and canteen are not available.
- Each user group will provide the Town with plans on their “Response” if someone shows sign, develops signs or tests positive for COVID-19, and on “Communication” on how the organization will inform all official departments.

### **General Ice Usage Guidelines**

- A maximum of 30 skaters/players will be allowed on the ice at any time (plus coaches). If a team or user group requires more than the 30 person limit an application in writing must be made and approved by the Recreation and Culture Manager.
- Participants are to arrive at the facility no more than 15 minutes before their designated ice time, they are expected to be fully dressed when they enter the facility with the exception of skates, helmets and gloves. The other exception being goalies who are also able to put their pads and chest protector on within the facility.
- Users are expected to bring an equipment they will be using with them each time they practice/play. You will not be allowed to store items at the facility.
- No spitting on the bench or on the ice will be permitted.
- Players are not allowed to take their helmets or gloves off while on the ice.
- There will be no shaking of hands before or after any game.
- There will be no ‘contact or battle drills’ practiced. Only skill drills are permitted.
- Players/skaters on-ice behavior is the responsibility of the coach/instructor.
- Participants are to leave the facility promptly (within 15 minutes) after their designated ice time.
- Score keepers/penalty box attendants must wear a mask while in these areas.
- The press box if used will be limited to two individuals who must maintain physical distancing.

### **Entering the building Guidelines - for practice on the 52 Canadians Arena**

- A designate from the team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.
- The designate will be responsible for screening the individuals at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance

into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)

- The participants will be allowed to put on their skates, helmets and gloves in the 52 Canadians change room LOBBY where there will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.
- All users will exit the building through the 52 Canadians lobby and then through the front doors of the Memorial Sports Centre.

#### **Entering the building Guidelines - for games on the 52 Canadians Arena**

- A designate from each team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.
- The designate(s) will be responsible for screening their teams/group at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The “home” team for a game will be required to have the referees and time keepers on their list of screened individuals and ensure they are asked the screening questions in accordance with the COVID guidelines.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)
- One team will be assigned the 52 Canadians change room LOBBY and the second team will be assigned the 52 Canadians main lobby area. The participants will be allowed to put on their skates, helmets and gloves on in these areas and there will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.
- All users will exit the building through the 52 Canadians lobby and then through the front doors of the Memorial Sports Centre.

#### **Entering the building Guidelines - for practice on the Ice for Kids Arena**

- A designate from the team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other

participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.

- The designate will be responsible for screening the individuals at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)
- The participants will be allowed to put on their skates, helmets and gloves in the Lakers hallway. There will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.
- All users will exit the building through the front doors of the Memorial Sports Centre.

#### **Entering the building Guidelines - for games on the Ice for Kids Arena**

- A designate from each team/organization will make an appointment to be let into the building with front desk staff at the MSC. All other participants/coaches/parents/members will enter the building through the 52 Canadians doors and not the main MSC doors.
- The designate(s) will be responsible for screening their teams/group at the 52 Canadians Entrance and ensure Contact tracing forms have been obtained from every person who enters the Building.
- The “home” team for a game will be required to have the referees and time keepers on their list of screened individuals and ensure they are asked the screening questions in accordance with the COVID guidelines.
- The designate will be required to ensure that they are not letting anyone into the building prior to the designated time. (if the ice time is scheduled for 7:00, admittance into the building will happen no sooner than 15 minutes prior to the scheduled ice time or beginning at 6:45 in this instance.)
- One team will be assigned the Lakers hallway and the second team will be assigned the borderland skating hallway. The participants will be allowed to put on their skates, helmets and gloves on in these areas and there will be chairs set out to aid in putting on skates and adhere to social distancing requirements.
- Once a parent/guardian has assisted in lacing up the skates if required, they must immediately leave the facility through the main lobby and out the front doors of the MSC.

- All users will exit the building through the front doors of the Memorial Sports Centre.

**Entering the building Guidelines - for referees/linesmen/scorekeepers/penalty box operators**

- Referees/linesmen/scorekeepers/penalty box operators will all enter the building through the 52 Canadians entrance. They will not be allowed to enter the facility any earlier than 15 minutes prior to the scheduled ice time.
- Referees/linesmen/scorekeepers/penalty box operators must have their information provided to the home team and will be part of the home teams intake process. They must complete their screening prior to entering the building.
- scorekeepers/penalty box operators will be required to leave the facility within 15 minutes after the conclusion of the game and exit through the main Memorial Sports Centre Doors.
- Referees/linesmen will be required to leave the facility within 15 minutes after the conclusion of the game and exit through the 52 Canadian's Hallway north exit door. Please be advised that you must be mindful of Zamboni traffic in this area.
- Referees/linesmen must come dressed and ready for the games. They will be allowed to put their skates/helmets on in the building but must be otherwise dressed for the game.
- Referees/linesmen will use the referee's room in the Lakers hallway area between the two ice surfaces.

**Failure to follow these guidelines may result in contract cancellation and removal from the facility. The Town of Fort Frances reserves this right at all times.**

September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Museums Assistance Program Emergency Support for Heritage**

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As noted in the report prepared by Beverly Cochrane the Museum Curator, an additional funding opportunity for the Museum has arisen. The grant is designed to help pay for ongoing operations, salaries, utilities, insurance among other operating costs. This is a welcome opportunity to add an additional \$28,858 to our funding for the Museum in 2020/2021.

I have included Bev's report below, along with the application that was sent out.

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2020/2021 Museums Assistance Program for Emergency Support Fund for Heritage 2020/2021.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

**Council approval of this report will agree to the recommendation of the Community Services Executive Committee to submit the 2020/2021 Museums Assistance Program for Emergency Support Fund for Heritage 2020/2021.**

**REPORT FOR COMMUNITY SERVICES EXECUTIVE COMMITTEE**

Submitted by Beverley Cochrane

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**COVID-19 Emergency Support Fund for Heritage Organizations Application**

On August 7, 2020 Beverley Cochrane, Curator was alerted to an emergency funding source; advised Aaron Bisson, Recreation & Cultural Manager on same day.

As the funding deadline was September 1, 2020; an application was submitted on August 20, 2020. Lisa Slomke has provided permission to submit application under the short turn around time with the understanding that a report was to be submitted to the Community Services Executive Committee.

To apply for the funding; the following documents were required:

- Proof that authorized representative has signing authority according to the organization's official operating policies (e.g. Bylaws, constitution, Board resolution or other document)
- Permission to submit on behalf of the Authorized Representative (attestation from Authorized Representative)
- Most recent Financial Statements (audited if available)
- Proof of Legal Status (letters patent/incorporation documents, constitution or bylaws), or in the case of an unincorporated association, a completed Unincorporated Applicant Acceptance or Liability Form

The funding is based on the previous years' expenditures of the Fort Frances Museum & Cultural Centre; therefore, with the predetermined funding formula, the application was in the amount of \$28,858.

Eligible expenses for funding include:

- ongoing operations;
- day-to-day collections management activities;
- salaries and wages;
- utilities;
- insurance;
- materials and supplies;
- minor capital costs (up to 10% of total amount awarded);
- other costs related to the care of the collection.

Attached is a copy of the Application, for formal approval and authorization.



## Museums Assistance Program (MAP)

### Application Form – Emergency Support Fund for Heritage 2020-2021 APP-9070E

**IMPORTANT:**

To complete this form electronically, please enter data in shaded areas. You may also print the form and complete Sections A, B and C manually. Please sign the Attestation Form (section E). The supporting documents listed in the Application Checklist (section D) must be submitted with the Application Form.

#### A. Applicant Information

##### Organization Name and Address

**Full Legal Name of Organization** as per incorporation documents (if incorporated)

Corporation of the Town of Fort Frances

**Usual Operating Name**

Fort Frances Museum & Cultural Centre

**Former Name** (if your organization previously applied for funding under another name)

**Primary Address**

Street

259 Scott Street

City

Fort Frances

Province/Territory

Ontario

Postal Code

P9A 1G8

**Mailing address** (if different from primary address)

Street

320 Portage Ave

City

Fort Frances

Province/Territory

Ontario

Postal Code

P9A 3P9

P.O. Box

Phone

Number

Ext.

Phone Type

Office

(807)274-7891

Fax Number

Website

<https://fortfrances.ca/experience/activities-amenities/museum>

Email Address

bcochrane@fortfrances.ca

##### Official Language of Choice

In which official language do you wish to communicate? English

Do you belong to or serve an Official Language Minority Community? No

##### Contact for Official Correspondence

Name

Elizabeth Slomke

Title

Clerk

**Mailing address** (if different from above)

Street

320 Portage Ave

City

Fort Frances

Province/Territory

Ontario

Postal Code

P9A 3P9

Phone

Number

Ext.

Phone Type

Office

(807)274-5323

Fax Number

Email Address

lslomke@fortfrances.ca

##### Authorized Representative (signing authority)

**Authorized Representative 1** (required)

Name

Elizabeth Slomke

Title


Clerk

Street 320 Portage Ave		City Fort Frances		Province/Territory Ontario		Postal Code P9A 3P9	
Phone Number 807-274-5323		Ext. 		Phone Type Office		Fax Number 	
				Email Address Islomke@fortfrances.ca			
<b>Organization Information</b>							
<b>Legal Status</b>							
Are you incorporated or in the process of incorporating as a non-profit organization? Yes							
Yes ➡ Incorporation Status: Active							
Active ➡ Incorporation Number: 106984586RT0001							
Registration Date: 4/29/1903							
Jurisdiction Type: Provincial/Territorial - Ontario							
In process ➡ Application Date:							
No ➡ You may be required to fill out the Unincorporated Acceptance of Liability Form (in <b>section F</b> of this application form).							
<i>Please note that this form is only required for unincorporated groups that are not owned or controlled by a larger organization such as a university, municipality or an Indigenous governing body.</i>							
Has your organization registered with Canada Revenue Agency for a Business Number (unique 9-digit number)? Yes							
CRA Business Number:106984586							
Is your organization part of (owned/controlled by) a larger organization? No							
Parent Organization Name (Legal Name if incorporated):							
What year was your organization established? (YYYY) 1977							
What is your organization's fiscal year end? (DD/MM) 12/31							
<b>*Applicable in the province of Quebec only:</b>							
Is your organization subject to the Act respecting the Ministère du Conseil exécutif (M-30)? No							
Is your organization a member of any professional associations, memberships or alliances? If yes, please list.							
Ontario Museum Association, Association of Manitoba Museums, Canadian Museum Association							
Has your organization participated in the Government of Canada Survey of Heritage Institutions? Yes							
Is your organization a previous recipient of Canadian Heritage funding in the last five years? Yes							
Please describe your organization's governance structure.							
Fort Frances By-Law 77-29 establishing a Museum Board, more commonly known as "Museum Advisory Committee". Seven residents of Fort Frances are appointed by Fort Frances Council. The "Museum Advisory Committee" advises the Curator.							
<b>Heritage Collection Items</b>							
Approximate number of items in heritage collection: 8,600							
Approximate quantity of items in archival heritage collection (linear feet, cubic feet):2,800 ( )							



## B. Eligibility

### Eligibility Determination

1	Is your organization a federal or provincial/territorial Crown corporation, agency or department? No
2	Is your organization a non-profit organization in support of a federal entity (e.g. Parks Canada or Department of National Defence) that is operationally dependent on the federal entity by virtue of its administrative or contractual relationship? No
3	Has your organization received Emergency Support funding from the Canada Council for the Arts? No <b>*Note: An organization may only receive Emergency Support funding from Canadian Heritage OR Canada Council for the Arts but not both.</b>
4	Does your organization manage a heritage collection? Yes <b>*Note: For the purpose of this funding component, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.</b>
5	Does your organization provide public access through regular hours of operation (including full-time, seasonal or part-time)? Yes
6	Was your level of annual expenses in 2019 or your last completed fiscal year between \$2,000 and \$3 million? Yes
7	Are you a not-for-profit museum, archive or historic site? Yes
8	Are you an Indigenous organization with a heritage collection?
9	Are you a municipal museum or university museum with a distinct budget?
10	Does your organization manage a heritage collection that does not fit into any of the above categories? If yes, please provide details.  <b>*Note: For the purpose of this funding component, a heritage collection is defined as a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization such as a history museum, art museum, archive, historic site or Indigenous organization.</b>
	If you answered <b>Yes</b> to questions 1, 2, 3 or <b>No</b> to questions 4, 5 and 6, your organization is not eligible for this funding. In addition, if you answered <b>No</b> to all of questions 7 through 10, you may not be eligible.

## C. Funding Request

### Total Annual Expenses

Funding ranging from \$1,000 up to a maximum of \$100,000 may be awarded to eligible heritage organizations according to a formula based on the applicant's total annual expenses in 2019 or last completed fiscal year.

What were your total annual expenses in 2019 or your last completed fiscal year? \$278,576

**\* In the case of a heritage collection governed by a provincial/municipal government or by an academic or larger cultural institution or Indigenous organization, the annual expense refers to the distinct expenses for the **heritage collection and museum-type functions (collection; preservation and presentation) of the organization** – not the entire annual expense of the organization or institution.**

### Direct Deposit

**Have you submitted a Direct Deposit Enrollment Request to the Canadian Heritage in the past two years?** Yes

Yes ➡ Has your banking information changed since the last time you submitted a Direct Deposit Enrollment Request? No

Yes ➡ Please complete the Direct Deposit Enrollment Request form in **section G** of this application form.

No ➡ The Direct Deposit Enrollment Request form is not required.

No ➡ Please complete the Direct Deposit Enrollment Request form in **section G** of this application form.



<b><i>For Internal Use Only</i></b>		
<b>Annual Operating Budget Range</b>	<b>Formula</b>	<b>Total Project Requested Cost</b>
\$278,576	Below \$2,000 = <b>Ineligible</b> \$2,000 to \$4,999 = <b>\$1,000</b> \$5,000 to \$9,999 = <b>\$2,000</b> \$10,000 to \$50,000 = <b>\$5,000</b> \$50,001 to \$100,000 = <b>\$10,000</b> \$100,001 to \$1,000,000 = <b>10% of total expenses</b> \$1,000,001 to \$3,000,000 = <b>\$100,000</b> Above \$3,000,000 = <b>Ineligible</b>	<b>\$27,858</b>

## D. Application Checklist

Please review the following checklist carefully. Errors or incomplete applications will result in delayed processing and/or rejection.

- ☐ Completed Application Form (**sections A, B, C and D**)
- ☐ Signed Attestation (included in **section E** of the application form)
- ☐ Most recent Financial Statements (audited if available)
- ☐ Proof of Legal Status (letters patent or other incorporation documents), or in the case of an unincorporated group, a completed Unincorporated Applicant Acceptance of Responsibility Form (included in **section F** of the application form)
- ☐ Proof of signing authority (Bylaws, Constitution, Board resolution or other document)
- ☐ Blank cheque (voided) AND Direct Deposit Enrollment Request duly completed (included in **section G** of the application form, unless an account is already set-up with the Department of Canadian Heritage for which no changes are required)



## E. Attestation

### COVID-19 Emergency Support Fund for Heritage

#### Declaration:

As the person that has the legal authority to bind and apply on behalf of the organization, I declare that:

- The information in the application is true, accurate and complete;
- I and any person lobbying on my behalf to obtain funding are in compliance with the Lobbying Act and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the Values and Ethics Code for the Public Service or the Conflict of Interest Act;
- Our organization has been negatively impacted by COVID-19, which has resulted in financial hardship to our organization and its operations, and therefore, our organization is in need of government funding;
- I will act in compliance with applicable statutes, regulations, orders, standards and guidelines governing the program from which funding is being sought; and
- I commit to take measures conducive to creating a workplace free from harassment, abuse and discrimination.

I acknowledge that the submission of this Application does not constitute a commitment on the part of the Minister to award funding.

I acknowledge that making a false declaration is a criminal offense.

I authorize the Minister to disclose any information submitted in this Application within the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes:

- To reach a decision on the application;
- To support transparency, accountability and citizen engagement; and
- To respond to requests made under the Access to Information Act and the Privacy Act.

I authorize the Canada Revenue Agency or other government departments, if requested by Canadian Heritage, to disclose to Canadian Heritage, information regarding whether or not funding under other fiscal measures was received to address COVID-19.

#### **Attestation (to be completed by the person authorized to sign on behalf of the Applicant):**

If funds are approved, as the person that has the legal authority to bind and apply on behalf of the organization, I agree that:

- This **Application**, the **Funding Approval Letter**, and any additional conditions agreed upon in a separate agreement, will constitute the entire agreement between myself (the **Applicant**) and the **Minister of Canadian Heritage**, effective as of the date of the **Funding Approval Letter**;
- The funding provided is to help ensure a continuity of operations, enabling the organization to continue contributing to the sector in the future.
- The funds are not to be used to cover expenditures already funded under any other government COVID-19 emergency measures, including but not limited to the Canada Emergency Response Benefit, the Canada Emergency Wage Subsidy, the Canada Emergency Business Account, and the Canada Emergency Commercial Rent Assistance for small businesses;
- Emergency support funding received from more than one Canadian Heritage funding program may not be used to cover the same costs.
- This Agreement does not create a partnership, agency or joint venture and I shall not represent myself as an agent, partner or employee of the Department in carrying it out;

- Funding received, whether received as a grant or a contribution, may be audited by the Department to ensure funding conditions have been respected; and
- I will share results, if requested.

In addition, I shall:

- Use the funds only for the purposes specified in the Agreement;
- Declare all funding received from other government emergency measures to address COVID-19, upon request;
- Indemnify the Minister from any claim or cause of action arising from injury, damage, or death sustained in carrying out this Agreement; and
- Publicly acknowledge the funding.

Beverley Cochrane

08/17/2020

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## F. Unincorporated Applicant Acceptance of Responsibility Form

**Name of unincorporated organization, hereafter known as “the applicant”** (as entered in the Applicant Information section of the application form)

Where the applicant is not incorporated, it is agreed that all members of the applicant group named above shall undertake to be personally, jointly, and severally liable for all obligations, covenants, promises, liabilities, and expenses arising out of the financing, which may be granted to the applicant.

**This form requires signatures of a majority of representatives. Failure to sign this form will result in a rejected application.**

The unincorporated applicant must open a bank account in the name of its group. In the event that funding should be awarded by the Department of Canadian Heritage, a cheque will be issued in the applicant's name.

We, the undersigned, are the majority representatives of the applicant.

