

TOWN OF FORT FRANCES

AGENDA - June 28, 2021

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[+1 807-701-5975,,474153393#](#) Canada, Thunder Bay

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COMMITTEE OF THE WHOLE MEETING

to be held Virtually

(Session No. 077) 5:30 PM

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1. <u>Call to Order / Roll Call</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof.</u>	
3. <u>Delegations/Deputations:</u>	
3.1 Riverside Foundation for Health Care - Picture This Capital Campaign (Allison Cox and Meghan Cox)	4 - 12
3.2 Crossroute Forest SFL (David Kircher)	13 - 27
4. <u>Council Reports on Board & Committee Activity:</u>	
4.1 Mayor June Caul - Verbal Update Councillor Mike Behan - Verbal Update Councillor Wendy Brunetta - Verbal Update Councillor Andrew Hallikas - Verbal Update	
5. <u>Consent Agenda:</u>	
5.1 FFCBC Request Letter - approval of this report will agree with the recommendation of the Planning & Development Executive Committee to approve the request as outlined in this report and attached map, as well as waiving the building permit fee of \$57.00.	28 - 29
5.2 Newfort Request for SPCA Deposit Return - 814 Scott Street	30

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- approval of this report will agree with the recommendation of the Planning & Development Executive Committee to return the letter of credit subject to conditions outlined in this report.	
5.3 Permit Fee Waiver Request	31
- approval of this report will agree with the recommendation of the Planning & Development Executive Committee to waive building / demolition permit fees for the renovations at the Memorial Sports Centre and demolition of the Mowat Nursing Station.	
5.4 Summer Programs	32 - 51
- approval of this report will agree with the recommendation of the Community Services Executive Committee to reverse the original decision to cancel Summer Programs as outlined in this report.	
5.5 CMOG Application	52 - 76
- approval of this report will agree with the recommendation of the Community Service Executive Committee to submit the CMOG application as outlined in this report.	
5.6 Royal Canadian Legion Manitoba / NW Ontario Command Advertising	77 - 79
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve an advertisement of 1/10 page (Business Card B&W) size in the "Military Service Recognition Book" in the amount of \$205.00.	
5.7 Investment Management	80 - 88
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve transferring most of the reserve funds in the short-term to the High Interest Savings Account, and further that the Treasurer will work with ONE Investment advisors to determine a diversified portfolio that will meet the needs of the Town of Fort Frances.	
5.8 Collections Policy Update	89 - 114
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the Collection Policy number 1.9 as presented.	
6. <u>Operations and Facilities Division:</u>	
6.1 Verbal Update on Capital Projects	
6.2 Ontario Ministry of Natural Resources and Forestry Intent to Participate 2022	115 - 123

- approval of this report will agree with the recommendation of Administration to agree to partner with the Ministry of Natural Resources and Forestry for aerial orthophotography under the 2022 Northwestern Ontario Orthophotography Project.

7. General:

7.1 Covid 19 Update

8. Information:

8.1	2021 Statement of Operations - General Fund	124 -
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9. ADJOURNMENT

Appendix E

Application for Delegation / Deputation



REQUEST FOR DELEGATION / DEPUTATION BEFORE COUNCIL OF THE TOWN OF FORT FRANCES

ALL DELEGATIONS / DEPUTATIONS ARE REQUIRED TO PROVIDE A WRITTEN
SUBMISSION PRIOR TO THE AGENDA DEADLINE

All written or electronic submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12 noon on the Thursday preceding the meeting. Electronic submissions should be submitted in Microsoft Power point, Microsoft word or PDF format. As per the Procedural By-law, there is a maximum of three (3) deputations allowed per meeting and delegates are given ten (10) minutes to make their presentation.

Preferred Meeting Date: June 28, 2021

I am requesting a delegation / deputation to speak:

a) ☐ On my own behalf; or

b) ☒ On behalf of a group / organization / association (if b) please state name of group below)

Riverside Foundation for Health Care - Picture This capital campaign

Will you be providing an electronic formatted presentation? ☐ Yes ☒ No

Name of Speaker (s) – A delegation / deputation wishing to appear before Council shall be limited to a total speaking time of ten (10) minutes (regardless of the number of speakers listed). Please state name of speaker(s) below.

Allison Cox

Linda Hamilton and/or Meghan Cox

Subject of Presentation

Please describe below the subject matter of the requested delegation / deputation in sufficient detail to provide the Town of Fort Frances a means to determine its content and define how the matter aligns with Council's mandate / strategic priorities. All material needs to be provided to the Clerk by 12 noon on the Thursday prior to the meeting.

* See attached

(use a separate sheet of paper if not enough space allowed here)

Reason why this delegation / deputation is important to Council and to the municipality:

It will allow Riverside Health Care to provide a gold standard of care to residents of the municipality.

Date of Request: June 7/21

Signature of Speaker: [Signature]

Address: 110 Victoria Ave, Fort Frances, ON P9A 2B7

Telephone / Fax Numbers: (877) 274-4503

E-mail Address: allison.cox@rhcf.on.ca

Scheduling will be at the discretion of the Clerk and will be confirmed prior to the meeting deadline.

There are no guarantees that by requesting a certain date(s) your delegation / deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and made available through the Council Agenda process.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O., 2001, Chapter 25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom & Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office.

Clerk's Office Contact:

Elizabeth (Lisa) Slomke, AOMC, Clerk
320 Portage Avenue
Fort Frances, ON P9A 3P9
1-807-274-5323 ext. 1215
lslomke@fortfrances.ca



Riverside Foundation for Health Care

110 Victoria Avenue, Fort Frances, ON P9A 2B7
Phone 807-274-4803 | Fax 807-274-2898 | www.riversidefoundation.ca



June 7, 2021

Town of Fort Frances
ATTN: Lisa Slomke

Dear Mrs. Slomke,

I am writing on behalf of the Riverside Foundation's newly formed 'Picture This' capital campaign committee to request the opportunity to make a deputation at the regular council meeting on June 28, 2021.

Members of the 'Picture This' cabinet campaign including myself and one of our campaign co-chairs Linda Hamilton or Meghan Cox, wish to speak to the mayor and council to educate them on the 'Picture This' campaign. 'Picture This' is a \$1.5M capital campaign to raise funds for new Diagnostic Imaging equipment for Riverside Health Care Facilities. In addition, a formal request for financial support from the Town of Fort Frances for the campaign will be submitted.

The Picture This capital campaign will bring new state of the art health care equipment to the municipality, allowing Riverside to provide high quality care to residents of the Rainy River district, something that everyone should be afforded.

The following supporting documents are attached:

- Case Statement
- Request for support

Thank you for your time and attention to this matter.

Regards,

Allison Cox

Allison Cox
Riverside Foundation for Health Care
Foundation Director



110 VICTORIA AVENUE
FORT FRANCES, ONTARIO P9A 2B7

June 7, 2021

The Town of Fort Frances

Dear Mayor Caul and Council.

The Riverside Foundation for Health Care is in the beginning stages of organizing a capital campaign to raise funds for new Diagnostic Imaging equipment for the Rainy River District. Our intention is to raise \$1,500,000 dollars by March 31, 2022.

Diagnostic Imaging equipment is an essential part of disease detection and treatment. Our current CT scanner and digital mammography machine have both reached their end of useful life, and our x-ray rooms at LVGH, currently running on an analogue system, need to be upgraded to digital to allow for easy integration with Rainy River Health Centre. The equipment purchases and upgrades will come with improved technology that will allow for greater diagnostic capabilities.

As municipal representatives, your commitment, support and leadership will be integral to the Foundations' fund-raising efforts in order to make this campaign a success. The Town of Fort Frances have always been great advocates and supporters of the Foundation, giving \$455,900 in the past to other initiatives and we hope you will consider making a pledged gift of \$60,000 over three years to this campaign.

If you have any other questions please don't hesitate to call Allison Cox, Foundation Director, at 807-274-4803 or email at allison.cox@rhcf.on.ca.

Thank you for your time.

Sincerely,

Allison Cox

Allison Cox
Campaign Director

Case Statement

A District Wide Campaign for Riverside Health Care Facilities Inc. to upgrade the X-Ray rooms to digital and purchase an elevating table for the fluoroscopy room, a new CT Scanner and a new Digital Mammography Machine and Provide a Gold Standard of Care for the communities of the Rainy River District

Riverside Foundation for Health Care
March 2021



I. PREFACE

Early detection of disease saves lives! That is why we need the latest state of the art technology here in the Rainy River district to detect. It is for this reason that the Picture This Diagnostic Imaging Campaign is being launched to raise funds to upgrade the X-Ray rooms to digital and purchase a new CT Scanner and a new Digital Mammography unit right here in the Rainy River district.

The success of the Picture This Diagnostic Imaging Campaign will largely depend upon the involvement of Riverside's many supporters. With the commitment to quality local health care so clearly demonstrated by the people of the Rainy River district, Riverside has no doubt of the ultimate success of this initiative.

II. EXECUTIVE SUMMARY

Quality health care services in the Rainy River district are of great importance to all those who work, play and live in the community. State of the art equipment and new technology is part of providing quality health care services. Our current CT scanner was purchased in 2008, upgraded in 2014 and has now reached its end of useful life. The new system will come with improved technology that will significantly improve the images and allow greater diagnostic capabilities. The mammography machine was purchased in 2012 and is reaching its end of useful life in 2022. The X-Ray rooms are currently running on an analog system which does not allow for integration with the digital system in place at the Rainy River Health Centre. The machines are still in good shape so instead of replacement, an upgrade will be completed. Fully digital rooms will result in increased image quality and significant dose reduction of up to 80% from our current system, resulting in safer care to patients and a safer work environment for staff. Finally, the table in X-Ray room 2 will be replaced with an elevating table. The current table is too high and inaccessible for some individuals.

Building on the great success achieved in the Rainy River district with the success of the Just Imagine CT Scan and the Together We Can Digital Mammography campaigns, Riverside Foundation for Health Care is working to continue to help bring quality health care right here – close to home for all residents of the Rainy River district.

Through prudent fiscal responsibility, Riverside is in the position to move forward with the proposal for this technology. It has become increasingly more apparent that it is needed now, in order to meet a gold standard of care in diagnostic technology for all citizens who reside in the Rainy River district. The people Riverside cares for deserve to have access to quality medical services.

Riverside Foundation for Health Care is undertaking a capital campaign to fund the purchase of upgrading the X-Ray rooms from analogue to digital, an elevating table for the fluoroscopy room, a replacement CT Scanner and a replacement Digital Mammography unit for La Verendyre Hospital. Riverside Foundation for Health Care is looking for support throughout the District of \$1,500,000 and plans to rally support from

all citizens to demonstrate how highly they value a high standard of local health care through their commitment to this Campaign. Riverside trusts the people of the Rainy River District see the value and importance in saving lives.

III. BEGINNINGS

Riverside Foundation for Health Care was established in September 1997. The mission of the Foundation is to raise funds for Riverside Health Care Facilities Inc. for the purchase of medical equipment, the support of patient and client services and the improvement of medical facilities.

Riverside Health Care Facilities Inc. provides health care services to people in the Rainy River District and surrounding area at three fully accredited facilities and one Long Term Care Facility: La Verendrye Hospital in Fort Frances, Emo Health Centre in Emo, Rainy River Health Centre in Rainy River and Rainycrest Long Term Care. Riverside serves a population of about 20,000 people spanning an area of 20,000 square kilometres, including 10 First Nations communities.

Riverside's roots extend back over 60 years. In 1941 at the request of several community organizations, the Order of the Grey Nuns founded La Verendrye Hospital. In 1952, a new wing doubled the capacity of the Hospital. Many additions and renovations occurred over the ensuing years and in 1975, La Verendrye became a community-owned hospital. In 1979, a chronic care wing was built. Today, La Verendrye is a 60-bed facility which acts as the regional referral centre for medical, surgical and ambulatory care not provided by the Emo or Rainy River Health Centres.

The Red Cross operated the hospital in Emo and Rainy River until 1983. At that time the Canadian Red Cross transferred ownership of the hospitals, and this resulted in the amalgamation with La Verendrye. The three locations became known as Riverside Health Care Facilities Inc. in 1989.

In March of 2005, Riverside was appointed by the Ministry of Health to assume the management of Rainycrest Long Term Care Facility located in Fort Frances, Ontario. Riverside also operates a non-profit supportive housing corporation.

Riverside Health Care Facilities is an important service in the community and has, and will, play an important role in determining the level of care that is received in the district. Riverside is very cognizant of the tremendous responsibility entrusted to it by the people of the Rainy River district.

IV. HOW FAR WE HAVE COME

Riverside is dedicated to providing quality, compassionate patient- and family-centred care, consistent with the needs of all of the people in the communities it serves throughout the Rainy River District. Services provided at the three sites include:

- 24-hour emergency services (La Verendrye and Rainy River)
- Urgent Care (Emo)
- Anesthesia and surgery (La Verendrye)
- Obstetrics (La Verendrye)
- Rehabilitation services (La Verendrye)
- Physiotherapy services (Emo)
- Intensive care medicine (La Verendrye)
- Diagnostic imaging (La Verendrye and Rainy River)
- Pediatric care (La Verendrye and Rainy River)
- Community counselling (La Verendrye, Emo, and Rainy River)
- Long-term care (Emo, Fort Frances and Rainy River)
- Chronic care (La Verendrye)
- Oncology (La Verendrye)
- Hemo Dialysis (La Verendrye)
- Telehealth (La Verendrye, Emo & Rainy River)
- Other Ambulatory Care services
- Ontario Breast Screening Program/Breast Health Network

In addition, Riverside makes valuable contributions to health education, research and community health programs throughout the District. Affiliations with several colleges and universities provide for educational and clinical experience for students of medicine, nursing, and rehabilitation. Riverside participates with the Northwestern Ontario Medical Program (NOMP) in providing clinical practice settings for students and “Family Medicine North”, a program for physicians.

Riverside Foundation for Health Care has had many exciting developments over the past 20 years. Highlights include:

- The new Rainy River Health Centre that opened in May of 1999 after 15 years of grassroots fundraising and commitment.
- In February of 2001, Emo Health Centre was re-opened after a redevelopment project was completed to bring the facility up-to-date and meet the needs of the community. The facility now includes 12 long-term care beds, three acute care beds, and urgent care and support services. The impact on the community has been enormous, particularly as it allows elderly residents requiring long-term care to remain in their community, close to family and friends.

This project was made possible by the commitment of residents in Emo and the surrounding area to the Care Close to Home campaign, as well as funding from the Ministry of Health & Long Term Care and Riverside.

- In September of 2001, a Hemo Dialysis Unit opened at La Verendrye Hospital. Thunder Bay Regional Health Sciences Centre provides this desperately needed service for all residents of the Rainy River district and region. The service

operates at capacity and recently extended its hours of operation to provide services in the evenings as well, which allows for additional patients.

- After a 2-year construction period, the much-anticipated Phase IV expansion and renovation project was completed at La Verendyre Hospital in April 2006. The project included a new surgical services department, new dialysis unit, new laboratory and an expanded and enhanced emergency department and diagnostic imaging. Also included in this project were a new chapel, a new quiet room and a new sterile processing department.

This \$12.2 million expansion was made possible by the strong support of the people across the Rainy River district that made financial contributions and commitments to the Care Close to Home campaign. The Ministry of Health and Long Term Care and Riverside Health Care Facilities Inc also funded it.

- The success of raising 1.5 million for the Just Imagine campaign to purchase the CT scan in 2008.
- The success of raising \$650,000 in 2012 for the Together We Can campaign to purchase a digital mammography machine.
- Over the past 10 years, over \$3,000,000 has been transferred to Riverside Health Care Facilities for the purchase of medical equipment and facility upgrades.

Riverside now boasts three first-class health care facilities in the Rainy River district that provide excellent health care to the population they serve.

Accreditation Canada continues to recognize Riverside's steady improvement in programs, facilities, and management and the continuing provision of high quality care. Riverside Health Care Facilities Inc. was honoured to receive Accreditation Canada's highest honour "Accreditation with Exemplary Standing" following the organization's most recent intensive, peer-review process, completed in 2020.

V. THE NEXT STEPS

Beginning in April of 2021 we will launch a twelve month campaign to raise the \$1,500,000 needed to purchase the diagnostic imaging equipment and upgrades. In order to continue its commitment to providing a high standard of health care to the residents of the Rainy River district, Riverside urgently needs this. This will mean that people have accurate readings with the latest technology available for scans used in diagnoses and treatment.

VI. GETTING THERE: RIVERSIDE FOUNDATION FOR HEALTH CARE CAMPAIGN

In recent years, hospitals across Canada have faced the challenge of reduced government funding for health care. Riverside is no exception. What is exceptional is how the people of the Rainy River District have responded to funding challenges and threats to the level of health care they expect and deserve.

On their behalf, Riverside has pushed for the right of local citizens to be cared for in their community, wherever possible. It has vigorously defended its programs and facilities, seeking continuously to improve care, while increasing efficiency and cost effectiveness. Riverside will continue to demonstrate its commitment to providing excellent health care throughout the campaign and in the future.

Riverside is confident the people of the Rainy River district will respond with enthusiastic support of the plans to achieve the next step in improving health care. Riverside Foundation for Health Care is turning to the communities it is honoured to serve for the support it needs now. Proud of its past and present commitment to quality health care, and confident of its future, Riverside will require the support of all of its friends to move ahead. The goal is no less than the provision of the best possible health care to the residents of the Rainy River district.

As such, the Riverside Foundation for Health Care is launching a \$1,500,000 capital campaign, while will mobilize all people across the district who are as committed as Riverside is to ensuring that local people have access to the best medical care locally.

VII. THE FUNDING GOAL

The amount required to move forward with the upgrade of the X-Ray rooms and the purchase of an elevating table, a new CT Scanner and a new Digital Mammography unit is \$1,500,000.

The operating costs will be funded by Riverside Facilities current operating budget.

VIII. CONCLUSION

Riverside is dedicated to providing quality, compassionate, patient- and family-centred care, consistent with the needs of the people in the communities it serves throughout the Rainy River District. Riverside's philosophy is to provide a high standard of health care with state-of-the-art equipment operated by well qualified caring staff.

In order to accomplish this, it is crucial that Riverside meets the gold standard of care in diagnostic procedures by continuing to provide state of the art diagnostic imaging services at La Verendrye Hospital for the benefit of all District residents.

Appendix E

Application for Delegation / Deputation

REQUEST FOR DELEGATION / DEPUTATION BEFORE
COUNCIL OF THE TOWN OF FORT FRANCESALL DELEGATIONS / DEPUTATIONS ARE REQUIRED TO PROVIDE A WRITTEN
SUBMISSION PRIOR TO THE AGENDA DEADLINE.

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Preferred Meeting Date: JUNE 28 2021

I am requesting a delegation / deputation to speak:

- a) ☒ On my own behalf, or
b) ☐ On behalf of a group / organization / association (if b) please state name of group below)

Will you be providing an electronic formatted presentation? ☐ Yes ☒ No

Name of Speaker (s) - A delegation / deputation wishing to appear before Council shall be limited to a total speaking time of ten (10) minutes (regardless of the number of speakers listed). Please state name of speaker(s) below.

DAVID KIRCHER

Subject of Presentation

Please describe below the subject matter of the requested delegation / deputation in sufficient detail to provide the Town of Fort Frances a means to determine its content and define how the matter aligns with Council's mandate / strategic priorities. All material needs to be provided to the Clerk by 12 noon on the Thursday prior to the meeting.

SEE ATTACHED

(use a separate sheet of paper if not enough space allowed here)

Reason why this delegation / deputation is important to Council and to the municipality:

SEE ATTACHED.

Date of Request: JUNE 21/21 Signature of Speaker: David Kircher

Address: 1133 5th ST. EAST F.F.

Telephone / Fax Numbers: 807-275-7544

E-mail Address: ADMIN@TICHBORNE.COM

Scheduling will be at the discretion of the Clerk and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your delegation / deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and made available through the Council Agenda process.

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Clerk's Office Contact:

Elizabeth (Lisa) Slomke, AOMC, Clerk
320 Portage Avenue
Fort Frances, ON P9A 3P9
1-807-274-5323 ext. 1215
slomke@fortfrances.ca

SUBJECT OF PRESENTATION

Review the history of the Crossroute Forest SFL from 2002 to June 2021 as it relates to the Crown Forest Sustainability Act and Regulations.

