

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - December 8, 2021, 8:30 AM

#### MEETING - Civic Centre

Session #016

**Join on your computer or mobile app**

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**Or call in (audio only)**

[+1 807-701-5975,,339728215#](#) Canada, Thunder Bay

Phone Conference ID: 339 728 215#

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| <b>1.</b> | <b><u>Call to Order/Roll Call</u></b>  |         |
| <b>2.</b> | <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>                                      |         |
| <b>3.</b> | <b><u>Approval of Previous Committee Minutes</u></b>   |         |
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| <b>4.</b> | <b><u>New Business</u></b>   |         |
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| 4.3       | Award of Tender 2021-OF-17 - Installation of a Standby Power System at the Fort Frances Wastewater Treatment Plant | 41 - 43 |
| <b>5.</b> | <b><u>Outstanding Items</u></b>  |         |
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| <b>6.</b> | <b><u>Information</u></b>  |         |
| 6.1       | Operations and Facilities Division - Public Works Area - Operations Stats - September 2021                         | 51 - 54 |
| 6.2       | Operations and Facilities Division - Public Works Area - Operations Stats - October 2021                           | 55 - 58 |
| <b>7.</b> | <b><u>Adjourn / Next Meeting Date</u></b>  |         |

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #015

November 17, 2021

A meeting of the Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Committee Room and via Microsoft Teams (virtual meeting resources) on Wednesday November 17, 2021 from 8:30 a.m. to 9:25 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, F. Anwar, CAO, Craig Miller, Abdul Shehu and Randy Thoms.

### **1 Call to Order/Roll Call**

1.1 The meeting was called to order at 8:30 a.m.

### **2 Disclosure of pecuniary interest and the general nature thereof**

2.1 None

### **3 Approval of Previous Committee Minutes**

3.1 Minutes from the previous meeting on November 3, 2021 - the minutes were approved as presented.

### **4 New Business**

4.1 Enter into a Contribution Agreement with the Northern Ontario Heritage Fund for Airport Improvements - the administration report was approved as presented.

4.2 October 2021 Drinking Water Systems Monthly Summary Report - the drinking water report for October 2021 was approved as presented.

4.3 Annual Energy Conservation and Demand Management Report - deferred until the next Operations and Facilities Division Executive meeting.

4.4 Report #1 - Establishing 2022 Water and Sewer Rates - the rates as presented were discussed. 2.25% and 2.5% were also brought forward. The committee agreed to revise and bring a 2% increase forward to Council.

### **5 Information**

- 5.1 Fort Frances Wastewater Treatment Facility October 2021 Monthly Report - the Wastewater October 2021 report was received and will be forwarded to Council as information only. No action required.
- 5.2 Operations and Facilities Division - Environmental Area - Operations Statistics - October 2021 - the Environmental Statistics were received and will be forwarded to Council as information only. No action required.
- 5.3 Environmental Stats - the Environmental report was received and will be forwarded to Council as information only. No action required.
- 5.4 Sewer and Water Data for 2021 - the sewer and water statistics were received and will be forwarded to Council as information only. No action required.
- 5.5 Airport Statistics - the airport statistics were received and will be forwarded to Council as information only. No action required.

## **6 Adjourn / Next Meeting Date**

- 6.1 The meeting adjourned at 9:25 a.m.

Next meeting December 8, 2021

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

December 8, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Development of a Splash Pad**

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At the Council meeting held November 8, 2021 a petition for the construction of a splash park was referred to the Operations and Facilities Executive Committee with input from the Planning and Development Executive Committee.

Since that time Administration has been talking with equipment suppliers and other communities operating these types of parks to try to understand the costs associated with construction, operation, and maintenance of these assets. Based on the recommendation of location from PDEC, which is attached to this report, some work needs to be done to help determine the path forward in terms of servicing availability however at this time, specifics on servicing requirements are unknown. There are many aspects of this type of development that need to be carefully considered as things like a water recycling system compared to a flow through pad that wastes all water used at the site doubles the costs of construction and maintenance. Due time needs to be taken to understand these costs from both an initial capital expenditure standpoint as well as an ongoing maintenance cost standpoint.

At either site suggested by PDEC we are looking at extensive sewer, water and electrical installation, the construction of a building for pump equipment, change rooms, washrooms as well as accessibility upgrades to meet the requirements of the AODA. In addition to these upgrades, at Legion Park, Council should consider the replacement of the equipment at that site as well as the equipment is quite old and should be updated in the near future. For the Legion Park site, the reconstruction of Lillie Avenue should be considered as part of the accessibility installations in addition to providing better parking and upgraded sewer and water infrastructure as the sanitary main was installed in 1945 and the watermain in 1969. Further the Legion Park is situated on Kings Highway and due consideration needs to be given to increased pedestrian traffic from the north side of the highway safely crossing the highway to access this park. This highway is a Connecting Link Highway so any addition of traffic control devices must be approved by MTO before installation. Council should consider input from the Traffic Safety Committee on pedestrian access should Legion Park be chosen as the final location.