### Representative 1 (required)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

### Representative 2 (required)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

### Representative 3 (optional)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

### Representative 4 (optional)

Name of person authorized to sign		Title		
Signature		Date of Signature (YYYY-MM-DD)		
Residential Address	City	Province/Territory	Postal Code	P.O. Box

<b>G. Direct Deposit Enrollment Request</b>				
Direct Deposit is a Government of Canada initiative. The federal government is phasing out cheques in favour of direct deposit for all government payments. For further information on direct deposit, please consult the following website: <a href="http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html">http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html</a> .				
Please keep your <a href="#">Canadian Heritage Regional Office</a> informed of any change to your account (mailing address or bank account).				
Have you submitted a Direct Deposit Enrollment Request to Canadian Heritage in the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has your banking information changed since the last time you submitted a Direct Deposit Enrollment Request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Part A</b>				
Legal Name of your Organization				
Address		City	Province/Territory	Postal Code    P.O. Box
Authorized Representative		Telephone (    )	Ext.	E-mail @
Identification Number (GST, Business Number)		Language Preference? <input type="checkbox"/> English <input type="checkbox"/> French		
<b>Part B</b>				
Please attach an original blank cheque for your bank account with "VOID" written on it. If a void cheque cannot be attached, please ensure <b>Part C</b> is complete.				
Please ensure that the name on the cheque is the legal name.  The information provided is protected under the Privacy Act.				
I, as the authorized representative of the above organization, authorize the Receiver General for Canada to deposit the payment(s) directly into the above account until further notice.				
Signature of Authorized Representative		Date of Signature (YYYY-MM-DD)		
<b>Part C - If you have enclosed an original voided cheque, do not complete Part C.</b>				
If you did not include a voided cheque, you must ensure to have the original bank stamp on the form confirming the banking information entered in <b>Part B</b> of this form.				
Branch number		Financial Institution Stamp Here (for Validation)		
Institution number				
Account number				
Name of first account holder		Name of second account holder		
<b>Part D - For internal use only</b>				
Vendor Code		Verified by		
<b>Submitting Your Direct Deposit Enrollment Request</b> To submit your form electronically, scan the original version of the void cheque and this form, and email the scanned documents along with the rest of your application. Please note that regardless of the method of submission, this document must be accompanied by an original voided cheque, or have the original bank stamp on the form when it is submitted. <b>No faxed forms will be accepted.</b>				



September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Letter from Jennifer Woods**

---

The Community Services Division wishes to thank Jennifer for her letter. As we have not secured the Grant for an extension to our pool area at this time, we will accept this letter with thanks. We will consider her suggestions during the design phase of the project if we are successful in obtaining the grant.

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to accept this letter with thanks.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

<b>Council approval of this report is not required we will accept the letter with thanks.</b>
---



August 10, 2020.

Dear Mayor Caul and Councillors,

I have lived here for 36 years and have always wanted Fort Frances to have a better pool. Two of my children were on the swim teams here and each time I went into the pool area I felt it was very dreary without natural light.

This is my wish list and what I would like to see in a new pool complex: two medium sized pools side by side, one would be warmer, with kid's water toys, a lazy river and a water slide. The other pool would be cooler for swimming and exercise. Two pools would allow many activities to take place.

There would be a large hot tub where people could congregate and visit. Imagine doing this on a cold winter day! Other places have these. Why can't we?

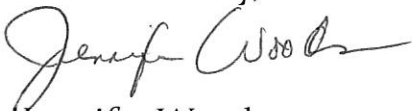
There would be saunas, a climbing wall, an exercise and a weight room in another section with change rooms totally assessable to all. You may have other ideas to add! The community of Sechelt BC, a similar size to our town, built an aquatic centre like this. Feel free to check it out online to see the actual model.

I can see that our communities absolutely love the water in the summer and are starved for it during the winter. I believe it would benefit all ages to have a bright pool with plants, art/murals and large windows letting the southern sunshine in. Imagine how it would help us with our physical and mental health! People of all ages would be drawn to this great new and improved pool complex.

I am sure there are also lots of grants and other monies out there that would support such an endeavour, just like they supported our amazing library!

If we are going to dream, then dream big!! And let's make it a reality!!

Most sincerely,

  
Jennifer Woods

274-7523

September 23, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Submission to the Municipal Asset Management Program Grant for 2021**

The Town of Fort Frances has utilized the Municipal Asset Management Program Grant (MAMP) in the past to improve its asset management program with hardware and condition assessment programs.

The MAMP program has been re-established in 2020 and very recently there was a deadline set of September 22, 2020 for applications. Adam Mitchell, the Town's Asset Management Coordinator started the application before going on leave and I have picked it up to complete it and submit it. The Town plans to focus this application on condition assessment of both their storm sewer network and roadway network. The Town intends to utilize an app based condition assessment tool for roadways as well as zoom camera for storm sewer. The costs break down as follows:

Activity	Total Cost	Grant Portion	Town Portion
Zoom Camera	\$ 60,366.08	\$ 48,345.79	\$ 12,020.29
Road Assessment	\$ 2,067.76	\$ 1,654.21	\$ 413.55
<b>TOTAL</b>		<b>\$ 50,000.00</b>	<b>\$ 12,433.84</b>

The work associated with this application will be completed in 2021 as part of the 2021 budget. Because of the tight application deadline imposed by FCM, Council was advised of this application and has approved the recommendation in principle.

It is the recommendation of the Operations and Facilities Executive Committee that Council of the Town of Fort Frances hereby approves the submission of a funding application to the Municipal Asset Management Program for the completion of zoom camera inspection work on some of the storm sewer system and the purchasing of an app for the condition assessment of the road network.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that that Council of the Town of Fort Frances hereby approves the submission of a funding application to the Municipal Asset Management Program for the completion of zoom camera inspection work on some of the storm sewer system and the purchasing of an app for the condition assessment of the road network.**

2020Sept 23 MAMP Grant Application.docx

RECOMMENDED

SEP 23 2020

DIV. MNC.

EXECUTIVE COMMITTEE

February 7, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Airport Property – Land Lease Private Aircraft Hangers**

---

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a private hangar lot lease with Mr. John Meyers. The hangar lot lease agreement is for a 25 year term with the lease rate to be renegotiated every five (5) years. The 2020 Rate for land lease for private hangar is \$1.90 per meter plus HST, John Meyers lot is 400 m<sup>2</sup>.

It is recommended by the Operations and Facilities Executive Committee that Council renew the hangar lot lease rate with Doug Macdonald at \$1.90 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will ensure that Council renew the hangar lot lease rate with John Meyers at \$1.90 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.**

Manager of Operations and Facilities

2020Sept23 John Meyers Airport Land Lease.docx



2020-09-15

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: John Myers Hangar lot lease renewal

Please find the attached executed lease agreements from John Myers. His lease agreement is renewed every 5 years. This lease term is from July 1, 2020 to June 30<sup>th</sup>, 2025. This tenant is in good standing and it is my recommendation to the O&F Committee to approve these and forward to Town Council for final approval.

Kind Regards,

Tom Batiuk  
Airport Supervisor

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

**BETWEEN:**

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

-And-

JOHN MYERS  
(The “Tenant”)

**WHEREAS:**

- A. The Town and the Tenant hereinafter collectively referred to as the “Parties” entered into an agreement of lease (the “Lease”) dated July 1, 2004 with respect to the property (“Demised Premises”) described as: A hangar lot comprising of approximately 400 square meters at the Fort Frances Airport.
- B. The copy of the lease dated July 1, 2004, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end June 30, 2020.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from July 1, 2020 to and including June 30, 2025 on substantially the same terms and conditions as set out in the Lease.

**NOW THEREFORE** the Parties agree as follows:

- 1. The Town agreed to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including July 1, 2020 to June 30, 2025.
- 2. The annual amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term July 1, 2020 to June 30, 2025 shall be the sum of \$858.80, HST included, which amount shall be payable by the Tenant to the Town upon the signing of this agreement.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

**IN WITNESS WHERE OF** the Parties have executed this Agreement.

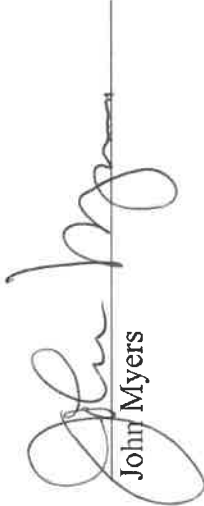
For the Corporation of the Town of Fort Frances:

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Clerk

For John Myers

Witness:  \_\_\_\_\_  
Per: \_\_\_\_\_

 \_\_\_\_\_  
John Myers

September 23, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Update to the Town of Fort Frances Winter Control Policy**

---

In February 2020, Administration brought forward a request to implement a parking ban for winter control operations tied into the declaration of a significant weather event, that report is included for Council's benefit. The idea was that when a significant snow fall event was underway, town crews could focus on clearing the roadways, which we are legally required to complete on certain timelines, without having to stop and slow down to go around parked cars and we would not have to return later to remove the snow left on the roadway after the car had been moved. This change would only apply between 7:30pm and 7:30am when a significant weather event had been declared under the Minimum Maintenance Standards regulation and it would not apply to the downtown core.


Attached you will find the Town's Winter Control Policy marked up with the proposed changes to reflect this parking ban. Subsequently the Town will have to make an amendment to their Traffic Control By-Law to reflect this change and the O&F Division is working with By-Law enforcement to ready those amendments. It is anticipated that all of the amendments would be approved and in place early in the winter season defined as October 1 to April 30.

In addition to the changes reflecting the new winter parking regulation you will note changes for the additional sidewalks installed on Colonization Road West and McIrvine Road through the 2020 construction program and other minor wording cleanup.

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

1. The Town's amended Winter Control Policy be approved as presented
2. The Traffic Control By-Law be amended to reflect the change in Winter Parking requirements
3. That the effectiveness of the new parking changes be reviewed prior to the 2021 winter control season.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

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

- 1. The Town's amended Winter Control Policy be approved as presented**
- 2. The Traffic Control By-Law be amended to reflect the change in Winter Parking requirements**
- 3. That the effectiveness of the new parking changes be reviewed prior to the 2021 winter control season.**



# THE TOWN OF FORT FRANCES

## Section: Operations and Facilities

### Policy: Winter Control Operations

<b>Creation Date:</b>	June 2011
<b>Review Date:</b>	1993, 1999, 2006, 2008, 2008, 2009, 2010, 2018, <a href="#">2020</a>
<b>Resolution Number:</b>	326 (consent)
<b>Supersedes Resolution Number:</b>	236 (consent)
<b>Policy Number:</b>	5.34.1

#### Table of Contents

SECTION 1.00 - INTRODUCTION .....	2
SECTION 2.00 - SCOPE OF WORK .....	3
2.01 Area of Responsibility .....	3
2.02 Equipment .....	3
2.03 Manpower .....	3
2.04 Night Shift Schedule for "Snow Season" .....	3
2.05 Staff Training .....	4
2.06 Parking Regulations and Enforcement .....	4
2.07 Enforcement Policy .....	4
SECTION 3.00 - SNOWPLOWING .....	6
3.01 Roads .....	6
SECTION 4.00 - SNOW REMOVAL .....	10
4.01 General .....	10
4.02 Downtown Snow Removal Area .....	10
4.03 The Overpass and Underpass .....	10
4.04 Municipal Parking Lots .....	10
4.05 Businesses, Churches and Halls .....	11
4.06 Fire Hydrants .....	11
4.07 Intersections .....	11
4.08 Lane Entrances .....	11
4.09 Priority Routes .....	11
4.10 Residential Streets .....	11
4.11 Snow Dumps .....	12
SECTION 5.00 - SANDING / SALTING .....	13

5.01 General .....	13
5.02 Roads.....	13
5.03 Lanes .....	14
5.04 Sidewalks .....	14
5.05 Parking Lots .....	14
SECTION 6.00 - ADVERTISING .....	15
6.01 General .....	15
SECTION 7.00 - DECLARATION OF A SIGNIFICANT WEATHER EVENT .....	17
7.01 Introduction .....	17
7.02 Declaration Procedures.....	17
7.03 Declaration Wording.....	17
SECTION 8.00 - APPENDICES.....	18

## SECTION 1.00 - INTRODUCTION

- 1.01** The following Winter Control Operations Policy is intended to provide a guideline for the orderly and efficient control of snow and ice in the Town of Fort Frances. The primary objective of this policy is to provide for an acceptable level of service at an acceptable cost while meeting the Minimum Maintenance Standards, Ontario Regulation 239/02.

With this policy the residents of the Town of Fort Frances will be provided with consistent and uniform standards, which will enable them to predict winter operations.

Daily priorities will be set to meet the provisions of this policy, thus enabling the Operations and Facilities Division to measure complaints.

This policy supersedes all previous policies, written or otherwise, with regard to snow and ice control. Constructive suggestions for additions, modifications or the adoption of new policies and procedures for this policy are encouraged from every employee or any other Division affected by this policy.

This policy is subject to change at the discretion of the Manager of Operations and Facilities, the Transportation Superintendent or Mayor and Council.

- 1.02** Minimum Maintenance Standards, Ontario Regulation 239/02 - this regulation went into effect on November 1<sup>st</sup>, 2002 and has seen numerous revisions since that time. Basically, these minimum maintenance standards were developed to reduce liabilities to Municipalities and to ensure residents of Ontario receive a minimum level of maintenance on municipal roadways.

Municipal services that are the same as the minimum maintenance standards or achieve a service level better than what is prescribed by the minimum maintenance standards, can be used as a defence by the municipality in the event of a liability claim.

There are 16 standards where 5 of them are related to winter control activities – snow accumulation and icy roadways and sidewalks. There are no standards in regard to snow removal.

**1.03** The Winter Control Season will be in affect from October 15<sup>th</sup> to April 15<sup>th</sup>.

## SECTION 2.00 - SCOPE OF WORK

### 2.01 Area of Responsibility

The Operations and Facilities Division is responsible for the winter maintenance on all roads, lanes, sidewalks and municipal parking lots within the boundaries of the Corporation of the Town of Fort Frances.

Included is 162 lane-km of roadway, 42 km of sidewalks and six (6) town owned parking lots.

### 2.02 Equipment

The Operations and Facilities Division has at its disposal two (2) town owned graders, one (1) sander, one (1) combination plow/sander truck, two (2) sidewalk blowers (with sand spreading equipment), one (1) full size blower, two (2) loaders, (both equipped with snow bucket or plow), two (2) tandem trucks and one (1) single axle dump truck with plow.

In addition, the Airport has one (1) loader (with snow bucket), one (1) full size blower, one (1) single axel dump truck with sander, plow and wing and Parks and Cemeteries has one (1) backhoe loader to supplement operations in the event of a major occurrence.

Town owned equipment will be supplemented by contract operated equipment and trucks on an as required basis.

### 2.03 Manpower

The Operations and Facilities Division has an available winter maintenance staff consisting of one (1) working foreman, one (1) leadhand, four (4) equipment operators, two (2) truck drivers, five (5) labourers, and three (3) seasonal Labourers. The four (4) water distribution operators will also be included in the winter maintenance scheduling. In an emergency situation additional staff would be available to assist from other areas of the department i.e. mechanical, stores and engineering.

When the “*snow season*” arrives, this staffing provides for coverage for two (2) shifts, five (5) days a week. There will be a 7:30 a.m. to 4:00 p.m. day shift and a 10:00 p.m. to 6:00 a.m. night shift from Monday to Friday. During the period from 4:00 p.m. to 10:00 p.m. and 6:00 a.m. to 7:30 a.m. and weekends manpower is on a voluntary basis. Emergency calls are covered through an on-call person 24 hours a day, 7 days a week. During an emergency situation if the on-call person is unsuccessful in getting sufficient crews to respond he/she shall consult with the Manager of Operations & Facilities or Transportation Superintendent regarding the use of contracted equipment.

### 2.04 Night Shift Schedule for “Snow Season”

Prior to the “*snow season*” a night shift schedule will be made up of employees who volunteer to be on nights through the “*snow season*” supplemented with a rotation of all employees qualified to drive truck and/or operate equipment. The night shift will consist of six (6) employees, one (1) working foreman,

three (3) operators and two (2) truck drivers. Working foreman will participate in operating equipment and/or truck driving on the night shift.

The night shift will be implemented when at the discretion of the Manager of Operations & Facilities and Transportation Superintendent there is sufficient amounts of snow to justify taking six (6) employees from the day shift and that work in progress can be completed with this reduction in staff.

### **2.05 Staff Training**

Qualified employees will be given the opportunity to train on equipment when the work schedule permits such training. An ideal time for training on some of the larger equipment is on the night shift in areas where there is little or no traffic. Employees will be given the opportunity to train under the guidance of experienced operators. This will build a more versatile workforce for future operations.

### **2.06 Parking Regulations and Enforcement**

Parking restrictions and regulations (i.e. calendar parking, parking prohibited, etc.) have been placed on town streets and will be strictly enforced to allow snow plowing/removal operations to proceed unimpeded.

In the event that a Significant Weather Event has been declared in accordance with Section 7 of this policy, all on street parking shall be prohibited for the duration of the event to expedite the roadway clearing operations. This restriction only applies between the hours of 7:30pm and 7:30am and covers the entirety of the Town of Fort Frances other than the Downtown Core.

The Town's By-law Enforcement Officers will publicize the appropriate calendar parking by-law. Calendar parking shall be deemed to be a twenty-four (24) hour period commencing at nine (9) o'clock in the forenoon and after such time the day shall be deemed odd or even depending on the calendar designation of such day of commencement of the said twenty-four (24) hour period.

### **2.07 Enforcement Policy**

The By-law Enforcement Officers and O.P.P. members in support of the Fort Frances Operations and Facilities Division completing snow removal in town will adhere to the following policy.

- By-Law Enforcement Officers will complete enforcement of parking by-laws during weekdays. Operations and Facilities Division will contact By-Law direct for support in ticketing violators and removing illegally parked vehicles.
- Enforcement of parking by-laws after hours will be completed by O.P.P. Officers. Operations and Facilities Division will contact the O.P.P. Telecommunications Unit who will dispatch officers to attend and ticket vehicles in areas requiring snow removal. Operations and Facilities Division will arrange for any necessary towing. The 200 block of Scott Street no parking begins after 0300 hours, which is consistent with business hours of Gartch's Pub.
- Notification will be made to the O.P.P. by Operations and Facilities Division of specific

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nights when snow will be removed in the core downtown area. Officers will conduct enforcement of the parking by-law in these areas. This will assist Operations and Facilities Division who will have vehicles interfering with snow removal towed away at the owner's expense.