REASON WHY THIS DELEGATION/DEPUTATION IS IMPORTANT TO COUNCIL AND MUNICIPALITY:

To seek an injunction to suspend the demolition of the BIOMASS and Kraft Mill structures pending an investigation and judicial review of the history of the Crossroute Forest SFL related to the allocation of the wood supply,

A handwritten signature in black ink, appearing to read "David Huxley". The signature is written in a cursive, flowing style with a large initial 'D'.

From: [Tichbornes](#)
To: [Lisa Slomke](#)
Subject: [External] Town Council Delegation June 28 2021
Date: Thursday, June 24, 2021 1:02:58 PM
Attachments: [image002.png](#)
[Attachments to Delegation to Council June 28 2021.pdf](#)

[EXTERNAL]

Good afternoon Lisa,

I have attached copies of the following:

Order in Council 2326/2017

Audit page from the Boundary Waters Forest Management Corp.'s web site.

Archive page from the Ontario Legislative Library.

O. Reg. 167/95 Section 11.4

Clause 2.3 of the Crossroute SFL prior to September 10 2020.

Clause 2.3 of the Crossroute SFL as amended by the Minister September 10 2020

Why This?

The Order in Council extends the Crossroute SFL to March 31 2032. Corporate MNRF represented to Cabinet the Crossroute SFL expired on March 31 2022. Corporate MNRF included two Independent Forest Audits (IFA)

Of the Crossroute SFL from 2002-2007 and 2007-20012 as evidence that the Licensee had complied with the terms and conditions of the SFL to request the 10 year extension of this SFL. There is a 5 year IFA gap if in fact

The Crossroute SFL expired on March 31 2022.

The information on Boundary Waters Forest Management Corp.'s web site indicates a 2017 IFA was completed on the former Crossroute Forest and provides a link to the Independent Forest Audits on the MNRF site.

The most current Crossrote IFA is the 2007-20012 audit that recommended a 5 year extension of this SFL to March 31 2017.

If in fact this SFL expired on March 31 2022 there has to be a 2017 IFA of the Crossroute Forest- as represented by Boundary Waters Forest Management Corp. I asked Mayor Caul to request a copy of this IFA from the Company.

A copy of the alleged IFA was delivered. This alleged 2017 IFA of the Crossroute SFL is located in one

place – the Archive of the Ontario Legislative Library. Please note, the publication of the alleged IFA is October 2017.

The Order in Council is dated December 2017. This alleged IFA was not included with the representation to Cabinet to secure the licence extension even though it was published.

O. Reg 167/95 Section 11.4 describes the process that should have been followed at the time of the merging of the Crossroute and Sapawe Forests on April 1 2020. The Crossroute SFL was not cancelled on April 1 2020 and was

Amended on September 10th 2020 by the Minister of NRF. Section 2.3 of the Crossroute SFL was amended by adding verbiage that one would expect to read if 11.4 of the O. Reg. had been followed. In my opinion the responsibility of the ongoing destruction of value is with Corporate MNRF.

Thank you

Dave

David Kircher
Broker of Record

Tichbornes Real Estate

576 Scott Street

Fort Frances, ON P9A1H4

Ph: 807-274-3221 Fax: 807-274-4119

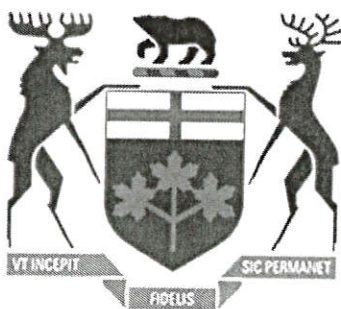
Cell Ph: 807-275-7844 Toll Free: 800-263-3221

www.tichbornes.com



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: Declaration of emergency in effect. Stay at home except for essential travel and follow the restrictions and public health measures.



Ontario

Order in Council 2326/2017

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

Whereas pursuant to subsection 26(1) of the *Crown Forest Sustainability Act, 1994*, S.O. 1994, c. 25 (the "*CFSA*"), the Minister of Natural Resources and Forestry (the "**Minister**") granted to Resolute FP Canada Inc. (the "**Licensee**") Sustainable Forest Licence ("**SFL**") number 542245 covering the Crossroute Forest, approved by Order in Council O.C. 891/97 dated the 24th of April, 1997 (such **SFL** as amended from time to time, the "**Crossroute Forest SFL**"), which currently expires on March 31, 2022;

And Whereas in accordance with subsection 26(3) of the *CFSA* the Minister conducted a review to ensure the Licensee has complied with the terms and conditions of the **SFL**, which included consideration of two consecutive audits performed by an independent third party, entitled "**Crossroute Forest Independent Forest Audit April 1, 2002 – March 31, 2007 Final Report**" and "**Crossroute Forest Independent Forest Audit April 1, 2007 – March 31, 2012 Final Report**" (the "**Audits**");

And Whereas the Minister is satisfied that the Licensee has complied with the terms and conditions of the Crossroute Forest **SFL**;

And Whereas the Minister now desires to extend the term of the Crossroute Forest **SFL** for ten years in accordance with subsections 26(4) and 26(4.1) of the *CFSA*;

And Whereas pursuant to subsections 26(4) and 26(4.1) of the C.F.S.A., the approval of the Lieutenant Governor in Council is required to extend the term of the Crossroute Forest S.F.L.;

Now therefore, pursuant to subsections 26(4) and 26(4.1) of the C.F.S.A., the Minister is hereby given approval to extend the term of the Crossroute Forest S.F.L. for an additional ten years such that the term of the Crossroute Forest S.F.L. would expire on March 31, 2032.

Ministry of Natural Resources and Forestry

Approved and Ordered: December 12, 2017

Published: December 29, 2017

Boundary Waters Forest Management Corp.

[About BWPMC](#)[Forest Management](#)[SFI Certification](#)[Audits](#)[Shareholders \(login\)](#)[Loggers \(login\)](#)[Other Sites](#)[Contact Us](#)

Audits

Boundary Waters Forest Management Company is audited by qualified third party auditors through participation in the SFI Program and as a requirement of our Sustainable Forest License.

SFI Program Participants certified to the Forest Management Standards are required to undergo annual surveillance audits by independent and accredited certification bodies to deliver ongoing conformance. To maintain a current forest management certificate, certified Program Participants must undergo a full recertification audit every five years. The Boundary Waters Forest was certified in 2020.

The next SFI audit on the Boundary Waters Forest is scheduled for May 17-20, 2021.

[SFI Audit Reports](#)

Independent Forest Audits are an

integral part of Ontario's sustainable forest management framework. The Boundary Waters Forest management unit is audited every 5 years.

An independent auditor assesses the performance of both BWFMC and the Ministry of Natural Resources and Forestry in meeting their forest management responsibilities.

An IFA audit took place on the former Crossroute Forest in 2017 and the former Sapawe Forest in 2017. Once the audit reports become public, it will be available online below.

[Independent Forest Audit Reports](#)

Crossroute Forest Independent Forest Audit 2012 - 2017 /

Titles List 1 of 6

Links:

[Archived by the Ontario Legislative Library: Oct. 7, 2019.](#)

Author:

[Ontario. Ministry of Natural Resources and Forestry, issuing body.](#)

Other Author(s):

[Arbex Forest Resource Consultants Ltd.](#)

Title:

Crossroute Forest Independent Forest Audit 2012 - 2017 / Arbex Forest Resource Consultants Ltd.

Series:

Ontario. Legislative Assembly. Sessional paper ; 421/319

Published:

[Toronto] : Ministry of Natural Resources and Forestry, Oct. 2017.

Subjects:

[Forest management--Ontario--Crossroute Forest--Auditing](#)
[Forest management--Ontario, Northern--Auditing](#)

Description:

[84] pages : charts and maps.

Notes:

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Crown Forest Sustainability Act, 1994

ONTARIO REGULATION 167/95

GENERAL

Historical version for the period January 1, 2018 to June 25, 2020.

Last amendment: 416/17.

Legislative History: [+]

This is the English version of a bilingual regulation.

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CROWN CHARGES

1. For the purposes of sections 2, 3 and 4, the land referred to as the productive area in a forest resource licence granted before April 1, 1995 shall be deemed to be the land specified under subsection 32 (2) of the Act. O. Reg. 167/95, s. 1.
2. (1) The area charge to be paid under subsection 32 (1) of the Act for the 12-month period beginning on April 1 in each year by a holder of a forest resource licence is,
 - (a) \$51 for each square kilometre or part of a square kilometre of land specified under subsection 32 (2) of the Act, if the licence was granted under section 26 of the Act; or

(5) An amendment made to a forest resource licence in accordance with section 34 of the Act and section 10 of this Regulation in respect of a matter agreed on under subsection 38 (2) of the Act or the procedure described in this section need not conform with the agreement. O. Reg. 167/95, s. 9 (5).

(6) Subject to paragraphs 6 and 7 of subsection (1), no information provided during the mediation shall be disclosed by the mediator or the parties except to each other during the course of the mediation. O. Reg. 167/95, s. 9 (6).

(7) The Minister may require that the procedure described in subsection (1) be completed within a period of time specified by the Minister. O. Reg. 167/95, s. 9 (7).

AMENDMENT OF FOREST RESOURCE LICENCES

10. (1) A forest resource licence may be amended under section 34 of the Act in respect of the following matters:

1. The area covered by the licence and the land specified under subsection 32 (2) of the Act.
2. The amount, species and price of forest resources that may be harvested under the licence.
3. The harvesting of killed or damaged forest resources.
4. The renewal and maintenance of the area covered by the licence and other activities carried out in that area, including the funding of those activities.
5. The preparation of a forest management plan, including the requirement to prepare a plan.
6. The silvicultural and other standards and the forest operations prescriptions that apply to forest operations.
7. The methods used to measure compliance with silvicultural and other standards and with forest operations prescriptions.
8. The construction and maintenance of forest roads, including the funding of those activities.
9. The supply of forest resources to a forest resource processing facility.
10. The conduct of inventories, tests and studies.
11. The provision of information.
12. The certification of the area covered by the licence, including the standard to be met for certification. O. Reg. 167/95, s. 10 (1); O. Reg. 186/07, s. 1.

(2) An amendment to a forest resource licence may not be made under section 34 of the Act unless the amendment is authorized by subsection (1). O. Reg. 167/95, s. 10 (2).

CANCELLATION OF FOREST RESOURCE LICENCES

11. A forest resource licence may be cancelled in whole or in part for one or more of the following reasons, in addition to the reasons set out in subsection 59 (1) of the Act:

1. The licensee has purported to transfer, assign, charge or otherwise dispose of the forest resource licence without the consent required by section 35 of the Act.
2. The licence was granted in respect of forest resources on land subject to a previous forest resource licence and an agreement made between the licensees under subsection 38 (2) of the Act or the resolution of a dispute under that subsection is no longer in effect.
3. The licence was granted in respect of forest resources that were subject to an agreement under section 25 of the Act and that agreement is no longer in effect.

4. The licence is a sustainable forest resource licence under section 26 of the Act and, for the purpose of improved management of forest resources in the management unit to which the licence relates, a new sustainable forest resource licence is to be granted to a company that was formed for the purpose of carrying out forest management responsibilities in the unit, that is not associated with any particular forest resource processing facility and in which the holder of the cancelled licence was offered an opportunity to participate. O. Reg. 167/95, s. 11; O. Reg. 572/06, s. 1.

TRANSFER OF FOREST RESOURCE LICENCES

12. (1) The fee for obtaining a consent under subsection 35 (1) of the Act is \$1,000. O. Reg. 167/95, s. 12 (1).

(2) Despite subsection (1), if consents in respect of more than one forest resource licence are obtained at the same time, the fee is \$500 for each consent. O. Reg. 167/95, s. 12 (2).

13. Subsection 35 (2) of the Act does not apply in the following circumstances:

1. A forest resource licence is surrendered to the Minister.
2. A transfer, assignment, charge or other disposition of an interest in a forest resource licence is required by an agreement under subsection 38 (2) of the Act or by the resolution of a dispute under that subsection. O. Reg. 167/95, s. 13.

14. When a forest resource licence is transferred, the licensee shall, not less than 30 days before the transfer, provide the Minister with the following information:

1. A description of the transfer, including the reason for it.
2. Information in respect of the transfer, including information in respect of the valuation of assets, the employees of the transferor and the assumption by the transferee of the transferor's liabilities and obligations to the Crown.
3. The location of the forest resource processing facility that will process forest resources harvested after the transfer.
4. Information in respect of the operation of any forest resource processing facility to be transferred, including information in respect of forest resource supply arrangements and forest resource licences that will supply the facility with forest resources. O. Reg. 167/95, s. 14.

SCALERS

15. REVOKED: O. Reg. 101/11, s. 1.

16. (1) The Minister may issue a scaler's licence to a person who,

- (a) has completed a scaler's course approved by the Minister;
- (b) has passed the examination for a scaler's licence set by the Minister, or before April 1, 2011, by the board of examiners; and
- (c) has paid the fee set out in subsection (2). O. Reg. 167/95, s. 16 (1); O. Reg. 101/11, s. 2 (1).

- (1.1) Despite subsection (1), the Minister may issue a scaler's licence to a person who,

- (a) holds a scaler's certificate, licence, registration or similar official recognition,
 - (i) that is issued by a provincial or territorial government in Canada or by regulatory authority authorized or permitted to issue such recognition by a provincial or territorial government in Canada, and
 - (ii) that attests that the person is authorized to scale Crown forest resources;
- (b) has not had his or her scaler's certificate, licence, registration or similar official recognition cancelled, suspended or revoked; and
- (c) has paid the fee set out in subsection (2). O. Reg. 483/10, s. 1.

- 2.3. The term of this licence commences on the 1st day of April 2002 and expires on the 31st day of March 2032 but may be extended in accordance with section 26(4) of the *Crown Forest Sustainability Act*. *PRIOR TO SEPT 10/2014*
4. The Company shall pay the prices determined by the Minister under section 31 of the *Crown Forest Sustainability Act* for forest resources harvested under this licence.

3. 3.0 Wood supply commitments and overlapping licences

1. The forest resources harvested pursuant to this licence are to provide a supply of forest resources to the existing forest resource processing facility of the Company located at Fort Frances, Ontario and to the beneficiaries of forest resource supply commitments identified in Appendix "E" hereto.
2. Subject to complying with the wood supply commitments described in Appendix "E" and the conditions in Appendix F, the Company shall be entitled to harvest and utilize the full available harvest described in the Forest Management Plan for the Crossroute Forest.
3. If the allowable harvest levels permitted by a Forest Management Plan will not permit a sufficient amount of forest resources to be supplied from the Licence Area to the aforementioned processing facilities listed in paragraph 3.1 and Appendix "E", the amount of forest resources available shall be shared in a manner prescribed by the Minister unless the Company and the affected beneficiaries identified in Appendix "E" otherwise agree on the manner of sharing subject to the following:
 - a. If an agreement on the manner of sharing is reached, the beneficiaries identified in Appendix "E", who are parties to the agreement, shall acknowledge that the Minister's obligations with respect to the wood supply commitments which are the subject of the agreement are satisfied by the agreement;
 - b. If the Minister is required to prescribe the manner in which the available harvest shall be shared, the Minister will take into consideration, among other things, the traditional wood supplies of those affected by such deficiency.
4. The Minister may grant an Overlapping Licence on the Crossroute Forest pursuant to section 38 of the *Crown Forest Sustainability Act*.
5. This licence and any amendment thereto shall prevail over an agreement under section 38 of the *Crown Forest Sustainability Act*.
6. The Company shall provide copies of the agreements described in paragraph 3.5 herein to the Minister forthwith after such agreements are made, and as required by the Minister.
7. The Minister will provide to the Company a copy of the licence, harvest approvals and a monthly scaling summary regarding Overlapping Licensees at the same time they are provided to the Overlapping Licensee.

4. 4.0 Manuals

1. The Company shall prepare a forest management plan, work schedules, and reports for the Crossroute Forest in accordance with the *Crown Forest Sustainability Act* and the Forest Management Planning Manual, and shall abide by that plan and all other requirements described in that manual and the *Crown Forest Sustainability Act*.
2. The Minister hereby requires the Company to conduct the inventories, surveys, tests and studies identified as being the responsibility of a Sustainable Forest Licensee in the Forest Information Manual, and the Company shall carry out those inventories, surveys, tests and studies in accordance with the Forest Information Manual.
3. The Minister hereby requires the Company to provide the Minister with information identified as being the responsibility of a Sustainable Forest Licensee in the Forest Information Manual, and the Company shall collect that information in accordance with the Forest Information Manual.
4. The Company shall not commit wasteful practices as described in either the Forest Operations and Silviculture Manual or the Scaling Manual.

5. 5.0 Deleted

2.0 AREA, TERM AND PRICING

- 2.1 This licence applies in respect of the Licence Area that is comprised of a total area of 15,333.3 square kilometres which total area is more particularly described in Appendix "A" hereto. The area of Productive Lands within the Licence Area is 10,920.5 square kilometres.
- 2.2 The Company shall pay area charges and forestry future charges in accordance with sections 32(1) and 51(5) of the Crown Forest Sustainability Act.
- 2.3 The term of this licence commences on the 1st day of April 2002 and expires on the 31st day of March 2032 but may be extended in accordance with section 26(4) of the Crown Forest Sustainability Act. This licence supersedes and replaces all previous Sustainable Forest Licences issued in respect of the Crossroute Forest, which previous Sustainable Forest Licences shall be of no further force or effect as of and following the date this licence is executed and delivered by the Minister. *SEPT 10/20 AMENDMENT*
- 2.4 The Company shall pay the prices determined by the Minister under section 31 of the Crown Forest Sustainability Act for forest resources harvested under this licence.

3.0 WOOD SUPPLY COMMITMENTS AND OVERLAPPING LICENCES

- 3.1 Subject to complying with the wood supply commitments described in Appendix "E" and the conditions in Appendix "F", the Company shall be entitled to harvest and utilize the full available harvest described in the Forest Management Plan for the **Boundary Waters Forest**.
- 3.2 If the allowable harvest levels permitted by a Forest Management Plan will not permit a sufficient amount of forest resources to be supplied from the Licence Area to satisfy the wood supply commitments described in Appendix "E", the amount of forest resources available shall be shared in a manner prescribed by the Minister unless the Company and the affected beneficiaries identified in Appendix "E" otherwise agree on the manner of sharing subject to the following:
- If an agreement on the manner of sharing is reached, the beneficiaries identified in Appendix "E", who are parties to the agreement, shall acknowledge that the Minister's obligations with respect to the wood supply commitments which are the subject of the agreement are satisfied by the agreement;
 - If the Minister is required to prescribe the manner in which the available harvest shall be shared, the Minister will take into consideration, among other things, the traditional wood supplies of those affected by such deficiency.
- 3.3 The Minister may grant an Overlapping Licence on the **Boundary Waters Forest** pursuant to section 38 of the Crown Forest Sustainability Act.
- 3.4 This licence and any amendment thereto shall prevail over an agreement under section 38 of the Crown Forest Sustainability Act;

WHY THIS?

Dear Editor,

The last Independent Forest Audit (IFA) of the licensee's compliance with the terms and conditions of the Sustainable Forest Licence #542245 included the 5 year period from April 1, 2007 to March 31 2012.

This audit recommended a 5 year extension of this SFL, to March 31 2017. The Order in Council however, represents the Crossroute Forest SFL # 542245 expiring on March 31, 2022.

If in fact this SFL's expiration date is March 31 2022 there must be an (IFA) for the 5 years between April 1 2012 to March 31 2017 to satisfy the CFSA Sections 26(3), 26(4), 26(4.1). As stated in my May 19 2021 Letter to the Editor, even though the Boundary Waters Forest Management Corp.'s website indicated a 2017 (IFA) was completed on the former Crossroute Forest, only the 2007 to 2012 (IFA) was published. The Fort Frances pulp and paper mill was partially closed in 2012 and permanently closed May 2014. An (IFA) from April 1 2012 to March 31 2017 would have revealed this fact. The expiration date of March 31, 2022 represented by the MNRF to the Lieutenant Governor in Council is not supported by an (IFA), therefore SFL # 542245 expired on March 31 2017.

