

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - June 21, 2021 10:30 AM

MEETING - Committee Room & Virtual

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 807-701-5975,,620446605#](#) Canada, Thunder Bay

Phone Conference ID: 620 446 605#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Page

1. **CALL TO ORDER/Roll Call (Session #38)**
2. **DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**
3. **APPROVAL OF PREVIOUS COMMITTEE MINUTES**
 - 3.1 June 7, 2021 minutes 2
4. **ITEMS REFERRED FROM COUNCIL**
 - 4.1 Letter from J. Neurinski re: Summer Programs 3 - 22
5. **NEW BUSINESS**
 - 5.1 CMOG Grant application 23 - 48
6. **INFORMATION**
7. **IN-CAMERA - None**
8. **ADJOURNMENT**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #37

June 7, 2021

The meeting of Community Services Executive Committee of the Town of Fort Frances was held virtually on June 7, 2021 from 10:30 a.m. to 10:51 a.m.

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

ALSO PRESENT: Jordan Forbes - HR Manager, Lisa Slomke - Clerk, Acting CAO, Ron Pidlubny - member of the Public, Randy Thoms - B93.

1 CALL TO ORDER/Roll Call (Session #37) - 10:30

2 APPROVAL OF AGENDA - Approved as presented

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

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

4.1 April 19, 2021 Minutes - Approved as Presented

5 ITEMS REFERRED FROM COUNCIL - None

6 NEW BUSINESS - None

7 NON-AGENDA ITEMS - None

8 INFORMATION

8.1 Membership Statistics - Accepted as presented

9 IN-CAMERA

9.1 a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. - Discussion took place and recommendation put forth to Council.

10 ADJOURNMENT - 10:51

M.Behan, Executive Committee Chair

A. Bisson, Recreational and Culture Manager

June 21, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Summer Programs

The Community Services Division has run the Summer Programs for the Youth in our Community for several years. Unfortunately, due to COVID-19 many things have changed in how we are able to operate and offer programming beginning in 2020 and we had to cancel our Summer programs schedule that year. With the pandemic still affecting operations in 2021, a decision was made during our budget process to not proceed with Summer Programs in 2021. With that in mind there is currently no budget for this program. The Summer Programs are an extremely valuable service provided by the Town and are well utilized by the public. There are factors that make offering this service in 2021 challenging.

Normally we would offer 8 different 1-week programs, in a normal year we would start the week of June 28, 2021 and run until August 20, 2021. If we started the hiring process for three staff members to operate this program, the earliest we could begin the summer programs would be 5 weeks from Councils' approval. This timeline is based on hiring, criminal background checks, and training required. With this timeframe in mind, we could aim to begin the programs on August 2, 2021 and offer up to 3 one-week programs. Finding an employee willing to accept a 3-week contract in August is going to be extremely challenging and may not be reasonable. Staffing within Community Services has been difficult, being shut down repeatedly over the last 15 months has caused some of our staff to find employment elsewhere. We will be working hard on ensuring we are able to open the Sports Centre and museum when allowed in Stage 3 and ensuring we have the appropriate staff available to do so. Summer staff that had previously accepted positions at the Museum have since accepted jobs elsewhere and are unable to work there this summer, so we will have to dedicate time and resources to the museum as well. We are also looking to recruit staff to work the Marina attendant position in the coming weeks.

When the summer programs were developed, they had not been developed to account for pandemic related rules. We would need to re-assess the programs and the delivery of those programs to align with the new regulations that are in place for day camps. This is not something that has been done as the direction was to not hold Summer Camps in 2021. It would take at least a couple of weeks to revamp our programs and ensure we could meet all the requirements that are in place. Many of the programs had also been developed around "field trips" or events away from the Memorial Sports Centre with transportation required. Maintaining distancing would be difficult if not impossible during the transportation periods, so many of those "field trips" would not be able to take place, significantly altering the normal programming we would offer.

Under Covid there are the cleaning requirements, distancing requirements, and contact tracing, to name a few. The toys/materials that are used need to be made of materials that are easily cleaned and disinfected, and craft supplies would need to be used by only one individual and then thrown out after. This additional work/planning is not insurmountable; however, it does create additional work for staff and increases the cost of the programs significantly.

Normally we have a group of up to 30 students participating in each activity, due to the restrictions in place we could have a maximum of 20 children in each activity. We would have to charge 50% over and

above our standard user fee of \$75.25 or a fee of \$112.90 to cover the same portion of cost we normally would try and recover; based solely on the decrease in participants.

Attached to this report you will find the COVID-19 Safety Guidelines for: Day Camps that outline the requirements to be able to offer these programs.

The Community Services Division would like to thank Janice for her letter of support for the Summer Programs and indicate that this program is a priority moving forward. Unfortunately, with the uncertainty surrounding day camps, and the staffing challenges faced moving into 2021 it was decided that it was in the Town's best interest to not offer this programming in 2021 and look forward to offering the program in 2022 once again. With the vaccination campaign that is ongoing in our region and Ontario, the restrictions in place should facilitate offering a much better experience in 2022, and we look forward to doing that.

Recommendation

The Community Service Division recommends to Mayor & Council to uphold the decision on the 2021 Summer Programs and plan to operate the program in 2022 under the restrictions at that time.

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 uphold the original decision to cancel Summer Programs as outlined in this report.

June 8, 2021

Mayor June Caul and Fort Frances Town Council,

I am writing to express my concern over the decision that the summer day camp program "Rec N Crew" historically run at the Memorial Sports Centre will not be running again this year due to "all the restrictions in place" and "requirements for camp operators" due to Covid-19. The provincial government made the decision not to resume in person learning for our youth until September 2021, so that the kids could have a normal summer, including day camps and team sports. The provincial government also gave the go ahead for day camp programs to run last summer, but they were not offered in our community.

Not only do I feel these programs would be low risk in our community, where our covid numbers have been generally low, but I also feel with the reopening of many businesses throughout the summer, there is some accountability on the town to provide child care options to the residents of Fort Frances. Our children need to be provided with the socialization and activity experiences they have been missing out on, as well as the structure and accountability of day programs like this. The older children were previously able to take part in some leadership activities, training them to be the future counselors of these programs. Additionally, these programs create summer employment to some of our young residents who may be home from their post-secondary school programs or going away to school in the fall.

I feel that there have been a lot of missed opportunities due to covid in Fort Frances without consulting with the citizens these decisions affect. The community services offered have greatly suffered over the past few years. What is the town of Fort Frances offering for recreation this summer? What are the offerings for child care? I think there needs to be an effort to find a way to safely and effectively run programming. There needs to be brainstorming of new ways to make these programs run as we transition to a new normal. Much larger centers seem to be figuring it out, and I am confident Fort Frances could too. I am requesting that my concern be added for discussion at the next available council meeting.

Respectfully,

Janice Neurinski

(807)276-1819

Ministry of Health

COVID-19 Safety Guidelines for: Day Camps

Version 1.0 May 26, 2021

This guidance provides basic information only. It is not intended to take the place of medical advice, diagnosis, treatment, or legal advice.

In the event of any conflict between this guidance document and any legislation or orders or directives issued by the Minister of Health or the Chief Medical Officer of Health (CMOH), the legislation, order, or directive prevails.

This document constitutes safety guidelines for COVID-19 for day camps produced by the Office of the Chief Medical Officer of Health in accordance with subsection 24(1) of Schedule 7 of [O. Reg. 82/20](#) (Rules for Areas in Stage 1), subsection 15(1) of Schedule 2 of [O. Reg. 263/20](#) (Rules for Areas in Stage 2), and subsection 9(1) of Schedule 2 of [O. Reg. 364/20](#) (Rules for Areas in Stage 3) made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\)](#) (Collectively referred to as ROA Regulations).

Pursuant to the ROA regulations, day camps for children are permitted to open if they are operated in a manner consistent with the safety guidelines for COVID-19 for day camps produced by the OCMOH.

Please note that day camps are not permitted to operate in the Shutdown zone.