- Enforcement of the by-law in the 200 block of Scott Street will be delayed until 0300 hours consistent with traffic control by-law.
- O.P.P. members will notify the "on-call" Operations and Facilities Division member 275-9754 between 2300 – 0700 hours when snow accumulation reaches 5cm.
- When contacting the Police or By-Law – information needed is: location of vehicle and license plate number.

**Contact Numbers:**

By-Law: 275-9651

O.P.P. Kenora: 1-888-310-1122

O.P.P. Town: 274-3322

**Tow Truck Numbers:**

Bett Will: 274-5977

North Auto: 274-7243

## SECTION 3.00 - SNOWPLOWING

### 3.01 Roads

All roads in the Town of Fort Frances will be plowed in accordance with the attached snowplowing priorities plan (see Appendix A).

#### Road Classifications

Based on the Average Annual Daily Traffic (number of motor vehicles versus the Posted or Statutory Speed Limit (kilometres per hour)), there are Class 3, Class 4, Class 5 and Class 6 roads in the Town of Fort Frances boundaries.

Plowing of 'Class 3' roads will have a completion time of 12 hours after the snow has reached a depth of 8 centimetres.

Plowing of 'Class 4' roads will have a completion time of 16 hours after the snow has reached a depth of 8 centimetres.

Plowing of 'Class 5' roads will have a completion time of 24 hours after the snow has reached a depth of 10 centimetres.

There is no standard for 'Class 6' roads in the minimum maintenance standards and therefore they will be plowed after all Class 3, 4 and 5 roads have been completed.

All stipulated timelines for snow clearing can be delayed by the declaration of "Significant Weather Event" as outlined in Section 7. Upon the termination of the declaration, the above stipulated timelines would begin to apply.

\* There is a map in Appendix M with all road classifications in the Town of Fort Frances for the Minimum Maintenance Standards.

Priority One (Class 3 & Class 4 Roads) - Priority one roads include Kings Highway 11/71, Highway 602, Second Street East, Scott Street, Ambulance/Hospital Route, Schools, Rainycree, Emergency Evacuation Route and the Downtown Area.

All snowplowing equipment will have a map of the priority route for that particular piece of equipment as well as a list in order of its priorities.

Equipment operators have been asked to follow the list of priorities as close as possible to deliver a consistent level of service.

Priority Two (Class 5 & Class 6 Roads) - The Town of Fort Frances is divided into eight (8) areas with the Downtown Priority #1 area being the dividing line between east and west. The Canadian National Railway is the dividing line for the north areas. These areas are then divided by priority.

Basically, after the Priority One routes are complete one (1) grader plows east and the other west starting from the Downtown Area and plowing outwards. The plow truck does the north areas when completing its priority route.

The individual in charge (whether it be the Superintendent, Foreman or Standby Person) are to use their own discretion depending upon manpower, equipment, and amount of snowfall to determine the time of day the plows go out.

It is not practical to snowplow the Downtown Business area during regular business hours (8:00 a.m. to 10:00 p.m.).

It is suggested to standardize the level of winter control maintenance in the downtown business area (see Appendix D of the Winter Operations Policy) in order to meet the minimum maintenance standards for municipal roadways, that the following guidelines have been proposed;

- Apply winter control sand/salt mixture during regular business hours.
- Snowplowing will occur immediately before or after regular business hours, where the snow is pushed or winged to the outside edges of the roadway in accordance with Ontario Regulation 239/02.
- Snow removal will take place according to the policy in Section 4:00.

The ideal situation would have the plow truck (Unit #125) leave the Shop and go west to the start of the four laner's on King's Highway at Pit Road #1 as outlined in Appendix I. It would start plowing east down the centre of the four laner's to Central Avenue then up to Scott Street and down the centre of Scott Street to Colonization Road East and continue plowing the centre of Colonization Road East to the Overpass. The plow truck would then plow the centre of Second Street from Colonization Road East to Central Avenue. The plow truck would then do all of Front Street and then proceed to its priority route in the North End.

The graders (Unit #205 and #207) would leave the Shop and go east down Fifth Street to Portage Avenue then south to Scott Street.

Grader #205 would go east and plow Scott Street, then Colonization Road East over the Overpass to the east town limits. #205 would then plow Second Street from Colonization Road East to Central Avenue as outlined in Appendix H.

Grader #207 would go west and plow the highway to the west town limits back to Central Avenue and then Highway 602 to Oakwood Road as outlined in Appendix G.

Both graders would then complete the Downtown area.

When the Downtown area is complete Grader #207 will go west and Grader #205 will go east to their next respective priority.

The Cat IT38B loader (#317) will plow the lanes and parking lots in the Downtown area as outlined in Appendix F.

The Cat 930H loader (#318) will do cul-de-sacs and dead-ends according to priority list as outlined in Appendix E. We will alternate between the east list and west list on a monthly basis, as to which gets done first.

October -	East
November -	West
December -	East
January -	West
February -	East
March -	West

Plowing of the roads should be completed in 24 hours. Some Class 6 roads may have a longer completion time. Once the snow plows have advanced far enough ahead, send sander out.

Sidewalk plowing is to be done on a priority basis as shown in Appendix J. The first priority will ensure sidewalks are plowed on the Underpass and then Portage Avenue to the Civic Centre, then Church Street to Victoria Avenue and Victoria Avenue to Scott Street.

One sidewalk plow will then plow the north side of Scott Street to Colonization Road East and then the north side of Second Street East to Central Avenue then complete the Downtown Priority #1 area. The Second plow will start plowing on Third Street West to King's Highway out to Wal-Mart. Then plow the south side of Highway 602 from ~~Biddeson Avenue~~ Armstrong Place to Keating Avenue and then proceed to complete the west end. After the west end is complete, the second plow will move to area #2 north of the CNR.

Loaders will plow lanes from the Downtown area outwards when their priority lists are done.



All lanes will be plowed in 48 – 60 hours and all sidewalks will be plowed in 48 hrs. In the event of a declaration of a “Significant Weather Event” as outlined in Section 7, sidewalks will be plowed within 48 hours of the advertised end of the event.

In the case of a winter weather event on a weekend or holiday it is the responsibility of the on-call person to call in a crew to plow the roads according to the priorities set out in the policy.

See Section 7.00 for more information on the declaration of a “Significant Weather Event”.

## SECTION 4.00 - SNOW REMOVAL

### 4.01 General

Snow removal, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent, will commence approximately 48 hours after a storm or as soon as plowing is complete. The following is the list of snow removal areas in order of priority:

1. Downtown snow removal area
2. The overpass and underpass
3. Municipal parking lots (when necessary)
4. Businesses and churches and halls outside Downtown area
5. Fire hydrants
6. Intersections
7. Lane entrances
8. Priority routes
9. Residential streets

### 4.02 Downtown Snow Removal Area

Once snow plowing operations are completed for the entire Town or once resources are available and there is a need to remove the snow (approximately 24-inch high banks of snow) the snow will be removed in the Downtown area. Snow removal services will only occur after regular business hours on Scott Street and Mowat Avenue, where side streets and other parts of Downtown area can be removed at any time.

Also, the task of removing the snow is at the discretion of either the Operations & Facilities Division Manager or the Transportation Superintendent. As a result, it is understood that snow removal services will take place prior to the Christmas parade event regardless of the size of the snow banks.

### 4.03 The Overpass and Underpass

All snow, to the guardrail on the east side of the Overpass on Colonization Road East will be removed, as warranted, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

All snow in the underpass on Portage Avenue from Third Street East to Fifth Street East will be removed from concrete retaining wall to concrete retaining wall, as warranted, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

### 4.04 Municipal Parking Lots

The Operations and Facilities Division is responsible for the removal of snow on the following parking lots:

- A) Municipal Lot on Portage Avenue
- B) Municipal Lot on Veteran Avenue
- C) Municipal Lot on Scott Street

- D) Civic Centre
- E) Arena/Library
- F) Municipal Parking Lot behind St. Mary's Church

All snow will be removed from these lots within seven days of a snowfall or series of snowfalls resulting in a total accumulation of 100mm of snow.

#### **4.05 Businesses, Churches and Halls**

The Operations and Facilities Division will, at the discretion of the Transportation Superintendent, remove snow from the boulevards fronting businesses, churches and halls located away from the downtown snow removal area.

All Businesses zoned commercial will receive this service. All Churches and Halls will receive this service.

#### **4.06 Fire Hydrants**

The Operations and Facilities Division will keep all hydrants free of snow banks and easily visible and accessible, as soon as possible after snow plowing and removal as outlined above is completed and manpower is available.

All hydrants outside the Downtown snow removal area have had hydrant markers installed to increase visibility for snow removal purposes and for the Fire Department to locate the hydrants.

#### **4.07 Intersections**

The Operations and Facilities Division will remove snow banks at all intersections to improve the sight lines for all motorists. Removal will be at the discretion of the Manager of Operations and Facilities or Transportation Superintendent and all snow will be removed for a distance of 15m from the intersecting face of curb.

#### **4.08 Lane Entrances**

As necessitated by conditions, all snow piles at lane entrances/exits will be removed to improve the sight lines for all motorists. Piles of snow will be removed at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

#### **4.09 Priority Routes**

Multi-lane priority routes will have all traffic lanes restored as soon as possible following completion of plowing. Snow removal to the gutter line and on boulevards will be carried out, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent, when traffic lanes cannot be maintained and snow storage on the road allowance is not available.

#### **4.10 Residential Streets**

Snow removal on residential streets will take place only in extreme conditions and at the discretion of the Manager of Operations and Facilities or Transportation Superintendent. Snow

removal will be carried out when two (2) traffic lanes cannot be maintained and snow storage on the road allowance is not available.

#### 4.11 Snow Dumps

The Operations and Facilities Division has established and will maintain ~~three (3)~~ one (1) snow dumps. The primary snow dump is located west of McIrvine Road north of Eighth Street. ~~The secondary snow dumps are located at:~~

- ~~a) the north side of the 600 block of Sixth Street West~~
- ~~b) the south side of Seventh Street in the Industrial area.~~

The Town will utilize other vacant, municipally owned property for the purpose of snow storage when available and of a benefit to the winter control operations.

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## SECTION 5.00 - SANDING / SALTING

### 5.01 General

Sanding/salting when required should normally follow after plowing operations. As a general rule, if the pavement is dry and the snow is not packing or sticking - do not sand.

Salt applied to snow forms a brine mixture. This reduces the possibility of the snow sticking to or packing on the pavement. It also prevents ice build-up and allows the plow to remove the snow easier. Salt, assisted by sun, traffic and warmer daytime temperatures, is also used as a melting agent to eliminate icy conditions. As the temperature gets lower, the effectiveness of the salt decreases until it becomes ineffective. Normally, salt should not be applied when the temperature is below - 12 C. However, in the presence of sun and heavy traffic volume, which creates a higher road surface temperature salt can be effective down to a temperature of - 18C.

The Operations and Facilities Division uses a salt/sand mixture of 20% salt and all references to salting/sanding operations refer to this particular mixture of 'sweetened' sand.

### 5.02 Roads

The minimum maintenance standard for treating icy roadway is:

- a) To deploy resources to treat an icy roadway as soon as practical after becoming aware that the roadway is icy; and
- b) To treat the icy roadway within the time set out for that class of highway, after becoming aware that the roadway is icy.

Class 3 roads must be treated within eight (8) hours.

Class 4 roads must be treated within twelve (12) hours.

Class 5 roads must be treated within sixteen (16) hours.

Class 6 roads will be treated as soon as practical during regular hours of work.

In the initial stages of a storm, sand/salt mixtures will be used to maintain road surfaces until snow accumulation warrants the use of snow plowing equipment. Continuous sanding/salting generally shall be carried out only during freezing rain or general icy conditions caused by failure of other treatments. A supply of straight salt will be kept on hand for extreme icy conditions. In the event of a declaration of a "Significant Weather Event" as outlined in Section 7, icy roadways will be addressed within the above stipulated timelines from the advertised end of the event.

### **5.03 Lanes**

The Operations and Facilities Division will not sand/salt any lanes. Under extreme icy conditions the department will sand/salt lane approaches in the Downtown area only.

### **5.04 Sidewalks**

The minimum maintenance standard for treating icy sidewalks is:

- a) To deploy resources to treat an icy sidewalk as soon as practical after becoming aware that the sidewalk is icy; and
- b) To treat the icy sidewalk within forty eight (48) hours after becoming aware that the sidewalk is icy.

In the event of a declaration of a “Significant Weather Event” as outlined in Section 7, icy sidewalks will be addressed within the above stipulated timelines from the advertised end of the event. No pure salt will be used on the sidewalks.

### **5.05 Parking Lots**

The Operations and Facilities Division will sand/salt municipal parking lots under extreme icy conditions at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

## SECTION 6.00 - ADVERTISING

### 6.01 General

The Operations Division will have the following advertisement published in the local paper early in the winter season. (The last two Thursdays in October).

#### **SNOW AND ICE CONTROL QUALITY STANDARDS FOR THE FORT FRANCES OPERATIONS AND FACILITIES DIVISION**

##### Roadway Clearing:

The maximum allowable snow accumulation for commencing snow clearing operations on priority one roads (Highways, Fire Route, Ambulance/Hospital Route, Schools, Rainycrest, Emergency Evacuation Route, and Truck Route) is eight (8) cm. All priority one roads will be brought up to satisfactory standards before work will begin on residential streets. Priority one roads will have a target completion of 12 hours for Class 3 roads and 16 hours for Class 4 roads, after eight (8) cm of snowfall.

##### Sidewalk Clearing:

Sidewalk clearing operations begin at the end of each snowfall or series of snowfalls resulting in a total accumulation of eight (8) cm. Sidewalks will be addressed such that accumulation will be less than eight (8) cm within 48 hours from the end of the snowfall event.

##### Lane Clearing:

Normal lane clearing operations begin at the end of each snowfall or series of snowfalls resulting in a total accumulation of eight (8) cm. This operation is usually delayed allowing road clearing to be well underway to prevent blocking of sidewalk and lane entrances.

##### Snow Removal:

Snow removal is done as required. In some cases, it is casted (blown) onto abutting town property if there is sufficient unencumbered land to accommodate the windrow. If not is loaded and trucked to the snow dump. All snow in the downtown snow removal area is trucked.

##### Traction Improvement:

Priority one roads will receive priority treatment. The level of service on all roads will generally be such that vehicular traffic has sufficient traction to operate. Particular attention will be paid to intersections and inclines. Sand is applied to sidewalks as required.

#### Parking Regulations:

Parking regulations will be strictly enforced at all times. In the event of snow removal operations temporary "No Parking" signs will be posted, and all street parking will be prohibited in the affected areas.

#### Significant Weather Event

In the event of a Significant Weather Event, a declaration will be advertised from the Operations and Facilities Division prior to the start of the event. The end of the event will also be advertised by the Operations and Facilities Division. All stipulated timelines for addressing roadways and sidewalks will commence starting at the advertised ending of the event.

For more information about Winter Operations call Milt Strachan, Transportation Superintendent at: 807-274-9893



## SECTION 7.00 - DECLARATION OF A SIGNIFICANT WEATHER EVENT

### 7.01 Introduction

Should, through alert from Environment Canada, a threat for either snow or ice accumulation such that a danger will be posed to users of sidewalks and roadways within the Town of Fort Frances be forecast, it will be the responsibility of the Operations and Facilities Division Manager or Transportation Superintendent, at their discretion, to declare a "Significant Weather Event" to alert the residents of the Town and District to the potential risk.

The declaration of a "Significant Weather Event" may trigger the need to engage the Municipal Emergency Control Group (MECG). The engagement of the MECG shall be in accordance with the Town of Fort Frances Emergency Plan.

### 7.02 Declaration Procedures

Should it be determined that a declaration is required, the following methods will be used to alert the appropriate parties of the start of the declared event and the end of the declared event.

1. The Town of Fort Frances Facebook and Twitter pages
2. The Local Radio Station, 93.1 The Border  
Randy Thoms – Ph: 274-5341 Cell: 276-0832 email: [news@931theborder.ca](mailto:news@931theborder.ca)  
Darell Plummer – Ph: 807-468-3181 Cell: 807-466-1246 email: [plummer.darell@radioabl.ca](mailto:plummer.darell@radioabl.ca)
3. The Local News Paper, Fort Frances Times  
~~Duane Hicks~~ Ph: 274-5373 email: [dhicks@fortfrances.com](mailto:dhicks@fortfrances.com) [tips@fortfrances.com](mailto:tips@fortfrances.com)
4. The Local OPP Information Officer  
Comm Centre – Ph: 1-888-310-1122
5. The Town of Fort Frances Fire Chief/CEMC  
Tyler Moffitt – Ph: 274-9841 Cell: 807-271-0766 email: [tmoffitt@fortfrances.ca](mailto:tmoffitt@fortfrances.ca)

Other means to get the appropriate messaging can be used in addition to these listed at the discretion of the Operations and Facilities Division Manager or Transportation Superintendent.