The Order in Council 2326/2017 was approved and ordered on December 12, 2017, nine months after SFL # 542245 had expired.

The allocation of wood from the Crossroute Forest granted by SFL # 542245 also ended on March 31 2017. However, while REPAP was expressing an Interest to purchase the Fort Frances mill in 2018 the MNRF maintained and supported the former Licensee's access to this wood supply, at the expense of all the communities dependent on the Crossroute Forest. This expired SFL continued to be useful to the MNRF with the amalgamation of the Crossroute and Sapawe Forests on April 1 2020.

Once again I sincerely hope the Town of Fort Frances will consider the foregoing and try to stop the demolition of the Kraft Mill building and the Biomass Boiler.

Thank you,
David Kircher



Order of Council 2326/2017

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

Whereas pursuant to subsection 26(1) of the Crown Forest Sustainability Act, 1994, S.O. 1994, c.25 (the "CFSA"), the Minister of Natural Resources and Forestry (the "Minister") granted to Resolute FP Canada Inc. (the "Licensee") Sustainable Forest Licence ("SFL") number 542245 covering the Crossroute Forest, approved by Order in Council O.C. 891/97 dated the 24th of April, 1997 (such SFL as amended from time to time, the "Crossroute Forest SFL"), which currently expires on March 31, 2022;

And Whereas in accordance with subsection 26(3) of the CFSA the Minister conducted a review to ensure the Licensee has complied with the terms and conditions of the SFL, which included consideration of two consecutive audits performed by an independent third party, entitled "Crossroute Forest Independent Forest Audit April 1, 2002 - March 31, 2007 Final Report" and "Crossroute Forest Independent Forest Audit April 1, 2007 - March 31, 2012 Final Report" (the "Audits");

And Whereas the Minister is satisfied that the Licensee has complied with the terms and conditions of the Crossroute Forest SFL;

And Whereas the Minister now desires to extend the term of the Crossroute Forest SFL for ten years in accordance with subsections 26(4) and 26(4.1) of the CFSA;

And Whereas pursuant to subsections 26(4) and 26(4.1) of the CFSA, the approval of the Lieutenant Governor in Council is required to extend the term of the Crossroute Forest SFL;

Now therefore, pursuant to subsections 26(4) and 26(4.1) of the CFSA, the Minister is hereby given approval to extend the term of the Crossroute Forest SFL for an additional ten years such that the term of the Crossroute Forest SFL would expire on March 31, 2032.

Ministry of Natural Resources and Forestry

Approved and Ordered: December 12, 2017

Published: December 29, 2017

Section 26 of the Crown Forest Sustainability Act

(3) Subject to subsection (3.1), during the term of the licence, the Minister shall conduct a review every five years to ensure that the licensee has complied with the terms and conditions of the licence. 1994, c. 25, s. 26 (3); 2010, c. 16, Sched. 10, s. 2 (2).

(4) If a review conducted under subsection (3) or (3.1) satisfies the Minister that the licensee has complied with the terms and conditions of a licence, the Minister shall, with the approval of the Lieutenant Governor in Council, extend the term of the licence for five years. 1994, c. 25, s. 26 (4); 2010, c. 16, Sched. 10, s. 2 (4).

If you have any questions concerning this matter, please feel free to contact me.

David Kircher
807-275-7844

Crossroute Forest Independent Forest Audit April 1, 2007 - March 31, 2012 FINAL REPORT

The audit team recommends that the Minister extend the term of Sustainable Forest Licence #542245 for a further five years.

Lead Auditor
ArborVitae Environmental Services Ltd.

Date: June 22nd, 2021

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer & Cody Vangel, CBO/Planner

Re: FFCBC Request Letter.

As you will recall at the Council meeting held on Monday June 14th, 2021, Council referred the attached FFCBC request letter to the Planning & Development Executive Committee.

The Planning & Development Executive Committee reviewed the FFCBC request letter at their meeting on Monday June 21st, 2021. The Planning & Development Executive Committee accepted the report as presented as Administration is supportive of the request from the FFCBC and continue to work with the FFCBC members and internal divisions to ensure that the event can proceed as planned.

Therefore, the Planning & Development Executive Committee is recommending that Mayor & Council approve the request as outlined in the attached report & map outlining the request, as well as recommend that the building permit fee of \$57.00 be waived.

Respectfully submitted,

Original Signed by Both

Patrick Briere
By-Law Enforcement Officer

Cody Vangel
Chief Building Official/Municipal Planner

Council approval of this report will: approve the request as outlined in the attached report & map outlining the request, as well as recommend that the building permit fee of \$57.00 be waived.



Date: June 28, 2021

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Newfort Request for SPCA Deposit Return – 814 Scott Street

Newfort Developments intended to construct an 18-unit apartment complex in the Town of Fort Frances at 814 Scott Street this year, however, due to the significant increase in project costs (25%) over the last 12 months and ongoing provincial and international border restrictions, their group does not foresee the project taking place in 2021. Newfort is hopeful that the project can take place in 2022 if the construction material market stabilizes and border restrictions are loosened, though this cannot be guaranteed.

The Town and Newfort have entered into a Site Plan Control Agreement regarding the development where a letter of credit in the value of \$75,000.00 was issued to the Town to hold to ensure completion of the project as per the plans and drawings.

Given that Newfort will not be commencing the project this year they are requesting return of the \$75,000.00 as they are incurring 8% interest (per annum) on the deposit.

It should be made aware to Mayor and Council that the site plan agreement relies heavily on the deposit to ensure the project and agreement are complied with. Without it the agreement has little binding authority.

The Planning and Development Executive Committee considered this matter at their June 21, 2021 session where approval of the request to return the deposit was recommended subject to the following:

- That the site plan agreement be de-registered from title at the cost of the property owner;
- That the authorizing by-law be rescinded;
- That the property owner be required to reapply and issue a new fee (\$1,040.30) for a new site plan control agreement when ready to resume the project including any applicable legal costs; and
- That Newfort and Hillside reimburse the Town for the reimbursement issued under the Community Improvement Plan (Financial Incentive Program) for the value of \$7,471.98.

Respectfully submitted.



Cody Vangel
Chief Building Official & Municipal Planner

Approval of this report will agree with the recommendation of the Planning and Development Executive Committee to approve the letter of credit return subject to the following:

- That the site plan agreement be de-registered from title at the cost of the property owner;
- That the authorizing by-law be rescinded;
- That the property owner be required to reapply and issue a new fee (\$1,040.30) for a new site plan control agreement when ready to resume the project including any applicable legal costs; and
- That Newfort and Hillside reimburse the Town for the reimbursement issued under the Community Improvement Plan (Financial Incentive Program) for the value of \$7,471.98.

Date: June 28, 2021

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Building/Demolition Permit Fee Waiver Request

The Town of Fort Frances will be undertaking multiple capital projects in 2021 where building/demolition permits are necessary. The Town's user fee schedule outlines associated fees with applicable building/demolition permits. The two main projects under consideration are the:

- Renovations to the Memorial Sports Centre; and
- Demolition of the Mowat Nursing Station

These projects would be assigned fees based on the following:

- \$57.00 for the first \$1,000 value of work; and
- \$11.40 for each \$1,000 value of work thereafter

As final bids are not all received the actual waiver amount is unknown at this time.

The Planning and Development Executive Committee considered this matter at the June 21, 2021 session where recommendation to waive the building/demolition permit fees for the above noted capital works projects was supported.

Respectfully submitted.



Cody Vangel
Chief Building Official & Municipal Planner

Approval of this report will agree with the recommendation of the Planning and Development Executive Committee to waive building/demolition permit fees for the Renovations to the Memorial Sports Centre and Demolition of the Mowat Nursing Station.

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 reverse the decision on the 2021 Summer Programs and plan to operate the program in 2021 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 reverse 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

Case No.: 2021-06-1-1603389464

AGENDA ITEM #5.5

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: *
320 Portage Avenue

Street Address 2:

AGENDA ITEM #5.5

City/Town: *
Fort Frances

Province: *
ON

Postal Code: *
P9A3P9

Method of Payment: *
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 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.

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.	AGENDA ITEM #5.5
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	AGENDA ITEM #5.5 2,035.59
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)		AGENDA ITEM #5.5 472.30
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>.

1.1 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. AGENDA ITEM #5.5

“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.

2.1 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:

(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

AGENDA ITEM #9.5
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.

16.1 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

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.

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

- (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 _____



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2021/31**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: June 22, 2021

SUBJECT: Royal Canadian Legion Manitoba/NW Ontario Command Advertising

BACKGROUND

At the June 14, 2021 Council Meeting the letter received from the Royal Canadian Legion Manitoba/NW Ontario Command requesting advertising consideration in the printing of the "Military Service Recognition Book" was referred to the Administration & Finance Executive Committee for recommendation.

This book is designed to recognize and honour many of Manitoba/NW Ontario's brave Veterans on an individual basis who have served our Country so well. The publication is intended to help the legion in their role as the "Keepers of Remembrance".

A rate sheet is enclosed for consideration of levels of advertising. In 2016, Council received the request with no further action taken. In 2017 to 2020 an advertisement of 1/10 page (Business Card B&W) size advertisement in the "Military Service Recognition Book" was approved.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of an advertisement of 1/10 page (Business Card B&W) size in the "Military Service Recognition Book" in the amount of \$205.00.

Council Approval of this Report will agree to the Administration & Finance Executive Committee to approve an advertisement of 1/10 page (Business Card B&W) size in the "Military Service Recognition Book" in the amount of \$205.00.



The Royal Canadian Legion Manitoba/NW Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Manitoba/NW Ontario Command** and the local **Veterans**. Please consider this our written request for your support as per our recent telephone conversation.

Our **Command** is very pleased to be printing our 13th Annual “**Military Service Recognition Book**”, which is designed to recognize and honour many of **Manitoba/NW Ontario’s** brave **Veterans** on an individual basis who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This publication will go a long way to help our Legion in our role as the “**Keepers of Remembrance**”.

It will be distributed to school and university libraries, Legion branches, and many other public facilities in Manitoba and NW Ontario.

We would like to have your organization’s support for this milestone project of our **Manitoba/NW Ontario Command Legion**, by purchasing an advertisement space in our “**Military Service Recognition Book**”. Proceeds raised from this important project will allow us to make this unique publication available throughout the province and will also benefit the many ongoing community activities of our Legion Command including **Scholarships, Youth Sponsored Programs** and, of course, our ongoing tireless support for **Manitoba/NW Ontario’s Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be sincerely appreciated. For further information please contact our **Manitoba/NW Ontario Command Military Service Recognition Book Office** toll free at **1-855-559-5056**.

Thank you for your consideration and/or support.

Sincerely,

Jerry Lava
President
The Royal Canadian Legion Manitoba/NW Ontario Command



**The Royal Canadian Legion
Manitoba/NW Ontario Command
“Military Service Recognition Book”
Advertising Prices**

<u>AD SIZE</u>	<u>PRICE</u>	<u>GST</u>	<u>TOTAL</u>
Full Color Outside Back Cover	\$1,495.24	+ \$74.76	= \$1,570.00
Inside Front/Back Cover (Full Colour)	\$1,295.24	+ \$64.76	= \$1,360.00
2 Page Full Colour Spread 15.25x9.735	\$1,990.48	+ \$99.52	= \$2,090.00
Full Page (Full Colour) 7x9.625	\$995.24	+ \$49.76	= \$1,045.00
Full Page (B&W) 7x9.625	\$795.24	+ \$39.76	= \$835.00
½ Page (Full Colour) 7x4.735	\$595.24	+ \$29.76	= \$625.00
½ Page (B&W) 7x4.735	\$495.24	+ \$24.76	= \$520.00
¼ Page (Full Colour) 3.375x4.735	\$395.24	+ \$19.76	= \$415.00
¼ Page (B&W) 3.375x4.735	\$295.24	+ \$14.76	= \$310.00
1/10 Page (B/Card Full Colour) 3.375 x 1.735	\$223.81	+ \$11.19	= \$235.00
1/10 Page (B/Card B&W) 3.375 x 1.735	\$195.24	+ \$9.76	= \$205.00

G.S.T. Registration # 107933665RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of the Military Service Recognition Book will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.



PLEASE MAKE CHEQUE PAYABLE TO:

**MB/NW Ontario Command
The Royal Canadian Legion
(MB RCL)**

P.O.Box 1967 Stn. Main
Winnipeg, MB R3C 3R2
Tel (Toll Free): 1-855-559-5056





ADMINISTRATION & FINANCE DIVISION
Treasury Report 2021/28A

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: June 22, 2021

SUBJECT: Investment Management

BACKGROUND

At the Administration & Finance Executive meeting of May 18, 2021, I brought forward information regarding the Town's current investments. At that time, the rates for GICs that renewed in April were 0.3% and the HISA interest rate was 0.165%. My initial report suggested that we deal with the Hobson Chahal Advisory Group through CIBC Wood Gundy, as their proposal showed investing in various bonds and principal protected notes with an average of 5 years duration and an average yield of 2.13%. Since this is significantly more than the GIC and Savings account rates, we were initially ready to invest there.

Council requested that we look further into investment options with One Investment. We have been speaking with two advisors from One Investment who are able to assist us with determining an investment strategy. The Advisory Services have no additional cost and their products are designed specifically for Municipalities and guarantee investments. They have suggested that we work through a Cash Management Guide to analyze when the reserves money will be required. After this, they will help us to build a diversified portfolio to meet our needs.

Per the Town's Investment Policy, 1.15, the Town will "... invest public funds so as to maximize the rate of investment returns and principal protection while meeting the daily cash flow and liquidity demands of the Town of Fort Frances and complying with statutory requirement of the *Municipal Act, 2001*." The delegation of authority under the policy is to the Treasurer and/or CAO. They have overall responsibility of the prudent investment of the Town's portfolio. Authority to manage and implement the investment program may be granted for all or a portion of the Town's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the Town. That Agent shall act in accordance with the established procedures and internal controls consistent with this policy. Those investments governed by the provisions of One Investment – The Public Sector Group of Funds agreement shall be deemed delegated to that agent. Further, transactions related to investments made by the Town require staff approval by the Treasurer. In the absence of that individual, staff approval may be given by the CAO.

One Investment High Interest Savings Account rates have increased to 0.715% (Prime less 1.735%), so as interest rates rise, this rate will also rise. The Performance Report for May 2021 is attached for your information, as is the ONE Legal List which shows the recommended term of each offering.

My recommendation is to transfer most of the funds that are required in the short-term to the High Interest

Savings Account, immediately. Further I will work through determining the cash flow of the reserve funds and work with the ONE Investment advisors to determine a diversified portfolio that will meet the needs of the Town of Fort Frances.

If so desired, they will provide a presentation to Council to allow Council to ask any questions of them.

RECOMMENDATION

The Administration and Finance Executive Committee agrees to the recommendation of the Treasurer, to transfer most of the reserve funds in the short-term to the High Interest Savings Account. Further the Treasurer will work with the ONE Investment advisors to determine a diversified portfolio that will meet the needs of the Town of Fort Frances.

Council Approval of this report will agree to the Administration and Finance Executive Committee to approve transferring most of the reserve funds in the short-term to the High Interest Savings Account. Further the Treasurer will work with the ONE Investment advisors to determine a diversified portfolio that will meet the needs of the Town of Fort Frances.

THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Investments Policy

Creation Date:	June 1997
Revised Date:	December 2018
Review by Date:	
Resolution Number:	Consent Resolution 004
Supersedes Resolution Number:	004 (consent) 12/10
Policy Number:	1.15

1. POLICY STATEMENT

The purpose of this Policy is to provide guiding principles for the prudent management of the Town of Fort Frances investments within an acceptable investment risk tolerance level and will govern the investment of surplus cash, reserve and reserve funds of the Corporation in accordance with Ontario Regulation 438/97 made under the *Municipal Act, 2001*.

It is the policy of the Town of Fort Frances to invest public funds so as to maximize the rate of investment returns and principal protection while meeting the daily cash flow and liquidity demands of the Town of Fort Frances and complying with statutory requirements of the *Municipal Act, 2001*.

2. OBJECTIVES

Principal Protection

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. The goal is to manage credit risk and interest rate risks.

Eligible Investments

In accordance with Ontario's Eligible Investments, Related Financial Agreements and Prudent Investment Regulation, the Town is not authorized to invest in securities other than those listed in the Regulation.

Liquidity

The Investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements that may be reasonably anticipated and limit temporary borrowing requirements. Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary markets.

Return on Investment

The Investment portfolio shall be constructed with the objective of attaining, at minimum, a fair rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

Performance Benchmarks

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout the budgetary and economic cycles that is appropriate with the investment risk constraints and cash flow needs of the Town. Market yields should be higher than the rate given by the Town's bank for the various bank accounts.

Market Value

The market value of the portfolio shall be calculated at least annually as at December 31st.

Maximum Maturities

To the extent possible, the Town shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than ten (10) years from the date of the purchase. Reserve Funds and Trust funds with longer-term horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

3. STANDARD OF CARE**Prudence**

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable income to be derived.

Internal Controls

Management shall establish a system of internal controls. The internal controls shall be designated to present the loss of public funds arising from fraud, employee error, and misrepresentation by third parties.

4. ETHICS & CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the Town of Fort Frances. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

5. INDIVIDUAL RESPONSIBILITY

Delegation of Authority

The Treasurer and/or CAO has overall responsibility of the prudent investment of the Town's portfolio. Authority to manage and implement the investment program may be granted for all or a portion of the Town's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the Town. That Agent shall act in accordance with the established procedures and internal controls consistent with this investment policy. Those investments governed by the provisions of One Investments – The Public Sector Group of Funds agreement shall be deemed delegated to that Agent.

Signing Authority

Transactions related to investments made by the Town require staff approval by the Treasurer. In the absence of that individual, staff approval may be given by the CAO.

Decision making related to investment transactions may be delegated by the Town directly to an Investment Manager, following an independent and competitive bidding process, to the extent that the Treasurer and/or CAO provides that Investment Manager with funds to invest and manage on behalf of the Town of Fort Frances.

Responsibilities

The Treasurer and CAO may enter into arrangements with Investment Managers, execute and sign documents on behalf of the Town. The Treasurer performs all related acts in the day to day operation of the investment and cash management program, maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Town's investments are properly managed and adequately protected.

The Treasurer and/or CAO shall ensure adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the Town's financial assets.

Reporting

The Treasurer will provide semi-annual reports, at a minimum, to the Administration & Finance Executive Committee, which includes the performance and any risk characteristics of the Town's Investment Portfolio and will provide an annual report to Council on the performance of the portfolio during the first quarter of the following year.

6. RATINGS

Risk Tolerance

All securities must be readily marketable.

Investments held in the fund must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be investment Grade (at least BBB by S&R, or equivalent by DBRS or Moody's) as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher rating will apply.

The total Fund will be limited to the following credit rating thresholds on a weighted basis (as defined by S&P or equivalent):

Rating	Up to %
AAA	100%
AA	50%
A	30%
BBB	10%

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

APPENDIX A – CREDIT RATINGS

<i>Grade</i>	<i>Moody's</i>		<i>Standard & Poor's</i>		<i>DBRS</i>	
	<i>Long-Term</i>	<i>Short-Term</i>	<i>Long-Term</i>	<i>Short-Term</i>	<i>Long-Term</i>	<i>Short-Term</i>
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D



The One Investment Program
PERFORMANCE REPORT – MAY 2021

The following are the performance statistics for all ONE portfolios as of the date noted above. This report is intended to serve only as information, providing average returns over the periods stated. Individual investor returns may vary according to investment time horizon. All returns stated are net of fees.