- Please check the [Ministry of Health \(MOH\) COVID-19 website](#) regularly for updates to this document, [Reference Document for Symptoms](#), mental health resources, and other information.
- Please check the [Orders, Directives, Memorandums and Other Resources](#) page regularly for the most up to date directives. Applicable guidelines for various regions can be found in the [Reopening Framework](#) developed by the Government of Ontario. Relevant rules can be found in the Regulations mentioned above.
- Please check the [provincial COVID-19 website](#) regularly for current information and additional resources to help stop the spread.
- Please check the [resources to prevent COVID-19 in the Workplace](#) page.

- This guidance does not apply to day camps serving children who are younger than four years of age that require a childcare license issued by the Ministry of Education. Licensed child care centres must follow the COVID-19 related health and safety requirements set out in [O. Reg. 137/15](#) under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#). Additional operational guidance is provided in the Ministry of Education's document entitled [Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening](#), as amended from time to time.

Day camps must run for a minimum of one week of consecutive days (e.g., Monday through Friday), should maintain consistent cohorts for the duration of each camp session for up to 2 continuous weeks (e.g., if a session is 1 week, maintain the cohort for the full week; if a session is 2 weeks, maintain the cohort for the full 2 weeks; if a session is longer than 2 weeks or if campers are enrolled in multiple consecutive sessions at the same day camp, aim to keep cohorts as consistent as possible for as long as possible).

Outdoor Education Centres (OECs) must run for a minimum of one (1) full day, conducted with established cohorts, and maintain the cohorts for the duration of each program session.

In addition to the guidance provided in this document, day camp programs and OECs must also comply with applicable setting/activity-specific requirements (e.g. sports) as well as general restrictions or requirements in accordance with the regulations made under the ROA.

Requirements for Occupational Health and Safety

All applicable legislative or regulatory requirements related to health and safety such as those in the [Occupational Health and Safety Act](#) (OHSA) and its regulations or in any regulation under the [ROA](#) continue to apply.

Employers must comply with municipal by-laws and section 22 orders under the *Health Protection and Promotion Act* issued by local medical officers of health and any applicable public health advice, recommendations, and instructions of the local medical officer of health. Day camp operators must comply with all other applicable requirements outlined in policies and guidelines issued by the Ministry of Education and the Ministry of Heritage, Sport, Tourism and Culture Industries, including any other relevant requirements or instructions issued under emergency orders, policies or guidelines issued by the Government of Ontario.

Under the ROA regulations, persons responsible for a business that is open are required to prepare and make available a safety plan in accordance with the regulation. Employers are encouraged to use the Ontario guide to Develop your COVID-19 Workplace Safety Plan to make plans and put controls into place to help make the operation safer for everyone.

Safety plans must:

- Describe the measures and procedures that have been implemented or will be implemented in the business to reduce the risk of transmission of COVID-19;
- Describe how the requirements of the ROA regulations will be implemented in the business, including by screening, physical distancing, non-medical masks or face coverings, cleaning and disinfecting of surfaces and objects and the wearing of personal protective equipment (PPE);
- Be in writing and be made available to any person for review on request; and,
- Be posted in a conspicuous place where it is most likely to come to the attention of individuals working in or attending the business.

General Requirements

1. Ensure all current infection prevention and control practices are adhered to prevent the spread of COVID-19.

This includes, but is not limited to:

- Ensuring that toys and equipment are made of material that can be cleaned and disinfected (e.g., avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g., craft supplies);
- Minimizing the sharing and frequency of touching of objects, toys, equipment and surfaces, and other personal items;
- Cleaning and disinfecting frequently touched surfaces twice daily at a minimum; however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.
- Frequently touched surfaces include, but are not limited to, washrooms (for example toilet fixtures, faucets), eating areas (for example tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, toys, and water fountains/cooler knobs. Refer to PHO's factsheet on [Cleaning and Disinfecting for Public Settings](#);
- Using disinfectant products that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used. Please see Health Canada's [list of hard-surface disinfectants and hand sanitizers with evidence for use against COVID-19](#) for more information;

- Checking expiry dates of cleaning and disinfecting products and following the manufacturer's instructions;
 - Ensuring that the products used are compatible with the item to be cleaned and disinfected;
 - Ensuring water fountain use is for refilling camp staff and participants' personal water bottles and disposable cups only;
 - Promoting and performing frequent, proper hand hygiene by handwashing with soap and water or using an alcohol- based hand-rub (ABHR) (at 60% or higher) including supervising or assisting camp participants).
 - Hand washing using soap and water is recommended over alcohol-based hand rub (ABHR) when hands are visibly soiled. Refer to PHO's [How to Wash Your Hands](#) fact sheet.
2. Day camp operators should strongly encourage all eligible staff and campers to receive COVID-19 vaccination as soon as possible, and at the earliest opportunity before the camp starts.
 3. Operate programs in consistent cohorts (with assigned staff members) who stay together throughout the duration of the program, with the following considerations:
 - Cohort sizes and staff to participant ratios (see table below) should be in line with the guidance found in the [Operational Guidance During COVID-19 Outbreak – Child Care Re-opening](#). The camp venue is recommended to reduce the maximum number of children in a cohort as much as feasibly possible, to allow for indoor and outdoor physical distancing and reduce the risk of introduction and transmission in a cohort. Cohort sizes must also be sufficiently small to accommodate distancing in the available space.
 - Where possible/practical and applicable, consider grouping participants who are members of another cohort together outside of the day camp (e.g., same class at school, same household, siblings).

Table 1: Maximum Cohort Sizes and Staff Ratios

Age Category	Age range of age category	Ratio of staff to camp participants	Maximum Number of camp participants in cohort (not including staff)
Kindergarten	4 years up to 6 years	1 to 13	26
Primary/Junior School	6 years up to 9 years	1 to 15	30
Junior School	9 years up to 13 years	1 to 20	20
Secondary School	> 13 years	1 to 20	20

*Note on Table 1: Day camp programs must also comply with applicable setting/activity-specific requirements set out in the regulations made under the ROA, including requirements relating to indoor and outdoor sports/recreational activities.

Further Consideration with Cohorts in Day Camp Settings

- While brief close contact may be unavoidable between members of a cohort, physical distancing when practical/possible within the cohort, and general infection prevention and control practices should be encouraged and prioritized.
- If a camp participant requires a support worker(s) or other additional personal assistance, this worker(s) does not need to be included in the cohort count, but that individual should remain with the cohort at all times and follow all policies and protocols for staff (such as daily self-screening and wearing appropriate personal protective equipment.)
- Cohorts (children with their assigned staff) must not mix with other cohorts. (Including pick-ups and drop-offs, mealtimes, before and after care, playtime, and outdoor activities.)
- Programs that use an indoor room/space that is shared by other cohorts (e.g., staff areas/rooms, tents, gymnasiums, hallways) or has other user groups (e.g., programs in museums, community centres) must ensure:

- The room/space is cleaned and disinfected before and after use. It is recommended that a log be posted and used to record cleaning and disinfecting.
 - Each cohort of camp participants should have their own assigned indoor space separated from all other groups by a prominent visual cue (e.g., floor markings) or a physical barrier that does not interfere with airflow or ventilation or pose a safety /fire hazard issue (e.g., pilons) to reinforce physical distancing requirements between groups.
 - Each cohort should have designated equipment for their use only (e.g., balls, loose equipment) or equipment that is cleaned and disinfected between cohort use;
 - Personal belongings brought to camp should be minimized and not shared between individuals. Personal items (e.g., backpack, clothing, towel, food, devices that support alternate communication methods, etc.) should be labeled, reserved for personal use only, and stored separately in an individual's designated space;
 - In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort;
 - Play structures can only be used by one cohort at a time with hand hygiene performed before and after use; and,
 - Plans should be made to prevent mixing of cohorts in washrooms/ changerooms. Signage should indicate maximum capacity and a cleaning log be recorded.
4. Physical distancing of at least 2 metres should be maintained between cohorts. Ensure that physical distancing between camp participants, parents/guardians and staff is enabled. Physical distancing between cohorts should be maintained by following the steps outlined below:
- Placing camp cohorts into different areas;
 - Placing furniture, camp equipment, and activity stations into different areas;
 - Using visual cues (e.g., signs, posters, floor markings, etc.) and ensuring compliance with the requirements in the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#);
 - Staggering or alternating mealtime to reduce number of individuals in eating area and to enable physical distancing of at least 2 metres between individuals while unmasked for lunch/nutrition breaks.
 - Outdoor programming is strongly encouraged as a program delivery model as it can easily allow for safe, physically distanced activities for children and families.

