

TOWN OF FORT FRANCES

AGENDA - August 9, 2021

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COMMITTEE OF THE WHOLE MEETING

held virtually

(Session No. 080) 5:30 PM

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1. **Call to Order / Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof.**
3. **Delegations/Deputations:**
 - 3.1 Presentation of the 2020 Consolidated Financial Statements by J. Evans, BDO Canada 6 - 41
 - 3.2 Update on Fort Frances Mill Demolition by J. Norton, President, Canadian National Demolition 42
 - 3.3 Request from Fort Frances Public Library and Technology Centre by J. MacLean, CEO 43 - 57
 - 3.4 357/358 Application for Tax Adjustment (110 First St. E.) 58 - 63
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 110 First St. E. resulting from the partial demolition from the west side of the building.
 - 3.5 357/358 Application for Tax Adjustment (202 Second St. E.) 64 - 69
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 202 Second St. E. resulting from the partial demolition from the sale of the property and thus a reallocation from commercial to residential.

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3.6 357/358 Application for Tax Adjustment (814 Scott St.)	70 - 75
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 814 Scott St. resulting from the partial demolition from the demolition of all structures.	
3.7 357/358 Application for Tax Adjustment (319 First St. E.)	76 - 81
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 319 First St. E. resulting from the demolition of the residence with a small garage remaining.	
3.8 357/358 Application for Tax Adjustment (515 Second St. W.)	82 - 87
- approval of this report will agree with the recommendation of Administration to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 515 Second St. W. resulting from a fire.	
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 Riverside Foundation for Health Care - "Picture This" Capital Campaign	88
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to pledge \$60,000 to the Riverside Foundation for Health Care and further that this be funded by any available 2021 Surplus, or the amount be spread over the 2022-24 budgets, further that Council would like to challenge the other municipalities in the district to pledge towards this campaign.	
5.2 Community Risk Assessment	89 -
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve this report as presented.	143
5.3 Amendments to the Emergency Management Plan By-law	144 -
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- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the recommendations as presented and authorize a by-law amendment be prepared for signing by Mayor and Clerk.	
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- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the Minutes of Settlement for the property located at 318 Scott Street as received.	183
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- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the Minutes of Settlement for the property located at 951 McIrvine Road N. as received.	189
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- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to process the Minutes of Settlement for the property located at 780 Kings Highway as received.	196
5.7 Amended Property Assessment Notice (615 First St. W.)	197 -
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the adjustment of 2021 taxes from the Amended Property Notice for property located at 615 First St. W. as presented.	204
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- approval of this report will agree with the recommendation of the Community Services Executive Committee to move forward with the name change recommendations.	212
5.9 Boundary Road Lift Station Upgrade	213 -
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to upgrade the process control system in the Boundary Road Lift Station to Delta-V by Lakeside Process Controls and that the funding shortfall be funded by the Wastewater Treatment Plant Miscellaneous Capital Upgrades Budget.	214
5.10 Geospatial Data Share Agreement with Scatliff + Miller + Murray, KGS Group and Compass Leadership	215 -
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	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to enter geospatial data share agreements with the above named to assist in the completion of a Planning Study, that the associated fees relating to the data as outlined in the User Fee By-law be waived and further that the Mayor and Clerk be authorized to execute the agreements on behalf of the Corporation.	
5.11	Service Agreement with Automotive Materials Stewardship	237 -
	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to enter into a new services agreement with Automotive Materials Stewardship for the provision of portions of our Hazardous Waste Event services per the agreement and further that an authorizing by-law be prepared for the Mayor and Clerk to execute on behalf of the corporation.	259
5.12	New Hangar Lease for Alex and Gary Kontz	260 -
	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to enter into a hangar lot lease with Alex and Gary Kontz for a 750 sq. meter lot at the 2021 lot rental rate of \$1.90 per square meter, and further that Mayor and Clerk be authorized to execute the agreement on behalf of the corporaiton.	288
5.13	June 2021 Drinking Water Systems Monthly Summary Report	289 -
	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the June 2021 report prior to it being made available to the general public.	301
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**The Corporation of the
Town of Fort Frances
Consolidated Financial Statements
For the year ended December 31, 2020**

DRAFT

**The Corporation of the
Town of Fort Frances
Consolidated Financial Statements
For the year ended December 31, 2020**

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The Corporation of the Town of Fort Frances Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Corporation of the Town of Fort Frances and all the information in this annual report are the responsibility of management and have been approved by the Mayor and Treasurer on behalf of Council.

The consolidated financial statements have been prepared by management in accordance with Public Sector Accounting Principles. The consolidated financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls of high quality consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Town's assets are appropriately accounted for and adequately safeguarded.

The Town Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements.

The Council reviews the Town's consolidated financial statements and meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the consolidated financial statements and the external auditor's report.

The consolidated financial statements have been audited by BDO Canada LLP in accordance with Canadian generally accepted auditing standards on behalf of the members. BDO Canada LLP have full and free access to Council.

Mayor

Treasurer

Independent Auditor's Report

To the Mayor and Councilors of
The Corporation of the Town of Fort Frances

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Fort Frances (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statement of operations, the consolidated statement of change in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2020, and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

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

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

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

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

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario
August 9, 2021

The Corporation of the Town of Fort Frances Consolidated Statement of Financial Position

December 31	2020	2019
Financial assets		
Cash and cash equivalents (Note 1)	\$ 3,775,621	\$ 7,591,567
Taxes receivable	241,340	331,920
Accounts receivable	3,818,960	3,303,971
Investments (Note 2)	15,067,063	10,980,512
Investment in government business enterprises (Note 3)	6,355,014	6,208,489
Loans receivable (Note 4)	105,555	177,777
	<u>29,363,553</u>	<u>28,594,236</u>
Liabilities		
Accounts payable and accrued liabilities	4,174,500	3,335,379
Deferred revenue (Note 6)	433,919	399,657
Net long-term debt (Note 7)	630,820	946,230
Solid waste closure and post-closure liabilities (Note 8)	944,577	921,217
Post-employment benefits liabilities (Note 9)	175,373	193,429
	<u>6,359,189</u>	<u>5,795,912</u>
Net financial assets	<u>23,004,364</u>	<u>22,798,324</u>
Non-financial assets		
Tangible capital assets (Note 10)	103,824,693	100,369,604
Tangible capital assets under construction	1,122,788	173,170
Inventory of supplies	423,269	424,801
Prepaid expenses	348,868	273,817
	<u>105,719,618</u>	<u>101,241,392</u>
Accumulated surplus (Note 11)	<u>\$ 128,723,982</u>	<u>\$ 124,039,716</u>
Contingent liabilities (Note 16)		

_____ Mayor

_____ Treasurer

The Corporation of the Town of Fort Frances Consolidated Statement of Operations

For the year ended December 31	Budget 2020	2020	2019
Revenue			
Taxation	\$ 12,225,929	\$ 11,330,312	\$ 11,798,749
Government transfers - Federal (Note 12)	1,255,496	1,065,608	728,438
Government transfers - Provincial (Note 13)	9,712,100	8,016,916	6,322,725
User fees and service charges	8,199,085	7,244,515	8,690,729
Permits, licenses and fines	56,488	45,579	65,926
Investment income	99,200	277,291	444,541
Income from government business enterprises (Note 3)	-	146,525	66,872
Municipal accommodation taxation	300,000	184,035	265,185
Other income (Note 14)	423,460	353,077	846,875
	32,271,758	28,663,858	29,230,040
Expenses			
General government	2,361,823	2,537,828	2,675,951
Protection services	4,077,489	4,369,215	4,279,237
Transportation services	5,163,781	5,092,733	5,462,066
Environmental services	5,601,616	5,196,293	5,180,754
Health services	2,772,641	1,717,651	1,788,688
Social and family services	214,067	261,405	1,598,943
Social housing	-	699,732	738,593
Recreation and cultural services	4,380,514	3,572,455	4,624,302
Planning and development	477,163	532,280	436,305
	25,049,094	23,979,592	26,784,839
Annual surplus	7,222,664	4,684,266	2,445,201
Accumulated surplus, beginning of year	124,039,716	124,039,716	121,594,515
Accumulated surplus, end of year	\$131,262,380	\$128,723,982	\$124,039,716

The Corporation of the Town of Fort Frances Consolidated Statement of Change in Net Financial Assets

For the year ended December 31	Budget 2020	2020	2019
Annual surplus	\$ 7,222,664	\$ 4,684,266	\$ 2,445,201
Acquisition of tangible capital assets	(13,894,519)	(8,867,446)	(3,612,898)
Amortization of tangible capital assets	4,800,000	4,663,034	4,562,737
Loss (gain) on disposal of tangible capital assets	-	696,388	(45,000)
Proceeds on disposal of tangible capital assets	-	324,640	45,680
Loss (gain) on disposal of land held for sale	-	(271,708)	(681)
Acquisition of tangible capital assets under construction	-	(949,618)	(89,586)
	(1,871,855)	279,556	3,305,453
Acquisition of prepaid expenses and inventory of supplies	-	(73,516)	(23,949)
Net change in net financial assets	(1,871,855)	206,040	3,281,504
Net financial assets, beginning of year	22,798,324	22,798,324	19,516,820
Net financial assets, end of year	\$ 20,926,469	\$ 23,004,364	\$ 22,798,324

The Corporation of the Town of Fort Frances Consolidated Statement of Cash Flows

For the year ended December 31	2020	2019
Operating transactions		
Annual surplus	\$ 4,684,266	\$ 2,445,201
Items not involving cash		
Loss (income) from government business enterprises	(146,525)	(66,872)
Amortization of tangible capital assets	4,663,034	4,562,737
Loss (gain) on disposal of tangible capital assets	696,388	(45,000)
Loss (gain) on disposal of land held for sale	(271,708)	(681)
Changes in non-cash operating balances		
Taxes receivable	90,580	(126,898)
Accounts receivable	(514,989)	1,328,554
Loans receivable	72,222	66,667
Inventory of supplies	1,532	21,174
Prepaid expenses	(75,048)	(45,124)
Accounts payable and accrued liabilities	839,121	(949,977)
Deferred revenue	34,262	314,346
Solid waste closure and post-closure liabilities	23,360	23,359
Post-employment benefits	(18,056)	(15,311)
	<u>10,078,439</u>	<u>7,512,175</u>
Capital transactions		
Acquisition of tangible capital assets	(8,867,446)	(3,612,898)
Proceeds on sale of tangible capital assets	324,640	45,680
Acquisition of tangible capital assets under construction	(949,618)	(89,586)
	<u>(9,492,424)</u>	<u>(3,656,804)</u>
Investing transactions		
Decrease (increase) in investments	(4,086,551)	2,508,091
Financing transactions		
Repayment of long-term debt	(315,410)	(315,410)
Net change in cash and cash equivalents	(3,815,946)	6,048,052
Cash and cash equivalents, beginning of year	<u>7,591,567</u>	<u>1,543,515</u>
Cash and cash equivalents, end of year	<u>\$ 3,775,621</u>	<u>\$ 7,591,567</u>

The Corporation of the Town of Fort Frances Summary of Significant Accounting Policies

December 31, 2020

Management's Responsibility for the Consolidated Financial Statements

The consolidated financial statements of the Corporation of the Town of Fort Frances are the representations of management. They have been prepared in accordance with Canadian accounting principles established by the Public Sector Accounting Board of CPA Canada.

Basis of Accounting

The consolidated financial statements of the Corporation of the Town of Fort Frances are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of CPA Canada.

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

The consolidated statement of financial position reflects all of the financial assets and liabilities of the Municipality. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year. Accumulated surplus represents the financial position of the Municipality, and is the difference between its' assets and liabilities. This provides information about the Municipality's overall future revenue requirements and its' ability to finance activities and to meet its' obligations.

Basis of Consolidation

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal Organizations, committees and boards which are owned or controlled by the Municipality. All interfund assets and liabilities and revenues and expenditures have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Library Board
Waterworks
Business Improvement Area

The Corporation of the Town of Fort Frances Summary of Significant Accounting Policies

December 31, 2020

Basis of Consolidation (continued)

A government partnership exists where the Municipality has shared control over the board or entity. The Municipality's pro-rata share of the assets, liabilities, revenues and expenditures are reflected in the consolidated financial statements using the proportionate consolidation method. No proportionate interest or government partnerships are reflected in the consolidated financial statements.

The following boards are not consolidated:

Northwestern Health Unit
Rainy River District Social Services Administration Board

Government business enterprises are separate legal entities which do not rely on the Municipality for funding. The Municipality's government business enterprises consist of investments in Fort Frances Power Corporation and Fort Frances Network Services Corporation. These investments are accounted for using the modified equity basis of accounting. Under this method, the government business enterprise's accounting policies, which follow Canadian generally accepted accounting principles for publicly accountable enterprises, are not adjusted to conform with Public Sector Accounting Standards and inter-entity transactions and balances are not eliminated.

Cash and Cash Equivalents

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

Inventory

Inventory of supplies is recorded at the lower of cost or net replacement value.

Investments

The Municipality accounts for its' investments at cost. The carrying value of an investment is written down to its net recoverable amount if a decline in value is judged to be other than temporary.

Loans Receivable

Loans receivable are reported on the Municipality's consolidated statement of financial position at the lower of cost and net recoverable value.

The Corporation of the Town of Fort Frances Summary of Significant Accounting Policies

December 31, 2020

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	40 years
Buildings	40 years
Machinery and equipment	10 to 15 years
Roads and bridges	15 to 80 years
Water infrastructure	40 to 80 years
Sewer infrastructure	40 to 80 years
Vehicles	7 to 12 years
Computer hardware and software	5 years

Revenue Recognition

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Taxation revenue is initially recognized based on management's best estimate of the taxes that will be received. However, the total amount of tax revenue recognized may change due to future reassessments such as audits, appeals and court decisions.

User fees and other revenues are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. When transfer stipulations give rise to a liability, government transfers are recognized as deferred revenue and recognized as revenue when the stipulations are settled.

The Corporation of the Town of Fort Frances Summary of Significant Accounting Policies

December 31, 2020

Solid Waste Landfills

The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, discounted, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

Retirement Benefits and Other Employee Benefit Plans

The Municipality is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Municipality has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Municipality records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

School Boards

The Municipality collects taxation revenue on behalf of the school boards. The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards are not reflected in these consolidated financial statements.

Use of Estimates

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

The estimates used in preparation of these consolidated financial statements are the useful lives of the property, plant and equipment, the capacity of the landfill site, the useful life of the landfill site, the closure and post-closure costs of the landfill, the present value of the Municipality's employee post-retirement benefits and taxation revenue.

Trust Funds

Trust Funds held in trust by the Municipality, and their related operations, are not included in these consolidated financial statements. The financial activity and position of the Trust Funds are reported separately on the Trust Funds statement of continuity and balance sheet.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

1. Cash and Cash Equivalents

The balance of cash and cash equivalents reported on the consolidated statement of financial position is made up of the following:

	2020	2019
Unrestricted	\$ 2,393,749	\$ 1,305,167
Restricted by Council resolution	1,381,872	6,286,400
	<u>\$ 3,775,621</u>	<u>\$ 7,591,567</u>

Certain surplus funds are set aside by by-laws or Council resolution for specific purposes and referred to as reserve funds. Cash and cash equivalents restricted by Council resolution represent assets that are maintained in respect of those reserve funds (Note 11).

2. Investments

	2020	2019
Investments restricted by Council resolution		
GIC's, 1.80% annual interest rate	\$ -	\$ 53,003
GIC's, 2.25% annual interest rate	334,110	325,710
GIC's, 1.35% annual interest rate	6,060,750	-
Interest bearing savings account, prime -1.54%	8,662,202	8,556,293
Non-interest bearing savings account	10,001	10,001
	<u>15,067,063</u>	<u>8,945,007</u>
Unrestricted investments		
GIC's, 2.20% annual interest rate	-	2,035,505
	<u>\$ 15,067,063</u>	<u>\$ 10,980,512</u>

The income from investments for the year was \$214,396 (2019 - \$388,969).

Certain surplus funds are set aside by by-laws or Council resolution for specific purposes and referred to as reserve funds. Investments restricted by Council resolution represent assets that are maintained in respect of those reserve funds (Note 11).

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

3. Investment in Government Business Enterprises

	2020	2019
Fort Frances Power Corporation	\$ 6,304,911	\$ 6,155,258
Fort Frances Network Services Corporation	50,103	53,231
	<u>\$ 6,355,014</u>	<u>\$ 6,208,489</u>

Fort Frances Power Corporation

Fort Frances Power Corporation is a Corporation that was created for the purpose of distributing electrical power to the Town of Fort Frances. The Municipality holds 100% of the common shares of Fort Frances Power Corporation. The condensed supplementary financial information is as follows:

	2020	2019
Financial position		
Current assets	\$ 5,512,837	\$ 5,574,903
Property, plant and equipment	4,344,934	4,143,761
Regulatory assets	868,904	312,205
Future income tax assets	180,109	219,994
Total assets	<u>10,906,784</u>	<u>10,250,863</u>
Current liabilities	4,135,550	3,677,259
Regulatory liabilities	466,323	418,346
Total liabilities	<u>4,601,873</u>	<u>4,095,605</u>
Net assets		
Equity	<u>\$ 6,304,911</u>	<u>\$ 6,155,258</u>
Results of operations		
Revenue	\$ 12,296,498	\$ 10,843,029
Expenses	<u>(12,146,845)</u>	<u>(10,776,232)</u>
Net income for the year	<u>\$ 149,653</u>	<u>\$ 66,797</u>

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

3. Investment in Government Business Enterprises (continued)

Fort Frances Network Services Corporation

Fort Frances Network Services Corporation is a Corporation that was created for the purpose of providing utility maintenance services to the Town of Fort Frances. The Municipality holds 100% of the common shares of Fort Frances Network Services Corporation. The condensed supplementary financial information is as follows:

	2020	2019
Financial position		
Cash and bank	\$ 55,751	\$ 55,099
Accounts receivable	156	216
Total assets	55,907	55,315
Total liabilities	5,804	2,084
Net assets		
Equity	\$ 50,103	\$ 53,231
Results of operations		
Revenue	\$ 461	\$ 1,029
Expenses	(3,589)	(954)
Net income (loss) for the year	\$ (3,128)	\$ 75

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

4. Loans Receivable

Loans receivable reported on the consolidated statement of financial position are comprised of the following:

	2020	2019
Fort Frances Community Clinic loan, repayable at \$5,556 monthly, non-interest bearing. Secured by a general security agreement in first priority position on and over any and all assets of the borrower. Matures August 1, 2022.	\$ 105,555	\$ 177,777

Loans receivable are restricted by Council resolution and represent assets that are maintained in respect of reserve funds (Note 11).

5. Bank Indebtedness

Bank indebtedness is secured by general security agreements covering certain assets of the Municipality. The maximum authorized amount is \$4,000,000 and bears interest at the prime rate. As at December 31, 2020, \$NIL (2019 - \$NIL) was drawn under this facility.

6. Deferred Revenue

	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance
Federal and provincial gas tax	\$ 329,023	\$ 568,442	\$ 6,540	\$ (525,019)	\$ 378,986
Other	70,634	36,658	-	(52,359)	54,933
	\$ 399,657	\$ 605,100	\$ 6,540	\$ (577,378)	\$ 433,919

Federal and Provincial Gas Tax

The Federal and Provincial Governments advance the Municipality funding related to gasoline tax. This funding must be spent on approved infrastructure projects. The funding can be deferred for a maximum of 5 years.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

7. Net Long-term Debt

Net long-term debt reported on the consolidated statement of financial position is comprised of the following:

	2020	2019
Demand bank loan, payable at \$26,284 monthly, plus interest at 4.397%. Unsecured, matures December 31, 2022.	\$ 630,820	\$ 946,230

Principal and interest repayments relating to net long-term debt of \$630,820 outstanding are due as follows:

	Principal Repayments	Interest	Total
2021	\$ 315,410	\$ 21,404	\$ 336,814
2022	315,410	7,501	322,911
	\$ 630,820	\$ 28,905	\$ 659,725

The gross interest paid relating to the above long-term debt was \$35,308 (2019 - \$49,075).

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

8. Solid Waste Closure and Post-Closure Liabilities

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance. The present value of the Municipality's estimated future liability for this expense is recognized as the landfill site's capacity is used. The liability and annual expense is calculated based on the ratio of utilization to total capacity of the landfill site and the discounted estimated cash flows associated with closure and post-closure activities.

The liability for the landfill site is recorded at \$944,577 (2019 - \$921,217) and represents the present value of closure and post-closure costs for 81% of the current site's opened cells, using the average long-term borrowing rate of 3.0%. The liability is recorded based on the capacity of the landfill used to date. The estimated remaining capacity of the site's opened cells are approximately 70,000 cubic meters, which is estimated to be filled in 7 years based on a study. Post-closure care is estimated to continue for a period of 25 years.

The liability is expected to be funded through budget allocations to a landfill reserve over the remaining life of the landfill. The Municipality has \$921,755 (2019 - \$889,007) in an investment which relates to the solid waste closure and post-closure liability. The landfill liability is therefore underfunded by \$22,822 (2019 - \$32,210) at year end.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

9. Post-Employment Benefits Liabilities

Post-employment benefits liabilities reported on the consolidated statement of financial position are comprised of the following:

	2020	2019
Post-retirement benefits liabilities	\$ 162,873	\$ 180,929
Life insurance coverage	12,500	12,500
	\$ 175,373	\$ 193,429

On February 4, 2011, the Municipality became responsible for providing the following post-retirement benefits on behalf of its eligible full-time employees who are members of the Fort Frances Professional Fire Fighters Association:

- Extended health care
- Dental benefits

The latest actuarial valuation was performed on December 31, 2020.

Post-Retirement Benefits Liabilities	2020	2019
Accrued post-retirement benefits obligation	\$ 136,828	\$ 165,415
Unamortized actuarial gains	26,045	15,514
Post-retirement benefits liabilities	\$ 162,873	\$ 180,929

Post-Retirement Benefits Expenditures	2020	2019
Current year service costs	\$ 3,661	\$ 3,635
Interest on accrued benefit obligation	3,179	5,116
Amortization of net estimation adjustments	(8,219)	(3,617)
Post-retirement benefits expenditures	\$ (1,379)	\$ 5,134
Benefit payments during the year	\$ 16,677	\$ 20,445

The significant actuarial assumptions adopted and estimated for the calculation of the accrued benefit obligations are as follows:

	2020	2019
Discount on accrued benefit obligations	1.3%	2.4%
Dental cost trend rates	3.00%	3.00%
Extended health care trend rates	5.75%	6.00%

For December 31, 2020, extended health care trend rates are assumed to be 5.75%, decreasing by 0.25% per annum to an ultimate rate of 4.5% thereafter.

As at December 31, 2020, the Municipality's post-retirement benefits were 100% unfunded.

**The Corporation of the Town of Fort Frances
Notes to Consolidated Financial Statements**

December 31, 2020

10. Tangible Capital Assets

									2020
	Land and land improvements	Buildings	Machinery and equipment	Roads and bridges	Water infrastructure	Sewer infrastructure	Vehicles	Computer hardware and software	Total
Cost, beginning of year	\$ 6,075,867	\$ 54,624,660	\$ 11,848,927	\$ 64,494,119	\$ 22,857,711	\$ 26,281,996	\$ 3,238,875	\$ 703,666	\$ 190,125,821
Additions	38,214	125,389	555,621	3,199,937	1,313,640	2,337,393	1,149,204	148,048	8,867,446
Disposals	(130,001)	(1,139,770)	(207,394)	-	-	-	(341,836)	(15,148)	(1,834,149)
Cost, end of year	5,984,080	53,610,279	12,197,154	67,694,056	24,171,351	28,619,389	4,046,243	836,566	197,159,118
Accumulated amortization, beginning of year	956,721	26,655,058	5,752,436	35,674,798	7,772,044	10,255,915	2,225,471	463,774	89,756,217
Amortization	168,605	1,058,165	722,658	1,669,183	346,437	390,602	190,477	116,907	4,663,034
Disposals	(84,814)	(670,337)	(160,326)	-	-	-	(154,201)	(15,148)	(1,084,826)
Accumulated amortization, end of year	1,040,512	27,042,886	6,314,768	37,343,981	8,118,481	10,646,517	2,261,747	565,533	93,334,425
Net carrying amount, end of year	\$ 4,943,568	\$ 26,567,393	\$ 5,882,386	\$ 30,350,075	\$ 16,052,870	\$ 17,972,872	\$ 1,784,496	\$ 271,033	\$ 103,824,693

**The Corporation of the Town of Fort Frances
Notes to Consolidated Financial Statements**

December 31, 2020

10. Tangible Capital Assets (continued)

									2019
	Land and land improvements	Buildings	Machinery and equipment	Roads and bridges	Water infrastructure	Sewer infrastructure	Vehicles	Computer hardware and software	Total
Cost, beginning of year	\$ 5,962,356	\$ 54,352,933	\$ 11,346,557	\$ 63,143,116	\$ 22,395,407	\$ 25,898,870	\$ 2,970,289	\$ 633,064	\$186,702,592
Additions	113,511	271,727	692,039	1,351,003	462,304	383,126	268,586	70,602	3,612,898
Disposals	-	-	(189,669)	-	-	-	-	-	(189,669)
Cost, end of year	6,075,867	54,624,660	11,848,927	64,494,119	22,857,711	26,281,996	3,238,875	703,666	190,125,821
Accumulated amortization, beginning of year	785,126	25,574,060	5,237,103	34,032,020	7,438,893	9,890,227	2,057,650	368,070	85,383,149
Amortization	171,595	1,080,998	705,002	1,642,778	333,151	365,688	167,821	95,704	4,562,737
Disposals	-	-	(189,669)	-	-	-	-	-	(189,669)
Accumulated amortization, end of year	956,721	26,655,058	5,752,436	35,674,798	7,772,044	10,255,915	2,225,471	463,774	89,756,217
Net carrying amount, end of year	\$ 5,119,146	\$ 27,969,602	\$ 6,096,491	\$ 28,819,321	\$ 15,085,667	\$ 16,026,081	\$ 1,013,404	\$ 239,892	\$100,369,604

The net book value of tangible capital assets not being amortized because they are under construction is \$1,122,788 (2019 - \$173,170). These items are recognized separately as tangible capital assets under construction on the consolidated statement of financial position.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

11. Accumulated Surplus

The Municipality segregates its accumulated surplus in the following categories:

	2020	2019
Investment in tangible capital assets		
Tangible capital assets	\$ 104,947,481	\$ 100,542,774
Long-term debt	(630,820)	(946,230)
Total investment in tangible capital assets	104,316,661	99,596,544
General operating	239,237	2,180,074
Business improvement area	80,868	60,173
Total operating surplus	320,105	2,240,247
Other allocated deficits		
Landfill closure	(944,577)	(921,217)
Employee future benefits	(175,373)	(193,429)
Total other allocated deficits	(1,119,950)	(1,114,646)
Reserve funds		
Waterworks projects	6,455,846	7,142,552
Replacement of vehicles and equipment	662,527	931,171
Library building	645,065	603,240
Landfill closure	921,755	889,007
Parks and cemeteries	56,214	54,023
Social and family assistance	22,127	92,420
Corporate projects and contingencies	8,925,632	6,235,733
Cultural projects	36,061	35,608
Townsend theatre	126,925	125,328
Total reserve funds	17,852,152	16,109,082
Working capital reserve	1,000,000	1,000,000
Investment in government business enterprises	6,355,014	6,208,489
	\$ 128,723,982	\$ 124,039,716

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Reserve funds represent funds set aside by by-law or Council resolution for specific purposes.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

12. Government Transfers - Federal

	2020	2019
Operating		
Other	\$ 10,358	\$ 16,179
Tangible Capital Assets		
Association of Municipalities of Ontario		
Federal Gas Tax Fund	512,248	490,483
FedNor	49,421	-
Investing in Canada Infrastructure Program	452,461	-
Clean Water and Wastewater Fund	-	210,016
Other	41,120	11,760
Total tangible capital asset transfers	1,055,250	712,259
Total federal transfers	\$ 1,065,608	\$ 728,438

13. Government Transfers - Provincial

	2020	2019
Operating		
Province of Ontario		
Ontario Municipal Partnership Fund	\$ 3,294,600	\$ 3,363,500
Ontario Cannabis Implementation Fund	-	8,779
Ministry of Transportation	12,539	82,272
Ontario Seniors' Secretariat	74,717	45,923
Ontario Provincial Police	195,549	270,700
Rainy River District Social Services		
Administration Board	-	906,866
Safe Restart Fund	556,100	-
Other	273,450	265,471
Total operating transfers	4,406,955	4,943,511
Tangible Capital Assets		
Province of Ontario		
Ontario Modernization Grant	-	689,030
Ministry of Transportation	2,537,248	672,730
Northern Ontario Heritage Fund	78,878	7,875
Ministry of Agriculture, Food and Rural Affairs	984,356	-
Other	9,479	9,579
Total tangible capital asset transfers	3,609,961	1,379,214
Total provincial transfers	\$ 8,016,916	\$ 6,322,725

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

14. Other Income

	2020	2019
Penalties and interest on taxes	\$ 148,650	\$ 107,791
Rents, concessions and franchises	86,779	89,349
Donations	315,198	177,622
Gain (loss) on disposal of tangible capital assets	(696,388)	45,000
Gain on disposal of land held for sale	271,708	681
Provincial offences	169,733	251,992
Insurance proceeds and other recoveries	57,397	174,440
	<u>\$ 353,077</u>	<u>\$ 846,875</u>

15. Expenses by Object

	2020	2019
Salaries, wages and employee benefits	\$ 7,724,413	\$ 9,448,110
Long-term debt charges - interest	35,308	51,207
Materials	3,169,248	3,731,205
Contracted services	5,009,712	5,366,485
Rents and financial expenses	764,766	901,584
Contributions to other Organizations	2,613,111	2,723,511
Amortization	4,663,034	4,562,737
	<u>\$ 23,979,592</u>	<u>\$ 26,784,839</u>

16. Contingent Liabilities

Various lawsuits and appeals have been filed against the Municipality for incidents which arose in the ordinary course of business as well as land claims. These lawsuits and appeals include the following specific claims:

A claim in the amount of \$2,000,000 has been filed against the Municipality that is in relation to disputed costs between the Municipality and a contractor involved in the rehabilitation of Municipal infrastructure. In the opinion of management and legal counsel, the outcome of the lawsuit, now pending, is not determinable. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

17. Related Party Transactions

The Municipality owns 100% of the common shares of Fort Frances Power Corporation. Fort Frances Power Corporation provides electricity and services to the Municipality. Fort Frances Power Corporation also contracts the Municipality for the provision of accounting and administrative services. The following is a summary of the significant related party transactions for the year:

	2020	2019
Revenue from services provided to Fort Frances Power Corporation	\$ 19,434	\$ 146,673
Expenses for electricity purchased from Fort Frances Power Corporation	\$ 805,111	\$ 916,872
Other purchased services provided by Fort Frances Power Corporation	102,558	134,650
	<u>\$ 907,669</u>	<u>\$ 1,051,522</u>

18. Operations of School Boards

	2020	2019
During the year, the following taxation revenue was raised and remitted to the school boards	<u>\$ 1,361,258</u>	<u>\$ 1,475,658</u>

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

19. Pension Agreements

The employees of the Municipality participate in the Ontario Municipal Employees Retirement System (OMERS). The Municipality also makes contributions to the OMERS plan on behalf of its employees. The plan has a defined benefit option at retirement available to some employees, which specifies the amount of the retirement benefit plan to be received by the employees based on length of service and rates of pay. However, the plan is accounted for as a defined contributions plan as insufficient information is available to account for the plan as a defined benefit plan. The contribution payable in exchange for services rendered during a period is recognized as an expense during that period.

OMERS provides pension services to more than 482,000 active and retired members and approximately 985 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2020. The results of this valuation disclosed total actuarial liabilities of \$100,081 million in respect of benefits accrued for service with actuarial assets at that date of \$95,890 million indicating an actuarial deficit of \$4,191 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal Organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Municipality to OMERS for 2020 were \$539,573 (2019 - \$577,729) for current services.

20. Trust Funds

The Trust Funds administered by the Municipality amounting to \$1,144,477 (2019 - \$1,145,197) have not been included on the consolidated statement of financial position nor have their operations been included on the consolidated statement of operations.

21. Contributions to Unconsolidated Boards

The following contributions were made by the Municipality to these boards:

	2020	2019
Northwestern Health Unit	\$ 377,954	\$ 375,866
Rainy River District Social Services Administration Board		
Ambulance service	1,084,846	1,063,297
General assistance	51,465	58,093
Child care	87,477	88,638
Social housing	699,732	738,593
	<u>\$ 2,301,474</u>	<u>\$ 2,324,487</u>

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

22. Uncertainty Due to COVID-19

As the impact of COVID-19 continues, there could be future impact on the Municipality, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Municipality's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Municipality is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of the disruption and the related financial impact cannot be reasonably estimated at this time. The Municipality's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The Municipality will continue to focus on collecting receivables, managing expenditures and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

23. Segmented Information

The Corporation of the Town of Fort Frances is a diversified municipal government institution that provides a wide range of services to its citizens. The management of the Municipality considers decisions based on separate service areas. These service areas are: general government, protection services, transportation services, environmental services, health services, social and family services, social housing, recreation and cultural services and planning and development.

Descriptions of the services and funds that management bases their decisions on, are as follows:

General Government

General government consists of governance, Corporate management and program support. These categories relate to operations of all of the various programs and services that the Municipality offers to its citizens.

Protection Services

Protection is comprised of police service and fire protection. Police service is contracted out to the Ontario Provincial Police. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education related to prevention, detection or extinguishment of fires.

Transportation Services

The transportation services area provides construction and maintenance of the roadways throughout the Municipality as well as the municipal airport.

Environmental Services

Environmental services consist of the management and maintenance of the sanitary sewer system, waterworks system and waste disposal facility located within the municipal borders.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

23. Segmented Information (continued)

Health Services

Health services are comprised of public health services and ambulance service. The Municipality contributes to local boards which provide these services to the citizens of the Municipality.

Social and Family Services

Social and family services are comprised of general assistance, child care and assistance to the aged. The Municipality contributes to local boards which provide these services to the citizens of the Municipality.

Social Housing

The Municipality contributes to a local board, which provides social housing if the citizens of the Corporation of the Town of Fort Frances require the service.

Recreation and Cultural Services

This service area consists of the operation and maintenance of local parks, recreation facilities, cultural facilities and the town library.

Planning and Development

These services relate to zoning issues as well as planning of various municipal maintenance projects.

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

23. Segmented Information (continued)

For the year ended December 31	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Social Housing	Recreation and Cultural Services	Planning and Development	2020 Total
Revenue										
Taxation	\$ 1,188,020	\$ 1,967,866	\$ 260,945	\$ 2,371,603	\$ 2,044,883	\$ 83,965	\$ 1,563,918	\$ 1,647,132	\$ 201,980	\$ 11,330,312
Fees and user charges	77,080	59,212	384,608	6,126,619	30,147	10,931	-	466,734	89,184	7,244,515
Conditional grants	23,490	204,402	4,540,467	177,007	-	83,701	-	86,448	104,809	5,220,324
Unconditional grants	404,964	670,794	88,949	808,416	697,046	28,621	533,098	561,463	68,849	3,862,200
Other	105,536	174,811	23,180	210,677	181,654	7,459	138,928	146,320	17,942	1,006,507
	<u>1,799,090</u>	<u>3,077,085</u>	<u>5,298,149</u>	<u>9,694,322</u>	<u>2,953,730</u>	<u>214,677</u>	<u>2,235,944</u>	<u>2,908,097</u>	<u>482,764</u>	<u>28,663,858</u>
Expenses										
Wages and benefits	1,448,263	1,352,934	1,900,296	1,033,522	128,387	15,072	-	1,782,234	63,705	7,724,413
Long-term debt charges (interest)	35,308	-	-	-	-	-	-	-	-	35,308
Materials	426,163	210,360	676,408	741,377	35,564	69,908	-	714,983	294,485	3,169,248
Contracted services	180,429	2,706,044	427,328	1,452,558	4,417	3,144	-	190,501	45,291	5,009,712
Rents and financial	181,769	26,556	87,347	300,818	-	6,700	-	125,133	36,443	764,766
External transfers	110,890	10,174	-	30,556	1,530,800	138,942	699,732	-	92,017	2,613,111
Amortization	155,006	63,147	2,001,354	1,637,462	18,483	27,639	-	759,604	339	4,663,034
	<u>2,537,828</u>	<u>4,369,215</u>	<u>5,092,733</u>	<u>5,196,293</u>	<u>1,717,651</u>	<u>261,405</u>	<u>699,732</u>	<u>3,572,455</u>	<u>532,280</u>	<u>23,979,592</u>
Net surplus (deficit)	<u>\$ (738,738)</u>	<u>\$ (1,292,130)</u>	<u>\$ 205,416</u>	<u>\$ 4,498,029</u>	<u>\$ 1,236,079</u>	<u>\$ (46,728)</u>	<u>\$ 1,536,212</u>	<u>\$ (664,358)</u>	<u>\$ (49,516)</u>	<u>\$ 4,684,266</u>

The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2020

23. Segmented Information (continued)

For the year ended December 31	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Social Housing	Recreation and Cultural Services	Planning and Development	2019 Total
Revenue										
Taxation	\$ 1,175,290	\$ 1,761,888	\$ 1,759,716	\$ 2,209,071	\$ 1,427,959	\$ 302,583	\$ 983,868	\$ 1,992,789	\$ 185,585	\$ 11,798,749
Fees and user charges	202,458	52,827	651,430	6,262,693	53,112	384,662	-	911,259	172,288	8,690,729
Conditional grants	7,875	279,500	1,467,261	165,849	-	953,983	-	100,387	15,000	2,989,855
Unconditional grants	404,553	606,469	605,721	760,396	491,525	104,154	338,662	685,948	63,881	4,061,309
Other	168,282	252,275	251,964	316,305	204,462	43,325	140,875	285,337	26,573	1,689,398
	<u>1,958,458</u>	<u>2,952,959</u>	<u>4,736,092</u>	<u>9,714,314</u>	<u>2,177,058</u>	<u>1,788,707</u>	<u>1,463,405</u>	<u>3,975,720</u>	<u>463,327</u>	<u>29,230,040</u>
Expenses										
Wages and benefits	1,537,957	1,314,434	1,891,228	1,031,951	210,691	1,087,518	-	2,331,823	42,508	9,448,110
Long-term debt charges (interest)	49,075	-	565	1,567	-	-	-	-	-	51,207
Materials	362,227	227,037	911,336	751,755	48,801	192,098	-	1,145,452	92,499	3,731,205
Contracted services	208,410	2,621,214	583,083	1,546,850	4,876	93,488	-	252,879	55,685	5,366,485
Rents and financial	248,181	21,401	120,381	259,313	-	7,372	-	134,917	110,019	901,584
External transfers	132,728	38,116	-	24,755	1,507,163	146,731	738,593	-	135,425	2,723,511
Amortization	137,373	57,035	1,955,473	1,564,563	17,157	71,736	-	759,231	169	4,562,737
	<u>2,675,951</u>	<u>4,279,237</u>	<u>5,462,066</u>	<u>5,180,754</u>	<u>1,788,688</u>	<u>1,598,943</u>	<u>738,593</u>	<u>4,624,302</u>	<u>436,305</u>	<u>26,784,839</u>
Net surplus (deficit)	<u>\$ (717,493)</u>	<u>\$ (1,326,278)</u>	<u>\$ (725,974)</u>	<u>\$ 4,533,560</u>	<u>\$ 388,370</u>	<u>\$ 189,764</u>	<u>\$ 724,812</u>	<u>\$ (648,582)</u>	<u>\$ 27,022</u>	<u>\$ 2,445,201</u>

For each reported segment, revenues and expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes, certain government grants and other revenue have been apportioned based on a percentage of budgeted expenditures.

Independent Auditor's Report

**To the Mayor and Councilors of
The Corporation of the Town of Fort Frances**

Opinion

We have audited the financial statements of the Corporation of the Town of Fort Frances Trust Funds (the Entity), which comprise the balance sheet as at December 31, 2020, and the statement of continuity for the year then ended, and notes to financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and the continuity thereof, in accordance with the basis of accounting as described in Note 1.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Basis of Accounting and Restrictions on Use

Without modifying our opinion, we draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements are prepared to assist the Corporation of the Town of Fort Frances to comply with the reporting requirements of the Bereavement Authority of Ontario. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the management of the Corporation of the Town of Fort Frances and the Bereavement Authority of Ontario and should not be used by parties other than the management of the Corporation of the Town of Fort Frances and the Bereavement Authority of Ontario.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario
August 9, 2021

The Corporation of the Town of Fort Frances Trust Funds Balance Sheet

December 31, 2020	Multi Use Tennis Court	Cemetery Care and Maintenance	Cemetery Special Care	Community Chest	2020 Total	2019 Total
Assets						
Cash	\$ 153	\$ -	\$ 11,879	\$ 70,203	\$ 82,235	\$ 95,975
Accounts receivable Own Municipality	-	-	-	41	41	9
Investments	-	434,638	627,563	-	1,062,201	1,049,213
	<u>\$ 153</u>	<u>\$ 434,638</u>	<u>\$ 639,442</u>	<u>\$ 70,244</u>	<u>\$ 1,144,477</u>	<u>\$ 1,145,197</u>
Liabilities						
Own Municipality	\$ -	\$ 116,735	\$ -	\$ -	\$ 116,735	\$ 6,224
Balance capital	153	317,903	639,442	70,244	1,027,742	1,138,973
	<u>\$ 153</u>	<u>\$ 434,638</u>	<u>\$ 639,442</u>	<u>\$ 70,244</u>	<u>\$ 1,144,477</u>	<u>\$ 1,145,197</u>

Statement of Continuity

December 31, 2020	Multi Use Tennis Court	Cemetery Care and Maintenance	Cemetery Special Care	Community Chest	2020 Total	2019 Total
Balance, beginning of year	\$ 152	\$ 314,956	\$ 739,799	\$ 84,066	\$ 1,138,973	\$ 1,118,418
Revenue and receipts						
Grants	-	-	-	7,173	7,173	12,772
Care receipts and contributions	-	2,947	5,693	-	8,640	20,575
Investment income	1	-	-	791	792	1,544
Donations	-	-	-	9,978	9,978	16,950
	<u>1</u>	<u>2,947</u>	<u>5,693</u>	<u>17,942</u>	<u>26,583</u>	<u>51,841</u>
Expenditures						
Administration	-	-	-	-	-	253
Transfers to Municipality	-	-	106,050	-	106,050	1,677
Grants	-	-	-	31,764	31,764	29,356
	<u>-</u>	<u>-</u>	<u>106,050</u>	<u>31,764</u>	<u>137,814</u>	<u>31,286</u>
Balance, end of year	\$ 153	\$ 317,903	\$ 639,442	\$ 70,244	\$ 1,027,742	\$ 1,138,973

The Corporation of the Town of Fort Frances Trust Funds Notes to Financial Statements

December 31, 2020

1. Summary of Significant Accounting Policies

Management's Responsibility The financial information of the Corporation of the Town of Fort Frances Trust Funds is the representation of management and has been prepared in accordance with accrual based accounting principles. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgment and review.

Accrual Basis of Accounting Sources of financing and expenditures are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

2. Multi Use Tennis Court Trust

The Multi Use Tennis Court Trust Fund was established to support fundraising efforts towards the construction of tennis courts.

3. Cemetery Care and Maintenance Trust

The Cemetery Care and Maintenance Trust Fund was established in accordance with the Cemeteries Act for the care and maintenance of certain cemetery grounds.

4. Community Chest Trust

The Community Chest Trust Fund was established to provide grants to individuals to support them with the costs of travel for medical purposes.

**The Corporation of the Town of Fort Frances
Trust Funds
Notes to Financial Statements**

December 31, 2020

5. Statement of Changes in Cash Flows

A statement of changes in cash flows has not been provided since the sources and uses of cash are readily apparent from the financial information included in the financial statements.

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: Aug 9/21

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.
Jeff Norton-President CND

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.
Fort Frances Mill Demolition

(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:

Date of Request: July 27/21 Signature of Speaker: 
Address: _____
Telephone / Fax Numbers: 905-830-2663
E-mail Address: jeff@cndservice.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

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: August 9/21

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)

FPPLTC

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.

Joan MacLean, CEO FPPLTC.

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.

The library is asking permission to dig a garden and plant more trees in partnership with the RRD Stewardship and the Fort Frances Horticultural Soc.
(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:

Adding trees and a garden to a community space provides many benefits, both social and economic.

Date of Request: July 31/21 Signature of Speaker: J MacLean

Address: 601 Reid Ave.