Money Market Portfolio: (Inception - May 1st, 1995)

Period Ending May 31, 2021: (Compounded Monthly)

Annualized Return - 1 month	0.01%
Annualized Return - 3 months	0.04%
Annualized Return - 6 months	-0.01%
Annualized Return - 9 months	0.02%
Annualized Return - 1 year	0.08%

Period Ending May 31, 2021:
(Compounded Monthly)

Portfolio:	Canadian Government Bond (Inception - March 1, 1993)	Canadian Corporate Bond (Inception - August 8, 2008)	Canadian Equity (Inception - February 3, 2007)
Annualized Return - 1 year	1.02%	-0.11%	34.41%
Annualized Return - 2 year	2.37%	2.52%	12.78%
Annualized Return - 3 year	2.84%	3.56%	11.91%
Annualized Return - 5 year	1.68%	2.33%	10.58%
Annualized Return - 7 year	1.76%	2.99%	10.06%
Annualized Return - 10 year	1.94%	3.41%	10.20%
Annualized Return - Inception	4.17%	3.92%	8.01%
Non-annualized Growth Since Inception	217.23%	63.79%	203.93%

High Interest Savings Account 0.165% Payable for all deposits in month

Net Asset Value:

		Average Term	Average Duration (Option Adjusted)
HISA	\$ 401,236,503		
Money Market Portfolio	\$ 19,381,786	0.452	0.421
Canadian Gov't Bond Portfolio	\$ 179,545,822	2.326	2.097
Canadian Corporate Bond Portfolio	\$ 281,494,287	6.720	5.112
Canadian Equity Portfolio	\$ 798,427,656		
TOTAL	\$ 1,680,086,055		



[Home](#) / [What We Offer](#) /

ONE Legal List

ONE Investment continues to offer our existing portfolios based on the Legal List. While we encourage municipalities to take advantage of the expanded Prudent Investor approach, our offerings include four Legal List investment options available as well as a bank account option:

- [ONE High Interest Savings Account](#): 1+ month investments (Short-Term)
- [ONE Money Market Portfolio](#): 1 to 18 Months (Short-Term)
- [ONE Canadian Government Bond Portfolio](#): 18 Months to 3 Years (Short to Medium-Term)
- [ONE Canadian Corporate Bond Portfolio](#): 4+ Years (Medium to Long-Term)
- [ONE Canadian Equity Portfolio](#): 5+ Years (Long-Term)
- [Transaction Instructions and Forms](#)

Would you like to get started with Legal List investment options? [Sign up](#) for the ONE Investment enrollment package.

What We Offer

[ONE High Interest Savings Account](#)

ONE Legal List

[ONE Canadian Corporate Bond Portfolio](#)

[ONE Canadian Government Bond Portfolio](#)

[ONE Canadian Equity Portfolio](#)

[ONE Money Market Portfolio](#)

[Transaction Instructions and Forms](#)

[ONE Prudent Investor](#)



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2021/22

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: June 22, 2021
SUBJECT: Collections (Accounts Receivable, Taxation and Water & Sewer) Policy Update

BACKGROUND

Collection Policy Number 1.9 for procedure and collection of Accounts Receivable, Taxation and Water & Sewer was first created in 2006. This is the fourth review of this policy since that time.

The major changes in this review consist of the following:

- Adding- please allow 2-3 days for your bank to process the transaction.
 - Bank processing takes time and we sometimes have people complain when their payments are late as they pay on the due date
- Removing references to Day Care
- Application of Payment of Accounts Receivable- rewording slightly so that payments are first applied to the interest, and then to the oldest invoice, or specified invoice.
- Tax Collection- Final bills- adding “unless an alternate due date is authorized by Council By-Law
- Water and Sanitary Sewer- Removing Old Contract and replacing it with the current version of the customer contract.

Attached you will find the revised Policy.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the Collection (Accounts Receivable, Taxation and Water & Sewer) Policy Number 1.9 as presented.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to approve the Collection (Accounts Receivable, Taxation and Water & Sewer) Policy Number 1.9 as presented.

THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Collections (Accounts Receivable, Taxation and Water & Sewer)

Creation Date: October 2006
Revised Date: November 2010, June 2018, September 2019, June 2021
Review by Date:
Resolution Number: 326
Supersedes Resolution Number: 329
Policy Number: 1.9

ACCOUNTS RECEIVABLE CREDIT AND COLLECTION

1. POLICY STATEMENT

This policy applies to the procedures and collection of accounts receivables.

2. EFFECTIVE DATE

This policy comes into effect on June 28, 2021 and cancels and supersedes all former policies.

3. CREDIT PRIVILEGES TO CUSTOMERS

The extension of credit is a privilege for customers and prospective customers.

Extension of Credit to New Customers

All new customers requesting credit privileges will be required to complete an Application for Credit form (see Page 4). The originating department will ensure that the customer completes the Application for Credit and submits it for approval prior to opening an account.

Exceptions to this policy are when invoicing is required for unforeseen events rather than the provision of goods or services.

Application for Credit

The Division Manager or designate must approve the completed Application for Credit. All credit applications will be forwarded to and kept on file in the Treasury Department, whether approved or denied. The originating department will be responsible for notifying the customer as to the status of their credit application.

Credit Privileges to Existing Customers

Customers with accounts created prior to this policy will not be requested to complete the Application for Credit as long as their account is not over 90 days past due.

4. METHOD OF PAYMENT

Payment may be made at a financial institution, on-line banking/payment, by mail or in person at the Town of Fort Frances Civic Centre. Payment at the Civic Centre will be in the form of cash, cheques, money order, debit card, or preauthorized direct debit. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are "certified". If a preauthorized payment plan customer has two N.S.F. payments returned within a twelve-month period, they will no longer be eligible for the plan and personal cheques must be "certified".

5. PAYMENTS AND LATE PAYMENTS

The Town of Fort Frances credits a payment to accounts on the day it is received by our office (over-the-counter, drop box, mail or deposited into our bank account- please allow 2-3 days for your bank to process the transaction) by the end of the business day being 4:30 p.m. during the months of January to June and September to December and 4:00 p.m. during the summer months of July and August. A charge will be applied for all payments and/or cheques made to the Town of Fort Frances that cannot be cleared by a financial institution in accordance with the Town's schedule of fees by-law. A late charge of 1.25% per month (15% per annum) is applied to all accounts which have unpaid balances on the 1st working day of the month past the due date.

COLLECTION ACTIONS ON ACCOUNTS RECEIVABLE

Invoices	The Treasury Department generates invoices with the amount due within 30 days.
ActiveNet- Memorial Sports Centre	As memberships are currently through the ActiveNet system, failed payments will be charged an NSF fee and must be brought up to date by the 30 th of the month at the MSC or online, otherwise, the membership will be recalculated at the next lowest membership term(s) based on the number of months used, and then sent to the Treasury Department for invoicing. Further, the collection procedures within this policy will be followed.
Interest	On the first day of every month following the invoice due date, 1.25% interest per month shall be added to the account.
Application of Payment	Payments shall be applied first to interest (finance charges) owing on account, then to the oldest invoice(s) owing or specified invoice.
Monthly Statement	The Treasury Department issues monthly statements. A statement is generated to advise customers of the balance on their account at the date of the statement. The statements include information as to invoices and interest outstanding.
Written Follow Up	The Treasury Department will mail out account statements monthly. Statements with account balances in arrears of over 30 days will be stamped with a notification that "ACCOUNTS NOT PAID PROMPTLY WILL RESULT IN COLLECTION ACTION". Accounts over 60 days past due will receive a written letter (see Pages 5 & 6) and a copy(s) of the outstanding invoice advising the customer of the next step(s) to be taken. Before further action ensues, there will be confirmation with the originating department that there are no disputes with the invoice(s) in arrears.
Recovery of Arrears through Letters of Credit, Performance Guarantees, Monies Owed to Customer	If the Town of Fort Frances is holding any Letters of Credit, Performance Guarantees or has monies owing to the customers, such as accounts payable cheques, these amounts may be applied to the customer's general accounts receivable arrears, with notification to the customer.
Collector's Roll Additions	After ninety days past due, with approval from the Treasurer or designate, and in accordance with The Municipal Act, any eligible charges made against property may be added to the Collector's Roll and collected in a like manner as taxes, with notification to the property owner and the Mortgage Company, if applicable. The 90-day period may be waived if the subject property is under ownership change.
Small Claims and Collection Agencies	Accounts ninety days past due may be forwarded to Small Claims Court or to a Collection Agency. All costs attributable to collection will be added to the customer's account.
Arrangement for Payment	Acceptable arrangement for payment may be made with the Treasurer of the Town of Fort Frances, or their designate.
Denial of Further Credit and/or Service	A customer credit status will be undertaken for accounts over 90 days past due. The decision to deny further credit and/or services, or request of deposit for further services, will be made in consultation with the Division Manager.

Application for Credit

Name: _____

Contact Person (if different from above) _____

Mailing Address: _____

Postal Code: _____ Telephone: _____

Reference #1 Name: _____**Address:** _____**Telephone:** _____**Reference #2** Name: _____**Address:** _____**Telephone:** _____

The UNDERSIGNED, herein called the Customer, requests that the Town of Fort Frances, herein called the Town, invoice for goods and/or services to be billed per service or on a biweekly/monthly basis at the Town's discretion.

- A. The Customer shall pay the rates and charges in accordance with Town by-laws and policy.
- B. All accounts must be paid within thirty days, per Town policy. The Town reserves the right to suspend credit privileges, charge interest, pursue collection procedures and recover collection costs, if accounts are not paid in accordance with Town policy.
- C. If credit privileges are suspended, the Customer is liable for the money owed, and consideration for reinstatement of credit privileges will not be given until such time as all outstanding accounts are paid.
- D. Deposits may be required at the discretion of the Town.
- E. If the Customer is owed money by the Town (letter of credit, performance guarantees, supply of goods/services, etc.) the Town may, at its discretion, deduct any balance owing to the Town prior to making payment to the Customer.
- F. The Customer authorizes the Town to contact the references named above during their investigation of this credit application.

This application, when signed by the Customer and executed by an authorized representative of the Town of Fort Frances shall form a legal and binding agreement between the parties.

The Customer agrees to comply with the terms and conditions noted above and agree that said conditions are a part of this contract.

Date of Application _____ Deposit if required _____

Customer Signature _____

ACCEPTED BY:**DATE:**

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

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



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

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

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

FINAL ATTEMPT

Date:

John Doe
XXXXXXXXXX
Fort Frances, ON
P9A XXX

RE: OUTSTANDING ACCOUNT A/R #DOEJO0001 INVOICE #xxxx - AMOUNT \$xxx.xx

Please note that as of the above date, our records indicate your account is over sixty days past due. This is our final attempt to resolve this matter prior to commencing additional collection procedures.

It is the policy of the Municipality to discontinue services and/or deny further credit when the account is ninety days past due.

It is also the policy of the Municipality to refer accounts, which are ninety days past due, to Small Claims Court or a Collection Agency for satisfaction. If judgement is obtained, we may use it to garnishee future income and/or seize clear assets. A judgement will appear on your credit file with the Credit Bureau for a minimum of six years, affecting all future credit inquiries. As well, all costs attributable to collection will be added to your account.

To avoid this expensive procedure, please pay the attached account immediately.

If you have any questions concerning this account, please call me at the Town of Fort Frances at (807) 274-5323 or by email at _____@fortfrances.ca.

Yours very truly,

Tax Administrator

c.c.: Division Manager

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

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



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

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

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

FINAL ATTEMPT

Date:

John Doe
xxxxxxxxxx
Fort Frances, ON
P9A XXX

RE: OUTSTANDING ACCOUNT A/R #DOEJO0001 INVOICE #xxxx - AMOUNT \$xxx.xx

Please note that as of the above date, our records indicate your account is over sixty days past due. This is our final attempt to resolve this matter prior to commencing additional collection procedures.

It is the policy of the Municipality to discontinue services and/or deny further credit when the account is ninety days past due.

Failure to make payment on this will result in the invoice being transferred to the applicable tax account and collected in like manner to taxes.

If you have any questions concerning this account, please call me at the Town of Fort Frances at (807) 274-5323 or by email at _____@fortfrances.ca.

Yours very truly,

Tax Administrator

c.c.: Division Manger

TAX COLLECTION

1. POLICY STATEMENT

This policy applies to the procedures, collection and registration of taxes.

2. EFFECTIVE DATE

This policy comes into effect on June 28, 2021 and cancels and supersedes all previous tax collection policies.

3. PROCEDURE

- A. Tax bills shall be issued twice yearly, not including supplementary/omit billings.
 - ☐ Interim tax bills are to be issued no later than February 7th of the current year
 - ☐ Final tax bills are to be issued no later than July 10th of the current year.
 - ☐ Supplementary/Omit tax bills are to be issued no later than December 10th in the year they are received.
- B. Interim tax bills will be due and payable in two instalments, being the last working day in February and March. Final bills will be due and payable in two instalments, being the last working day in July and August, unless an alternate due date is authorized by Council By-Law
- C. The Municipality requires a minimum of 21 days between the issuance and the due date.

4. METHOD OF PAYMENT

Tax payment may be made at a financial institution, on-line banking/payment, by mail or in person at the Town of Fort Frances Civic Centre. Payment at the Civic Centre will be in the form of cash, cheques, money order, debit card, or preauthorized direct debit. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are "certified". If a preauthorized payment plan customer has two N.S.F. payments returned within a twelve-month period, they will no longer be eligible for the plan and personal cheques must be "certified".

5. PAYMENTS AND LATE PAYMENTS

Town of Fort Frances credits a payment to your account on the day it is received by our office (over-the-counter, drop box, mail or deposited into our bank account- please allow 2-3 days for your bank to process the transaction) by the end of the business day being 4:30 p.m. during the months of January to June and September to December and 4:00 p.m. during the summer months of July and August. A charge will be applied for all payments and/or cheques made to the Town of Fort Frances that cannot be cleared by a financial institution in accordance with the Town's schedule of fees by-law. A late charge of 1.25% per month (15% per annum) is applied to all accounts which have unpaid balances on the 1st working day of the month past the due date.

COLLECTION ACTIONS ON TAX ACCOUNTS RECEIVABLE

Tax Bill	Tax bills are sent out twice a year and include any overdue balances. The interim bill has two tax instalment remittances and the final bill has two tax instalment remittances. The tax bill includes due dates, current amount due, past due/credit amount, total amount due and the penalty/interest rate.
Interest and Penalty	Interest and penalties will be applied at the maximum rate allowed under the Municipal Act on taxes that are in arrears. The current rate is 1.25% and will be calculated on the first day of default and the first day of every month thereafter. Adjustments to the interest and penalty shall be approved by the Treasurer or designate.
Tax Reminder Notice	Taxes are considered in arrears after the due date for the interim and the final tax bills. Notices will be sent every month, with a detailed summary until such time as all the taxes have been paid. However, reminder notices may not be sent for those accounts with a minimum balance of \$25.00 or less, except for the first notice after the due date when the minimum balance is \$15.00 or less.
Recovery of Arrears through Monies Owed to Taxpayer	If the Town of Fort Frances is holding any monies owing to the customer, such as accounts payable cheques, tax adjustments, refunds or rebates, these amounts will be applied to the customer's tax arrears, with notification to the taxpayer.
Recovery of Arrears through Insurance Proceeds	If a fire occurs on a commercial property, the Tax Administrator will convey in writing to the insurers that it is the Municipality's position that the amount of its interest in the land, as represented by the tax account, is to be paid out of the insurance proceeds in priority to payment to any other person with an interest in the land, except for any Crown liens.
Collection of Tenants Rent (Landlord has Tax Arrears)	After the taxes have been in arrears for one year, a notice will be sent to the landlord (taxpayer) informing of the Municipality's intention to collect the rent. This will allow the landlord an opportunity to make payment arrangements with the Tax Administrator or Treasurer. If within 14 days of sending the notice no reply is received, the Municipality will inform the tenants to pay the rent directly to the Municipality until all interest, penalty and taxes have been collected. (See page 14) Under section 350(1) of the <i>Municipal Act</i> , the Municipality may give a tenant notice, in writing, requiring the tenant to pay the rent as it becomes due until the taxes are paid. (See Page 15)
Collection of Property Taxes in Distress	Property taxes are considered in distress on the 1 st day of January in the second year following that in which the property taxes became owing. Telephone contact will be made in this second year, prior to notices being issued. Beginning September of each year a notice will be sent (See Pages 10-12) and at the beginning of each month thereafter, with a last and final notice (See Page 13) in December.
Tax Registration	Arrears over two (2) years are subject to the Tax Registration process commencing on the first day of the following year. The Treasurer authorizes accounts with two years arrears or more to be registered for Tax Registration and Sale proceedings.

Extension Agreement	<p>A taxpayer in Tax Registration may request an Extension Agreement, which will extend the period of time in which the balance outstanding is to be paid. The Extension Agreement request must be before the expiry of the one year of the date that the property was registered for Tax Sale. Extension Agreements are subject to terms and conditions established on a property by property basis using the following principles and guidelines:</p> <ul style="list-style-type: none"> • Maximum term of the agreement is 3 months to clear all outstanding balances; • Monthly payment(s) amount(s) required over term of extension agreement; and • Advance payment of required fee to establish Extension Agreement as listed in the Schedule of Fees. <p>If no agreement is reached as to the terms and/or the agreement is denied, the tax sale proceeds by returning to the point where the stop in the tax sale process was immediately prior to the extension agreement being requested. In the event of default, a registered letter notifies a taxpayer as such, and the agreement is thereby terminated, putting the property in the same position in Tax Registration and Sale proceedings as it was prior to entering the Extension Agreement. When the terms of the extension agreement have been fulfilled, the Treasurer shall register a Cancellation Certificate on the land title signifying that the tax sale has been averted, and the process stops.</p>
Tax Sale	<p>Properties that meet one of the following criteria will be advertised for Tax Sale:</p> <ul style="list-style-type: none"> • tax arrears are not paid in full within one year from the date of registration; or • Taxpayer has defaulted on Extension Agreement.
Successful Purchaser	Where there is a successful purchaser, property is transferred to the name of the successful bidder.
Vesting	Where there is no successful purchaser, all risks of taking possession of the property are identified, including any Crown Liens or environmental issues, after which time the property is registered in the name of the municipality or the Tax Sale proceedings are cancelled.
Write Offs	A list of properties will be submitted to Council for consideration of a write-off along with an explanation.
Collector's Roll Additions	Any additions to the Collector's Roll will be collected in the same manner as taxes, as per the authority given to the Municipality within the Municipal Act. A letter will be sent to the property owner advising them of the addition. (See Page 16)
Notes	The Tax Collector and/or Treasurer must approve all arrangements for payment. All conversations, memos, write-offs and requests must be clearly documented. All collection letters must be personally signed.

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

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



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

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

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

Notice #1

Date (September)

Dear Taxpayer:

Roll#:

Property Address:

According to our records, your tax account with the Town of Fort Frances shows the following balances:

Year	Taxes	Interest	Total Owing
Total Amount Owing			

Interest is calculated at the rate of 1.25% per month on all outstanding balances. When taxes remain unpaid, the Town is forced to arrange short-term borrowing to meet its financial obligations, and the cost of borrowing impacts the cost of running the Town and can ultimately result in increased taxes and/or service reductions.

Please contact the Tax Administrator at (807) 274-5323 or by email at _____@fortfrances.ca to make arrangements for payment.

If you have made payment prior to receiving this letter, please disregard it and accept our apologies for the inconvenience.

Yours truly,

Treasurer or Tax Administrator
 Town of Fort Frances

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



Operations & Facilities Division

Phone: 807-274-9893

Fax: 807-274-7360

Community Services Division

Phone: 807-274-4561

Fax: 807-274-3799

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

Notice #2

Date (October)

Dear Taxpayer:

Roll #:

Property:

According to our records, this is your second written notice that your tax account with the Town of Fort Frances shows the following balances:

Year	Taxes	Interest	Total Owing
Total Amount Owing			

To avoid jeopardizing the ownership of your property, please contact the Tax Administrator at 274-5323 or by email at tax@fortfrances.ca to make arrangements for payment.

If you have made payment prior to receiving this letter, please disregard it and accept our apologies for the inconvenience.

Yours truly,

Treasurer or Tax Administrator
Town of Fort Frances

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

Mailing Address for All Divisions
Civic Centre
320 Portage Ave

Operations & Facilities Division

Phone: 807-274-9893

Fax: 807-274-7360

Phone: 807-274-4561

Fax: 807-274-3799



Notice #3

Date (November)

Dear Taxpayer:

Roll #:

Property:

Attempts have been made to collect your outstanding property taxes with no success. Your taxes will be two years in arrears and if payment is not made by December 31st, 20 __, your property will be eligible for the tax sale process, after which time the Municipality can proceed with tax registration. Once this process begins, the property owner has one year to pay the taxes and applicable fees in full or the property will be offered for sale.

In order to avoid this procedure, contact the Tax Administrator or Treasurer at 274-5323 to arrange payment.

Your immediate attention to this matter is greatly appreciated.