- Incorporating more individual activities or activities that encourage more space between camp cohorts, and where possible, between individuals within a cohort;
 - Using telephone or video conferencing when possible for meetings between staff and parents/guardians; and,
 - Considering staffing ratios and staff expertise that may be needed to support camp participants with special needs.
 - Physical distancing may be more challenging to achieve for camp participants with greater personal needs.
 - In the event physical distancing cannot be maintained and the child is unmasked, or mask use is inconsistent, the use of a surgical/ procedure (e.g., medical) mask and eye protection by staff is required.
5. All day camp operators must comply with the requirements related to in-person teaching and instruction, including teaching or instruction that involves singing or the playing of brass or wind instruments set out in ROA regulations.
6. Ensure all current infection prevention and control practices are adhered to prevent the spread of COVID-19.

This includes, but is not limited to:

- Promoting and performing frequent, proper hand hygiene by handwashing with soap and water or using an alcohol- based hand-rub ABHR (60% or higher) (including supervising or assisting camp participants).
- Hand washing using soap and water is recommended over alcohol-based hand rub when hands are visibly soiled. Refer to PHO's [How to Wash Your Hands](#) fact sheet.
- Ensuring water fountain use is for refilling camp staff and participants' personal water bottles and disposable cups only;
- Ensuring that toys and equipment are made of material that can be cleaned and disinfected (e.g., avoid plush toys, playdough) or are single use and are disposed of at the end of the day (e.g., craft supplies);
- Minimizing the sharing and frequency of touching of objects, toys, equipment and surfaces, and other personal items;
- If sensory materials are offered, they should be provided for single participant use (i.e. available to the child for the day) or cleaned and disinfected between each use.
- Cleaning and disinfecting frequently touched surfaces twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.

- Frequently touched surfaces include but are not limited to washrooms (for example toilet fixtures, faucets), eating areas (for example tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, toys, and water fountains/cooler knobs. Refer to PHO's factsheet on [Cleaning and Disinfecting for Public Settings](#);
 - Using disinfectant products that have a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used. Please see Health Canada's [list of hard-surface disinfectants and hand sanitizers with evidence for use against COVID-19](#) for more information;
 - Checking expiry dates of cleaning and disinfecting products and following the manufacturer's instructions;
 - Ensuring that the products used are compatible with the item to be cleaned and disinfected;
5. Aquatic activities (e.g., pool, lake, beach, splash pad, wading pool etc.) must adhere to regulatory requirements in each region at the time of activity. Group transportation for field trips and off-site activities is permitted if transportation is on a charter bus and the transport is limited to a single existing cohort of day campers.
 6. Public transportation for field trips and off-site activities is discouraged due to the increased risk of potential exposure to COVID-19. However, if avoiding public transportation is not possible for essential camp activities, the following must be adhered to:
 - Observing hand hygiene is required prior to and after each trip;
 - Masking is required for grades 1 and up, unless medically exempt;
 - Eating and drinking must not be permitted on public transportation;
 - Touching of contact surfaces must be avoided on public transportation;
 - Remaining in assigned cohort groups for the duration of the trip;
 - Maintaining physical distancing (where possible) from those outside of the cohort group.
 7. If daily transportation is provided for camp participants, the following must be adhered to:
 - Parents/guardians must screen camp participants for any symptoms of COVID-19 prior to sending them to board the bus;
 - Camp participants who have symptoms associated with COVID-19 or may have been exposed to COVID-19 must not be allowed to take the bus;
 - All camp participants and parents/guardians must maintain a 2-meter physical distance while waiting for the bus;
 - Hand hygiene must be observed prior to and after each trip;

- Masks are required for grades 1 and up, unless medically exempt;
 - Seats for camp participants will be assigned and mandatory, and camp participants must not change seats at any time during the bus trip;
 - Eating and drinking must not be permitted on the bus.
8. Activities involving animals should follow all requirements for health and safety as set out in this guidance as well as the [Recommendations for the Management of Animals in Child Care Settings](#) document.
 9. Programs that involve food preparation and consumption activities should follow [hand hygiene](#)/public health standards and all public health measures.
 10. The distribution of specific food items should be performed by a staff member wearing gloves (note hands should be cleaned prior to putting on gloves) and all participants should use their own utensils.-
 11. If meals or snacks are provided by the program or brought by the camp participant:
 - Ensure camp participants and staff perform proper hand hygiene before and after eating;
 - Ensure each camp participant has their own drink bottle (or has access to disposable cups) that is labeled, kept with them during the day, and not shared;
 - Ensure water bottles/disposable cups are filled from water fountains rather than drinking directly from the water fountain mouthpiece;
 - Ensure each camp participant has their own individual meal or snack with no common food
 - Do not have self-serve food items or have open access dishware/cutlery;
 - Reinforce no food sharing policies; and,
 - Maintain physical distancing within and between cohorts while eating/drinking.
 - Pick-up and drop-off of camp participants should take place outdoors. If there is an exception, the parent/guardian must enter the building adhering to public health measures.
 - Staggering the arrival and departure times is recommended to support cohorting and physical distancing measures.

Screening

Passive screening must be achieved by posting signs at the entrance/reception areas and should include:

- symptoms of or exposures to COVID-19
- actions to take if they have symptoms or exposures (i.e., screening is positive)
- importance of public health measures

Active screening must be achieved by using an online, paper-based or in person screening tool and can be completed:

- at home prior to arrival, or
- upon arrival at program setting prior to entry (details below).

Note: Do not permit camp participants, staff, or visitors who are ill and do not pass the active screening to attend the program.

Screening of Camp Participants

Where possible, daily screening of camp participants should be completed electronically by a parent/guardian prior to arrival at camp.

Day camps may use the [COVID-19 school and childcare screening tool](#) or similar process (e.g., via online form, survey, or e-mail aligned with the criteria for the provincial tool) to facilitate pre-arrival participant screening.

Day camp operators should keep records for each camp participant for whom screening has been completed.

Entry must be denied to any individual who screens positive for COVID-19 symptoms or exposures.

Programs must have protocols in place to notify parents/guardians if their camp participant begins to show symptoms of COVID-19 while in camp, including:

- The need for immediate pick-up and an area to isolate the camp participant until pick-up.
- Symptomatic camp participants who are separated from others must be supervised (see below Management of Camp Participants with Symptoms).

Screening of Day Camp Staff

Day camp operators must actively screen staff before they enter the day camp setting at the start of their shift. Day camps are required to maintain a record that screening has been completed for each staff member. Please see the [COVID-19 school and childcare screening tool](#) for more information on active screening at workplaces.

Screening of Essential Visitors

Day camp operators must actively screen essential visitors before they enter the day camp setting. Day camps are required to maintain a record of screening. Day camps may use the [COVID-19 school and childcare screening tool](#) for active screening for visitors.

Note: screening is [not required](#) for emergency services or other first responders entering the camp setting for emergency purposes.

In General for Screening:

- Programs must keep daily accurate records of individuals entering the program setting (name, contact information, time of arrival/departure, screening completion) to facilitate contact tracing as required.
- Alcohol-based hand sanitizer containing at least 60% alcohol content should be available at screening stations and entrances/exits, ensuring younger children do not have unsupervised access

Staff conducting active screening at the day camp setting should take appropriate precautions when screening:

- Maintaining a distance of at least 2 metres (6 feet) from those being screened is recommended when possible.
- Separation by a physical barrier (such as a plexiglass barrier) is recommended when possible.
- Personal protective equipment including a medical mask and eye protection (e.g. goggles or face shield) is **recommended** for screeners.
- Where an online screening tool has not been completed or if physical distancing cannot be maintained between the screener and an individual being screened, PPE is **required** for screeners.
- Refer to Public Health Ontario resources [Public Health Ontario resources](#) for how to properly put on, [wear](#), and [take off](#) masks and eye protection.