Telephone / Fax Numbers: 279-9879 x1610

E-mail Address: jmaclean@fppltc.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

A close-up photograph of a vibrant green leaf, showing its intricate vein structure. Numerous small, clear water droplets are scattered across the leaf's surface, reflecting light. The background is a solid, slightly darker green, creating a layered effect.

Library Trees and Children's Garden Project

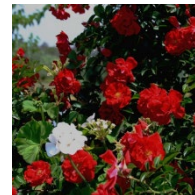


Our Partners

Rainy River District Stewardship



Fort Frances Horticultural Society







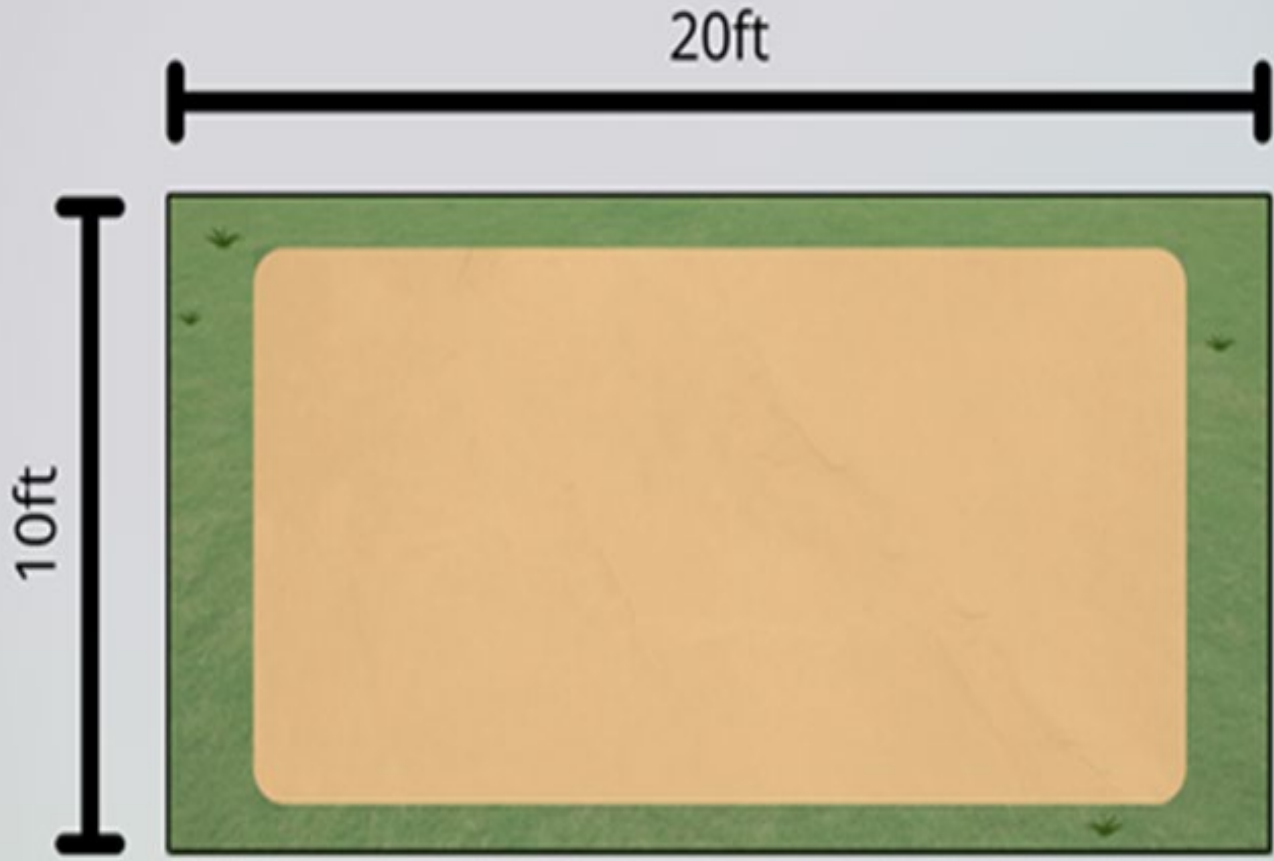
The Children's Garden



- A garden where the library can hold story time and teach children about nature.









LIBRARY TREES





SOME BENEFITS OF PLANTING TREES

- Emits oxygen and absorbs CO₂
- Helps moderate the climate
- Trees look good and make people feel better
- Conserves Energy
- Prevents Erosion
- Provide habitats for wildlife



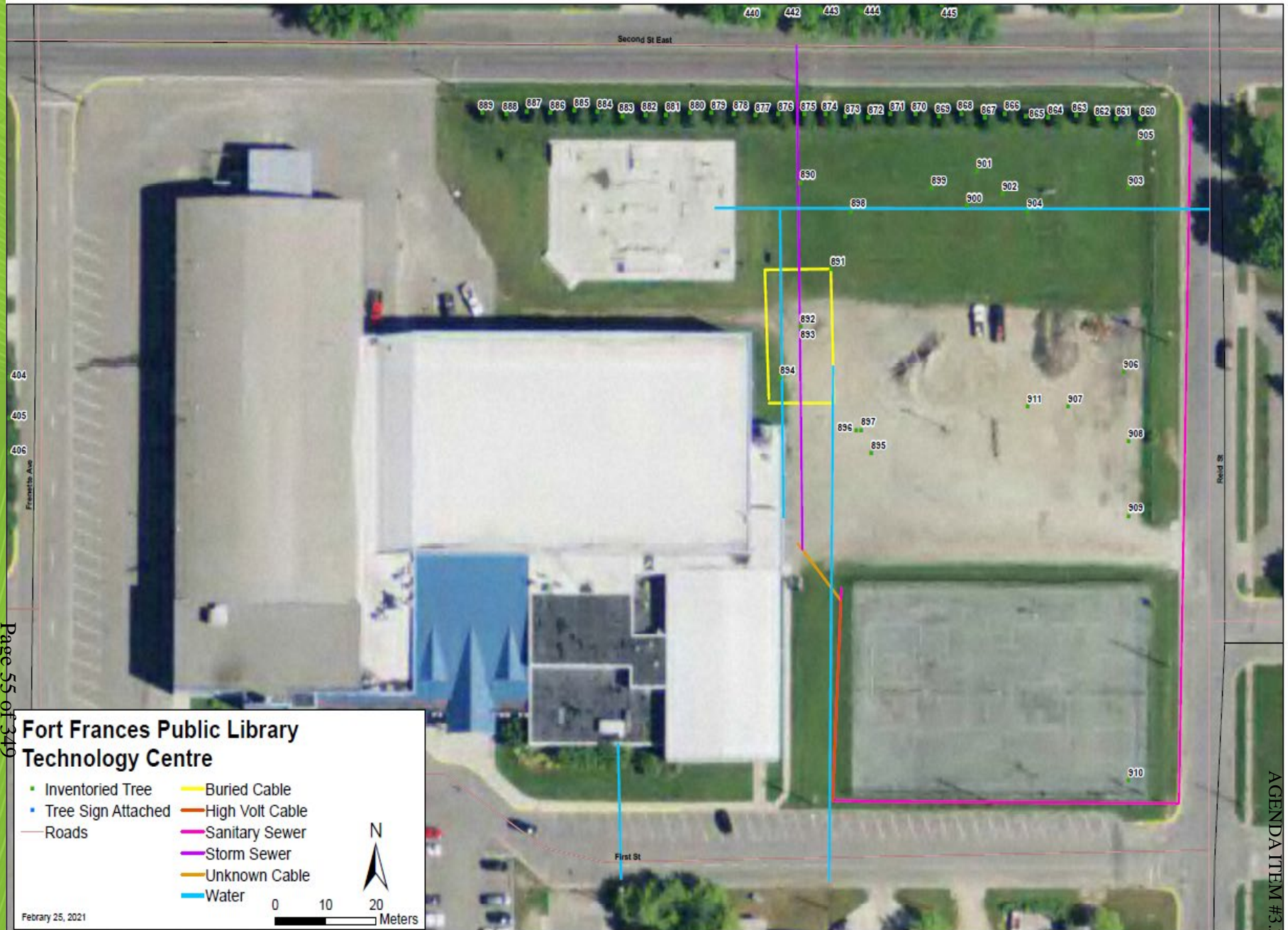
BENEFITS OF PLANTING TREES AT THE LIBRARY

- Provide shade for our Patrons to enjoy
- Provide protection to the library collection
- Reduces crime
- Making the grounds attractive
- Improves mental health of staff and patrons
- Add to library's status as a Community Hub

Annual Ecological and Cost Benefits of Trees to Fort Frances

Benefit of 527 Trees	Measurement	Dollar Value
Storm Water intercepted each year	347,500 L	\$808
Energy conserved each year:	6,648 kWh	\$499
Air pollutants removed each year:		\$344
Carbon Dioxide reduced each year:	4,988 kg	\$3449

**Benefits and values are calculated using a model provided by the U.S. Forest Service.*





BUDGET & MAINTENANCE

- The Rainy River Stewardship will be applying for grants and have money for projects like this.
- The Horticultural Society will be planning the garden and getting plants for the Children's garden.
- Cost to the library \$0



Treasury Report 2021/34

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 110 First St E (2021) Roll# 5912-020-008-00200-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for January 1, 2021 to December 31, 2021 for 110 First Street East. This results from the partial demolition from the west side of the building. The impact to the 2021 taxes is a reduction of \$885.06, of which \$706.93 is municipal and \$178.13 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of taxes for January 1, 2021 to December 31, 2021 under Section 357/358 of the *Municipal Act* for property located at 110 First Street East resulting from the partial demolition from the west side of the building.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 110 First Street East resulting from the partial demolition from the west side of the building.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**357 Applications**

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2021	2.8.00200	-21,000	CT	0.03366352	0.00848241	-706.93					-178.13		-885.06

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	2670568 ONTARIO LIMITED
Roll number	5912-020-008-00200-0000
Property location	110 FIRST ST E
Property description	PLAN M68 BLK 5 LOTS 1 TO 16 26 PT LOT 25 PT LANE RP 48R 2935 PTS 1 TO 4 RP 48R3785 PT 1 PCL BLK 5-26-1
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	May 12, 2021
Claim relief period	From: January 01, 2021 - To: December 31, 2021
Taxation year	2021

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR COM C T	199,000	105,000	105,000	105,000	105,000	105,000
OWNR ECL C U	58,169	57,000	57,000	57,000	57,000	57,000
Total	257,169	162,000	162,000	162,000	162,000	162,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR COM C T	159,200	84,000	84,000	84,000	84,000	84,000
OWNR ECL C U	58,169	57,000	57,000	57,000	57,000	57,000
Total	217,369	141,000	141,000	141,000	141,000	141,000

MPAC Remarks

886sf (1975 addition) from west side of building re: permit #PRM-2020-0047 demolished, and value updated for year end.

MPAC Representative:	Mark Cawston
Date:	May 13, 2021

SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #:
 Taxation Year: 2021

Municipality: TOWN OF FORT FRANKLIN Roll Number: 39.12.020.008.002.00
 Property Address: 110 FIRST ST E Applicant Name: Justus Veldman
 Owner Name: 2670568 ONT LTD Contact Number: 519-872-4880
 Mailing Address: 303 MAIN ST W BOX 365 Alternative Number: _____
OTTERVILLE ON N0T 1K0 Email Address: office@irdev.ca

Reason for s357 application: (Check one box - applicable to s357 only)

☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a)
☐ Became vacant or excess land - 357(1)(b)
☐ Became exempt - 357(1)(c)
☐ Sickness or extreme poverty - 357(1)(d.1)
☒ Razed by fire, demolition or otherwise - 357(1)(d)(i)
☐ Mobile unit removed - 357(1)(e)
☐ Damaged and substantially unusable - 357(1)(d)(ii)
☐ Gross or manifest clerical/factual error - 357(1)(f)
☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason for s357, s358 or s359 application: PARTIAL DEMO OF BUILDING

Effective from: 01/01/2011 to 12/31/2011
Applicant Signature: [Signature]
Date: 05/12/2006 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				TREASURER'S RECOMMENDATION TO COUNCIL				
Assessment Roll As Returned		Revised Since Roll Return: <input type="checkbox"/>		Assessment Report: School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other				
		Enter Revisions Below		<input type="checkbox"/> No Change in Assessment <input type="checkbox"/> S357 Required for Next Year				
RTC/RTQ	2005 Base-year CVA	2006 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2006 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>67</u>			<u>103,000</u>					
<u>01</u>			<u>37,000</u>					
Revised:				Reason for Change:				
Reason Original Assessment Revised:								

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund
Total Amount: _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: ____/____/____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:
Hearing Date (MM/DD/YY): ____/____/____

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

Date: 2021-07-08 11:08:49 AM
User: hhatch
Batch: HH07082021RIV

Town of Fort Frances
Distribution Summary
Property Taxes

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$885.06
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	\$706.93
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	\$178.13
Report Total:		\$0.00
*** END OF REPORT ***		

System: 2021-07-08 11:08:54 AM
User: hhatch

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07082021RIV

Code	Description	Land	Improvements	Other	Total	Levy
		Exempt Land	pt Improvements	Exempt Other		

General						
CTN	Com Tx:Full - NoSup	\$0	\$0	-\$21,000	-\$21,000	-\$885.06
		\$0	\$0	\$0		

	Total General	\$0	\$0	-\$21,000	-\$21,000	-\$885.06
		\$0	\$0	\$0		

Report Total:						-\$885.06
=====						

Treasury Report 2021/35

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 202 Second St E (2021) Roll# 5912-020-008-01900-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for June 14, 2021 to December 31, 2021 for 202 Second Street East. MPAC has removed the commercial apportionment from the property effective the date of the June 2021 sale and reallocated this amount to residential. The impact to the 2021 taxes is a reduction of \$177.76, of which \$123.39 is municipal and \$54.37 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of taxes for June 14, 2021 to December 31, 2021 under Section 357/358 of the *Municipal Act* for property located at 202 Second Street East resulting from the sale of the property and thus a reallocation from commercial to residential.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 202 Second Street East resulting from the sale of the property and thus a reallocation from commercial to residential.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**357 Applications**

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
201	2021	2.8.01900	-14,200	CT	0.03366352	0.00848241	-263.24					-66.33		-329.57
201	2021	2.8.01900	14,200	RTES	0.01788408	0.00153000	139.85		11.96					151.81
							-123.39		11.96			-66.33		-177.76

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) BONE, KYLA RAE
 ARMSTRONG, NADINE DELORES
 Roll number 5912-020-008-01900-0000
 Property location 202 SECOND ST E
 Property description PLAN M68 BLK 3 LOT 10 48R 3158 PTS 1 & 2 PCL 10-3 & PCL BLK 3-10-2
 Municipality/Local taxing authority FORT FRANCES TOWN
 Application number
 Application reason Classification Change
 Received date July 06, 2021
 Claim relief period From: June 14, 2021 - To: December 31, 2021
 Taxation year 2021

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR COM C T	13,000	14,200	13,300	13,600	13,900	14,200
OWNR RU R T	80,000	86,800	81,700	83,400	85,100	86,800
Total	93,000	101,000	95,000	97,000	99,000	101,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR RU R T	93,088	101,000	95,066	97,044	99,022	101,000
Total	93,088	101,000	95,066	97,044	99,022	101,000

MPAC Remarks

MPAC has removed the commercial apportionment from the property effective the date of the June 2021 sale.

MPAC Representative:

Mark Cawston

Date:

July 07, 2021



SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #:
Taxation Year: <u>2021</u>

Municipality: TOWN OF FORT FRANCES Roll Number: 59-12-080-008-019-00
 Property Address: 202 SECOND STE Applicant Name: KYLA BONE
 Owner Name: KYLA BONE / N. ARMSTRONG Contact Number: 807-271-8898
 Mailing Address: 202 SECOND STE Alternative Number: _____
FF ON P9A 1M6 Email Address: Kyla-Rae@hotmail.com

Reason for s357 application: (Check one box – applicable to s357 only)

- ☒ Ceases to be liable for tax at rate it was taxed – 357(1)(a) ☐ Became vacant or excess land – 357(1)(b)
☐ Became exempt – 357(1)(c) ☐ Sickness or extreme poverty – 357(1)(d.1)
☐ Razed by fire, demolition or otherwise – 357(1)(d)(i) ☐ Mobile unit removed – 357(1)(e)
☐ Damaged and substantially unusable – 357(1)(d)(ii) ☐ Gross or manifest clerical/factual error – 357(1)(f)
☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application: NEW OWNER WILL NOT BE OPERATING A BUSINESS @ THIS ADDRESS

Effective from: 06/14/21 to 12/31/21 Applicant Signature: Kyla Bone Date: 07/01/21
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				TREASURER'S RECOMMENDATION TO COUNCIL				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/> Enter Revisions Below		Assessment Report		School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other		
				<input type="checkbox"/> No Change in Assessment		<input type="checkbox"/> S357 Required for Next Year		
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>RT</u>			<u>14,200</u>					
<u>ATES</u>			<u>86,800</u>					
Revised:				Reason for Change:				
Reason Original Assessment Revised:								

TREASURER'S REPORT ON TAX LIABILITY						
RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy	

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: ____/____/____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): ____/____/____

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

Date: 2021-07-08 11:39:09 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07082021BONE

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$177.76
10-010-0150-0121-50019	Residential - ES	-\$139.85
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	\$263.24
10-010-0151-0121-50019	Residential - ES	-\$11.96
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	\$66.33
	Report Total:	\$0.00

*** E N D O F R E P O R T ***

System: 2021-07-08 11:39:46 AM
 User: hhatch

Town of Fort Frances
 Levy Assessment Trial Balance

Page: 1

Batch: HH07082021BONE

		Land		Improvements		Other			
Code	Description	Exempt	Land	pt	Improvements	Exempt	Other	Total	Levy

General									
CTN	Com Tx:Full - NoSup		\$0		\$0		-\$14,200	-\$14,200	-\$329.57
			\$0		\$0		\$0		
RTES	Res/Farm Tx:Full - ESep		\$0		\$0		\$14,200	\$14,200	\$151.81
			\$0		\$0		\$0		

	Total General		\$0		\$0		\$0	\$0	-\$177.76

Report Total:									-\$177.76

Treasury Report 2021/37

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 814 Scott St (2021) Roll# 5912-030-002-02700-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for January 1, 2021 to December 31, 2021 for 814 Scott Street. The adjustment is due to the demolition of all structures, resulting in vacant land. The impact to the 2021 taxes is a reduction of \$7,411.36 of which \$5,971.08 is municipal and \$1,440.28 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of taxes for January 1, 2021 to December 31, 2021 under Section 357/358 of the *Municipal Act* for property located at 814 Scott Street resulting from the demolition of all structures.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 814 Scott Street resulting from the demolition of all structures.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**357 Applications**

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2021	3.2.02700	-165,900	CT	0.03366352	0.00848241	-5,584.78					-1,407.23		-6,992.01
	2021	3.2.02700	-21,600	RTEP	0.01788408	0.00153000	-386.30	-33.05						-419.35
							-5,971.08	-33.05				-1,407.23		-7,411.36

Date: 2021-07-08 10:51:58 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07082021357

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$7,411.36
10-010-0150-0121-50018	Residential - EP	\$386.30
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	\$5,584.78
10-010-0151-0121-50018	Residential - EP	\$33.05
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	\$1,407.23
	Report Total:	\$0.00
*** END OF REPORT ***		

System: 2021-07-08 10:52:27 AM
User: hhatch

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07082021357

Code	Description	Land Exempt	Land pt	Improvements Improvements	Other Exempt	Other	Total	Levy

General								
CTN	Com Tx:Full - NoSup	\$0		\$0		-\$165,900	-\$165,900	-\$6,992.01
		\$0		\$0		\$0		
RTEP	Res/Farm Tx:Full - EPub	\$0		\$0		-\$21,600	-\$21,600	-\$419.35
		\$0		\$0		\$0		
Total General		\$0		\$0		-\$187,500	-\$187,500	-\$7,411.36
		\$0		\$0		\$0		
Report Total:								-\$7,411.36
=====								

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	FRIESEN FIVE INC
Roll number	5912-030-002-02700-0000
Property location	814 SCOTT ST
Property description	TOWN PLOT ALBERTON PT LOT 411 PCL 1593
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	January 26, 2021
Claim relief period	From: January 01, 2021 - To: January 31, 2021
Taxation year	2021

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR COM C T	135,609	165,900	143,182	150,755	158,327	165,900
OWNR RU R T	40,179	49,100	42,409	44,640	46,870	49,100
Total	175,788	215,000	185,591	195,395	205,197	215,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR VL R T	22,503	27,500	23,752	25,002	26,251	27,500
Total	22,503	27,500	23,752	25,002	26,251	27,500

MPAC Remarks

MPAC has processed the property to vacant land from the 2021 roll value for the removal of all structures.

<i>MPAC Representative:</i>	Mark Cawston
<i>Date:</i>	January 28, 2021

SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #:

Taxation Year:

8081

Municipality:

TOWN OF FORT FRANCES

Roll Number:

59-12-030 008-081-00

Property Address:

814 SCOTT ST

Applicant Name:

Y. KORUNNAYA

Owner Name:

FRIESEN FIVE INC

Contact Number:

807-861-1994

Mailing Address:

PO BOX 15

Alternative Number:

FF, ON P91A 3M5

Email Address:

Y.KORUNNAYA@GMAIL.COM

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a) ☐ Became vacant or excess land – 357(1)(b)
- ☐ Became exempt – 357(1)(c) ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☒ Razed by fire, demolition or otherwise – 357(1)(d)(i) ☐ Mobile unit removed – 357(1)(e)
- ☐ Damaged and substantially unusable – 357(1)(d)(ii) ☐ Gross or manifest clerical/factual error – 357(1)(f)
- ☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application:

BUILDING DEMOLISHED. NEW CONSTRUCTION PLANNED

Effective from:

01/01/21 to 12/31/21

Applicant Signature:

Yulia

Date: 01/26/2021

Yulia Korunnaya - Director of Friesen Five Inc.

(MM/DD/YY)

ASSESSMENT REPORT:

MUNICIPALITY

Assessment Roll
As ReturnedRevised Since
Roll Return☐

Enter Revisions Below

TREASURER'S RECOMMENDATION TO COUNCIL

Assessment Report

School Bd:

☐

Eng

☐

Fr

☐

Other

☐ No Change in Assessment☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
CT RTQ			165,900 49,100					

Revised:

Reason for Change:

Reason Original Assessment Revised:

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount _____

Comments:

Treasury Position: _____ Signature: _____ Date: ____/____/____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): ____/____/____

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

Treasury Report 2021/38

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 319 First Street East (2021) Roll# 5912-020-002-10400-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for June 1, 2021 to December 31, 2021 for 319 First Street East. The adjustment is due to the demolition of the residence with a small garage remaining, resulting in vacant land with outbuilding. The impact to the 2021 taxes is a reduction of \$381.31 of which \$351.26 is municipal and \$30.05 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of taxes for June 1, 2021 to December 31, 2021 under Section 357/358 of the *Municipal Act* for property located at 319 First Street East resulting from the demolition of the residence with a small garage remaining.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 319 First Street resulting from the demolition of the residence with a small garage remaining.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
214	2021	2.2.10400	-33,500	RTEP	0.01788408	0.00153000	-351.26	-30.05						-381.31

SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/ Appeal #:	
Taxation Year:	2024

Municipality: TOWN OF FORT FRANKS Roll Number: 68-12-080-009-104-00
Property Address: 214 FIRST ST E Applicant Name: KIM METKE
Owner Name: ROSENGARTEN HOLDINGS Contact Number: 307-574-6388
Mailing Address: 8243 SWE AVE S Alternative Number: 307-576-9107
FORT FRANKS CO PMB 203 Email Address: METKE.KIM@GMAIL.COM

[illegible]

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	ROSENGARTEN HOLDINGS INC
Roll number	5912-020-002-10400-0000
Property location	319 FIRST ST E
Property description	PLAN M84 LOT 40 TO 42 E1/2 LOT 43 PCL 41-1,40-1,43-1
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	July 15, 2021
Claim relief period	From: June 01, 2021 - To: December 31, 2021
Taxation year	2021

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR RU R T	68,000	70,000	68,500	69,000	69,500	70,000
Total	68,000	70,000	68,500	69,000	69,500	70,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR OT R T	35,457	36,500	35,718	35,979	36,239	36,500
Total	35,457	36,500	35,718	35,979	36,239	36,500

MPAC Remarks

MPAC confirmed removal of residence, small garage remains, updated to vacant land with outbuilding at OT RT.

MPAC Representative:	Mark Cawston
Date:	July 15, 2021

Date: 2021-07-26 9:00:28 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

AGENDA ITEM #3.7
Page: 1

Batch: HH07262021ROS

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$381.31
10-010-0150-0121-50018	Residential - EP	\$351.26
10-010-0151-0121-50018	Residential - EP	\$30.05
	Report Total:	\$0.00

*** E N D O F R E P O R T ***

System: 2021-07-26 9:00:35 AM
User: hhatch

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07262021ROS

Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy

General						
RTEP	Res/Farm Tx:Full - EPub	\$0	\$0	-\$33,500	-\$33,500	-\$381.31
		\$0	\$0	\$0		

	Total General	\$0	\$0	-\$33,500	-\$33,500	-\$381.31
		\$0	\$0	\$0		

	Report Total:					-\$381.31
=====						

Treasury Report 2021/36

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 515 Second St W (2021) Roll# 5912-010-003-02700-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for March 20, 2021 to December 31, 2021 for 515 Second Street East. The adjustment is due to a fire which has made the residential home unusable. The value of the residential home has been removed from the roll until such time as the repairs are made. The impact to the 2021 taxes is a reduction of \$1,259.39, of which \$1,160.14 is municipal and \$99.25 is education.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

Administration recommends that Council approve the adjustment of taxes for March 20, 2021 to December 31, 2021 under Section 357/358 of the *Municipal Act* for property located at 515 Second Street West resulting from a fire.

Council Approval of this Report will agree to the recommendation of Administration to process the adjustment for 2021 taxes under Section 357/358 of the Municipal Act for property located at 515 Second Street West resulting from a fire.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**357 Applications**

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
287	2021	1.3.02700	-82,500	RTEP	0.01788408	0.00153000	-1,160.14	-99.25						-1,259.39

Note: also submitted Building Permit to MPAC on June 8/21

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	RIDLER, SHANNON ALICE
Roll number	5912-010-003-02700-0000
Property location	515 SECOND ST W
Property description	PLAN SM62 LOT 9 PCL 9-2
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Damaged by Fire
Received date	May 18, 2021
Claim relief period	From: March 20, 2021 - To: December 31, 2021
Taxation year	2021

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR RU R T	107,000	105,000	105,000	105,000	105,000	105,000
Total	107,000	105,000	105,000	105,000	105,000	105,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR OT R T	22,929	22,500	22,500	22,500	22,500	22,500
Total	22,929	22,500	22,500	22,500	22,500	22,500

MPAC Remarks

MPAC has processed the tax application for substantially damaged and unusable due to fire as of the effective date of the application. Value of residential home removed until such time as repairs are made. No permit has been received at this time from the municipality for repairs. OReg 282/98 states: 1.(1) The following land, if it is not being used, is vacant land for the purposes of this Regulation: 4. Land upon which a building or structure has been built if the building or structure is substantially unusable.

MPAC Representative:

Mark Cawston

Date:

June 01, 2021

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$1,259.39
010-0150-0121-50018	Residential - EP	\$1,160.14
10-010-0151-0121-50018	Residential - EP	\$99.25
Report Total:		\$0.00
*** E N D O F R E P O R T ***		

System: 2021-07-08 11:27:23 AM
User: hhatch

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07082021RID

		Land	Improvements	Other		
Code	Description	Exempt Land	pt Improvements	Exempt Other	Total	Levy

General						
RTEP	Res/Farm Tx:Full - EPub	\$0	\$0	-\$82,500	-\$82,500	-\$1,259.39
		\$0	\$0	\$0		

	Total General	\$0	\$0	-\$82,500	-\$82,500	-\$1,259.39
		\$0	\$0	\$0		

Report Total:						-\$1,259.39
=====						

SECTION 357/358 APPLICATION

Application/Appeal #

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year:

Municipality: TOWN OF FORT FRANKLIN Roll Number: 59-12-010-003 007.00
 Property Address: 515 SECOND ST W Applicant Name: SHANNON RIDLER
 Owner Name: SHANNON RIDLER Contact Number: 807-861-1615
 Mailing Address: 515 SECOND ST W Alternative Num: _____
FF BN P9A QZS

Reason for Application: (Check one box only)

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)
☐ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Gross or manifest clerical/factual error - 357(1)(f)
☒ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: FIRE AS OF MARCH 20, 2021

Effective from:

03/20/21 to 12/31/21

Applicant Signature:

[Signature]

Date:

05/18/21

ASSESSMENT REPORT: MUNICIPALITY

ASSESSOR

Assessment Roll
As ReturnedRevised Since
Roll Return☐

Enter Revisions Below

Assessment Report

School Bd:

☐ Eng☐ Fr☐ Other☐ No Change in Assessment☐ S357 Required for Next Year

RTC/RTQ	2012 Base-year CVA	2016 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2012 Base-year CVA	Revised 2016 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>RTER</u>			<u>103,000</u>					

Revised:

Reason for Change (Assessor Comments):

Reason Original Assessment Revised:

Assessor Name:

Signature:

Date:

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount _____

Comments:

Treasury Position:

Signature:

Date:

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY):

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant

Appeared for Municipality

Signature of Council/ARB Member

Name/Title

TREASURY REPORT 2021/43

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: Riverside Foundation for Health Care- "Picture This" Capital Campaign

BACKGROUND

At the June 28, 2021, Council Meeting, the letter received from Riverside Foundation for Health Care requesting the Town pledge a gift of \$60,000 over three years to the "Picture This" capital campaign was referred to the Administration & Finance Executive Committee for recommendation.

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. The campaign aims 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 in order to provide the Gold Standard of Care for the communities of the Rainy River District.

The funding goal is \$1,500,000. The 2021 Town budget is already set, but there are options. Council could direct a portion of the carryforward surplus to this campaign, put the full amount in the 2022 budget, or spread out over 2022-24. There is also the question of what amount does the Town wish to contribute? The suggested amount is \$60,000, but any amount can be chosen. Administration is looking for direction from Council to proceed.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve a pledge from the Town in the amount of \$60,000 and further that this be funded by any available 2021 Surplus, or the amount be spread over the 2022-24 budgets. The committee would also like to challenge the other municipalities in the district to pledge towards this campaign.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to pledge \$60,000 to the Riverside Foundation for Health and further that this be funded by any available 2021 Surplus, or the amount be spread over the 2022-24 budgets. Council would also like to challenge the other municipalities in the district to pledge towards this campaign.

To: Mayor and Council
From: Tyler Moffitt, Fire Chief/CEMC
Date: August 4, 2021
Subject: Community Risk Assessment

Background

The Town of Fort Frances is required to conduct a Community Risk Assessment (CRA) and use the completed CRA to enable elected officials to make informed decisions about the provision of fire protection services in the municipality.

A CRA must be conducted in accordance with Ontario Regulation 378/18 (O.Reg. 378/18), and the Fire Protection and Prevention Act 1997 (FPPA). This CRA was developed utilizing the guideline that the Office of the Fire Marshal and Emergency Management (OFMEM) developed to assist municipalities with this process.

Community Risk Assessments allow municipalities to make informed decisions about the types and levels of fire protection services they will provide based on identified risks.

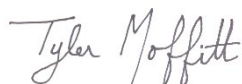
Fire services can then implement the necessary treatment options, operational functions and activities needed to address the community risks.

Wayne Riches our Captain of Fire Prevention and Education was tasked with developing our Community Risk Assessment for our town; his time and effort are greatly appreciated.

Meanwhile, I have included the Community Risk Assessment document, which consists of 54 pages.

The Administration & Finance Executive Committee recommends that Council approve the report as presented and accept this Community Risk Assessment so it may be used to evaluate the level of fire protection services required in the Town of Fort Frances.

Respectfully submitted,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire Rescue Service

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

COMMUNITY RISK ASSESSMENT

FOR THE

TOWN OF FORT FRANCES



Completed by:

Wayne Riches,
Captain of Fire Prevention and Education
Fort Frances Fire and Rescue Service

May 12, 2021

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INTRODUCTION

A Community Risk Assessment allows a fire department to make informed decisions about the types and levels of fire protection services they will provide based on identified risks. Risk is defined as a measure of the probability and consequence of an adverse effect to health, property, organization, environment, or community as a result of an event, activity or operation. By identifying all fire and life safety risks in the community and prioritizing them based on the probability of occurrence and the impact they would have if they occurred the fire department is able to determine which risks to address and how best to address them. A risk assessment will assist the fire department in determining their level of service, including programs and activities for public fire safety education, fire code inspections/enforcement, and emergency response.

The *Fire Protection and Prevention Act, 1997 (FPPA)* mandates that every municipality in Ontario shall establish a program which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances. In the fire service, these elements are commonly referred to as the Three Lines of Defense:

1. Public Fire Safety Education
2. Fire Safety Standards and Enforcement
3. Emergency Response

In order to meet these obligations, municipalities need to make informed decisions with respect to the types and levels of fire protection services they provide. This requires an understanding of the risks facing the community that can be identified through a community risk assessment. Once identified, the risks can be prioritized to

assist in making informed decisions about risk treatment options and the provision of fire protection services.

Ontario Regulation 378/18: Community Risk Assessments (O. Reg. 378/18) requires that every municipality and every fire department in a territory without municipal organization complete a community risk assessment and use it to inform decisions on the provision of fire protection services. The Community Risk Assessment is an in-depth and comprehensive assessment to inform fire protection service levels and requires the identification, analysis, evaluation and prioritizing of risk, based on nine mandatory profiles. The regulation outlines a standard set of information profiles that must be considered when conducting a community risk assessment. The information and data gathered to address each of the profiles will assist in determining and prioritizing the risks to public safety in the community and determining the fire protection services to be provided by municipalities and fire departments in territories without municipal organization to address those risks.

The mandatory profiles identified in Schedule 1 of O. Reg. 378/18 were determined from examining various current industry models on risk assessment. Many of these models provide comprehensive coverage pertaining to identification of data and information relating to community risks. However, it should be noted that these risk assessment models may or may not include all of the nine mandatory profiles as identified in Schedule 1 of O. Reg. 378/18. Municipalities and fire departments in territories without municipal organization may use other tools, models or guidelines to conduct their community risk assessments provided that their final community risk assessment meets all the requirements outlined in O. Reg. 378/18., including consideration of each of the nine mandatory profiles identified in the regulation.

The Guideline provides suggestions as to how to record and analyze the data/information using the sample worksheets that are provided in the Guideline. Municipalities and fire departments in territories without municipal organization have flexibility to include any additional information (e.g., maps, charts, diagrams) they deem appropriate to best assist them in analyzing their data and information in order to make informed decisions on fire protection services.

The first step in conducting a community risk assessment is to identify the various fire and life safety risks in the community. This can be done by gathering data about the make-up of the community and the activities occurring there. O. Reg. 378/18 requires fire departments to consider the following profiles when completing their community risk assessment to ensure the risk assessment best considers all potential risks in the community:

1. Geographic Profile
2. Building Stock Profile
3. Critical Infrastructure Profile
4. Demographic Profile
5. Hazard Profile
6. Public Safety Response Profile
7. Community Services Profile
8. Economic Profile
9. Past Loss and Event History Profile

Through research, we can gather and review data and information about each of these profiles to identify the fire and life safety risks impacting the community. Working through the steps indicated in the chart below, a Risk Assessment that accurately

depicts community risks and solutions that best address those risks, can be developed and implemented.

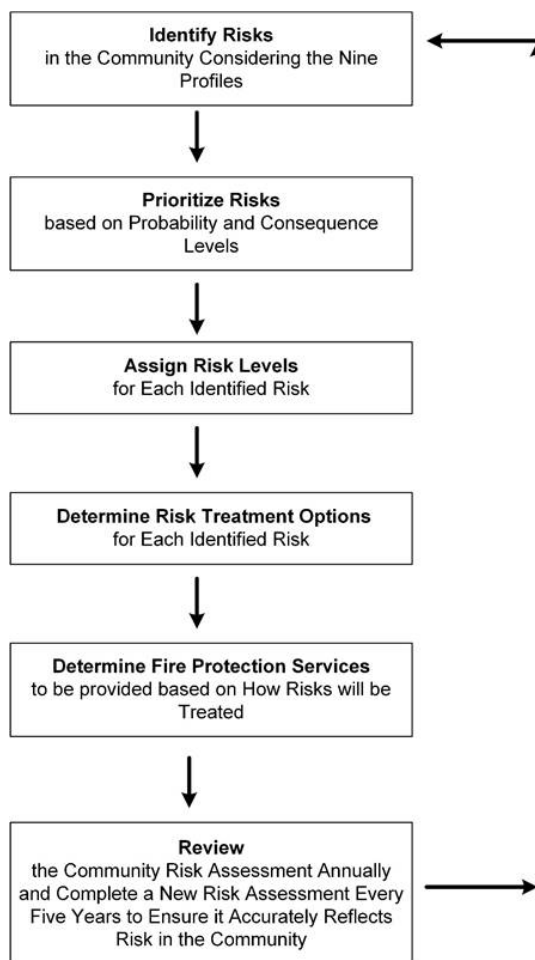


Figure 1. OFM TG-02-2019 Community Risk Assessment Guideline – Appendix D: Community Risk Assessment Flow Chart

RISK ASSESSMENT METHODOLOGY

Through the completion of a Community Risk Assessment, a Community's local needs and circumstances can be determined, therefore providing the necessary information to make informed decisions and assist with determining the level of service the local Fire Department may provide to best meet those needs and circumstances. Local needs and

circumstances are determined by first looking at 9 various profiles within a Community. Through in-depth research and assessment of data and utilizing the ***Risk Level Matrix***, we can determine the level of fire risk to a Community, based on probability and consequence.

Risk Level Matrix

	ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
	LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
	POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
	UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
	RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC

Probability ↑

↓ Consequence →

Figure 2. OFM TG-02-2019 Community Risk Assessment Guideline – Risk Level Matrix

Probability is based on past occurrences within the Community, similar Communities and the Province as a whole. It categorizes likelihood into five categories:

1. ***Rare*** – may occur, no incidents in past 25 years.
2. ***Unlikely*** – could occur, at least one incident in past 10 years.
3. ***Possible*** – might occur, occurs annually on average, with 1-5 incidents in past year.
4. ***Likely*** – will probably occur, multiple or reoccurring incidents in past year, may occur monthly with 10-50 incidents per year.
5. ***Almost Certain*** – Expected to occur, multiple or reoccurring incidents, may occur weekly or daily.

Consequence is determined based on the potential for loss or negative outcomes and takes into consideration four factors:

1. ***Life Safety*** – injury or loss of life due to exposure to fire or other situations.

2. **Property Loss** – dollar loss to private and public buildings, property content, assets, significant landmarks, critical infrastructure due to fire.
3. **Economic Impact** – dollar losses associated with property income, closure of business, reduction in tourism, tax assessments, job loss due to fire.
4. **Environmental Impact** – harm to people, fish/wildlife/vegetation due to decline in quality of life, resulting from environmental contamination due to fire and fire suppression activities.

Consequence levels are categorized into 5 areas and are based on severity. They range from:

Insignificant	<ul style="list-style-type: none"> - no life safety issues - limited value or no property loss - no impact to local economy - no impact on general living conditions
Minor	<ul style="list-style-type: none"> - potential risk to life safety of occupants - minor property loss - minimal disruption to business activity - minimal impact on general living conditions
Moderate	<ul style="list-style-type: none"> - threat to life safety of occupants - moderate property loss - poses threat to small local businesses - could pose threat to quality of the environment
Major	<ul style="list-style-type: none"> - potential for large loss of life - result in significant property damage - significant threat to businesses, local economy, tourism - impact to the environment, resulting in short-term, partial evacuation of resident and businesses
Catastrophic	<ul style="list-style-type: none"> - significant loss of life - property damage to significant portion of the Municipality and Community - long-term disruption of businesses, employment, tourism - environmental damage resulting in long-term evacuation of local residents and businesses

Both probability and consequence are assigned a numerical value ranging from 1 to

10,000. The risk level is then determined by multiplying the numerical values assigned to the category (fire risk = probability x consequence). The risk level is then attributed to the risk category, with risk being classified as low risk, moderate risk or high risk.

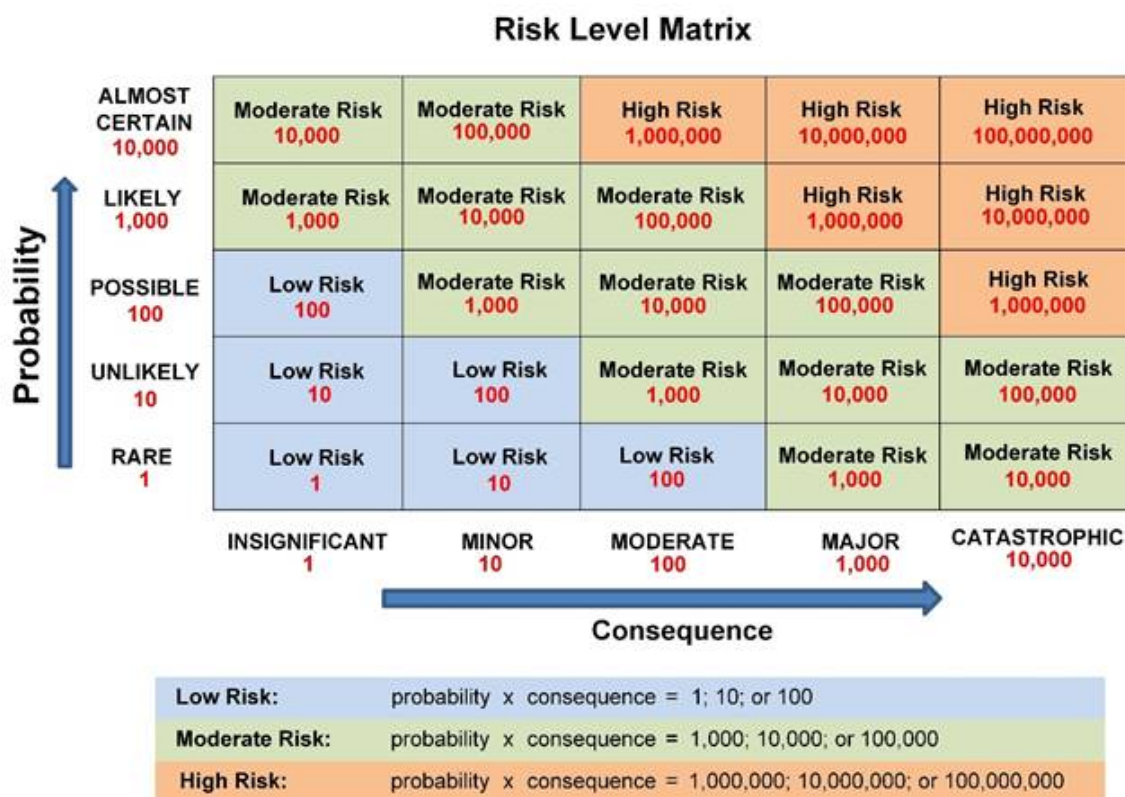


Figure 3. OFM TG-02-2019 Community Risk Assessment Guideline – Appendix B: Risk Level Matrix (numerical values)

Once risk levels have been assigned, fire departments can determine how to best treat each risk and what resources are required to do so. Options for treating risk include:

1. ***Avoid the Risk*** (involves implementing programs and initiatives to prevent a fire emergency from happening, i.e., public fire safety education programs)
2. ***Mitigate the Risk*** (involves the implementing of programs and initiatives to

- reduce the probability and/or consequence of a fire emergency, i.e., routine fire safety inspections/enforcement, pre-planning program to develop a knowledge of building stock profile/layout/contents, etc.)
3. ***Accept the Risk*** (no specific programs/initiatives will be implemented to address the risk, fire department accepts the potential risk and will respond appropriately, i.e., fire department does not implement programs to prevent motor vehicle collisions, but responds accordingly)
 4. ***Transfer the Risk*** (means the fire department transfers the impact and/or management to another organization or body)

Options for treating fire risk within a Community can be addressed using strategies from one or more of the “Three Lines of Defense”. They include Public Fire Safety Education, Fire Safety Standards and Enforcement, and Emergency Response. The goal is to determine which strategy (line of defense), is most effective in dealing with the Community fire risk.