Yours truly,

Tax Administrator or Treasurer
Town of Fort Frances

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

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



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

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

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

Notice #4

REGISTERED MAIL

Date (December)

FINAL NOTICE TO THE PROPERTY OWNER

Dear Taxpayer:

REGARDING: Roll Number #:

OUTSTANDING TAXES: \$_____ (as at December 1, 20) PROPERTY ADDRESS:

Please be advised that effective January 1, 20 , realty taxes on the above-noted account will be two years in arrears. The balance shown on this correspondence provides the outstanding taxes and late payment charges owing on account to the date of this letter.

Under current legislation, the Town of Fort Frances may commence tax sale proceedings by registering a tax arrears certificate on title of the property if the account remains unpaid after December 31, 20 . All costs associated with filing the necessary lien documents will be added to the property tax account. Once the certificate of tax arrears is registered, no partial payments on account will be accepted. However, the property owner or any party having an interest on the property, will have one year to redeem the property by paying the full cancellation price which includes all taxes, accumulated penalties and interest plus all administrative costs owing at the date of payment. Failing this, the property will be offered for sale through public tendering process.

To avoid incurring these costs and jeopardizing the ownership of your property, please ensure that all tax arrears are paid by December 31, 20 . Should the account remain unpaid after December 31, 20 , no further notice will be provided prior to the municipality's lien action. This office urges you to take action.

If you have any questions relating to this correspondence or if additional information is required, please contact the Tax Administrator or Treasurer at 274-5323.

Yours truly,

Tax Administrator or Treasurer
Town of Fort Frances

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

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



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

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

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

Date

Dear Taxpayer:

The Municipality can direct tenants to pay rent owed to the landlord for outstanding property taxes, pursuant to Section 350(1) of the *Municipal Act*, if the taxes are outstanding for more than one year.

According to our records there exists a balance of unpaid taxes on your property. Every effort has been made to contact you to make arrangements for payment. Therefore, if you do not contact our office to make payment arrangements within 14 days, the Town of Fort Frances will direct your tenants to pay their rent to the Municipality.

Hoping that we can resolve this matter and collection of your tenant's rent can be avoided.

Yours truly,

Tax Administrator or Treasurer
Town of Fort Frances

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



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

Date

Dear (Tenant):

Pursuant to Section 350 (1) of the *Municipal Act*, municipalities can direct the tenant to pay rent owed to the landlord when property taxes are outstanding for more than one year.

Currently there exist unpaid taxes on the property you are renting. The Town of Fort Frances therefore requests that you pay your monthly rent to the following address:

Town of Fort Frances
 320 Portage Avenue
 Fort Frances, ON
 P9A 3P9

You will be notified when to cease making payments to the Municipality.

If you require further information, please contact me at (807) 274-5323. Your immediate attention to this matter is greatly appreciated.

Yours truly,

Tax Administrator or Treasurer
 Town of Fort Frances

c.c.: Property Owner

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

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

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

Mailing Address for All Divisions
 Civic Centre
 320 Portage Ave.
 Fort Frances, ON



Date

Dear Taxpayer

Re: Transfer of Outstanding Account to Roll #

To Whom It May Concern:

This letter is to inform you that your outstanding _____ account arrears, in the amount of \$_____ have been added to your tax account. This invoice will now be collected in "like manner" to taxes. I have enclosed a copy of your account showing the current amount due and owing.

Should you wish to discuss this in further detail please call me at 1-807-274-5323 or email me at _____@fortfrances.ca, I would be happy to answer any questions you may have.

Respectfully,

Tax Administrator

Enclosures: 1

WATER AND SEWER COLLECTION

1. POLICY STATEMENT

This policy applies to the procedures and collection of water and sewer receivables.

2. EFFECTIVE DATE

This revised Policy comes into effect on June 28, 2021 and cancels and supersedes all former water and sewer collection policies.

3. PROCEDURE

- New owners must complete a Water and Sanitary Sewer Customer Contract before changes in service can take place. (See Page 20-21)
- Property owners remain responsible for the full payment of all water and sewer service, even if the bill has been assigned to another person (such as a tenant).

4. BILLING ERRORS

Where billing errors have resulted in over-billing, the customer's account shall be credited with the amount of the over-billing for the period of the over-billing or a maximum of six (6) years from the date the Town is made aware of the error, whichever is less.

Where billing errors have resulted in under-billing, the following shall apply:

- a) The customer's account shall be charged with the amount of the under-billing for the period of the under-billing or a maximum of six (6) years from the date the Town is made aware of the error, whichever is less.
- b) In instances of willful damage, the customer's account shall be charged with the amount of the under-billing for the period of the under-billing with no maximum applied.

In the event an ownership change has taken place during the time of the billing error, the current customer will receive the credit/charge for the amount of time he/she was owner of the property to a maximum of six (6) years.

5. VACANCY

A charge set forth in accordance with the town's User Fee By-law will be levied for turning on or off the water services when the property is vacant or unoccupied for any duration. Multi-residential properties and trailer parks are subject to the same option with the following additional requirement; it is compulsory that the multi-residential properties and individual trailer properties obtain prior written approval, minimum of seven (7) days of the vacancy. It should be noted that approval would not be granted if any portion of the fire sprinkler system within the building is disarmed or dismantled or the supply of water to any other unit is affected. It is the responsibility of the property owner to ensure the plumbing and valves are in good working order and in place prior to work being done. All valving affected by turning the water off shall be affixed with seals by the Town's water system operators. Requests for water turn on/turn off due to vacancies shall be made by completing a Work Requisition application at Public Works. (See Page 22).

6. METHOD OF PAYMENT

Payment may be made at a financial institution, on-line banking/payment, by mail or in person at the Town of Fort Frances Civic Centre. Payment at the Civic Centre will be in the form of cash, cheques, money order, debit card, or preauthorized direct debit. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are "certified". If a preauthorized payment plan customer has two N.S.F. payments returned within a twelve-month period, they will no longer be eligible for the plan and personal cheques must be "certified".

7. PAYMENTS AND LATE PAYMENTS

The Town of Fort Frances credits a payment to accounts on the day it is received by our office (over-the-counter, drop box, mail or deposited into our bank account) by the end of the business day being 4:30 p.m. during the months of January to June and September to December and 4:00 p.m. during the summer months of July and August. A charge will be applied for all payments and/or cheques made to the Town of Fort Frances that cannot be cleared by a financial institution in accordance with the Town's schedule of fees by-law. A late charge of 1.25% per month (15% per annum) is applied to all accounts which have unpaid balances on the 1st working day of the month past the due date.

COLLECTION ACTIONS ON WATER & SEWER ACCOUNTS RECEIVABLE

Water Bill	Water and Sewer bills are invoiced six times a year on a bi-monthly basis. Bills state that they are payable by the due date. The amount to pay by the due date and after the due date, which includes a late penalty, is provided.
Penalty Charges	Penalty will be applied at the rate of 1.25% and will be calculated on the first day of default and the first day of every month thereafter.
Water Reminder Notice	Water and sewer accounts are considered in arrears after the due date. A notice will be sent reminding the customer of the outstanding account and advising of further action, for accounts owing more than \$10.00. (See Page 23)
Notice of Arrears Served	Before the third billing, with two full bi-monthly billings in arrears, a water disconnection notice will be issued by mail to the premises or the last known property owner to which the service had been supplied. (See Page 24) Unless payment is received in full within ten days the water supply will be eligible for disconnect. The disconnection notice shall be deemed to have been received by the customer on the third business day after the date on which the notice was printed by the issuer.
Notice of Disconnection	The Utility Clerk will submit a list of properties that require water turn offs to the Environmental & Facilities Superintendent. The Superintendent will then issue a notice (See Page 25) and hand deliver to the premise where the service is supplied. If payment or suitable arrangements have not been made by the date as listed on the notice, the Utility Clerk will notify the Superintendent to turn off the water.
Water Shut Off for Delinquent Accounts	Where it has been necessary to discontinue services as a result of "non-payment", a disconnection and reconnection charge will be levied against the delinquent account at a rate as set out in the Schedule of Fees as established by By-Law.
Mobile Trailer Park/Couchiching First Nation	If a Mobile Trailer Park or Couchiching First Nation water supply is scheduled to be shut off, the Manager of Operations and Facilities, in consultation with the CAO, will provide written notice to all applicable agencies such as INAC, FNIHB, MOE, Public Health Unit, etc., that the water supply will be shut off to these properties in 10 working days.
Recovery of Arrears through Monies Owed to Customer	If the Town of Fort Frances is holding any monies owing to the customer, such as accounts payable cheques, these amounts will be applied to the customer's water arrears, with notification to the customer.
Addition to Collector's Roll	Under O. Reg 581/06 of the <i>Municipal Act</i> , The Town of Fort Frances reserves the right to transfer the unpaid balance of a water bill (regardless of who receives it) to the owner's property tax account for collection with approval from the Treasurer or designate. Once the Collector's Roll has been updated, notification will be given to the property owner and mortgage company, if applicable.

Town of Fort Frances Water and Sanitary Sewer Customer Contract

Customer: New Account ●
 Terminated Account ●
 Changes/Adjustments ●

Customer Information:

Name(s): (1) _____

(2) _____

Mailing Address: _____

_____ Postal Code: _____

Phone #(s): _____

Drivers License # or Other Photo ID: (1) _____

(2) _____

Service Information:

Service Address: _____

Date Service Required or Terminated: _____

Account #: _____

A. This application, when signed by the Customer and executed by the Town of Fort Frances by the signature of a proper representative, shall be a contract for the supply of water and sanitary sewer services between the Customer and the Town of Fort Frances under and governed by the Public Utilities Act R.S.O., 1990, P. 52.

B. The Customer and the Town of Fort Frances agree to comply with the applicable conditions hereof and agree that the said conditions are a part of this contract.

1. The Customer shall commence paying the rates and charges authorized from time to time by the Corporation of the Town of Fort Frances on the date that the sanitary sewer and/or water is connected. An additional service charge of 1.25% will be added if the utility bill is not paid in full on or before the due date.

2. This contract, when executed by the Customer and the Town of Fort Frances as aforesaid, shall be binding upon them and their heirs, executors, administrators, successors and assigns respectively, and on the property mentioned in this contract and the vacating of the said property or change in occupation or ownership thereof shall not release the said property from this contract except as at the option and by written consent of the Town of Fort Frances.

3. The Town of Fort Frances reserves the right upon default by the Customer or performance hereunder to disconnect the supply of sanitary sewer and water services to the Customer's premises after the expiration of 10 days from the date of Issue of a Disconnect notice.

4. If sanitary sewer and water services are disconnected for non-payment of bills, the Customer is still liable for the money owed, and the supply of sanitary sewer and water services shall not be reconnected until outstanding bills are paid or at the option of the Town of Fort Frances.
5. All water meters and any other equipment of the Town of Fort Frances on or in the said premises shall be at the risk of the Customer. If any of the said meters or other equipment are destroyed or damaged other than by ordinary wear and tear, the Customer shall pay to the Town of Fort Frances the value of such meters or equipment so damaged or destroyed or the cost of replacing or repairing same.
6. The Town of Fort Frances agrees to use reasonable diligence in providing a regular and uninterrupted supply of sanitary sewer and water, but does not guarantee a constant supply of sanitary sewer and water, nor guarantee any particular level of such service and will not be liable for damages to the Customer by reason of any failure in respect thereof.
7. The customer agrees to be governed by any by-law regarding sanitary sewer and water services that the Council of the Corporation of the Town of Fort Frances deems necessary to pass.

E-Billing: Yes No E-Mail Address: _____

Signatures:

New Customer: _____

Terminated Customer: _____

Changes/Adjustments Customer: _____

Utility Clerk: _____

Date: _____

TOWN OF FORT FRANCES

**WORK REQUISITION
(WATER TURN OFF/ON)**

DATE _____

TIME _____

PHONE # _____

NAME OF PERSON REQUESTING WORK _____

NAME OF OWNER _____

ADDRESS _____

BILLING ADDRESS (if different from above) _____

The undersigned has read the attached forms and accepts the conditions and all charges incurred and by signing, hereby authorize the Town of Fort Frances, Operations & Facilities Division to carry out the following work, namely:

Date

Signature of Property Owner or Authorized Rep.

Print Name of Owner or Authorized Representative

Work Order Prepared By: _____

Work Carried Out By: _____



Town of Fort Frances
320 Portage Ave.
Fort Frances, Ontario P9A 3P9

WATER & SEWER REMINDER NOTICE

Customer Name

DATE
WATER & SEWER ACCOUNT
MUNICIPAL ADDRESS

This notice indicates that you have a utility balance past due in the amount of \$ _____.
Please remit payment at your earliest convenience.

Interest is charged on the first day of each month at a rate of 1.25%.
Please note your account number with your payment to ensure that the correct account is credited.

If payment has already been made or if the utility account is on a pre-authorized payment plan, please disregard this notice.

Town of Fort Frances
320 Portage Ave.
Fort Frances, Ontario P9A 3P9

WATER & SEWER ACCOUNT
TOTAL
AMOUNT PAID



Town of Fort Frances
320 Portage Ave.
Fort Frances, Ontario P9A 3P9

DISCONNECTION NOTICE

Customer Name

DATE
WATER & SEWER ACCOUNT
MUNICIPAL ADDRESS

This notice indicates that you have a utility balance past due in the amount of \$_____.

Payment arrangements must be made or the Town of Fort Frances must be in receipt of payment in full within ten (10) days from the date of this letter.

As per Town of Fort Frances Collections Policy and By-Law 16-06C "if a water bill is two (2) bi-monthly billings in arrears, the water supply to the property can be turned off if payment is not received. A charge as set out in the User Fee By-Law, currently \$_____ shall be levied for any water supply disconnection and \$_____ for any water supply reconnection. If the water supply to the property is turned off for non-payment all payments shall be made in form of certified cheque, cash, money order or internet banking and in full before the water service shall be restored.

Should you have any questions regarding this letter or your account, please contact the Utility Clerk at (807) 274-5323 ext. 1227.

Town of Fort Frances
320 Portage Ave.
Fort Frances, Ontario P9A 3P9

WATER & SEWER ACCOUNT
TOTAL
AMOUNT PAID



Operations & Facilities Division

Phone: 807-274-9893

Fax: 807-274-7360

Community Services Division

Phone: 807-274-4561

Fax: 807-274-3799

email: town@fortfrances.ca

www.fort-frances.com

Date

NOTICE TO RESIDENTS

It has been brought to our attention that your water and sewer account is in arrears.

We have been instructed to turn off your water unless these accounts are paid up to date. Please be aware that the current fee for disconnection of water services is \$____ and the reconnection of water services is \$____ as per the current Schedule of Fees By-Law.

Please contact the Utility Clerk at the Civic Centre, 274-5323, and make arrangements to have this taken care of immediately.

If arrangements have not been made by _____ a.m. on _____, your water will be turned off on _____.

Thank you for attending to this matter.

Operations and Facilities Division

June 28, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Ontario Ministry of Natural resources and Forestry Intent to Participate 2022

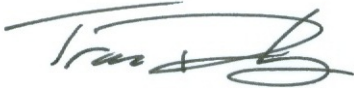
Back in 2017 the Town of Fort Frances partnered with the Ministry of Natural Resources and Forestry (MNRF) to obtain new high resolution areal photography for the Town of Fort Frances at a drastically reduced cost compared to the Town undertaking the work on our own.

We have been contacted by MNRF to gauge our interest in participating again in the same Northwestern Ontario Orthophotography Project in 2022(NWOOP 2022). Attached you will find a report from Trish Law, GIS Expert outlining the program. The Town, when we undertook our first gathering of orthophotography back in 2007, planned to refresh our imagery every 10 years, due primarily to the cost involved in obtaining that data. With the partnership between the Town and MNRF we can easily afford to update our imagery on a more frequent basis.

This item will be brought forward in the 2022 budget, however MNRF are looking for confirmation from their partners as soon as possible to finalize plans for flying spring 2022.

It is the recommendation of Administration to agree to partner with the Ministry of Natural Resources and Forestry for aerial orthophotography under the 2022 Northwestern Ontario Orthophotography Project.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of Administration to agree to partner with the Ministry of Natural Resources and Forestry for aerial orthophotography under the 2022 Northwestern Ontario Orthophotography Project.

2021June28 Agreement to partner in 2022 NWOOP.docx

June 10, 2021.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

**SUBJECT: Ontario Ministry of Natural Resources and Forestry (MNRF)
Invitation and Intent to Participate NWOOP2022**

In 2017 The Town of Fort Frances participated in an aerial photography acquisition project with the Ontario Ministry of Natural Resources and Forestry (MNRF) called the North West Ontario Orthophotography Project or NWOOP2017. From this, the Town was able to acquire high resolution digital imagery within the Town limits, Town islands in Rainy Lake East of Couchiching First Nation and Sunny Cove camp in Watten Township. The total cost to participate was \$1000 plus HST.

On June 9, 2021, I received an email from Bryce Matthews from the MNRF regarding intent to gather new digital aerial photography of this region in 2022, called the North West Ontario Orthophotography Project or NWOOP2022. At this time, the MNRF is looking for interested parties to be part of this data acquisition. Through this project, the MNRF would be obtaining leaf-off 20cm resolution multi-spectral imagery of Northwestern Ontario and would be offering municipalities and other interested parties the opportunity to join this project and obtain resulting imagery at a very low cost. The proposed cost is \$5-\$6 per square kilometer, with a minimum contribution of \$1000 as per the last project. Due to the small size of the area the Town would require, we would be required to submit the \$1000 minimum to receive the data products should we wish to participate. A copy of the letter of intent and acquisition flyer are attached to this report. The imagery collection would commence during the spring of 2022 and all deliverables would be received by the Town for use by February of 2023. By joining this agreement, the Town would be able to obtain current aerial imagery at a very low cost.

As with the 2017 imagery, the new imagery is a licensed product under the Queens' Printer for Ontario and as such, can be for in-house use only. If the new imagery is to be distributed to any outside organization, regardless of if they are working directly for the Town of Fort Frances or not, the existing Town of Fort Frances Geospatial Data Share Agreement will require amending to include clauses from the Ontario Geospatial Data Share Agreement set forth under the Participant Agreement and would require a minimum fee to be determined by the MNRF per square kilometer of data the Town receives. The data cannot be freely distributed as we have done in the past. The licensing agreement with the MNR for three years, after which the Town would be free to charge and license the new imagery under the fee set for by the Town of Fort Frances User Fee By-Law and the current Geospatial Data Share Agreement.

I strongly recommend signing the Participant Agreement with the MNRF to obtain updated aerial imagery of the Town.

.

Respectively Submitted,

Trisha Law, MGIS
GIS Expert

Need Access to Imagery in Northwest Ontario?

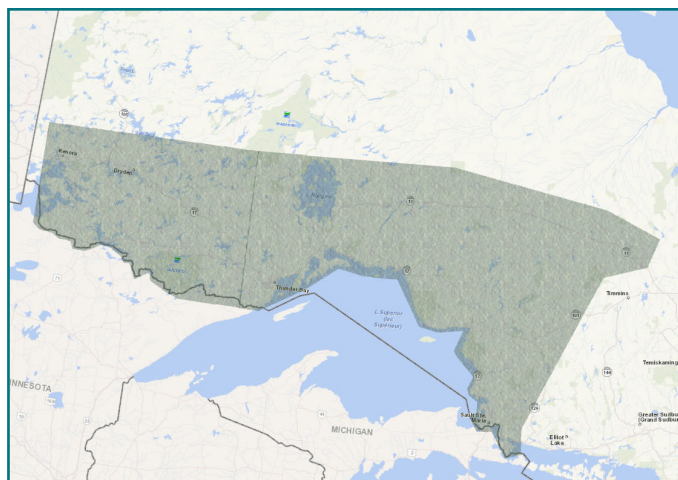
Become a Partner and Save on Collection Costs

Northwest Ontario Orthophotography Project Factsheet

Land Information Ontario (LIO) is looking for partners to acquire aerial imagery for Northwest Ontario in the spring of 2022.

The project will capture 20 cm resolution, leaf-off, multi-spectral imagery that is accurate within 60 cm "on the ground". Partners will have access to all imagery products including the orthophotography, stereo data and digital elevation surface models.