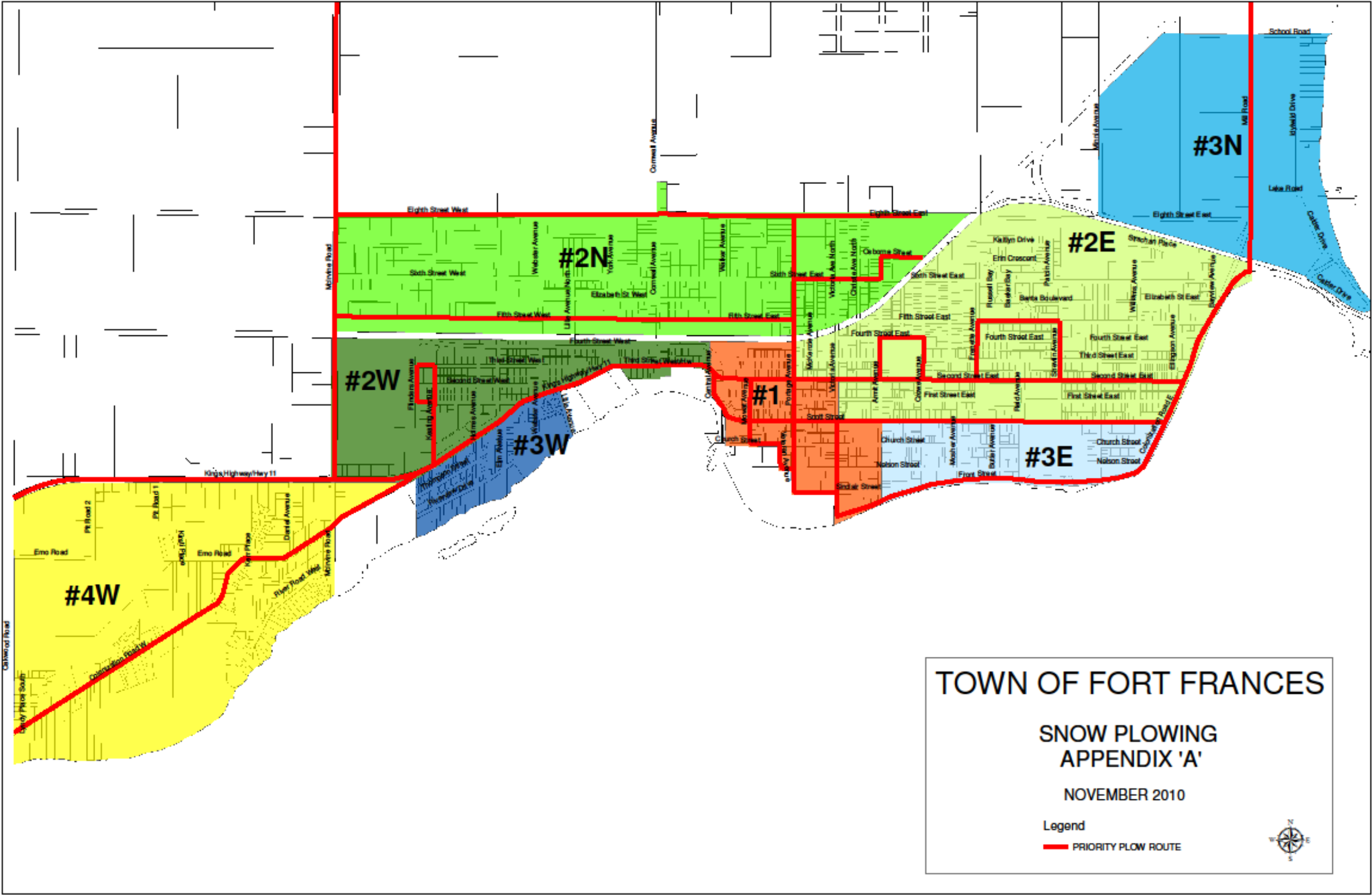
### 7.03 Declaration Wording

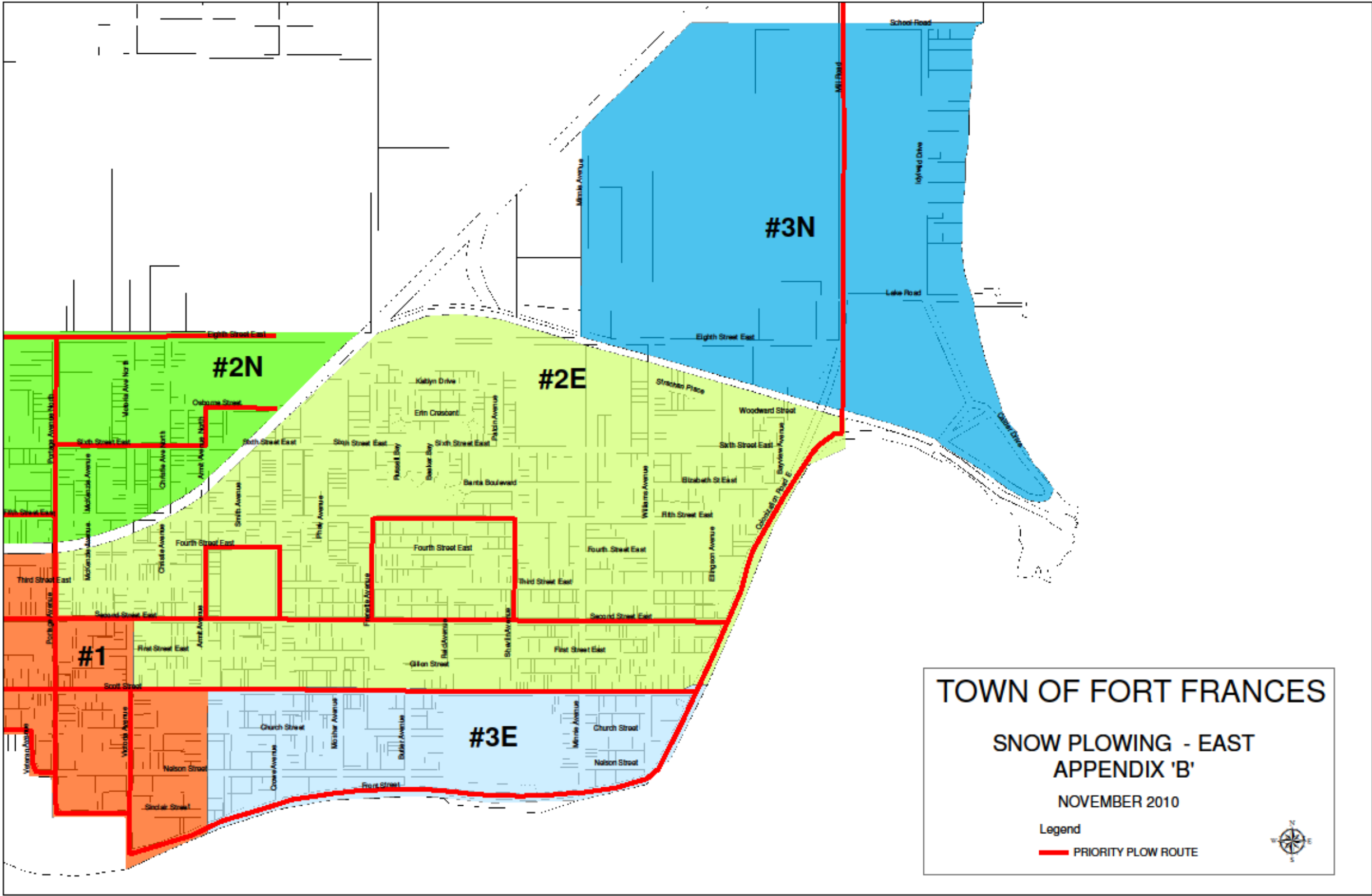
The Town of Fort Frances will use common wording and style for the information release surrounding a potential Significant Weather Event as would be for any other media communication. Appendix L contains the press release as well as the Facebook and Twitter messages to be utilized in the declaration of the start and end of a ~~Significant weather~~ ~~Weather event~~ ~~Event~~.

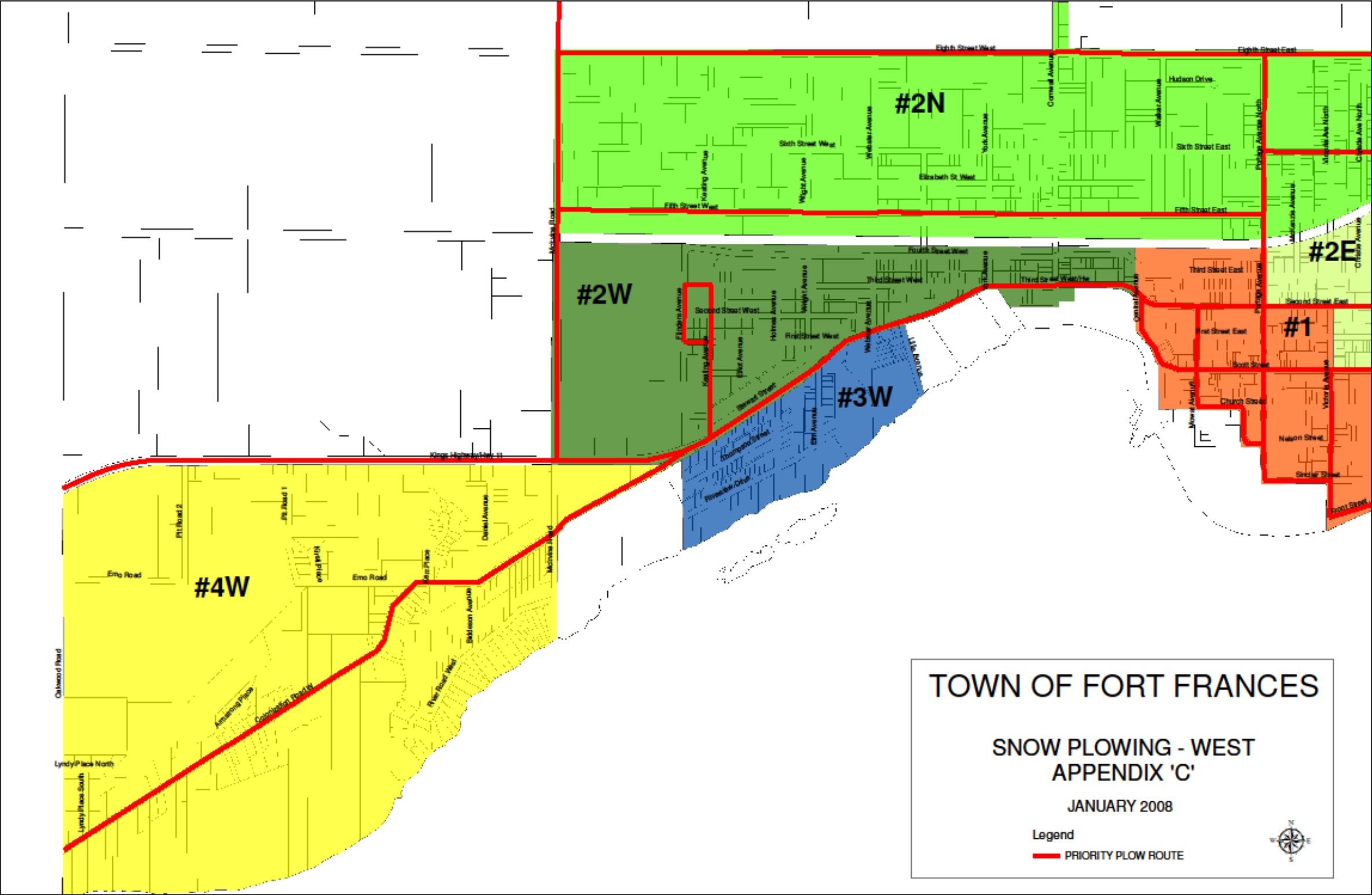
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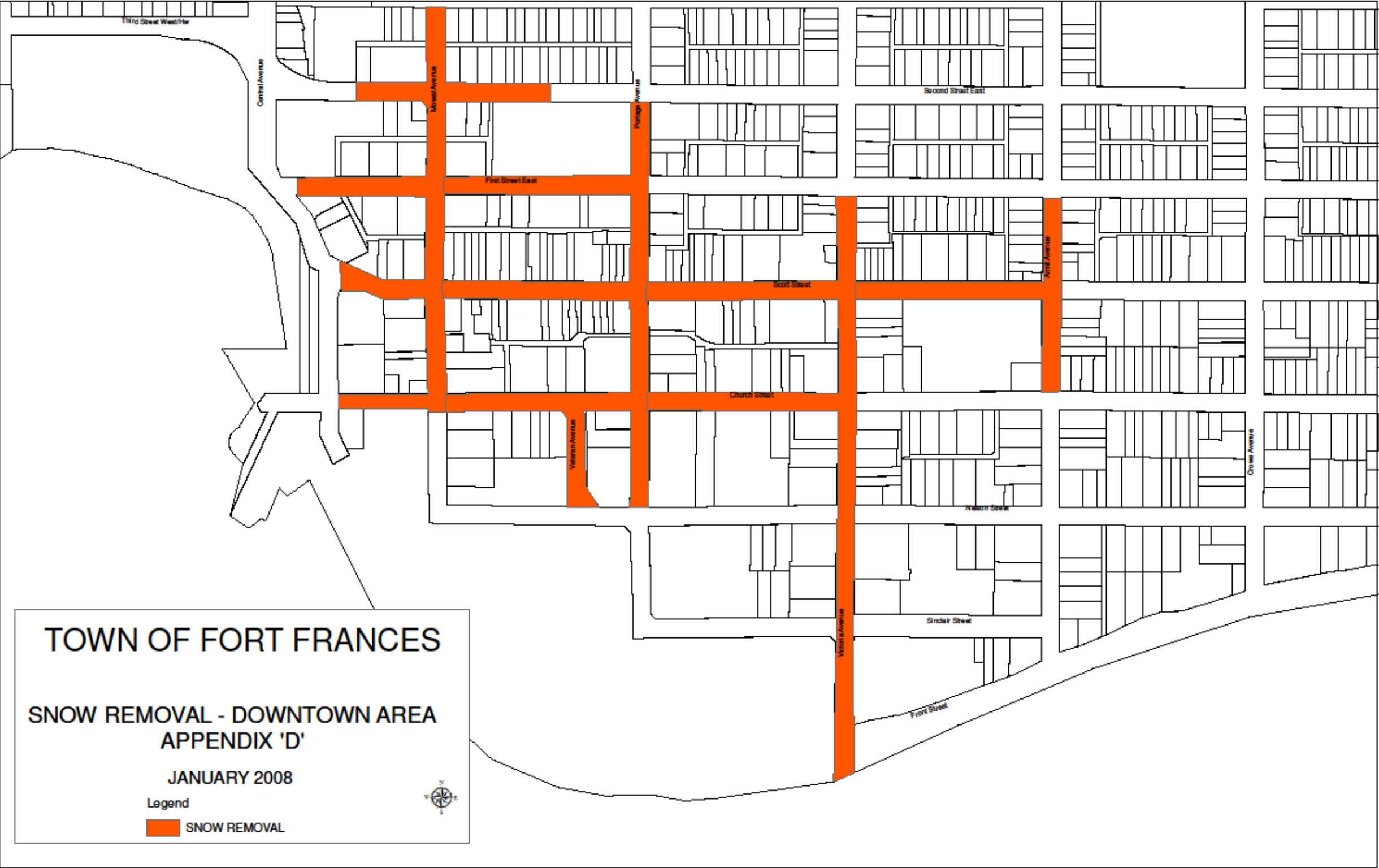
## SECTION 8.00 - APPENDICES

- Appendix A - Snow Plowing Priorities Plan
- Appendix B - East Snow Plowing Areas
- Appendix C - West Snow Plowing Areas
- Appendix D - Downtown Snow Removal Area
- Appendix E - Loader (Unit #318) Snow Plowing Priority List
- Appendix F - Loader (Unit #317) Snow Plowing Priority List
- Appendix G - Champion Grader (Unit #207) Snow Plowing Priority List
- Appendix H - Champion Grader (Unit #205) Snow Plowing Priority List
- Appendix I - Plow Truck (Unit #115) Snow Plowing Priority List
- Appendix J - Sidewalk Plow (Unit #305) Snow Plowing Priority List
- Appendix K - Maintenance Crew Sidewalk Snow Clearing & Deicing Priority List
- Appendix L - Declaration of a Significant Weather Event Press Releases
- Appendix M - Map of all roadway classes









## Appendix E

### LOADER (UNIT #318) SNOW PLOWING PRIORITY LIST

#### ROADS-CUL-DE-SACS/DEAD ENDS

Alternate between the east and west list on a monthly basis, as to which gets done first.

October	-	East
November	-	West
December	-	East
January	-	West
February	-	East
March	-	West

#### EAST END:

1. McKenzie Avenue at C.N.R.
2. Victoria Avenue at C.N.R.
3. Armit Avenue at C.N.R.
4. Crowe Avenue at C.N.R.
5. Russell Bay
6. Baeker Bay
7. Frenette Avenue (North of Kaitlyn Drive)
8. Erin Crescent
9. Patcin Avenue (North of Kaitlyn Drive)
10. Strachan Place
11. Woodward Street (Lane off Bayview Avenue)
12. Church Street (East of Butler Avenue)
13. Nelson Street (East of Butler Avenue)

#### WEST END:

1. Fourth Street (West of Wright Avenue)
2. Holmes Avenue (North of Third Street West)
3. Keating Avenue (North of third Street West)
4. Flinders Avenue (South of First Street West)
5. Webster Avenue (South of Highway)
6. Riverview Drive (East of Elm Avenue)
7. Riverview Drive (West of Keating Avenue)
8. Thompson Street (West of Keating Avenue)

9. McIrvine Road (South of River Road)
10. Old Shambles Road
11. Kerr Place
12. Kirsti Place
13. Armstrong Place
14. Lyndy Place North

LANES:

Start plowing lanes in priority area #2 West from the Downtown #1 priority area outward. When area #2 West is complete go to area #3 West and then to area #4 West. When the West is complete go to area #2 North and plow lanes east of Portage Avenue and then plow the lane on the 200 Block between Fifth Street West and Elizabeth Street.



**Appendix F****LOADER (UNIT #317) SNOW PLOWING  
PRIORITY LIST****DOWNTOWN – PARKING LOTS AND LANES**

1. Municipal Lot on 400 Block of Portage Avenue
2. Municipal Lot on 300 Block of Veteran Avenue
3. Municipal Lot on 100 Block of Scott Street
4. Municipal Parking Lot on 300 Block of Nelson Street behind St. Mary's Church
5. Civic Centre Parking Lots behind OPP Garage and Fire Department (Transportation Superintendent will call both OPP Detachment and Fire Department to make arrangements to have vehicles moved. A time will be arranged for plowing and vehicles must be removed from parking lots before plowing takes place.)
6. Plow all lanes on 100 Block, 200 Block and 300 Block of Scott Street
7. Plow remaining lanes in the Downtown #1 priority area

When the Downtown Area is completed continue plowing lanes in priority #2 East from the Downtown #1 Area outwards.

When priority area #2 East is completed continue plowing lanes in priority area #3 East until completed.

**Appendix G****JOHN DEERE GRADER (UNIT #207)  
SNOW PLOWING PRIORITY LIST**

1. Leave the Shop and go east on Fifth Street to Portage Avenue, turn right and plow south to Scott Street. Turn right and plow all of Scott Street from Portage to Central Avenue, then Central Avenue from Scott Street to Third Street West.
2. Plow the north side of Third Street West and King's Highway from Central Avenue to Oakwood Road and then the south side back to Central Avenue.
3. Plow Highway 602 out to Oakwood Road and then back to King's Highway.
4. Plow the Downtown area until completed.
5. When the Downtown priority #1 area is complete 207 will start plowing area #2 West from the Downtown area outwards then go to area #3 West and then area #4 West.
6. When all the roads in the west have been completed 207 will go to area #3 East and plow until Town is completed.