GEOGRAPHIC PROFILE

Overview

The Town of Fort Frances is a border town, situated within the Rainy River District, along the shores of Rainy Lake and Rainy River, which flow westward into Lake of the Woods. Across the river is the community of International Falls, it has a population of approximately 5800 and is positioned in the northern portion of the State of Minnesota. There are several small communities within the Rainy River District, including Couchiching First Nation that shares a north-east boundary with Fort Frances and has a population of approximately 1000 people. Fort Frances is home to some 7800 people and is situated centrally between Thunder Bay, Winnipeg, and Minneapolis to the south. The geography is unique, with the Canadian Shield immediately to the east and prairie

flat lands to the west. The Community is situated on this geographic transition. Analysis of geographical features include roadways and highways used to access the community and those areas within the community, rail lines used to transport goods and services, water body features that are used for water supply, recreation and transportation and a comprehensive wildland-urban interface around most of the Municipal boundaries. Compromising these features could pose inherent fire related risks to the community, as well as affect fire department access and response delays.



Figure 4. maps.google.com

Rail Lines

The risk potential for railway emergencies within the Municipal boundaries of Fort Frances and nearby communities within the Rainy River District is very concerning and a top priority. There have been a significant number of incidents involving train derailments and damaged rail cars within the Rainy River District in recent years. CN indicates that an average of 18-20 trains routinely pass through Fort Frances over a 24-hour period, with typical lengths ranging from 1600 – 8000 ft in length. The current maximum allowable train length is 10,000 ft (3 kilometres/2 miles). Rail cars transport commodities that range from grains to hazardous substances. One of the rail lines through the community is used to transport goods from Canada to the USA via a bridge

crossing at Rainier, Minnesota, over the mouth of Rainy River. It is the busiest border rail crossing in North America. Risks to the community include:

- Impact of potential hazardous spills
- Impact of potential large-scale fire due to ignition of flammable and combustible materials
- Requirement for a large-scale evacuation of the community
- Impact of water contamination downstream from the Rainier bridge crossing (drinking water supply & fire suppression for the Town of Fort Frances and other communities downstream)
- Impact of fire department response, derailment may split the town in half (north and south section), depending on location of a derailment. Significant delay in response, as fire department resources are all positioned on south side of rail lines

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls. Develop a partnership with CN Rail and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to railway emergencies.

Water bodies/Features

Fort Frances is situated along the shores of Rainy Lake and the north side of Rainy River. These bodies of water supply potable water to Couchiching First Nation, Fort Frances, International Falls Minnesota, and multiple communities down-stream. They also serve as the Town's water supply for fire suppression efforts as well as for recreation and transportation. Risk to the community includes:

- Impact of water contamination due to emergencies such as a train derailment or hazardous spills that enter the water body.
- Impact of flooding in the community

- Impact on water rescue operations in relation to time of year.

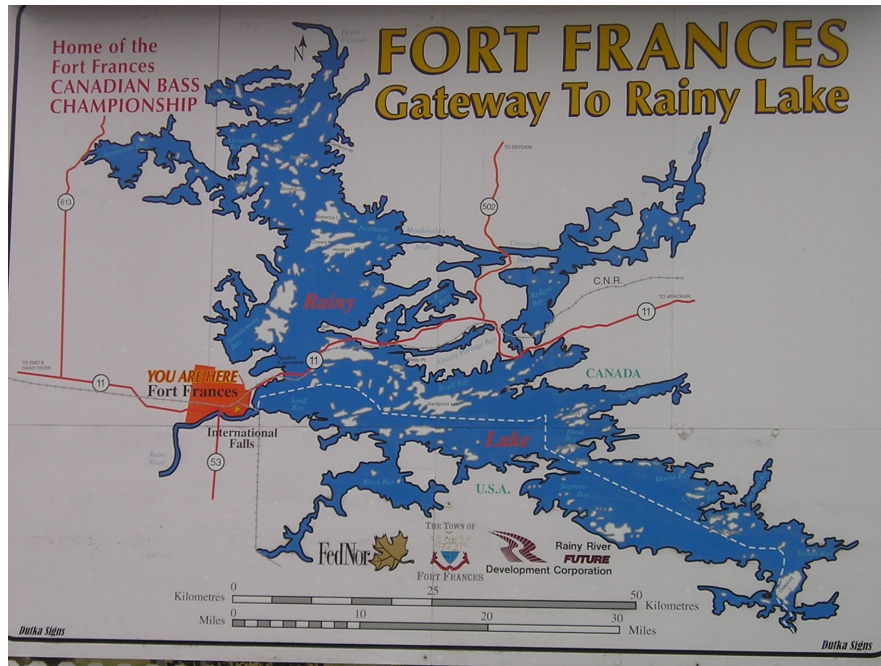


Figure 5. Town of Fort Frances and Rainy Lake

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Develop an understanding of water treatment plant response protocols that address possible water contamination. Work in partnership with the Town's Public Works Department to determine additional response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to all water related emergencies.

Roadways/Transportation

Fort Frances is accessed by highway 11/71 that travels through the centre of the town in an east to west direction. It provides a corridor for the transportation of goods and services, emergency response and travel for residents living within other townships and

municipalities. It is a gateway to the Rainy River District to the west and Lake of the Woods and the City of Kenora to the Northwest.

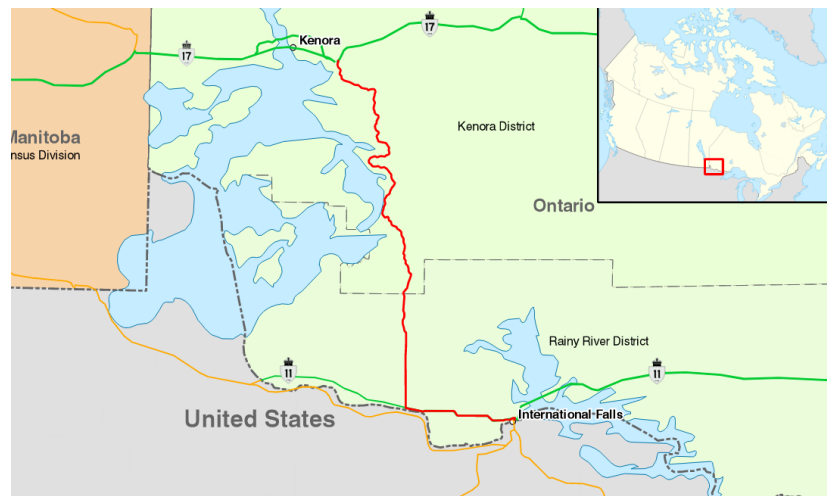


Figure 6. <https://www.google.com> Highway 11/71 (#11 green, #71 red)

* Fort Frances same location as International Falls

In addition, the causeway bridge is located east of Fort Frances and Couchiching First Nation and provides access to the east side of Rainy Lake. It provides the only means of crossing the water body in a vehicle. Risk to the community includes:

- Impact of road closures on the transportation of goods and services
- Impact of road closure on emergency response (MVC's, mutual aid calls, water rescue, etc.)
- Restricted access and/or delayed response within town limits
- Impact the arrival of additional resources to address emergency response, agency assist

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls across the border. Develop a partnership with the MTO to determine their response protocols, SOG's and resources

available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, strategically positioned to respond to emergencies.

Wildland-Urban Interface

The geographic positioning of Fort Frances is unique. To the east is the Canadian Shield with Great Lakes St. Lawrence and Boreal forest supporting the forest industry. To the west is flatter, mixed forest with prairie type land that supports agriculture. The east and south municipal boundaries are surrounded by water bodies (Rainy Lake and Rainy River), while the north and west boundaries show the presence of mixed forest, shrubbery, and grasslands. A significant number of residential homes have been built along these outer wildland-urban interfaces. Risk to the community includes:

- Impact of fire loss on the community
- Impact of public health hazards to residents from factors such as smoke



boreal forest photo



mixed forest photo

Figure 7. <https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.thecanadianencyclopedia>

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities, including early spring fire index monitoring. Establish response agreements with other Municipal Fire Services, including the Ministry of Natural Resources, where not already organized. Build on community services partnerships to

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determine their capabilities and services provided to assist in a local emergency. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, for emergency response.

BUILDING STOCK PROFILE

Overview

Part 3 of the Ontario Building Code (OBC), categorizes buildings into 6 classifications, further subdivided into specific divisions. All 6 classifications of buildings have specific fire safety expectations as defined within the Ontario Fire Code (OFC). It is the responsibility of the building owner to ensure compliance with the OFC. The Fort Frances Fire and Rescue Services monitors for continued OFC compliance through a well-established Fire Safety Inspection program that includes routine inspection and inspection upon complaint and/or request. Major occupancy classifications include:

Table 1. Building stock profile

Group	Division	Classification Description
Group A	1	Assembly occupancies intended for the purpose and viewing of the performing arts (2)
	2	Assembly occupancies not elsewhere classified in Group A (72)
	3	Assembly occupancies of the arena type (4)
	4	Assembly occupancies in which people are gathered in the open air (0)
Group B	1	Detention occupancies (3)
	2	Care and treatment occupancies (6)
	3	Care occupancies (0)
Group C	***	Residential occupancies (3603)
Group D	***	Business and Personal Services occupancies (93)

Group E	***	Mercantile occupancies (60)
Group F	1	High hazard industrial occupancies (2)
	2	Medium hazard industrial occupancies (34)
	3	Low hazard industrial occupancies (1)

All 6 building classifications can be found within the Town of Fort Frances. Further breakdown of building types has been determined to the best of the Fire Department's ability, utilizing information available from Town records and fire safety inspections. Numbers of buildings present have been categorized into group divisions and are highlighted yellow in the above table. The major occupancy type in Fort Frances is Group C residential and is comprised of all dwelling types, including single family detached, semi-detached, row housing, apartment units, hotels/motels, and fixed mobile homes. Mercantile, business and personal services, A2 assembly and medium hazard industrial make up most remaining occupancy types.

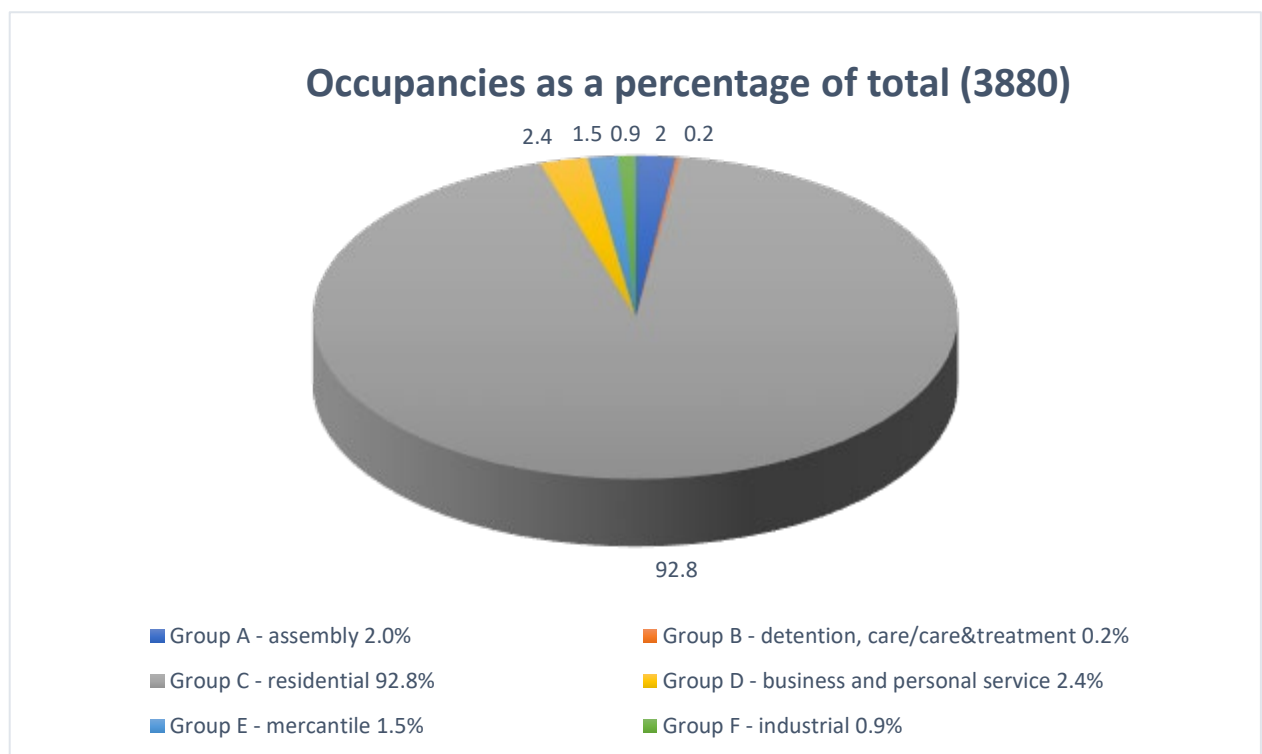


Figure 8.

Risk to the community varies with each occupancy classification type and have been individually addressed as follows:

Group D&E (Business & Personal Service, Mercantile):

Risk to community includes:

- Increased occupancy/occupant load
- Increase amounts of combustibles present
- Untrained staff – OFC requirements, fire safety plans, etc
- Blocked egress, deficient fire protection equipment
- Building size
- Building age - old construction (downtown core)
- Impact of economic loss, job loss, property loss
- Impact of disruption to supply chain

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Conduct routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program with the Town's downtown core as a priority. Work to resolve any Retrofit requirements established in Part 9 of the OFC where applicable. Promote fire safety education by offering training sessions to business owners that includes topics such as proper fire extinguisher use.

Group C (Residential):

Risk to the community includes:

- Impact of fire on injury, loss of life, property loss, occupant displacement
- Presence of secondary units within residential units (added with/without proper permitting), unknown to firefighters
- Impact of human behaviour (careless cooking, smoking, alcohol/drug use, hoarding of combustible materials)

- Impact of not having properly working smoke alarms, fire alarms, detection, etc.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes avoiding the risk and implementing appropriate response protocols, SOG's and additional activities. Continue to deliver public fire safety education programs with a focus on careless cooking and general fire safe behaviour in the home. Utilize community events to promote fire safety and reach a broad range of people. Continue to maintain and build upon the Fire Department's smoke alarm and CO alarm program, using local media, social media and person to person interaction. Re-establish local partnerships with community and special interest groups. Continue the routine fire safety inspections of hotels and motels and multi-unit dwellings. Inspection of single-family dwellings upon complaint or request.

Group B (Care and Detention):

Risk to the community includes:

- Impact of fire on injury, loss of life, property loss, occupant displacement
- Impact of building evacuation (large amount of people with mobility issues in care/treatment occupancies, persons under restraint in detention facilities) possibly resulting in delays
- Impact of not having enough staff and staff not properly trained
- Impact of combustible materials, furniture, etc, aiding in fire growth
- Impact of deficient fire protection equipment and life safety protection devices

Using the risk matrix, the risk level has been determined to be low for detention facilities and moderate for care and care/treatment facilities. Preferred treatment for both types of occupancies includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes Vulnerable occupancies being recognized as a priority within the community. Ensure mandatory fire

drill scenarios continue to be reviewed and approved by the Fire Department on an annual basis and fire drills are supervised by the Fire Department. Promote fire safety education by offering training sessions to staff that includes topics such as proper fire extinguisher use.

Group A (Assembly - all types):

Risk to the community includes:

- Increased occupancy/occupant load
- Occupants unfamiliar with building layout – delayed evacuation
- Untrained staff – OFC requirements, fire safety plans, etc
- Impact of deficient fire protection equipment and life safety protection devices
- Impact of increased amounts of combustible materials (furniture, decorations, other, aiding in fire growth)
- Building size
- Building age (new vs old construction)
- Impact of economic loss, job loss, property loss
- Impact of impairment due to alcohol consumptions (where applicable)

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes places of assembly. Ensure mandatory fire drills are conducted and are supervised where necessary. Promote fire safety education by offering training sessions to staff that includes topics such as fire extinguisher use and fire safety plan training.

Group F (Industrial - low, medium, high):

Risk to the community includes:

- Impact of economic loss, job loss, property loss

- Impact of disruption to supply chain
- Impact of increase amounts of combustibles present, aid in fire growth
- Environmental impacts resulting from a fire
- Increased presence of ignition sources, flammable and combustible liquids
- Insufficiently trained staff
- Impact of deficient fire protection equipment and life safety protection devices
- Building size and construction type

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes all Group F industrial occupancy types. Ensure mandatory fire drills are conducted and are supervised where necessary. Promote fire safety education by offering training sessions to staff that includes topics such as fire extinguisher use and fire safety plan training.

CRITICAL INFRASTRUCTURE PROFILE

Overview

As indicated in Ontario Regulation 378/18: Community Risk Assessment, the critical infrastructure profile refers to “*facilities or services that contribute to the connected networks, services, and systems that meet vital human needs, sustain the economy, and protect public safety and security*”. By determining what critical infrastructure elements are present within the Community, we can establish how the elements are connected and the impact(s) on the Community if one or more elements becomes compromised. Critical infrastructure elements of priority within Fort Frances, include utilities (electricity, oil and gas supply), food and water, telecommunications and transportation.

Utilities (Electricity, Oil and Natural Gas)

Utilities are critical infrastructure that transport and store electricity, oil and natural gas to the community. A potential failure of utilities could be catastrophic. Hydro One transmission lines supply electricity to the Fort Frances Power Corporation, a privately owned corporation, who in turn, supply electricity to the Town of Fort Frances via their own transmission station. Much like many other northern communities, isolation presents additional challenges. The possibility of electrical grid failure for extended periods of time may be more likely, however, given that we are a smaller community, we can better prepare ourselves in the event of power grid failure. Fort Frances is serviced by 4 transmission lines: an east, west, south Minnesota and a mill (H2O Power) line. Failure in a transmission line may be addressed by re-routing power supply from another line if possible.

Natural gas is supplied to the community via a main feeder line and compressor station located on the Town's west municipal boundary. From there, smaller diameter secondary supply lines provide natural gas to businesses and residential homes. A failure in the supply line would be catastrophic to the community, especially in winter months, as natural gas is the primary heat source for many homes and businesses within the community.

Gasoline is transported to the area via tractor trailers. There are two gas stations within the community and a bulk fuel station located on McIrvine Road (western municipal boundary) and has a combined gasoline and diesel fuel capacity of approximately 340,000 litres. Risks to the community include:

Electricity

- Impact of wide-spread power grid failure due to fire (including forest fires)
- Impact of wide-spread power grid failure due to extreme weather events resulting in fire

- Geographic isolation resulting in limited staff and resources to deal with large scale incidents
- Current configuration of power grid does not guarantee alternative sources of electricity for transmission lines
- Diesel back-up generators have been established at Town evacuation centres, however, are a short-term solution only

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and activities that include additional electrical safety training and increased resources. Ensure the Fort Frances Fire and Rescue Service is familiar with FFPC operational guidelines and available resources. Involvement in table-top exercises that includes multiple agencies, would be beneficial. Establish a second power supply line from the Hydro One station to the FFPC station (Dual Electricity Supply Network – DESN) to secure a guaranteed alternate power supply to the community.

Natural Gas and Oil

- Impact of natural gas main supply line failure due to fire
- Impact of natural gas main supply line leak/increased risk of fire and/or explosion
- Need for large scale evacuation
- Source of heat – winter spike/reliance
- Impact of fire at bulk fuel station – potential for significant fire, large scale evacuation, fuel shortage in community

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes accepting the risk and implementing appropriate FD response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls Fire Department where not already established. Develop a partnership with EFG/Centra Pipelines and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and

Rescue Service has adequate training and resources that include equipment and staff for response to natural gas and bulk station emergencies. Involvement in table-top exercises that includes multiple agencies, would be beneficial.

Food and Water

The community of Fort Frances has its own water treatment plant, acquiring its water from the Rainy River, below the Rainier bridge. The sewage treatment plant is located to the south-west of the town, adjacent to the lower Rainy River. Groceries/sundries are primarily supplied by Walmart, Canada Safeway, The Place Fine Foods and Einers Grocery. Couchiching First Nation is a community of approximately 1000 people, who rely on these services as well to support their community. Any plant operations failures or breakdown of the food supply chain would be catastrophic to the residents of these communities. A breakdown of the food supply chain would more than likely be district wide and affect the multiple smaller communities in the area. Risks to the communities include:

Water Treatment Plant

- Impact of fire on clean drinking water supply and water for fire suppression efforts
- Toxic chemicals in plant, possible exposure to responding fire fighters and residents resulting from fire

Sewage Treatment Plant

- Impact of fire affects the ability to process raw sewage from the attached communities
- Possible environmental contamination of the lower Rainy River basin and potentially the water supply of communities located downstream.

Food Supply

- Impact of fire and its affects on the food supply chain, possible food shortages in the town and smaller communities within the district
- Effects are magnified due to additional variables such as Covid-19 pandemic (i.e., border closure limiting access to International Falls

Using the risk matrix, the risk level has been determined to be low with regards to incidents at the water and sewage treatment facilities and moderate when referring to the food supply chain. Preferred treatment for all includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Develop an understanding of water and sewage treatment plant response protocols and their resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to all potential emergencies. Conduct routine fire safety inspections of occupancies to ensure compliance with the Ontario Fire Code, with a focus on the 7 principles of life safety.

Telecommunications

Telecommunication is considered critical infrastructure, infrastructure that transmits information via various mediums and includes coaxial cable, fibre line, free space communication towers and switches. Telecommunication providers in the region include Bell, Tbay Tel, Shaw, CRC Communications and Vianet. Emergency services rely on all aspects of this infrastructure to ensure effective communication. A failure in such infrastructure may result in delayed fire/emergency response or no response at all. Risks to the community include:

- Impact of fire involving cell towers, municipal radio towers, telephone/fibre lines with ability to communicate (paging system, portable/mobile radio, cell phone could be offline)
- Impact of fire involving a telecommunication provider's facility (wireless networks/internet offline)

- Severe weather events could result in widespread areas of district with no communications
- Impact of a power grid failure – current battery and generator backup may provide short-term solution only

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate FD response protocols, SOG's and additional activities. The Town of Fort Frances has been very proactive in establishing backup power supply within the community. Two large diesel and one propane generator have been installed at the Fort Frances high school, arena and town hall. The generator at the town hall provides off grid electricity to the fire hall and keeps our communication infrastructure operational. The Fire Department has radio communications equipment located within the town's water tower. Currently the system is backed up with a battery that provides additional power for a very short time and a portable generator. A reliable long-term backup power supply should be established. The fire department has a secondary in-house paging system with the ability to page firefighters for necessary response, in the event our dispatch service is offline. Involvement in table-top exercises that includes multiple agencies may be beneficial.

Transportation

The roads network and rail lines are considered critical infrastructure. They provide a transportation corridor for the movement of goods and services, emergency response, and transportation for residents living within other townships and municipalities. It is a gateway to the Rainy River District to the west and Lake of the Woods and the City of Kenora to the Northwest. The rail line running through Fort Frances into Rainier Minnesota is the busiest border rail crossing in North America. In essence, the transportation network is the life blood that allows the area to survive. Compromising this infrastructure could have significant negative effects. Risks to the community include:

Roadways

- Impact of road closures on the transportation of goods and services
- Impact of road closure on emergency response (MVC's, mutual aid calls, water rescue, etc.)
- Restricted access and/or delayed response within town limits
- Impact arrival of additional resources for emergency response, agency assist

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls across the border. Develop a partnership with the MTO to determine their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, strategically positioned to respond to emergencies.

Railways

- Impact of potential hazardous spills
- Impact of potential large-scale fire due to ignition of flammable and combustible materials
- Requirement for a large-scale evacuation of the community
- Impact of water contamination downstream from the Rainier bridge crossing (drinking water supply & fire suppression for the Town of Fort Frances and other communities downstream)
- Impact of fire department response, derailment may split the town into a north and south section, depending on location of a derailment. Significant delay in response, as fire department resources are all positioned on south side of rail lines
- Impact of a breakdown of the supply chain (large scale), economic loss

Using the risk matrix, the risk level has been determined to be high. Preferred treatment

includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls across the border. Develop a partnership with CN Rail and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to railway emergencies.

DEMOGRAPHIC PROFILE

Overview

According to the Town's official website, the community is home to 7739 residents (2016 census), ranging in age from 0 to over 100 years. People between the ages of 50-59 are the greatest contributor to the overall demographic profile, making up 15% of the population. People between the ages of 40 – 69 make up almost 40% of the total population.

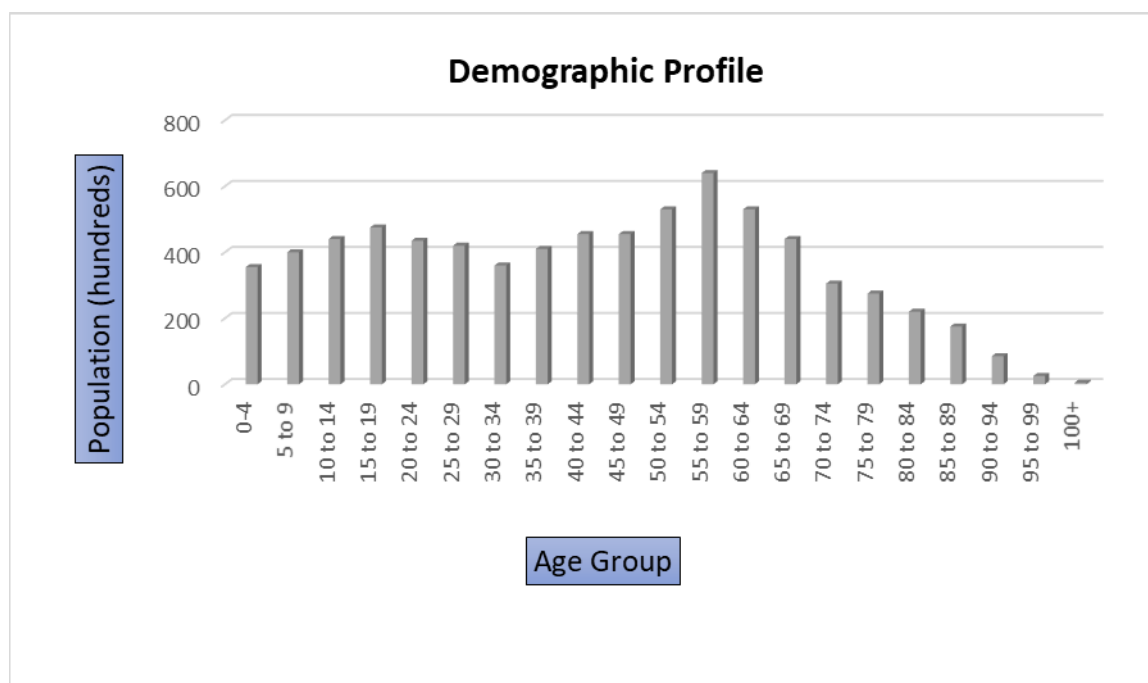


Figure 9.

The Town's population has remained relatively stable over the past 10 years, with a slight drop in overall numbers. Demographic profile is important to the fire service, as it is used to determine the community's highest risk groups and their associated populations. It has been well established within the fire service, that certain demographics are at higher risk of injury and/or death resulting from fire. Population demographics are considered by fire departments in the development and implementation of fire prevention and education programs and initiatives. The overall demographic profile breakdown for Fort Frances is as follows:

Table 2. Demographic Profile

Ages of Population	# of People	% of Total Population (not rounded off)
0-4	355	4.5%
5-9	400	5.1%
10-14	440	5.6%
15-19	475	6.1%
20-24	435	5.6%
25-29	420	5.4%
30-34	360	4.6%
35-39	410	5.2%
40-44	455	5.8%
45-49	455	5.8%
50-54	530	6.8%
55-59	640	8.2%
60-64	530	6.8%
65-69	440	5.6%
70-74	305	3.9%
75-79	275	3.5%
80-84	220	2.8%
85-89	175	2.2%
90-94	85	1.0%
95-99	25	.32%
100+	5	.06%

Additional factors to consider within the demographic profile of the community includes the ethnic diversity that exists. Along with a strong First Nations presence in the community, an increased number of persons from various ethnic backgrounds are making this area home. The fire service needs to take into consideration the cultural differences that exist when developing and delivering fire safety programs and initiatives. In recent years, there has been a steady increase in the amount of transient and homeless people within the community. Special consideration needs to be given to this population as well, as this presents its own unique challenges. The Fire Department must ensure that the fire and life safety needs of all people within the community are addressed.

Using the risk matrix, the risk levels have been determined to be moderate to high. This is directly associated with population age. The youth and the elderly are at the highest risk of injury and/or death resulting from fire. Youth struggle with the conceptual understandings of fire safe behaviour, while the elderly become less mobile and typically develop increased health issues. Preferred treatment includes avoiding the risk by implementing appropriate response protocols, SOG's and additional activities. Continue to deliver public fire safety education programs specific to age group with a focus on careless cooking and general fire safe behaviour in the home. Utilize community events to promote fire safety and reach a broad demographic group. Continue to promote grade specific fire safety to students in local schools, including additional activities during Fire Prevention Week. Continue to maintain and build upon the Fire Department's smoke alarm and CO alarm program, using local media, social media and person to person interaction. Re-establish local partnerships with community and special interest groups. Continue with inspections upon complaint and/or request and the routine fire safety inspections of schools, senior's homes/apartment complexes, and care occupancies. Ensure Fort Frances Fire and Rescue Service staff receive necessary training for the delivery of fire prevention and public education programs.

HAZARD PROFILE

Overview

Hazard is defined as any source of potential damage, harm or adverse health effects on something or someone *. As referenced in Ontario Regulation 378/18: Community Risk Assessment, hazard profile refers to the hazards in the community, including natural hazards, hazards caused by humans and technological hazards. Consideration of the potential hazards by the responding fire department is necessary to determine the level of risk and potential impact to the community, as well as the preferred treatment methods. Hazardous emergencies that have the potential to negatively impact the community, of which the fire department is most likely to respond to include train derailments, human health emergencies, electrical grid disruption, natural gas line and fuel disruption, and extreme weather events.

* https://www.ccohs.ca/oshanswers/hsprograms/hazard_risk.html

Train Derailment

The risk potential for railway emergencies within the Municipal boundaries of Fort Frances and nearby communities within the Rainy River District is very concerning and a top priority. There have been a significant number of incidents involving train derailments and damaged rail cars within the Rainy River District in recent years. CN indicates that an average of 18-20 trains pass through Fort Frances over a 24-hour period, with typical lengths ranging from 1600 – 8000 ft in length. The current maximum allowable train length is 10,000 ft (3 kilometres/2 miles). Rail cars transport commodities that range from grains to hazardous substances. One of the rail lines through the community is used to transport goods from Canada to the USA via a bridge crossing at Rainier, Minnesota, over the mouth of Rainy River. It is the busiest border rail crossing in North America. Risks to the community include:

- Impact of potential hazardous spills

- Impact of potential large-scale fire due to ignition of flammable and combustible materials
- Requirement for a large-scale evacuation of the community
- Impact of water contamination downstream from the Rainier bridge crossing (drinking water supply & fire suppression for the Town of Fort Frances and other communities downstream)
- Impact of fire department response, derailment may split the town into a north and south section, depending on location of a derailment. Significant delay in response, as fire department resources are all positioned on south side of rail lines

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes accepting the risk and implementing appropriate response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls across the border. Develop a partnership with CN Rail and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to railway emergencies.

Human Health Emergencies

Risk to human health is typically specific to the emergency event. The potential impact to human health will vary from low to extreme, based on many factors. In the fire service, typically the risk is related to fire, smoke, CO poisoning, and exposure to toxic chemicals/hazardous materials. There is an increased risk to fire fighters and other emergency responders, however the risk is addressed through specialized equipment and training. In recent months, the Covid-19 pandemic has added an additional level of risk, a biological hazard with the potential to affect many people. Risk to the community includes:

- Injury or death due to fire
- Injury or death due to exposure (smoke, CO, toxic materials)

- Increased risk of sickness or death due to biological infections

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and activities that include additional training and resources, including specialized PPE for biological infectious spread (Covid-19). Work in partnership with other emergency services and healthcare providers. Ensure the fire department maintains a full complement of full and part-time firefighters for response.

Electrical Grid Disruption

A potential failure or compromise of the electrical grid could be catastrophic and is magnified with winter temperatures. As with many other northern communities, isolation and geographic location present unique challenges. The possibility of electrical grid failure for extended periods of time may be more likely, however, given that we are a smaller community, we are better positioned to cope with such a power grid failure. Failure in a transmission line may be addressed by re-routing power supply from another line if possible. Risks to the community include:

- Impact of wide-spread power grid failure due to fire (including forest fires)
- Impact of wide-spread power grid failure due to extreme weather resulting in fire
- Increased risk to responding firefighters (electrocution, electrical burns, etc)
- Delayed response – specific to incident/location
- Secondary fires due to electrically charged lines

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and activities that include additional electrical safety training and increased resources. Ensure the Fort Frances Fire and Rescue Service is familiar with FFPC operational guidelines and available resources, with involvement in routine table-top

exercises. Establish a second power supply line from the Hydro One station to the FFPC station (Dual Electricity Supply Network – DESN) to secure a guaranteed alternate power supply to the community.

Natural Gas Main Line Disruption

Natural gas is supplied to the community via a main feeder line and compressor station located on the Town's west municipal boundary. From there, smaller diameter secondary supply lines provide natural gas to businesses and residential homes. A failure in the supply line would be catastrophic to the community, especially in winter months, as natural gas is the primary heat source for many homes and businesses within the community.

Gasoline is transported to the area via tractor trailers. There are two gas stations within the community and a bulk fuel station located on McIrvine Road (western municipal boundary) and has a combined gasoline and diesel fuel capacity of approximately 340,000 litres. Risks to the community include:

- Impact of natural gas main supply line failure due to fire
- Impact of natural gas main supply line leak/increased risk of fire and/or explosion
- Need for large scale evacuation
- Source of heat – increased dependence in winter months (time sensitive)
- Impact of fire at bulk fuel station – potential for significant fire, environmental contamination, large scale evacuation, fuel shortage in community

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes accepting the risk and implementing appropriate FD response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls Fire Department. Develop a partnership with EFG/Centra Pipelines and an understanding of their response protocols, SOG's and resources available for response. Ensure Fort Frances Fire and Rescue Service has

adequate training and resources that include equipment and staff for response to natural gas and bulk station emergencies. Involvement in table-top exercises that includes multiple agencies, would be beneficial.

Extreme Weather Events

Extreme weather events that could pose a hazard to the community include ice storms, blizzards, flooding, severe thunderstorms (with damaging winds, hail, lighting), and tornadoes. These events have the potential for large scale damage. Risks to the community include:

- Impact of weather events resulting in structure fires
- Impact of weather events resulting in forest fires
- Weather events resulting in hazmat incidents with additional risk of exposure
- Possibility of electrocution (residents, emergency responders)
- Impact of weather resulting in compromised critical infrastructure

Severe Storms



Ice Storms



Flooding



Tornadoes



Figure 10. <https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.thecanadianencyclopedia>

Using the risk matrix, the risk level has been determined to be low. Preferred treatment includes mitigating and implementing appropriate FD response protocols, SOG's and additional activities. Establish response agreements with additional Municipal Fire Services, including International Falls Fire Department. Work with additional Community Services to develop an understanding of the services they provide and the extent of their capabilities. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff for response to severe weather events. Involvement in table-top exercises that includes multiple agencies may be beneficial.

PUBLIC SAFETY RESPONSE PROFILE

Overview

As referenced in Ontario Regulation 387/18: Community Risk Assessment, the community services profile refers to the agencies and organizations in the community (i.e., police, EMS, rescue) that may respond to certain types of incidents.

The fire department works closely with the other emergency services in the community. Typically, the OPP, paramedics and fire department respond to many of the same incidents. Ultimately the lead agency is responsible, however, a unified command is utilized where possible. Partnerships with district fire services have been formed and mutual aid agreements have been signed to assist each other, ensuring that additional resources are available if necessary.

Ontario Provincial Police (OPP)

Community policing is provided by the Ontario Provincial Police. Their newly built detachment (2020) is staffed by a compliment of officers 24 hours a day. Officers typically control traffic at emergency scenes. When adequate staff are available,

firefighters will also provide traffic assistance where necessary. The fire investigator and OPP may work together at a fire scene to complete an investigation and maintain scene security. The fire investigator utilizes many of the same methods of evidence gathering and preservation as the police service. The fire scene is handed over to the OPP if arson is suspected.

Paramedic Services

The Paramedic service is operated by the Rainy River District Social Services Administration Board (RRDSSAB). The Paramedic base is staffed with paramedics 24 hours a day, with two rigs operating during the day (Monday – Friday), and one rig on nights and weekends. The fire department responds to first response calls, code 4 life threatening emergencies, and provides lift assists where necessary. With the presence of Covid-19, the fire department has pulled back from medical response calls as a preventative measure to protect the firefighters from possible exposure and infection. Initially the proper PPE was not available for safe response, however the fire department has since received the necessary PPE and the intent is to return to medical response once staff are fully vaccinated for Covid-19.

Municipal Fire Departments (all Municipalities within Rainy River District)

There are multiple fire department within the Rainy River District. The closest fire departments to the community are in Alberton Township, Couchiching First Nation, and International Falls Minnesota. Mutual aid agreements have been established between multiple departments to provide additional staff and resources if needed.

CN Rail

CN rail does not have specialized teams available locally. Any incidents involving rail lines or hazardous materials, typically requires specialized response from Winnipeg.

Delays in response are inevitable.

Specialized Rescue Teams

The Fort Frances Fire Department provides limited specialized rescue. Incidents involving hazardous materials, train derailments, confined space and high angle rescue require additional agency response. Teams may be available from Thunder Bay, Winnipeg and Minneapolis, and are located approximately four hours from the community. Additional resources may respond from as far away as Toronto and may require days to arrive on scene.

COMMUNITY SERVICES PROFILE

Overview

As indicated in Ontario Regulation 387/18: Community Risk Assessment, the community services profile refers to agencies, organizations or associations that can provide services that support the fire department in the delivery of public fire safety education, Fire Code inspections and enforcement, or emergency response.

Community Services & Community Partners

The fire department has historically partnered with agencies to promote safety within the community. Typically, these agencies include the OPP, paramedic services, Ministry of Natural Resources, North Western Health Unit and the Red Cross. Some organized events also include small business and special interest groups such as the Lions Club, Kiwanis and Fort Frances Volunteer Bureau. Community safety expos have been organized in the past, with the largest event currently being the Fort Frances annual business expo, organized in partnership with the local curling club. This two-day event sees hundreds to thousands of visitors from across the district. It provides the

opportunity for the fire department to staff an information booth, providing fire safety information to people and answer questions they have. The fire department also partners with the local Canadian Tire store to organize a fire safety day in the spring and fall. Additional organizations may choose to participate in the event as well, and many do so by setting up displays and information booths. Where possible, the fire department supports additional events organized within the community. This includes the local winter carnival, spring fever days and annual parades.

ECONOMIC PROFILE

Overview

The factors driving the local economy have seen significant change over the last decade. Fort Frances has historically been a pulp and paper town, with a paper mill that employed at peak, over 850 people. The mill ceased operations in the spring of 2014 and demolition of site began in the fall of 2020, with completion anticipated in the spring of 2022. The community and surrounding areas have not seen a significant increase in unemployment levels, possibly due in part to the development and operation of a gold mine in the west-central area of the district and additional economic developments. The community is optimistic the vacant mill property will be repurposed in a way that provides additional economic prosperity through job creating and increased tax base.

The tourism industry is a significant contributor to the local and surrounding economies. Many visitors to the area include cottagers and American anglers and hunters, entering via the border crossings at Rainy River and Fort Frances.

Of the six considered largest employers for the community, two are located outside of municipal boundaries. New Gold mine employs over 800 workers from the area and West Fraser OSB mill, over 300. Both employers are located approximately 30-45 minutes west of Fort Frances. The remaining four largest employers include the Rainy

River District School Board (450), Riverside Health Care Facilities (240), the Town of Fort Frances (160) and Canada Safeway (140). * Additional big box stores and many small-scale businesses/services and industry also contribute to the local economy. *stats Canada 2016 Key risks for the major employers typically include fire, explosions and hazardous materials occurrences. The table below looks at key risks, the probability of occurrence and what the level of consequence could be.

Using the risk matrix, the risk levels range from low to high and are employer specific. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Conduct routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that include those significant employers within the community. Assist district fire departments with fire prevention and public education resources and expertise, where key employers have established business operations. Promote fire safety education by offering training sessions to business owners that includes topics such as proper fire extinguisher use.

Table 3. Major community employers

Employer	Key Risk	Probability	Consequence	Assigned Risk Level
New Gold	Fire, explosion, haz-mat event	Possible	Major	Moderate
West Fraser Mill	Fire, explosion, haz-mat event	Likely	Major	High
Rainy River District School Board	Fire, explosion	Possible	Moderate	Moderate
Riverside Healthcare Facilities	Fire	Possible	Major	Moderate

Town of Fort Frances	Fire	Unlikely	Minor	Low
Canada Safeway	Fire	Possible	Major	Moderate
Walmart	Fire	Unlikely	Major	Moderate
Canadian Tire	Fire	Unlikely	Moderate	Moderate
CN Rail	Fire, explosion, haz-mat event	Likely	Catastrophic	High

PAST LOSS AND EVENT HISTORY PROFILE

Overview

As indicated in Ontario Regulation 387/18: Community Risk Assessment, the past loss and event history profile takes into consideration the number and types of emergency responses, injuries, deaths, and dollar loss. Fire departments can analyse this data to determine the leading causes of fires/fire behaviour resulting in fires within the community, establish fire occurrence trends and determine what fire prevention and education tools are most effective in targeting the community's fire safety concerns.

The Fort Frances Fire and Rescue Service has a variety of well-established fire prevention and education programs. The department conducts routine fire safety inspections of over 300 occupancies of all classifications, in addition to complaint and request. Public education programs include:

- Fire Safety for Older Adults

- Put a Lid on it! – Kitchen Fire Safety
- E.D.I.T.H. Exit Drills in The Home
- Home Smoke Alarms
- Fire Extinguisher Training
- Carbon Monoxide Q&A
- Fire Safety for Babysitters
- Public School Fire Safety for Students – grade specific

Past Fire Loss

Past fire loss has been determined by analysis of completed Standard Incident Report Verifications on record from the Office of the Fire Marshal for the years 2017 – 2019. The table and chart below provide further breakdown of information:

Table 4. Past fire loss (2017-2019)

Occupancy type/classification	Year 2017	Year 2018	Year 2019
Group A – Assembly	0	1	0
Group B – Detention/Care/Care & Treatment	0	0	0
Group C – Residential	5	2	4
Group D/E – Business & personal service/mercantile	1	0	1
Group F – Industrial	0	0	0
Other – unclassified (auto, outdoor, etc)	3	4	3
Total Fire Occurrences	9	7	8
Total Dollar Loss	1,124,500	144,200	556,000

As evident from the data, residential and unclassified fires make up most fire occurrences

within the community. Total fire occurrences are relatively consistent, however total dollar loss for 2017 was much higher than the subsequent two years.

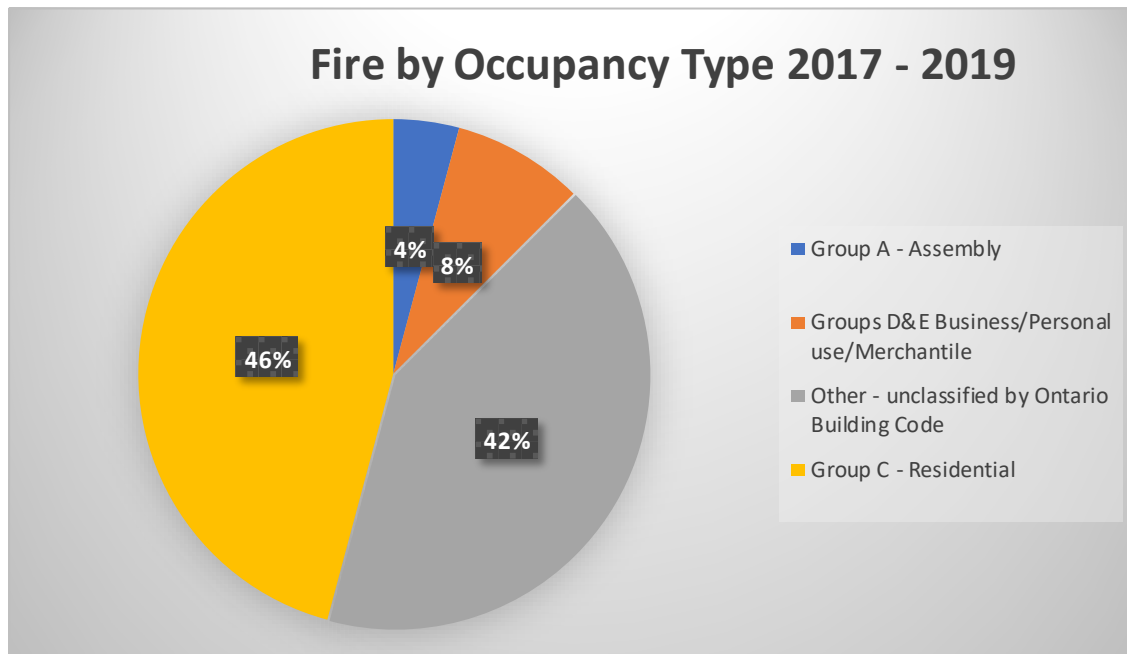


Figure 11.