Occupational Health & Safety

- The *Occupational Health and Safety Act* (OHSA) requires employers to take every precaution reasonable in the circumstances for the protection of a worker. This requirement applies to day camp programs and includes protecting workers from all hazards including infectious diseases such as COVID-19. All workplace parties (e.g. employers, supervisors, workers) have statutory responsibilities related to health and safety in the workplace.
- The [guide to developing a COVID-19 workplace safety plan](#) can help employers develop and implement control measures.
- The safety plan can be modified to incorporate new information about risks and how to minimize them and to reflect changes in legislated requirements, as appropriate. The requirement to protect workers will not change through the stages of reopening.
- Businesses or organizations that are permitted to open under the ROA are required to prepare a Safety Plan and must make their COVID-19 workplace safety plan available upon request, as noted above.

Use of Masks and Personal Protective Equipment (PPE)

A training program for the recommended precautions, including PPE, should be provided to all staff and essential visitors. For example, a generalized [Infection Prevention and Control training](#) is available for all sectors by Public Service Health and Safety Association.

Expectations for the use of PPE for staff and adults in day camp settings:

- All adults (i.e., parents/guardians and visitors) are required to wear a non-medical mask while inside the premises and maintain 2 metres physical distancing outdoors, including in pick up/drop off areas.
- All staff in a day camp setting must wear a [surgical/procedure mask](#), with reasonable exceptions for medical conditions in the. In the event a surgical/procedure mask cannot be worn, physical distance must always be maintained to minimize risk to others.
- All day camp staff must wear a surgical/procedure mask **and** eye protection (e.g., a face shield, safety glasses, or goggles) when unable to maintain physical distance of at least 2 metres or engaging with an individual who is not wearing a mask.
- Day camps should provide spaces that support nutrition breaks/mask breaks for staff in a safe manner (e.g. a space where staff can maintain at least 2 metres distance from each other).
- Staff may take off their masks and eye protection when eating/drinking or on break; however, time with masks off should be limited and a physical distance of at least 2 metres should be maintained between staff members.
- The use of masks by staff during outdoor camp activities is encouraged and is **required** if physical distancing of at least 2 metres cannot be maintained between individuals.
- The Ontario Together Portal has a [Workplace PPE Supplier Directory](#) that lists Ontario businesses that provide PPE and other supplies.

Expectations for the use of PPE for camp participants:

- a. All camp participants in grades 1 (as of September 1st, 2021) and above are required to wear well-fitting masks (e.g., non-medical) while indoors.

- b. If the day camp is operating in a business or organization for which there are legislative mask requirements for children aged two years and up (such as event spaces or museums), those requirements must be followed, (see subsection 2(54) of Schedule 6 of [O. Reg. 82/20](#) (Rules for Areas in Stage 1), subsection 2(4) of Schedule 1 of [O. Reg. 263/20](#) (Rules for Areas in Stage 2) and subsection 2(4) of Schedule 1 of [O. Reg. 364/20](#) (Rules for Areas in Stage 3) made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA). Exemptions pertaining to masking are also outlined in the ROA.
- c. Use of masks is not required for outdoor camp activities if physical distancing of 2 metres can be maintained between camp participants and cohorts are maintained.
 - i. Each camp participant should have access to multiple masks to facilitate changing, as needed (e.g., when soiled, damp, damaged or difficult to breathe through).
 - ii. Refer to [Public Health Ontario's fact sheet "When and how to wear a mask"](#) for how to properly follow masking protocols.
 - iii. Reasonable exceptions are expected to be put in place by day camp operators following provincial guidance. Refer to the [Government of Ontario's Guidance on Face Coverings and Face Masks](#) , [Government of Ontario's Guidance on Using Masks in the Workplace](#).

Note: It is not a provincial requirement, nor is it encouraged to obtain a doctor's note related to a medical exemption for masking requirements.

Occupational illness reporting requirements

- If the day camp operator is advised that one of their staff has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the day camp staff must give notice in writing within four days to:
 - the Ministry of Labour, Training and Skills Development
 - the workplace's joint health and safety committee or health and safety representative
 - the staff member's trade union (if applicable)
- Additionally, the day camp operator must report any occupationally acquired illnesses to the WSIB within three days of receiving notification of the illness.
- The day camp operator does not need to determine where a case was acquired. If it is reported to the day camp as an occupational illness, the case must be reported.

- If the local Public Health Unit has cleared a staff member for return to work, the staff member should report to their supervisor/manager or designated staff at the day camp prior to their return to work.

Testing for COVID-19

Symptomatic staff should follow the advice of the [COVID-19 school and childcare screening tool](#) and contact their health care provider where needed. They may also complete the [Coronavirus \(COVID-19\) self-assessment \(ontario.ca\)](#) for further direction on testing recommendations.

Symptomatic camp participants' parent/guardian should follow the advice of the [COVID-19 school and childcare screening tool](#). This tool will indicate next steps to take including testing and following up with a health care provider as required.

Refer to Ministry of Health website for [testing locations](#).

Reporting of Probable or Confirmed Cases of COVID-19

- Any suspected or confirmed cases of COVID-19 within the day camp (staff or camp participants) must be reported by the day camp operator to the [local](#) public health unit to support case management and contact tracing.
- In general, day camps should not report all instances of illness (staff or camp participant); however, if camp operators are of the opinion this may be a reportable disease, including COVID-19, they are advised to contact the local public health unit for specific advice on next steps.

Management of Camp Participants with Probable or Confirmed Case(s) of COVID-19

- Parents and/or guardians are required to screen camp participants for symptoms of illness every day before camp. If the camp participant fails the screening tool, they cannot attend the camp. Camp participants with symptoms compatible with COVID-19 should be directed to get tested, as per the [COVID-19 screening tool](#).
- Household members of camp participants who also attend camp and have symptoms compatible with COVID-19 should follow the directions of the [COVID-19 screening tool](#).
- Medical notes or proof of negative tests should not be required for camp participants, or siblings of camp participants, to return to camp.

- Camp participants should be monitored by the camp operator for signs and symptoms of COVID-19 during day camp. Camp participants cannot continue to attend day camp if they develop COVID-19 symptoms. See the [COVID-19 School and Childcare Screening](#) or the [COVID-19 Reference Document for Symptoms v7.0 \(gov.on.ca\)](#) for detailed description of symptoms.
- Day camp participants should be made aware, in age-appropriate, culturally appropriate, and non-stigmatizing language, how to identify symptoms of COVID-19 and should be instructed to speak to a staff member immediately if they feel ill.

Management of Staff with Probable or Confirmed Case(s) of COVID-19

- Staff of day camps are required to use the screening tool every workday. Staff with symptoms compatible with COVID-19 should be directed to get tested, as per the [COVID-19 screening tool](#).
- Staff should be made aware of how to identify their own signs and symptoms of COVID-19 and be instructed to speak to the camp operator immediately if they feel ill during camp. See the [COVID-19 Reference Document for Symptoms v7.0 \(gov.on.ca\)](#) for detailed description of symptoms.
- Medical notes or proof of negative tests should not be required for staff to return to work.

In General for Management of Probable or Confirmed Case(s) of COVID-19

- Day camps should maintain a personal protective equipment (PPE) kit specifically for managing a camp participant or others who become symptomatic during the camp day. The kit should be readily available for a staff person to use quickly if they are not already wearing a surgical/procedure mask and eye protection, and include at a minimum: alcohol-based hand sanitizer, surgical/procedure masks, and eye protection (face shield or goggles).
- Staff should be trained on how to put on and take off PPE properly, properly disposing of this equipment and be briefed on procedures to be followed if a camp participant, staff or visitor has symptoms:
- If a camp participant, staff, or visitor begins to experience symptoms of COVID-19 while attending day camp, it is recommended that:
 - the symptomatic individual should be immediately separated from others in a pre-established, supervised isolation area until they can leave the site

- anyone providing care to the symptomatic individual should maintain physical distance, as possible and
- should wear a surgical/procedure mask and eye protection
- if tolerated, the symptomatic individual should also wear a surgical/procedure mask
- hand hygiene and [respiratory etiquette](#) should be practiced
- tissues should be provided to the symptomatic individual with proper disposal in a closed, lined, no-touch waste basket or garbage bin followed by hand hygiene
- environmental cleaning and disinfection of the isolation room area and other areas of the day camp where the symptomatic individual was present should be conducted as soon as reasonably possible.
- a list of day camp participants, staff and visitors in the day camp who were in contact with or in the same cohort as the symptomatic individual should be prepared by staff to give to local public health unit (when requested), should the individual test positive or become a probable case (e.g., they are symptomatic and their household member tests positive)
- Camps are expected to record and make available:
 - attendance records
 - cohort lists and seating charts
 - before-and-after childcare lists
 - transportation lists and seating charts
 - up to date contact information for parents, staff and camp participants
- communication protocols that include plans to update and inform necessary stakeholders within the day camp workplace and community while maintaining confidentiality of the ill individual should be initiated with direction from the local public health unit
- regular day camp functions can continue unless directed otherwise by the local public health unit

Those who are identified as potential close contacts should remain cohorted.