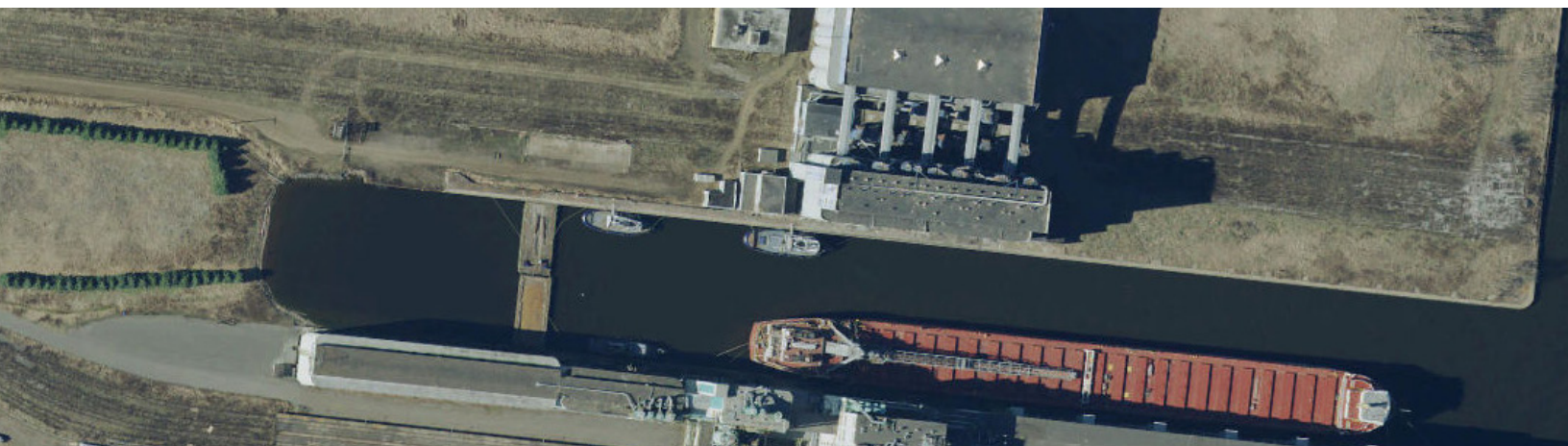
LIO pays 40 percent of acquisition costs. Remaining costs are shared by partner organizations. As more partners join, costs decrease for each partner. As a result, partners realize significant costs savings when compared to acquiring the imagery on their own.



General project target area—to be refined

Partnership Benefits:

- ✓ Access to up-to-date, high-quality imagery for mapping, analysis and interpretation.
- ✓ Save on acquisition costs—in some cases over 90 percent.
- ✓ Input into the final capture area.



LIO Imagery Acquisition Program:

Up-to-date imagery is critical for mapping as well as land use planning, asset management, research, analysis, emergency planning, compliance enforcement and much more. The Program coordinates partnerships to acquire new imagery on five-year refresh cycles. Since 2013, over 370,000 square kilometres of aerial imagery has been captured throughout Ontario.

How to Participate:

Participation requires a minimum contribution of \$1,000. Total funding commitment is based on the organization's area of interest.

An agreement between partners and the Ministry of Natural Resources and Forestry will govern funding and identify the terms and conditions of data use. The Queen's Printer for Ontario retains ownership of the data. Delivery of orthophotography to partners should occur in the following winter.

A steering committee of project partners and LIO representatives provides oversight for the project, supports the development of partnerships across public and private sectors and assists with logistics prior to acquisition.



For More Information

email: imagery@ontario.ca

visit: ontario.ca/lio

Trish Law

From: Imagery <Imagery@ontario.ca>
Sent: Wednesday, June 9, 2021 1:40 PM
To: Imagery
Cc: Matthews, Bryce (MNRF)
Subject: [External] North West Ontario Aerial Photography Project 2022 - Ministry of Natural Resources and Forestry
Attachments: Template-Letter of Intent to Participate-NWOOP2022.docx; LIO-NWOOP2020-ENG-2021-05-04.pdf

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

The Ontario Ministry of Natural Resources and Forestry (MNRF) invites you to participate in an aerial photography acquisition project of north west Ontario scheduled for the spring of 2022.

By participating in NWOOP (North West Ontario Orthophotography Project) 2022, your organization will gain access to current, high quality, high resolution aerial photography as soon as it is available at a very low cost. This photography can be used for a variety of purposes such as:

- providing a spatial reference in online mapping applications
- information and reference for land use and emergency planning
- assist with asset management mapping
- information for tax/permit compliance
- information for economic development, policy development, environmental management
- assist with various monitoring activities
- field work planning
- information to create or update mapping of any surface feature such as roads, buildings, streams, lakes, etc.

In the spring of 2017, the MNRF coordinated an aerial photography project in north west Ontario with local participants and acquired nearly 23,000 km² of aerial photography. Participants included 13 municipalities, 3 federal agencies, 3 private companies and 3 other organizations. Because of the success in 2017, we are looking to expand the acquisition in 2022 to up to 40,000 km².

This email contains information regarding the project and your potential participation. You have been contacted as you were a past participant in NWOOP 2017, (or another LIO acquisition) or potentially have an interest in participating in the project. If you are not the correct contact for your organization, please forward to that person, or reply to this email with the correct contact information.

A public virtual meeting/teleconference to discuss NWOOP 2022 has been set for September 15, 2021 at 2pm EST, 1pm CST. Connection details and phone number will be provided closer to the event. Additionally, we hope to have some presentations of applications using NWOOP 2017 (or similar data). If you have an idea for a presentation, whether from you or an application/presentation you have seen that would be beneficial for all to hear, please let me know. It would also be good to have a discussion on how well this program is serving you, and any ideas/suggestions you have on how it can be improved. Please let me know if you can make it so that we can plan accordingly.

Please find attached an information sheet for NWOOP 2022. The map in the sheet depicts the area of consideration, which is very large. We cannot collect all this area; it must be refined, and we look to all the project participants to help

us do that. As it is a shared cost initiative, your final cost of participation cannot be determined until all participants and their area of interest are known. Our goal is to acquire enough participation to bring the shared cost per participant down to less than \$5-6 per km².

If you know you would like to participate in the acquisition, you can fill out the attached *Letter of Intent to Participate* template attached. By filling out the Letter of Intent, you are not binding yourself to participate – you can withdraw at any time simply by letting us know.

NWOOP 2022 will be acquired in the spring. We start the process of finding project participants now so everyone can determine their area of interest and plan their budgets. Participants pay for their NWOOP participation in two installments; forty percent after agreement execution (by September 2022) and sixty percent after data delivery (by February 2023).

If your organization is not interested in participating, please let me know by replying to this email, so that I can remove you from my communications list.

If you have any questions at all, feel free to contact me anytime.

Sincerely,

Bryce

Bryce Matthews

Mapping and Geomatics Project Manager
 Spatial Data and Support Unit
 Mapping and Geomatics Services Section
 Mapping and Information Resources Branch
 Corporate Management and Information Division
 Ontario Ministry of Natural Resources and Forestry
 P.O. Box 7000, 300 Water St., 2nd Floor, North Tower
 Peterborough, ON K9J 3C7
 Cell: 705-313-0982
 Email: bryce.matthews@ontario.ca

Ontario Imagery

imagery@ontario.ca

Discover more about Land Information Ontario:

<https://intra.ontario.ca/mnrf/mirb-lio> (internal)

<https://www.ontario.ca/page/land-information-ontario> (external)

Learn more about how [Ontario Together](#) connects government with businesses and organizations who can supply emergency products and innovative solutions to support the COVID-19 response.

Please note: As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats

<<<DATE>>>

Ontario Ministry of Natural Resources and Forestry
 Corporate Management and Information Division
 Mapping and Information Resources Branch
 Mapping and Geomatics Services Section
 Spatial Data Support Unit
 300 Water Street
 2nd Floor, North Tower
 Peterborough, Ontario
 K9J 3C7

Attention: Mapping and Geomatics Project Manager, Spatial Data Support Unit

Re: North West Ontario Orthophotography Project (NWOOP) – 2022

Letter of Intent to Commit Funding

To whom it may concern,

This letter is to inform you that the <<< **Insert Organization Name** >>> intends to participate in the project to acquire leaf off, digital orthophotography in north west Ontario during the spring of 2022. We acknowledge that the Ministry of Natural Resources and Forestry (MNRF) is the lead for this project and requires this Letter of Intent to Commit Funding as the first component of organizational commitment to the project. It is expected that this letter gives the MNRF the ability to continue with the management and implementation of the project, which will include formalizing the participation and developing the funding model. Subject to the appropriate financial approvals, <<< **Insert Organization Name** >>> agrees that they will genuinely pursue funding and a firm commitment for this project but recognize that, should their Council or Board not approve such an expenditure, they will have no legal obligation to provide funding.

It is understood that participation in the NWOOP 2022 project will evolve through a phased approach, prior to organizations making a final commitment to the amount of funding required. We accept the phases for the project, as described below:

1. A minimum funding contribution of \$1,000.00 is required to become a NWOOP 2022 participant. No funding is required until the agreements have been finalized.
2. Organizations provide MNRF with a Letter of Intent to Commit Funding, along with an Esri shapefile outlining their area(s) of interest, using the NWOOP2022 tile index. **(Deadline – October 6, 2021)**
3. MNRF will use the shapefiles provided by each organization, apply the funding model (based on the value of the accepted contract for the acquisition), and

provide all organizations with the calculated cost for their portion of the project area.

4. Organizations will then accept their funding commitment or decide not to participate in the shared cost project, by notifying the MNRF Project Manager.
5. Upon receipt of acceptance (or withdrawal) from the registered organizations MNRF will rerun the funding model and provide adjusted costs to all participating organizations.
6. Once the final calculations have been completed, and each organization has acknowledged their commitment, a legal agreement will be provided to formalize the funding commitment and participation of each organization.

An ESRI shape file will be provided to the MNRF Mapping and Geomatics Project Manager with the submission of this letter. The ESRI shape file will define the area of interest for <<< **Insert Organization Name** >>> so that it can be used to calculate the shared costs required for the project.

Provided that sufficient funding has been committed by October 6, 2021, to complete the entire project, the undersigned agrees to attempt to formalize the funding commitment through the signature of a legal agreement after the acquisition (flight) to conclude June 2022. If funding for the entire project is insufficient, a meeting will be held to determine whether to limit the scope of the project (extent or products), cancel the project, or seek additional funding. In the event that the scope of the project is limited, the commitment above will be reconsidered.

This arrangement presents a unique opportunity for public and private sector organizations to collaborate in a project of this magnitude in order to satisfy a wide variety of business needs. We look forward to seeing this project realized and offer our support in the goals and objectives of developing this partnership.

Sincerely,

<<<**Name**>>>

<<<**Position**>>>

<<<**Organization**>>>

<<<**Phone#:**>>>

<<<**E-mail Address:**>>>

2021 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
CORPORATE:				
REVENUE				
Municipal Levy	(11,378,238)	(5,491,094.06)	(11,421,235.00)	(5,505,130.05)
School Board Levy	(1,492,647)	(755,050.71)	(1,372,201.00)	(705,714.28)
Payments-In-Lieu	(830,794)	(21,943.69)	(835,160.55)	(24,014.56)
Contribution From Contingency Reserve Fund	-	-	-	-
Sale of Land/Gain on Sale of Land	-	(750.00)	-	-
Other Grant (In-Lieu of taxation)	-	-	-	-
One Time Assistance Funding	-	-	-	-
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-
Surplus from Prior Years	-	-	-	-
Ontario Cannabis Legalization Implementation Fund	-	-	-	-
Modernization Grant Fund	-	-	-	-
OMPF Funding	(3,294,600)	(1,647,300.00)	(3,328,600.00)	(1,664,300.00)
	(16,996,279)	(7,916,138.46)	(16,957,197)	(7,899,158.89)
EXPENDITURES				
Election	-	-	-	-
Council	369,358	89,975.97	308,210.00	110,734.37
Contributions from Capital Fund	-	-	-	-
Contribution to Reserve/Reserve Funds	1,802,977	-	1,863,000.00	-
Uncontrollable Costs	2,406,172	968,241.78	2,373,474.00	1,056,317.01
Economic Development	31,808	20,797.40	111,063.00	9,114.11
Travel Information Centre	19,141	1,210.98	-	-
Solar Panels	(18,329)	(2,110.50)	(11,645.00)	(2,654.17)
School Board Requisition	1,492,647	381,824.90	1,372,201.00	339,797.15
Long Term Debt	384,028	126,649.87	365,991.00	148,263.70
	6,487,802	1,586,590.40	6,382,294	1,661,572.17
Total Corporate	(10,508,477)	(6,329,548.06)	(10,574,902.55)	(6,237,586.72)

2021 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
ADMINISTRATION & FINANCE:				
Admin. Revenue	(465,325)	(137,183.42)	(357,100.00)	(83,577.45)
Administration Department	511,597	145,528.73	516,693.00	157,770.46
Clerk's Department	232,195	88,057.06	220,014.00	97,868.74
Treasury Department	534,938	269,205.73	541,402.00	249,052.23
FFPC Administration	-	1,627.99	-	3,792.79
Information Technology	316,698	118,186.36	357,036.00	153,236.44
Total A & F	1,130,103	485,422.45	1,278,045	578,143.21
EMERGENCY SERVICES				
Fire Emergency Services	1,100,143.00	385,089.95	1,058,403.00	402,219.03
911 Dispatch Services	11,332	9,775.44	10,982.00	1,760.28
COVID-19 Impacts		7,608.88	(309,685.00)	(23,981.89)
Police Services	2,437,386	1,073,823.79	2,542,034.00	1,090,498.06
Total Emergency Services	3,548,861	1,476,298.06	3,301,734	1,470,495.48
COMMUNITY SERVICES:				
Sister Betty Kennedy Centre	36,018	17,588.55	38,831.00	(16,519.65)
Children's Day Care	7,569	4,604.56	-	138.46
Best Start Hub	-	-	-	-
Day Care Special Needs Resource	-	122.12	-	-
Handi Transit Services	107,150	4,042.68	113,923.00	(10,568.56)
Townshend Theatre	-	(861.72)	332.00	270.00
Recreation Facilities	970,938	135,931.01	1,038,637.00	304,166.41
Recreation Programs	117,187	211,481.11	285,792.00	75,851.45
Community Services	114,000	2,522.60	90,496.00	44,377.63
Sunny Cove Camp	38,583	11,529.76	9,955.00	13,858.96
Public Library	521,546	188,993.73	518,280.00	206,346.01
Library Co-op	-	-	-	-
Museum	210,407	81,658.92	202,409.00	72,164.92
Waterfront (Sorting Gap)	29,490	(15,392.82)	37,645.00	(27,018.22)
Total Community Services	2,152,888	642,220.50	2,336,300	663,067.41

2021 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
OPERATIONS & FACILITIES				
Public Works	513,209	139,785.46	435,043.00	210,620.83
Roads	1,498,393	621,386.00	1,549,603.00	470,899.27
Sidewalks	143,962	73,037.55	145,079.00	64,574.15
Stores Operations	106,200	35,091.84	102,490.00	34,954.31
Traffic Signal Maint	10,867	5,047.10	10,867.00	9,527.10
Streetlighting Maint	116,672	24,775.61	125,565.00	30,931.81
Waste Management Services	-	(4,436.92)	-	(22,639.12)
Airport	95,547	73,062.52	138,026.00	71,998.83
Parks & Cemeteries Admin	183,760	40,121.64	189,270.00	10,171.65
Cemeteries	347,246	37,030.11	351,512.00	44,792.47
Parks	304,266	78,338.86	332,372.00	74,669.55
Total Operations and Facilities	3,320,122	1,123,239.77	3,379,827	1,000,500.85
PLANNING & DEVELOPMENT				
By-Law Enforcement	157,801	55,303.62	149,001.00	59,288.69
Fight The Blight	-	-	-	-
Building Official Department	22,345	16,927.97	19,758.00	(2,664.15)
Planning Department	61,197	18,527.28	62,204.00	25,399.36
Civic Centre	115,160	24,279.03	48,034.00	38,579.77
Total Planning and Development	356,503	115,037.90	278,997	120,603.67
SUBTOTAL (SURPLUS)/DEFICIT	-	(2,487,329.38)	0	(2,404,776.10)

2021 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
REVENUE					
Expense Recovery	50-080-0832-0330-40589		(4,967.14)		-
Rents & Leases	50-080-0832-0330-40592	(9,277)	(1,457.70)	(9,277)	(1,457.70)
Private Work Charges	50-080-0832-0330-40595		-		(1,323.18)
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(57.52)	(65)	(287.60)
Expense Recovery	50-080-0832-0430-40589		(764.62)		-
Private Work Charges	50-080-0832-0430-40595	(8,000)	(1,781.30)	(8,000)	(2,128.80)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(2,268.20)	(1,200)	(1,085.30)
New Connection Charges	50-080-0832-0430-40619	(15,000)	921.56	(15,000)	-
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(2,355.74)	(8,000)	(3,014.07)
Sale of Water	50-080-0832-0430-40685	(2,854,247)	(880,535.39)	(2,817,848)	(927,146.00)
Special Water Rates	50-080-0832-0430-40687		(7.50)		-
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(11,933.21)	(9,100)	-
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(5,272.62)	(17,982)	(6,077.27)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,919,271)	(910,479.38)	(2,886,472)	(942,519.92)
Water Works General					
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Overtime & Lieu Time	50-080-0832-1101-60013		293.14		871.07
Paid Leave			-		-
Vacation, Floaters, Stats, Holidays			-		-
Hourly Full Time	50-080-0832-1101-60010	106,908	36,567.07	120,571	34,994.36
Disability ST/LTD			-		-
WSIB	50-080-0832-1101-60055	3,370	849.10	1,868	763.16
Canada Pension Plan	50-080-0832-1101-60025	3,291	1,851.87	2,483	1,726.13
Employment Insurance	50-080-0832-1101-60030	1,212	728.02	841	656.03
Dental, Vision, Extended Health			-		-
OMERS	50-080-0832-1101-60035	10,344	3,885.17	9,408	3,452.33

2021 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	1,974	713.64	1,615	644.38
Employer Benefits	50-080-0832-1101-60050	8,505	2,688.04	5,644	2,081.05
Summer Staff & Part-time Staff	50-080-0832-1101-60020	1,838	-	2,254	504.94
Accounting/Allocated Admin	50-080-0832-1200-71221	211,016	52,753.56	215,236	53,809.00
Communications	50-080-0832-1200-71251	3,200	1,000.21	3,000	988.99
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-
Legal	50-080-0832-1200-71253	5,000	9,328.77	5,000	12,626.80
Memberships	50-080-0832-1200-71260	1,000	-	1,000	-
Write-Offs	50-080-0832-1210-74515	2,000	3.01	2,000	(0.86)
Office Supplies	50-080-0832-1400-71410	1,000	139.30	1,000	294.88
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-
Rain Barrel Expenses	50-080-0832-1400-71443		377.79		161.91
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	801.78
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	4,413.61	8,000	5,295.75
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	7,227.82	12,211	6,976.99
Contracted Works	50-080-0832-1500-71523	1,000	609.76	1,000	-
Conference & Courses	50-080-0832-1500-71531	25,000	10,539.72	25,000	3,003.83
Insurance	50-080-0832-1500-71580	38,162	31,577.76	44,421	36,115.78
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	-
Contribution to Capital Fund	50-080-0832-1510-75350	1,266,144	-	1,124,081	-
Transfer to Reserve Fund (Water Meter Replacement)	50-080-0832-1620-75390	17,982		17,982	
Contribution to Reserve Fund	50-080-0832-1620-75390		-		-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390				
Inventory Adjustments	50-080-0832-1700-72505		-		-
		1,761,055	165,547.36	1,639,492	165,768.30
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,950	7,774.72	50,950	15,282.16
Overtime	50-080-0832-1962-60013	5,000	59.90	5,000	1,733.06
Hourly Part Time	50-080-0832-1962-60020	3,683	-	3,683	198.37