Fire Loss – Occupancy Specific

Group C - Residential

Group C residential occupancies include houses, apartments, mobile homes, boarding/lodging, hotels/motels, recreational camps and shelters. Looking at a span of three years (2017 to 2019), there were 11 fires involving residential occupancies. The primary causes of these fire occurrences were a result of careless cooking and electrical overload. In addition, one fire was intentionally set and another a result of a vapour explosion.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes avoiding the risk and implementing appropriate response protocols, SOG's and additional activities. Continue to deliver public fire safety education

programs with a focus on careless cooking and general fire safe behaviour in the home. Utilize community events to promote fire safety and reach a broad range of people. Continue to maintain and build upon the Fire Department's smoke alarm and CO alarm program, using local media, social media and person to person interaction. Re-establish local partnerships with community and special interest groups. Continue the routine fire safety inspections of hotels and motels and multi-unit dwellings. Inspection of single-family dwellings upon complaint or request

Group D&E – Business & Personal Service / Mercantile

Group D occupancies are considered business and personal use and include banks, parlours/hairdressers, medical offices, laundry mats, police stations and small appliance rental and repair shops. Group E occupancies are mercantile and include department stores, markets, restaurants with an occupant load less than 30 people and general shops and stores. Between 2017 and 2019 the Fort Frances Fire and Rescue Service responded to two fires within groups D&E occupancies. One fire was determined to be a result of careless cooking and the other was undetermined.

Using the risk matrix, the risk level has been determined to be high. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Conduct routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program with the Town's downtown core as a priority. Work to resolve any Retrofit requirements established in Part 9 of the OFC where applicable. Promote fire safety education by offering training sessions to business owners that includes topics such as proper fire extinguisher use.

Group A – Assembly

Group A assembly occupancies are further categorized into four divisions. ***Division 1***

includes theatres, opera houses and television studios. **Division 2** includes a broad range of buildings/facilities where people tend to congregate and include: colleges/universities, restaurants/licensed beverage establishments, community halls, court rooms, churches, auditoriums, galleries, lecture halls and museums. **Division 3** includes arenas, indoor swimming pools and rinks. Stadiums, grandstands, bleachers/viewing stands and amusement park structures are all classified within **Division 4**. Between 2017 and 2019 the Fort Frances Fire and Rescue Service responded to one fire within a Group A occupancy. The fire was determined to be a result of a faulty wall heater in a building stairwell.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes mitigating the risk and implementing appropriate response protocols, SOG's and additional activities. Continue routine fire safety inspections with a focus on the seven principles of life safety and compliance with the Ontario Fire Code. Continue to develop and implement a pre-planning program that includes places of assembly. Ensure mandatory fire drills are conducted and are supervised where necessary. Promote fire safety education by offering training sessions to staff that includes topics such as proper fire extinguisher use fire safety plan training.

Other Classifications (grouped)

Other occupancy classifications are those which do not fall into a defined major occupancy. These include incidents such as motor vehicle fires, outdoor fires and mechanical/electrical fires. Between 2017 and 2019 the Fort Frances Fire and Rescue Service responded to 10 fire occurrences that did not fall into a defined major occupancy. The primary cause of these fires was a result of mechanical failure and overloaded electrical/wiring. It was determined that some fires were intentionally set.

Using the risk matrix, the risk level has been determined to be moderate. Preferred treatment includes accepting the risk and implementing appropriate response protocols,

SOG's and additional activities. Ensure Fort Frances Fire and Rescue Service has adequate training and resources that include equipment and staff, to respond to all related emergencies.

RISK ASSESSMENT OUTCOMES / TREATMENT OPTIONS

Profile Summarizations

In summary, the potential risks to the community have been determined through utilization of the *risk level matrix*. The matrix assigns numerical values to both probability and consequence (probability of occurrence and negative loss/outcome). The risk factor is then determined by multiplying the probability and consequence numerical values. The risk level (low, moderate, high) is a reflection of the numerical outcome.

The Community Risk Assessment is comprised of nine profiles, including:

- Geographic Profile
- Building Stock Profile
- Critical Infrastructure Profile
- Demographic Profile
- Hazard Profile
- Public Safety Response Profile
- Community Services Profile
- Economic Profile
- Past Loss and Event History Profile

Each profile contains within it, varying levels of risk and unique challenges. Based on outcome of information gathered and analysed, the Fire Service has concluded there are currently five (5) high risks priorities from various profiles that exist within the community. Risks can be addressed using all three lines of defence (education, prevention, emergency response).

Table 5. Community risks/top priorities

Key Risks/Top Priorities within the Community	Risk Level	1 st Line of Defense Public Fire Safety Education Initiatives	2 nd Line of Defense Fire Safety Standards and Enforcement Initiatives	3 rd Line of Defense Emergency Response Initiatives
CN Railway traffic travelling through the Community	High	<ul style="list-style-type: none"> - Develop Community awareness/preparedness - Develop partnership with CN - Table top exercises 	<ul style="list-style-type: none"> - Routine fire inspections of CN buildings 	<ul style="list-style-type: none"> - Adequate training and resources for railway emergency response - develop/revise departmental SOG's
Downtown Business Core	High	<ul style="list-style-type: none"> - Offer Fire specific training (fire extinguishers, fire safety plans, etc.) 	<ul style="list-style-type: none"> - Routine fire safety inspections with the focus on the 7 principles of life safety - pre-planning of buildings 	<ul style="list-style-type: none"> - Adequate training and resources for emergency response - develop/revise departmental SOG's
Increasing Senior Population (including Vulnerable Occupancies)	High	<ul style="list-style-type: none"> - Residential home inspections (where requested) - continued focus on home smoke/CO alarms program - continue with routine public education events in community (i.e., Seniors Day, Fire Safety Day) - Fire safety presentations geared to elderly – conducted in seniors' homes, places of assembly, etc. 	<ul style="list-style-type: none"> - Routine fire safety inspections with the focus on the 7 principles of life safety - Inspection upon complaint/request - pre-planning of buildings - annual completion of vulnerable occupancy criteria from OFM 	<ul style="list-style-type: none"> - Adequate training and resources for emergency response - develop/revise departmental SOG's
Rainy Lake Basin and the Rainy River	High	<ul style="list-style-type: none"> - Firefighter training/education - Work in partnership with other emergency services and agencies - Round table exercises 	<ul style="list-style-type: none"> - Assist other agencies where required (i.e. MOE, MNR, Spills Action Centre) 	<ul style="list-style-type: none"> - Adequate training and resources for emergency response - develop/revise departmental SOG's - Mutual aid agreements with other FD's
Human Health Emergencies	High	<ul style="list-style-type: none"> - Firefighter training/education - Work in partnership with other emergency services and healthcare providers 	<ul style="list-style-type: none"> - Ensure PPE is approved for intended use 	<ul style="list-style-type: none"> - Appropriate response protocols (SOG's), specific to the emergency - Adequate training and resources available - Specialized PPE where necessary

High Risk Priorities Summary

CN Railway/Rail Traffic:

The risk potential for railway emergencies within the Municipal boundaries of Fort Frances and nearby communities has been determined to be high and is a top priority. This is due to the increased number of incidents involving train derailments and damaged rail cars within the Rainy River District in recent years. An average of 18-20 trains travel

through Fort Frances every 24-hours, ranging from 1600 – 8000 ft in length. The current maximum allowable train length is 10,000 ft (3 kilometres/2 miles). Rail cars transport commodities that range from grains to hazardous substances. There is a dedicated rail line that travels through the community of Fort Frances and into Rainier Minnesota, at the mouth of Rainy River. It is currently the busiest border rail crossing in North America. The potential impact of fire, hazardous spills, toxic smoke, water contamination and economic loss puts this as the top risk for the community.

Treatment options utilize all three line of defence and include specialized hazardous materials response training, development of a community awareness/preparedness program in partnership with CN rail, and regular table-top exercises that include agencies having a vested interest in railway emergencies. Routine fire safety inspections of CN buildings will ensure that fire suppression equipment/resources for both small and large scale incidents remain in service and ready for use. The fire department's SOG's for railway incident response should be reviewed annually and revised, as necessary.

Downtown Business Core:

The downtown business core is considered high risk and consists primarily of group D&E occupancies (business/personal service and mercantile occupancies). Most buildings are considered as old, built primarily of combustible materials. They utilized antiquated construction methods that connect buildings via shared walls and having open floor and basement spaces. Many buildings predate the Ontario Building Code and do not fall within Ontario Fire Code requirements for retrofit, therefore little can be done to bring them up to current building and fire code standards. In addition, some of these buildings contain residential units within a second storey. The risk level for the community's downtown core is high. This is a reflection of the potential for property loss, loss of life and/or human injury, significant economic impact and permanent job loss.

Treatment options utilize all three line of defence and include providing business owners with specific fire training i.e., fire extinguisher use, general workplace fire safety and fire safety plan review. Through continued routine fire safety inspections conducted by the fire department, fire code deficiencies can be addressed and corrected to minimize the potential of fire occurrence. Pre-planning of the downtown core is underway and needs to be completed. That data can then be input into the department's Fire Pro program. Information gathered can be used when training firefighters, to assist them in making informed decisions when responding to incidents. Continued training and additional resources for emergency responders is necessary to effectively deal with the risks. The development of a SOG, specific to downtown response, needs to be developed and reviewed annually with revisions made as required.

Aging Population (including Vulnerable Occupancies):

The risk level associated with seniors is high. The fire service has determined that risk of potential injury or death due to fire is much greater in seniors, where decreased mobility and increased health issues exist. Medications can affect people's level of alertness and the ability to make decisions. Approximately 27% of the community's population is over the age of 60. When considering the demographic profile, we see that people between the ages of 40 and 59 make up an additional 27% of the population. Based on these indicators, the trend in the foreseeable future will be an increase in an aging population. Adding to the risk potential is the fact that many seniors have given up living in their residential homes and moved into seniors housing and apartment complexes. These occupancies become more densely populated with older adults and therefore the risk of injury or death due to fire increases. As indicated in the risk assessment, residential fires are the greatest contributor to fire occurrences within the community. Careless cooking remains the single number one cause of fires, in line with the Provincial trend. When reviewing past fire department response to residential fires, it is conclusive that a significant amount of kitchen fires occur within the community's senior's complexes. When the elderly can no longer take care of themselves, they are typically moved into

long-term care homes, where they are cared for by staff. The risk continues to be high in these occupancies, as there are generally increased health concerns and a further decreases in mobility.

Treatment options utilize all three line of defence and include completing annual fire safety inspections of senior's housing, manors, and vulnerable occupancies to minimize the potential of fire occurrence. Annual fire safety plan review and fire drills are completed for buildings, including vulnerable occupancies. Pre-planning of high risk residential occupancies is well underway, with data needing input into the department's Fire Pro program. The fire department has a well-developed public education program targeting seniors. It includes components of the fire department's CO and residential smoke alarm program. The fire department organizes fire safety days, fire safety presentations within the local senior's homes and manors and remains committed to community organized events such as Senior's Day and Community Safety Day. Continued training and additional resources for emergency responders is necessary to effectively deal with the risks associated with response. Departmental SOG's need to be developed and revised, as necessary.

Rainy Lake Basin / Rainy River System:

The potential risk for Rainy Lake and Rainy River is high. Water for drinking and fire suppression efforts for the Town of Fort Frances, International Falls, and many communities downstream is acquired from this water source. There is increased risk of contamination due to railway incidents resulting in hazardous spills, toxic chemical run-off from products of combustion and fire suppression. History has also shown the potential for large scale flooding, possibly resulting in significant property damage, large scale evacuation, compromised potable water supply and economic impact. There have been two such incidents since mid-century.

Treatment options utilize all three line of defence and include specialized hazardous

materials response training, increased resources available for response and spill containment, and continued review and revision of department SOG's to reflect response capabilities. The Fire and Rescue Service would benefit from partnerships with other agencies such as the MNR, MOE, CN and MOT, with round-table exercises conducted on a routine basis. Establish mutual aid agreements with other emergency services where not already in place.

Human Health Emergencies:

The associated risk to human health emergencies is high. There are potential health risks to residents and emergency responders of the community, resulting from fire incidents involving the storage and transportation of hazardous materials. Exposure to toxic chemicals/substances, flammable/combustible materials, and smoke inhalation from fires could have a negative impact on people's health. Biological hazards are a new consideration that all communities must be prepared for. There is no better example than the Covid-19 pandemic that has re-defined the lengths we will go to in efforts to protect ourselves from biological hazards.

Treatment options utilize all three line of defence and include the development and revision of department SOG's specific to the emergency response, required training and resources for response, and revised mutual aid agreements with other emergency services. Specialized PPE made available to responding firefighters that is approved for the intended use. Work in partnership with other emergency services and healthcare providers utilizing table-top exercises to ensure emergency preparedness.

CONCLUSION

Through the completion of this Community Risk Assessment, five key/critical areas of high risk have been determined. Effective treatment options that include the three lines of defence have been established, allowing the Fort Frances Fire and Rescue Service to

make informed decisions about the types and levels of fire protection services they will provide. An annual review of the Community Risk Assessment will ensure the Fire Rescue Service is prepared to address the ever changing risks within the Community. The information contained within this Risk Assessment can be utilized in the development of the Master Fire Plan for the Community, a strategic short and long-term plan for the Community's fire protection services.

Date: August 5th, 2019

Report To: Mayor & Council.

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Amendments to the Emergency Management Plan By-Law.

The Municipal Emergency Management Program Committee during their 2021 annual review of the Town of Fort Frances Emergency Management Program, received recommendations from our OFMEM Amethyst Sector Field Officer to make 2 changes to our Emergency Management Plan.

During the 2021 program review, the Municipal Emergency Management Program Committee accepted the recommendations from the OFMEM Amethyst Sector Field Officer and made the necessary housekeeping changes to the Emergency Plan. The housekeeping changes were as follows:

- Page 9 change name of Ministry from OFMEM to Solicitor General.
- Rewording of Section 3.1 – regarding declarations occurring if the Head of Council cannot do so.

Therefore, with this stated, please find attached a copy of the Draft By-Law with appendices to approve an Emergency Management Program for the Town of Fort Frances.

The Administration & Finance Executive Committee is recommending that Council approve the report as presented and authorize that a by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted

Original Signed By

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

Council approval of this report will: approve the recommendations as presented and authorize that a by-law be prepared for signing by Mayor & Clerk.



Municipal Emergency Plan

Municipality of	FORT FRANCES
Designation	TOWN
Region/District	RAINY RIVER DISTRICT
Published	November 2011
Revised	May 2021

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1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Town of Fort Frances Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Town of Fort Frances, the most likely to occur are: severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof. **(See Appendix J)**

The Town of Fort Frances Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Town of Fort Frances Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the **Town of Fort Frances Emergency Plan**, herein referred to as the “Plan”.

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Town’s ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the Town of Fort Frances during emergency situations.

1.4 Amending Formula

Any amendments to the Town of Fort Frances Emergency Plan require an amending by-law approved by Town Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator.

1.5 **Emergency – Defined**

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 **Definitions**

“Administrator” is responsible for running the EOC and coordinating all information and strategies of the MCEG to all responding agencies.

“Command Post” is the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors

“Municipal Emergency Control Group (MECG)” Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

“Municipal Emergency Management Program Committee” is a group appointed by Council that shall advise the Council on the development and implementation of the municipality’s emergency management program and shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.

“Emergency Information Officer” is the individual appointed to act as the primary media and public contact for the municipality in an emergency

“Emergency Operations Centre (EOC)” is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

“Incident Commander” is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

“Media Centre” is the location from which information, approved by the Municipal Emergency Control Group, is provided to the media. The centre will also monitor the emergency’s media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

“Sector Officer” is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

“Scribe” is responsible to the Administrator to assist him/her in the Emergency Operations Centre

2.0 AUTHORITY

2.1 The Emergency Management Act & Civil Protection Act

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

2.2 Protection from Liability for Implementation of the Plan

Section 11 of the *Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

- (1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

Section 10 of the *Emergency Management & Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Civic Centre – Front Desk in hard copy format and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*.

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9, as amended*, Section 4(1) states:

“The Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and make

such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

In the event that the Head of Council (Mayor) is unavailable the Deputy Mayor will assume the authority to declare and terminate emergencies on behalf of the Municipality as outlined above.

3.2 Notification to the Ministry of the Solicitor General

Under the *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency. To notify the Minister's office call:

Office of the Fire Marshall & Emergency Management 1-866-314-0472

The verbal declaration of an emergency to OFMEM shall be followed by a written declaration on Municipal letterhead faxed to the Duty Officer at 1-416-314-6220

Upon declaring an emergency, the Mayor will further notify:

1. Town Council Members
2. Public
3. Neighbouring Community Officials, as required
4. Local Members of Federal and Provincial Parliaments

PLAN IMPLEMENTATION

4.1 Assembling the Municipal Emergency Control Group

On receipt of an official request from a member of the Municipal Emergency Control Group, Fort Frances Fire and Rescue Service shall implement the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

Fort Frances Fire and Rescue Service 911

Municipal Emergency Control Group members may be directed to report to the Emergency Control Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

4.2 Activation of the Plan

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, for providing the necessary support and resources to the operational agencies,

and for establishing a communication plan for notification of the public and the media.

4.3 Action Prior to Activation

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

4.4 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall report to the incident commander for assignment

4.5 Chain of Command

Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander, tactical direction will be established at the sector officer level and tasks completed from that direction.

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage.

The first arriving Municipal Emergency Control Group Members are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment required, see **Appendix D for main EOC or Appendix E for back-up EOC.**

4.7 Media Centre

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the Media Centre.

4.8 **Communications**

Each responding agency is responsible for establishing its own telecommunications links with its Municipal Emergency Control Group representative.

4.9 **Emergency Operations Centre Message Traffic**

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

Critical is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

Priority is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

Routine covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator - EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

4.10 **Command Post**

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

4.11 Dissemination of Decisions by the Municipal Emergency Control Group

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator - EOC Manager or alternate, shall coordinate this function.

4.12 Evacuation

Refer to **Appendix G** "Town of Fort Frances Evacuation Plan".

4.13 Request for Assistance

Assistance may be requested from the Province of Ontario or Federal Government at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required (**see Appendix B** "Resource Contact List").

4.14 Termination of a State of Emergency

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Minister of Public Safety (Emergency Management Ontario)
2. Town Council
3. Public and Neighbouring Communities
4. Members of Provincial and Federal Parliament
5. Duty Officer (Notice of termination faxed to 1-416-314-6220)

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor
- Town Administrator
- Scribe
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer
- Treasurer

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

5.2 Responsibilities of the Municipal Emergency Control Group

Planning (Operating/Business) Cycle

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator - EOC Manager, will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The incident commander shall schedule regular briefings with sector officers. The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

The responsibilities of the Municipal Emergency Control Group are to:

- (1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;
- (3) ensuring an incident commander has been appointed;
- (4) activating the Town of Fort Frances emergency response plan;
- (5) authorizing the expenditure of money;
- (6) managing information, including maintenance and retention of events log and records pertaining to expenditures;
- (7) maintaining a log outlining decisions made and actions taken;
- (8) managing emergency information;
- (9) directing the movement of equipment and resources beyond the immediate emergency site(s);

- (10) ordering evacuations as necessary based on site requirements of the incident commander;
- (11) discontinuing utilities or services on a wide scale;
- (12) directing the use of municipal resources;
- (13) arranging extra resources (human and material);
- (14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;
- (15) recommending the termination of the state of emergency, when appropriate;
- (16) implementing a recovery strategy; and
- (17) participating in post-emergency debriefings.

5.3 **Mayor**

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

The Mayor or alternate shall:

- (1) declare an emergency to exist. Complete the “Declaration of an Emergency” form **(see Appendix F)**;
- (2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;
- (3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;
- (4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;
- (5) request assistance from senior levels of government, when required;
- (6) in consultation with the Town Administrator, approve news releases and public announcements;

- (7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;
- (8) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

Upon learning of a potential emergency, the Town Administrator should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" (**see Appendix A**).

The Town Administrator or alternate shall:

- (1) chair the meetings of the Municipal Emergency Control Group;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) organize and supervise all activities within the Emergency Operations Centre;
- (4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;
- (5) conduct planning Cycle meetings on a scheduled basis;
- (6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;
- (7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.
- (8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;
- (9) approve news releases and public service announcements from the EOC prior to their release;
- (10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;

- (11) maintain a detailed log of all actions taken by the Town Administrator;
- (12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- (13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

- (1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (2) gather, process and disseminate information for use by the Municipal Emergency Control Group;
- (3) upon approval of the Administrator or designate, release information to the public and media;
- (4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;
- (5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;
- (6) provide public relations support as required;
- (7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);
- (8) arrange for photo or video records of the emergency operations;
- (9) maintain a detailed log of all actions taken by the Emergency Information Officer;
- (10) participate in a post-emergency debriefing.

5.6 Scribe

The scribe or alternate will:

- (1) assist the Town Administrator with their functions as requested;

- (2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;
- (3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;
- (4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;
- (5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- (6) if directed by the Mayor or designate, arrange a special Council meeting(s);
- (7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;
- (8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;
- (10) ensure the security of the Emergency Operations Centre.

5.7 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The Fire Chief or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on fire service matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) establish a communications link with the onsite fire officer;

- (5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;
- (6) arrange for additional equipment and materials as required;
- (7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- (8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.8 Community Emergency Management Coordinator

Upon learning of a potential emergency, the CEMC should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The CEMC shall:

- (1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;
- (2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.9 Manager of Operations and Facilities

Upon learning of a potential emergency, the Manager of Operations and Facilities should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

The Manager of Operations and Facilities or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;
- (2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

- (4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;
- (5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- (6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;
- (7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
- (9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- (11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services
- (12) coordinate efforts to re-establish essential services;
- (13) coordinate debris removal activities;
- (14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;
- (15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- (16) maintain a detailed log of all actions taken by the Public Works Department;
- (17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.10 Treasurer

Upon learning of a potential emergency, the Treasurer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

The Town Treasurer or their alternate shall:

(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

(4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Fort Frances.

5.11 Chief Building Official

If requested, the Chief Building Official shall coordinate with the Manager of Operations and Facilities in the securing of unsafe buildings, or demolition of structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders and Outside Experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator, Fire Chief/CEMC or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander or their Alternate;
- Superintendent of Power Corporation;
- Riverside Health Representative or their Alternate;
- RRDSSAB Representative or their Alternate;
- Northwestern Health Unit Representative or their Alternate;
- Ambulance Representative or their Alternate;
- Resolute FP Representative or their Alternate;
- MNR Representative or their Alternate;
- 93.1 The Border Representative or their Alternate;
- Centra Gas Representative or their Alternate;
- Union Gas Representative or their Alternate;
- Red Cross Representative or their Alternate;
- Victim Services Representative or their Alternate;
- RRDSB Representative or their Alternate;
- NWCDSD Representative or their Alternate;
- CN Police Representative or their Alternate.

6.2 Incident Commander

The incident commander shall:

- (1) organize and coordinate the response at the emergency site(s) with all sector officers;
- (2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;
- (4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- (5) schedule briefings with individual and collective sector officers as to agency response status;
- (6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,

- (6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;
- (7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (8) brief sector officer regarding the situation as they become involved;
- (9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;
- (10) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- (11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;
- (14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken;
- (17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

- (1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;
- (2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;
- (3) receive and distribute vaccine in the event of a pandemic;
- (4) liaise with the Ministry of Health, Public Health branch;
- (5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (9) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- (10) maintain detailed log of actions taken by the Northwestern Health Unit;
- (11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (12) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

- (1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group
- (2) maintain a detailed log of all actions taken by the Community Services Division;
- (3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

- (1) The Municipal Emergency Control Group shall use B93 FM to inform emergency personnel and the public of the situation and of the action to be taken. In the event that B93FM is unable to broadcast, KBWH FM (99.5) will be the alternate station.

6.6 Hospital Official

- (1) provide the Community Control Group with information and advice;
- (2) implement the hospital emergency plan;
- (3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment Centres.

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

- (1) provide the Community Control Group with information and advice on health service matters;
- (2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency
- (3) activate the appropriate emergency call out procedures;
- (4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;
- (5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);
- (6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;
- (7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- (8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), casualty collection posts and the distribution of casualties.

- (9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;
- (10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;
- (11) maintain a detailed log of all actions taken by the Ambulance Service;
- (12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 Red Cross, if requested:

- (1) Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry;
- (2) Provide registration and inquiry services and assist at reception center(s) as required;
- (3) Provide first aid services at evacuation centers and other locations required;
- (4) Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances;
- (5) The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters;
- (6) Responding to the dispatch call by arriving on the scene within three hours from call;
- (7) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;
- (8) Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed;
- (9) The Canadian Red Cross team leader will assess the situation and the needs of the victims;
- (10) The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

6.9 Rainy River Districts Victim Services Program, will provide, on request:

- (1) Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS
- (2) Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.
- (3) Provide victims with emotional support, practical assistances and referral information in keeping with the policies.
- (4) Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance
- (5) Volunteers with proper identification and emergency vests
- (6) Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.
- (7) Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Community Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator

6.11 Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. They shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator. The MNR shall be accessed through the Duty Officer for EMO

6.13 Critical Incident Stress Management Team

If requested, the CISM Team will work with the Administrator and/or Incident Commander to provide debriefings and follow-ups for emergency service personnel and community intervention as required.

6.14 OPP Detachment Commander

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The Detachment Commander or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) activate the OPP Emergency Call Out Procedures;
- (5) establish a communications link with the Police Incident Commander;
- (6) direct the establishment of inner and outer perimeters around the emergency site(s);
- (7) direct and control the dispersal of crowds within the emergency site(s);
- (8) direct the movement of emergency vehicles to and from the emergency site(s);
- (9) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (10) maintain law and order in evacuation and reception centres and other temporary facilities;
- (11) protect property and maintain law and order at the emergency site(s);
- (12) maintain a detailed log of all actions taken by the OPP;
- (13) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

- (1) provide the Municipal Emergency Control Group with information and advice on electrical matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (5) provide alternate supplies of electrical power where necessary and practicable
- (6) maintain a detailed log of all actions taken by the Power Corporation;
- (7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor;
- Administrator;
- Fire Chief/CEMC;
- EIO;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

8.0 TRAINING AND EVALUATION

8.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective

emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

8.2 Definitions

Simulated Exercises:

Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:

These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:

These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:

The Emergency Operations Centre staff shall convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Town of Fort Frances and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

8.3 Definitions - continued

Major Exercise:

This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency or may be conducted in conjunction with others.

Mass Exercise:

This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Municipal Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

8.4 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

8.5 Exercises

The purposes of exercises are:

- (1) to practice, test, evaluate, and improve plans and operational capabilities;
- (2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;
- (3) to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Municipal Emergency Control Group shall conduct a minimum of one exercise each year. This may be a simulated or communication exercise.

8.6 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

9.0 PLAN MAINTENANCE AND REVISION

An Emergency Planning & Evaluation Committee chaired by the Community Emergency Management Coordinator or designate, will be composed of staff from various Town departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Town departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).

TOWN OF FORT FRANCES

BY-LAW NO

(A By-Law to Approve an Emergency Management Program)

(Being a by-law to adopt an Emergency Management Program for the Town of Fort Frances pursuant to Section 2.1 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Section 2.1 (1) requires every Municipality to develop and implement an Emergency Management Program;

AND WHEREAS Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each Municipalities Emergency Management Program;

AND WHEREAS Section 14 (1) of the Emergency Management & Civil Protection Act requires Emergency Management Programs to conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Emergency Management & Civil Protection Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with the authority to take such action or make such order as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Emergency Management & Civil Protection Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the delegation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Emergency Management & Civil Protection Act, authorizes employees of a Municipality to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

AND WHEREAS on August 9th, 2021, Council approved a recommendation from the Fire Chief/CEMC to create a new updated Town of Fort Frances Emergency Management Program.

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

- 1) That an Emergency Management Program be developed for the town of Fort Frances consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Emergency Management & Civil Protection Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;
- 2) That the Emergency Management Program for the Town of Fort Frances shall be consistent with the objectives of public safety, public health, the environment, critical infrastructure, and property, and to promote economic stability and a disaster-resilient community;
 - a) That Schedules "A" "B" "C" "D" and "E", attached hereto, shall form part of this By-Law;
 - b) Schedule "A", being the Emergency Plan for the Town of Fort Frances, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended;
 - c) Schedule "B", being a Schedule for the designation of a Community Emergency Management Coordinator;

TOWN OF FORT FRANCES**BY-LAW NO.**

- d) Schedule “C”, being a Schedule to establish the composition, organization and operational guidelines of the Emergency Management Program Committee;
- e) Schedule “D”, being a Schedule to designate and identify a community Emergency Information Officer;
- f) Schedule “E”, being the Community Profile Document;

3) By-Law 38/18 and all amendments are hereby repealed.

The Town of Fort Frances Emergency Management Program shall be reviewed annually by Council;

READ THREE TIMES and finally passed in open Council this ____ day of ____, 2021.

J. Caul, Mayor

E. Slomke, Clerk

Treasury Report 2021/39

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: Request for Reconsideration M.O.S.
RE: 318 Scott St (2021) Roll # 5912-020-002-06500-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2021 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 318 Scott Street– Residential (RT) CVA of 29,100 decreased to CVA of 23,100, and Commercial (CT) CVA of 39,900 reduced to CVA of 35,900, effective January 1, 2021 for the 2021 taxation year resulting from a changed value due to condition of structures and updated structure data.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being September 16, 2021.

That total financial impact of the Minutes of Settlement is \$303.65 consisting of a reduction of municipal revenue of \$241.95, education revenue of \$43.11 and BIA revenue of \$18.59 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council process the Minutes of Settlement for the property located at 318 Scott Street as received.

Council Approval of this Report will agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for the property located at 318 Scott Street as received.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL .
MOS														
	2021	2.2.06500	-4,000	CT	0.03366352	0.00848241	-134.65					-33.93	-18.59	-187.17
	2021	2.2.06500	-6,000	RTEP	0.01788408	0.00153000	-107.30	-9.18						-116.48
						Total	-241.95	-9.18				-33.93	-18.59	-303.65

**Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

PETER C JENSEN LTD
PO BOX 25 STN MAIN
FORT FRANCES ON P9A 3M5
CANADA

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V0C4

If you have any accessibility
needs, please contact MPAC
for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	PETER C JENSEN LTD
Roll number	59-12-020-002-06500-0000
Property location and description	318 SCOTT ST PSM107 PT BLK A PCL 22465
Municipality/Local taxing Authority	Town of Fort Frances

**CURRENT Property Assessment
Property
Classification**

Residential (RT)
Commercial (CT)
Total

Current Value Assessed

2012	2016
\$27,500	\$29,100
\$37,500	\$39,900
\$65,000	\$69,000

**Property
Classification**

Residential (RT)
Commercial (CT)
Total

**RECOMMENDED Property Assessment
Property
Classification**

Commercial (CT)
Residential (RT)
Total

**Property
Classification**

Commercial (CT)
Residential (RT)
Total

Why your property assessment changed

- **Changed value due to condition of structure(s)**
- **Updated structure data**
- **Updated commercial/industrial building value**

What this change means to you
Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2021 property taxes.



Please check (✓) one of the following:

- ☒ I accept my recommended assessment
I understand that if I **accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

- ☐ I reject my recommended assessment
I understand that if I **reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by August 16, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway,
Suite 101, Pickering ON L1V 0C4

We must receive your response no later than July 02, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name Peter C. Jensen	Date (yyyy/mm/dd) June 15/21
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2021/05/18
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Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: September 16, 2021

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2021

Roll Number: 59-12-020-002-06500-0000

Batch: HH07092021JEN

Code	Description	Land Exempt Land	Improvements pt Improvements	Other Exempt Other	Total	Levy

General						
CTN	Com Tx:Full - NoSup	\$0	\$0	-\$4,000	-\$4,000	-\$187.17
		\$0	\$0	\$0		
RTEP	Res/Farm Tx:Full - EPub	\$0	\$0	-\$6,000	-\$6,000	-\$116.48
		\$0	\$0	\$0		
Total General		\$0	\$0	-\$10,000	-\$10,000	-\$303.65
		\$0	\$0	\$0		

Report Total:						-\$303.65
=====						

Date: 2021-07-09 9:24:18 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

AGENDA ITEM #5.4
Page: 1

Batch: HH07092021JEN

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$303.65
6180-1823-0140-40014	Commercial Taxable Full - T	\$18.59
10-010-0150-0121-50018	Residential - EP	\$107.30
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	\$134.65
10-010-0151-0121-50018	Residential - EP	\$9.18
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	\$33.93
	Report Total:	\$0.00

*** E N D O F R E P O R T ***

Treasury Report 2021/40

To: Mayor Caul & Members of Council
 FROM: Dawn Galusha, Treasurer
 DATE: August 9, 2021
 SUBJECT: Request for Reconsideration M.O.S.
 RE: 951 McIrvine Rd N (2021) Roll # 5912-010-006-11000-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2021 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 951 McIrvine Rd N– Industrial (IT) CVA of 315,300 decreased to CVA of 212,300, Industrial: Excess Land (IU) CVA of 86,700 increased to CVA of 143,400 and Commercial (CT) CVA of 0 increased to CVA of 27,300, effective January 1, 2021 for the 2021 taxation year resulting from a changed value due to adjustment for obsolescence, adjustment based on similar properties and tax class changes.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being July 29, 2021, with possible extension if required.

That total financial impact of the Minutes of Settlement is \$1,423.40 consisting of a reduction of municipal revenue of \$1,247.53 and education revenue of \$175.87 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

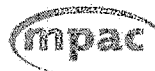
The Administration & Finance Executive Committee recommends that Council process the Minutes of Settlement for the property located at 951 McIrvine Road North as received.

Council Approval of this Report will agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for the property located at 951 McIrvine Road North as received.

MOS

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS	2021	1.6.11000	-103,000	IT	0.04679353	0.00880000	-4,819.73					-906.40		-5,726.13
	2021	1.6.11000	56,700	IU	0.04679353	0.00880000	2,653.19					498.96		3,152.15
	2021	1.6.11000	27,300	CT	0.03366352	0.00848241	919.01					231.57		1,150.58
							-1,247.53					-175.87		-1,423.40

**Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

KATARZYNA GAGNON
770 SILVER ST
AGAWAM MA 01001
USA

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpacca



Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility
needs, please contact MPAC
for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	SUN GRO HORTICULTURE CANADA LTD
Roll number	59-12-010-006-11000-0000
Property location and description	951 MCIRVINE RD N MCIRVINE LOT 41 & 42 RIV RGE RP48R3647 PTS 1,3,&5 PCL 20417 & PTS 2,4&6 PCL 25919
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

**Property
Classification**

Industrial (IT)
Industrial: Excess Land (IU)
Total

Current Value Assessed

	2012	2016
Industrial (IT)	\$269,000	\$315,300
Industrial: Excess Land (IU)	\$74,000	\$86,700
Total	\$343,000	\$402,000

**Property
Classification**

Effective date: January 01, 2021
Phase-in Assessment for Taxation Years

Industrial (IT)
Industrial: Excess Land (IU)
Total

2021
\$315,300
\$86,700
\$402,000

RECOMMENDED Property Assessment

**Property
Classification**

Industrial (IT)
Industrial: Excess Land (IU)
Commercial (CT)
Total

Current Value Assessed

	2012	2016
Industrial (IT)	\$269,000	\$212,300
Industrial: Excess Land (IU)	\$74,000	\$143,400
Commercial (CT)	\$26,918	\$27,300
Total	\$369,918	\$383,000

**Property
Classification**

Effective date: January 01, 2021
Phase-in Assessment for Taxation Years

Industrial (IT)
Industrial: Excess Land (IU)
Commercial (CT)
Total

2021
\$212,300
\$143,400
\$27,300
\$383,000

Why your property assessment changed

- Adjustment for obsolescence
- Adjustment based on similar properties
- Tax class change

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2021 property taxes.



Please check (✓) one of the following:

- ☒ I accept my recommended assessment
I understand that if I **accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

- ☐ I reject my recommended assessment
I understand that if I **reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by July 19, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway,
Suite 101, Pickering ON L1V 0C4

We must receive your response no later than June 04, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Katarzyna Gagnon</i>	Print name KATARZYNA GAGNON	Date (yyyy/mm/dd) 2021/04/28
---	--------------------------------	---------------------------------

Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2021/04/20
---	---	---------------------------------

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
---------------------------------------	----------------------	-------------------

Last date for a municipal appeal: July 29, 2021

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2021

Roll Number: 59-12-010-006-11000-0000

Date: 2021-07-09 9:12:51 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

AGENDA ITEM #5.5
Page 188

Batch: HH07092021SUNGR

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$1,423.40
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	-\$919.01
10-010-0150-0123-50014	Industrial Tax Full - T	\$4,819.73
10-010-0150-0123-50015	Industrial Excess Land - IU	-\$2,653.19
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	-\$231.57
10-010-0151-0123-50014	Industrial Tax Full - T	\$906.40
10-010-0151-0123-50015	Industrial Excess Land - IU	-\$498.96
	Report Total:	\$0.00

*** E N D O F R E P O R T ***

Batch: HH07092021SUNGR

Code	Description	Exempt Land	Improvements	Other	Total	Levy

General						
CTN	Com Tx:Full - NoSup	\$0	\$0	\$27,300	\$27,300	\$1,150.58
		\$0	\$0	\$0		
ITN	Industrial Tx:Full - No	\$0	\$0	-\$103,000	-\$103,000	-\$5,726.13
		\$0	\$0	\$0		
IUN	Industrial Tx:V/U E/L -	\$0	\$0	\$56,700	\$56,700	\$3,152.15
		\$0	\$0	\$0		
Total General		\$0	\$0	-\$19,000	-\$19,000	-\$1,423.40
		\$0	\$0	\$0		

Report Total:						-\$1,423.40
=====						

Treasury Report 2021/41

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: Request for Reconsideration M.O.S.
RE: 780 Kings Highway (2021) Roll # 5912-010-004-00400-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2021 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- . 780 Kings Highway– Residential (RT) CVA of 47,200 increased to CVA of 198,600, and Commercial (CT) CVA of 428,800 decreased to CVA of 242,400, effective January 1, 2021 for the 2021 taxation year resulting from a change of use of the property.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being September 27, 2021.

That total financial impact of the Minutes of Settlement is \$4,748.13 consisting of a reduction of municipal revenue of \$3,432.58 and education revenue of \$1,315.55 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

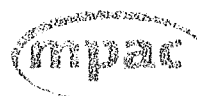
RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council process the Minutes of Settlement for the property located at 780 Kings Highway as received.

Council Approval of this Report will agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for the property located at 780 Kings Highway as received.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
	2021	1.4.00400	-182,400	CT	0.03366352	0.00848241	-6,140.23							
	2021	1.4.00400	151,400	RTEP	0.01788408	0.00153000	2,707.65	231.64				-1,547.19		-7,687.42
						Total	-3,432.58	231.64				-1,547.19		2,939.29
														-4,748.13

**Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

ENERGY MOTIVATION INC
780 KING'S HWY
FORT FRANCES ON P9A 2X4
CANADA

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility
needs, please contact MPAC
for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s) ENERGY MOTIVATION INC
Roll number 59-12-010-004-00400-0000
Property location and description 780 KINGS HIGHWAY
PT RIV R LOT 38 PCL 15176
Municipality/Local taxing Authority Town of Fort Frances

CURRENT Property Assessment

**Property
Classification**

Residential (RT)
Commercial (CT)
Total

Current Value Assessed

	2012	2016
Residential (RT)	\$46,400	\$47,200
Commercial (CT)	\$366,747	\$424,800
Total	\$413,147	\$472,000

**Property
Classification**

Residential (RT)
Commercial (CT)
Total

Effective date: January 01, 2021

Phase-in Assessment for Taxation Years

2021

Residential (RT)	\$47,200
Commercial (CT)	\$424,800
Total	\$472,000

RECOMMENDED Property Assessment

**Property
Classification**

Residential (RT)
Commercial (CT)
Total

Current Value Assessed

	2012	2016
Residential (RT)	\$46,400	\$198,600
Commercial (CT)	\$366,747	\$242,400
Total	\$413,147	\$441,000

**Property
Classification**

Residential (RT)
Commercial (CT)
Total

Effective date: January 01, 2021

Phase-in Assessment for Taxation Years

2021

Residential (RT)	\$198,600
Commercial (CT)	\$242,400
Total	\$441,000

Please check (✓) one of the following:

☒ I accept my recommended assessment

I understand that **if I accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment

I understand that **if I reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by September 13, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway,
Suite 101, Pickering ON L1V 0C4

We must receive your response no later than July 30, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Jackie Lampi-Hydes</i>	Print name <i>Jackie Lampi-Hydes</i>	Date (yyyy/mm/dd) <i>2021/06/21</i>
---	---	--

Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2021/06/15
---	---	---------------------------------

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
---------------------------------------	----------------------	-------------------

Last date for a municipal appeal: September 27, 2021

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2021

Roll Number: 59-12-010-004-00400-0000

Heather Hatch

From: Cunningham, Paula <Paula.Cunningham@mpac.ca>
Sent: June 29, 2021 3:52 PM
To: Heather Hatch
Subject: [External] 5912 - Town of Fort Frances Signed 2021 Minutes of Settlement
Attachments: 591201000400400 2021 RFR Returned MoS.pdf

[EXTERNAL]

Hi Heather:

Please find attached Minutes of Settlement form(s) recently processed by this office. If you have any concerns regarding MPAC's response, please feel free to contact mr32enquiry@mpac.ca.

The statutory appeal deadline is **September 27, 2021** but this may be extended due to the Province of Ontario's declaration of emergency under the *Emergency Management and Civil Protection Act* and O.Reg. 73/20. Please consult with your legal counsel and/or the Assessment Review Board regarding the final date for filing an appeal.

Regards,

Paula Cunningham

Account Support Coordinator

Municipal and Stakeholder Relations, Valuation and Customer Relations

Office: 705-419-1646

mpac.ca

Municipal Property Assessment Corporation

1001 William St. PO Box 10578, Station P

Thunder Bay, Ontario

P7B 6T9



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Batch: HH07132021ENER

As of		Land	Improvements	Other		
Code	Description	Exempt Land	pt Improvements	Exempt Other	Total	Levy
<hr/>						
General						
CTN	Com Tx:Full - NoSup	\$0	\$0	-\$182,400	-\$182,400	-\$7,687.42
		\$0	\$0	\$0		
RTEP	Res/Farm Tx:Full - EPub	\$0	\$0	\$151,400	\$151,400	\$2,939.29
		\$0	\$0	\$0		
<hr/>						
	Total General	\$0	\$0	-\$31,000	-\$31,000	-\$4,748.13
		\$0	\$0	\$0		
<hr/>						
<hr/>						
	Report Total:					-\$4,748.13
<hr/>						

Date: 2021-07-13 11:19:49 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

AGENDA ITEM #5.6
Page 1

Batch: HH07132021ENER

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$4,748.13
10-010-0150-0121-50018	Residential - EP	-\$2,707.65
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	\$6,140.23
10-010-0151-0121-50018	Residential - EP	-\$231.64
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	\$1,547.19

Report Total: \$0.00

*** E N D O F R E P O R T ***

Treasury Report 2021/42

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: August 9, 2021
SUBJECT: Amended Property Assessment Notice
Re: 615 First Street West (2021) Roll# 5912-010-004-02100-0000

BACKGROUND

Attached is the Amended Property Assessment Notice for the 2021 taxation year under the *Assessment Act* from MPAC resulting from correction of factual information regarding the properties has resulted in a change to the assessment. These changes are effective for taxation beginning January 1, 2020.

That total financial impact of the Amended Property Assessment Notice is \$1,209.01 consisting of a reduction of municipal revenue of \$1,286.62 and an increase to education revenue of \$77.61 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of 2021 taxes from the Amended Property Notice for property located at 615 First Street West as presented.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to approve the adjustment of 2021 taxes from the Amended Property Notice for property located at 615 First Street West as presented.