**Appendix H****CHAMPION GRADER (UNIT #205)  
SNOW PLOWING PRIORITY LIST**

1. Leave the Shop and go east on Fifth Street to Portage Avenue turn right and go south to Scott Street. Turn left on Scott Street and plow to Butler Avenue. Plow Butler Avenue past the entrances to the Ambulance Building so that they have plowed access to Scott Street and then continue plowing eastward on Scott Street to Colonization Road East.
2. Plow Colonization Road East to Overpass and continue on Mill Road (Highway) to the east town limits and back to Scott Street.
3. Plow all of Second Street from Colonization Road East to Central Avenue.
4. Grader #205 will then go to the Downtown area until it is completed.
5. When the Downtown priority #1 area is completed 205 will then plow Frenette Avenue from Scott Street to Fifth Street, Fifth Street from Frenette Avenue to Williams Avenue and Williams Avenue from Fifth Street to Second Street for access to the Arena and Schools in the east end of Town.
6. Grader #205 will then plow priority area #2 from the Downtown priority #1 area outwards, then go to area #3 east until the Town is completed.

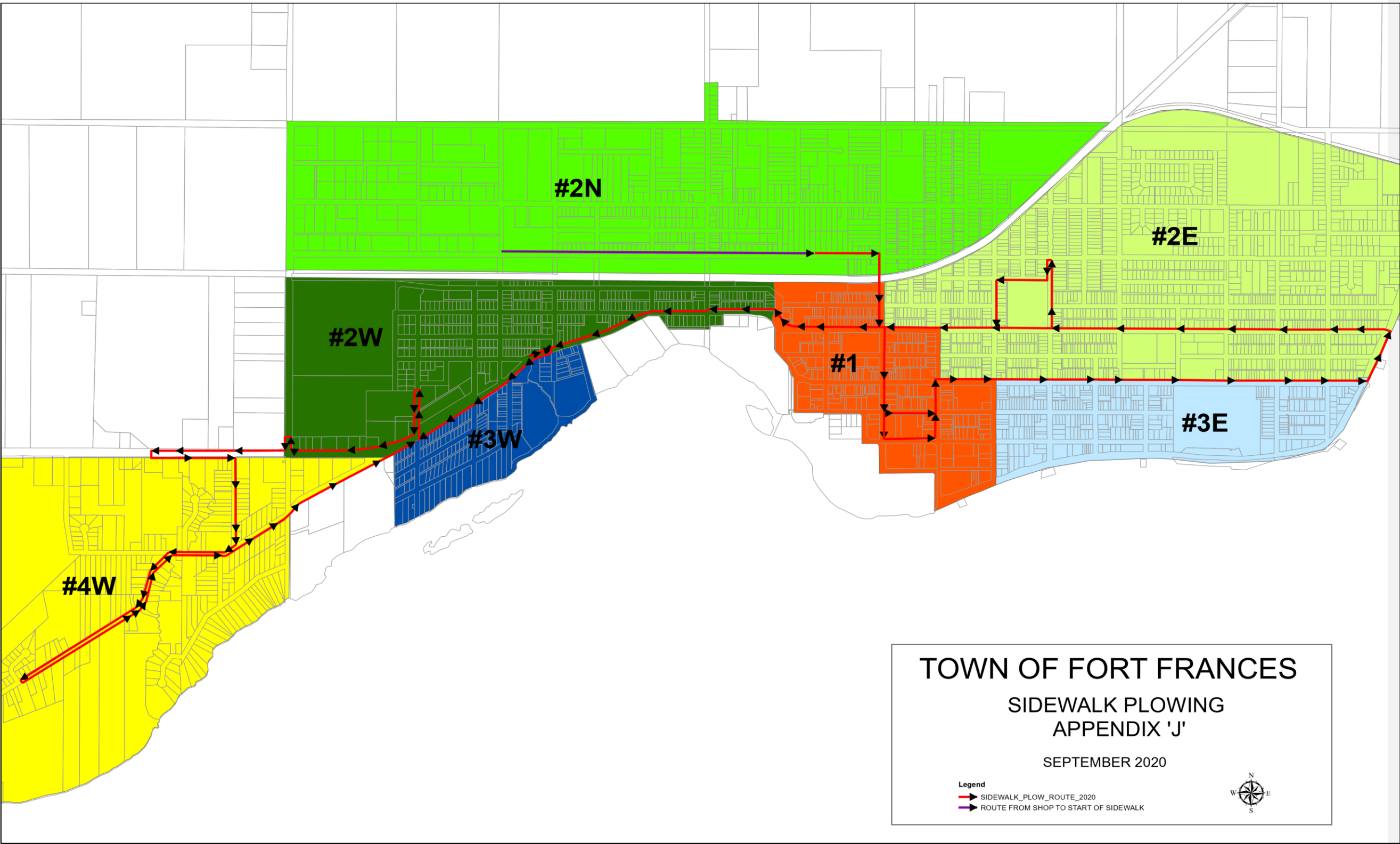
**Appendix I****PLOW TRUCK (UNIT #125)  
SNOW PLOWING PRIORITY LIST**

1. Leave the Shop and go west to the start of the four laner's on King's Highway at Pit Road #1.  
Start plowing east down the centre of the four laner's to Central Avenue then up to Scott Street and down the centre of Scott to Colonization Road East and continue plowing the centre of Colonization Road East to the Overpass.
2. Plow the centre of Second Street from Colonization Road East to Central Avenue.
3. Plow all of Front Street from Victoria Avenue to the corner of Colonization Road East and Scott Street.
4. The plow truck would then begin at the south side of the Underpass and plow the North end priority route.
5. When North priority route is complete plow area #2 North until complete.
6. Plow area #3 North until complete.

## Appendix J

### SIDEWALK PLOW (UNIT #305) SNOW PLOWING PRIORITY LIST

1. Leave Shop and go east on Fifth Street. Plow sidewalk on Fifth Street to Portage then through the Underpass on the west side of Portage Avenue up to Second Street East and then plow the east side of Portage Avenue from Third Street East to the Civic Centre, then plow the north side of Church to Victoria Avenue and the west side of Victoria Avenue back to Scott Street.
2. Plow the north side of Scott Street from Victoria Avenue to Colonization Road East. Then do north side of Second Street from Colonization Road East to Crowe Avenue and plow the east side of Crowe Avenue from Second Street to Fifth Street and then the west side of Crowe Avenue from Fifth Street to Fourth Street, then go to Armit Avenue and plow the east side from Fourth Street to Second Street. Return to Crowe Avenue and plow the north side of Second Street from Crowe Avenue to Central Avenue.
3. Plow south side of Highway 602 from ~~Biddeson Avenue~~Armstrong Place to Keating Avenue.
4. Plow the Downtown Priority #1 area.
5. Plow area #2 East, #2 West, #3 West, #3 East and #2 North in that order.



**Appendix K****MAINTENANCE CREW SIDEWALK  
SNOW CLEARING & DEICING PRIORITY LIST**

1. The first area of response in the morning after snow accumulation will be to remove snow from sidewalks at the Civic Centre and then the walkway between the parking lots behind the Fire Hall and OPP Garage. Sidewalks will be cleared to all exits behind the OPP building and a one (1) metre path will be cleared behind the OPP Garage doors to prevent ice build-up. Salt or Ice Melt will be applied to these sidewalks as required.
2. The west sidewalk at the Underpass on Portage Avenue will be plowed with the walk behind snowblower.
3. The Downtown corners will have any windrows left from plowing and snow removed. Salted Sand or Ice Melt will be applied to these corners as required.
4. The Museum sidewalk and Rainy Lake Square site and sidewalk will have snow removed and Ice Melt will be applied as required, by Parks crew.
5. Ice build up will be removed from the Underpass and Overpass when required. Salted Sand or Ice Melt will be applied to these areas when required.

### Appendix L

The following wording will be utilized on social media to declare a ~~S~~significant ~~weather-Weather eventEvent~~. The wording will be posted on the Town's Facebook and Twitter accounts.

#### Facebook

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_ is declaring the start of a ~~S~~significant ~~weather-Weather eventEvent~~. During this time, we are asking residents to limit their use of roadways and sidewalks within the Town of Fort Frances for the safety of the public. All On Street Parking is prohibited between the hours of 7:30pm and 7:30am until the termination of this declaration Please continue to monitor Facebook and 93.1 The Border for updates.

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_ is declaring the end of the ~~S~~significant ~~weather-Weather eventEvent~~. We want to thank residents for their cooperation as crews worked to clean up from this event.

#### Twitter

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_ is declaring the start of a ~~significant-Significant weather-Weather eventEvent~~. All On Street Parking is prohibited between the hours of 7:30pm and 7:30am until the termination of this declaration. Please limit your use of sidewalks and roadways for the safety of the public.

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_ is declaring the end of the ~~significant-Significant weather-Weather eventEvent~~. Thank you for your cooperation with clean-up efforts.





**FOR IMMEDIATE RELEASE**

**October 11, 2018**

**FROM:** Town of Fort Frances Operations and Facilities Division

**Declaration of Significant Weather Event**

The Town of Fort Frances Operations and Facilities Division, through winter weather monitoring activities, is following a system that could bring a winter weather storm to the Town of Fort Frances that could pose a risk to the users of the roadways and sidewalks within the Town of Fort Frances. The Operations and Facilities will continue to proactively manage this ~~significant~~ Significant weather-Weather event-Event and will continue to do so to ensure the public, properties and critical infrastructure are all protected during this event.

This ~~S~~significant ~~weather-Weather event-Event~~ declaration comes in to effect at \_\_:\_\_ on \_\_\_\_, 201\_\_. The Town of Fort Frances will declare the ending of this event at such time as the municipality deems it is suitable to do so. During this time, we are asking residents to limit their use of roadways and sidewalks within the Town of Fort Frances for the safety of the public. During this declaration all on-street parking is prohibited between the hours of 7:30pm and 7:30am with the exception of the Downtown core.

We would like to remind the public to stay clear of work areas to allow Town crews to address accumulation on the roadways and sidewalks. Also, please remember calendar parking is in effect and if possible to remove vehicles from roadways to aid in work efforts. This will ensure the safety of the public and Town crews.

We recommend that the public continue to monitor 93.1 The Border for updates. Also, residents can call the Operations and Facilities Division Office at 274-9893 with any questions or concerns. This declaration is in accordance with Ontario Regulation 239/02 as amended.

-30-

Contact:  
Travis Rob, Manager of Operations and Facilities  
Town of Fort Frances.  
(807) 274-9893  
trob@fortfrances.ca



**FOR IMMEDIATE RELEASE**

**October 11, 2018**

**FROM:** Town of Fort Frances Operations and Facilities Division

**Declaration of Significant Weather Event**

The Town of Fort Frances Operations and Facilities Division, at \_\_:\_\_ on \_\_\_\_\_, 201\_\_ declared a ~~significant weather event~~ Significant Weather Event.

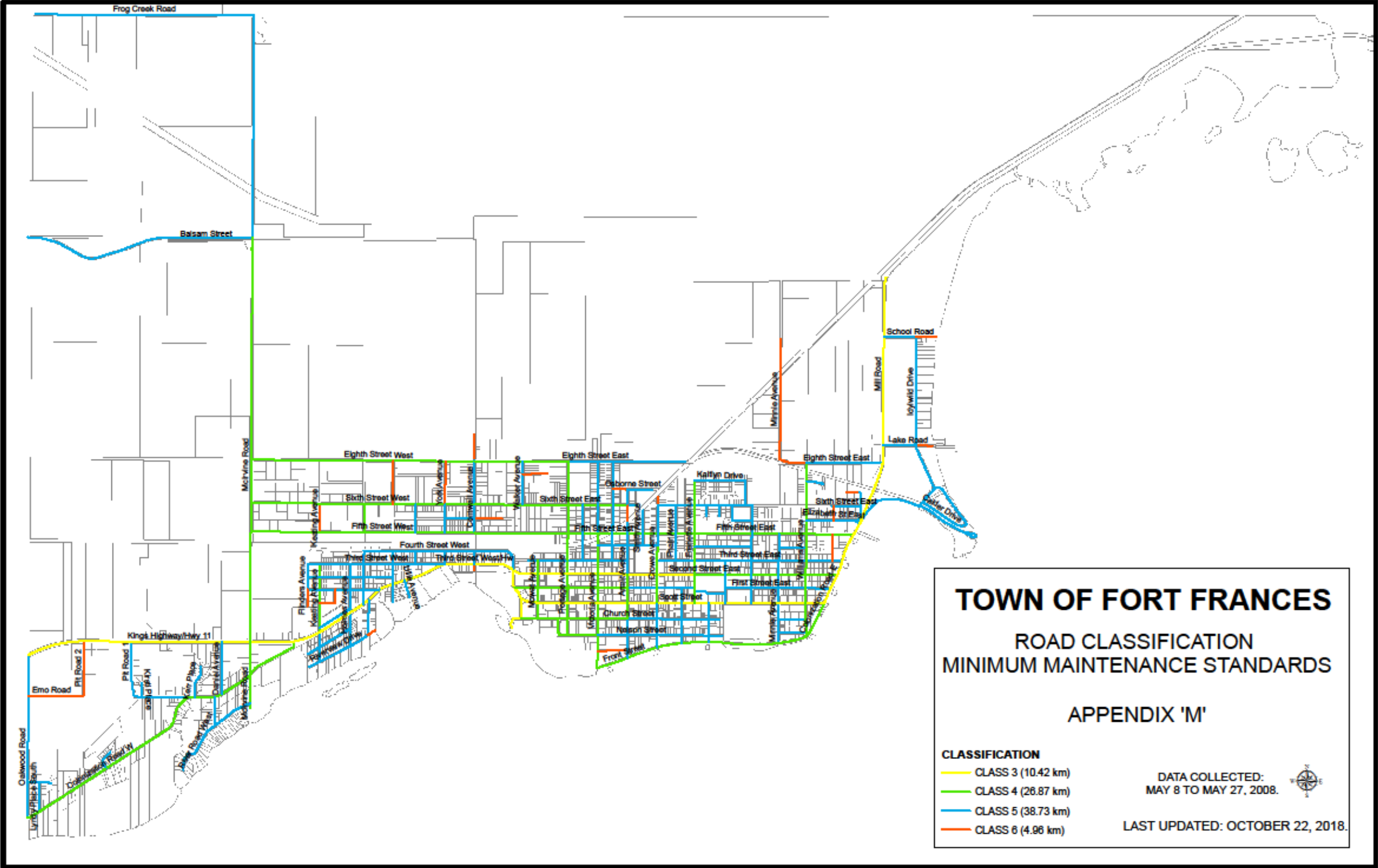
At \_\_:\_\_ on \_\_\_\_\_, 201\_\_ The Town of Fort Frances declares the end of the ~~significant Significant weather Weather eventEvent~~.

We would like to thank the residents for working with the Operations and Facilities Division staff to ensure public safety while crews worked to clean up from this weather event.

This declaration is in accordance with Ontario Regulation 239/02 as amended.

-30-

Contact:  
Travis Rob, Manager of Operations and Facilities  
Town of Fort Frances.  
(807) 274-9893  
trob@fortfrances.ca



September 23, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Entering into a Kiosk Lease Agreement with Northern Youth Programs**

---

At the September 9, 2020 meeting of the Operations and Facilities Executive Committee the request of a kiosk lease by Northern Youth Programs was considered where at the time, the intent of the use was not clear. Since that time Northern Youth Programs have clarified the use of this Kiosk and their email thread is attached to this report.

Given this additional information, it is the recommendation of the Operations and Facilities Executive Committee to approve the entering into an annual kiosk lease with Northern Youth Programs at the Fort Frances Airport starting October 1, 2020, that the email dated September 15 from Mr. Colin Frey be attached to and become part of the lease agreement and further that the Mayor and clerk be authorized to execute the agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to approve the entering into an annual kiosk lease with Northern Youth Programs at the Fort Frances Airport starting October 1, 2020, that the email dated September 15 from Mr. Colin Frey be attached to and become part of the lease agreement and further that the Mayor and clerk be authorized to execute the agreement on behalf of the corporation.**

2020Sept23 Airport Kiosk Lease2.docx

## Travis Rob

---

**From:** Colin Frey <colin@nyp.ca>  
**Sent:** Tuesday, September 15, 2020 8:24 PM  
**To:** Tom Batiuk  
**Cc:** Travis Rob; Doug Brown  
**Subject:** [External] Re: NYP's I tended use for the kiosk at the Airport

**[EXTERNAL]** Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to [support@fortfrances.ca](mailto:support@fortfrances.ca).

Hi Tom,

- 1) We would like to use the space for a place for our commercial packages that Cole International imports from the US for us and our US lettermail. This will allow us to pick up on our time schedule without interfering with Cole's schedule.
- 2) There will be no ministry conducted from the kiosk. The only thing that we might put there would be our name for direction for the deliveries.
- 3) I am anticipating flying into the airport 2 to 4 times a month to pick up packages and mail. There may be times that weather would prevent the flights and we may need to drive down to pick up these packages that way.

Thank you for considering this.

Colin Frey

On Sun., Sep. 13, 2020, 20:19 Tom Batiuk, <[tbatiuk@fortfrances.ca](mailto:tbatiuk@fortfrances.ca)> wrote:  
 Hello Colin,

I've provided the lease and a letter of recommendation to town council for them to review and vote on. They've come back to me with some questions regarding your intended use for the space at the Fort Frances Municipal Airport, as this request falls outside of the original intended use for the kiosks.

That said, here are their questions:

- 1) What precisely is the intended use for the Kiosk at the Fort Frances Airport.
- 2) Does NYP intend to have members conduct ministry of any form from the kiosk? Will there be literature displayed for airport customers to see in plain view?
- 3) With what frequency will NYP members be flying into Fort Frances to utilize the kiosk? IE number of times per month?

If you could take some time to respond to these I'm sure we can get this sorted out and have Town Council vote on the resolution to grant the lease. Thanks for your time and attention,

Kind regards,

Tom Batiuk  
Airport Supervisor  
Fort Frances  
(807)275-7329

September 21, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Library Storage Shed Location**

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As noted in the report prepared by Joan McLean Library CEO, the Library has determined a location for the new shed they are proposing to build. The shed itself has been approved already, however the location where the shed was to be built has changed and thus, the new location needs Council approval. The location that is the best option for the shed based on input from the Library, Memorial Sports Centre, and Operations and Facilities staff is on the north side of the Memorial Sports Centre between the Ice for Kids Zamboni door and the 52 Canadians Zamboni door.