2021 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
Employer CPP	50-080-0832-1962-60025	2,487	427.19	2,728	942.57
Employer EI	50-080-0832-1962-60030	890	168.86	920	364.07
Employer OMERS	50-080-0832-1962-60035	5,039	797.79	5,283	1,658.71
Employer EHT	50-080-0832-1962-60040	1,101	167.47	1,155	356.50
Employer Benefits	50-080-0832-1962-60050	6,023	930.98	5,305	1,230.81
Employer WSIB	50-080-0832-1962-60055	615	199.28	1,374	424.10
Materials	50-080-0832-1962-71471	12,000	884.13	12,000	5,177.22
Contracted Works	50-080-0832-1962-71523	14,000	30.53	14,000	1,730.45
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	885.62	22,000	3,652.07
		123,788	12,326.47	124,398	32,750.09
					-
Water Meter Maintenance					-
Hourly Full Time	50-080-0832-1963-60010	4,500	2,426.08	4,500	661.74
Overtime	50-080-0832-1963-60013		-		-
Employer CPP	50-080-0832-1963-60025	205	132.82	225	40.14
Employer EI	50-080-0832-1963-60030	73	51.62	76	15.44
Employer OMERS	50-080-0832-1963-60035	445	240.66	467	70.27
Employer EHT	50-080-0832-1963-60040	91	52.25	95	15.22
Employer Benefits	50-080-0832-1963-60050	532	552.53	469	195.67
Employer WSIB	50-080-0832-1963-60055	51	62.17	113	18.17
Materials	50-080-0832-1963-71471	7,500	13,911.42	30,000	-
Contracted Works	50-080-0832-1963-71523	11,874	2,301.92	11,874	1,435.17
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	350.00	1,725	-
		26,996	20,081.47	49,544	2,451.82
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	92,729	61,662.77	92,729	60,626.54
Overtime	50-080-0832-1964-60013	8,000	1,607.80	8,000	1,277.06
Hourly Part Time	50-080-0832-1964-60020	9,820	-	9,820	1,426.73
Employer CPP	50-080-0832-1964-60025	4,668	3,368.31	5,121	3,413.89
Employer EI	50-080-0832-1964-60030	1,670	1,340.44	1,727	1,321.50
Employer OMERS	50-080-0832-1964-60035	9,172	6,156.23	9,615	5,852.01
Employer EHT	50-080-0832-1964-60040	2,066	1,324.87	2,167	1,293.30

2021 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
Employer Benefits	50-080-0832-1964-60050	10,962	7,653.52	9,655	6,130.23
Employer WSIB	50-080-0832-1964-60055	1,155	1,567.88	2,579	1,539.05
Materials	50-080-0832-1964-71471	35,000	13,563.05	35,000	15,215.52
Contracted Works	50-080-0832-1964-71523	35,000	12,628.88	35,000	2,091.70
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	12,486.34	35,000	13,742.44
		245,242	123,360.09	246,413	113,929.97
Total Waterworks General		2,157,081	321,315.39	2,059,847	314,900.18
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(1,384.96)	(8,000)	(2,263.07)
Hourly Full Time	50-080-0831-1101-60010	206,452	90,864.42	206,452	83,055.07
Overtime	50-080-0831-1101-60013	4,000	1,041.24	4,000	1,044.51
Hourly Part Time	50-080-0831-1101-60020	-	-	-	-
Employer CPP	50-080-0831-1101-60025	9,397	4,621.52	10,309	4,253.47
Employer EI	50-080-0831-1101-60030	3,362	1,830.86	3,476	1,618.96
Employer OMERS	50-080-0831-1101-60035	20,420	8,556.19	21,407	6,453.77
Employer EHT	50-080-0831-1101-60040	4,160	1,806.88	4,363	1,402.99
Employer Benefits	50-080-0831-1101-60050	24,406	8,384.27	21,495	6,846.65
Employer WSIB	50-080-0831-1101-60055	2,325	2,149.69	5,191	1,889.24
Equipment Rentals - Owned	50-080-0831-1101-71540	2,000	87.50	2,000	3,237.50
Communications	50-080-0831-1200-71251	7,740	1,832.17	5,000	2,095.98
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	4,112.93	25,000	3,119.49
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	28,880	10,285.75	28,880	11,329.07
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,200	-
Electrical Power	50-080-0831-1240-71420	78,940	22,894.63	80,440	27,771.89
Water & Sewer	50-080-0831-1240-71421	1,297	483.00	1,332	492.40
Taxes	50-080-0831-1240-71425	38,162	-	45,603	-
Chlorine	50-080-0831-1400-71434	19,500	15,327.82	20,750	7,153.08
Soda Ash	50-080-0831-1400-71435	48,300	17,467.42	48,500	19,414.96
Aluminium Sulphate	50-080-0831-1400-71436	49,500	21,972.76	50,900	6,245.28

2021 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
Fluorides	50-080-0831-1400-71437	10,000	5,838.99	10,100	3,531.19
Miscellaneous Chemicals	50-080-0831-1400-71438	13,000	-	13,000	-
Materials	50-080-0831-1400-71471	20,000	6,569.35	20,000	3,705.10
Contracted Services	50-080-0831-1500-71523	36,355	18,501.18	75,355	10,415.59
		645,696	244,628.57	705,253	205,076.19
Total Water Treatment Plant		634,696	243,243.61	697,253	202,813.12
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	3,200.49	7,500	4,070.21
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	341	174.63	371	218.97
Employer EI	50-080-0831-1965-60030	122	69.48	126	83.53
Employer OMERS	50-080-0831-1965-60035	742	325.61	778	369.91
Employer EHT	50-080-0831-1965-60040	151	68.05	159	81.97
Employer Benefits	50-080-0831-1965-60050	887	347.01	781	393.27
Employer WSIB	50-080-0831-1965-60055	84	80.94	189	97.53
Equipment Rentals - Own	50-080-0831-1965-71540	1,700	437.50	1,700	637.50
Communications	50-080-0831-1965-71251	2,180	247.76	2,180	247.71
Natural Gas	50-080-0831-1965-71416	11,760	6,581.39	11,760	629.38
Electrical Power	50-080-0831-1965-71420	3,633	1,440.06	3,706	1,556.75
Taxes	50-080-0831-1965-71425	86,394	-	88,122	-
Materials	50-080-0831-1965-71471	500	-	500	-
Contracted Works	50-080-0831-1965-71523	10,500	708.08	10,500	1,391.90
Equipment Rentals Other			-		-
Total Water Storage Facility		127,494	13,681.00	129,372	9,778.63
Total Expenditures		2,930,271	579,624.96	2,894,472	529,755.00
TOTAL WATER FUND (Surplus)/Deficit		-	(332,239.38)	-	(415,027.99)

2021 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
REVENUES					
Private Work Charges	40-080-0811-0330-40595		(2,693.90)		-
Expense Recoveries	40-080-0811-0330-40589		-		-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(1,416.65)	(19,000)	(1,985.55)
New Connection Charges	40-080-0811-0430-40619	(8,500)	-	(8,500)	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(2,181.21)	(7,000)	(2,796.25)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,693,701)	(816,029.86)	(2,648,131)	(858,135.92)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		(2,728,201)	(822,321.62)	(2,682,631)	(862,917.72)
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Hourly Full Time	40-080-0811-1101-60010	78,345	23,031.54	85,582	22,298.61
Overtime	40-080-0811-1101-60013		283.59		197.98
Hourly Part Time	40-080-0811-1101-60020	2,308	-	2,308	-
Employer CPP	40-080-0811-1101-60025	2,865	1,250.04	3,199	1,174.35
Employer EI	40-080-0811-1101-60030	1,057	494.74	1,086	447.28
Employer OMERS	40-080-0811-1101-60035	8,613	2,642.26	9,293	2,387.37
Employer EHT	40-080-0811-1101-60040	1,620	483.97	1,735	438.42
Employer Benefits	40-080-0811-1101-60050	7,901	2,077.96	6,897	1,846.57
Employer WSIB	40-080-0811-1101-60055	2,474	575.81	1,954	521.62
Allocated Admin	40-080-0811-1200-71221	166,378	41,594.94	169,706	42,426.50
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-
Legal	40-080-0811-1200-71253	10,000	9,328.76	10,000	12,626.80
Office Supplies	40-080-0811-1400-71410	750	-	750	31.75
Taxes	40-080-0811-1400-71425	4,400	-	4,400	-
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	2,305.80	4,000	2,045.58
GIS Material	40-080-0811-1500-71507	6,716	3,613.92	6,716	3,246.69

2021 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
Contracted Works	40-080-0811-1500-71523	500	518.19	500	-
Conferences & Courses	40-080-0811-1500-71531	5,000	1,017.60	5,000	170.00
Insurance	40-080-0811-1500-71580	28,285	23,405.20	32,784	26,654.22
Insurance Deductible	40-080-0811-1500-71581	10,000	-	10,000	1,186.50
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-
Contributions to Capital	40-080-0811-1510-75350	1,359,475	-	1,288,115	-
Contribution to Reserve Funds	40-080-0811-1620-75390		-		-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390		-		-
Inventory Adjustments	40-080-0811-1700-72505		-		-
		1,722,860	112,624.32	1,666,398	117,700.24
Sewer Mains					
Distributed Salaries/Wages					
Distributed Benefits					
Hourly Full Time	40-080-0811-1711-60010	49,136	3,570.89	49,136	7,691.44
Overtime	40-080-0811-1711-60013	1,500	279.80	1,500	-
Hourly Part Time	40-080-0811-1711-60020	2,148	-	2,148	18.03
Employer CPP	40-080-0811-1711-60025	2,334	199.70	2,561	433.88
Employer EI	40-080-0811-1711-60030	835	78.50	864	167.72
Employer OMERS	40-080-0811-1711-60035	4,860	368.33	5,095	772.13
Employer EHT	40-080-0811-1711-60040	1,033	78.67	1,084	164.52
Employer Benefits	40-080-0811-1711-60050	5,809	425.27	5,116	769.54
Employer WSIB	40-080-0811-1711-60055	578	93.59	1,290	195.78
Materials	40-080-0811-1711-71471	10,000	3,077.67	10,000	784.03
Contracted Service	40-080-0811-1711-71523	125,000	110.97	125,000	513.35
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	1,539.78	36,000	2,016.82
		239,233	9,823.17	239,794	13,527.24
Service Connections					
Distributed Salaries/Wages					-
Distributed Benefits					-
Hourly Full Time	40-080-0811-1712-60010	40,760	5,595.03	40,760	8,791.51
Overtime	40-080-0811-1712-60013	5,000	664.85	5,000	67.90
Hourly Part Time	40-080-0811-1712-60020	2,761	-	2,761	-

2021 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to May 31, 2020	2021 OPERATING FORECAST	Actual to May 31, 2021
Employer CPP	40-080-0811-1712-60025	1,981	339.93	2,173	490.06
Employer EI	40-080-0811-1712-60030	709	135.03	733	188.53
Employer OMERS	40-080-0811-1712-60035	4,031	638.04	4,226	889.03
Employer EHT	40-080-0811-1712-60040	877	133.70	920	185.10
Employer Benefits	40-080-0811-1712-60050	4,819	586.63	4,244	931.34
Employer WSIB	40-080-0811-1712-60055	490	159.02	1,094	220.26
Materials	40-080-0811-1712-71471	6,500	1,154.07	6,500	901.70
Contracted Services	40-080-0811-1712-71523	12,000	1,138.86	12,000	209.62
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	932.12	15,000	2,749.38
		94,928	11,477.28	95,411	15,624.43
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	-	2,500	267.60
Overtime	40-080-0812-1101-60013		-		-
Hourly Part Time	40-080-0812-1101-60020		-		-
Employer CPP	40-080-0812-1101-60025	114	-	124	14.30
Employer EI	40-080-0812-1101-60030	41	-	42	5.50
Employer OMERS	40-080-0812-1101-60035	247	-	259	26.08
Employer EHT	40-080-0812-1101-60040	50	-	53	5.37
Employer Benefits	40-080-0812-1101-60050	296	-	260	34.83
Employer WSIB	40-080-0812-1101-60055	28	-	63	6.41
Equipment Rentals - Own	40-080-0812-1101-71540	500	343.95	500	-
Natural Gas	40-080-0812-1240-71416	21,484	8,974.22	21,484	9,460.58
Electrical Power	40-080-0812-1240-71420	95,000	37,605.56	95,000	46,223.35
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	-	-
Taxes	40-080-0812-1240-71425	37,026	-	36,708	-
Materials	40-080-0812-1400-71471	2,000	18.68	2,000	92.90
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	511,393	221,733.62	522,035	218,169.64
		671,180	268,676.03	681,028	274,306.56
Total Expenditures		2,728,201	402,600.80	2,682,631	421,158.47
TOTAL SEWER FUND (Surplus)/Deficit		-	(419,720.82)	-	(441,759.25)

As of May 31, 2021

		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
ADMINISTRATION					
20-020-0253-0490-40952	Contribution from Reserve Fund	(98,270.00)	0.00	(98,270.00)	100%
20-020-0253-9127-71523	CC- Clerk's Library- Movable Shelving System	26,000.00	0.00	26,000.00	100%
20-020-0253-9127-71523	CC- Office Design Work	66,270.00	31,959.42	34,310.58	52%
20-020-0253-9658-71471	CC-Replace Aircompressor for HVAC Control Air	6,000.00	0.00	6,000.00	100%
20-020-0265-0490-40952	Contribution from Reserve Fund	(40,355.00)	0.00	(40,355.00)	100%
	Treasury- Budgeting Software- interact with AMP- Core, Operating and FIR	35,210.00	15,772.80	19,437.20	55%
20-020-0265-9109-71503	Treasury- Diamond GP Upgrade	5,145.00	1,804.97	3,340.03	65%
20-020-0268-0490-40952	Contribution from Reserve Fund	(218,411.00)	0.00	(218,411.00)	100%
20-020-0268-0490-40437	Contribution from Others or Donations	(43,987.00)	0.00	(43,987.00)	100%
	IT- Video Conferencing- Council Chambers- Streaming, CC-Update BAS Server and Software, IT- Annual Upgrades (high and medium ranking),IT- Video Surveillance (MSC and PW)	174,423.00	28,480.09	145,942.91	84%
20-020-0268-9109-71471					
20-020-0268-9211-71523	Disaster Recovery and Office Upgrades	87,975.00	11,676.76	76,298.24	87%
20-020-0268-9211-60010 to 60055	Salaries & Benefit Accts for Disaster Recovery		6,554.74	(6,554.74)	
		0.00	96,248.78	(96,248.78)	
EMERGENCY SERVICES					
20-040-0410-0490-40952	Contribution from Reserve Fund	(41,500.00)	0.00	(41,500.00)	100%
20-040-0410-9120-71480	Six Sets of Bunker Gear	15,000.00	6,381.54	8,618.46	57%
	6- Air Cylinders for Self Contained Breathing Apparatus (15 yr)	11,000.00	10,532.16	467.84	4%
20-040-0410-9122-71471	Fire Hose- 16 Lengths of 1.75" x 50' and 8 lengths of 2.5" x 50'	7,500.00	2,918.97	4,581.03	61%
20-040-0410-9239-71431	Battery Operated Positive Pressure Fan (Ventilation)	8,000.00	8,002.47	(2.47)	0%
20-040-0450-0490-40952	Contribution from Reserve Fund	(21,250.00)	0.00	(21,250.00)	100%
20-040-0450-0490-40437	Contribution from Others or Donations	(1,250.00)	0.00	(1,250.00)	100%
20-040-0450-9232-71523	CC-Replace Concrete aprons infront of Firehall Doors	20,000.00	0.00	20,000.00	100%
20-040-0450-9260-71523	Fence for Standby Generator at FFHS	2,500.00	0.00	2,500.00	100%
		0.00	27,835.14	(27,835.14)	

As of May 31, 2021

PUBLIC WORKS

TRANSPORTATION

		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
20-060-0611-0490-40952	Contribution from Reserve Fund	(778,778.00)	0.00	(778,778.00)	100%
20-060-0611-0490-40400	Federal Gas Tax Reserve Fund	(448,340.00)	0.00	(448,340.00)	100%
20-060-0611-0490-40412	Provincial Grants	(4,799,817.00)	(1,196,016.59)	(3,603,800.41)	75%
	Town Wide Stormwater Management Plan				
20-060-0611-9184-71523	Development	100,000.00	290.22	99,709.78	100%
	Erin Crescent Subdivision (Phase 3)- Use FGT to				
20-060-0611-9265-71523	complete	472,340.00	0.00	472,340.00	100%
20-180-1810-9265-71471	Erin Crescent Subdivision	0.00	12,211.04	(12,211.04)	
20-180-1810-9265-60010 to 60055	Salaries & Benefits - Erin Crescent	0.00	46,661.81	(46,661.81)	
	Phase 1 - Reconstruction - Scott Street - Reid Ave. to				
20-060-0611-9308-71523	Colonization Rd. East	375,715.00	1,866.45	373,848.55	100%
20-060-0611-9309-71523	Reconstruction of Kings Highway from Pit Road #1 to	1,975,996.00	340,518.88	1,635,477.12	83%
20-060-0611-9311-71523	Design Works for the Reconstruction of Scott Street				
	from Reid Avenue to Armit Ave	85,920.00	0.00	85,920.00	100%
	Reconstruction of Armit Avenue from Church Street to				
20-060-0611-9313-71523	Scott Street (OCIF)	820,059.00	31,646.92	788,412.08	96%
	Reconstruction of Kings Highway from Pit Road #2 to				
20-060-0611-9314-71523	Oakwood Road	1,951,510.00	0.00	1,951,510.00	100%
	Large Storm Sewer Spot Repair - Williams Ave at Front				
20-060-0611-9317-71523	Street	33,021.00	0.00	33,021.00	100%
	Replacement of 478 meters of water main along				
20-060-0611-9307-71523	Colonization Road West	212,374.00	1,049.65	211,324.35	100%
20-060-0614-0490-40952	Contribution from Reserve Fund	(221,790.00)	0.00	(221,790.00)	100%
20-060-0614-9105-71471	Public Works Small Equipment Purchase	8,000.00	1,789.51	6,210.49	78%
20-060-0614-9181-71471	Replace Fire Panel- Public Works	5,620.00	0.00	5,620.00	100%
	Replace 2000 Sand Truck With Tandem Axel Truck with				
20-060-0614-9244-71471	Sand Box	208,170.00	208,169.92	0.08	0%
20-060-0614-9257-71471	Loader		10,094.37	(10,094.37)	
20-060-0617-0490-40952	Contribution from Reserve Fund	(148,264.00)	0.00	(148,264.00)	100%
20-060-0617-0490-40412	Provincial Grants	(184,736.00)	0.00	(184,736.00)	100%
20-060-0617-0490-40437	Contribution from Others or Donations	(72,000.00)	0.00	(72,000.00)	100%
20-060-0617-9232-71523	Sidewalks - Kings Hwy to FFHS along McIrvine Rd		34.52	(34.52)	
20-060-0617-9308-71523	Sidewalks - Scott St - Reid Ave to Coloniz Rd E		85.16	(85.16)	

As of May 31, 2021

		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
20-060-0617-9315-71523	Installation of Sidewalk From Biddeson Avenue to Riverview Cemetery	297,000.00	11,718.79	285,281.21	96%
20-060-0617-9316-71523	Installation of Sidewalk along Keating Avenue from J.W. Walker to Second Street	108,000.00	4,261.36	103,738.64	96%
20-060-0618-0490-40952	Contribution from Reserve Fund	(50,000.00)	0.00	(50,000.00)	100%
20-060-0618-9133-71471	Replace Unit 181 - 2003 Chevy 2500 with new Crew Cab	50,000.00	311.29	49,688.71	99%
20-060-0619-0490-40952	Contribution from Reserve Fund	(213,000.00)	0.00	(213,000.00)	100%
20-060-0619-9107-71471	Replace Roadvista Sign Testing Machine	18,000.00	16,323.11	1,676.89	9%
20-060-0619-9230-71471	Replace 2003 Holder Sidewalk Machine with new Sidewalk machine with blower and sweeper attachments	195,000.00	0.00	195,000.00	100%
20-060-0623-0490-40952	Contribution from Reserve Fund	(30,000.00)	0.00	(30,000.00)	100%
20-060-0623-9135-71471	2021 Pole Replacement - 20 poles along Phase 1 Waterfront walkway	30,000.00	0.00	30,000.00	100%
20-060-0624-0490-40952	Contribution from Reserve Fund	(2,500.00)	0.00	(2,500.00)	100%
20-060-0624-9123-71471	GIS Capital Contribution	2,500.00	0.00	2,500.00	100%
		0.00	(508,983.59)	508,983.59	
AIRPORT					
20-060-0660-0490-40952	Contribution from Reserve Fund	(71,000.00)	0.00	(71,000.00)	100%
20-060-0660-9107-71471	Replace Runway Reporting Equipment (Regulatory Requirement)	10,000.00	0.00	10,000.00	100%
20-060-0660-9157-71471	Airport Lawnmowers		6,168.86	(6,168.86)	
20-060-0660-9182-71471	Replacement of 2 Terminal furnaces Converting to Propane	18,000.00	6,500.00	11,500.00	64%
20-060-0660-9263-71523	Replace REIL Light Foundations (Audit Finding)	15,000.00	0.00	15,000.00	100%
20-060-0660-9295-71523	Replace Terminal Roof and Legion Park Picnic Shelter (\$32,000 budget total)	28,000.00	21,150.00	6,850.00	24%
		0.00	33,818.86	(33,818.86)	