2021 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

PRANS


# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2021	1.4.02100	-135,000	RTEP	0.01788408	0.00153000	-2,414.35	-206.55						-2,620.90
	2021	1.4.02100	33,500 CT		0.03366352	0.00848241	1,127.73					284.16		1,411.89
							-1,286.62	-206.55				284.16		-1,209.01

 AGENDA ITEM #5.7

System: 2021-07-09 8:35:49 AM
User: hhatch

Town of Fort Frances
Levy Assessment Trial Balance

Batch: HH07092021PRAN

						
Code	Description	Exempt Land	Land Improvements	Other Exempt Other	Total	Levy

General						
CTN	Com Tx:Full - NoSup	\$0	\$0	\$33,500	\$33,500	\$1,411.89
		\$0	\$0	\$0		
RTEP	Res/Farm Tx:Full - EPub	\$0	\$0	-\$135,000	-\$135,000	-\$2,620.90
		\$0	\$0	\$0		
Total General		\$0	\$0	-\$101,500	-\$101,500	-\$1,209.01
		\$0	\$0	\$0		

Report Total:						-\$1,209.01
=====						

Date: 2021-07-09 8:35:41 AM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

AGENDA ITEM #5.7
Page 200

Batch: HH07092021PRAN

Account Number	Account Description	Amount
001-0000-0040-10241	Taxes Receivable- Current	-\$1,209.01
10-010-0150-0121-50018	Residential - EP	\$2,414.35
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	-\$1,127.73
10-010-0151-0121-50018	Residential - EP	\$206.55
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	-\$284.16

Report Total: \$0.00

*** E N D O F R E P O R T ***



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Issue Date:
January 29, 2021

1058876 ONTARIO INCORPORATED
600 KING'S HWY
FORT FRANCES ON P9A 2W9

Amended Property Assessment Notice

For the 2021 property
tax year

This notice contains
important information
about your property.

Please review and
keep for your records.

THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario. Your municipality will use your assessment to calculate your 2021 property taxes.

Why am I receiving this notice?

This Amended Property Assessment Notice replaces the Notice we previously sent. We have corrected factual information about your property which has changed the assessed value, classification and/or tax liability. This change is effective for taxation beginning January 1, 2021.

PROPERTY OVERVIEW:

Roll number: 59 12 010 004 02100 0000
Location and description: 615 FIRST ST W
PSM160 LOT 3 PCL 14016
Municipality: FORT FRANCES TOWN

AMENDED ASSESSMENT OVERVIEW:

Your property's assessed value as of **January 1, 2016:** **\$33,500**

Your property's assessed value as of **January 1, 2012:** **\$33,031**

Between **2012** and **2016**, your property's assessed value changed by: **\$469**

What happens if my assessed value has changed?

Your updated assessed value will be used to calculate your property taxes for the 2021 tax year.

MPAC assesses and classifies all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

IMPORTANT UPDATE:

The Ontario Government has indicated that property assessments for the 2021 property tax year will continue to be based on the fully phased-in January 1, 2016 assessed values.

**PROPERTY SUMMARY:**

Property type: Commercial Vacant Land

Property information: Frontage: 46.60 feet
Depth: 143.40 feet
Lot area: 6,682.44 square feet

UNDERSTANDING YOUR AMENDED PROPERTY ASSESSMENT NOTICE:

**Why am
I receiving ?
this notice ■**

MPAC previously sent a Notice on the assessment of your property. Since then, we have made corrections in the factual information about your property. This may include:

- buildings or other structures
- use
- lot size
- legal description, or
- other factual information that affects its assessed value, classification and/or tax liability.



Attachment

Roll number:

59 12 010 004 02100 0000

CHANGE(S) TO YOUR PROPERTY ASSESSMENT:

Previous assessment information:

Tax class	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Assessed value 2021
Residential Taxable	\$133,000	\$135,000	\$135,000

Amended for the 2021 tax year:

Tax class	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Assessed value 2021
Commercial Taxable	\$33,031	\$33,500	\$33,500

SCHOOL SUPPORT:

Property class	School support type	2021 assessment
Commercial	Not Applicable	\$33,500

HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

Visit mpac.ca and log onto **AboutMyProperty** to learn more about how your property was assessed, see the information we have on file and compare it to others in your area.

To register, enter in your roll number and access key as noted below.

Roll number:

59 12 010 004 02100 0000

Access key:

E37C2 9E511 76499

If you do not agree with the change(s) in the assessed value and/or the classification, you may file an RfR or appeal.

Owners of a property with a residential, farm or managed forests classification:

If you want a review of your property assessment change(s), the first step is to ask MPAC for a free-of-charge RfR. You must do this before you can appeal to the Assessment Review Board (ARB).

Your deadline for requesting an RfR is May 31, 2021. To file an RfR, visit mpac.ca.

Owners of other property classifications:

You may (but do not have to) ask for a free-of-charge RfR before considering an appeal to the ARB.

Your ARB filing deadline is May 31, 2021. To file an appeal, visit the ARB's website at tribunalsontario.ca/arb/.

For all properties:

If you submit an RfR, you must wait for MPAC's decision before you may appeal to the ARB.



Attachment

CONTINUED

Roll number:

59 12 010 004 02100 0000

OCCUPANTS DIRECTING SCHOOL TAXES:

The following information outlines the occupants, by unit class, directing school taxes.
To learn more about directing your school taxes, please visit mpac.ca.

Subordinate number	Unit class	Name and location of occupant	School board supported	School board taxes
0001	RU	KEDDIE JUNE PATRICIA KEDDIE JAMES ROBERT 615 FIRST ST W	English-Public English-Public	English-Public

Legend for unit class:

RU: Residential unit	MF: Managed forests
RDU: Recreational dwelling unit	CL: Conservation land
FRU: Farm residential unit	FL: Farm land

WE'RE HERE TO HELP

Visit mpac.ca or contact us at **1 866 296-6722** or TTY **1 877 889-6722**
and one of our assessment experts will assist you.

Please have your roll number available when you contact us.
Monday to Friday 8 a.m. to 5 p.m.

If you have any accessibility needs, please let our representatives know how we can best accommodate you.

Pour changer votre préférence en matière de langue, veuillez vous connecter à
AboutMyProperty sur mpac.ca/fr.

August 3, 2021

Report To: Community Services Executive Committee

From: Aaron Bisson, Manager of Recreation and Culture

RE: Fort Frances Senior Centre Name Change

At the July 12, 2021 Council meeting, Council asked to have the report addressing the Fort Frances Senior Centre Name Change to go back to the Fort Frances Senior Centre Board for reconsideration.

The Fort Frances Senior Centre Board of Management met on July 13, 2021 and voted not to change the recommendation as presented on the July 5, 2021 report from CSEC. Please see report attached.

Recommendation

The Community Service Division recommends to Mayor & Council that 1. a by law be created officially renaming the Sister Kennedy Centre as the Fort Frances Senior Centre. 2. That the Sister Kennedy Board of Management officially be changed to the Fort Frances Senior Centre Committee. 3. That the any signage be changed to reflect the name change to the Fort Frances Senior Centre. 4. That a dedicated memory wall be created for Sister Betty Kennedy within the facility. 5. That any physical changes and construction that need to take place to enact these changes happen during the proposed expansion to ensure a seamless integration into the facility.

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 move forward with the name change recommendations.</p>

July 5, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: Fort Frances Senior Centre Name Change

At the request of the Fort Frances Senior Centre Board of Management, a review was undertaken of the progress of the name change at the Fort France Senior Centre.

A number of the steps and approvals from Council have been previously attained as noted in the attached report, however a number of items have not been completed to date.

Recommendation

The Community Service Division recommends to Mayor & Council that 1. a by law be created officially renaming the Sister Kennedy Centre as the Fort Frances Senior Centre. 2. That the Sister Kennedy Board of Management officially be changed to the Fort Frances Senior Centre Committee. 3. That the any signage be changed to reflect the name change to the Fort Frances Senior Centre. 4. That a dedicated memory wall be created for Sister Betty Kennedy within the facility. 5. That any physical changes and construction that need to take place to enact these changes happen during the proposed expansion to ensure a seamless integration into the facility.

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 move forward with the name change recommendations.</p>

June 8, 2021

Report To: Fort Frances Senior Center Board of Management

From: Aaron Bisson, Manager of Recreation and Culture

RE: Name Change at the Senior Centre

At the request of the Fort Frances Senior Centre Board an update on the progress of the progress of the Name Change at the Fort Frances Senior Centre is being given. The appropriate resolutions have been included with this report to support the information.

In November 2017, a report from the Sister Kennedy Board of Management approved a recommendation "that the Sister Kennedy Centre be renamed to the Fort Frances Senior Center, that the name on the building be removed and that Sister Kennedy be recognized on a memory wall."

The Request was brought to Community Services Executive Committee on November 30, 2017 and at this meeting the report was passed to recommend the name of the Sister Kennedy Centre be changed to the Fort Frances Senior Centre, and to recognize the contributions of Sister Betty Kennedy inside the facility.

A report dated November 30, 2017 from the Community Services Executive Committee was approved by Council through resolution number 970 on December 11, 2017 to change the name of the Sister Kennedy Centre to the Fort Frances Senior Centre, and to recognize the contribution of Sister Betty Kennedy through a dedicated memory wall.

Since that time, the Seniors Centre has been referred to the Fort Frances Senior Centre, however the name on the building has never been updated and a by law has never been created to officially change the name from Sister Kennedy Centre to the Fort Frances Senior Centre.

It is the Sister Kennedy Centre's Board of Managements recommendation that a by law be created officially renaming the Sister Kennedy Centre as the Fort Frances Senior Centre. That the Sister Kennedy Board of Management officially be changed to the Fort Frances Senior Centre Committee. Further that the any signage be changed to reflect the name change to the Fort Frances Senior Centre. That a dedicated memory wall be created for Sister Betty Kennedy within the facility. That any physical changes and construction that need to take place to enact these changes happen during the proposed expansion to ensure a seamless integration into the facility.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

SISTER KENNEDY BOARD OF MANAGEMENT**REGULAR MEETING – November 14, 2017****Session #009****Sister Kennedy Centre Dining Hall/Program Space**

IN ATTENDANCE Cindy Noble, John Reader, Doug Kitowski, Diane Maxey, June Caul, Irene Laing, Jason Kabel

ABSENT Ed Haglund

REGRETS Irene Laing

CALL TO ORDER The meeting was called to order at 10:35 by the Chair, Diane Maxey

CONFLICT OF INTEREST There were no conflicts declared.

ADOPTION OF THE AGENDA

933 June Caul/John Reader That the agenda be adopted as circulated. **Carried**

APPROVAL OF MINUTES

934 Dalton Taylor/John Reader That the minutes of the October 10, 2017 meeting be accepted as circulated. **Carried**

MANAGER'S REPORT

Cindy Noble presented the Manager's Report.

935 June Caul/John Reader That the Manager's Report be accepted as presented. **Carried**

BILLS AND ACCOUNTS

936 June Caul/Doug Kitowski That the October accounts be accepted and approved for payment. **Carried**

CORRESPONDENCE

No correspondence

PAST BUSINESS

- **Baffles** Cindy spoke to Pam Vittie who will have to get material.
- **Exercise Program** Jason advised that this has been passed by Council.
- **Room Arrangement/Expansion** A southward expansion is recommended. Jason advised that there is no grant money for expansion, only new construction. It was suggested that a variety show be held as a fundraiser.

NEW BUSINESS

2018 Budget Discussion on the 2018 budget.

Building Name

937 June Caul/Dalton Taylor That the Sister Kennedy Centre be renamed to the Fort Frances Senior Center, that the name on the building be removed and that Sister Kennedy be recognized on a memory wall. **Carried**

PUBLIC PARTICIPATION

Mildred Bedard advised that Sister Kennedy did not ever want her name on the building

CLOSE

The president declared the meeting adjourned at 11:20

Diane Maxey, Chair

Irene Laing, Secretary

Next meeting December 12 at 10:30 a.m. at Sister Kennedy Centre.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: November 30, 2017

RE: **Sister Kennedy Centre Name Change**

At the regular meeting of the Sister Kennedy Centre Board of Management on November 14, 2017, there was a resolution passed as follows:

Moved by June Caul,

Seconded by Dalton Taylor

To change the name of the Sister Kennedy Centre to the Fort Frances Senior Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour. CARRIED.

There was good discussion on the matter by the Board and included public participation from a couple in attendance for the meeting.

History

1978 – Sister Betty Kennedy along with a few Seniors created the first Seniors (55+) drop-in Centre in Fort Frances, known as the Pleasant Past Times Place. It was located in the back of the Pentecostal Church next door to the Royal Canadian Legion.

1981 – July – Bylaw established by Mayor & Council to set up a committee for the purpose of constructing a Senior Citizen's drop-in centre on the old St. Mary's School property. This marked the commencement of much community fundraising.

1983 – April – Tenders were opened and the contract to construct the new building was awarded to Tom Jones & Sons General Contractors from Thunder Bay.

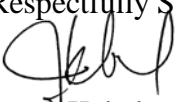
1983 – October 22 – Grand Opening took place & the Centre was renamed Sister Kennedy Centre.

1987 – April – The Fix-it Shop was opened on the same grounds.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to change the name of the Sister Kennedy Centre to the Fort Frances Seniors Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour.

Respectfully Submitted,



Jason Kabel

Council approval of this report will endorse the name change of the Sister Kennedy Centre to the Fort Frances Seniors Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour.



TOWN OF FORT FRANCES

COUNCIL

Session No. 076Resolution No. 970Moved by [Signature]Dated: December 11, 2017Seconded by Jane Caul

THAT the report dated November 30, 2017 from J. Kabel, Manager of Community Services re: Sister Kennedy Centre Name change be approved to agree with the recommendation of the Community Services Executive Committee to endorse changing the name of the Sister Kennedy Centre to the Fort Frances Seniors Centre and further that Sister Betty Kennedy be recognized for her contributions with a dedicated memory wall named in honour to be located inside the facility.

	Yea	Nay	Disclosure of Interest
R. Avis		✓	
J. Albanese		✓	
W. Brunetta	✓		
J. Caul	✓		
D. Kitowski	✓		
K. Perry		✓	
G. Paul Ryan	✓		

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
 MAYOR or DEPUTY MAYOR	

August 4, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Boundary Road Lift Station Upgrade

In the 2021 Capital budget Council allocated funds for the upgrades of the control systems in Boundary Road Lift Station. This is the first of a multi year upgrade plan for all of the Town's lift stations as they are all of similar vintage and are all approaching end of life.

Attached is a report from Mr. Craig Miller, P.Eng. outlining the upgrade planned at the Boundary Road Lift Station. Due to the nature of this type of work and the relationship that has been developed with Lakeside on the operation and maintenance of the control systems at the wastewater and water treatment plant, it only made sense to transition the lift stations to the same control system. As a result, a tender would not be useful as Lakeside is a proprietary system and in accordance with section 4.0 D iv of the procurement policy, there were not 2 possible sources.

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

1. The process control system in the Boundary Road Lift Station be upgraded to Delta – V by Lakeside Process Controls
2. That the funding shortfall be funded by the Wastewater Treatment Plant Miscellaneous Capital Upgrades Budget.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1. The process control system in the Boundary Road Lift Station be upgraded to Delta – V by Lakeside Process Controls**
- 2. That the funding shortfall be funded by the Wastewater Treatment Plant Miscellaneous Capital Upgrades Budget.**

Manager of Operations and Facilities

2021August4 Boundary Road LS PLC Upgrade.docx

July 29, 2021

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities

From: Craig Miller, P.Eng., Environmental Superintendent

SUBJECT: Boundary Lift Station PLC Upgrade

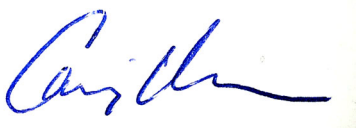
The Town of Fort Frances (through our partnership with OCWA) operate and maintain wastewater lift stations throughout the Town. Each of these lift stations are controlled by a programmable logic controller (PLC). The installed PLC's are early to mid 1990's vintage and do not match the PLC's used at the Wastewater Treatment Plant or the Water Treatment Plant. Accordingly, the Town's long-range financial plan and takes into account the need to upgrade the controls at the lift stations to match the PLC's used in both of our Treatment Plants – Delta V. This year, the Boundary Lift Station has been selected to undergo the first upgrade.

Lakeside Process Controls has provided a quotation of \$67,548 to complete this upgrade. The 2021 budgeted amount for this upgrade is \$64,800. The difference of \$2,748 would be taken from the Wastewater Treatment Plant Miscellaneous Capital Upgrades Budget.

The Town of Fort Frances and Lakeside Process Controls have a long-term maintenance agreement for support of our Water and Wastewater control systems. Further, Lakeside Process Controls is the sole source of Delta V control systems by Emerson Process Controls. We have a very good relationship with Lakeside Process Controls and they provide us with excellent support.

It is my recommendation that the Town of Fort Frances engage Lakeside Process Controls to upgrade the PLC controls at the Boundary Lift Station per Proposal #42877, dated June 9, 2021.

Respectfully submitted,



Craig Miller, P.Eng.
Environmental Superintendent

August 4, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Geospatial Data Share Agreement with Scatliff + Miller + Murray, KGS Group and Compass Leadership

Please find attached a report prepared by Trisha Law, GIS Expert outlining all the background information and the request from the Scatliff + Miller + Murray, KGS Group, Compass Leadership for certain portions of the Town's Geospatial Data

The Town has entered into an agreement with Scatliff + Miller + Murray partnered with KGS Group and Compass Leadership for the completion of a planning study focused on the redevelopment of the former Resolute Mill Site. SMM, KGS and Compass Leadership have requested that the costs associated for the data being requested, as outlined in the 2021 User Fee By-Law be waived as the firms are using the data to complete work for the Town.

The O & F executive committee recommends the following:

1. That the Town enter into a geospatial data license agreement with Scatliff + Miller + Murray, KGS Group and Compass Leadership to obtain the Town's GIS data to assist in the completion of the Planning Study for which they are retained.
2. That the associated fees relating to the data as outlined in the User Fee By-Law be waived, and
3. That the Mayor and Clerk be authorized execute the agreements on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

The O & F executive committee recommends the following:

- 1. That the Town enter into a geospatial data license agreement with Scatliff + Miller + Murray, KGS Group and Compass Leadership to obtain the Town's GIS data to assist in the completion of the Planning Study for which they are retained.**
- 2. That the associated fees relating to the data as outlined in the User Fee By-Law be waived, and**
- 3. That the Mayor and Clerk be authorized execute the agreements on behalf of the Corporation.**

2021Aug4 GIS Datashare Agreement SMM, KGS, Compass for Mill Study.docx

July 28, 2021.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request Scatliff + Miller + Murray (SMM); KGS Group and Compass Leadership

On July 27th, 2021 I was contacted by Wes Paetkau of Scatliff + Miller + Murray (SMM) via email for access to the Town's Geospatial Data. SMM, working in conjunction with KGS Group and Compass Leadership have been retained by Rainy River Future Development Corp and 2670568 Ontario Ltd, under a joint venture operating as Aazhogan Renewal for developing the former Resolute Forest Products mill properties. As such, SMM is requested the Town's GIS data for use in the creation of a revitalization plans of the subject lands. A letter dated July 28, 2021 from Tom Janzen, Principal Planner of SMM was received asking for the GIS data (shapefiles and aerial photograph) to be granted at zero cost. As SMM is working with KGS Group and Compass Leadership, the three companies will all require access to the Town's GIS data, with SMM acting as the primary data holder. Separate Geospatial Data Share Agreements were received from each of the three companies.

The data currently being requested from the Town's geospatial data share agreement for use is storm mains, catch basins, storm manholes, road centerlines, basemap with addresses, water mains, hydrants, valves, sanitary manholes, sanitary mains and aerial imagery. The cost of the layers requested is 10 @ 306.05 plus HST for vector data and \$1223.85 plus HST for the 2007 aerial photograph as per the current User Fee Schedule.

For references purposes, this is a listing of current Geospatial License Agreements with the Town:

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC

- TBAYTEL/Telecon - paid \$639.40 (including HST)
- Fire Underwriters (2017) - \$0 request approved by Council
- OPP (2018) - \$0 request approved by Council
- Infratech Services (2019) - \$0 request approved by Council, working for TOFF
- Fire Underwriters Survey - \$0 request approved by Council
- Telecon (2019) - \$337.98 (including HST)
- Hilderman Thomas Frank Cram (2020) - \$0 request approved by Council, working for TOFF
- Hatch (2021) - \$0 request, approved by Council, working for TOFF
- Computational Hydraulics Inc. (2021) - \$0 request, approved by Council, working for TOFF
- TBT Engineering Limited (2021) - \$0 request, approved by Council, working for TOFF

After consideration of this request, I recommend the Town entering into a Geospatial Data License Agreement with Scatliff + Miller + Murray, KGS Group and Compass Leadership.

Respectively Submitted,



Trisha Law, MGIS
GIS Expert

SCATLIFF + MILLER + MURRAY

1120 – 201 Portage Avenue | Winnipeg, MB | R3B 3K6
204-927-3444 | www.scatliff.ca

July 28, 2021

Attn: Trish Law, BSc., M. GIS

GIS Expert

Town of Fort Frances

320 Portage Avenue

Fort Frances, ON P9A 3P9

**RE: STRATEGIC PLANNING SERVICES
FORMER FORT FRANCES MILL PROPERTIES
TOWN OF FORT FRANCES, ON
GEOSPATIAL DATA LICENSE AGREEMENT + LETTER OF INTENT**

Dear Ms. Law,

Further to our recent correspondence, Scatliff + Miller + Murray, in association with KGS Group and Compass Leadership, have been retained to advance the revitalization of the former Resolute pulp and paper mill properties in the Town of Fort Frances (Town). 2670568 Ontario Ltd. acquired the subject lands with the intent to redevelop the property in joint venture with Rainy River First Nations. This joint venture operates as Aazhogan Renewal. The Town and Aazhogan Renewal have agreed to work together through an Advisory Committee to undertake this project.

In essence, the project is a blueprint for the property and surrounding area that will represent the community's values, and provide the necessary guidance to implement a vision for the future. As such, our five-month work plan will involve workshops with Aazhogan Renewal, the Advisory Committee and Town staff, the development of conceptual plans for the subject lands and a presentation of our final report to Town Council. The concept plans, in particular, will be multi-faceted by:

- Providing the right mix and densities of land use nodes that reflect the highest and best use of the subject lands and support a productive local economy;
- Designing infrastructure that saves energy, produces less waste, eliminates unnecessary capital costs, reduces maintenance and replacement costs, and closely aligns with projected offsetting cost-benefit factors;
- Enabling active and sustainable transportation options;
- Creating healthy and inclusive spaces for people to be social, active, and to share and engage in cultural experiences; and
- Confirming the required amendments to the Town's Official Plan, Zoning By-Law and other pertinent planning documents in order to support the future development of the subject lands.

Our strategic planning and design efforts must be informed by an in-depth understanding of the interplay between – as well as the attributes and constraints involving – land development forces, economic development, infrastructure, community relationships, and policy regarding the property and surrounding area. With this in mind and pursuant to the enclosed Geospatial Data License Agreement, we are requesting that the Town share all of its Geospatial data for the property and surrounding area (extending up to and including the adjacent block of lands and roads to the north, east and west) with Scatliff + Miller + Murray as the lead consulting firm on this project. Please be assured that we will access, review and use the information provided only with our team partners (KGS Group and Compass Leadership) and only for the purposes of our strategic planning and design efforts on this project. Furthermore, and given the role of the Town on this project, we are requesting that this data be provided at no cost to Scatliff + Miller + Murray.

We wish to thank the Town for considering our request. We also look forward to collaborating further with the Town on developing a proactive and visionary response to the former Resolute pulp and paper mill properties that reflects the evolving needs and priorities of the community.

If you have any immediate questions regarding the enclosed, please contact me at 204.898.8494 or via email at tjanzen@scatliff.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Janzen', with a stylized flourish at the end.

Tom Janzen, M.Sc.PI, MCIP, RPP, LEED AP
Principal

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 28 day of 07 2021
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
("The Town of Fort Frances")

- and -

SCATLIFF + MILLER + MURRAY
("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.

2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

3. **Licensed data:** All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. **Maintenance:** The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. **Reserved Rights:** The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. **Copyright:** Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. **Warranty:** The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. **Data Delivery:** Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. **Fees:** The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

***Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.*

LICENSEE

By (Signature):  _____

I have the authorization to bind the Corporation

Position/Title: Senior Planner signing on behalf of Principal

Name (Print): Wes Paetkau on behalf of Tom Janzen

Date: July 28, 2021

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

DATA LICENSE INFORMATION:**Data Available:**

Infrastructure (separate layers): Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines

Base Data: base map (with or without addresses), aerial photography (colour, April 2007 .ecw format only)

Data Requested:

Infrastructure data for the former Resolute pulp and paper mill property and surrounding area (extending up to and including the adjacent block of lands and roads to the north, east and west), specifically: Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines; base map (with addresses), aerial photography (colour, April 2007 .ecw format).

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2021 Fee Schedule:

Given the role of the Town on this project, the data is requested to be provided at no cost to Scatliff + Miller + Murray

Hard Copy Maps: 8 ½" X 11" - \$6.15; 11" X 17" - \$12.20; 24" X 36" \$30.60

2007 Digital Aerial Photography: \$1223.85 (.ecw format only)

Shapefiles: \$306.05 per infrastructure shapefile layer

\$306.05 – base map (property lines and address numbers only)

*prices do not include applicable H.S.T.

SCATLIFF + MILLER + MURRAY

1120 – 201 Portage Avenue | Winnipeg, MB | R3B 3K6
204-927-3444 | www.scatliff.ca

July 29, 2021

Attn: Trish Law, BSc., M. GIS
GIS Expert
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

**RE: STRATEGIC PLANNING SERVICES
FORMER FORT FRANCES MILL PROPERTIES
TOWN OF FORT FRANCES, ON
GEOSPATIAL DATA LICENSE AGREEMENTS: KGS GROUP
COMPASS LEADERSHIP**

Dear Ms. Law,

Further to our recent correspondence and as requested, please find enclosed the executed Geospatial Data License Agreements from KGS Group and Compass Leadership in support of the project referenced above. For ease of reference, we have also attached our supporting Letter of Intent on this matter, which was emailed to you on July 28, 2021.

If you have any immediate questions regarding the enclosed, please contact me at 204.898.8494 or via email at tjanzen@scatliff.ca.

Sincerely,



Tom Janzen, M.Sc.PI, MCIP, RPP, LEED AP
Principal

Encl.

cc: Burton Mikolayenko, B.Sc., P.Eng., Municipal Engineer, KGS Group
Ian McCormack, RPF, CEC, Principal, Compass Leadership
Geoff Gillon, Executive Director, Rainy River Future Development Corporation

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 29th day of July 20 21
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
("The Town of Fort Frances")

- and -

KONTZAMANIS GRAUMANN SMITH MACMILLAN INC.
("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.

2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

3. **Licensed data:** All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. **Maintenance:** The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. **Reserved Rights:** The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. **Copyright:** Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. **Warranty:** The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. **Data Delivery:** Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. **Fees:** The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____
I have the authorization to bind the Corporation
Position/Title: _____
Name (Print): _____
Date: _____

By (Signature): _____
I have the authorization to bind the Corporation
Position/Title: _____
Name (Print): _____
Date: _____

***Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.*

LICENSEE

By (Signature): a.p.f.
I have the authorization to bind the Corporation
Position/Title: Associate Principal
Name (Print): Adam Pawlikewich
Date: July 29, 2021

By (Signature): _____
I have the authorization to bind the Corporation
Position/Title: _____
Name (Print): _____
Date: _____

DATA LICENSE INFORMATION:Data Available:

Infrastructure (separate layers): Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines

Base Data: base map (with or without addresses), aerial photography (colour, April 2007 .ecw format only)

Data Requested:

Infrastructure data for the former Resolute pulp and paper mill property and surrounding area (extending up to and including the adjacent block of lands and roads to the north, east and west), specifically: Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines; base map (with addresses), aerial photography (colour, April 2007 .ecw format).

Data to be shared with and between the consulting team led by Scatliff + Miller + Murray (SMM), pursuant to SMM's pending Geospatial Data License Agreement with the Town and supporting letter of intent, dated July 28, 2021 (attached).

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2021 Fee Schedule:

Given the role of the Town on this project, the data is requested to be provided at no cost to KGS Group.

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 29 day of July 2021
 (Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
 ("The Town of Fort Frances")

- and -

COMPASS LEADERSHIP
 ("Licensee")

(1928020 Mario Ad)

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.

2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

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6. **Copyright:** Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. **Warranty:** The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. **Data Delivery:** Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

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11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

*****Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.***

LICENSEE

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: President/PartnerName (Print): Jon McCormackDate: July 29 2021

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

DATA LICENSE INFORMATION:Data Available:

Infrastructure (separate layers): Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines

Base Data: base map (with or without addresses), aerial photography (colour, April 2007 .ecw format only)

Data Requested:

Infrastructure data for the former Resolute pulp and paper mill property and surrounding area (extending up to and including the adjacent block of lands and roads to the north, east and west), specifically: Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines; base map (with addresses), aerial photography (colour, April 2007 .ecw format).

Data to be shared with and between the consulting team led by Scatliff + Miller + Murray (SMM), pursuant to SMM's pending Geospatial Data License Agreement with the Town and supporting letter of intent, dated July 28, 2021 (attached).

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2021 Fee Schedule:

Given the role of the Town on this project, the data is requested to be provided at no cost to Compass Leadership.

Hard Copy Maps: 8 ½" X 11" - \$6.15; 11" X 17" - \$12.20; 24" X 36" \$30.60

2007 Digital Aerial Photography: \$1223.85 (.ecw format only)

Shapefiles: \$306.05 per infrastructure shapefile layer
\$306.05 – base map (property lines and address numbers only)

*prices do not include applicable H.S.T.

August 4, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Entering into a new service agreement with Automotive Materials Stewardship

Over the past two years, as the transition of the Hazardous and Special Waste regulation to full producer responsibility was set in regulation, funding agencies that fund portions of our annual hazardous waste events have brought forward amending agreements to ensure that there is no stoppage in service into transition.

Attached to this report you will find a new Services Agreement with Automotive Materials Stewardship which has developed themselves as a Producer Responsibility Organization (PRO) for waste oil containers, filters, coolant and coolant containers. Unlike the new Blue Box regulation, Hazardous Waste will likely maintain a very similar process for event-based programs such as ours with similar entities that currently fund portions of our program being setup as PRO's as we have seen with Automotive Materials Stewardship.

The new service agreement will come into force starting October 1, 2021 and terminate the current agreement. This signifies the transition date for all Hazardous Waste programs in the province and will fall after our 2021 event.

It is the recommendation of the Operations and Facilities Executive Committee that the Town of Fort Frances enter into a new Services Agreement with Automotive Materials Stewardship for the provision of portions of our Hazardous Waste Event services per the agreement and further that an authorizing by-law be prepared for the Mayor and Clerk to execute the agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Town of Fort Frances enter into a new Services Agreement with Automotive Materials Stewardship for the provision of portions of our Hazardous Waste Event services per the agreement and further that an authorizing by-law be prepared for the Mayor and Clerk to execute the agreement on behalf of the corporation.

Manager of Operations and Facilities

MUNICIPAL & FIRST NATIONS AUTOMOTIVE MATERIALS SERVICES AGREEMENT

THIS AGREEMENT is made as of the 1st day of October, 2021 (the “**Effective Date**”).

BETWEEN:

AUTOMOTIVE MATERIALS STEWARDSHIP INC. (“AMS”)

- and -

THE CORPORATION OF THE TOWN OF FORT FRANCES (“COLLECTOR”)

collectively, the “Parties”

Reporting Contract #: _____ *(completed by AMS)*

WHEREAS:

- A. AMS will be offering services as a producer responsibility organization (“**PRO**”) under the Hazardous and Special Products Regulation (“**HSP Regulation**”) made under the *Resource Recovery and Circular Economy Act, 2016* (the “**RRCEA**”) (collectively, the “**AMS Program**”).
- B. As a PRO, AMS is establishing a collection and management system for HSP consisting of antifreeze (including antifreeze containers less than 30 litres), oil containers, and/or oil filters (collectively, “**Automotive Hazardous and Special Products**” or “**Automotive HSP**”) as more particularly defined below.
- C. AMS and Collector wish to enter into an agreement concerning the provision of services by the Collector to AMS concerning Automotive HSP.

NOW THEREFORE in consideration of the premises, the parties hereto agree as follows:

1.0 Definitions and Interpretation

- 1.1. Terms beginning with capital letters and used herein without definition shall have the meanings given to them in the RRCEA or the HSP Regulation or the *Municipal Act, 2001* (Ontario), as the case may be unless otherwise specified.
- 1.2. In this Agreement:
 - (a) **“Agreement”** means this Agreement and includes all schedules and amendments thereto;
 - (b) **“Automotive HSP”** means one or more of the following as defined under the Regulation:
 - (i) **“Oil Container”** means a container that is used for the supply of new lubricating oil and that has a capacity of 30 litres or less;
 - (ii) **“Oil Filter”** means a fluid filter, other than a gasoline filter, and includes,
 - a. a spin-on style filter or element-style fluid filter that is sold separately or as part of a product, that is used in hydraulic, transmission or internal combustion engine applications,
 - b. a filter used for oil, diesel fuel, storage tank fuel, coolant, household furnace fuel, and
 - c. a sump type automatic transmission filter
 - (iii) **“Antifreeze”** means a product containing ethylene or propylene glycol that is used or intended for use as a vehicle engine coolant and includes,
 - a. the initial antifreeze supplied with a new vehicle, and
 - b. antifreeze that is premixed and concentrated.

“Antifreeze” includes the product’s primary packaging where that packaging is less than 30 litres.
 - (c) **“Business Day”** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario has elected to be closed for business;
 - (d) **“Claims Submission”** means submission to AMS of data required to validate claim for payment;
 - (e) **“Collection Services”** means all the activities, including those conducted at Events and Depots operated by or on behalf of the Collector, for the purpose of receiving, classifying, packing, storing and transferring Automotive HSP onto transportation vehicles, including the manifesting of the Automotive HSP prior to transportation from the Event or Depot;

- (f) **“Depot”** means a collection and transfer facility/location operated by or on behalf of the Collector for receiving Automotive HSP from the public and transferring to Haulers for processing or recycling;
- (g) **“Diversion Report”** means invoices, Automotive Material tonnage reports, or other such documents in the form and format specified by AMS as may reasonably be required from time to time for the validation of Claims Submissions;
- (h) **“Event”** means a one-day or other collection event, operated by or on behalf of a Collector to collect, pack, transport, weigh, and process Automotive HSP from the public;
- (i) **“FOB”** means free on board;
- (j) **“Generator”** means the final user who generates waste which will be reused, recycled or disposed;
- (k) **“Hauler”** means a Service Provider that transports collected Automotive HSP to a Processor;
- (l) **“Manifesting”** means those activities associated with preparing a manifest for Post-Collection Services in accordance with Regulation 347 made under the *Environmental Protection Act* (Ontario);
- (m) **“Material Management Services”** means the Collection Services and/or Post-Collection Services provided by the Service Provider;
- (n) **“Packing Standards”** means the Waste Packing Protocols listed in Schedule “C” as amended by AMS from time to time;
- (o) **“Post-Collection Services”** means the management of Automotive HSP after transfer of such Automotive HSP to a Hauler FOB the Event or Depot location, including but not limited to transportation of Automotive HSP from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities;
- (p) **“Processor”** means a Service Provider that processes collected Automotive HSP;
- (q) **“Service Provider”** means a Hauler and/or Processor, approved by AMS as posted in a secure location on the AMS website accessible to Collector, that provides Material Management Services to AMS or the Collector as the case may be; and
- (r) **“WeRecycle Portal”** means AMS’s online system for uploading Claims Submissions.

2.0 Material Management Services

- 2.1. This Agreement is for three different service location types for the provision of Material Management Services by the Collector to AMS. These are as follows:

(a) Depot

- (i) The Collector or the Collector's Service Provider provides Depot Collection Services for Automotive HSP. AMS pays the Collector an hourly rate for the Collection Services of Automotive HSP.
- (ii) Automotive HSP are to be separately sorted by material as per Packing Standards by the Collector at its Depots and made ready for pick-up by approved AMS hauler.
- (iii) Depots must accept, at a minimum, all types of HSP that are in the same category as that type of HSP as defined in the Regulation.
- (iv) Depots must accept from a person, at a minimum, up to 25 kilograms per day of each type of Automotive HSP.
- (v) If a Depot accepts more than 50 kilograms of Automotive HSP from a person on a single day, Collector shall make reasonable efforts to record the person's name, contact information, any unique identifier assigned by the Registrar and the weight of Automotive HSP accepted.

(b) Event

- (i) The Collector or the Collector's Service Provider provides Event Collection Services for Automotive HSP. The Collector may combine Events with other activities, including collection of non-Automotive HSP. AMS pays the Collector a cost per tonne of Automotive HSP as per Schedule "B" for the Collection and Post-Collection Services.
- (ii) An Event must accept antifreeze, oil containers and oil filters.
- (iii) An Event must operate for a minimum of four (4) consecutive hours.

(c) Event (and transportation to Depot)

- (i) The Collector or the Collector's Service Provider provides Event Collection Services for Automotive HSP and transports the collected Automotive HSP to a Depot. AMS pays the Collector a cost per tonne.
- (ii) Automotive HSP are to be separately sorted by material as per Packing Standards by the Collector at its Depots and made ready for pick-up by an approved AMS Hauler.

For the purpose of this Agreement, AMS and the Collector have agreed that the service location types marked with an "X" below will be the ones under which the Collector will provide Material Management Services to AMS.

- ☐ Depot
- ☒ Event

- ☐ Event (and transportation to Depot)

- 2.2. AMS and Collector may agree in writing at any time to change the service location type under which Collector is providing Material Management Services to AMS herein to the other service location type listed or to add another service location type and this Agreement shall be deemed to have been amended accordingly.

3.0 Price and Payment

3.1. Price

- (a) Material Management Services – Depot. AMS will pay for Material Management Services provided by the Collector as follows:
- (i) AMS will pay the Collector the hourly rate as set out in Schedule “B” for the Total Reimbursable Hours of Operation as specified in Schedule “A” for the Collection Services.
 - (ii) AMS will pay Service Providers directly for Post-Collection Services for Automotive HSP collected at Depots.
- (b) Material Management Services - Event. AMS will pay for Material Management Services provided by the Collector as follows:
- (i) AMS will pay the Collector an amount per tonne as set out in Schedule “B” for the Collection Services and Post-Collection Services for each of the approved Events that are submitted as outlined in Schedule “A”. The actual weight of the Automotive HSP as determined by the Service Provider providing the Post-Collection Services will be used.
- (c) Material Management Services – Event (and transportation to Depot). AMS will pay for Material Management Services provided by the Collector as follows:
- (i) AMS will pay the Collector an amount per tonne as set out in Schedule “B” for the Collection Services and transportation of Automotive HSP to a Depot for each of the approved Events that are submitted as outlined in Schedule “A”. The actual weight of the Automotive HSP as determined by the Service Provider providing the Post-Collection Services will be used.
 - (ii) AMS will pay Service Providers directly for Post-Collection Services for Automotive HSP collected at Events and transported to Depots.

3.2. Payment

(a) Material Management Services – Depot.

- (i) For Depot Collection Services payable pursuant to Section 3.1(a)(i), AMS will pay the Collector pursuant to this Agreement within thirty (30) days of the end of each calendar month.

(b) Material Management Services - Event.

- (i) To receive payment for Event Collection Services and Post-Collection Services, the Collector must upload a Claims Submission via the WeRecycle Portal and send AMS a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Automotive HSP. The Claims Submission is to be submitted by Collector to AMS within thirty (30) days of Collector receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. AMS will validate the Claims Submission with the Diversion Report(s) received from Collector within thirty (30) days of receipt and AMS will pay the Collector pursuant to this Agreement within thirty (30) days of the date on which AMS determines the claim to be correct and accurate. If any errors or omissions are found, AMS will issue a payment adjustment and AMS may require a corrected Claims Submission from the Collector.

(c) Material Management Services – Event (and transportation to Depot).

- (i) To receive payment for Event Collection Services and transportation of Automotive HSP to a Depot, the Collector must upload a Claims Submission via the WeRecycle Portal and send AMS a copy of the shipping manifest(s) with respect to the Automotive HSP. The Claims Submission is to be submitted by Collector to AMS within thirty (30) days of Collector receiving the related manifest(s) but no later than the end of the following calendar quarter. AMS will validate the Claims Submission with the manifest(s) received from Collector within thirty (30) days of receipt and AMS will pay the Collector pursuant to this Agreement within thirty (30) days of the date on which AMS determines the claim to be correct and accurate. If any errors or omissions are found, AMS will issue a payment adjustment and AMS may require a corrected Claims Submission from the Collector.

3.3. Collector will provide any additional back-up/supporting information reasonably requested by AMS to verify the accuracy of the Claims Submissions from time to time.

3.4. The Collector will not charge residential Generators of Automotive HSP for collection of Automotive HSP at its Depots or Events.

3.5. Late Submission Penalties

- (a) AMS may reduce amounts payable under Claims Submissions which are not submitted to AMS within the time periods set out in section 3.2 (b) and (c) by five (5%) per cent per month.
- (b) AMS will have no responsibility to pay and Collector will forfeit the right to claim for, any Claim Submission in respect of a calendar year which is not received by AMS by January 31 of the following calendar year.

4.0 Supplemental Reporting

In addition to all other reporting requirements in this Agreement, Collector will provide information to AMS as required to satisfy AMS' reporting obligations to the Authority in the Regulation and the Hazardous and Special Products Verification and Audit Procedure document, each of which can be found on the Government of Ontario and the Authority websites respectively. AMS will make no more than two (2) requests per calendar year.

5.0 Facility Access and Audit Rights

- 5.1. Collector will grant AMS (or its authorized representative) or the Authority access to Collector's Depots used in the provision of Material Management Services to monitor Collector's performance in the delivery of Material Management Services. Such access will be during normal business hours and on a minimum of 48 hours' notice.
- 5.2. AMS or its representative will have the right to perform composition audits of Automotive HSP in the possession or control of the Collector and to review any documentation or other work product resulting from Material Management Services ("Audit Rights") at AMS' expense.
- 5.3. Collector will co-operate with AMS to allow AMS or its representative, to exercise its Audit Rights, and make reasonable efforts to provide access to adequate, indoor space and weighing devices, if available, at Collector's facilities at no charge to AMS.
- 5.4. All parties acting on behalf of AMS are bound by strict confidentiality agreements.

6.0 Term

- 6.1. This Agreement will commence on the Effective Date and its initial term will continue until December 31, 2022. This Agreement will automatically renew for successive one (1) year terms unless or until it is terminated in accordance with this Agreement. The initial term and any such additional term or terms are herein referred to as the "Term".

7.0 Exclusivity

- 7.1 The Collector will collect Automotive HSP exclusively on behalf of AMS and not for any other entity. In particular, Collector agrees not to enter into any other collection agreement for Automotive HSP with another producer responsibility organization or producer.

8.0 Title and Compliance with Laws

- 8.1. Title to all Automotive HSP collected by Collector at Events and Depots will belong to Collector from the time of collection until transfer of the collected Automotive HSP to an approved Hauler. At no time will AMS have title to Automotive HSP unless handled directly by AMS employees. Any contract entered into between Collector and a Service Provider for Automotive HSP must provide that title transfers to the Service Provider.
 - (a) Notwithstanding the foregoing, if the Collector operates a reuse program for any Automotive HSP, title to the Automotive HSP being reused shall transfer to Collector one (1) second prior to being given to the person or entity requesting it for reuse purposes.

- 8.2. In performing Material Management Services hereunder, Collector represents and warrants that it will at all times, and will require its Service Providers to, have all Certificates of Approval (also known as an Environmental Compliance Approval), and any other approvals required and that it will otherwise comply at all times and require its Service Providers to comply, with all applicable laws, regulations and requirements of any governmental authority having jurisdiction, including without limitation the Ontario Ministry of the Environment and the Ontario Ministry of Labour.

9.0 AMS Policies, Standards and Guidelines

- 9.1. Collector will at all times comply with the HSP Regulation and the HSP Verification and Audit Procedure document as applicable.
- 9.2. AMS may develop from time to time, policies, standards and guidelines relative to the provision of Material Management Services or make amendments thereto.
- 9.3. The AMS Waste Packing Standards in effect at the time of entering into this Agreement are included in Schedule "C" for convenience.
- 9.4. Collector will use best efforts to comply with, and will require that any of its contractors supplying Material Management Services use best efforts to comply with the provisions of all such policies, standards and guidelines as they pertain to the provision of Material Management Services. AMS will communicate any new or amended such policies, standards and guidelines to Collector via email.
- 9.5. Collector may provide written notice within thirty (30) days of receiving such communication that it does not wish to comply with a new or amended policy, standard or guideline, and in the event that the Collector provides such written notice either Party may exercise the termination provisions of 22.5(b).

10.0 Promotion and Education

- 10.1. Promotion and education of the proper end of life management of Automotive HSP is essential. The Collector will work cooperatively with AMS in undertaking such promotion and education activities with respect to Automotive HSP and collection of the Automotive HSP by the Collector as may be reasonably requested by AMS from time to time.
- 10.2. If a Collector provides Material Management Services for an Event or an Event (and transportation to Depot), the Collector will promote each Event in the local municipality, territorial district or First Nations community where it will be held for at least one week prior to the date of the Event using a combination of two or more forms of media, including but not limited to:
- local print publications
 - local print media
 - local radio
 - local signage, or
 - social media.