**Recommendation**

The Recreation and Culture Manager recommends to Mayor and Council to approve the placement of the library storage shed on the North side of the Memorial Sports Centre building between the 52 Canadians and Ice for Kids Zamboni doors.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

<p><b>Council approval of this report will agree to the recommendation of the Recreation and Culture Manager to approve the placement of the library storage shed on the North side of the Memorial Sports Centre building between the 52 Canadians and Ice for Kids Zamboni doors.</b></p>
---

## Library Shed Project

In order to store seasonal decorations and other items the library does not use daily, a storage shed is required. This is a project that has been in the works for many years and received approval from council at the November 12, 2019 meeting.

The Friends of the Library have offered to pay for the shed and agreed to a budget up to \$30,000.00 for material, labour and incidentals. A tender has been written and approved by the library board. The shed is to measure 16' wide X 20' long, have a cement foundation, a garage door and a man door. The slope of the roof is to match the angle of the arena roof beside the shed. Fencing and a gate will be placed between the shed and the arena to stop people from getting behind the shed and to allow for regular cleanup.

The location of the shed is to be at the back of the Memorial Sports Centre, between the Zamboni doors for the 52 Canadians Arena and the Ice for Kids Arena.

This location will provide safety for staff members accessing the shed as there is plenty of light and the proximity to Second Street ensures that they can be seen. There is room to park cars so the needed items can be retrieved and/or loaded easily. This location is close enough to the library that more than one trip can be made in a day and the planned building is larger than the storage the library is paying for.



# TOWN OF FORT FRANCES

## ECONOMIC DEVELOPMENT REVIEW AD-HOC COMMITTEE

### TERMS OF REFERENCE

#### **Purpose:**

To review the economic development services with a goal of ensuring optimum effectiveness for the Town's economic development and bring a recommendation back to Council outlining next steps.

#### **Functions:**

- Review overall Economic Development services for the community by the Corporation
- Review the relationship with Rainy River Future Development Corporation (RRFDC) - including current contract, scope of work and reporting structure.
- Review the role, mandate, composition and existing terms of reference for the Economic Development Advisory Committee (EDAC)
- Provide input into the final report and recommendation to Council for approval.

#### **Membership:**

- The Committee will consist of 3 members appointed by Mayor Caul (Councillors Behan, Judson and McTaggart).
- The Chair of the Committee will be chosen by the members at its first meeting.
- Mayor Caul will serve as ex-officio on the Committee.
- The Committee will be supported by staff from Administration (CAO, Deputy Clerk) and representatives from RRFDC (Geoff Gillon and Tannis Drysdale).
- Additional Town Administration may be called upon as needed.

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

**2020 DRAFT SEWER FUND BUDGET**

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
<b>REVENUES</b>									
Private Work Charges	40-080-0811-0330-40595		(8,826.86)		(2,693.90)	(2,693.90)	(2,693.90)	(2,693.90)	(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)	(5,487.14)	(19,000)	(1,108.55)	(1,416.65)	(1,416.65)	(1,416.65)	(1,299.25)
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)	(6,031.04)	(7,000)	(1,819.50)	(2,181.21)	(3,178.61)	(3,576.27)	(4,576.69)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,569,445)	(1,704,012.46)	(2,693,701)	(446,974.69)	(816,247.01)	(1,236,901.98)	(1,236,408.02)	(1,680,519.10)
Expense Recoveries	40-080-0812-0430-40589		-		-	-	-	-	-
<b>Total Revenues</b>		<b>(2,603,945)</b>	<b>(1,725,357.50)</b>	<b>(2,728,201)</b>	<b>(452,596.64)</b>	<b>(822,538.77)</b>	<b>(1,244,191.14)</b>	<b>(1,244,094.84)</b>	<b>(1,689,088.94)</b>
<b>EXPENDITURES</b>									
<b>Administration</b>									
Distributed Salaries/Wages			-		-	-	-	-	-
Distributed Benefits			-		-	-	-	-	-
Hourly Full Time	40-080-0811-1101-60010	79,323	37,210.65	78,345	15,770.31	23,031.54	27,877.19	34,161.86	38,046.56
Overtime	40-080-0811-1101-60013		222.37		12.27	283.59	283.59	310.36	310.36
Hourly Part Time	40-080-0811-1101-60020	2,272	-	2,308	-	-	-	-	-
Employer CPP	40-080-0811-1101-60025	2,776	1,785.13	2,865	865.72	1,250.04	1,501.07	1,815.15	1,899.49
Employer EI	40-080-0811-1101-60030	1,061	725.88	1,057	342.02	494.74	588.60	700.17	721.73
Employer OMERS	40-080-0811-1101-60035	8,518	4,413.87	8,613	1,834.16	2,642.26	3,182.92	4,008.36	4,560.42
Employer EHT	40-080-0811-1101-60040	1,600	809.42	1,620	334.67	483.97	582.91	735.47	837.66
Employer Benefits	40-080-0811-1101-60050	7,723	4,066.03	7,901	1,558.65	2,077.96	2,597.42	3,116.88	3,637.87
Employer WSIB	40-080-0811-1101-60055	2,433	904.62	2,474	398.18	575.81	693.52	875.01	996.60
Allocated Admin	40-080-0811-1200-71221	163,116	81,560.00	166,378	-	41,594.94	83,189.88	83,189.88	83,189.88
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	9,328.76	9,328.76	9,328.76	9,328.76
Memberships	40-080-0811-1200-71260		-		-	-	-	-	-
Write Offs	40-080-0811-1210-74515		-		-	-	-	-	-
Debtenture - Interest	40-080-0811-1300-71301		-		-	-	-	-	-
Debtenture - Principal	40-080-0811-1300-71311		-		-	-	-	-	-
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	3,874.84	3,800	2,265.93	2,265.93	2,265.93	4,311.52	4,311.52
GIS Material	40-080-0811-1500-71507	6,716	3,984.86	6,716	3,260.28	3,431.39	3,613.92	3,774.19	3,774.19
Contracted Works	40-080-0811-1500-71523	500	-	500	518.19	518.19	518.19	518.19	518.19
Conferences & Courses	40-080-0811-1500-71531	5,000	1,347.50	5,000	1,017.60	1,017.60	1,017.60	1,017.60	1,017.60

**2020 DRAFT SEWER FUND BUDGET**

		2019 OPERATING	Actual to August	2020 OPERATING	Actual to April 30,	Actual to May 31,	Actual to June 30,	Actual to July 31,	Actual to August 31,
	NEW G/L ACCOUNT	FORECAST	31, 2019	FORECAST	2020	2020	2020	2020	2020
Insurance	40-080-0811-1500-71580	28,293	23,499.42	28,285	23,405.20	23,405.20	23,405.20	23,405.20	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	-	-	-	-	-	-	-	-
		<b>1,544,434</b>	<b>165,567.09</b>	<b>1,722,860</b>	<b>60,911.94</b>	<b>112,401.92</b>	<b>160,646.70</b>	<b>171,268.60</b>	<b>176,556.03</b>
<b>Sewer Mains</b>									
Distributed Salaries/Wages									
Distributed Benefits									
Hourly Full Time	40-080-0811-1711-60010	48,220	9,856.05	49,136	2,854.26	3,570.89	3,867.60	4,258.98	7,230.94
Overtime	40-080-0811-1711-60013	1,500	228.03	1,500	101.93	279.80	399.56	579.99	743.07
Hourly Part Time	40-080-0811-1711-60020	2,108	212.31	2,148	-	-	-	-	-
Employer CPP	40-080-0811-1711-60025	2,198	544.15	2,334	153.69	199.70	221.78	251.11	433.08
Employer EI	40-080-0811-1711-60030	834	229.74	835	59.99	78.50	87.26	98.68	170.88
Employer OMERS	40-080-0811-1711-60035	4,904	1,020.89	4,860	280.02	368.33	408.64	461.91	784.79
Employer EHT	40-080-0811-1711-60040	1,032	221.45	1,033	60.61	78.67	87.33	98.92	170.63
Employer Benefits	40-080-0811-1711-60050	5,718	1,663.77	5,809	414.63	425.27	525.77	603.05	1,067.85
Employer WSIB	40-080-0811-1711-60055	577	275.04	578	72.10	93.59	103.89	117.66	202.93
Materials	40-080-0811-1711-71471	10,000	6,252.11	10,000	865.78	3,077.67	3,077.67	4,324.84	5,038.05
Contracted Service	40-080-0811-1711-71523	125,000	59,811.38	125,000	51.12	110.97	257.62	3,704.09	58,481.28
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	6,016.06	36,000	427.16	427.16	427.16	1,824.98	3,987.52
		<b>238,091</b>	<b>86,330.98</b>	<b>239,233</b>	<b>5,341.29</b>	<b>8,710.55</b>	<b>9,464.28</b>	<b>16,324.21</b>	<b>78,311.02</b>
<b>Service Connections</b>									
Distributed Salaries/Wages			-						
Distributed Benefits			-						
Hourly Full Time	40-080-0811-1712-60010	40,000	23,244.99	40,760	4,465.45	5,595.03	6,958.08	8,167.00	9,744.40
Overtime	40-080-0811-1712-60013	5,000	2,803.12	5,000	658.02	664.85	719.51	719.51	739.48
Hourly Part Time	40-080-0811-1712-60020	2,710	1,740.35	2,761	-	-	-	-	-
Employer CPP	40-080-0811-1712-60025	1,866	1,384.19	1,981	280.02	339.93	406.77	469.96	557.68
Employer EI	40-080-0811-1712-60030	708	589.45	709	111.19	135.03	161.56	186.88	221.99
Employer OMERS	40-080-0811-1712-60035	4,068	2,511.14	4,031	522.86	638.04	763.99	885.90	1,056.11
Employer EHT	40-080-0811-1712-60040	875	562.95	877	110.21	133.70	160.03	184.83	219.23
Employer Benefits	40-080-0811-1712-60050	4,744	2,300.07	4,819	501.52	586.63	716.44	790.83	965.43
Employer WSIB	40-080-0811-1712-60055	489	710.51	490	131.06	159.02	190.35	219.85	260.77
Materials	40-080-0811-1712-71471	6,500	8,104.88	6,500	1,007.83	1,154.07	1,177.91	1,177.91	1,191.63
Contracted Services	40-080-0811-1712-71523	12,000	685.88	12,000	1,138.86	1,138.86	1,303.56	3,998.98	3,998.98

**2020 DRAFT SEWER FUND BUDGET**

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	9,728.18	15,000	75.00	75.00	75.00	2,451.16	1,898.94
		<b>93,960</b>	<b>54,365.71</b>	<b>94,928</b>	<b>9,002.02</b>	<b>10,620.16</b>	<b>12,633.20</b>	<b>19,252.81</b>	<b>20,854.64</b>
<b>Sewage Treatment Plant</b>									
Hourly Full Time	40-080-0812-1101-60010	2,500	185.78	2,500	-	-	-	55.22	55.22
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	-	-	-	4.43	4.43
Employer EI	40-080-0812-1101-60030	41	3.89	41	-	-	-	1.77	1.77
Employer OMERS	40-080-0812-1101-60035	254	18.13	247	-	-	-	7.56	7.56
Employer EHT	40-080-0812-1101-60040	51	3.67	50	-	-	-	1.74	1.74
Employer Benefits	40-080-0812-1101-60050	296	-	296	-	-	-	21.97	21.97
Employer WSIB	40-080-0812-1101-60055	29	5.88	28	-	-	-	2.07	2.07
Equipment Rentals - Own	40-080-0812-1101-71540	500	-	500	343.95	343.95	343.95	343.95	415.15
Natural Gas	40-080-0812-1240-71416	21,922	9,426.33	21,484	7,881.17	8,974.22	9,799.28	10,052.70	10,190.44
Electrical Power	40-080-0812-1240-71420	161,745	71,411.08	95,000	24,866.16	37,605.56	51,384.42	61,416.53	61,416.53
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	1,276.63	2,000	18.68	18.68	18.68	18.68	18.68
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	501,212	333,916.39	511,393	90,147.78	175,512.71	262,452.37	305,030.71	306,593.49
		<b>727,460</b>	<b>416,256.85</b>	<b>671,180</b>	<b>123,257.74</b>	<b>222,455.12</b>	<b>323,998.70</b>	<b>376,957.33</b>	<b>378,729.05</b>
<b>Total Expenditures</b>		<b>2,603,945</b>	<b>722,520.63</b>	<b>2,728,201</b>	<b>198,512.99</b>	<b>354,187.75</b>	<b>506,742.88</b>	<b>583,802.95</b>	<b>654,450.74</b>
<b>TOTAL SEWER FUND (Surplus)/Deficit</b>		<b>-</b>	<b>(1,002,836.87)</b>	<b>-</b>	<b>(254,083.65)</b>	<b>(468,351.02)</b>	<b>(737,448.26)</b>	<b>(660,291.89)</b>	<b>(1,034,638.20)</b>

**2020 DRAFT WATER FUND BUDGET**

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
<b>REVENUE</b>									
Expense Recovery	50-080-0832-0330-40589		-		(1,723.25)	(4,967.14)	(4,967.14)	(4,967.14)	(4,967.14)
Rents & Leases	50-080-0832-0330-40592	(9,277)	(9,084.80)	(9,277)	(1,166.16)	(1,457.70)	(8,649.24)	(8,940.78)	(9,232.32)
Private Work Charges	50-080-0832-0330-40595		-		-	-	-	-	-
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(230.08)	(65)	-	(57.52)	(115.04)	(115.04)	(115.04)
Expense Recovery	50-080-0832-0430-40589		-		(764.62)	(764.62)	(764.62)	(764.62)	(764.62)
Private Work Charges	50-080-0832-0430-40595	(8,000)	(7,087.78)	(8,000)	(1,638.50)	(1,781.30)	(1,781.30)	(1,971.70)	(1,924.10)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(1,703.90)	(1,200)	(2,268.20)	(2,268.20)	(2,268.20)	(2,268.20)	(2,268.20)
New Connection Charges	50-080-0832-0430-40619	(15,000)	(1,000.00)	(15,000)	921.56	921.56	921.56	921.56	921.56
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(5,895.09)	(8,000)	(1,964.90)	(2,355.74)	(3,488.81)	(3,909.42)	(5,029.35)
Sale of Water	50-080-0832-0430-40685	(2,771,985)	(1,837,808.56)	(2,854,247)	(482,465.63)	(880,746.44)	(1,334,710.81)	(1,334,181.33)	(1,812,310.99)
Special Water Rates	50-080-0832-0430-40687		(82.65)		(7.50)	(7.50)	(7.50)	(7.50)	(7.50)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(563.18)	(5,500)	(2,262.75)	(11,933.21)	(11,933.21)	(11,933.21)	(11,933.21)
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(12,197.45)	(17,982)	(2,297.04)	(5,272.62)	(8,397.52)	(8,397.52)	(11,532.02)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-	-	-	-	-
		<b>(2,837,009)</b>	<b>(1,875,653.49)</b>	<b>(2,919,271)</b>	<b>(495,636.99)</b>	<b>(910,690.43)</b>	<b>(1,376,161.83)</b>	<b>(1,376,534.90)</b>	<b>(1,859,162.93)</b>
<b>Water Works General</b>									
<b>EXPENDITURES</b>									
<b>Administration</b>									
Distributed Salaries/Wages			-		-	-	-	-	-
Distributed Benefits			-		-	-	-	-	-
Overtime & Lieu Time	50-080-0832-1101-60013		281.03		21.83	293.14	293.14	319.90	319.90
Paid Leave			-		-	-	-	-	-
Vac, Floaters, Stats, Holidays			-		-	-	-	-	-
Hourly Full Time	50-080-0832-1101-60010	107,266	54,124.81	106,908	25,974.78	36,567.07	44,056.32	54,360.04	59,953.09
Disability ST/LTD			-		-	-	-	-	-
WSIB	50-080-0832-1101-60055	3,369	1,212.67	3,370	601.67	849.10	1,024.40	1,318.51	1,495.22
Canada Pension Plan	50-080-0832-1101-60025	3,684	2,536.45	3,291	1,315.50	1,851.87	2,224.80	2,723.88	2,854.29
Employment Insurance	50-080-0832-1101-60030	1,403	1,033.17	1,212	515.53	728.02	865.49	1,047.07	1,081.40
Dental, Vision, Extended Health			-		-	-	-	-	-
OMERS	50-080-0832-1101-60035	11,654	6,168.14	10,344	2,753.09	3,885.17	4,688.49	6,021.46	6,826.84
Life Insurance			-		-	-	-	-	-
Employer Health Tax	50-080-0832-1101-60040	2,174	1,141.86	1,974	505.67	713.64	860.98	1,108.16	1,256.72
Employer Benefits	50-080-0832-1101-60050	10,044	5,432.84	8,505	2,025.35	2,688.04	3,350.89	4,170.48	5,007.29
Summer Staff & Part-time Staff	50-080-0832-1101-60020	3,407	-	1,838	-	-	-	-	-
Accounting/Allocated Admin	50-080-0832-1200-71221	206,878	103,440.00	211,016	-	52,753.56	105,507.12	105,507.12	105,507.12
Communications	50-080-0832-1200-71251	3,200	880.63	3,200	456.76	786.90	1,000.21	1,210.61	1,826.02
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	9,328.77	9,328.77	9,328.77	9,328.77
Memberships	50-080-0832-1200-71260	1,000	-	1,000	-	-	-	-	-
Write-Offs	50-080-0832-1210-74515	2,000	58.08	2,000	3.01	3.01	3.01	3.01	3.01
Office Supplies	50-080-0832-1400-71410	1,000	34.35	1,000	139.30	139.30	139.30	321.45	321.45
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-	-	-	-	-
Rain Barrel Expenses	50-080-0832-1400-71443		269.85		323.82	377.79	431.76	431.76	431.76
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	-	-	-	-	440.64
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	3,874.84	3,800	4,354.32	4,354.32	6,789.43	8,854.43	8,854.43
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-	-	-	-	-
GIS Material	50-080-0832-1500-71507	13,432	8,319.21	13,432	6,520.55	6,862.77	7,227.82	7,548.36	7,548.36
Contracted Works	50-080-0832-1500-71523	1,000	1,190.59	1,000	609.76	609.76	609.76	609.76	609.76