Typically, in other communities these types of developments have been constructed through an initiative spearheaded by a local service club or group who get together to fundraise for the development, plan the development and in some cases construct the development. This is similar to how the Skate Park was constructed and more recently the tennis courts in Fort Frances. There are many options to consider when looking at this type of development and there should be a mechanism in place to select the features that best suit the community wants and by extension the community financial support. If Council recalls, there was a substantial steering committee struck for the development of the Rainy Lake Market Square to guide the features included in that development with representatives of the stakeholders most effected by that space.

At this point in the year, most grant programs are closed and there are limited grant opportunities to offset the construction of a splash pad. There were some programs that were available earlier in the fall that would have fit this project well however we have missed the application deadlines for those programs. In addition, at this time we have a tremendous amount of work ahead to do to develop the scope of work to construct a splash park, projects like this don't happen successfully over night, they

take time to plan and organize. In addition, Council needs to be cognizant of the projects it currently has committed to and capital funds being expended for projects for which we have received funding, projects we have applied for funding for and committed projects and purchases which are to be funded totally out of reserves. Council does not have unlimited funds and needs to balance the needs set out in the Town's Asset Management Plan with projects undertaken to expand the services provided within the confines of our available funding.

Given the late time of the year this was brought forward, and the limited time Administration has to prepare cost estimates for a complicated project of this nature before the Capital Budget Meetings scheduled in early 2022, it is the recommendation of Administration that 2022 is used as a planning year with maybe some funds allocated for design works if determined necessary. Further that 2022 is used as a year to try and secure funding to offset the capital costs of a proposed development of this type and that a public call be put out for a group to take this project on with the support of Town Administration. In addition, before design works and planning can truly get underway, Council must select a final location. A development at Shevlin Green has totally different design challenges compared to a development at Legion Park.

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

1. Council selects a final location for the development of a splash pad to allow planning to begin for the future construction.
2. Administration use 2022 to plan for the construction of a splash pad development in Fort Frances.
3. That funds be considered in the 2022 capital budget for the design of related infrastructure to support a future splash pad at the desired location.
4. That Administration watch for grant opportunities in 2022 to offset the costs related to the development of a splash pad and apply for funding as it comes available.
5. That council put out a public call for a group to spearhead the development of a splash pad in Fort Frances with the assistance of Town Administration.

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. Council selects a final location for the development of a splash pad to allow planning to begin for the future construction.**
- 2. Administration use 2022 to plan for the construction of a splash pad development in Fort Frances.**
- 3. That funds be considered in the 2022 capital budget for the design of related infrastructure to support a future splash pad at the desired location.**
- 4. That Administration watch for grant opportunities in 2022 to offset the costs related to the development of a splash pad and apply for funding as it comes available.**
- 5. That council put out a public call for a group to spearhead the development of a splash pad in Fort Frances with the assistance of Town Administration.**

Manager of Operations and Facilities

2021Dec8 Splash Pad

December 8, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Enter into a Contribution Agreement with the Northern Ontario Heritage Fund for Sorting Gap Marina Improvements**

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In March of 2021, we submitted Council approved funding application to the Northern Ontario Heritage Fund for upgrade work at the Fort Frances Sorting Gap Marina scheduled between 2021 and 2022. The Town has been successful in receiving an approval of 70.41% (\$376,995) of our funding needs for the project. The remainder of funds for the project is to be provided by the Town (\$95,620) and FedNor (\$124,994). Currently, we are yet to receive confirmation of funding approval from FedNor.

The Town plans to use a significant portion of the funds for the replacement of the remaining wooden docks at the Sorting Gap with the poly docks installed in 2021. The remaining funds will be put towards, electrical, lighting security, and site drainage upgrades at the Sorting Gap Marina in 2022.

Attached to this report you will find a contribution agreement between the Town of Fort Frances and the Northern Ontario Heritage Fund Corporation.

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

1. Enter into a contribution agreement with Northern Ontario Heritage Fund Corporation for funding relating to projects at the Sorting Gap Marina.
2. That an authorizing by-law be prepared authorizing the agreement to be signed by Mayor and Clerk.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1. Enter into a contribution agreement with Northern Ontario Heritage Fund Corporation for funding relating to projects at the Fort Frances Airport**
- 2. That an authorizing by-law be prepared authorizing the agreement to be signed by Mayor and Clerk.**

Manager of Operations and Facilities

**THE AGREEMENT** made

**B E T W E E N:**

**NORTHERN ONTARIO HERITAGE FUND CORPORATION**

a corporation existing under the laws of Ontario

(**"NOHFC"**)

- and -

**CORPORATION OF THE TOWN OF FORT FRANCES**

a municipality under the laws of Ontario

(the **"Recipient"**)

**Background:**

NOHFC has among its objects the promotion and stimulation of economic initiatives in Northern Ontario.