Collector will submit a report to AMS in a form and format specified by AMS that indicates how the Collector promoted each Event.

- 10.3. The Collector must submit to AMS draft copies of all publications that make use of AMS trademarks and logos for approval, which AMS may withhold for any reason.
- 10.4. The Collector, its employees and Service Providers will not engage in any activity that may cause or perceive to cause harm to Automotive Materials Stewardship or any brand owned or used under license by AMS.

11.0 Indemnity and Insurance

- 11.1. Each party (the “Indemnifying Party”) hereby indemnifies and saves harmless the other party (the “Indemnified Party”) on its behalf and as trustee for, its respective directors, officers, contractors, employees and agent, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the Indemnified Party, its directors, officers, contractors, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising out of any breach of this Agreement by the other party or any wilful misconduct or negligence of the Indemnifying Party or any person for whom the Indemnifying Party is, at law, responsible, in relation to matters arising out of this Agreement.
- 11.2. The Collector will, during the Term of the Agreement, self-insure, maintain at its expense and/or require any Service Provider to maintain at either the Collector’s or Service Provider’s expense Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence. For clarity, only the Collector can self-insure.
- 11.3. The Comprehensive General Liability policy of insurance referred to in this section will include AMS as an additional insured.
- 11.4. Unless the Collector wholly self-insures, the Collector will deliver a copy of Certificate(s) of Insurance maintained by the Collector or a Service Provider pursuant to this Agreement, upon the effective date of this Agreement, and annually upon renewal of the Collector or Service Provider’s insurance, naming AMS as an additional insured with the following language:

“Automotive Materials Stewardship and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insureds for Comprehensive General Liability. Such coverage is primary and non-contributing.”

If the Collector wholly self-insures, the Collector will deliver a letter stating such self-insurance to AMS upon the effective date of this Agreement, and annually upon each automatic renewal of this Agreement.

- 11.5. The Certificate(s) of Insurance, referred to in subsection 11.4, must also provide that AMS will be provided with thirty (30) days advance written notice of cancellation, termination, non-renewal or material change.

12.0 Assignment

- 12.1. The Collector may not subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of AMS.
- 12.2. Notwithstanding subsection 12.1, the Collector may assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of, but with written notice to, AMS:
- (a) from a Lower-tier Municipality to an Upper-tier Municipality or vice versa;
 - (b) to a municipal service board pursuant to sections 194 to 202 of the Municipal Act, 2001, as amended; or
 - (c) to a municipal business corporation pursuant to section 203 of the Municipal Act, 2001, as amended.

13.0 Notices

Any notice, request, demand or other instrument or communication herein provide, permitted or required to be given by either AMS or the Collector will be in writing and sufficiently given if delivered personally, by facsimile transmission or other electronic means of written communication tested prior to transmission to the extent such testing is available (unless otherwise expressly provided herein) or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to AMS will be delivered to:

Operations Officer
Automotive Materials Stewardship
1 St. Clair Avenue West, Suite 701
Toronto, ON M4V 1K6

Email: operations@autostewardship.ca

Notices to the Collector will be delivered to:

Travis Rob, Manager of Operations and Facilities
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Email: trob@fortfrances.ca

Any such notice if delivered personally, by facsimile transmission or by other electronic means will be conclusively deemed to have been given on the day of personal delivery, or facsimile transmission or electronic communication (and if after 5 p.m. E.T. the next following Business Day), or if mailed as aforesaid, will be conclusively deemed to have been received on the fifth (5th) business day following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered via courier). Either party may, at any time, give written notice to the other of any change of address (postal and/or email) of the party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge

to the contrary) be deemed to be the address of such party for the giving of notices thereafter.

14.0 No Partnership or Joint Venture

- 14.1. This Agreement does not create and will not in any circumstances create or be deemed to create a partnership or joint venture between the parties. For all purposes Collector will be an independent Collector.

15.0 Severability

- 15.1. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination will not impair or affect the validity, legality or enforceability of the remaining provisions hereof, and each provision is hereby declared to be separate, severable and distinct. To the extent that any such provision is found to be invalid, illegal or unenforceable, the parties hereto will act in good faith to substitute for such provision, to the extent possible, a new provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

16.0 Amendment and Waivers

- 16.1. No amendment or waiver of any provision of this Agreement will be binding on any party unless consented to in writing by such party. No waiver of any provision of this Agreement will constitute a waiver of any other provision, and no waiver will constitute a continuing waiver unless otherwise provided.

17.0 Further Acts

- 17.1. Each party will execute all such documents and do all such other acts and things as may be necessary or desirable from time to time in order effectively to carry out the provisions of this Agreement and will not to take any action, or omit to take any action, that would constitute a breach of this Agreement.

18.0 No Third Party Beneficiaries

- 18.1. No person or entity which is not a party hereto will have any rights or obligations pursuant to this Agreement or be permitted to place any reliance on anything in this Agreement or on the continuation of this Agreement.

19.0 Counterparts and Facsimile

- 19.1. This Agreement may be executed in counterparts, and may be transmitted by facsimile or secure electronic document (PDF) each of which will constitute an original and all of which taken together will constitute one and the same instrument.

20.0 Force Majeure

- 20.1. In the event that either party hereto is delayed or hindered in the performance of any act required herein by reason of Acts of God, riots, insurrection, war or other reasons of a like nature not the fault of such party (an "Event of Force Majeure"), then the performance of

such act will be excused for the period of the delay and the period for performance of any such act will be extended for a period equivalent to the period of such delay. The party whose performance of this Agreement is or may reasonably be expected to be affected by an Event of Force Majeure will promptly notify the other party of the existence of such circumstances and will use its best efforts to resume and complete performance. Whenever a party is reasonably certain that such an Event of Force Majeure is likely to occur, it will notify and consult with the other party as soon as practicable. All time periods for the performance of obligations hereunder will be extended by a period corresponding to the time period of any delay caused by the occurrence of an Event of Force Majeure.

21.0 Dispute Resolution

- 21.1. All disputes arising out of in connection with this Agreement, or in respect of any legal relationship associated with or derived from this Agreement, that cannot be resolved within thirty (30) days by a senior representative of each party, will upon written notice by any party to the others be arbitrated and finally resolved by one (1) arbitrator qualified by education, experience or training to render a decision upon the issues in dispute and who has not previously been employed by any party or any of their affiliates, and does not have a direct or indirect interest in any party or the subject matter of the arbitration. Such arbitrator will either be mutually agreed upon by the parties within thirty (30) days after written notice from any party requesting arbitration or, failing agreement, the Resource Productivity and Recovery Authority may appoint the arbitrator on behalf of the Parties after receiving written submission from both.

22.0 Termination

- 22.1. Upon execution of this Agreement by the Collector and acceptance by AMS, any prior agreement between the same Collector and AMS is automatically terminated with immediate effect, except for the provisions in the prior agreement which are expressly stated as surviving termination.
- 22.2. If, in the reasonable opinion of either party, there has been a breach of this Agreement (which, in the case of a Collector, includes the Collector's compliance with the policies, standards, and guidelines described in section 9.0) by the other party (the "defaulting party"), the Collector or AMS (the "party giving notice") may give the defaulting party written notice to remedy the breach or default within sixty (60) days, failing which the Agreement may be terminated. In the event that the remedy of such breach reasonably requires more than sixty (60) days, the defaulting party will so advise the party giving notice forthwith and provide a revised timetable for remedying the breach. The party giving notice will notify the defaulting party in writing as to whether the revised time line is acceptable and, if it is, the revised time line to remedy such breach will apply.
- 22.3. On the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters and payment obligations arising prior to the date of termination.
- 22.4. Either Party may terminate this Agreement for any reason whatsoever save and except for matters arising from sections 22.2 & 22.5, without cause, cost or penalty, save and except for matters arising prior to termination, upon providing the other Party with ninety (90) days prior written notice of its intention to terminate this Agreement.

- 22.5. Either Party may terminate this agreement immediately upon written notice to the other Party, except as expressly stated, if:
- (a) Either Party assigns or subcontracts any of its rights or obligations under this Agreement or any part thereof except as expressly provided for herein; or
 - (b) the Collector provides written notice that it will not comply with any new or amended policies, standards and guidelines developed by AMS as per section 9.0; or
 - (c) the Collector fails to keep the terms of this Agreement confidential as per section 29.0, in such instances only AMS may terminate this agreement; or
 - (d) a receiver or trustee is appointed for any part of the assets of AMS; or
 - (e) AMS ceased to provide services as a PRO.

23.0 Survival

- 23.1. Articles 11, 22.3 and 29 of this Agreement will survive termination or expiry and continue in full force and effect.

24.0 Additional Conditions

- 24.1. The parties shall execute such further and other documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

25.0 Entire Agreement

- 25.1. This Agreement constitutes the entire agreement between the parties with respect to all of the matters herein and supersedes and replaces all previous agreements, whether oral or written, concerning the same or similar subject matter.

26.0 Headings for Convenience Only

- 26.1. The division of this Agreement into articles and sections is for convenience of reference only and will not affect the interpretation or construction of this Agreement.

27.0 Governing Law

- 27.1. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

28.0 Legislation References

- 28.1. Any reference in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body will be construed as a reference

thereto as amended or re-enacted from time to time or as a reference to any successor thereto.

29.0 Confidentiality

- 29.1. Subject to any legal requirements, including those included in the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), Collector will at all times treat Schedule "B" and the financial terms contained therein as private and confidential information.

To the extent permitted under MFIPPA, Collector will inform AMS of any request made of Collector under MFIPPA for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by AMS to Collector so that AMS will have an opportunity to make representations to Collector with respect to the proposed disclosure.

30.0 Rights and Remedies

- 30.1. The rights, remedies and privileges in this Agreement given to the Parties:
- (a) are cumulative and any one or more may be exercised;
 - (b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this Agreement; and
 - (c) are not dependent or conditional upon, or in any way lessened, restricted or affected by any other provisions of this Agreement.

31.0 Schedules

- 31.1. Schedules "A" through "C" are attached hereto and incorporated in and form part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first set out above.

AUTOMOTIVE MATERIALS STEWARDSHIP

by: _____

Name: David Pearce

Title: Operations Officer

**THE CORPORATION OF THE TOWN OF FORT
FRANCES**

by: _____

Name:

Title:

by: _____

Name:

Title:

Note: Second signatory to be completed by Collector only if Collector requires two signatories (and by leaving the second signatory blank and returning the Agreement to AMS, Collector and the first signatory represent that no additional signatories are required).

SCHEDULE “A” – COLLECTION ACCESSIBILITY SCHEDULES

Collector will collect all Automotive HSP from its residents according to the following Collection Accessibility Schedules.

Depots

Depot Name	Address	Days & Hours of Operation	Operating Season	Operating Hours	Reimbursable Hours
N/A	N/A	N/A	N/A	N/A	N/A
TOTAL REIMBURSABLE HOURS					0

Events

Collector will use commercially reasonable efforts to submit Event Collection Accessibility Schedules in the format below to AMS for approval by March 31st of the calendar year in which the Events will be held, and in all cases will submit Event Collection Accessibility Schedules not less than sixty (60) days prior to the next planned Event. Once approved by AMS, the updated information on Event Schedules will be deemed to be incorporated into this Agreement.

Event Collection Accessibility Schedule - Example

Event #	Collector	Date	Location	Address	Collection Hours	Service Provider
1	Collector name	Event date	Location name	Full address	ex. 9am - 2pm	SP Name

INITIALLED BY COLLECTOR: _____

SCHEDULE “B” – PAYMENT FOR COLLECTION SERVICES

AMS will pay the Collector for Automotive HSP Collection Services as follows:

For Material Management Services – Depot, AMS will pay the Collector the rate of **\$0.00** per hour plus applicable taxes for the Total Reimbursable Hours set out in Schedule “A”, to be paid in twelve (12) equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by twelve (12) and multiplied by the Hourly Rate.

For Material Management Services – Event, AMS will pay the Collector a rate of **\$2,200** per tonne of Automotive HSP plus applicable taxes.

For Material Management Services – Event (and transportation to Depot), AMS will pay the Collector a rate of **\$0.00** per tonne of Automotive HSP plus applicable taxes.

INITIALLED BY COLLECTOR: _____

SCHEDULE “C” – AMS WASTE PACKING STANDARDS

The following are AMS Waste Packing Standards applicable to this Agreement as of the date of this Agreement. Revisions to these standards will be posted in a secure location on the AMS website accessible to Collector.

Waste Packing Protocols

All collection site operators shall:

- 1.1 Pack waste according to the Ministry of the Environment and Climate Change waste classes and AMS Waste Packing Standards as outlined in Appendix A.
- 1.2 Ensure that Automotive HSP are handled and stored as follows:
 - In accordance with the conditions laid out in their respective Environmental Compliance Approval and all applicable laws and regulations.
 - Have the ability to receive wastes from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area, as applicable;
 - Have adequate infrastructure to shelter material from inclement weather in a consolidation storage area;
 - Have sufficient space to receive, sort, store and prepare transportation containers for shipment;
 - As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
 - Be accessible to transport vehicles for pick-up of Automotive HSP; and
 - Have adequate security measures in place to prevent Automotive HSP from being tampered with by anyone at the site or using the collection facility at unauthorized times.
- 1.3 All waste must be packed in an approved UN container and all HSP transported must be contained in accordance with TDGA requirements.
- 1.4 Bulky items must be stored in an upright position in a secure area, and in accordance with Technical Standards & Safety Authority (TSSA) requirements.
- 1.5 Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the Collection Site Operator's Environmental Compliance Approval Storage Requirements. Waste material collected at event days is an exception since it may not always be possible to fill a transport container of a given waste class to capacity.
- 1.6 Make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage when there is a potential for spillage or breakage of containers in a lab pack during transport:

- 1.7 Place large pails (20 litres or more) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used.
- 1.8 Contamination allowances:
- Reasonable efforts must be taken to minimize contamination.
 - The maximum contamination allowance is 5%. This is a weight-based allowance assessed on individual transport containers for a given waste class.
 - Contamination levels in transport containers (mis-packed Automotive HSP, non-program wastes as identified in Appendix A) will be monitored by AMS through random sampling. Collection site operators will be required to take corrective action if contamination allowances are exceeded. AMS reserves the right to revoke the collection site's approval status if corrective action is not taken as requested by AMS.

Appendix A – Waste Packing Standards

Please note: Automotive Materials Stewardship requires that waste materials in each individual row (as numbered in the first column on the left) be packed separately (even though they may be packed under the same waste class)

#	Waste Class / UN#	Examples of Inclusions	Examples of Exclusions	Eligible Generators
1	Antifreeze Bulked – 212 Or Antifreeze Lab Pack – 212	<ul style="list-style-type: none"> • Antifreeze returned in containers with a volume of 30 litres or less. • Antifreeze recovered from vehicles at automotive service centres. 	<ul style="list-style-type: none"> • Plumbing antifreeze; • Vehicle windshield antifreeze; • Product marketed as industrial heat transfer fluid; • Fuel (gasoline & diesel) antifreeze; Lock de-icer; • Air brake antifreeze; • Antifreeze which does not contain ethylene or propylene glycol; • Containers used to deliver Antifreeze with a capacity greater than 30 litres. 	<ul style="list-style-type: none"> • Residential • All IC&I
2	Empty Auto Containers Or Empty Auto Containers - Shredded	<ul style="list-style-type: none"> • Antifreeze containers that are 30 litres or less; • Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil. • Note: Lubricating oil includes: Synthetic crankcase or engine oil; Hydraulic fluid; Polyester fluids; Circulating oil or turbine oil; Paper machine oil; Transmission fluid; Power steering fluid; Gear oil; Vegetable oil for lubrication; Re-refined oil; Electrical insulating oil; Refrigeration system oil; Compressor oil; Mineral heat transfer fluid; Marine engine oil for vessels operating domestically; Metal working oil; Form release oil; Textile oil; Chain oil; Rock drill oil; 2-cycle engine oil; Gasoline / 2-cycle engine oil mixes; Saw guide oil; Drawing, stamping and shaping oil; Process oil; Deducing oil; Marine cylinder oil; Machine tool and sideway lubricant; Natural gas compressor oil; Conveyor lube; Dripless lube; Quenching oil; Pneumatic system oil; Rustproof oil; Food grade white mineral oil. 	Containers from any of the following: Oil treatment; Diesel fuel treatment; Cleaning/flushing fluids for motors/equipment; Winter start fluid; Brake fluid; Undercoating; Penetrating oil; Hydraulic jack oil; 3-in-1 household oil; Aerosol propelled lubricant; Gun oil; Kerosene; Urethane coating; Sewing machine oil; Cooking oil; Windshield washer fluid; Emulsified oil.	<ul style="list-style-type: none"> • Residential • All IC&I

#	Waste Class / UN#	Examples of Inclusions	Examples of Exclusions	Eligible Generators
3	Oil Filters - 252	<ul style="list-style-type: none"> • Spin-on or element style filters that are used in hydraulic, transmission or internal combustion engine applications; • Diesel fuel filters; • Household furnace fuel filters; • Coolant filters; • Storage tank diesel fuel filters; • Plastic & paper element style filters; • Diesel fuel filters used at retail commercial pump islands 	<ul style="list-style-type: none"> • Gasoline fuel filters; • Air filters (automotive or non-automotive); • Household furnace air filters; • Sock-type filters 	<ul style="list-style-type: none"> • Residential • All IC&I



July 22, 2021

Dear Municipal and First Nation partner:

AMS is pleased to provide the **attached Services Agreement** for Municipal and First Nation Automotive Materials Services that will **take effect October 1, 2021**, when we begin operating as a Producer Responsibility Organization (PRO).

As a PRO, AMS is inviting your participation in its robust collection and processing network that will enable producer compliance for **recycling antifreeze, oil containers and oil filters** under Ontario's new [Hazardous and Special Products \(HSP\) Regulation](#). AMS is required to revise its current agreements with producers and service providers to comply with the HSP Regulation.

The attached Services Agreement includes various minor changes from your current agreement with AMS. The **financial terms are unchanged**. Please note:

- Execution of the new Services Agreement will terminate all prior agreements and amendments as per section 22.1.
- If a new Services Agreement is not executed by October 1, 2021, the current Services Agreements will terminate automatically as a result of this notice as per Section 19.3 effective 90 days from the date of this letter.

Please review the agreement and ensure your information is complete and accurate before signing. A digitally signed copy or a scan of the original signed copy of the agreement is preferred and can be emailed to operations@autostewardship.ca – mailing a **hard copy is not required**.

If you have any questions about the Services Agreement or you wish to decline the offer to participate in the AMS PRO, please contact Scott Krysa (skrysa@cssalliance.ca) or Drew Berketo (dberketo@cssalliance.ca).

AMS values the relationships that have been established with our service provider partners since we began operating in 2017. We look forward to continuing to work together to provide safe and efficient management of automotive HSP.

August 4, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: New Hangar lease for Alex and Gary Kontz

Attached you will find a report from Mr. Tom Batiuk, Airport Supervisor outlining the change in ownership of one of the hangars at the Fort Frances Airport. This ownership change is coming in line with a renewal of a lease agreement for this hangar lot.

Attached you will also find a new lease with the new lessee's information contained.

It is the recommendation of the Operations and Facilities Executive Committee to enter into a hangar lot lease with Alex and Gary Kontz for a 750 square meter lot at the 2021 lot rental rate of \$1.90 per square meter. Further that Mayor and Clerk be authorized to execute the agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to enter into a hangar lot lease with Alex and Gary Kontz for a 750 square meter lot at the 2021 lot rental rate of \$1.90 per square meter. Further that Mayor and Clerk be authorized to execute the agreement on behalf of the corporation.

Manager of Operations and Facilities

2021Aug4 Airport Lease Agreement Alex Gary Kontz.docx



2021-07-29

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Lease change and renewal for Alex and Gary Kontz

Please find attached the renewal lease agreement for Alex and Gary Kontz. This hangar lease was previously related to Hank and Sue Didier and Gary Kontz. Both Hank and Sue are retiring, and they want to be removed from the lease agreement as they sold their interest in the hangar to Gary's son Alex. Please see the attached letters to support this change from both parties. The present lease expired last year and wasn't renewed due to border restrictions and the Covid-19 pandemic. These tenants have been great patrons of the airport for many years now and it is my recommendation to make the lease change and renewal going forward at the private hangar rate for 2021. Please forward for approval with my recommendation.

Kind Regards,

Tom Batiuk
Airport Supervisor

LAND LEASE

FORT FRANCES AIRPORT

2004 May

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Execution of Lease

Land Term Certain

THIS INDENTURE made this 1st Day of July, 2021

BETWEEN:

THE CORPORATION OF THE
TOWN OF FORT FRANCES

(hereinafter called
“The Lessor”),

OF THE FIRST PART

- and-

ALEX & GARY KONTZ

(hereinafter called
“The Lessee),

OF THE SECOND PART.

WITNESSES that the Lessor, in consideration of the rents, covenants, provisoes and conditions hereinafter reserved and contained, has demised and leased, and, by this Lease, demises and leases to the Lessee:

ALL AND SINGULAR that parcel of land situated, lying and being comprised, at the Fort Frances Municipal Airport, the said land comprising of approximately 750 square meters more or less, and being more particularly shown on drawing hereto annexed as Schedule “A”.

AND the Parties hereto agree as follows:

ARTICLE 1

DEFINITIONS

- (1) The word “Lessor” when used herein shall mean the Corporation of the Town of Fort Frances and shall include the Successors and Assigns of the Corporation of the Town of Fort Frances;
- 2) The word “Lessee” or other words relative thereto, or of like import, shall mean and include, irrespective of gender or number, the party or parties of the second part as above designated or described, and their or any of their executors, administrators, successors or assigns;
- (3) The words “Airport Manager” shall mean the Airport Superintendent, the person holding that position, or acting in the capacity of the Airport Superintendent, of the Fort Frances Municipal Airport, for the time being.

ARTICLE 2

PURPOSE

The said leased premises shall be used as a site for (hereinafter referred to as “the said building’)
and the said land shall be used for the construction of a hangar to be used for the storage and
maintenance of a private aircraft and for no other purpose or purposes whatsoever.

ARTICLE 3

TERM

3.01 LENGTH OF TERM

The Lessee shall have and hold the said leased premises, from and after the First (1st) day of July, 2021 for a period of Twenty-Five (25) years and then fully to be completed and ended.

3.02 OVERHOLDING TENANCY

It is hereby agreed by and between the parties hereto that if the Lessee shall hold over after the expiration of the term hereby granted and the Lessor shall accept rent, the new tenancy thereby created shall be a tenancy at will and not a tenancy from year to year, and the Lessee shall pay as rent during the time of such occupancy a rent to be determined at the discretion of the Lessor, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy at will.

3.03 CANCELLATION PRIVILEGE

If by reason of fire, flood, lightning, tempest, earthquake, impact of aircraft, explosion, or Acts of God, or the Queen’s enemies the said premises, shall at any time during the term hereby granted be destroyed or so damaged as to render the said premises unfit for occupancy, the Lessee will, then, have a period of ninety (90) days after such damage or destruction within which to decide whether or not it will repair. If the Lessee decides not to repairs, it may terminate this Lease by Notice, in writing, giving to the Lessor within the said ninety (90) day period; provided, however, that in the event of such notice being given to the Lessor pursuant to this clause, the rent reserved to the Lessor under this Lease shall be due and payable up to the date of restoration of the said land to the satisfaction of the Lessor.

3.04 SURRENDER OF PREMISES

At the expiration or sooner determination of the term of this Lease, the Lessee shall peaceably surrender and yield to the Lessor, in a condition satisfactory to the Lessor, the said land. The Lessee shall thereupon forthwith remove from the said land all chattels, goods, supplies, articles, equipment, materials, effects or things and shall also, to the satisfaction of the Lessor, repair all and every damage and injury occasioned to the premises of the Lessor by reason of such removal or in the performance thereof, but the Lessee shall not, by reason of any action taken or things performed or required under this clause, be entitled to any compensation whatever. Unless required by the Lessor, no chattels, goods, supplies, articles, equipment, materials, effects or things shall be removed from the said land until all rent due or to become due under this lease is fully paid. The Town may, at his option, remove at the risk of and at the cost and expense of the Lessee, the chattels, goods, supplies, articles, equipment, materials, effects or things from the said land and the Lessee shall reimburse the Lessor forthwith upon receipt of appropriate accounts therefore and for any storage charges which may have been or will be incurred by the Lessor as a result of such removal. Where not removed by the Lessee, the Lessor may consider the chattels, goods, supplies, articles, equipment, materials, effects or things to be abandoned, and take title thereto in the name of the Lessor.

3.05 TERMINATION

The parties hereto agree that the Lessee may terminate this Lease Agreement upon giving the Lessor one year's written notice provided such notice will be effective as of the First (1st) day of April in the next year following.

ARTICLE 4

RENT

4.01 RENT

The Lessee shall pay during the currency of this Lease to the Lessor through the Fort Frances Municipal Airport in lawful money of Canada the following rent:

- (1) For the term commencing on the 1st day of July, 2021 and ending on the 30th day of June 2026:

- (2) One Thousand Six Hundred Ten dollars and Twenty Five cents (\$1610.25), HST included, (**Calculated at \$1.90 per square meter for a private lot lease times 750 square meters plus HST**) per annum for land rent, payable in advance and, payment of rent shall be made by the Lessee without prior demand by the Lessor, to the Corporation of the Town of Fort Frances and delivered to:

Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9
Attention: Town Clerk

- (3) The land lease rate shall be renegotiated at the end of each Five (5) year term.

4.02 PAYMENT OF RENT

The Lessee shall pay all rent herein reserved at the time and in the manner in this Lease set forth, without any abatement or deduction whatever.

4.03 INTEREST ON RENT IN DEFAULT

Without waiving any other right of action of the Lessor in the event of default of payment of rent hereunder, in the even that the Lessee is delinquent after the date above appointed in making the payments required hereunder, the Lessee shall pay interest thereon at the rate of 15 per cent per annum (1.25% per cent per month, compounded), retroactive from the date any such amount is due and payable until paid. In order to reflect prevailing interest rates, the Lessor may review and adjust the interest rate from time to time.

ARTICLE 5

LEASED PREMISES, SERVICES AND IMPROVEMENTS

5.01 “AS IS” CONDITION

The Lessee accepts the said leased premises in an “as is” condition and improvements made to the said leased premises by the Lessee at any time during the currency of this lease, to make the said leased premises suitable for the operations of the Lessee hereunder, shall be at the risk, cost and expense of the Lessee and to the satisfaction of the Lessor.

5.02 ACCESS

- (1) The Lessor, its officer, servants or agents, shall have full and free access for inspection purposes during normal business hours and in the presence of the Lessee or a representative of the Lessee to any and every part of the said leased premises; it being expressly understood and agreed, however, that in cases of emergency, the Lessor, its officer, servants or agents shall at all times and for all purposes have full and free access to the said leased premises.
- (2) Subject as in this Lease provided, the Lessee shall have quiet possession of the said land, and the right of ingress and egress over the airport roadways subject to rules and regulations as may be established by the Lessor respecting such use.

5.03 MAINTENANCE OF LEASED AREA

The Lessee shall, at the cost and expense of the Lessee, maintain the landscaping and paved areas on the said land and shall keep the land free of debris and neat and tidy at all times, all to the satisfaction of the Airport Manager.

5.04 ADDITIONAL RIGHTS OF THE TOWN

The Lessor reserves the right to grant licenses, rights of way or privileges to others on, over, under, through or across the said land, provided, however, that such rights of way or privileges will not damage or disrupt permanently the physical facilities of the Lessee, will not impose any cost upon the Lessee, and will not weaken, diminish or impair the security of the Lease.

5.05 SERVICES

- (1) The Lessee shall construct improvement on the said land only in such manner that the surface drainage water on the said land will be discharged into the Lessor's drainage system and plans for the construction of storm drainage services shall be subject to the approval in writing, of the Airport Manager prior to installation of such services, for compatibility with the field drainage channels serving the said land, all at the cost and expense of the Lessee.
- (2) The Lessee shall, at the cost and expense of the Lessee, provide complete and proper arrangements for the adequate sanitary handling and disposal away from the said airport of all trash, garbage and other refuse on or in connection with the Lessee's operations under this Lease, all to the satisfaction of the Airport Manager. Piling of crates, cartons, barrels or other similar items shall not be permitted in a public area on the said airport.
- (3) The Lessee shall be responsible at the cost and expense of the Lessee for making arrangements for all services not supplied by the Lessor, provided, however, that the plans and specifications for installation thereof must be approved by the Airport Manager and the work performed under the supervision of a designated officer of the Airport Manager.

5.06 TEMPORARY SUSPENSION OF SERVICES

Without limiting or restricting the generality of the provisions of Clause 7.01 hereof, the Lessee shall not have nor make any claim or demand, nor bring any action or suit of petition against the Lessor or any of its officers, servants or agents for damage which the Lessee may sustain by reason of any temporary suspension, interruption or discontinuance, in whole or in part from whatever cause arising in service supplies by the Lessor hereunder.

5.07 REASONABLE USE

The Lessee shall not, during the currency of this lease, do, suffer nor permit to be done any act or thing which may impair, damage or injure the said land, or any part thereof, beyond the damage occasioned by reasonable use, and shall, at the cost and expense of the Lessee, repair and renew in good, sufficient and workmanlike manner all portions of the said land which may at any time by the Lessee be damaged (ordinary wear and tear only excepted) and in the event of the failure on the part of the Lessee to so repair and renew, the Lessee shall indemnify and save harmless the Lessor from all damages, costs and expenses suffered or incurred by the Lessor by reason of such impairment, damage or injury to the extent the Lessee is liable for the same in law, such payment to be made forthwith upon receipt of appropriate accounts therefore.

5.08 NUISANCE

The Lessee shall not do, suffer or permit to be done any act or thing upon or above the said land, which is or would constitute a nuisance to the occupiers of any lands or premises adjoining or in the vicinity of the said land or to the public generally.

5.09 ENVIRONMENTAL PROTECTION STATUTES

The Lessee shall accede to and abide by Federal Environmental Protection Statutes and regulations and by-laws and any regulations thereto and appropriate Provincial, Territorial and/or Municipal or local Environmental Protection Statutes and regulations and by-laws.

5.10 POLICE AND FIRE PROTECTION

The Lessor shall not be responsible for providing fire protection to nor policing of, the said land and any improvements by virtue of this lease agreement.

5.11 FIRE PREVENTION

The Lessee shall, at the expense of the Lessee, take all precautions to prevent fire from occurring in or about the said leased premises, and shall observe and comply with all laws and regulations in force respecting fires at the said airport, and with all instructions given from time to time by the Airport Manager with respect to fires and extinguishing of fires.

5.12 ADVERTISING

The Lessee shall not construct, erect, place or install on the said land any poster, advertising sign or display, electrical or otherwise, without first obtaining the consent, in writing, of the Airport Manager.

5.13 CARE, CUSTODY AND CONTROL OF SUBSTANCES AND MATERIALS

The Lessee shall not spill or discharge or permit to be spilled or discharged, intentionally or otherwise, any deleterious, noxious, contaminated or poisonous substances and materials (including but not restricted to fuel and other petroleum products), all as determined by the Airport Manager whose decision shall be final, onto airport lands or into airport sewer systems, storm drains or surface drainage facilities.

In the event of a spill or discharge of the said substances and materials which are, at the time of occurrence, under the care, custody and control of the Lessee or person acting on behalf of the Lessee, the Lessee shall be responsible for the cost incurred in cleaning up the spill or discharge to the satisfaction of the Airport Manager.

5.14 INTERCEPTORS

If required by the Airport Manager, grease, oil and sand interceptors shall be provided by the Lessee. All interceptors shall be of a type and capacity approved by the Airport Manager and shall be readily accessible for cleaning and inspection. Such interceptors shall be maintained by the Lessee, at the expense of the Lessee, in continuous, efficient operation at all times.

5.15 REPAIR OF DAMAGE

If, any time or times hereafter, any damage or injury (ordinary wear and tear only excepted) should be occasioned to the said leased premises, or any part thereof, or to any works of the Lessor on the said airport by reason of or on account of the operations of the Lessee hereunder or any action taken or things done or maintained by virtue thereof, then, and in every such case, the Lessee shall, within a reasonable time upon notice thereof from the Airport Manager given in writing, repair, and restore the same in good, sufficient and workmanlike manner; in the event of failure on the part of the Lessee to so repair, the Airport Manager may, at his option, repair such damage or injury in which case the Lessee shall repay and reimburse the Lessor for all costs and expenses connected therewith or incidental thereto to the extent the Lessee is liable for the same in law plus such additional charge as may be applicable in accordance with the policies of the Lessor for administration and overhead forthwith upon receipt by the Lessee of appropriate accounts therefore from the Lessor. In the event of failure on the part of the Lessee to repair such damage or injury and in the event of non repair by the Lessor, the Lessee shall remain liable to the Lessor for the amount of such damage or injury to the extent the Lessee is liable therefore in law and payment of such amount shall be made by the Lessee to the Lessor forthwith, upon receipt by the Lessee of appropriate accounts therefore from the Lessor.

5.16 ERECTION AND MAINTENANCE OF BUILDINGS OR STRUCTURES

- (1) The Lessee shall not construct or erect any additional buildings or other structures on the said land without prior approval of the Lessor.
- (2) The Lessee shall not make any alterations to the said leased premises or facilities or services connected therewith or add any facilities or services, prior to receiving approval from the Airport Manager. The Lessee agrees to make the alterations at the Lessee's cost, in accordance with the requirements, terms and conditions specified and thereafter maintain the said alterations at the cost of the Lessee and to the satisfaction of the Airport Manager.

- (3) If, at any time during the term of the Lease, the Lessee defaults in its obligation of maintaining the said land and improvements, and every one of them, in accordance with the requirements of this Lease, the Airport Manager may give written notice, specifying the respect in which such maintenance is deficient, to the Lessee. If, within fifteen (15) days from the giving of such notice the default specified in such notice has not been remedied or (if the nature of such default reasonably requires more than fifteen (15) days to remedy and make right) the Lessee has not commenced or, having commenced, is not diligently completing the remedying of such default, or if such maintenance is not of a type satisfactory to the Airport Manager, the Lessor may enter upon the said land and improvements and perform such maintenance, at the cost and expense of the Lessee, plus such additional charges as may then be applicable, in accordance with the policies of the Lessor for administration and overhead; it being expressly understood and agreed that the Lessor shall not be under any obligation to perform any maintenance during the term of this Lease.

5.17 VESTING OF REPAIRS, ALTERATIONS, IMPROVEMENTS OR REPLACEMENTS

Any repairs, alterations, improvements or replacements made by the Lessee to the said lease premises which by their nature are determined to be fixtures shall upon termination of this Lease, except and subject as in this Lease otherwise specifically provided, be vested in title in the Lessor without any payment of compensation to the Lessee in respect of the said repairs, alterations, improvements or replacements; nevertheless the Lessor shall have the option of requiring or compelling the Lessee upon written notice to remove such repairs, alterations, improvements or replacements, and the Lessee shall be so bound to remove and shall restore the said leased premises to original condition all at the cost and expense of the Lessee and without any right on the part of the Lessee to seek compensation for any reason whatsoever.

5.18 PAYMENT OF TAXES

The Lessee shall pay or cause to be paid all rates, taxes and assessments of whatsoever description, that may at any time during the existence of this Lease be lawfully imposed, and become due and payable, upon, or in respect of the said leased premises or any part thereof.

5.19 COMPLIANCE WITH REGULATIONS

- (1) The Lessee shall in all respects abide by and comply with all applicable lawful rules, regulations and by-laws of the Federal Government, Provincial Government, Municipal Government or any other governing body whatsoever and with all local police, health, or fire regulations or by-laws, in any manner affecting the said leased premises.
- (2) The Lessee shall abide by and comply with all regulations regarding traffic control, airport security, sanitation and all other regulations and directives relative to the management and operation of the said airport.

5.20 BUILDING SPECIFICATIONS

- (1) As of the commencement date of the lease agreement, the Lessee shall have two (2) years to complete construction of the building. If the building has not been completed within the two (2) years, the Lessor will have the option to cancel the lease agreement.
- (2) The building may be a metal or pole construction. The exterior of the building must be metal clad using the colours of white, light blue or forest green. No silver galvanized sheeting will be approved.
- (3) The roof shall be a single pitch design running the full length of the building. No lean-to additions will be allowed unless it is a necessity in order for the Lessee to conduct his/her business.

ARTICLE 6

ASSIGNMENT

The Lessee shall not make any assignment of this Lease, nor any transfer or sub-lease of the whole or any portion of the said leased premises demised or leased hereunder without obtaining the prior consent in writing of the Lessor to such assignment, transfer or sub-lease.

ARTICLE 7

LIABILITY AND INDEMNITY

7.01 CLAIM OR DEMAND

The Lessee shall not have any claim or demand against the Lessor or any of its officers, servants or agents for detriment, damage, accident or injury, of any nature whatsoever or howsoever caused to the said leased premises, or to any person or property, unless such damage or injury is due to the negligence of the Lessor or any of its officers, servants or agents while acting within the scope of his duties or employment.

7.02 INDEMNITY

The Lessee shall at all times indemnify and save harmless the Lessor or any of its officers, servants or agents from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this Lease, or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder, except claims for damage resulting from the negligence of any officer, servant or agent of the Lessor while acting within the scope of his duties or employment.

ARTICLE 8

INSURANCE

In lieu of insurance the Lessee shall at all times indemnify and save harmless the Lessor from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of these Presents, or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder, except claims for damage resulting from the negligence of any officer or servant of the Town of Fort Frances while acting within the scope of his duties or employment.

ARTICLE 9

DEFAULT AND RE-ENTRY

9.01 DEFAULT AND RE-ENTRY

- (1) It is expressly agreed that:
- (a) if the Lessee shall be in default in the payment of rent or amounts collectable hereunder as rent, whether lawfully demanded or not, and such default shall continue for a period of 15 days after the rent has become due and payable: or
 - (b) if the Lessee shall be in default of any of its covenants or agreements hereunder (other than its covenant to pay rent or amounts collectable hereunder as rent) and such default shall continue for a period of 30 days (or such longer period as may be reasonably necessary to cure such default considering the nature thereof) after notice by the Lessor to the Lessee specifying with reasonable particularity the nature of such default and requiring the same to be remedied; or
 - (c) if the default set out in the notice given to the Lessee by the Lessor pursuant to paragraph (b) reasonably requires more time to cure than the thirty (30) day period referred to in that paragraph and the Lessee has not commenced remedying or curing the same within this thirty (30) day period or in the opinion of the Lessor fails to diligently complete the same within a reasonable time; or

- (d) if the Lessee shall make an assignment for the benefit of creditors, or shall make an assignment or have a receiving order made against it under the Bankruptcy Act, or becoming bankrupt or insolvent shall made application for relief under the provisions of any statute now or hereafter in force concerning bankrupt or insolvent debtors, or any action whatsoever, legislative or otherwise shall be taken with a view to the winding-up, dissolution or liquidation of the Lessee; then the current month's rent together with the rent for the three months next ensuing shall immediately become due and payable, if not already paid and at the option of the Lessor the term hereby granted shall become forfeited and void, and the Lessor may without notice or any form of legal process whatsoever forthwith re-enter into the said leased premises, or any part thereof in the name of the whole and repossess and enjoy the same as of its former estate, anything contained in any statute or law to the contrary notwithstanding.
- (2) Forfeiture of this Lease by the Lessee shall be wholly without prejudice to the right of the Lessor to recover arrears of rent or damages for any antecedent breach of covenant on the part of the Lessee, and notwithstanding any such forfeiture the Lessor may subsequently recover from the Lessee damages for loss of rent suffered by reason of the Lease having been determined prior to the end of the term of this Lease as set out herein and this clause and the rights hereunder shall survive the termination of this Lease whether by act of the parties or by operation of law.

9.02 LIEN

The Lessor shall have a lien upon the chattels, goods, supplies, articles, equipment, materials, effects or things of the Lessee for any loss or damage arising by reason of the breach of any of the conditions or provisions hereof, or the failure on the part of the Lessee to comply therewith.

ARTICLE 10

GENERAL

10.01 BRIBES

The Lessee hereby confirms that it has not, nor has any person on its behalf, given, promised or offered to any official or employee of the Lessor for or with a view to obtaining this Lease any bribe, gift or other inducement and that it has not, nor has any person on its behalf, employed any person to solicit or secure this lease upon any agreement for a commission, percentage, brokerage or contingent fee.

10.02 HEADINGS

Any note appearing as a heading in this Lease has been inserted for convenience and reference only, and of it-self cannot define, limit or expand the scope or meaning of the present Lease or any of its provisions.

10.03 DIFFERENCES

All matters of differences arising between the Lessor and the Lessee in any matter connected with or arising out of this Lease whether as to interpretation or otherwise, shall be determined by the Lessor but without prejudice to any recourse available under law.

10.04 EFFECT OF LEASE

This Lease and everything herein contained shall ensure to the benefit of and be binding upon the successors and assigns, as the case may be, of each of the parties hereto, subject to granting of consent by the Lessor as provided herein to any assignment, transfer or sub-lease of this Lease, and where there is a male, female or corporate party, the provisions hereof shall be read with all grammatical changes to gender and number required by the context, and all covenants and obligations shall be deemed joint and several.

10.05 PROVISIONS SEPARATELY VALID

If any covenant, obligation, agreement, term or condition of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease or the application of such covenant, obligation, agreement, term or condition to persons or circumstances other than those in respect of which it is held invalid or unenforceable, shall not be affected thereby and each covenant, obligation, agreement, term or condition of this Lease shall be separately valid and enforceable to the fullest extent permitted by law.

10.06 WAIVER NEGATED

The failure by the Lessor or its authorized representative, as the case may be, to require the fulfilment of the obligations, or to exercise any rights herein contained shall not constitute a waiver, a renunciation or a surrender of those obligations or rights.

10.07 NO IMPLIED OBLIGATIONS

No implied terms or obligations of any kind by or on behalf of the Lessor shall arise from anything in this Lease and the express covenants and agreements herein contained and made by the Lessor are the only covenants and agreements upon which any rights against the Lessor may be founded.

10.08 ENTIRE AGREEMENT

This Lease shall be deemed to constitute the entire agreement between the Lessor and the Lessee hereto with respect to the subject matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by any party to this Lease.

10.09 SURVEY MONUMENTS

The Lessee shall ensure that all legal or control survey monuments are protected and not disturbed, damaged, or destroyed during any construction or maintenance which may take place on the lands. Should any monuments be disturbed, damaged, or destroyed, the Lessee shall at its expense replace such monuments by a duly qualified Land Surveyor to the satisfaction of the Lessor. The Lessee shall be responsible for all legal and survey work, which may be required in connection with the Lease.

ARTICLE 11

NOTICES

- (1) Whenever in this Lease, it is required or permitted that notice or demand be given or served by either party of this Lease to or on the other, such notice or demand will be in writing and will be validly given or sufficiently communicated if forwarded by registered mail, priority post mail, telegram, telex or facsimile as follows:

To the Lessor: Town Clerk
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

To the Lessee: Alex & Gary Kontz
1786 County Highway 20
Canby, Minnesota
56220

- (2) Such addresses may be changed from time to time by either party giving notice as above provided.
- (3) If any question arises as to whether any notice was or was not communicated by one party to the other, it shall be deemed to have been effectively communicated or given on the day received or on the fifth day after it was mailed or sent, whichever is the earlier.

) THE CORPORATION OF THE
) TOWN OF FORT FRANCES
)
)
)
) _____
) Mayor
)
)
) _____

SIGNED, SEALED AND DELIVERED
by the Lessee in the presences of

) Clerk
)
)
)
) _____

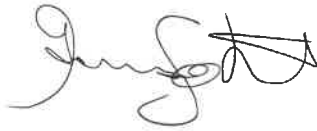
Witness
Alex & Gary Kontz

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario P9A 3P9

6/21/2021

To whom it may concern,

As part of the sale of the Hanger in Fort Frances, I Gary Lee Kontz and I Alex Christopher Kontz wish to take over the lease for the hanger at Fort Frances airport located on Lot B Concession #1 Misscampbell Township. This is mutual with Sue Didier, who is the past leaser of this lot.

A handwritten signature in cursive script, appearing to read 'Gary Lee Kontz'.A handwritten signature in cursive script, appearing to read 'Alex Christopher Kontz'.

Gary Lee Kontz and Alex Christopher Kontz
507-828-7458
6/21/2021

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario P9A 3P9

6/21/2021

To whom it may concern,

As part of the sale of our share of the Hanger in Fort Frances, I Sue Ann Didier and I Henry Leo Didier would like to transfer my renewal on the lease for the Hanger in Fort Frances, located on Lot B Concession #1 Misscampbell township, to Gary Kontz and Alex Kontz.