- The local public health unit will provide individual direction on testing and isolation of close contacts of a case.
- The local public health unit will determine next steps of camp participants or staff who have been exposed to a confirmed case of COVID-19.

Case, Contact, and Outbreak Management

- As mentioned above, one or more probable or confirmed COVID-19 cases in a camp participant or staff member requires collaboration with the local public health unit, who will determine the exposure risk and provide direction for all contacts and determine next steps based on their investigation and risk assessment.

Control Measures

- Control measures are any action or activity that can be used to help prevent, eliminate or reduce a hazard. Once an outbreak is declared, the [local public health unit](#) will provide recommendations on cohort(s) isolation, and the potential need for full or partial camp dismissal based on the scope of the outbreak.
- The local public health unit may give camp operators discretion, if necessary, to dismiss individuals or cohorts while awaiting the results of the public health investigation.

Declaring the Outbreak Over

- The local medical officer of health or their designate will declare when the outbreak is over, inform the day camp operator and advise on next steps.

June 21, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: CMOG Application

For the past several years the Fort Frances Museum has been the beneficiary of the annual Grants Ontario program, Community Museum Operating Grant (CMOG) in the amount of \$21,519.00, that is determined by financial data from the previous year operations. Similarly, the application for 2021 is based upon financial information from 2020 and goals & requirements for 2021. As such, the Museum will apply for the maximum benefit allowable based upon the following metrics:

- operating hours, operating days, days per month for at least 8 months – 20 days/month minimum, number of full time paid positions supported, number of volunteers, volunteer hours, paying & non-paying visitors, school groups, student attendees, memberships (individual & family), website visits, and social media followers.

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2021 annual operating grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2021 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Bev Cochrane and also to authorize appropriate execution of the grant application on behalf of the Town.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

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



Community Museum Operating and Pay Equity Grants (CMOG/PE) 2021-22

Saved: 06/17/2021 12:25

Expand

Validate

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Organization Contact Information	E - Grant Payment Information
F - Activities	G - Certificate of Insurance	H - Pay Equity
I - COVID-19 and Digital Capacity Fund	J - Performance Measures	K - Budget: Revenues and Expenses
L - Financial Reports/Statements	M - Checklist and Attachments	Terms and Conditions
Declaration/Signing		

Instructions

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

Application Procedures: Due to the COVID-19 restrictions, this application has been simplified to allow expedited processing of grant funds. There are two options to select when completing this application:

Option 1: complete the full application and submit all reporting requirements; or

Option 2: complete the mandatory sections only. Key reporting requirements will be collected as a "report back" later in the fiscal year.

Option 1: Please complete **all** sections and attach **all** program documents.

The character limit is 2000.

Option 2: Please complete the Mandatory fields (*) only. Later in the fiscal year, you will be required to complete a final report back on the following:

1. Annual Report and/or an Activities Report
2. Performance Measures
3. Revenue and Expenses
4. Financial Statements

To Apply:

1. Select your option.
2. Save it to your desktop - DO NOT change the file name or file extensions. You MUST **"save as"**
3. Log back into Transfer Payment Ontario and upload the completed application.
4. Submit application

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

A - Organization Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a onewindow self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Organization Name:

Fort Frances Museum and Cultural Centre

Organization Legal Name: Corporation of the Town of Fort Frances	Website URL: www.fortfrances.ca
Type of Legal Entity: Other	Year Established: 1978
Date Incorporated: 06/19/2012	Corporation Registration Number:
Date of Last Annual General Meeting:	Date of Next Annual General Meeting:
Organization Mandate:	

B - Organization Address Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a onewindow self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Business Address

Unit Number:

Street Address 1: 320 Portage Avenue	Street Address 2:
City/Town: Fort Frances	Province: ON
Postal Code: P9A3P9	Country: Canada

Mailing Address

Unit Number:

Street Address 1: 320 Portage Avenue	Street Address 2:
City/Town: Fort Frances	Province: ON
Postal Code: P9A3P9	Country: Canada

C - Application Contact Information

The application contact must be selected as the primary contact and assigned the role of applicant. This person will be responsible for grant administration and ministry correspondence.

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

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

		Add	Remove
Salutation: * Ms.			
First Name: * June	Last Name: * Caul	Primary: <input type="checkbox"/>	
Title: * Mayor	Department:	Role: * Most Senior Official	
Phone Number (Work): * (807) 274-5323	Phone Number (Mobile):	Email Address: * jcaul@fortfrances.ca	
Signing Authority: <input checked="" type="checkbox"/>			

D - Organization Contact Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one window self-serve registration system for submitting and updating organization contact information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section D of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Organization Contact	
First Name: Elizabeth (Lisa)	Last Name: Slomke
Job Title: Town Clerk	Primary Phone Number: 001-807-2745323
Secondary Phone Number: 001-807-2745323	Email Address: lslomke@fortfrances.ca
Organization Contact	
First Name: Dawn	Last Name: Galusha
Job Title: Treasurer	Primary Phone Number: 001-807-2745323
Secondary Phone Number: --	Email Address: dgalusha@fortfrances.ca

E - Grant Payment Information

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

Please complete the name and address of the payment organization.

Note: If your address or banking information has changed since your last application, please complete a new Electronic Funds Transfer form and notify the ministry. Completing this form is essential to ensuring funds are deposited correctly.

Payment Address
Payment Organization Name (maximum 250 characters): * Corporation of the Town of Fort Frances

Street Address 1: *	Street Address 2:
320 Portage Avenue	
City/Town: *	Province: *
Fort Frances	ON
Postal Code: *	Method of Payment: *
P9A3P9	Electronic Fund Transfer

F - Activities

ANNUAL REPORT AND/OR AN ACTIVITIES REPORT 2020

Submit a brief report on the museum's activities in 2020 that includes updates and developments in the areas listed below OR submit your museum's official 2020 Annual Report that includes the following.

- Staff Development
- Maintenance
- Curatorial Activities, such as research and collections management
- Conservation
- Exhibitions
- Interpretation/Education
- Marketing/Public Relations
- Governance/Policy

You have a maximum 2,000 characters for your report. If it will exceed the number of characters allowed, you may submit your organization's official 2020 Annual Report instead.

Attaching ACTIVITY Report? (Yes or No) *

Yes

Attaching ANNUAL Report? (Yes or No) *

No

POLICIES AND STANDARDS

Do you have new or revised policies that were created in 2020? (Yes or No) *

No

If YES, please specify (maximum 2,000 characters).

Only include new policies or updated policies and indicate the sections of the updated policies and/or highlight the revised sections. Attach the document with your application.

Attaching document, if applicable? (Yes or No) *

No

G - Certificate of Insurance

All applicants are required to carry at least \$2,000,000 Commercial General Liability Insurance coverage for the period covering **April 1, 2021 to March 31, 2022** with continuous coverage before funding can be dispensed. The COI must be valid and in effect for the duration of the funding period and/or replacements that occur during the funding period. Your policy must include: Third-party bodily injury, Personal injury; Property damage; Cross-liability and Contractual liability coverage per occurrence basis. Please refer to the application legal terms and conditions, Section 11.0 for additional details to be included onto your policy. **You may be asked to provide copies upon request.**

Does your organization have a valid Certificate of Insurance that meets all the conditions and requirements as set out in the Legal Terms and Conditions Insurance clause? (Yes or No) *

Yes

In NO, explain (maximum 2,000 characters).

I attest that the Certificate of Insurance for my organization meets all of the conditions and requirements set out above and in Section 11 of the Terms and Conditions.



H - Pay Equity

Complete this question ONLY if your museum received a Pay Equity (PE) Grant last year.

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

1. Are you applying for a museum Pay Equity Grant this year? *

Yes

I - COVID-19 and Digital Capacity Fund

Questions 1 and 2 are mandatory. Your full response helps inform Ministry programs and services.