The Recipient has applied to NOHFC for funds to assist the Recipient in carrying out the Project described in this Agreement.

NOHFC is willing to provide funds to the Recipient to assist the Recipient in carrying out the Project on the terms and conditions set forth herein.

**Consideration:**

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Parties agree as follows:

**ARTICLE 1  
INTERPRETATION AND DEFINITIONS**

**1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the background and the headings do not form part of the Agreement; they are for reference only and shall not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency shall be to Canadian dollars and currency;
- (e) "include", "includes" and "including" shall not denote an exhaustive list; and



- (f) in the event of a conflict between the main body of the Agreement and any schedule, the main body of the Agreement governs unless the schedule states that the schedule or a provision or provisions of the schedule operate(s) despite the main body of the Agreement.

1.2 **Definitions.** In the Agreement the following terms shall have the following meanings:

**“Agreement”** means this agreement for Project number 7510000 entered into between NOHFC and the Recipient and includes all of the schedules listed in section 26.1.

**“BPSAA”** means the *Broader Public Sector Accountability Act, 2010* (Ontario), including any directives and/or guidelines issued pursuant to that Act.

**“Business Day”** means a day other than a Saturday, Sunday, or any statutory holiday in the Province of Ontario.

**“Conflict of Interest”** has the meaning ascribed to it in section 7.2.

**“Effective Date”** is the date the Agreement is signed by NOHFC.

**“Eligible Project Costs”** means the costs paid by the Recipient for the purpose of carrying out the Project for which NOHFC may provide Funds and that are (a) incurred by the Recipient between March 2, 2021 and the expiry or termination of the Agreement; (b) in the sole opinion of NOHFC, reasonable and necessary for carrying out the Project; and (c) limited to the amounts and Project cost categories set out in the Project Costs Chart in Schedule “B”.

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

**“Excess Funds Amount”** means the excess, if any, of X – Y where  
“X” is the amount of Funds provided to the Recipient under the Agreement; and  
“Y” is the Project Percentage of the total Eligible Project Costs paid by the Recipient to complete the Project.

**“Funding Year”** means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

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

**“Indemnified Parties”** means Northern Ontario Heritage Fund Corporation and each of its directors, officers, agents, advisors, and representatives;

**“Ineligible Project Costs”** means all Project costs that are not Eligible Project Costs.

**“Maximum Funds”** means the maximum amount payable to the Recipient in respect of Eligible Project Costs under the Agreement, which is the lesser of: (i) the Project Percentage of the total Eligible Project Costs paid by the Recipient to complete the Project, and (ii) \$376,995.

**“NOHFC Claim Schedule”** means the NOHFC claim schedule set out in Schedule “C”.

**“Northern Ontario”** means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming.

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

**“Party”** means either NOHFC or the Recipient and **“Parties”** means NOHFC and the Recipient.

**“Project”** means the undertaking described in Schedule “A” and in the Project Plan in Schedule “C”.

**“Project Budget”** means the budget for the Project set out in Schedule “B”.

**“Project Costs Chart”** means the chart of Project costs set out in Schedule “B”.

**“Project Funding Chart”** means the chart of Project funding set out in Schedule “B”.

**“Project Percentage”** means 70.41%.

**“Project Plan”** means the chart setting out milestones/activities and timelines for the Project and the Project completion date, in each case as set forth in Schedule “C”.

**“Quarter”** or **“Quarters”** means one or more of the following four periods of time in NOHFC’s fiscal year: April 1 up to and including June 30, July 1 up to and including September 30, October 1 up to and including December 31, and January 1 up to and including March 31.

**“Reports”** means the financial and progress reports described in Schedule “E” and any other reports requested by NOHFC.

**“Request for Funds”** means the form set out in Schedule “D” of the Agreement.

**“Wind Down Costs”** means the Recipient’s reasonable costs to wind down the Project.

## **ARTICLE 2 REPRESENTATIONS, WARRANTIES AND COVENANTS**

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

- (a) it is, and shall continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and shall continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Project;

- (c) any information the Recipient provided to NOHFC contained in its application and in support of its application (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it, and shall continue to be true and complete for the term of the Agreement in every respect, except as set out to the contrary in the Agreement; and
- (d) no Conflict of Interest exists.