Sue Ann Didier and Henry Leo Didier
612-518-4940
6/21/2021

July 30, 2021

Report To: Mayor & Council

From: Travis Rob, P.Eng., Manager of Operations & Facilities

SUBJECT: June 2021 Drinking Water Systems Monthly Summary Report

Please find attached the June 2021 Summary Report on the drinking water systems, prepared by Greg Wiedenhoeft, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the June 2021 report as presented.

Respectfully submitted,
Operations & Facilities Division

Travis Rob, P.Eng.
Manager of Operations & Facilities

Council approval of this report will accept the June 2021 report prior to it being made available to the general public.

c.c. – Craig Miller, P.Eng., Environmental Superintendent
Greg Wiedenhoeft, ORO, Senior WTP Operator

June 2021

**Monthly Summary Report
Water Systems**

**Prepared by: Greg Wiedenhoeft, ORO
Senior Water Treatment Plant Operator**

Dated: July 12, 2021

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of June 2021 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) Flow Data:

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage	0.21 m3
Estimated June Usage	6.3 m3

3) Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

1. Hydrant at 902 Phair Ave.	2. 900 Wright Ave.	3. 1227 Fifth St. E.	4. W. Tower
5. 1227 Fifth St. E.	6. 900 Wright Ave.	7. 505 McIrvine Rd.	8. W. Tower
9. 218 Third St. E.	10. 401 King's Hwy	11. 900 Wright Ave.	12. W. Tower
13. 943 Third St. E.	14. 218 Third St. E.	15. 900 Wright Ave.	16. W. Tower

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken June 23, 2021 – no adverse results.

5) Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) Maintenance Activities at the WTP:

June 01st -Changed Soda Ash transfer pump

June 03rd -Calibrated distribution chlorine analyzer.
 - Cleaned top and bottom tanks on poly unit.
 - Cleaned all four (4) check valves on poly unit.

June 04th - Calibrated distribution chlorine analyzer.

June 07th - Calibrated distribution chlorine analyzer.
 -Calibrated the Fluoride analyzer.

June 08th - Flushed Finished and Settled water sample pump lines.

June 10th - Cleaned top and bottom tanks on poly unit.
 - Cleaned all four (4) check valves on poly unit.

June 16th - Installed a new settled water sample pump.

June 17th - Cleaned top and bottom tanks on poly unit.
 - Cleaned all four (4) check valves on poly unit.

June 23rd – Took monthly TSS and Total chlorine samples from filter #4
 -Took quarterly samples at the Water Tower, WTP and Airport

June 24th - Calibrated fluoride analyzer.
 - Calibrated distribution chlorine analyzer.
 - Installed a new finished water sample pump.
 - Cleaned top and bottom tanks on poly unit.
 - Cleaned all four (4) check valves on poly unit.
 - Changed the oil, oil filter and air filters on compressor # 1.

June 25th - Took grab samples off the filters.
 -Ran the generator for 1 hour.
 - Changed the oil and air filters on compressor # 2.

June 29th – Changed the 9 air filters on the Soda Ash blower.

June 30th - Cleaned the Soda Ash feed line.

8) **Water Complaints:**

- Poor Pressure – 0 complaints.
- Water quality – 1 complaint.
- 1218 Third St. E. **Bad Taste and Smell** – Tasted sample taken from customers tap. No problem found. Customer confirmed problem gone. Advised customer to flush tap and call back if problem persisted. Cl2 was 2.04mg/L

9) **Other Miscellaneous Information:**

June 01st - Checked Media depth in filter # 4.
 -started chlorine system at the Tower.

June 02nd – Checked Media depth in filter # 1.
 -Cleaned Turbidity probe on filter # 1.

June 03rd -first set of bacti samples on Fifth St. E. (800,900,1000 blk.)
 -Changed filters on rooftop AC unit.
 -Changed chlorine tank.
 -seasonal bacti sample at 401 Nelson

June 4th – Received a skid of poly.

June 07th - Routine micro sample collection.

- Second set of bacti samples on Fifth St. E. (800,900,1000 blk.)

June 09th – First set of bacti samples on Fifth St. E. (1000,1100 blk.)

- First set of bacti samples on Second St. E. (800,900 blk.)

June 10th -Second set of bacti samples on Fifth St. E. (1000,1100 blk.)

- Second set of bacti samples on Second St. E. (800,900 blk.)

- First set of bacti samples on Williams Ave. (1000 blk.)

June 14th - Routine micro sample collection.

- Second set of bacti samples on Williams Ave. (1000 blk.)

- First set of bacti samples on McIrvine Rd. (1000 blk.)

- Received 4 chlorine tanks, sent 4 empties back.

June 15th -Second set of bacti samples on McIrvine Rd. (1000 blk.)

June 21st - Routine micro sample collection.

June 28th - Routine micro sample collection.

June 29th – Received a load of Alum.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Greg Wiedenhoeft, ORO, Senior WTP Operator: Greg Wiedenhoeft
- Craig Miller, P.Eng. Environmental Superintendent: Craig
- Travis Rob, P.Eng. Manager of Operations & Facilities: Travis Rob
- Doug Brown, P.Eng. CAO: Doug Brown
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Greg Wiedenhoeft, Senior WTP Operator at 274-2325.

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
Jun-21

Operating Data	Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
Flow rates																																		
Raw Water	1000 m³	17	4.93	5.16	5.61	5.64	5.55	5.59	5.68	6.36	6.06	6.06	6.06	5.67	6.20	6.37	6.06	6.10	6.12	6.12	5.93	6.05	6.16	5.81	6.10	6.07	6.19	5.95	6.16	6.15	6.42	6.06	178.39	5.95
Peak Instantaneous - Raw Water	l/s	n/a	60.84	60.96	65.74	65.79	65.84	65.89	66.17	70.92	70.78	70.64	70.86	71.49	71.69	71.14	70.99	71.42	71.56	71.47	71.05	70.67	70.81	70.97	71.07	71.15	71.16	71.34	71.47	71.50	71.46	71.33	69.61	
Treated Water	1000 m³	17	3.82	5.12	5.38	5.01	5.11	5.66	5.69	6.34	5.22	4.60	3.92	3.57	4.03	3.95	4.35	5.18	5.51	5.32	4.31	4.25	3.12	3.29	3.65	4.07	4.27	4.42	3.46	4.19	3.65	5.01	135.47	4.52
Peak Instantaneous - Treated Water	l/s	n/a	65.58	108.36	141.82	66.70	119.28	122.21	120.01	125.80	70.82	76.63	66.27	63.87	66.19	63.89	67.17	124.64	127.10	67.34	66.17	64.35	62.90	63.94	63.58	65.95	64.62	66.44	63.82	65.31	63.90	66.64	81.38	
BackWash Water	1000 m³	n/a	0.26	0.28	0.26	0.26	0.28	0.27	0.25	0.00	0.28	0.26	0.26	0.29	0.27	0.26	0.28	0.27	0.25	0.29	0.26	0.26	0.29	0.26	0.25	0.29	0.26	0.26	0.29	0.26	0.26	0.287	7.773	0.259
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.67	0.69	0.68	0.69	0.70	0.70	0.60	0.59	0.59	0.60	0.60	0.60	0.63	0.63	0.63	0.63	0.63	0.63	0.64	0.63	0.63	0.60	0.59	0.59	0.59	0.60	0.62	0.62	0.75	0.75	0.64	
Turbidity Information																																		
Raw Water	NTU	n/a	1.29	1.24	1.08	1.12	1.14	1.59	1.32	1.47	1.23	1.41	1.34	1.44	1.51	1.54	1.57	1.54	1.60	1.63	1.66	1.57	1.64	1.36	1.51	1.52	1.30	1.35	1.23	1.29	1.50	1.43	1.41	
Settled Water	NTU	n/a	0.13	0.11	0.11	0.19	0.12	0.10	0.10	0.10	0.06	0.05	0.09	0.15	0.07	0.14	0.13	0.12	0.11	0.10	0.11	0.11	0.10	0.10	0.06	0.09	0.10	0.11	0.09	0.14	0.12	0.13	0.11	
Treated Water	NTU	1	0.01	0.08	0.07	0.06	0.07	0.10	0.09	0.10	0.07	0.05	0.03	0.06	0.05	0.06	0.06	0.09	0.09	0.08	0.09	0.09	0.10	0.02	0.05	0.03	0.07	0.07	0.08	0.08	0.08	0.07	0.07	
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.13	7.12	7.02	7.02	7.14	7	7.01	6.76	6.90	6.89	6.87	6.87	6.89	6.89	7.11	6.88	7.05	6.91	6.98	6.97	6.91	6.97	7.02	6.99	7.01	6.99	7.00	7.00	6.89	6.90	6.97	
pH - Settled water	no units	n/a	6.44	6.33	6.42	6.50	6.53	6.48	6.45	6.41	6.33	6.39	6.38	6.35	6.40	6.46	6.48	6.46	6.50	6.39	6.41	6.39	6.33	6.55	6.58	6.60	6.48	6.36	6.49	6.54	6.33	6.34	6.44	
pH - Raw Water	no units	n/a	7.12	6.97	6.92	7.01	7.12	6.96	6.99	6.86	6.76	6.84	6.87	6.84	6.84	6.78	6.81	6.82	6.77	6.85	6.91	6.89	6.85	6.82	6.78	6.74	6.98	6.99	6.77	6.97	6.84	6.81	6.88	
FAC - Treated Water	mg/l	0.2 to 4	2.01	2.05	2.27	1.71	2.10	2.24	2.41	2.47	2.41	2.25	2.11	2.03	2.03	2.01	2.15	2.35	2.24	2.28	2.22	2.26	2.31	2.30	2.27	2.31	2.21	2.05	2.04	2.10	2.10	2.29	2.19	
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.33	2.34	2.57	2.01	2.48	2.59	2.73	2.68	2.79	2.69	2.49	2.45	2.39	2.46	2.40	2.69	2.56	2.65	2.62	2.66	2.60	2.71	2.67	2.69	2.53	2.56	2.42	2.45	2.53	2.55	2.54	
Temperature	°C	15	15.0	15.0	15.0	16.0	16.0	17.00	18.0	18.0	18.0	18.0	18.0	18.0	19.0	19.0	19.0	20.0	20.0	20.0	18.0	18.0	18.0	18.0	18.0	18.0	18.0	19.0	19.0	19.0	20.0	18.0		
Fluoride used (Total Daily Consumption)	kg	n/a	15.0	15.0	17.0	16.0	18.0	19.00	20.0	22.0	21.0	21.0	20.0	19.0	20.0	20.0	19.0	19.0	19.0	19.0	17.0	19.0	18.0	18.0	18.0	17.0	19.0	19.0	22.0	22.0	22.0	572.00	19.1	
Chlorine used (Total Daily Consumption)	kg	n/a	20.0	21.0	23.0	22.0	25.00	26.0	27.0	31.0	28.0	29.0	29.0	27.0	31.0	30.0	29.0	30.0	29.0	29.0	28.0	29.0	30.0	28.0	29.0	29.0	29.0	28.0	29.0	30.0	30.0	29.0	834.00	27.8
Soda Ash (Total Daily Consumption)	kg	n/a	182.4	190.9	207.6	208.7	205.4	206.8	210.2	235.3	224.2	224.2	224.2	209.8	229.4	235.7	224.2	225.7	226.4	226.4	219.4	223.9	227.9	215.0	225.7	224.6	229.0	220.2	227.9	227.6	237.5	224.2	6600.43	220.0
Soda Ash - Dosage	mg/l	n/a	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	
Alum residual - (Total Daily Consumption)	kg	n/a	167.6	175.4	190.7	191.8	188.7	190.1	193.1	216.2	206.0	206.0	206.0	192.8	210.8	216.6	206.0	207.4	208.1	208.1	201.6	205.7	209.4	197.5	207.4	206.4	210.5	202.3	209.4	209.1	218.3	206.0	6065.26	202.2
Alum residual - Dosage	mg/l	n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	
Alum residual - Treated Water	mg/l	0.1	0.03	0.04	0.09	0.09	0.02	0.04	0.02	0.02	0.03	0.03	0.03	0.04	0.01	0.03	0.02	0.01	0.01	0.01	0.01	0.01	0.01	0.02	0.01	0.02	0.05	0.05	0.03	0.05	0.04	0.03	0.03	
Poly bags added (25 kg bags)	kg	n/a	0.5							0.5			0.5				0.5		0.5							0.5				0.5		87.5		

* MAC - maximum acceptable range

Minimum	Maximum
4.93	6.42
60.84	71.69
3.12	6.34
62.90	141.82

Flow Data JUNE	Units	2019	2020	2021
Total Raw Water	m ³	160760	155620	178390
Raw Maximum Day	m ³	6200	5280	6420
Raw Minimum Day	m ³	4890	4720	4930
Raw Average Daily Consumption	m ³	5190	5020	5950
Total Treated Water	m ³	115440	108720	135470
Treated Water Maximim Day Consumption	m ³	4850	4240	6340
Treated Water Minimim Day Consumption	m ³	2810	3040	3120
Treated Water Average Day Consumption	m ³	3710	3520	4520
Daily Average Per Household Consumption Rate	m ³	0.981	0.930	1.195
* Daily Average Per Person Consumption Rate	m ³	0.465	0.441	0.566
Monthly Averages - Operating Parameters WTP:				
FAC Residual - Treated Water	mg/L	2.24	2.12	2.19
Total Chlorine Residual - Treated Water	mg/L	2.46	2.35	2.54
Aluminum Sulphate - Raw Water	mg/L	35.0	35.0	34.0
Aluminum Sulphate - Treated Water Residual	mg/L	0.03	0.07	0.03
Fluoride - Treated Water	mg/L	0.62	0.75	0.64
Soda Ash - Raw Water	mg/L	35.0	35.0	37.0
pH - Adjusted	mg/L	7.19	6.98	6.97
Temperature	°C	2.0	2.0	18.0
Quantity of Chemical Used:				
Aluminum Sulphate	kg	5626.6	5446.7	6065.26
Polyelectrolyte	kg	75	62.5	87.5
Chlorine Gas	kg	621	617	834
Soda Ash - Used for pH Adjustment	kg	5626.6	5446.7	6600.43
Fluoride	kg	581	693	572

* The Canadian Average is 450 litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

Signature: 
Greg Wiedenhoef (Jul 28, 2021 13:40 CDT)

Email: gwiedenhoef@fortfrances.ca

Signature: 

Email: trob@fortfrances.ca

Signature: 

Email: cmiller@fortfrances.ca

Signature: 
Doug Brown (Jul 30, 2021 09:50 CDT)

Email: dbrown@fortfrances.ca












June 2021 WTP Report

Final Audit Report

2021-07-30

Created:	2021-07-28
By:	Craig Miller (cmiller@fortfrances.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXr-oJchMQVmTLpCJjDQK8fxaSq_O7Re

"June 2021 WTP Report" History

-  Document created by Craig Miller (cmiller@fortfrances.ca)
 2021-07-28 - 6:31:56 PM GMT- IP address: 216.211.31.9
-  Document emailed to Greg Wiedenhoeft (gwiedenhoeft@fortfrances.ca) for signature
 2021-07-28 - 6:34:13 PM GMT
-  Email viewed by Greg Wiedenhoeft (gwiedenhoeft@fortfrances.ca)
 2021-07-28 - 6:36:33 PM GMT- IP address: 72.143.207.231
-  Document e-signed by Greg Wiedenhoeft (gwiedenhoeft@fortfrances.ca)
 Signature Date: 2021-07-28 - 6:40:55 PM GMT - Time Source: server- IP address: 72.143.207.231
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-  Email viewed by Craig Miller (cmiller@fortfrances.ca)
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 Document e-signed by Doug Brown (dbrown@fortfrances.ca)

Signature Date: 2021-07-30 - 2:50:46 PM GMT - Time Source: server- IP address: 216.211.31.9

 Agreement completed.

2021-07-30 - 2:50:46 PM GMT

Flow Data JUNE	Units	2019	2020	2021
Total Raw Water	m ³	161220	169000	178390
Raw Maximum Day	m ³	6910	6060	6420
Raw Minimum Day	m ³	5060	5110	4930
Raw Average Daily Consumption	m ³	5370	5630	5950
Total Treated Water	m ³	110860	115660	135470
Treated Water Maximim Day Consumption	m ³	4760	5380	6340
Treated Water Minimim Day Consumption	m ³	3060	2960	3120
Treated Water Average Day Consumption	m ³	3700	3860	4520
Daily Average Per Household Consumption Rate	m ³	0.978	1.020	1.195
* Daily Average Per Person Consumption Rate	m ³	0.463	0.483	0.566
Monthly Averages - Operating Parameters WTP:				
FAC Residual - Treated Water	mg/L	2.11	1.96	2.19
Total Chlorine Residual - Treated Water	mg/L	2.40	2.21	2.54
Aluminum Sulphate - Raw Water	mg/L	35.00	37.00	34.0
Aluminum Sulphate - Treated Water Residual	mg/L	0.02	0.04	0.03
Fluoride - Treated Water	mg/L	0.73	0.68	0.64
Soda Ash - Raw Water	mg/L	35.00	34.00	37.0
pH - Adjusted	mg/L	7.30	6.97	6.97
Temperature	°C	15.60	16.20	18.0
Quantity of Chemical Used:				
Aluminum Sulphate	kg	5642.70	6253.00	6065.26
Polyelectrolyte	kg	62.50	62.50	87.5
Chlorine Gas	kg	765.00	799.00	834
Soda Ash - Used for pH Adjustment	kg	5642.70	5746.00	6600.43
Fluoride	kg	681.00	751.00	572

* The Canadian Average is 450 litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

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

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



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

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

email: town@fortfrances.ca
www.fortfrances.ca

POLICE SERVICES BOARD

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

July 22, 2021

Attention Mayor and Council

Dear Sirs and Madams:

At the recent meeting of the Police Services Board held July 16, 2021, the following resolution was approved:

"THAT the Police Services Board Committee recommends that the Town of Fort Frances in partnership with the Fort Frances OPP apply for the 2021-2022 Ontario CCTV (Closed Circuit Television) Grant Program".

This recommendation is being made as the Ontario CCTV Grant Program provides 50% funding, up to a maximum of \$200,000. Please refer to the report presented to the Police Services Board on July 16, 2021.

The board is requesting the support of council by way of resolution.

Yours truly,

A handwritten signature in dark ink, appearing to read "K. Haney".

Karyn Haney, Board Secretary

Date: July 16th, 2021

To: Police Services Board

From: Jeremy Hughes, Information Technology Manager

Subject: Ontario CCTV Grant Program

BACKGROUND

The Town of Fort Frances (*the “Town”*), in partnership with the Fort Frances OPP (*“Ontario Provincial Police”*), has a unique opportunity to apply for the Ontario CCTV (*“Closed Circuit Television”*) Grant Program. This one-year grant expands CCTV systems in municipalities as part of the Ontario Guns, Gangs and Violence Reduction Strategy (*“GGVRS”*).

The downtown core of Fort Frances regularly experiences relatively high crime rates. In 2020, 45% of all front line calls for service responded to by the Fort Frances OPP were in the downtown core, up from 40% in 2018 and 2019. These calls include violent, property, drug, and gun and gang related crime, along with operational calls for service. The concentration of calls originating from the downtown core is expected to increase as pandemic restrictions are lifted.

IMPLEMENTATION

The Ontario CCTV Grant Program provides 50% funding, up to a maximum of \$200,000. This opportunity would allow the Town to leverage significant capital savings by:

- Replacing existing standalone video surveillance equipment with a centralized system
- Expanding video surveillance capabilities throughout the downtown core
- Increasing the availability of video surveillance records to the OPP and expediting access to them

This proposal deploys networked surveillance cameras that integrate multiple lenses into 360° viewpoints along routes identified by the OPP. Cameras can be connected through a wireless point-to-multipoint deployment. Other implementations may also be viable. The inclusion of engineering costs to determine an optimal approach is recommended.

EXPECTED OUTCOMES

Video surveillance capabilities support the OPP’s vision for safe communities and a secure Ontario by:

- Decreasing violent crime and gun and gang activity
- Decreasing the time needed to identify suspects and witnesses
- Increasing the use of video surveillance to enhance and support OPP investigations
- Increasing criminal charges and court convictions
- Increasing overall community safety and well-being

Additional community partners and initiatives may further expand and enhance this project.

ATTACHMENTS

Attached is a document titled *2020 Heatmap* (1 page).

Attached is a document titled *Proposed Coverage* (2 pages).

Attached is a document titled *Proposed Budget* (2 pages).

Police Services Board approval of this report will agree with the recommendation to:

- 1) Apply for the Ontario CCTV Grant Program for the 2021-2022 grant cycle through a partnership between the Town of Fort Frances and the Ontario Provincial Police.

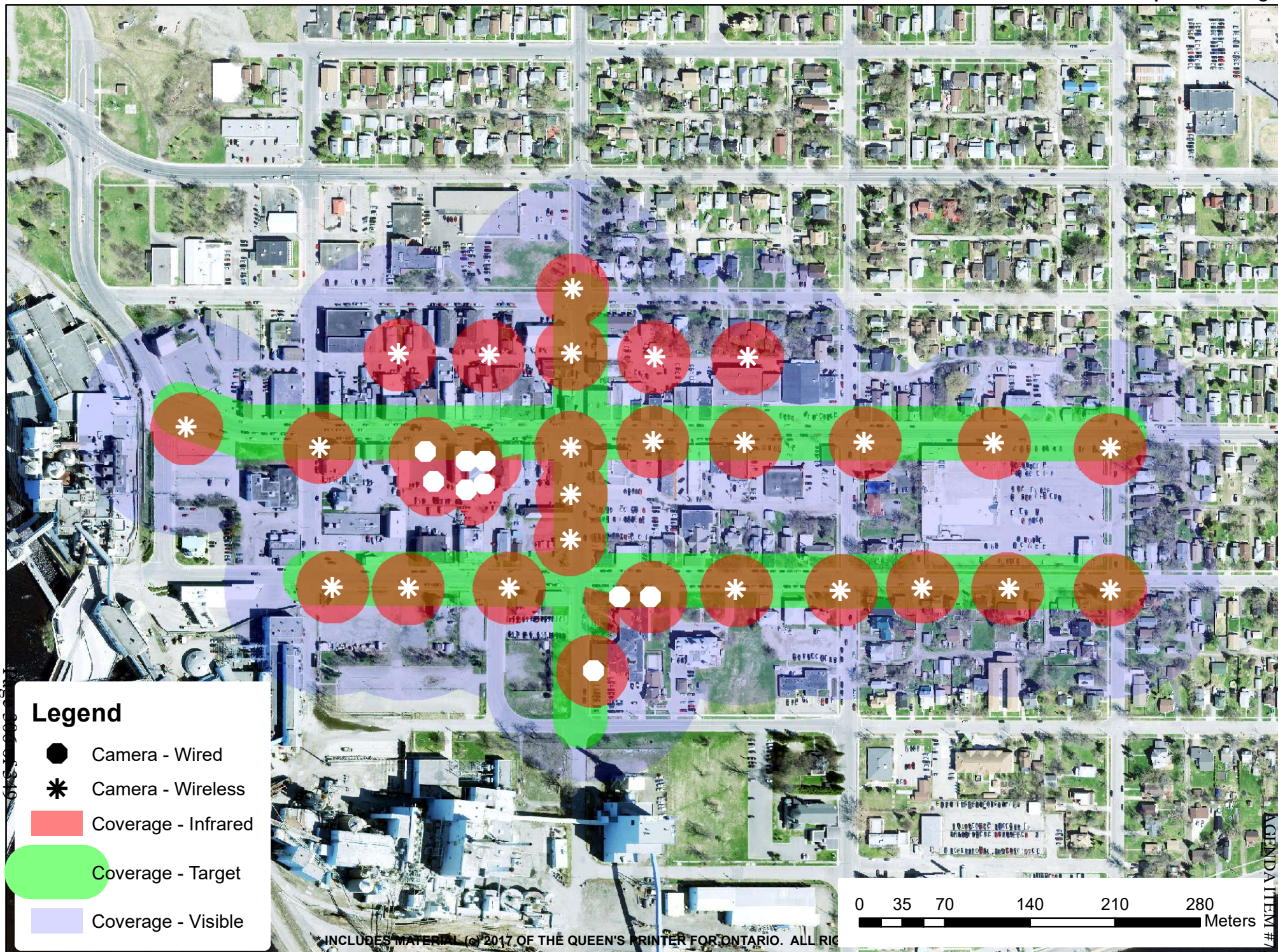
2020 Heatmap

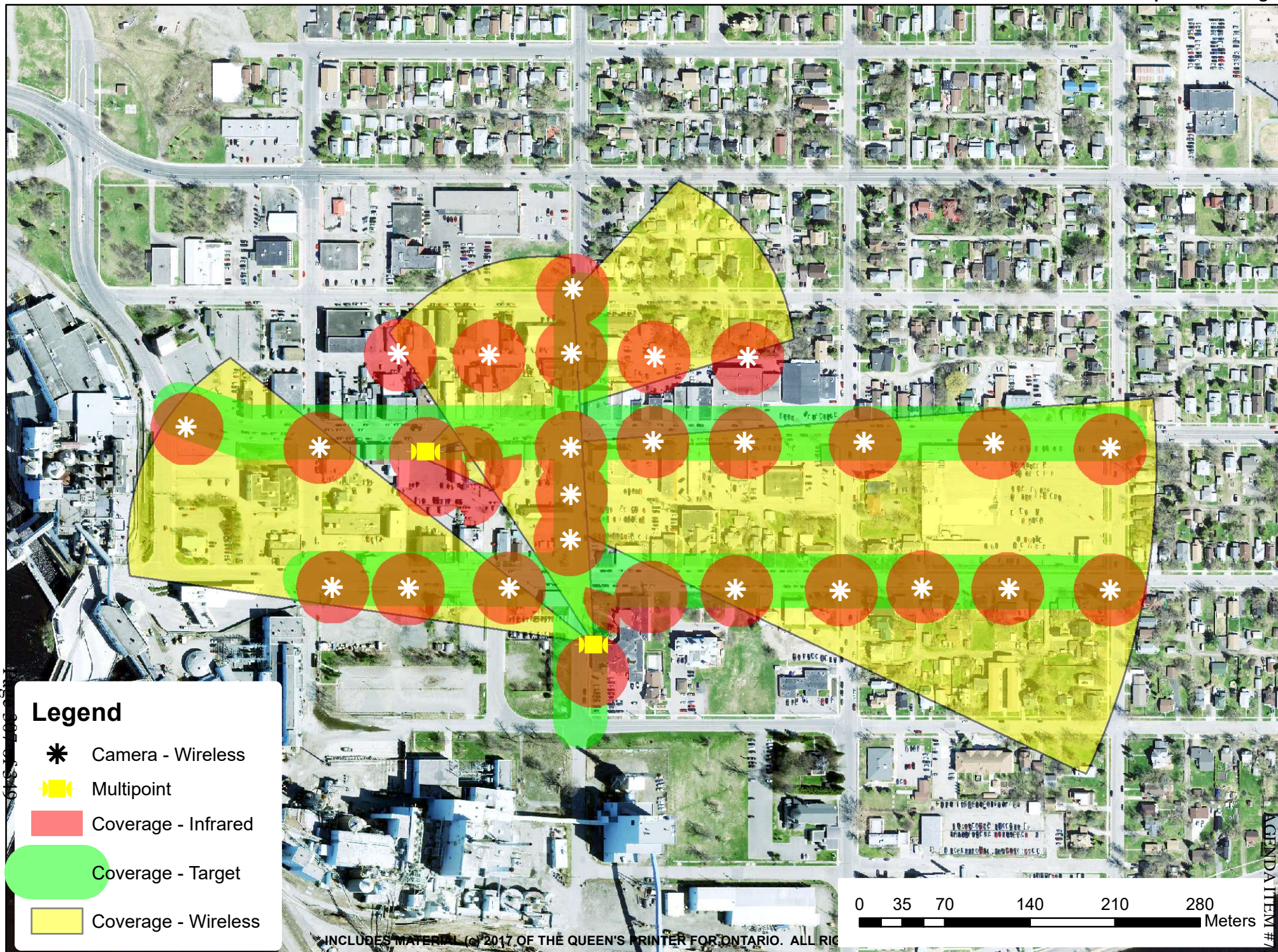
Port Angeles

Rainy River

Jameson

County Rd 120





Scenario A – Building Servers

Street	Block	Hardware	Installation	Engineering	Total Capital Costs	Annual Operating Costs
Church Street	200	\$16,731	\$995	\$1,773	\$19,499	\$748
Church Street	300	\$19,128	\$1,235	\$2,036	\$22,399	\$764
Church Street	400	\$16,731	\$995	\$1,773	\$19,499	\$748
Laneway North of Scott Street	200	\$16,795	\$603	\$1,740	\$19,138	\$831
Laneway North of Scott Street	300	\$11,094	\$603	\$1,170	\$12,867	\$499
Portage Avenue	300	\$22,460	\$361	\$2,282	\$25,103	\$835
Portage Avenue	400	\$11,184	\$693	\$1,188	\$13,065	\$499
Portage Avenue	500	\$11,184	\$693	\$1,188	\$13,065	\$499
Scott Street	100	\$5,637	\$391	\$603	\$6,631	\$205
Scott Street	200	\$42,035	\$9,362	\$5,140	\$56,537	\$3,151
Scott Street	300	\$16,731	\$1,438	\$1,817	\$19,986	\$614
Scott Street	400	\$16,731	\$1,881	\$1,861	\$20,473	\$659
Total		\$206,441	\$19,250	\$22,569	\$248,260	\$10,052

Cameras:

- 29x cameras with 360° field of view
 - 116x lenses with 2560 x 1920 resolution @ 24 FPS
- 5x cameras with 105° field of view (already purchased)
 - 5x lenses with 3840 x 2160 resolution @ 15 FPS

Network:

- 25x wireless endpoint access points
- 4x wireless multipoint access points
- 3x network switches

Computer hardware:

- 2x consumer-grade servers
- 2x access laptops

Storage:

- Redundant consumer-grade disks
- Recording 24/7/365
- 3-week retention

Scenario B – Buying Servers

	Street	Block	Hardware	Installation	Engineering	Total Capital Costs	Annual Operating Costs
	Church Street	200	\$19,413	\$995	\$2,041	\$22,449	\$748
	Church Street	300	\$22,024	\$1,235	\$2,326	\$25,585	\$764
	Church Street	400	\$19,413	\$995	\$2,041	\$22,449	\$748
	Laneway North of Scott Street	200	\$18,583	\$603	\$1,919	\$21,105	\$831
	Laneway North of Scott Street	300	\$12,882	\$603	\$1,349	\$14,834	\$499
	Portage Avenue	300	\$35,976	\$361	\$3,634	\$39,971	\$1,407
	Portage Avenue	400	\$12,972	\$693	\$1,367	\$15,032	\$499
	Portage Avenue	500	\$12,972	\$693	\$1,367	\$15,032	\$499
	Scott Street	100	\$6,531	\$391	\$692	\$7,614	\$205
	Scott Street	200	\$59,087	\$9,362	\$6,845	\$75,294	\$3,723
	Scott Street	300	\$19,413	\$1,438	\$2,085	\$22,936	\$614
	Scott Street	400	\$19,413	\$1,881	\$2,129	\$23,423	\$659
	Total		\$258,679	\$19,250	\$27,793	\$305,722	\$11,196

Cameras:

- 29x cameras with 360° field of view
 - 116x lenses with 2560 x 1920 resolution @ 24 FPS
- 5x cameras with 105° field of view (already purchased)
 - 5x lenses with 3840 x 2160 resolution @ 15 FPS

Network:

- 25x wireless endpoint access points
- 4x wireless multipoint access points
- 3x network switches

Computer hardware:

- 2x enterprise-grade servers
- 2x access laptops

Storage:

- Redundant enterprise-grade disks
- Recording 24/7/365
- 3-week retention

Ministry of the Solicitor General**Ministère du Solliciteur général**Public Safety Division
Public Safety Training DivisionDivision de la sécurité publique
Division de la formation en matière
de sécurité publique25 Grosvenor St.
12th Floor
Toronto ON M7A 2H325 rue Grosvenor
12^e étage
Toronto ON M7A 2H3Telephone: (416) 314-3377
Facsimile: (416) 314-4037Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037**MEMORANDUM TO:**All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards**FROM:**Richard Stubbings
Assistant Deputy Minister
Public Safety Division**SUBJECT:****Ontario Closed Circuit Television (CCTV) Grant Program
– Call for Applications for Fiscal Year 2021-2022**

DATE OF ISSUE:	June 24, 2021
CLASSIFICATION:	For Action
RETENTION:	July 23, 2021
INDEX NO.:	21-0074
PRIORITY:	Normal

I am pleased to advise you that the Ministry of the Solicitor General (ministry) is now accepting applications under the Ontario Closed Circuit Television (CCTV) Grant Program for the 2021-2022 fiscal year.

This grant intends to expand CCTV systems in more municipalities, as part of the Ontario Guns, Gangs and Violence Reduction Strategy (GGVRS).

The Ontario GGVRS is being implemented to deliver a comprehensive and effective solution to the issue of guns and gangs in the province. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant Program will further support police services and the communities they serve to increase public safety.

The Ontario CCTV Grant Program is available to all municipal and First Nations police services as well as the Ontario Provincial Police (OPP). The call for applications is being launched for a one-year grant cycle and will provide one-time funding to successful applicants in 2021-2022 (April 1, 2021 to March 31, 2022).

.../2

-2-

Similar to last year, eligible applicants can submit **ONE** application per police service (municipal and First Nations police services as well as OPP contract locations). OPP non-contract locations are eligible to submit **ONE** application per OPP region (Central, East, North East, North West, and West). The **maximum** funding request for each project is **\$200,000 for one year (2021-2022)**.

Police services will be required to pay for 50 per cent of the project costs. For example, if the total project cost is \$400,000, the applicant must commit \$200,000 of their own funds towards the project and the ministry would cover the remaining \$200,000. Please see the attached Application Guidelines for more detailed information.

Please note that grant funding is subject to the ministry receiving the necessary appropriation from the Ontario Legislature.

All applications must be submitted through Transfer Payment Ontario (TPON) as well as via email to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by 4:00 p.m. Eastern Standard Time on July 23rd, 2021. Submissions that are late or incomplete will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Guidelines and Instructions document.

Lastly, please direct all inquiries regarding the application process to Ram Thanabalasingam at Ramanan.Thanabalasingam@Ontario.ca or Silvana Burke at Silvana.Burke@Ontario.ca.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments

Date: July 30th, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: July Activities for By-Law Enforcement Department.

Please see the below information for the month of July activities for this department.

Operational Constraints

- Nothing to report.

July 2021

Animal Pound Statistics

Impounded Dogs	0
Impounded Cats	0
After Hours Visits	0
Total Shelter Visits for Month	6

Monthly Parking Statistics

Tickets for Month	2
Ticket by OPP	0
Monthly Total	0
Yearly Total Issued	115

Daily Activities completed by By-Law Officers.

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment (Repairs/Maintenance to Meter Equipment).
- Garbage Collection Issues.

Other Duties Completed by By-Law Officers

- Month End Office Reports.
- Assist with Shred-It pick up.
- Fine Box Collections & Ticket Processing.
- Parking Enforcement Complaint Driven.
- OPP Monthly Parking Stats.
- Emergency Management COVID-19 Response.
- Emergency Management 2021 Compliance Begun.
- Operation Walleye Full Scale Exercise Planning Meetings.
- Hospital Evacuation Centres Review/Planning.
- Review & Comment on CN Extreme Weather & Fire Plans.
- OFMEM PEOC Calls Twice per Week.
- Amethyst Sector (Emergency Management) CEMC Bi-Weekly Calls.
- JHSC Activities & Monthly Inspections.
- Monthly Activities Reporting to PDEC.
- OFMEM EEPMO Project Meetings.
- OAPSO Fall Chapter Meeting Planning
- Maintain/Attend Town Vehicle's in Parking Lot (Civic Centre).

- Monitoring NW Region Fire Hazards & Evacuation Situation.
- POA Court Reopening Meetings/Planning.
- Lock replacement at Shelter Gates.
- Court Appearance – DOLA
- Marina Lessee Requests Review with Comm Services & Ops & Facilities.
- RL Gymnastics Parking Request.

Occurrence Type (Complaints & Information)	Calls for Complaints/ Information
Fireworks (Includes Inquiries)	2
Parking (Includes Inquiries)	11
Animals (Includes Inquiries)	13
Business Licensing (Includes Inquiries)	11
Property Standards (Includes Landlord/Tenant & Grass Cutting)	15
Taxi (Includes Inquiries)	3
Off-Road Vehicles By-Law (Includes Inquiries)	7
Moving Permits (Includes Inquiries)	1
Smoking By-Law & Cannabis (Includes Inquiries)	5
Heavy Trucks (Includes Inquiries)	7
Waste Management (Includes Asselin Forms)	16
Fences (Includes Inquiries & Pools)	7
COVID Legislation/Vaccination	10
OPP Call Outs/Questions	4
Building Code/Zoning Issues (Includes Tents, Trailers, etc).	6
Noise Issues (Includes Inquiries)	12
Fire Issues (Includes Inquiries)	10
Water Permits & Information (Issued, Inquiries & Enforcement)	33
Sign Permits (Includes Inquiries)	3
TOTAL CALLS FOR SERVICE	175

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional
 MLEO/Alternate CEMC/Public Information Officer, Planning & Development Division
 PH: 1-807-274-5323 ext. 1218
pbriere@fortfrances.ca

August 3, 2021

Report To: Community Services Executive Committee

From: Aaron Bisson, Manager of Recreation and Culture

RE: Summer Programs Update

Since the request to hold Summer Programs at the June 28, 2021 Council meeting, Administration has been advertising extensively via several Social media and Print media avenues to try and attract staff for the 2021 Summer Programs.

The Summer Programs require three post secondary students to be able to operate with a capacity of 20 students in each week of the programs. To date we have only received one resume from a high school student.

The potential Summer Program staff require a vulnerable sector check from the OPP to secure employment. This is a requirement of employment and is a one-to-two-week process once a person successfully completes an interview.

We have had to cancel the first two weeks of programs, with the week of August 10, being the first week we are hoping to offer now. 20 students have registered and paid for this week, and we will have to cancel and refund these sessions this week due to a lack of applications. The August 16th sessions are also in jeopardy as they are slated to start two weeks from August 3, and we still do not have any post secondary student applications. If we cancel and refund the August 16 session that will leave us with the August 23 week as the only potential week we can offer Summer Programs if we get two Post secondary students apply at some point this week.

Internally we do not have the staff to fill the Summer Program positions. We are down to only two full time lifeguards and are in the process of training several new high school students to be able to fill in at the pool. Our Lifeguard Supervisor has been working a substantial amount of evening and weekend hours over and about her regular duties to get these new students trained and ready for our fall sessions. Many of our regular students from the past had taken jobs elsewhere with the facility closed due to COVID during most of the Summer of 2021.

The Community Services Division is offering programming for children outside of Summer programs including: family swims beginning July 19th on Monday, Wednesday, Friday, Saturday, Sunday, and swimming lessons Monday through Friday beginning August 3. The Museum is offering programming at the Rainy Lake Square on Tuesdays and Wednesdays for students starting Aug 3 – 31, please call the museum at 274-7891 and speak with Alyssa about registering for the sessions. The Fort Frances Public Library is also offering virtual student programming on Monday, Tuesday, Wednesday, and Thursdays. To sign up for these programs please call Hallee at 274-9879. The Ice is going in the Ice for Kids Arena on August 16, and Minor Hockey is hosting a 3 on 3 or 4 on 4 league or development camp around this time, please contact Minor Hockey for more details. Jamie Davis will be offering his one-week development camp the week of August 16th, please call Jamie at 276-1839 to sign up. Borderland Skating is planning using ice in August and anyone interested in joining their program should reach out to them.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



JUNE 2021 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2021:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
45.92	8	1	30	1	0	5	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
1	1	0	2	0	0	1	0

TEAM MEMBERS RESPONDED TO 10 EMERGENCY RESPONSE CALLS DURING JUNE 2021.

Total Hours:

- **8 Hours** was spent on responding to emergency incidents.
- **.92 Hours** was spent on providing public service.
- **37 Hours** was spent on training.

June Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	30%
Night Shift (19:00 – 07:00) Calls	70%

2021 Emergency Response Calls by Month to Date

January	12
February	10
March	16
April	17
May	12
June	10
Total Calls to Date	77
Average Calls Per Month to Date	12.8

Fire Prevention Inspections / Re-inspections:

For the month of June, 3 fire safety standards and enforcement inspections were completed.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

JUNE 2021 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Fire Response Calls: 5 Calls.

- 1 call was a vehicle fire. 1 call came in as reports of smoke and flames, which was in fact a fire pit before the fire ban was put in place. 1 call was cooking related. 1 call involved a garbage can fire at Pithers Point Park; someone had discarded contents from a portable charcoal grill. 1 call was a shed/lean-to fire.

CO (Carbon Monoxide) Calls: 1 Call, which consisted of **CO (Carbon Monoxide)** actual being present.

Gas Leak Calls: 1 Call, which consisted of an actual **Natural Gas Leak**.

Fire Alarm Calls: 1 False Fire Alarm Call.

MVC (Motor Vehicle Crashes): 1 Call, which was in the Town of Fort Frances.

Other Calls: 1 Call, for a fire near the car wash in the east end of Fort Frances, which was a false call.

Public Fire Safety Education:

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

Training:

Training consisted regular fire practices, training for our fulltime staff with the paramedic service, First Responder Training for our new fulltime team member, as well as low-slope rope rescue training.