Fiscal Year 2020-21 (Reporting on period from April 1, 2020 through March 31, 2021)

Eligible Digital Costs

- a. Hardware updates (e.g. multimedia equipment) and necessary shelving, locks, display or storage to house the equipment;
- b. Software purchases (PastPerfect, Shopify, etc.) or upgrades to allow new functions, annual licences for existing software;
- c. Staff training;
- d. Collections digitization (software, e.g. PastPerfect, Axiell, Preservica, eMuseum etc.);
- e. Developing and implementing virtual programs/platforms (website development or enhancement);
- f. Enhancing/adjusting operations (e.g. online/timed ticketing and/or reservation systems, touchless payment systems, point of sale systems, cashless/online payments e.g. Lightspeed, Shopify);
- g. Developing and implementing digital strategies e.g. developing timelines and targets for digital innovation, research for solutions, procurement processes;
- h. Marketing new digital programs and services e.g. paying a vendor to help with marketing materials or paying for time/labour for new marketing on websites and social media.

1. Did you fully spend the Digital Capacity Grant funds provided to you in March 2021 on eligible digital costs? *

Yes

2. What Eligible Digital Costs did you spend the funds on? Select as many that apply: *

Hardware updates



Software purchases



Develop virtual programs



Other Eligible Digital Costs (500 character limit)

3. How many of your staff worked on site during 2020? (200 character limit)

Four staff worked in 2020. 2 casual workers laid off in March 2020; one was recalled in November 2020. Previous Curator retired in April 2020. Only one staff member worked throughout 2020.

4. Did your organization have the technology required for staff to work remotely?

Yes

5. Did you have staff dedicated to digital operations (e.g., to develop digital collections and programs)?

No

6. Did your organization have a formal plan to build digital capacity before the pandemic?

No

7. Briefly describe any challenges your organization has faced since April 2020 related to virtual/digital operations and engagement. (2000 character limit)

Lack of formal training on many virtual/ digital operations was experienced to fully implement digital/ online experiences. Without staff, students or volunteers able to attend the Museum; it was difficult to implement digital/ online programming. Two groups shifted to virtual meetings; however, there was a hesitancy of members to attend virtual sessions. Arts programming was also initiated online; some programs had to be cancelled, again due to low enrollment mainly due to public hesitancy to attend virtually.

8. Briefly describe any successes or significant projects in progress related to virtual/digital operations and engagement enabled by the Digital Capacity Grant. (2000 character limit)

The Museum purchased a host account for Zoom, which permitted 4 community groups to continue to meet; including the Museum Advisory Committee . Laptops were purchased; along with programs to permit staff to work remotely when required.

9. Which of the following best describes your institution's current digital capacity?

On a continuum:

No digital capacity: no or minimal online presence (e.g. no dedicated website, little use of social media; little to no collections digitized or online; no online programs).

Limited: Some online presence (e.g. a basic website; small percent of collections digitized).

Moderate: Some online presence and use of social media; some collections digitized and accessible online; virtual programs and exhibitions offered; digital projects when timing and resources allow; digital competencies built into job descriptions.

Considerable: Substantial online presence (e.g. website with extensive content and use of social media; majority of collections digitized; virtual programs and exhibitions consistently offered; digital projects are standard component of museum operations; digital competencies built into job descriptions; dedicated digital staff member(s).

b. Limited capacity

10. Please select three priorities that your organization would be most interested in pursuing using digital programming and technology.

10a. Enhanced preservation and promotion of heritage: Ensure collections are preserved; provide access to a broad audience, even during closures; develop new exhibits; create resources for researchers.

☐

10b. Marketing and promotion: Develop online presence and marketing activities; reach new audiences; engage with existing members.

☐

10c. Developing new revenue streams: Develop paid programs or exhibits; create content for export or sale; develop e-commerce; fundraising.

☐

10d. Educational activities: Develop exhibits or programs for use in schools or camps; outreach for youth; develop learning opportunities.

☒

10e. Skills development and infrastructure: Provide training for staff to increase digital capacity; hire new staff or contract workers; purchase infrastructure (e.g. hardware or software); promote innovation.

☒

10f. Efficiency and data collection: Use technology to improve day to day operations (e.g. online ticketing); collect data to conduct research; optimize programs and services.

☐

10g. Community building: Engage in outreach to vulnerable groups; develop programs to promote dialogue; raise awareness of issues.

☒

10h. Other: Please describe. (Max 2000 character)

I give my consent to share the responses from Section I with the Ontario Museum Association

Yes

J - Performance Measures

Ministry Provided Performance Metrics

Enter the amount for the Performance Measure under "Actual" for each metric. Please use this section to identify the specific Ministry Provided Performance Metrics for your site. See Appendix "A" for detail description.

No.	Metric	Description	Actual *
1	Staff - Full-Time	Number of paid positions full-time and part-time including contract or temporary positions in 2020. Number of full time employees (FTE = 30hrs +/-week).	2
2	Staff - Part-Time	Number of part time employees in 2020, including contract or temporary employees.	2
3	Operating HOURS - Seasonal	Number of operating hours for Seasonal museums only (360 hours minimum).	
4	Operating DAYS - Seasonal	Number of operating days for Seasonal museums only (60 days minimum).	
5	Operating HOURS- Year Round	Number of operating hours for Year Round museums only (1060 hours minimum).	1,552
6	Operating DAYS - Year Round	Number of operating days for Year Round museums only (180 days minimum).	278
7	Board Meetings 2020	Number of times the board met in 2020 including Annual General Meetings (AGM).	5
8	Volunteers	Number of volunteers	25
9	Volunteer Hours	Number of volunteer actual hours in 2020.	1,157
10	Visitors	Number of visitors in 2020 (paying, non-paying, public programs and students)	1,216
11	Visitors -School Groups	Number of school groups in 2020.	2
12	Visitors - School Students Only	Number of students in 2020.	47
13	Visitors - Public Programs Only	Number of Visitors attended public museum programs in 2020.	479

14	Website Visitors	Number of website visits in 2020.	4,218
15	Social Media Followers	Number of social media followers (Facebook, Twitter, etc.)	1,523
16	Programs and Activities – French	Number of programs and/or activities conducted in French in 2020.	0
17	Programs and Activities – Indigenous	Number of programs and/or activities conducted 2020 about First Nations, Metis, and Inuit history and heritage.	4

K - Budget: Revenues and Expenses

Enter the revenues generated and expenses for the operation of the museum. See Appendix "B" for a description of Eligible Operating Expenses and Ineligible Expenses.

Item	Description	Amount
2020 REVENUES - Please list all revenue for 2020		
1. Government Grants		
Grant Name		
Only list grants funded by the provincial and federal governments and their agencies.		
CMOG - Ministry of Heritage, Sport, Tourism and Cultural Industries - CMOG Operating		20,919.00
Pay Equity Grant - Ministry of Heritage, Sport, Tourism and Cultural Industries Grant		600.00
Other Government Grants (please specify)	Provincial Covid-19 Grant for Heritage	27,858.00
Subtotal 1 Government Grants		49,377.00
2. Municipal Government Contribution(s)		
Contribution(s)		120,640.55
Subtotal 2 Municipal Grants/Contributions		120,640.55
3. Revenue from Core Activities		
Admissions	By donation prior to closing March 2020	0.00
Membership fees	Included in Donations	
Special events (excluding fundraising events)	Program Activity Fees	1,404.42
Education programs		
Subtotal 3 Revenue from Core Activities		1,404.42
4. Revenue from Other Activities		
Note: Expenses (including staff costs) incurred in the following revenue-generating activities are INELIGIBLE		
Gift shop	Souvenir Sales	300.70
Food services		0.00
Rentals		0.00
Fundraising (including fundraising events) - Individuals		
Corporate		
Foundation		

Donations (unsolicited cash gifts)	Donation for Indig. Wksps included	2,635.55
Endowment (interest earned only)		
Other (please specify)		
Subtotal 4 Revenue from Other Activities		2,936.25
2020 TOTAL REVENUES		174,358.22

2020 EXPENSES - Eligible Operating Expenses

Include only expenditures directly associated with operating the museum.