As of May 31, 2021

		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
SANITARY SEWER					
20-080-0811-0490-40952	Contribution from W&S Reserve Fund	(398,835.00)	0.00	(398,835.00)	100%
20-080-0811-9105-71471	Sanitary Sewer tools and equipment (Annual)	10,000.00	3,831.70	6,168.30	62%
20-080-0811-9107-71471	Rebuild Backup Underpass Storm Water Pump	12,250.00	12,367.62	(117.62)	-1%
20-080-0811-9123-71471	GIS Capital Contribution	2,290.00	0.00	2,290.00	100%
20-080-0811-9138-71523	Refurbishing Sanitary Manholes (Annual)	50,000.00	0.00	50,000.00	100%
20-080-0811-9265-71523	Erin Cres Subdivision - Sanitary		4,358.36	(4,358.36)	
20-080-0811-9265-71540	Erin Crescent- Equipment Rentals- Own		8,408.98	(8,408.98)	
20-080-0811-9266-71523	2nd St. Victoria Ave to Portage Ave - Sanitary		3,164.43	(3,164.43)	
20-080-0811-9288-71523	Design for White Pine & Church Lift Station Wet Well Upgrades	65,000.00	0.00	65,000.00	100%
20-080-0811-9293-71523	Design for Infrastructure Renewal Project for 2020 construction work	37,500.00	0.00	37,500.00	100%
20-080-0811-9307-71523	Water Main along Colonization Road West		229.61	(229.61)	
20-080-0811-9308-71523	S&W Scott Street - Reid Ave. to Colonization Rd. E		684.56	(684.56)	
20-080-0811-9312-71523	Victoria Ave 6th St. 30m S.- Sanitary Main Spot		159.90	(159.90)	
20-080-0811-9313-71523	Reconstruction of Armit Avenue from Church Street to Scott Street	221,795.00	8,751.39	213,043.61	96%
		0.00	41,956.55	(41,956.55)	
SEWAGE TREATMENT PLANT					
20-080-0812-0490-40952	Contribution from Revenue Fund	(862,707.00)	0.00	(862,707.00)	100%
20-080-0812-9105-71471	Miscellaneous Capital Upgrades	120,000.00	26,187.40	93,812.60	78%
20-080-0812-9107-71471	Replace mobile generator for lift stations	25,000.00	0.00	25,000.00	100%
20-080-0812-9260-71471	Design for Emergency Standby Generator	27,107.00	17,467.61	9,639.39	36%
20-080-0812-9260-71471	Installation of Emergency Standby Generator	625,800.00	0.00	625,800.00	100%
20-080-0812-9262-71471	PLC Upgrade at Central Lift Station to Delta V	64,800.00	0.00	64,800.00	100%
		0.00	43,655.01	(43,655.01)	

As of May 31, 2021

		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
WATER TREATMENT PLANT					
20-080-0831-0490-40952	Contribution from Revenue Fund	(214,208.00)	0.00	(214,208.00)	100%
20-080-0831-9105-71471	Miscellaneous Small Capital Equipment	50,000.00	21,622.24	28,377.76	57%
	MCC Thermography and Inspection & Starter				
20-080-0831-9107-71471	Replacement	10,000.00	0.00	10,000.00	100%
20-080-0831-9107-71471	Defibrillators for WTP (2)	3,153.00	0.00	3,153.00	100%
20-080-0831-9124-71471	New Auto-dialer system for on-call at WTP	35,000.00	0.00	35,000.00	100%
	Office/Lab upgrades at WTP (wifi, phone,				
20-080-0831-9127-71523	workstations, equipment)	33,298.00	0.00	33,298.00	100%
				1,800.99	5%
20-080-0831-9133-71471	Replace Unit 189 with new half ton (4WD, Crew Cab)	39,500.00	37,699.01		
20-080-0831-9220-71471	Security upgrades at WTP (video, entry system)	16,150.00	0.00	16,150.00	100%
20-080-0831-9293-71523	Design for hoarding in of Soda Ash Tower in WTP	27,107.00	2,014.85	25,092.15	93%
		0.00	61,336.10	(61,336.10)	

WATERWORKS ADMINISTRATION

20-080-0832-0490-40952	Contribution from W&S Reserve Fund	(654,741.00)	0.00	(654,741.00)	100%
20-080-0832-9105-71471	General Miscellaneous Tools/Equipment	10,000.00	3,826.18	6,173.82	62%
	New Honeywell Water Meter Reading Device & 2 Days				
20-080-0832-9107-71471	Training	9,852.00	0.00	9,852.00	100%
20-080-0832-9123-71471	GIS Capital Contribution	4,579.00	0.00	4,579.00	100%
20-080-0832-9137-71523	2019 Road Reconstruction	0.00	125.68	(125.68)	
20-080-0832-9137-71523	Replacing main line water valves/hydrants included in the 2021 Roadworks Tender	100,000.00	0.00	100,000.00	100%
	Structural Relining of watermain under CNR Wright				
20-080-0832-9137-71523	Avenue ROW	114,033.00	0.00	114,033.00	100%
	Structural Relining of watermain under CNR Keating				
20-080-0832-9137-71523	Avenue ROW	113,234.00	0.00	113,234.00	100%
20-080-0832-9293-71523	Design for Infrastructure Renewal Project for 2022 construction work	37,500.00	0.00	37,500.00	100%
20-080-0832-9307-71523	Water Main along Colonization Rd W		413.34	(413.34)	
20-080-0832-9308-71523	Scott Street - Reid Ave. to Colonization Rd. E		664.90	(664.90)	
20-080-0832-9309-71523	Reconstruction of Kings Highway from Pit Road #1 to Pit Road #2	45,000.00	955.24	44,044.76	98%

		As of May 31, 2021			
		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
20-080-0832-9313-71523	Reconstruction of Armit Avenue from Church Street to Scott Street	220,543.00	8,701.99	211,841.01	96%
		0.00	14,687.33	(14,687.33)	
Landfill					
20-080-0860-0490-40952	Contributions from Reserve Fund	(138,500.00)	0.00	(138,500.00)	100%
20-080-0860-9107-71471	Replace Landfill Scales (\$58.5k + installation & commissioning)	78,500.00	0.00	78,500.00	100%
20-080-0860-9238-71523	Landfill Site Expansion and first phase design activities	60,000.00	0.00	60,000.00	100%
		0.00	0.00	0.00	
CEMETARIES					
20-100-1041-0490-40952	Contribution from Reserve Fund	(132,286.00)	0.00	(132,286.00)	100%
20-100-1041-9620-71471	Installation of 3 new Columbaria at Riverview Cemetery	132,286.00	131,255.85	1,030.15	1%
		0.00	131,255.85	(131,255.85)	
SKC					
20-120-1220-0490-40952	Contribution from Reserve Fund	(12,000.00)	0.00	(12,000.00)	100%
20-120-1220-9127-71523	Accoustical Improvements	12,000.00	0.00	12,000.00	100%
		0.00	0.00	0.00	
Parks					
20-160-1610-0490-40952	Contribution from Reserve Fund	(88,894.00)	0.00	(88,894.00)	100%
20-160-1610-0490-40437	Contribution from Others or Donations	(500.00)	0.00	(500.00)	100%
20-160-1610-9105-71471	whipper snippers	6,250.00	1,929.68	4,320.32	69%
20-160-1610-9129-71523	from New Gold)	3,500.00	1,012.00	2,488.00	71%
20-160-1610-9174-71471	Replace John Deere Z445 with new John Deere Z540R	11,658.00	0.00	11,658.00	100%
20-160-1610-9174-71471	Replace John Deere X390 with new John Deere X390 c/w 48" deck	7,656.00	0.00	7,656.00	100%
20-160-1610-9174-71471	Replace John Deere 3260 with new 4044R Tractor. Old Tractor moved to Airport	60,330.00	55,625.07	4,704.93	8%
20-160-1610-9157-71471	Lawnmowers		3,995.17	(3,995.17)	
20-160-1612-0490-40952	Contribution from Reserve Fund	(4,000.00)	0.00	(4,000.00)	100%

As of May 31, 2021			
2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
4,000.00	3,154.56	845.44	21%
0.00	65,716.48	(65,716.48)	
MSC/Recreation			
(150,180.00)	0.00	(150,180.00)	100%
10,000.00	0.00	10,000.00	100%
140,180.00	187,347.30	(47,167.30)	-34%
	10,442.20	(10,442.20)	
(938,253.00)	0.00	(938,253.00)	100%
(1,893,247.00)	0.00	(1,893,247.00)	100%
30,000.00	6,230.00	23,770.00	79%
13,000.00	0.00	13,000.00	100%
12,500.00	11,020.42	1,479.58	12%
2,000.00	0.00	2,000.00	100%
2,712,000.00	331.20	2,711,668.80	100%
22,000.00	0.00	22,000.00	100%
40,000.00	386.40	39,613.60	99%
	(400.00)	400.00	
0.00	215,357.52	(215,357.52)	
Library			
(89,020.00)	0.00	(89,020.00)	100%
20,450.00	0.00	20,450.00	100%
68,570.00	5,749.09	62,820.91	92%
0.00	5,749.09	(5,749.09)	
Museum			
(20,950.00)	0.00	(20,950.00)	100%
10,000.00	7,516.29	2,483.71	25%
10,950.00	0.00	10,950.00	100%
0.00	7,516.29	(7,516.29)	

20-160-1612-9295-71523

Replace Terminal Roof and Legion Park Picnic Shelter
(\$32,000 budget total)

MSC/Recreation

20-160-1631-0490-40952

Contribution from Reserve Fund

20-160-1631-9183-71523

Perimeter re-grading around the Sorting Gap Building

20-160-1631-9627-71471

Dock Replacement (Committed in 2020)

20-160-1631-9627-60010 to 60055

Salaries and Benefit Accts for Dock Replacement

20-160-1634-0490-40952

Contribution from Reserve Fund

20-160-1634-0490-40412

Provincial Grants

20-160-1634-9105-71471

Misc Ongoing Capital Repairs (Annual)

20-160-1634-9107-71471

Replace Dry-O-Tron Compressors (end of service life)

20-160-1634-9107-71471

Pool Vacuum Replacement

20-160-1634-9640-71523

Replace Front Entry Stairs

20-160-1634-9656-71523

MSC Facility Upgrades (ICIP Funded Project 2021
Portion)

20-160-1634-9660-71523

IFK Sprinkler System Repairs and Testing (5 Year
Required)

20-160-1634-9661-71523

Engineering Study of Ice Plant to find efficiencies

20-160-1613-0430-40632

Donations

Library

20-160-1640-0490-40952

Contribution from Reserve Fund

20-160-1640-9105-71471

Maker Space Equipment

20-160-1640-9109-71471

Computer Equipment

Museum

20-160-1645-0490-40952

Contribution from Reserve Fund

20-160-1645-9107-71471

Replace Humidifiers- Musuem

20-160-1645-9181-71471

Replace Fire Panel- Museum

As of May 31, 2021

		2021 BUDGET	2021 Actuals	2021 Variance	2021 Variance %
Building/Planning					
20-180-1810-0490-40952	Contribution from Reserve Fund	(196,852.00)	0.00	(196,852.00)	100%
20-180-1810-0490-40412	Provincial Grants	(12,037.00)	(202.43)	(11,834.57)	98%
20-180-1810-0490-40400	Federal Grants	(11,111.00)	0.00	(11,111.00)	100%
	Wood Yard Land Use/Economic Development				
20-180-1810-9180-71523	Feasibility Study	25,000.00	1,817.43	23,182.57	93%
20-180-1810-9185-71523	Nursing Station Demolition	60,000.00	4,247.20	55,752.80	93%
	Wood Yard Development- Environmental (Ph. 1-2 ESA, RSC)				
20-180-1810-9237-71523		135,000.00	355.75	134,644.25	100%
		0.00	6,217.95	(6,217.95)	

Date: June 24, 2021

Report To: Mayor and Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Mill Demolition Project Update

Summary

Application has been made by an authorized agent on behalf of 2670568 Ontario Limited (locally referred to as Riversedge Developments) for the demolition of multiple structures across the locally known Fort Frances mill property. The primary demolition project is anticipated to be conducted in four stages spanning approximately 18 months. In addition to the primary large-scale demolition scope there is expected to be multiple smaller scale demolition projects which will primarily consist of removing pre-manufactured steel structures from site.

Project Update

Overall demolition works are estimated to be approximately 65% complete.

Phase 1 works are generally estimated at 50% complete.

Phase 2 work are generally completed aside from the jackhammering of concrete foundations to grade as well as general clean up.

Phase 3 work is estimated to be in the range of 70% complete.

Phase 4 has no update currently.

Over the past few weeks and looking forward to the next few weeks, a primary focus has been stressed on shipping material off site to Sault Ste. Marie. This is general housekeeping to open more space to continue demolition works.

Approval of this report is not required as it is for informational purposes only.

Respectfully submitted.



Cody Vangel
Chief Building Official & Municipal Planner



June 23, 2021

Mayor Caul and Council:

Please find attached to this letter a copy of the Provincial Offences charges from 2020 that were scheduled for trial. As part of the Memorandum of Understanding with the Province, the Municipal Prosecutor is required to keep record of all cases and be prepared to provide the Ministry of Attorney General with the above-mentioned records upon request. I am providing Mayor and Council with this information exclusively as this information is confidential in nature.

For the 2020 Provincial Offences Act Statistics for the entire Rainy River District, there were SIXTEEN (16) tickets that the public chose to take to trial. I do not have the statistics on how many tickets are issued in a year by law enforcement, only those that are passed onto the Prosecutor's office. This is a decrease of 38 tickets set for trial from the previous year. COVID 19 played a major role in this decrease.

In some cases, the person who we refer to as that defendant, will set a trial date, reconsider and pay their fine as did TWO (2) defendants. After vetting the Provincial Offence tickets and briefs, EIGHT (8) tickets were withdrawn for "no reasonable prospect of a conviction" which means that after reviewing the offence brief and the charge as written in the Highway Traffic Act, there was not enough evidence to prove the charge beyond a reasonable doubt.

There were FOUR (4) POA tickets that were resolved by the defendant entering a plea to a lesser charge. As a Prosecutor, we are encouraged to attempt to resolve a matter rather than take the matter to trial. If you calculate in the additional costs to proceed to a trial, not only are resolutions cost effective but also fair to the defendant. ZERO (0) tickets went to trial in 2020.

The final three points are for those who set a trial date and then do not show for their trial. ONE (1) defendants were convicted under Section 9(1) of the Provincial Offences Act and ZERO (0) chose to plead guilty to the original charge on the day of trial. Also, there were ONE (1) Alternative measures and ZERO (0) Appeals which the sentence stayed the same.

Also, I assisted KENORA in one conflict matter.

The Transfer of PART III charges to the Municipalities did not occur due to Covid 19.

If anyone wishes to discuss that above mentioned with myself, I will more than welcome speaking to Mayor and/or Council.

Respectfully,

A handwritten signature in blue ink, appearing to read "Gary J. Beck". The signature is fluid and cursive, with a large initial "G" and "B".

Gary J. Beck
POA Prosecutor
Town of Fort Frances/District of Rainy River.

2020 PROVINCIAL OFFENCES ACT STATS

16 - CASES SET FOR TRIAL

2 - CASES – PAID FINE BEFORE TRIAL - \$120.00.

8 - CASES – WITHDRAWN – NO REASONABLE PROSPECT OF A CONVICTION AND PART OF RESOLUTION. (CHARGE CAN NOT BE PROVEN). (- \$1672.50)

0 – CASES WENT TO TRIAL - – FOUND GUILTY - \$00

0– NOT GUILTY – (.00)

4 – RESOLUTIONS – PLEA TO DIFFERENT CHARGE – \$1270.00

1 – SET FOR TRIAL- NO SHOW – 9(1) POA - \$95.00

0 – GUILTY PLEAS DAY OF TRIAL ORIGINAL CHARGE. \$.00

1– ALTERNATIVE MEASURES - -\$100.00.

0 – APPEAL – (NOT OVERTURNED) - \$.00.



June 23, 2021

Mayor Caul and Council:

Please find attached to this letter a copy of the Provincial Offences charges from 2021 from January 1, 2021 to June 30, 2021 that were scheduled for trial. As part of the Memorandum of Understanding with the Province, the Municipal Prosecutor is required to keep record of all cases and be prepared to provide the Ministry of Attorney General with the above-mentioned records upon request. I am providing Mayor and Council with this information exclusively as this information is confidential in nature.

For this six month period, the 2021 Provincial Offences Act Statistics for the entire Rainy River District, there were TWENTY-FIVE (25) tickets that the public chose to take to trial. I do not have the statistics on how many tickets are issued in a year by law enforcement, only those that are passed onto the Prosecutor's office. This is An increase of 9 tickets set for trial from the entire previous year. The hard work of Lisa Sheppard during the COVID 19, to arrange for Audio and now Video Courts played a major role in having POA Court return to the District. Please note that Fort Frances was the first POA Court to return to Part one trials due to Lisa's hard work.

In some cases, the person who we refer to as that defendant, will set a trial date, reconsider and pay their fine as did SEVEN (7) defendants. After vetting the Provincial Offence tickets and briefs, FOUR (4) tickets were withdrawn for "no reasonable prospect of a conviction" which means that after reviewing the offence brief and the charge as written in the Highway Traffic Act, there was not enough evidence to prove the charge beyond a reasonable doubt.

There were TEN (10) POA tickets that were resolved by the defendant entering a plea to a lesser charge. As a Prosecutor, we are encouraged to attempt to resolve a matter rather than take the matter to trial. If you calculate in the additional costs to proceed to a trial, not only are resolutions cost effective but also fair to the defendant. ONE (1) tickets went to trial in the first six months of 2021.

The final three points are for those who set a trial date and then do not show for their trial. ZERO (0) defendants were convicted under Section 9(1) of the Provincial Offences Act and ONE (1) chose to plead guilty to the original charge on the day of trial. Also,

there were ONE (1) Alternative measures and ONE () Appeal that was abandoned by a defendant which the sentence stayed the same.

The Transfer of PART III charges to the Municipalities has not occurred to date, mostly due to Covid 19.

If anyone wishes to discuss that above mentioned with myself, I will more than welcome speaking to Mayor and/or Council.

Respectfully,

A handwritten signature in blue ink, appearing to read "Gary J. Beck". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gary J. Beck
POA Prosecutor
Town of Fort Frances/District of Rainy River.

**2021 – JANUARY TO JUNE 30, 20201 PROVINCIAL
OFFENCES ACT STATS**

25 - CASES SET FOR TRIAL

7- CASES – PAID FINE BEFORE TRIAL - \$718.75.

**4 - CASES – WITHDRAWN – NO REASONABLE
PROSPECT OF A CONVICTION AND PART OF
RESOLUTION. (CHARGE CAN NOT BE PROVEN). (- \$ 1028.75)**

**1 – CASES WENT TO TRIAL – FOUND GUILTY -
\$00**

1– NOT GUILTY – (\$490.00)

**10 – RESOLUTIONS – PLEA TO DIFFERENT
CHARGE – \$3918.00**

0 – SET FOR TRIAL- NO SHOW – 9(1) POA - \$.00

**1 – GUILTY PLEAS DAY OF TRIAL ORIGINAL
CHARGE. \$400.00**

1– ALTERNATIVE MEASURES

1 – ABANDONED APPEAL –