**2020 DRAFT WATER FUND BUDGET**

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
Conference & Courses	50-080-0832-1500-71531	25,000	23,165.65	25,000	10,895.97	10,539.72	10,539.72	10,539.72	10,539.72
Insurance	50-080-0832-1500-71580	37,172	30,872.64	38,162	31,577.76	31,577.76	31,577.76	31,577.76	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		-		-	-	-	-	-
		<b>1,701,932</b>	<b>244,036.81</b>	<b>1,761,055</b>	<b>97,923.44</b>	<b>164,909.71</b>	<b>230,519.17</b>	<b>247,002.25</b>	<b>255,783.55</b>
<b>Water Service Connections</b>									
Hourly Full Time	50-080-0832-1962-60010	50,000	47,790.59	50,950	6,754.43	7,774.72	9,138.35	10,203.63	15,894.67
Overtime	50-080-0832-1962-60013	5,000	3,783.01	5,000	-	59.90	59.90	59.90	184.46
Hourly Part Time	50-080-0832-1962-60020	3,614	4,063.43	3,683	-	-	-	-	-
Employer CPP	50-080-0832-1962-60025	2,342	2,777.88	2,487	370.07	427.19	496.22	554.72	855.70
Employer EI	50-080-0832-1962-60030	889	1,181.37	890	145.99	168.86	196.14	219.67	340.68
Employer OMERS	50-080-0832-1962-60035	5,085	4,900.52	5,039	687.74	797.79	927.36	1,040.70	1,600.17
Employer EHT	50-080-0832-1962-60040	1,099	1,132.49	1,101	145.09	167.47	194.65	217.56	336.20
Employer Benefits	50-080-0832-1962-60050	5,929	5,951.31	6,023	845.53	930.98	985.89	1,037.40	1,114.76
Employer WSIB	50-080-0832-1962-60055	614	1,346.66	615	172.65	199.28	231.63	258.91	400.04
Materials	50-080-0832-1962-71471	12,000	14,552.92	12,000	651.61	833.27	1,177.41	1,296.01	2,127.88
Contracted Works	50-080-0832-1962-71523	14,000	3,135.21	14,000	-	30.53	54.84	896.75	896.75
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	23,911.72	22,000	114.10	114.10	114.10	935.62	3,080.38
		<b>122,572</b>	<b>114,527.11</b>	<b>123,788</b>	<b>9,887.21</b>	<b>11,504.09</b>	<b>13,576.49</b>	<b>16,720.87</b>	<b>26,831.69</b>
<b>Water Meter Maintenance</b>									
Hourly Full Time	50-080-0832-1963-60010	4,500	3,337.36	4,500	2,279.01	2,426.08	2,426.08	3,045.16	3,045.16
Overtime	50-080-0832-1963-60013		-		-	-	-	-	-
Employer CPP	50-080-0832-1963-60025	197	166.63	205	124.95	132.82	132.82	168.39	168.39
Employer EI	50-080-0832-1963-60030	75	71.20	73	48.45	51.62	51.62	65.80	65.80
Employer OMERS	50-080-0832-1963-60035	458	323.27	445	226.30	240.66	240.66	305.65	305.65
Employer EHT	50-080-0832-1963-60040	92	67.64	91	49.15	52.25	52.25	66.34	66.34
Employer Benefits	50-080-0832-1963-60050	534	151.25	532	552.48	552.53	552.53	627.22	627.22
Employer WSIB	50-080-0832-1963-60055	52	40.07	51	58.47	62.17	62.17	78.93	78.93
Materials	50-080-0832-1963-71471	7,500	1,780.92	7,500	13,911.42	13,911.42	16,161.74	16,161.74	16,161.74
Contracted Works	50-080-0832-1963-71523	11,874	5,929.63	11,874	2,301.92	2,301.92	3,845.06	5,726.08	8,351.36
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	850.00	1,725	100.00	100.00	100.00	350.00	400.00
		<b>27,007</b>	<b>12,717.97</b>	<b>26,996</b>	<b>19,652.15</b>	<b>19,831.47</b>	<b>23,624.93</b>	<b>26,595.31</b>	<b>29,270.59</b>
<b>Water Distribution System Maintenance</b>									
Hourly Full Time	50-080-0832-1964-60010	91,000	71,987.60	92,729	38,223.46	61,662.77	74,361.33	96,287.12	104,602.50
Overtime	50-080-0832-1964-60013	8,000	2,411.15	8,000	657.44	1,607.80	1,984.42	3,595.61	5,363.73
Hourly Part Time	50-080-0832-1964-60020	9,637	6,459.29	9,820	-	-	-	-	-
Employer CPP	50-080-0832-1964-60025	4,396	4,097.41	4,668	2,062.95	3,368.31	4,108.70	5,419.37	5,989.59
Employer EI	50-080-0832-1964-60030	1,668	1,736.35	1,670	819.23	1,340.44	1,636.68	2,158.69	2,383.58
Employer OMERS	50-080-0832-1964-60035	9,254	7,126.91	9,172	3,762.30	6,156.23	7,502.72	9,823.28	10,841.31
Employer EHT	50-080-0832-1964-60040	2,063	1,671.49	2,066	811.55	1,324.87	1,615.54	2,130.98	2,355.42
Employer Benefits	50-080-0832-1964-60050	10,792	8,339.88	10,962	5,573.19	7,653.52	9,224.96	11,287.64	12,622.32
Employer WSIB	50-080-0832-1964-60055	1,153	1,731.04	1,155	957.15	1,567.88	1,913.74	2,527.06	2,794.08
Materials	50-080-0832-1964-71471	35,000	15,941.12	35,000	11,779.69	13,526.02	16,607.53	31,554.91	33,236.09

**2020 DRAFT WATER FUND BUDGET**

		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
	<b>NEW G/L ACCOUNT</b>								
Contracted Works	50-080-0832-1964-71523	35,000	6,437.04	35,000	12,297.74	12,628.88	13,317.22	17,421.55	20,305.83
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	34,366.34	35,000	1,557.01	1,557.01	1,557.01	16,425.12	20,288.65
		<b>242,963</b>	<b>162,305.62</b>	<b>245,242</b>	<b>78,501.71</b>	<b>112,393.73</b>	<b>133,829.85</b>	<b>198,631.33</b>	<b>220,783.10</b>
<b>Total Waterworks General</b>		<b>2,094,474</b>	<b>533,587.51</b>	<b>2,157,081</b>	<b>205,964.51</b>	<b>308,639.00</b>	<b>401,550.44</b>	<b>488,949.76</b>	<b>532,668.93</b>
<b>Water Treatment Plant</b>									
<b>Microfit Generation Revenue</b>	50-080-0831-0330-40320	<b>(11,000)</b>	<b>(3,321.51)</b>	<b>(11,000)</b>	<b>(117.14)</b>	<b>(1,384.96)</b>	<b>(1,384.96)</b>	<b>(2,778.36)</b>	<b>(4,227.10)</b>
Hourly Full Time	50-080-0831-1101-60010	202,603	144,661.20	206,452	65,972.96	90,864.42	106,424.53	126,522.35	136,689.12
Overtime	50-080-0831-1101-60013	4,000	3,621.78	4,000	531.49	1,041.24	1,301.65	2,042.43	2,614.26
Hourly Part Time	50-080-0831-1101-60020		466.84		-	-	-	-	-
Employer CPP	50-080-0831-1101-60025	8,851	8,046.91	9,397	3,378.53	4,621.52	5,472.95	6,696.82	7,659.34
Employer EI	50-080-0831-1101-60030	3,359	3,402.73	3,362	1,337.64	1,830.86	2,167.35	2,660.13	3,044.78
Employer OMERS	50-080-0831-1101-60035	20,604	11,435.69	20,420	6,238.80	8,556.19	10,162.07	12,405.43	14,207.26
Employer EHT	50-080-0831-1101-60040	4,153	2,988.12	4,160	1,318.82	1,806.88	2,141.52	2,625.06	3,001.83
Employer Benefits	50-080-0831-1101-60050	24,026	16,886.66	24,406	6,449.32	8,384.27	10,720.96	12,659.21	14,770.81
Employer WSIB	50-080-0831-1101-60055	2,321	1,825.18	2,325	1,569.06	2,149.69	2,547.82	3,123.11	3,571.43
Equipment Rentals - Owned	50-080-0831-1101-71540	2,200	1,525.00	2,000	12.50	12.50	12.50	237.50	987.50
Communications	50-080-0831-1200-71251	7,740	4,353.75	7,740	1,006.76	1,472.89	1,832.17	2,298.30	2,764.63



**2020 DRAFT WATER FUND BUDGET**

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	12,825.02	16,000	3,295.24	4,112.93	4,308.50	6,225.96	6,380.23
Office Supplies	50-080-0831-1400-71410	500	-	500	-	-	-	-	-
Natural Gas	50-080-0831-1240-71416	29,469	14,910.54	28,880	8,038.93	10,285.75	12,682.85	12,682.85	13,253.35
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,000	-	-	-	-	-
Electrical Power	50-080-0831-1240-71420	78,940	36,407.13	78,940	15,196.72	22,894.63	31,365.78	37,710.65	37,710.65
Water & Sewer	50-080-0831-1240-71421	1,257	702.90	1,297	241.50	483.00	483.00	724.50	724.50
Taxes	50-080-0831-1240-71425	45,100	-	38,162	-	-	-	-	-
Chlorine	50-080-0831-1400-71434	17,700	17,312.80	19,500	-	15,327.82	6,932.62	6,932.62	7,579.81
Soda Ash	50-080-0831-1400-71435	42,000	16,262.66	48,300	-	17,467.42	19,887.76	19,887.76	19,887.76
Aluminium Sulphate	50-080-0831-1400-71436	40,000	23,766.78	49,500	8,018.80	21,972.76	21,972.76	27,557.72	27,557.72
Fluorides	50-080-0831-1400-71437	15,000	11,409.97	10,000	5,838.99	5,838.99	5,838.99	10,263.51	9,576.63
Miscellaneous Chemicals	50-080-0831-1400-71438	12,000	3,052.20	13,000	-	-	555.50	1,993.17	1,993.17
Materials	50-080-0831-1400-71471	20,000	8,603.68	20,000	4,713.43	5,914.47	6,569.35	7,444.07	7,640.29
Contracted Services	50-080-0831-1500-71523	36,355	15,587.11	36,355	9,022.16	12,999.03	19,332.91	21,192.49	24,388.44
		<b>635,178</b>	<b>360,054.65</b>	<b>645,696</b>	<b>142,181.65</b>	<b>238,037.26</b>	<b>272,713.54</b>	<b>323,885.64</b>	<b>346,003.51</b>
<b>Total Water Treatment Plant</b>		<b>624,178</b>	<b>356,733.14</b>	<b>634,696</b>	<b>142,064.51</b>	<b>236,652.30</b>	<b>271,328.58</b>	<b>321,107.28</b>	<b>341,776.41</b>
<b>Water Storage Facility</b>		-	-	-	-	-	-	-	-
Hourly Full Time	50-080-0831-1965-60010	7,500	4,874.21	7,500	2,485.10	3,200.49	3,716.73	4,126.78	4,744.20
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-	-	-	-	-
Employer CPP	50-080-0831-1965-60025	328	244.97	341	143.06	174.63	197.67	222.75	254.02
Employer EI	50-080-0831-1965-60030	124	103.69	122	56.81	69.48	78.72	88.73	101.25
Employer OMERS	50-080-0831-1965-60035	763	173.03	742	264.60	325.61	369.66	413.60	472.51
Employer EHT	50-080-0831-1965-60040	154	98.57	151	55.66	68.05	77.10	86.90	99.13
Employer Benefits	50-080-0831-1965-60050	889	520.68	887	307.52	347.01	390.92	434.88	469.48
Employer WSIB	50-080-0831-1965-60055	86	55.13	84	66.22	80.94	91.71	103.35	117.89
Equipment Rentals - Own	50-080-0831-1965-71540	2,000	275.00	1,700	-	-	-	1,025.00	1,125.00
Communications	50-080-0831-1965-71251	2,180	1,301.65	2,180	123.88	185.82	247.76	309.70	371.64
Natural Gas	50-080-0831-1965-71416	12,000	7,779.77	11,760	5,912.50	6,581.39	6,704.37	6,704.37	6,704.37
Electrical Power	50-080-0831-1965-71420	3,633	2,056.32	3,633	977.25	1,440.06	1,969.62	2,222.67	2,222.67
Taxes	50-080-0831-1965-71425	84,700	-	86,394	-	-	-	-	-
Materials	50-080-0831-1965-71471	500	341.04	500	-	-	-	-	-
Contracted Works	50-080-0831-1965-71523	2,500	1,133.64	10,500	255.88	708.08	2,179.57	2,179.57	2,745.74
Equipment Rentals Other			-		-	-	-	-	-
<b>Total Water Storage Facility</b>		<b>118,357</b>	<b>18,957.70</b>	<b>127,494</b>	<b>10,648.48</b>	<b>13,181.56</b>	<b>16,023.83</b>	<b>17,918.30</b>	<b>19,427.90</b>
<b>Total Expenditures</b>		<b>2,848,009</b>	<b>912,599.86</b>	<b>2,930,271</b>	<b>358,794.64</b>	<b>559,857.82</b>	<b>690,287.81</b>	<b>830,753.70</b>	<b>898,100.34</b>
<b>TOTAL WATER FUND (Surplus)/Deficit</b>		<b>-</b>	<b>(966,375.14)</b>	<b>-</b>	<b>(136,959.49)</b>	<b>(352,217.57)</b>	<b>(687,258.98)</b>	<b>(548,559.56)</b>	<b>(965,289.69)</b>

**2020 DRAFT GENERAL FUND BUDGET**

	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020	2020 Budget vs. Actual Variance
<b>CORPORATE:</b>									
REVENUE									
Municipal Levy	(10,902,495)	(10,965,884.73)	(11,378,238)	(5,491,181.72)	(5,491,181.72)	(5,491,094.05)	(11,636,690.51)	(11,623,981.88)	(245,744)
School Board Levy	(1,506,290)	(1,477,058.64)	(1,492,647)	(755,080.35)	(755,080.35)	(755,050.71)	(1,483,742.22)	(1,470,719.21)	21,928
Payments-In-Lieu	(816,367)	(422,913.59)	(830,794)	(21,943.69)	(21,943.69)	(21,943.69)	(21,943.69)	(402,877.00)	427,917
Contribution From Contingency Reserve Fund	-	-	-	-	-	-	-	-	0
Sale of Land/Gain on Sale of Land	-	-	-	(1,500.00)	(750.00)	(707.11)	(707.11)	(707.11)	(707)
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)	(26,553.00)	-	-	-	-	-	-	0
Modernization Grant Fund	-	-	-	-	-	-	-	-	0
OMPF Funding	(3,363,500)	(2,520,842.00)	(3,294,600)	(1,647,300.00)	(1,647,300.00)	(1,647,300.00)	(2,470,950.00)	(2,470,950.00)	823,650
	<b>(16,603,345)</b>	<b>(15,413,251.96)</b>	<b>(16,996,279)</b>	<b>(7,917,005.76)</b>	<b>(7,916,255.76)</b>	<b>(7,916,095.56)</b>	<b>(15,614,034)</b>	<b>(15,969,235)</b>	<b>1,027,044</b>
EXPENDITURES									
Election	-	(100.00)	-	-	-	-	-	-	0
Council	552,621	227,406.04	369,358	61,338.01	89,034.41	99,702.71	332,634.49	111,957.51	(257,400)
Contributions from Capital Fund	-	-	-	-	-	-	-	-	0
Contribution to Reserve/Reserve Funds	1,550,917	-	1,802,977	-	-	-	-	-	(1,802,977)
Uncontrollable Costs	2,408,136	1,660,927.07	2,406,172	807,948.48	968,241.78	1,230,569.66	1,458,990.30	1,653,337.92	(752,834)
Economic Development	168,068	56,489.60	31,808	29,082.12	20,797.40	13,882.42	21,875.91	21,011.36	(10,797)
Travel Information Centre	4,006	10,224.96	19,141	930.03	1,210.98	2,592.51	2,685.85	6,349.21	(12,792)
Solar Panels	(21,499)	(13,170.17)	(18,329)	802.69	(2,110.50)	(2,108.36)	(4,094.30)	(5,999.71)	12,329
School Board Requisition	1,506,290	763,648.82	1,492,647	381,824.90	381,824.90	746,323.71	746,323.71	746,323.71	(746,323)
Long Term Debt	397,821	230,770.85	384,028	123,518.36	126,649.87	190,659.24	219,884.95	249,110.66	(134,917)
	<b>6,566,360</b>	<b>2,936,197.17</b>	<b>6,487,802</b>	<b>1,405,444.59</b>	<b>1,585,648.84</b>	<b>2,281,621.89</b>	<b>2,778,301</b>	<b>2,782,091</b>	<b>(3,705,711)</b>
<b>Total Corporate</b>	<b>(10,036,985)</b>	<b>(12,477,054.79)</b>	<b>(10,508,477)</b>	<b>(6,511,561.17)</b>	<b>(6,330,606.92)</b>	<b>(5,634,473.67)</b>	<b>(12,835,732.62)</b>	<b>(13,187,144.54)</b>	<b>(2,678,668)</b>