1. Salaries and Benefits

Salaries and Benefits Total		120,764.48
Subtotal Expenses 1		120,764.48

2. Administration - Include the following expenses:

Rent		
Taxes		
Insurance		2,362.86
Membership Development		
Staff Development/Training		1,548.59
Professional Memberships		925.75
Accounting and Audit		
Bank Service Charges		
Office Supplies		759.43
Subtotal Expenses 2		5,596.63

3. Maintenance - Include the following expenses:

Utilities (heat, hydro, water)		11,194.88
Communications Systems (phone, computer, Internet)		3,651.75
Security System	This is included in "Repairs and Maintenance"	0.00
Repairs and Maintenance (building, equipment, grounds)		24,778.27
Janitorial Supplies		1,351.12
Subtotal Expenses 3		40,976.02

4. Curatorial - Include the following expenses:

Supplies (books, periodicals, software)		831.96
Fees		
Subtotal Expenses 4		831.96

5. Conservation - Include the following expenses:

Supplies and Materials		0.00
Fees (e.g., outside conservator)		
Subtotal Expenses 5		0.00

6. Exhibition - Include the following expenses:

--	--	--

Construction/Production (e.g., furnishings, graphics)		472.30
Fees (e.g., consultants, rentals)		
Subtotal Expenses 6		472.30
7. Interpretation and Education - Include the following expenses:		
Supplies and Materials		527.03
Fees (e.g., consultants, performers)		2,800.00
Subtotal Expenses 7		3,327.03
8. Marketing and Public Relations (for Museums only)		
Marketing and Public Relations Total		1,639.80
Subtotal Expenses 8		1,639.80
9. Artifact Acquisition - Include the following expenses:		
Purchases	Russel Bros. Anchor	750.00
Customs Duty, Excise Tax		
Transportation Costs		
Appraisal Costs		
Subtotal Expenses 9		750.00
TOTAL REVENUE - Items 1 to 4		174,358.22
TOTAL OPERATING EXPENSES - Items 1 to 9		174,358.22
OVERALL Total Operating Expenses - Revenue minus Expenses		0.00

L - Financial Reports/Statements

Please submit ONE of the Financial Reports listed below. See below for detail description.

Municipal Museums, Conservation Authority/First Nations Council Members

- Full Financial Audit for the Museum OR
- Consolidated Financial Statement of the Conservation Authority/First Nations Council accompanied by a set of museums Actuals (accounted expenditures).

Municipal Museums:

- Municipal Audit accompanied by a set of museums Actuals (accounted expenditures) OR
- Financial Information Return (FIR) as reported by your municipality to the Ministry of Municipal Affairs and Housing

Registered Charity or Not-For-Profit Museums:

- Review Engagement or Full Financial Audit as prepared by a chartered accountant/firm; OR
- Registered Charity Information Return, If available, (form T3010) OR
- Non-Profit Organization (NPO) Information Return, If available, (form T1044)

Descriptions

Audited Financial Statement

An audited financial statement indicates that an organization has produced its financial statements and submitted them to an independent accounting firm for audit purposes (a chartered accountant examines documentary evidence from inside and outside the organization to verify the amounts recorded on the statements and to assess the reasonableness of the organization's estimates). Audited financial statements offer a higher degree of assurance than unaudited financial statements.

Review Engagement Report

The review engagement report made by a chartered accountant aims to present an attestation that the reviewer found no elements challenging the legality, fairness of financial statements, financial condition or result at the end of the fiscal year. In general, these processes are confined to inquiries, analytical procedures and interviews with management. The review engagement leads to the establishment of a record delivered to

the customer. It is not a true audit, but it enables a conclusion to be arrived at as to the plausibility of the evidence under the circumstances. The review engagement provides a moderate level of assurance compared to audited financial statements.

Financial Information Return (FIR)

For municipal museums, the Financial Information Return is the main data collection tool used by the Ministry of Municipal Affairs and Housing to collect financial and statistical information on municipalities. It is a standard document comprised of several schedules which are updated each year to comply with current legislation and reporting requirements. Municipalities are required to report on museum revenues and expenditures through the FIR.

Museums that are Charities or Non-Profits

Under Regulation 877, the not-for-profit organization that operates the museum must have its head office in Ontario. The following information is required as proof that the applicant's not-for-profit/charitable status is current.

If available, **one** of the following as filed with Canada Revenue Agency by your organization annually:

- Non-Profit Organization (NPO) Information Return (form T1044); **OR**
- Registered Charity Information Return (T3010)

M - Checklist and Attachments

Where it says "if applicable," attach only if you exceeded the number of characters in your response to the question.

Financial Documentations as listed in the Program Guidelines (mandatory) *

☐

Museums Policies – new or updated (if applicable)

☐

Annual Report or Activity Report (if applicable)

☒

Terms and Conditions

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

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

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

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

(a) the Minister approves the funding; and

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

All grant applications submitted to the Province are subject to the *Freedom of Information and Protection of Privacy Act* (the "Act"). The Act provides every person with a right of access to information in the custody or under the control of the Province, subject to a limited set of exemptions.

The Applicant is advised that the names and addresses of applicants and recipients, the amount of grant awards, and the purpose for which grants are awarded is information the Province makes available to the public, including posting grant awards on the Province's website. The Act is also accessible online at: <http://www.e-laws.gov.on.ca/index.html>.

1.0 INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpretation:

(a) words in the singular include the plural and vice-versa;

(b) words in one gender include all genders;

(c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;

(d) any reference to dollars or currency will be in Canadian dollars and currency; and

(e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

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

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

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

“**Applicant**” means the non-profit corporation, council of a municipality, public library board, conservation authority, or council of an Indian Band (as defined in the *Indian Act* (Canada) that operates a Museum and is eligible for a grant under the Application Guidelines and Regulation and that has submitted the Application Form to the Province for Funds under the Program.

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

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

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

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

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

“**Effective Date**” means the date of April 1, 2021.

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

“**Expiry Date**” means the date of March 31, 2022

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

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

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

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

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

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

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

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

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

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

“Program” means the Community Museum Operating Grant Program.

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

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

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

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

“Reports” means the reports described in Article 7.0.

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

2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

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

- (a) it is, and will continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Activities;
- (c) it is in compliance with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Activities, the Funds or both;
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete for the term of the Agreement; and
- (e) any Pay Equity Funding (if applicable) has been and shall be used solely for the purposes of fulfilling the Recipient's obligations under the *Pay Equity Act*.

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

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

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

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

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

3.0 TERM OF THE AGREEMENT

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

4.0 FUNDS AND CARRYING OUT THE ACTIVITIES

4.1 Funds Provided. The Province will:

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

4.2 Limitation on Payment of Funds. Despite section 4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 11.2;
- (b) the Province may adjust the amount of Funds it provides to the Recipient based upon the Province's assessment of the information provided by the Recipient pursuant to section 7.1; and
- (c) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) reduce the amount of Funds; or
 - (ii) terminate the Agreement pursuant to section 13.1.

4.3 Use of Funds and Activities. The Recipient will:

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

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

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

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

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

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

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

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

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

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

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

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

6.0 CONFLICT OF INTEREST

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

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

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

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

6.3 Disclosure to Province. The Recipient will:

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

7.0 REPORTING, ACCOUNTING AND REVIEW

7.1 Preparation and Submission. The Recipient will:

- (a) submit to the Province the following reports with timelines and content requirements to be specified by the Province:
 - (i) a financial (revenue and expense) report for the Recipient's previous calendar year;
 - (ii) a pay equity form for the Recipient's previous calendar year, where applicable; and
 - (iii) a report on the Recipient's Activities (which would include its annual report) from the previous calendar year;
- (b) submit to the Province one of the following reports or sets of reports in accordance with the timelines and content requirements specified by the Province and depending on the Recipient institution as follows:

- (i) an audited financial statement from the Recipient's previous calendar year, if the Recipient is a not-for-profit organization with annual operational expenses of over \$100,000;
- (ii) a review engagement report from the Recipient's previous calendar year, if the Recipient is a not-for-profit organization with annual operational expenses in the previous calendar year of under \$100,000;
- (iii) a separate audit for the Museum from the previous calendar year or a consolidated statement accompanied by actual figures from the previous calendar year, if the Recipient is a conservation authority or the council of an Indian Band (as defined in the *Indian Act* (Canada)); or
- (iv) actuals for the Museum and a municipal audit from the Recipient for the previous calendar year or a copy of the Recipient's Financial Information Return, as reported to the Ministry of Municipal Affairs and Housing, from the previous calendar year, if the Recipient is the council of a municipality;
- (c) submit to the Province any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (d) ensure that the reports are completed to the satisfaction of the Province; and
- (e) ensure that the reports are signed on behalf of the Recipient by an authorized signing officer.