LOW-SLOPE ROPE RESCUE TRAINING SESSION

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
CORPORATE:				
REVENUE				
Municipal Levy	(11,378,238)	(5,491,094.05)	(11,421,235.00)	(11,410,413.13)
School Board Levy	(1,492,647)	(755,050.71)	(1,372,201.00)	(1,365,469.88)
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	-	(707.11)	-	-
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)	(7,916,095.56)	(16,957,197)	(14,464,197.57)
EXPENDITURES				
Election	-	-	-	-
Council	369,358	98,952.51	308,210.00	132,610.97
Contributions from Capital Fund	-	-	-	-
Contribution to Reserve/Reserve Funds	1,802,977	-	1,863,000.00	-
Uncontrollable Costs	2,406,172	1,230,569.66	2,373,474.00	1,247,681.17
Economic Development	31,808	13,882.42	111,063.00	(2,283.07)
Travel Information Centre	19,141	2,592.51	-	-
Solar Panels	(18,329)	(2,108.36)	(11,645.00)	(4,703.32)
School Board Requisition	1,492,647	746,323.71	1,372,201.00	686,100.21
Long Term Debt	384,028	190,659.24	365,991.00	182,847.88
	6,487,802	2,280,871.69	6,382,294	2,242,253.84
Total Corporate	(10,508,477)	(5,635,223.87)	(10,574,902.55)	(12,221,943.73)

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
ADMINISTRATION & FINANCE:				
Admin. Revenue	(465,325)	(160,936.80)	(357,100.00)	(189,739.07)
Administration Department	511,597	179,820.86	516,693.00	178,287.13
Clerk's Department	232,195	103,878.81	220,014.00	114,489.01
Treasury Department	534,938	214,437.58	541,402.00	217,329.57
FFPC Administration	-	1,982.05	-	5,611.00
Information Technology	316,698	160,459.46	357,036.00	201,333.24
Total A & F	1,130,103	499,641.96	1,278,045	527,310.88
EMERGENCY SERVICES				
Fire Emergency Services	1,100,143.00	461,244.79	1,058,403.00	482,243.02
911 Dispatch Services	11,332	9,775.44	10,982.00	1,760.28
COVID-19 Impacts		13,491.73	(309,685.00)	(18,404.14)
Police Services	2,437,386	1,298,785.79	2,542,034.00	1,309,462.51
Total Emergency Services	3,548,861	1,783,297.75	3,301,734	1,775,061.67
COMMUNITY SERVICES:				
Sister Betty Kennedy Centre	36,018	30,307.80	38,831.00	(7,053.79)
Children's Day Care	7,569	5,372.45	-	138.46
Best Start Hub	-	-	-	-
Day Care Special Needs Resource	-	152.65	-	-
Handi Transit Services	107,150	9,339.61	113,923.00	(4,259.91)
Townshend Theatre	-	388.28	332.00	270.00
Recreation Facilities	970,938	331,462.31	1,038,637.00	335,256.12
Recreation Programs	117,187	78,365.29	285,792.00	75,922.93
Community Services	114,000	(896.27)	90,496.00	55,506.75
Sunny Cove Camp	38,583	14,658.14	9,955.00	14,907.64
Public Library	521,546	225,061.17	518,280.00	243,593.42
Library Co-op	-	-	-	-
Museum	210,407	91,889.80	202,409.00	84,975.27
Waterfront (Sorting Gap)	29,490	(11,282.92)	37,645.00	(12,118.73)
Total Community Services	2,152,888	774,818.31	2,336,300	787,138.16

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
OPERATIONS & FACILITIES				
Public Works	513,209	178,510.03	435,043.00	294,649.81
Roads	1,498,393	734,573.49	1,549,603.00	549,382.14
Sidewalks	143,962	76,342.96	145,079.00	78,777.78
Stores Operations	106,200	41,444.74	102,490.00	41,139.59
Traffic Signal Maint	10,867	5,836.35	10,867.00	10,171.24
Streetlighting Maint	116,672	31,727.46	125,565.00	85,851.10
Waste Management Services	-	(52,144.71)	-	(58,923.37)
Airport	95,547	61,699.02	138,026.00	71,023.70
Parks & Cemeteries Admin	183,760	58,524.86	189,270.00	22,087.74
Cemeteries	347,246	48,806.33	351,512.00	93,608.33
Parks	304,266	121,671.51	332,372.00	93,206.41
Total Operations and Facilities	3,320,122	1,306,992.04	3,379,827	1,280,974.47
PLANNING & DEVELOPMENT				
By-Law Enforcement	157,801	67,817.37	149,001.00	72,216.40
Fight The Blight	-	-	-	-
Building Official Department	22,345	17,851.59	19,758.00	(1,728.22)
Planning Department	61,197	23,856.36	62,204.00	29,053.19
Civic Centre	115,160	25,671.26	48,034.00	31,735.77
Total Planning and Development	356,503	135,196.58	278,997	131,277.14
SUBTOTAL (SURPLUS)/DEFICIT	-	(1,135,277.23)	0	(7,720,181.41)

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
REVENUE					
Expense Recovery	50-080-0832-0330-40589		(4,967.14)		-
Rents & Leases	50-080-0832-0330-40592	(9,277)	(8,649.24)	(9,277)	(5,199.24)
Private Work Charges	50-080-0832-0330-40595		-		(1,323.18)
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(115.04)	(65)	(402.64)
Expense Recovery	50-080-0832-0430-40589		(764.62)		-
Private Work Charges	50-080-0832-0430-40595	(8,000)	(1,828.90)	(8,000)	(2,516.00)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(2,268.20)	(1,200)	(1,768.55)
New Connection Charges	50-080-0832-0430-40619	(15,000)	921.56	(15,000)	-
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(3,488.81)	(8,000)	(4,478.32)
Sale of Water	50-080-0832-0430-40685	(2,854,247)	(1,333,690.44)	(2,817,848)	(1,404,873.15)
Special Water Rates	50-080-0832-0430-40687		(7.50)		(146.10)
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)	(8,397.52)	(17,982)	(9,161.48)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,919,271)	(1,375,189.06)	(2,886,472)	(1,429,868.66)
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	44,056.32	120,571	43,164.04
Disability ST/LTD			-		-
WSIB	50-080-0832-1101-60055	3,370	1,024.40	1,868	962.53
Canada Pension Plan	50-080-0832-1101-60025	3,291	2,224.80	2,483	2,175.14
Employment Insurance	50-080-0832-1101-60030	1,212	865.49	841	824.21
Dental, Vision, Extended Health			-		-
OMERS	50-080-0832-1101-60035	10,344	4,688.49	9,408	4,311.29

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	1,974	860.98	1,615	811.93
Employer Benefits	50-080-0832-1101-60050	8,505	3,350.89	5,644	2,942.81
Summer Staff & Part-time Staff	50-080-0832-1101-60020	1,838	-	2,254	793.48
Accounting/Allocated Admin	50-080-0832-1200-71221	211,016	105,507.12	215,236	107,618.00
Communications	50-080-0832-1200-71251	3,200	1,210.61	3,000	1,235.28
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		431.76		431.76
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	6,848.72	8,000	7,917.25
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	7,548.36	12,211	7,214.55
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	3,648.33
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	231,109.40	1,639,492	234,760.05
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,950	9,138.35	50,950	23,650.13
Overtime	50-080-0832-1962-60013	5,000	59.90	5,000	2,532.66
Hourly Part Time	50-080-0832-1962-60020	3,683	-	3,683	1,786.89

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Employer CPP	50-080-0832-1962-60025	2,487	496.22	2,728	1,532.13
Employer EI	50-080-0832-1962-60030	890	196.14	920	596.81
Employer OMERS	50-080-0832-1962-60035	5,039	927.36	5,283	2,557.50
Employer EHT	50-080-0832-1962-60040	1,101	194.65	1,155	581.70
Employer Benefits	50-080-0832-1962-60050	6,023	985.89	5,305	2,386.14
Employer WSIB	50-080-0832-1962-60055	615	231.63	1,374	692.05
Materials	50-080-0832-1962-71471	12,000	1,215.63	12,000	7,942.65
Contracted Works	50-080-0832-1962-71523	14,000	54.84	14,000	1,752.95
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	910.62	22,000	3,652.07
		123,788	14,411.23	124,398	49,663.68
					-
Water Meter Maintenance					-
Hourly Full Time	50-080-0832-1963-60010	4,500	2,426.08	4,500	693.10
Overtime	50-080-0832-1963-60013		-		-
Employer CPP	50-080-0832-1963-60025	205	132.82	225	41.91
Employer EI	50-080-0832-1963-60030	73	51.62	76	16.12
Employer OMERS	50-080-0832-1963-60035	445	240.66	467	73.19
Employer EHT	50-080-0832-1963-60040	91	52.25	95	15.89
Employer Benefits	50-080-0832-1963-60050	532	552.53	469	195.82
Employer WSIB	50-080-0832-1963-60055	51	62.17	113	18.96
Materials	50-080-0832-1963-71471	7,500	16,161.74	30,000	-
Contracted Works	50-080-0832-1963-71523	11,874	4,945.06	11,874	2,870.64
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	350.00	1,725	-
		26,996	24,974.93	49,544	3,925.63
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	92,729	74,361.33	92,729	75,704.70
Overtime	50-080-0832-1964-60013	8,000	1,984.42	8,000	2,025.17
Hourly Part Time	50-080-0832-1964-60020	9,820	-	9,820	4,225.54
Employer CPP	50-080-0832-1964-60025	4,668	4,108.70	5,121	4,412.42
Employer EI	50-080-0832-1964-60030	1,670	1,636.68	1,727	1,716.18
Employer OMERS	50-080-0832-1964-60035	9,172	7,502.72	9,615	7,349.99
Employer EHT	50-080-0832-1964-60040	2,066	1,615.54	2,167	1,674.82

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Employer Benefits	50-080-0832-1964-60050	10,962	9,224.96	9,655	8,053.82
Employer WSIB	50-080-0832-1964-60055	1,155	1,913.74	2,579	1,992.96
Materials	50-080-0832-1964-71471	35,000	16,696.52	35,000	17,869.74
Contracted Works	50-080-0832-1964-71523	35,000	13,549.24	35,000	2,406.56
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	14,271.86	35,000	13,742.44
		245,242	146,865.71	246,413	141,174.34
Total Waterworks General		2,157,081	417,361.27	2,059,847	429,523.70
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(1,384.96)	(8,000)	(3,453.66)
Hourly Full Time	50-080-0831-1101-60010	206,452	106,424.53	206,452	99,807.93
Overtime	50-080-0831-1101-60013	4,000	1,301.65	4,000	1,339.04
Hourly Part Time	50-080-0831-1101-60020		-		-
Employer CPP	50-080-0831-1101-60025	9,397	5,472.95	10,309	5,105.85
Employer EI	50-080-0831-1101-60030	3,362	2,167.35	3,476	1,945.64
Employer OMERS	50-080-0831-1101-60035	20,420	10,162.07	21,407	7,956.61
Employer EHT	50-080-0831-1101-60040	4,160	2,141.52	4,363	1,723.71
Employer Benefits	50-080-0831-1101-60050	24,406	10,720.96	21,495	8,676.53
Employer WSIB	50-080-0831-1101-60055	2,325	2,547.82	5,191	2,270.83
Equipment Rentals - Owned	50-080-0831-1101-71540	2,000	212.50	2,000	3,237.50
Communications	50-080-0831-1200-71251	7,740	2,298.30	5,000	2,827.30
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	5,929.55	25,000	4,377.93
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	28,880	12,682.85	28,880	11,935.33
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,200	-
Electrical Power	50-080-0831-1240-71420	78,940	31,365.78	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	6,932.62	20,750	7,153.08
Soda Ash	50-080-0831-1400-71435	48,300	19,887.76	48,500	19,414.96
Aluminium Sulphate	50-080-0831-1400-71436	49,500	21,972.76	50,900	14,505.98

2020 Statement of Operations- Water Fund

		2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
	NEW G/L ACCOUNT				
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	1,993.17	13,000	9,791.43
Materials	50-080-0831-1400-71471	20,000	7,283.28	20,000	4,474.02
Contracted Services	50-080-0831-1500-71523	36,355	20,895.68	75,355	12,592.90
		645,696	278,715.09	705,253	250,932.05
Total Water Treatment Plant		634,696	277,330.13	697,253	247,478.39
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	3,716.73	7,500	5,048.47
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	341	197.67	371	269.39
Employer EI	50-080-0831-1965-60030	122	78.72	126	102.83
Employer OMERS	50-080-0831-1965-60035	742	369.66	778	454.75
Employer EHT	50-080-0831-1965-60040	151	77.10	159	100.91
Employer Benefits	50-080-0831-1965-60050	887	390.92	781	490.50
Employer WSIB	50-080-0831-1965-60055	84	91.71	189	120.07
Equipment Rentals - Own	50-080-0831-1965-71540	1,700	1,000.00	1,700	637.50
Communications	50-080-0831-1965-71251	2,180	309.70	2,180	371.57
Natural Gas	50-080-0831-1965-71416	11,760	6,704.37	11,760	827.22
Electrical Power	50-080-0831-1965-71420	3,633	1,969.62	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	2,179.57	10,500	1,391.90
Equipment Rentals Other			-		-
Total Water Storage Facility		127,494	17,085.77	129,372	11,371.86
Total Expenditures		2,930,271	713,162.13	2,894,472	691,827.61
TOTAL WATER FUND (Surplus)/Deficit		-	(663,411.89)	-	(741,494.71)

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 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)	(3,178.61)	(7,000)	(4,139.24)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,693,701)	(1,235,887.72)	(2,648,131)	(1,300,648.94)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		(2,728,201)	(1,243,176.88)	(2,682,631)	(1,306,773.73)
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Hourly Full Time	40-080-0811-1101-60010	78,345	27,877.19	85,582	27,265.67
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	1,501.07	3,199	1,463.55
Employer EI	40-080-0811-1101-60030	1,057	588.60	1,086	555.44
Employer OMERS	40-080-0811-1101-60035	8,613	3,182.92	9,293	2,965.80
Employer EHT	40-080-0811-1101-60040	1,620	582.91	1,735	546.28
Employer Benefits	40-080-0811-1101-60050	7,901	2,597.42	6,897	2,376.73
Employer WSIB	40-080-0811-1101-60055	2,474	693.52	1,954	649.94
Allocated Admin	40-080-0811-1200-71221	166,378	83,189.88	169,706	84,853.00
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	3,774.19	6,716	3,365.46

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 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	160,846.84	1,666,398	166,954.70
Sewer Mains					
Distributed Salaries/Wages					
Distributed Benefits					
Hourly Full Time	40-080-0811-1711-60010	49,136	3,867.60	49,136	9,680.72
Overtime	40-080-0811-1711-60013	1,500	399.56	1,500	36.53
Hourly Part Time	40-080-0811-1711-60020	2,148	-	2,148	162.82
Employer CPP	40-080-0811-1711-60025	2,334	221.78	2,561	549.67
Employer EI	40-080-0811-1711-60030	835	87.26	864	212.73
Employer OMERS	40-080-0811-1711-60035	4,860	408.64	5,095	961.65
Employer EHT	40-080-0811-1711-60040	1,033	87.33	1,084	208.61
Employer Benefits	40-080-0811-1711-60050	5,809	525.77	5,116	1,245.62
Employer WSIB	40-080-0811-1711-60055	578	103.89	1,290	248.25
Materials	40-080-0811-1711-71471	10,000	3,077.67	10,000	842.83
Contracted Service	40-080-0811-1711-71523	125,000	257.62	125,000	535.21
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	1,774.98	36,000	2,016.82
		239,233	10,812.10	239,794	16,701.46
Service Connections					
Distributed Salaries/Wages					-
Distributed Benefits					-
Hourly Full Time	40-080-0811-1712-60010	40,760	6,958.08	40,760	10,294.08
Overtime	40-080-0811-1712-60013	5,000	719.51	5,000	399.34
Hourly Part Time	40-080-0811-1712-60020	2,761	-	2,761	72.14

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to June 30, 2020	2021 OPERATING FORECAST	Actual to June 30, 2021
Employer CPP	40-080-0811-1712-60025	1,981	406.77	2,173	586.72
Employer EI	40-080-0811-1712-60030	709	161.56	733	225.96
Employer OMERS	40-080-0811-1712-60035	4,031	763.99	4,226	1,058.68
Employer EHT	40-080-0811-1712-60040	877	160.03	920	221.71
Employer Benefits	40-080-0811-1712-60050	4,819	716.44	4,244	1,106.31
Employer WSIB	40-080-0811-1712-60055	490	190.35	1,094	263.80
Materials	40-080-0811-1712-71471	6,500	1,177.91	6,500	1,829.09
Contracted Services	40-080-0811-1712-71523	12,000	1,303.56	12,000	251.52
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	1,811.44	15,000	2,749.38
		94,928	14,369.64	95,411	19,058.73
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	-	2,500	461.63
Overtime	40-080-0812-1101-60013		-		-
Hourly Part Time	40-080-0812-1101-60020		-		-
Employer CPP	40-080-0812-1101-60025	114	-	124	23.95
Employer EI	40-080-0812-1101-60030	41	-	42	9.21
Employer OMERS	40-080-0812-1101-60035	247	-	259	43.45
Employer EHT	40-080-0812-1101-60040	50	-	53	9.00
Employer Benefits	40-080-0812-1101-60050	296	-	260	34.83
Employer WSIB	40-080-0812-1101-60055	28	-	63	10.73
Equipment Rentals - Own	40-080-0812-1101-71540	500	343.95	500	-
Natural Gas	40-080-0812-1240-71416	21,484	9,799.28	21,484	10,287.19
Electrical Power	40-080-0812-1240-71420	95,000	51,384.42	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	264,015.15	522,035	261,538.13
		671,180	325,561.48	681,028	318,734.37
Total Expenditures		2,728,201	511,590.06	2,682,631	521,449.26
TOTAL SEWER FUND (Surplus)/Deficit		-	(731,586.82)	-	(785,324.47)



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

July 22, 2021

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

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
June 2021 Monthly Report**

As per the operating agreement, the attached document is the June 2021 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is positioned above the typed name.

Kelly Cunningham
Team Lead

For Ty Maurice
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
June 2021 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of June 2021; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

JUNE 2021 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.3 mg/L	25 mg/L	15 mg/L	10.7 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	4.3 mg/L	25 mg/L	15 mg/L	20.8 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.12 mg/L	1.0 mg/L	0.9 mg/L	0.57 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	14.65 mg/L 6.33 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		55.7 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.2 to 7.4; average pH was 7.4		
Temperature degrees C				Temperatures ranged from 12.0 to 15.0 C; average temperature of effluent was 13.4 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for June was 4811.1 m³/day. This represents 53% of the design average flow. Total treated flow for the month was 144334 m³.

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

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain. Rotated belt support bars
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Inspected teacup
- Greased flocculator seal bearing
- Cleaned DO probes
- Hosed and broom swept UV channel
- Replaced shear pin longitudinal collector 2

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Reset the PLC and Milltronics controller at Church Street lift station
- Replaced the White Pine genset battery
- Cut and removed some brush from Church Street lift station

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 126.4 m³ (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.4 % TS for the month but slump test results from the landfill site have not been provided.

The Fournier press ran for 131.6 hours in the past month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

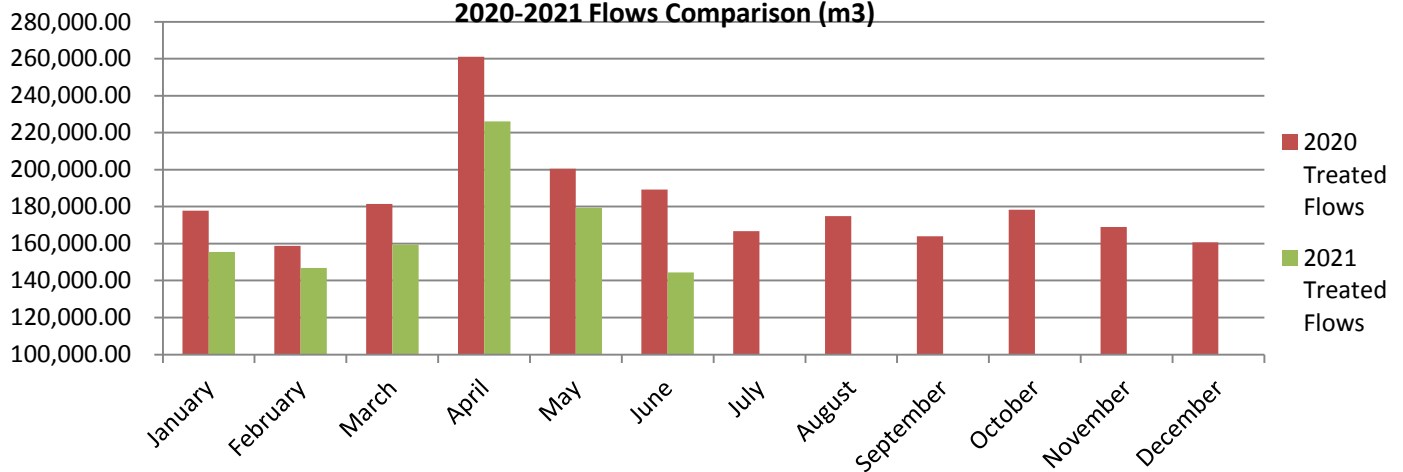
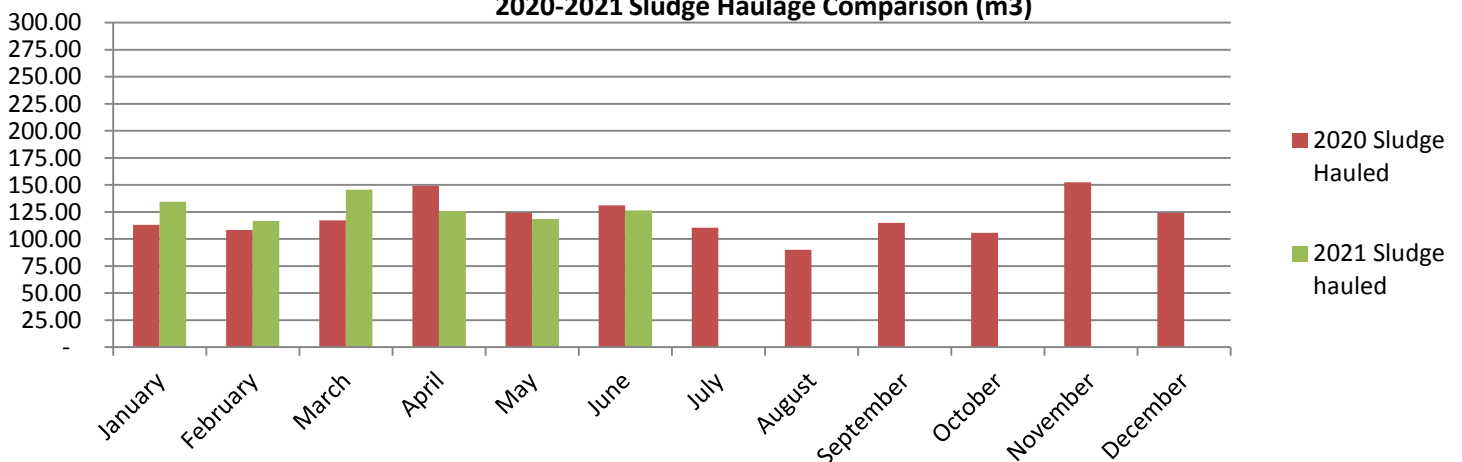
Plant power consumption for the month was 445 (x 180 multiplier) kWh.
The Fournier press has been operated 703.8 hours in 2021.

REPORTS

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

2020-2021 Comparison Chart

Month	2020 Treated Sewage	2021 Treated Sewage	% Variance 2020 to 2021	2020 Hauled Sludge	2021 Hauled Sludge	% Variance 2020 to 2021
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	177,747.00	155,465.00	-14%	113.20	134.40	19%
February	158,832.00	146,883.00	-8%	108.20	116.60	8%
March	181,415.00	159,400.00	-14%	117.10	145.60	24%
April	261,159.00	226,144.00	-15%	149.30	125.70	-16%
May	200,528.00	179,453.00	-12%	124.40	118.30	-5%
June	189,252.00	144,334.00	-31%	131.00	126.40	-4%
July	166,681.00		#DIV/0!	110.50		-100%
August	174,870.00		#DIV/0!	89.90		-100%
September	163,947.00		#DIV/0!	114.80		-100%
October	178,352.00		#DIV/0!	105.80		-100%
November	169,049.00		#DIV/0!	152.50		-100%
December	160,702.00		#DIV/0!	123.90		-100%
Totals	2,182,534.00	1,011,679.00	-116%	1,440.60	767.00	-47%

2020-2021 Flows Comparison (m3)**2020-2021 Sludge Haulage Comparison (m3)**

2021 Fort Frances Wastewater

Month	Sewage Flows Year 2020					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.974128102	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.979582536	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.965973535	
January	5015.0	5375	155465		155465	56%	134.4	13		
February	5244.0	5551	146883		146883	58%	116.6	11		
March	5141.9	5653	159400		159400	57%	145.6	14		
April	7538.1	11729	226144		226144	84%	125.7	13		
May	5788.8	6607	179453		179453	64%	118.3	11		
June	4811.1	5142	144334		144334	53%	126.4	12		
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	1011679		767	74		
Average	5590		168613		168613	55%	127.8	12.3		
Max		11729	226144		226144			14		
ECA	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli	pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean	Monthly	Monthly
	BOD (mg/L)	CBOD (mg/L)	CBOD (kg/day)	S.S (mg/L)	S.S (mg/L)	S.S (kg/day)	T.P (mg/L)	T.P (mg/L)	T.P (kg/day)	TKN (mg/L)	Total N (mg/L)	Counts /100ml	Minimum	Maximum
January	123.8	2.2	11.1	196.5	2.5	12.7	2.99	0.07	0.33	26.2	11.8	10.0	6.6	7.0
February	91.0	2.7	14.3	185.9	3.0	15.9	2.79	0.08	0.41	22.7	15.1	10.0	6.6	7.1
March	104.4	3.4	17.6	179.1	3.6	18.5	2.34	0.08	0.40	18.6	15.0	12.5	7.0	7.4
April	91.8	2.5	20.0	160.7	5.0	40.5	2.23	0.08	0.63	15.8	12.6	17.8	7.1	7.5
May	87.6	2.3	13.3	166.1	4.0	23.5	2.34	0.11	0.61	18.0	13.9	22.2	7.2	7.4
June	97.8	2.3	10.7	208.8	4.3	20.8	3.18	0.12	0.57	18.6	14.7	55.7	7.2	7.4
July														
August														
September														
October														
November														
December														
Average	99.4	2.6	14.5	182.9	3.7	22.0	2.65	0.09	0.49	20.0	13.9	21.4	7.0	7.3
Max	123.8	3.4	20.0	208.8	5	40.5	3.18	0.12	0.63	26.2	15.1	55.7	7.2	7.5
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

Workorder Summary Report

Report Start Date: Jun 1, 2021 12:00 AM

Report End Date: Jun 30, 2021 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2283214			1103, Fort Frances WPCP, Facility, Safety Equipment	PM	Health and Safety	1	YEARS	Fire extinguishers annual inspections (1y)	COMP	6/1/21 12:00 AM	6/14/21 06:47 AM	6/14/21 06:47 AM	Fire extinguishers annual inspections (1y) -SPI completed this in April
2308661	0000227376	PANEL ALARM/DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	6/1/21 12:00 AM	6/19/21 11:00 AM	6/19/21 12:00 PM	Dialer Test -We test daily at 11
2308665			1103, Fort Frances WPCP	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Gensets Inspection/Functional Tests (1m) 1103	COMP	6/1/21 12:00 AM	6/27/21 11:58 AM	6/27/21 11:58 AM	Diesel Gensets Inspection/Functional Tests (1m) 1103 -Replaced battery and exercised White Pine generator on June 25th, ran Fifth Street, Central Avenue and portable Yamaha generators on June 26th KC
2308681			1103, Fort Frances WPCP	PM	Health and Safety	1	YEARS	Fire Protection System Inspection (1y) 1103	COMP	6/1/21 12:00 AM	7/2/21 01:10 PM	7/2/21 01:10 PM	Fire Protection System Inspection (1y) 1103 -SPI completed fire extinguisher inspections in April
2308684			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	6/1/21 12:00 AM	6/19/21 06:30 AM	6/19/21 07:30 AM	Monthly H&S -No issues observed
2309024			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	6/1/21 12:00 AM	6/19/21 07:30 AM	6/19/21 08:30 AM	Blower Maint. -I greased blowers 3,4 and 5
2309034	0000246402	CENTRIFUGE GS2-2-1 TEACUP/GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103	COMP	6/1/21 12:00 AM	6/17/21 10:30 AM	6/17/21 11:30 AM	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103 -Rotated belt support/wear bars. Drained and hosed snail and lubricated bearings and drive chain
2312727	0000246376	GEAR DRIVE SC 4-2-1	1103, Fort Frances WPCP, Process	CALL	Refurbish/Replace/Repair	0		Collector Failure Call In	COMP		6/3/21 11:45 PM	6/4/21 01:30 AM	Collector Failure Call In -I was called by the auto dialer at 2345 hours June 3, 2021 for a collector failure. I opened a working alone ticket and drove to the plant. When I arrived I acknowledged the alarm on SCADA, replaced the broken shear pin and then restarted the collector.
2313202	0000129847	UPS	1103, Fort Frances WPCP, Facility, Power Distribution, Inverter Panels & DC Battery	CALL	Refurbish/Replace/Repair	0		Plant power failure alarm 1103	COMP		6/6/21 05:34 AM	6/6/21 05:38 AM	Plant power failure -I arrived onsite and restored power.

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
April 2021

STAFFING

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

	2020	2021
WSIB	21.00	0.00
WI/LTD	21.00	18.00
SICK DAYS	4.75	7.81
COMPASSIONATE LEAVE	3.00	0.00
FLOATERS	4.50	6.50
VACATION	25.50	10.75
BANKED TIME USED	5.88	7.44
OFF	0.00	0.00
STATUTORY HOLIDAYS	26.00	27.00
TOTAL	111.63	77.50

OVERTIME HOURS

Equivalent Straight Time Hours:

	2020	2021	2020	2021
	April	April	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	2.50	0.00
ENGINEERING	0.00	3.50	0.00	3.50
INTERDEPARTMENTAL	0.00	4.75	10.75	8.75
PRIVATE WORK	0.00	0.00	0.00	21.50
RECYCLE/GARBAGE	0.00	16.00	11.50	30.50
ROADS	3.00	2.25	301.75	154.75
SEWER COLLECTION	8.00	0.00	61.25	20.00
SIDEWALKS	0.00	0.00	57.00	0.00
STORES	0.00	0.00	30.50	37.00
VEHICLE & EQUIPMENT	0.00	0.00	33.00	0.00
WATER TREATMENT PLANT	8.00	8.00	63.00	76.50
WATER DISTRIBUTION	55.75	0.00	111.50	122.25
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	74.75	34.50	682.75	474.75

TRANSPORTATION REPORT

April 2021

ROADS:

Storm Water Management – Urban

- Clean catchbasins to get water moving
- Repaired storm sewer main at 813 York Avenue on April 27th.
- Repaired storm sewer main on the 200 block of Crowe Avenue.

Storm Water Management - Rural:

Flushed and cleaned culvert ends to get water moving.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Started initial sweep of all streets and sidewalks on April 5, 2021.
- Started double shift with street sweeper on April 19th. Two ten hour shifts daily from Monday to Thursday.
- Swept all parking lots.

Loose Top Maintenance:

- Graded all loose top roads twice
- Started initial grading of all lanes.

Roadside Maintenance:

- Continued cleaning up debris from winter snow piles at lane entrances.
- Cleaned up brush and debris from along the lane on the 300 block between Third Street and Fourth Street West.
- Removed 33 tree stumps from boulevards around town with the stump grinder.
- Landscape areas where stumps were removed.

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Installed a new parking sign at Einar's on Scott Street
- Changed one of the digital speed sign locations from the west town entrance to the east town entrance.

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Stockpiled Granular A material in yard on April 29th and 30th.

Private Work:

- Vacuum excavated to have gas lines for Armstrongs on Kings Highway on April 20th.
- Vacuum excavated for new footings in power station on Eight Street for FFPC on April 21st.

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

- Swept winter sand from all sidewalks
- Swept waterfront sidewalks and bike path once weekly.

Vehicles and Equipment:

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

Public Relations:**Sewer and Water:**

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

Interdepartmental:

- Cleaned up weed pile and debris (fire hazard), from along the river bank at Fort Frances Cemetery.
- Supplied backhoe and operator to install electrical services in Erin Crescent (FFPC), April 27th, 28th and 29th.
- Swept Memorial Sports Centre and Library parking lots on April 29th.

Recycling:

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

Training:

- Darwin Woods trained Dale Gill on the Street Sweeper April 12th, 13th, 14th and 15th.

Health & Safety:

- A workplace inspection was done at the Public Works Building on April 28th.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
May 2021

STAFFING

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

	2020	2021
WSIB	20.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	6.17	12.44
COMPASSIONATE LEAVE	3.00	0.00
FLOATERS	2.00	3.25
VACATION	14.00	17.25
BANKED TIME USED	3.25	11.25
OFF	0.00	0.00
STATUTORY HOLIDAYS	26.00	31.00
TOTAL	74.42	75.19

OVERTIME HOURS

Equivalent Straight Time Hours:

	2020	2021	2020	2021
	May	May	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	2.50	0.00
ENGINEERING	0.00	0.00	0.00	3.50
INTERDEPARTMENTAL	0.00	1.50	10.75	10.25
PRIVATE WORK	0.00	3.75	0.00	25.25
RECYCLE/GARBAGE	0.00	1.50	11.50	32.00
ROADS	2.25	0.00	304.00	154.75
SEWER COLLECTION	4.00	10.25	65.25	30.25
SIDEWALKS	0.00	8.25	57.00	8.25
STORES	8.00	0.00	38.50	37.00
VEHICLE & EQUIPMENT	0.00	0.00	33.00	0.00
WATER TREATMENT PLANT	20.75	20.00	83.75	96.50
WATER DISTRIBUTION	20.00	93.75	131.50	216.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	55.00	139.00	737.75	613.75

TRANSPORTATION REPORT

May 2021

ROADS:

Storm Water Management – Urban

- Cleaned debris from catchbasins during rainy weather.

Storm Water Management - Rural:

Cleaned up garbage and debris along ditches.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly.

Loose Top Maintenance:

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

Roadside Maintenance:

- Landscaping repairs from winter plowing
- Cleaned up sand around signs and poles along Kings Highway
- Cleaned up garbage and debris along boulevards
- Cut grass at deadends and CN crossings.

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop

- Assisted Engineering with locates and CCTV inspections.

Regular Maintenance: (cont'd)

- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required

Private Work:

Sidewalks – Winter:

Sidewalks – Summer:

- Completed sweeping winter sand from all sidewalks
- Swept sidewalks and bike path along waterfront once weekly.

Vehicles and Equipment:

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

Public Relations:

Sewer and Water:

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

Interdepartmental:

- Continued clean up of branches/trees in Erin Crescent
- Supplied backhoe and operator to assist FFPC installing electrical services in Erin Crescent
- Removed garbage from a yard at 1103 Kings Highway at By-law's request on May 4th
- Vacuum excavated for FFPC to install a new pole at Kings Highway and Pit Rd #1 on May 10th.
- Vacuum excavated for FFPC to install new pole at Keating Avenue and First Street West on May 19th.

Recycling:

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

Training:

- Ken McCormick attended required training at the Airport on May 27th.

Health & Safety:

- A Health and Safety Tailgate Meeting was held on May 13th and 14th, 2021 to go over new instructions for Covid from the Medical Officer of Health. These were done in smaller groups.
- A Workplace Inspection was done at the Public Works Building on May 26th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
June-21

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 Adjusted multiple curbstops and valve boxes
 Flushing and valve turning program continues
 Support Bay City with valve turning, flushing and water sample testing.
 Bay City replaced 5 valves in the water distribution system
 Resumed sewer rooting and cctv services with stage 3 of Reopen Ontario
 Erik Gustafson attended Wastewater Collection 1 Training in Dryden and passed exam
 Job posted to fill Water and Wastewater operator vacancy.

WATER TREATMENT PLANT:

In receipt of the Water Treatment Plant Monthly Report
 Jay Bruyere attended Water Treatment 1 Training in Dryden and passed exam

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

Garbage not picked up - 6 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:
 225,070

Amount of ICI waste (kg) delivered to the landfill:
 384,150

Recycling:

Recycle not picked up - 4 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
 54.21 (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 7/28/2021

Water Works		Years			
DATE	WORK	2018	2019	2020	2021
Jan	THAW FROZEN WL	1	6	1	1
	TURN WATER OFF	1	6		1
	TURN WATER OFF/ON	4	5		1
	TURN WATER ON	5			2
	TURNED WATER OFF				1
Jan Total		11	17	1	6
Feb	THAW FROZEN WL	27	11		11
	TURN WATER OFF	3	3	1	10
	TURN WATER OFF/ON		5	1	5
	TURN WATER ON	3		5	4
Feb Total		33	19	7	30
Mar	THAW FROZEN WL	3	27		
	TURN WATER OFF		2		
	TURN WATER OFF/ON	3	3	1	3
	TURN WATER ON	12	7	2	1
Mar Total		18	39	3	4
Apr	SET UP HYDRANT		1		
	THAW FROZEN WL		5		
	TRACE SERVICES				1
	TRACE WATER SERVICE				1
	TURN WATER OFF	3	2	2	
	TURN WATER OFF/ON	1	1	1	1
	TURN WATER ON	16	24	4	4
	WATER TURN ON				1
Apr Total		20	33	7	8
May	CHECK WATER SERVICE		1		
	CONNECTION INSPECTION	1	1		
	TRACE SERVICES		1		
	TURN WATER OFF	3	3		2
	TURN WATER OFF/ON	1	3	1	4
	TURN WATER ON	15	14	4	3
	TURN WATER ON	1			
	WATER TURN ON				2
	WATER TURN OFF/ON				1
May Total		21	23	5	12
Jun	RAISE CS TO GRADE	1			
	TERMINATE WATER				1
	TRACE SERVICES		1	1	
	TURN WATER OFF	4	3		2
	TURN WATER OFF/ON	3	3		3
	TURN WATER ON	4	6	1	5
Jun Total		12	13	2	11
Grand Total		115	144	25	71

Sewer Works		Years			
DATE	WORK	2018	2019	2020	2021
Jan	CCTV SEWER SERVICE	1	1	3	2
	UNPLUG SANITARY SEWER	20	21	7	2
	VAC OUT SEWER MAIN				1
Jan Total		21	22	10	5
Feb	CCTV SEWER SERVICE	2	2	1	5
	THAW FROZEN SEWER	1			
	TRACE SERVICES				1
	UNPLUG SANITARY SEWER	20	10	6	6
	VAC OUT SEWER MAIN				4
Feb Total		23	12	7	16
Mar	CCTV SEWER SERVICE	1	1		4
	CONNECTION INSPECTION		1		
	UNPLUG SANITARY SEWER	12	9	3	6
	VAC OUT SEWER MAIN				1
Mar Total		13	11	3	11
Apr	CCTV SEWER SERVICE	3	6		2
	CONNECTION INSPECTION				1
	TRACE SERVICES				1
	UNPLUG SANITARY SEWER	15	7	1	2
	TRACE SEWER SERVICE				1
Apr Total		18	13	1	7
May	CCTV SEWER SERVICE	1			1
	CONNECTION INSPECTION	1	1	1	2
	THAW FROZEN SEWER	1			
	UNPLUG SANITARY SEWER	15	10	2	1
May Total		18	11	3	4
Jun	CCTV SEWER SERVICE		4	1	
	CONNECTION INSPECTION		1	1	
	TRACE SERVICES		2		1
	UNPLUG SANITARY SEWER	14	3	1	2
	INSTALL SEWER PUMP			1	
Jun Total		14	10	4	3
Grand Total		107	79	28	46

System Repairs		Years			
DATE	TYPE	2018	2019	2020	2021
Jan	CURBSTOP		1		1
	HYDRANT			2	2
	SEWER SERVICE			2	
	WATERMAIN	1	1	1	1
Jan Total		1	2	5	4
Feb	CLEANOUT		2		
	CURBSTOP		8		
	HYDRANT				1
	SEWER SERVICE		1		2
	WATER SERVICE		2		1
	SANITARY MANHOLE				1
Feb Total			13		5
Mar	CLEANOUT		2		
	CURBSTOP		2		13
	HYDRANT			2	
	VALVE				8
	WATER SERVICE	2		1	1
	WATERMAIN			2	1
	SAN MANHOLE			1	
Mar Total		2	4	6	23
Apr	CLEANOUT		1		2
	CLEANOUT/CURBSTOP	1			
	CURBSTOP	1	9	15	10
	HYDRANT			3	
	MANHOLE		2		
	SEWER MAIN		1		
	VALVE				2
	WATER SERVICE	1			
	WATERMAIN	1		1	
Apr Total		4	13	19	14
May	CLEANOUT	3	4		2
	CLEANOUT/CURBSTOP	1			
	CURBSTOP	4	8		3
	HYDRANT				1
	MANHOLE		1		
	SEWER MAIN				1
	SEWER SERVICE		2		1
	WATER SERVICE		1		1
	WATERMAIN	4	1		3
May Total		12	17		12
Jun	CURBSTOP		5		4
	MANHOLE	1			
	WATER SERVICE		2		
	WATERMAIN	1	1	1	
Jun Total		2	8	1	4
Grand Total		21	57	31	62

Sewer & Water Data for 2021

up-dated July 29, 2021

Month	Days per month	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021-2020	2021-2020	2021	2021	Monthly	
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration	Infiltration	
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average	US Gallons	
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP				
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily							
January	31	155465	5015.00	10364	334.32	6.67%		105360	3398.7	8149	262.9	7.73%	-3360.0	-22282.0	50105.0	1616.3	13,236,338
February	28	146883	5245.82	8881	317.18	6.05%		103890	3710.4	8149	291.0	7.84%	1990.0	-11949.0	42993.0	1535.5	11,357,547
March	31	159400	5141.94	10550	340.32	6.62%		109120	3520.0	7702	248.4	7.06%	3820.0	-22015.0	50280.0	1621.9	13,282,568
April	30	226144	7538.13	16902	563.40	7.47%		99400	3313.3	7702	256.7	7.75%	3050.0	-35015.0	126744.0	4224.8	33,482,216
May	31	179453	5788.81	11863	382.68	6.61%		113290	3654.5	8768	282.8	7.74%	1600.0	-21075.0	66163.0	2134.3	17,478,412
June	30	144334	4811.13	11136	371.20	7.72%		135470	4515.7	8768	292.3	6.47%	19810.0	-44918.0	8864.0	295.5	2,341,621
July	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-139030.0	-166681.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-127750.0	-174870.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-107690.0	-163947.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-102590.0	-178352.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-98680.0	-169049.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-104350	-160702.0	0.0	0.0	-
Total	365	1011679		69696				666530.0		49236.5			-653180.0	-1170855.0	345149.0	945.6	91,178,702
Monthly Average		153916.0	5134.3	9931.7	330.6			106123.3	3543.0	7999.7	267.4	0.1	816.7	-18748.7	47792.7	1591.2	12625484.3

Citywide Export - 2021-08-05

Permit #	Owner	Applicant	Contractor	Property Address	Legal Description	Work Description	Units/Area	Value
PRM-2021-0039	GERMAIN LORI ANN	NATHAN HOPKINS	NATHAN HOPKINS	516 FIRST ST E	PLAN M73 BLK 2 LOT 29 PCL;BLK 2-29-1 SM164 PT BLK A SM33 BLK 34;PT BLKS 30 33 PT STREETS PT;LANE SM161 PT LOT1 RP48R2123;PTS 2 TO 5 11 TO 14 SEE NTE	Construct 14' by 16' accessory building	224 ftÂ²	\$7,000.00
PRM-2021-0045	RIVERSIDE HEALTH CARE FACILI	RIVERSIDE HEALTH CARE FACILI		550 OSBORNE ST	PL ALB LT 13-16,56-62, & PT;SINCLAIR ST PCL 10870 ,10871;12357,483,15193,13143,10890;25336,25337&STR EET-16	Construct two 10' by 14' gazebos	280 ftÂ²	\$20,000.00
PRM-2021-0046	RIVERSIDE HEALTH CARE FACILITIES	RIVERSIDE HEALTH CARE FACILITIES		110 VICTORIA AV	MCIRVINE RANGE PT LOT 39 RP;48R1582 PARTS 1 4 5 PCL;23274 & 48R3465 PTS 2-4 PCL;25782	Construct a 10' by 14' gazebo	140 ftÂ²	\$10,000.00
PRM-2021-0047	FLINDER'S PLACE (FORT FRANCE	FLINDER'S PLACE (FORT FRANCE		851 COLONIZATION RD W		Interior renovation to expand common room area and relocate laundry room	914 ftÂ²	\$21,166.00
PRM-2021-0048	FORT FRANCES TOWN MEMORIAL A	TOM JONES CORPORATION		740 SCOTT	RIV R PT LOT 24 PCL9272 &;12718 RAINY RIVER PT LOT 19 RIVER;RANGE MCIRVINE RR138 PT 11;PCL 15562	HVAC renovations including new furnace, HRV, duct heater and roof top unit at 52 Canadians Area. Structural reinforcement for new RTU.		\$105,000.00
PRM-2021-0049	JEFF CARR	JEFF CARR	JOHN DEGAGNE	1311 SIXTH ST E		Construct interior second dwelling unit	1,440 ftÂ²	\$80,000.00
PRM-2021-0050	FORT FRANCES TOWN	WAYNE ALLEN WEBB MICHAEL RUSSELL; WEBB		1011 FRONT STREET	MCIRVINE PLAN SM129 LOTS 12;TO 14 PT LOT 11 PT LANE	Construct two 20' by 20' special events tents	800 ftÂ²	\$1,000.00
PRM-2021-0051	FORT FRANCES TOWN	REBECCA SUSAN		1011 FRONT STREET	MCIRVINE PLAN SM129 LOTS 12;TO 14 PT LOT 11 PT LANE	Construct one 35' by 40' special events tent Construct new floor slab under bleachers at 52 Canadians Arena	1,400 ftÂ²	\$1,000.00
PRM-2021-0052	FORT FRANCES TOWN MEMORIAL A	TOM JONES CORPORATION	TOM JONES CORPORATION	740 SCOTT	RIV R PT LOT 24 PCL9272 &;12718	Install new man door and overhead door	3,638.202 ftÂ²	\$151,000.00
PRM-2021-0053	WIEDENHOEFT GREGORY NEIL;	WIEDENHOEFT GREGORY NEIL;		1017 CORNWALL AV N	PLAN SM138 N1/2 LOT 10 &;S1/2 LOT 9 PCL 10423 12915	Construct 24' by 36' addition to existing accessory building	861.113 ftÂ²	\$12,000.00
PRM-2021-0054	BOETTCHER TERA KAY	BOETTCHER TERA KAY		1210 THIRD ST E	PLAN M91 LOT 36 E1/2 35 PCL;35-2, 36-1	Construct a 8' by 18' detached uncovered deck	144.236 ftÂ²	\$2,500.00
PRM-2021-0055	DEAN BETHUNE	DEAN BETHUNE		1029 WALKER AV	PLAN SM139 S PT LOT 2 PCL;BLK 2-2 SEC SM 139	Extensive interior renovation - structural alterations, insulation and vapour barrier, etc.	920 ftÂ²	\$70,000.00
PRM-2021-0056	CANFIELD MICHAEL DONALD; CANFIELD KERRY JOEL	CANFIELD MICHAEL DONALD; CANFIELD KERRY JOEL		358 DANIEL AV	PLAN SM255 PART 17 PCL 14609	Basement foundation wall repair	107.639 ftÂ² 10869.19	\$15,000.00 \$495,666.00