**2020 DRAFT GENERAL FUND BUDGET**

	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020	2020 Budget vs. Actual Variance
<b>ADMINISTRATION &amp; FINANCE:</b>									
Admin. Revenue	(655,525)	(375,050.74)	(465,325)	(94,898.90)	(137,183.42)	(160,936.80)	(279,454.19)	(291,409.12)	173,916
Administration Department	495,207	344,849.75	511,597	109,387.33	145,139.73	179,995.24	296,334.52	326,099.43	(185,498)
Clerk's Department	226,779	134,079.92	232,195	65,311.38	88,035.72	103,857.47	125,550.96	139,572.90	(92,622)
Treasury Department	575,921	427,572.93	534,938	261,671.15	256,805.65	200,992.77	331,073.57	390,150.52	(144,787)
FFPC Administration	147,892	83,205.63	-	1,160.05	1,627.99	1,982.05	2,731.30	2,830.83	2,831
Information Technology	256,071	116,870.94	316,698	85,416.44	108,062.79	146,594.75	177,802.14	195,423.83	(121,274)
<b>Total A &amp; F</b>	<b>1,046,345</b>	<b>731,528.43</b>	<b>1,130,103</b>	<b>428,047.45</b>	<b>462,488.46</b>	<b>472,485.48</b>	<b>654,038</b>	<b>762,668</b>	<b>(367,435)</b>
<b>EMERGENCY SERVICES</b>									
Fire Emergency Services	1,053,327	629,702.63	1,100,143	273,453.93	389,175.06	468,691.80	573,202.38	658,218.15	(441,925)
911 Dispatch Services	8,120	11,077.10	11,332	9,667.10	9,775.44	9,775.44	9,775.44	9,775.44	(1,557)
Police Services	2,304,957	1,421,575.08	2,437,386	623,436.69	623,325.79	1,298,785.79	1,294,009.02	1,733,663.02	(703,723)
<b>Total Emergency Services</b>	<b>3,366,404</b>	<b>2,062,354.81</b>	<b>3,548,861</b>	<b>906,557.72</b>	<b>1,022,276.29</b>	<b>1,777,253.03</b>	<b>1,876,987</b>	<b>2,401,657</b>	<b>(1,147,204)</b>
<b>COMMUNITY SERVICES:</b>									
Sister Betty Kennedy Centre	54,132	24,579.48	36,018	1,031.14	16,956.33	29,337.30	32,968.84	35,137.41	(881)
Children's Day Care	18,070	(29,377.05)	7,569	3,187.39	4,604.56	5,372.45	5,032.89	5,733.13	(1,836)
Best Start Hub	-	(49,270.15)	-	-	-	-	(740.08)	(740.08)	(740)
Day Care Special Needs Resource	-	(29,967.68)	-	61.06	91.59	122.12	(3,031.68)	(3,001.15)	(3,001)
Handi Transit Services	105,049	112,549.04	107,150	(4,229.90)	4,022.33	9,319.26	27,242.42	39,178.48	(67,972)
Townshend Theatre	-	(8,434.36)	-	(1,211.54)	(861.72)	388.28	826.28	826.28	826
Recreation Facilities	822,077	456,151.68	970,938	110,643.29	119,179.24	313,820.96	377,948.84	415,437.54	(555,500)
Recreation Programs	154,502	49,727.70	117,187	180,901.40	211,389.54	78,188.28	106,855.29	124,572.84	7,386
Community Services	141,996	74,721.37	114,000	4,510.65	2,073.50	(1,165.37)	(387.12)	3,334.82	(110,665)
Sunny Cove Camp	29,765	18,231.80	38,583	9,655.50	11,253.55	14,482.47	16,841.67	20,720.19	(17,863)
Public Library	497,448	369,827.44	521,546	142,307.54	194,882.67	234,759.55	262,881.11	297,025.51	(224,520)
Library Co-op	-	(5,256.67)	-	-	-	-	-	-	0
Museum	172,825	127,839.41	210,407	57,468.94	79,480.41	89,141.66	80,812.90	92,110.60	(118,296)
Waterfront (Sorting Gap)	38,703	27,704.91	29,490	(11,913.65)	(17,170.50)	(13,950.29)	(11,274.20)	(6,429.81)	(35,920)
<b>Total Community Services</b>	<b>2,034,567</b>	<b>1,139,026.92</b>	<b>2,152,888</b>	<b>492,411.82</b>	<b>625,901.50</b>	<b>759,816.67</b>	<b>895,977</b>	<b>1,023,906</b>	<b>(1,128,982)</b>

**2020 DRAFT GENERAL FUND BUDGET**

	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020	2020 Budget vs. Actual Variance
<b>OPERATIONS &amp; FACILITIES</b>									
Public Works	449,193	259,556.08	513,209	258,363.27	378,989.18	459,855.69	270,274.77	286,739.68	(226,469)
Roads	1,523,882	941,027.14	1,498,393	304,989.76	410,693.47	492,537.97	853,810.82	1,000,458.96	(497,934)
Sidewalks	143,123	119,658.91	143,962	40,252.91	51,859.35	54,699.07	83,499.05	94,926.14	(49,036)
Stores Operations	96,805	62,731.74	106,200	24,228.28	35,091.84	41,444.74	50,442.36	58,612.90	(47,587)
Traffic Signal Maint	11,135	5,510.13	10,867	12,502.25	5,047.10	5,836.35	6,161.07	6,161.07	(4,706)
Streetlighting Maint	109,710	33,369.67	116,672	9,173.56	24,775.61	31,727.46	39,403.45	39,534.97	(77,137)
Waste Management Services	-	(218,129.76)	-	34,798.52	(9,184.99)	(61,596.11)	(98,595.16)	(119,810.95)	(119,811)
Airport	101,822	63,890.66	95,547	43,002.08	71,434.16	59,341.99	67,816.99	67,594.74	(27,952)
Parks & Cemeteries Admin	179,668	117,187.62	183,760	28,927.41	36,251.46	51,868.93	64,345.97	79,735.39	(104,025)
Cemeteries	331,851	193,349.50	347,246	15,769.90	35,015.11	48,238.95	99,132.90	128,586.37	(218,660)
Parks	320,341	249,109.72	304,266	35,662.00	75,079.78	116,982.59	164,869.94	192,806.83	(111,459)
<b>Total Operations and Facilities</b>	<b>3,267,530</b>	<b>1,827,261.41</b>	<b>3,320,122</b>	<b>807,669.94</b>	<b>1,115,052.07</b>	<b>1,300,937.63</b>	<b>1,601,162</b>	<b>1,835,346</b>	<b>(1,484,776)</b>
<b>PLANNING &amp; DEVELOPMENT</b>									
By-Law Enforcement	156,594	84,203.80	157,801	34,438.81	54,482.83	67,072.70	83,227.44	94,634.85	(63,166)
Fight The Blight	-	-	-	-	-	-	-	-	0
Building Official Department	(1,481)	(50,030.49)	22,345	15,349.05	16,799.89	17,813.06	3,685.88	5,439.24	(16,906)
Planning Department	55,223	25,906.42	61,197	14,869.04	19,748.40	23,696.09	24,338.45	29,891.77	(31,305)
Civic Centre	111,804	36,936.09	115,160	11,616.81	21,940.37	23,430.93	24,419.92	28,644.25	(86,516)
<b>Total Planning and Development</b>	<b>322,140</b>	<b>97,015.82</b>	<b>356,503</b>	<b>76,273.71</b>	<b>112,971.49</b>	<b>132,012.78</b>	<b>135,672</b>	<b>158,610</b>	<b>(197,893)</b>
<b>SUBTOTAL</b>	<b>0</b>	<b>(6,619,867.40)</b>	<b>-</b>	<b>(3,800,600.53)</b>	<b>(2,991,917.11)</b>	<b>(1,191,968.08)</b>	<b>(7,671,896)</b>	<b>(7,004,958)</b>	<b>(7,004,958)</b>

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**May 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	20.00
WI/LTD	0.00	0.00
SICK DAYS	5.63	6.17
COMPASSIONATE LEAVE	3.00	3.00
FLOATERS	3.00	2.00
VACATION	18.31	14.00
BANKED TIME USED	16.50	3.25
OFF	24.31	0.00
STATUTORY HOLIDAYS	30.00	26.00
<b>TOTAL</b>	<b>100.75</b>	<b>74.42</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	May	May	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.00	0.00	16.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	8.75	0.00	38.75	10.75
PRIVATE WORK	0.00	0.00	3.75	0.00
RECYCLE/GARBAGE	4.00	0.00	24.50	11.50
ROADS	4.00	2.25	593.00	304.00
SEWER COLLECTION	61.00	4.00	153.13	65.25
SIDEWALKS	0.00	0.00	123.00	57.00
STORES	4.00	8.00	5.50	38.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	26.00	20.75	84.50	83.75
WATER DISTRIBUTION	57.50	20.00	289.75	131.50
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>167.25</b>	<b>55.00</b>	<b>1367.38</b>	<b>737.75</b>

## **TRANSPORTATION REPORT**

### **May 2020**

#### **ROADS:**

##### **Storm Water Management – Urban:**

- Completed lowering 3 catch basins and installing a new lateral and catch basin in the Municipal Parking Lot at 408 Portage Avenue and down the lane.

##### **Storm Water Management - Rural:**

- Cleaned up debris along ditches
- Removed beaver dams as required
- Repaired a storm sewer lateral in the Sports Field on McIrvine Road.

##### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Replaced curb and gutter where stumps were removed at 428 First Street East and 939 Third Street East.

##### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Continued grading all lanes.

##### **Roadside Maintenance:**

- Landscaping repairs from winter plowing
- Cleaned up sand around signs and poles along Kings Highway
- Removed large stumps at 428 First Street East, 600 block of First Street East and 939 Third Street East.

##### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Prepared paint machine for summer road painting
- Put out signs to route trucks down the waterfront for the start of the reconstruction on Scott Street.
- Started painting crosswalks, stop bars, parking spaces and handicap parking areas.

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Repaired some of the chain link fencing around yards.

**Private Work:****Sidewalks – Winter:****Sidewalks – Summer:**

- Completed sweeping winter sand from all sidewalks
- Swept sidewalks and bike path along waterfront once weekly
- Replaced sidewalk where stumps were removed at 428 First Street East and 939 Third Street East.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required



**Public Relations:**

- Moved trailer to Rainy Lake Market Square on May 12, 2020.

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

**Interdepartmental:**

- Did some repairs to the boat ramp on the lower river on May 28<sup>th</sup> and 29<sup>th</sup>, 2020

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:****Health & Safety:**

- Workplace Inspection was done on May 20<sup>th</sup> in the Public Works Shop area
- Covid 19 – assigned a daily cleaner for the Public Works building and one for Parks buildings
- All employees are wiping down frequently touched areas in vehicles and equipment at beginning and ending of each shift.
- A Joint Health and Safety Meeting was held on May 15<sup>th</sup>, 2020.

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**June 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	1.00	22.00
WI/LTD	9.00	0.00
SICK DAYS	8.56	2.25
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	4.00	1.00
VACATION	15.00	18.63
BANKED TIME USED	13.50	2.63
OFF	5.44	0.00
STATUTORY HOLIDAYS	0.00	0.00
<b>TOTAL</b>	<b>56.50</b>	<b>46.51</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	June	June	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	16.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	5.25	0.00	44.00	10.75
PRIVATE WORK	4.00	0.00	7.75	0.00
RECYCLE/GARBAGE	0.00	0.75	24.50	12.25
ROADS	25.00	18.25	618.00	322.25
SEWER COLLECTION	1.50	3.75	154.63	69.00
SIDEWALKS	0.00	0.00	123.00	57.00
STORES	0.00	0.00	5.50	38.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	15.00	48.00	99.50	131.75
WATER DISTRIBUTION	93.00	50.75	382.75	182.25
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>143.75</b>	<b>121.50</b>	<b>1511.13</b>	<b>859.25</b>

## **TRANSPORTATION REPORT**

### **June 2020**

#### **ROADS:**

##### **Storm Water Management – Urban:**

- Repaired a catch basin and replaced a lateral on Highway 602 behind McDonalds.

##### **Storm Water Management - Rural:**

- Removed beaver dams as required
- Cut grass along ditches with Trackless.

##### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Replaced any curb and gutter removed at utility repairs for first round of asphalt patching
- Curb and gutter repairs at 1005 Williams Avenue and 809 Scott Street
- Initial sweep of all town streets was completed on June 3, 2020. Revert back to one sweeping shift.

##### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Graded lanes as required.

##### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossing
- Cut grass at boulevards and Town entrances with Trackless

##### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, stop bars, parking spaces and yellow “no parking areas”

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards
- Stockpiled approximately 2000 tonnes of Granular A on June 3<sup>rd</sup> and June 15<sup>th</sup>.

**Private Work:**

- Installed a private crossing at 1005 Williams Avenue and one at 809 Scott Street.
- Swept downtown streets in Emo on June 11<sup>th</sup>, 2020.

**Sidewalks – Winter:****Sidewalks – Summer:**

- Swept waterfront sidewalks and bike path once weekly.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Replaced curb and gutter and sidewalk removed during winter sewer and water repairs.

**Interdepartmental:**

- Moved some shelving at the Civic Centre on June 12<sup>th</sup>, 2020.
- Cut grass at Animal Shelter.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:**

- All Public Works staff had training on the New High Pressure/Vacuum Truck on June 8<sup>th</sup>, 2020.

**Health & Safety:**

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**July 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	<b>2019</b>	<b>2020</b>
WSIB	0.00	13.00
WI/LTD	0.00	0.00
SICK DAYS	5.63	7.13
COMPASSIONATE LEAVE	1.00	5.00
FLOATERS	5.00	1.00
VACATION	68.88	62.25
BANKED TIME USED	4.19	8.38
OFF	11.81	0.00
STATUTORY HOLIDAYS	30.00	26.00
<b>TOTAL</b>	<b>126.51</b>	<b>122.76</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>
	<b>July</b>	<b>July</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	16.50	2.50
ENGINEERING	0.00	4.00	0.00	4.00
INTERDEPARTMENTAL	14.25	0.00	58.25	10.75
PRIVATE WORK	0.00	2.25	7.75	2.25
RECYCLE/GARBAGE	0.00	1.50	24.50	13.75
ROADS	18.50	40.00	636.50	362.25
SEWER COLLECTION	23.75	1.50	178.38	70.50
SIDEWALKS	6.00	0.00	129.00	57.00
STORES	0.00	0.00	5.50	38.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	56.00	30.00	155.50	161.75
WATER DISTRIBUTION	12.75	133.50	395.50	315.75
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>131.25</b>	<b>212.75</b>	<b>1642.38</b>	<b>1072.00</b>

## **TRANSPORTATION REPORT**

### **July 2020**

#### **ROADS:**

##### **Storm Water Management – Urban:**

- Installed a new drain in a curb for water to get into the catch basin on the 500 block of Second Street West.
- Replaced curb and gutter at catch basin repair behind McDonalds on Highway 602.

##### **Storm Water Management - Rural:**

- Removed beaver dams as required
- Cut grass along ditches with Trackless.

##### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Replaced curb and gutter in areas identified for repairs
- Repaired approximately 100 feet of curb and gutter on the 500 block of Second Street West
- Replaced damaged curb and gutter on the 600 block of Nelson Street.

##### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Graded lanes as required.

##### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossing
- Cut grass along ditches and boulevards on Morrison Crescent on July 16<sup>th</sup>, 2020.

##### **Winter Control:**



**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, stop bars, parking spaces and yellow “no parking areas”

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards

**Private Work:**

- Installed new private crossings at 515 and 517 Second Street West.
- Installed extensions to private crossings at 300 Crowe Avenue and 505 Keating Avenue.

**Sidewalks – Winter:****Sidewalks – Summer:**

- Replaced sidewalk in areas identified for repairs
- Swept sidewalks and bike path along waterfront once weekly.
- Replaced damaged sidewalk on the 600 block of Nelson Street.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

**Interdepartmental:**

- Cut grass at Animal Shelter on July 14<sup>th</sup>, 2020
- Vacuum excavated for underground powerline at 809 Kaitlyn Drive on July 8<sup>th</sup>, 2020 (FFPC)
- Removed paving stone at 1037 Patcin driveway for underground power installation to Erin Crescent on July 23<sup>rd</sup>, 2020.
- Ken McCormick provided coverage for vacation at the Airport July 2, 6, 7, 8, 9, 17, 18, 19, 20, 21 and 31<sup>st</sup>.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:****Health & Safety:**

- A Workplace Inspection was done at the Public Works building on July 29<sup>th</sup>, 2020.

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**August 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	<b>2019</b>	<b>2020</b>
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	5.72	9.56
COMPASSIONATE LEAVE	0.00	5.00
FLOATERS	4.00	5.00
VACATION	77.25	86.38
BANKED TIME USED	10.63	13.63
OFF	10.25	0.00
STATUTORY HOLIDAYS	30.00	27.00
<b>TOTAL</b>	<b>137.85</b>	<b>146.57</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>
	<b>August</b>	<b>August</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	16.50	2.50
ENGINEERING	0.00	0.00	0.00	4.00
INTERDEPARTMENTAL	8.00	0.00	66.25	10.75
PRIVATE WORK	5.25	9.00	13.00	11.25
RECYCLE/GARBAGE	3.00	0.75	27.50	14.50
ROADS	58.00	22.00	694.50	384.25
SEWER COLLECTION	9.50	1.50	187.88	72.00
SIDEWALKS	15.00	6.00	144.00	63.00
STORES	0.00	12.00	5.50	50.50
VEHICLE & EQUIPMENT	3.00	0.00	38.00	33.00
WATER TREATMENT PLANT	18.00	43.00	173.50	204.75
WATER DISTRIBUTION	24.00	76.75	419.50	392.50
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>143.75</b>	<b>171.00</b>	<b>1786.13</b>	<b>1243.00</b>

## **TRANSPORTATION REPORT**

### **August 2020**

#### **ROADS:**

##### **Storm Water Management – Urban:**

- Installed a storm lateral and catch basin along the side of the lane behind the Harbourage Restaurant.
- Cleaned out sump in catch basin and lateral on the 500 block of Second Street West
- Repaired a broken catch basin at the corner of Third Street West and Keating Avenue.

##### **Storm Water Management - Rural:**

- Removed beaver dams as required
- Cut grass along ditches with Trackless
- Hired Randy Carmody to do some ditching on the 1000 block of Cornwall Avenue North and in the lane behind the new Huffman Court Development.
- Cleaned up the ditch beside the Shevlin Yard east of Butler Avenue.

##### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- replaced curb and gutter in areas identified for repairs.

##### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Graded lanes as required.

##### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossing

##### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, stop bars, parking spaces and yellow “no parking areas”

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards
- Cleaned drains at the rear of the Public Works building.

**Private Work:****Sidewalks – Winter:****Sidewalks – Summer:**

- Replaced sidewalk in areas identified for repairs
- Swept sidewalk and bike path along waterfront once weekly.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

- Supplied 4 barricades to the Library parking lot for Movie Night
- Removed some electronic recycling from the Civic Centre on August 13<sup>th</sup>, 2020.
- Installed a memorial bench in the McIrvine Park area.

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Replaced curb and gutter and sidewalk that sunk and broke from an old water service repair at 533 Nelson Street.

**Interdepartmental:**

- Cut grass at Animal Shelter.
- Ken McCormick provided coverage for vacation at the Airport from August 1<sup>st</sup> to August 7<sup>th</sup>, and again from August 21<sup>st</sup> to August 28<sup>th</sup>, 2020.
- Filled in some areas where underground utilities were installed at Erin Crescent.
- Replaced uni-stone driveway at Hamilton’s on Erin Crescent.
- Turned all ball diamonds with the landscaping attachment on the skid steer.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:****Health & Safety:**

- A tailgate meeting was held at the Public Works shop area on August 13<sup>th</sup> to go through the new SOP for Masks.
- A tailgate was held at Parks on August 14<sup>th</sup> to go through the new SOP for Masks.
- A Workplace Inspection was done at the Public Works building on August 26<sup>th</sup>, 2020.

Milt Strachan,  
Superintendent of Transportation