7.2 Record Maintenance. During and for seven (7) years after the Term of the Agreement the Recipient will keep and maintain, at its cost:

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

7.3 Inspection and Audit. During and for seven (7) years after the Term of the Agreement the Province, its authorized representatives or an independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Activities and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section 7.2;
- (b) remove any copies made pursuant to section 7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Activities, or both.

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

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

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

8.0 COMMUNICATIONS REQUIREMENTS

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

(a) by displaying:

(i) the following words: "The support of the Government of Ontario is acknowledged", (the "Acknowledgement"); and

(ii) the Province of Ontario Trillium logo (the "Ontario Logo"), word mark (the "Ontario Word Mark"),

(b) by displaying the Ontario Logo or Ontario Word Mark, as the case may be, in colour wherever and whenever it is financially feasible to do so; and

(c) by displaying the Acknowledgement and the Ontario Logo or Ontario Word Mark, as the case may be, prominently.

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

9.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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

10.0 INDEMNITY

10.1 Indemnification. The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Activities or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

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

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

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

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

11.0 INSURANCE

11.1 Recipient's Insurance. The Recipient represents, warrants and covenants that it has, and will maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the

necessary and appropriate insurance that a prudent person carrying out activities similar to the Activities would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy will include the following:

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

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

12.0 TERMINATION ON NOTICE

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

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

13.0 TERMINATION WHERE NO APPROPRIATION

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

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

14.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

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

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Activities;
 - (ii) use or spend Funds; or
 - (iii) provide one or more of the reports pursuant to sections 7.1(a) and 7.1(b), or such other reports as may have been requested pursuant to section 7.1(c);

- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate; or
- (e) the Recipient uses or spends Funds for Political Activity.

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Activities;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (f) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (h) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

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

- (a) the particulars of the Event of Default; and**
- (b) the Notice Period.

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

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

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

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

15.0 FUNDS UPON EXPIRY

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

16.0 DEBT DUE AND PAYMENT

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

16.2 Debt Due. If, pursuant to the Agreement:

(a) the Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or

(b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province, such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise.

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

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

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

17.0 NOTICE

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

To the Province:

Ministry of Heritage, Sport, Tourism and Culture Industries
Heritage, Tourism and Culture Division

401 Bay Street, Suite 1700

Toronto, ON M7A 0A7

Email: CMOG-SFMC@ontario.ca

To the Recipient:

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

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

(a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or

(b) in the case of email, personal delivery or fax, one Business Day after the Notice is delivered.

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

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will provide Notice by email, personal delivery or by fax.

17.4 COVID-19 Pandemic. Despite section 17.1 and recognizing that many workplaces are not currently occupied, the Parties agree that until they each agree otherwise, notice will be given by e-mail only."

18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

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

19.0 SEVERABILITY OF PROVISIONS

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

20.0 WAIVER

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

21.0 INDEPENDENT PARTIES

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

22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

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

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

23.0 GOVERNING LAW

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

24.0 FURTHER ASSURANCES

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

25.0 JOINT AND SEVERAL LIABILITY

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

26.0 RIGHTS AND REMEDIES CUMULATIVE

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

27.0 ACKNOWLEDGEMENT OF OTHER LEGISLATION AND DIRECTIVES

27.1 Recipient Acknowledges. The Recipient:

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

28.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

28.1 Other Agreements. If the Recipient:

- (a) has failed to comply (a "Failure") with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of

- Ontario or one of Her agencies;
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,
- the Province may suspend the payment of Funds for such period as the Province determines appropriate.

29.0 SURVIVAL

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

Declaration/Signing

Applicants are expected to comply with the Ontario Human Rights Code (the “Code”) and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

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

Applicant

Ms. June Caul
Mayor
(w): (807) 274-5323
Email: jcaul@fortfrances.ca

Sign Document

Signature _____ Date/Time _____

2020Activities Report on Performance Measures

Standard	OBJECTIVES	Goals Reached
Governance/Policy/Planning	Continue facilitating Museum Advisory Committee; Following governance training, encourage more committee involvement in museum goal setting and outcomes, and willingness to provide leadership & accept responsibility.	Due to pandemic restrictions; Museum Advisory Committee had met 5 times during 2020. In the fall, virtual meetings were resumed. Advisory Committee had one new member join.
Finance	Find, prepare, and report on funding for staff employment and museum development. Actively working with Friends group on fundraising opportunities. Continue to build memberships & increase visitor numbers.	Approved for CMOG; including COVID-19 relief and digital funding. There was approval for 3 student grants, unfortunately, due to the pandemic, the student positions weren't filled. Attendance at Museum is down considerably; the majority occurring in early 2020. Memberships and donations were down.
Collections Management	Seek council approval for collections management intern to provide missing information in database (artifact history, condition, location in museum) and make recommendations as to storage solutions.	Volunteer working diligently with inventory of collection and inputting missing data until the Museum closed in March 2020. Curator updating collection; identifying missing information in database and entering.
Exhibitions	Continue with local exhibit themes, art and local stories. Looking at funding options to bring in a traveling exhibit, and another to buy tablets to enhance the museum experience. Seek partnerships with Royal Canadian Legion for veterans exhibit and local construction company for Causeway exhibit.	January—March—Canada: Day One—April – October Climate Change (The Perils of Plastics) Developed in house. Museum remained closed from March 2020 therefore, the only exhibit viewed was Canada: Day One. The Climate Change exhibit was installed and extended without any public viewing.
Interp/Education	Continue to develop programming for all age groups. Partner with Friends of the Museum group to pay for artist costs and advertising for Saturday arts programming.	Winter/ Fall inter arts programming geared to adults (12 and up) children & families. Local artists lead classes — well attended. Indigenous Art Workshop Series hosted workshops which included Capote making, crafts, as well as an “Storytelling” event in partnership with Kay-Nah-Chi-Wah-Nung Historical Centre.
Research	Continue to add to our research library with current works. Complete research on collection, exhibits, and community requests. Recruit volunteers to assist with research requests.	Volunteers continue work on research of local businesses. This exhibit was originally scheduled to begin November 2020; only staff were able to attend Museum during the closure, therefore, research efforts were very limited. Volunteers were dedicated even with not being able to attend, although volunteer hours in 2020 are also down considerably.
Conservation	Continue to assess and make recommendations on collection care and storage needs.	An anchor made that was purchased from a collector in Timmins, ON. The anchor was made by Russel Brothers Ltd.; which operated in Fort Frances from 1907 to 1937. Restoration work will be required for this anchor.
Physical Plant & Maintenance	Continue monitoring & assessing facility. Oversee housekeeping and maintenance as needed.	There were many issues requiring maintenance; new pipes installed for plumbing; physical barriers for COVID-19 precautions installed; humidity issues resurfaced in late 2020.
Community, Marketing, Public Relations	Ensure museum open and providing service; raise community awareness through various events. Develop partnerships with community. Work with Friends on various activities meant to promote museum. Continue to work with Genealogy and writing groups.	With other community partners, including Kay-Nah-Chi-Wah-Nung Historical Centre, Friends of the Museum, Library, Rainy River District Right Relations Circle. With financial assistance from Friends, a family carnival occurred just before the Covid-19 closure. Saturday arts programming conducted in early winter/spring. A “Garden Tour” was initiated in conjunction with the Friends of the Museum.
Human Resources/ Training—Staff Development	Continue to access training as it comes available while keeping travel costs to minimum. Provide required OH&S and other on-site training. Continue to lobby for additional staffing.	Curator Sherry George retired in April 2020; Assistant Curator Bev Cochrane hired as Curator. The “Certificate Program in Museum Practice” had been halted due to the pandemic. Three people were able to attend a “Collections Management” and Deaccessioning training in early 2020 prior to the closure. 2 casual staff laid off with pandemic closure; 1 recalled in November 2020 on casual basis.