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

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

**2.3 Governance.** The Recipient represents, warrants and covenants that it has, and shall maintain for the period during which the Agreement is in effect, by-laws or other legally necessary instruments to:

- (a) establish procedures to ensure the ongoing effective functioning of the Recipient;
- (b) establish decision-making mechanisms;
- (c) provide for the prudent and effective management of the Funds;
- (d) establish procedures to enable the successful completion of the Project;
- (e) establish procedures to enable the timely identification of risks to the completion of the Project and strategies to address the identified risks;
- (f) establish procedures to enable the preparation and delivery of all Reports required pursuant to Article 8; and
- (g) deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under the Agreement.

**2.4 Supporting documentation.** Upon request, the Recipient shall provide NOHFC with proof of the matters referred to in this Article 2.

### **ARTICLE 3 TERM OF THE AGREEMENT, USE OF FUNDS AND PROJECT**

**3.1 Term.** The term of the Agreement shall commence on the Effective Date and shall expire after the occurrence of all of the following unless terminated earlier pursuant to Article 13 or Article 14:

- (a) the completion of the Project in accordance with the terms and conditions of the Agreement; and
- (b) the receipt by NOHFC of all Reports required under this Agreement satisfactory to NOHFC.

**3.2 Project and use of Funds.** The Recipient shall:

- (a) carry out the Project;
  - (i) in accordance with the terms and conditions of the Agreement; and
  - (ii) in compliance with all federal and provincial laws and regulations, all municipal by-laws, and other orders, rules, by-laws, and industry standards applicable to any aspect of the Project;
- (b) at its own expense, obtain all permits, licences, approvals and authorizations required to complete the Project and satisfy the terms and conditions of the Agreement;
- (c) use the Funds only for the purpose of carrying out the Project; and
- (d) spend the Funds only in accordance with the Project Budget.

**ARTICLE 4  
CHANGES**

**4.1 No changes.** The Recipient shall:

- (a) not make any changes to the Project and/or the Project Budget without the prior written consent of NOHFC, which consent may be conditional on recovery of the Funds provided to the Recipient;
- (b) abide by the terms and conditions NOHFC may require in giving such consent.

**4.2 Notification.** The Recipient shall notify NOHFC promptly if it becomes aware of:

- (a) any actual or potential material changes to the Project and/or Project Budget; and
- (b) any event that may affect the Recipient's ability to complete the Project in accordance with the Agreement.

**ARTICLE 5  
FUNDS, PAYMENT AND CARRYING OUT THE PROJECT**

**5.1 Obligation to fund.**

- (a) Subject to the terms and conditions of the Agreement, NOHFC shall reimburse the Recipient for Eligible Project Costs paid by the Recipient up to the amount of the Maximum Funds.
- (b) NOHFC is not responsible for any cost overruns related to the Project. The Recipient shall provide its own funds or funds from other sources for all Eligible Project Costs not reimbursed by NOHFC in the Project Costs Chart and all Ineligible Project Costs. The Recipient is responsible for all costs that exceed the Eligible Project Costs set out in the Project Costs Chart.

## 5.2 **Payment of Funds.**

- (a) Subject to the terms and conditions of the Agreement, NOHFC shall:
  - (i) provide the Funds to the Recipient in accordance with the NOHFC Claim Schedule;
  - (ii) issue a cheque in the Recipient's name or deposit the Funds electronically into an account designated by the Recipient in writing, provided that the account resides at a Canadian financial institution and is in the name of the Recipient.
- (b) To initiate reimbursement of Eligible Project Costs by NOHFC, the Recipient shall submit the following to NOHFC:
  - (i) a completed Request for Funds; and
  - (ii) copies of all invoices or such other evidence satisfactory to NOHFC or its agents, in their sole discretion, of costs incurred relating to the Eligible Project Costs claimed in the submitted Request for Funds and copies of cancelled cheques and/or such other evidence satisfactory to NOHFC or its agents, in their sole discretion, of payment of the Eligible Project Costs claimed.

## 5.3. **Limitations on funding.**

- (a) If the total Eligible Project Costs paid by the Recipient are less than the estimated Eligible Project Costs set out in the Project Costs Chart, NOHFC may, in its sole discretion:
  - (i) vary the amount of Eligible Project Costs that it reimburses; and
  - (ii) where applicable, demand the repayment of the Excess Funds Amount, whereupon the amount demanded by NOHFC shall immediately become due and payable.
- (b) Following receipt of the items specified in section 5.2(b), in each Quarter, NOHFC agrees to pay to the Recipient an amount equal to the Project Percentage of Eligible Project Costs claimed in each request for Funds up to the amount payable for each Quarter set out in the NOHFC Claim Schedule.
- (c) In the event the Recipient:
  - (i) wishes to amend the NOHFC Claim Schedule by an amount equal to or greater than \$100,000;
  - (ii) wishes to transfer amounts between cost categories in the Project Costs Chart; and/or
  - (iii) does not claim reimbursement of any Eligible Project Costs by NOHFC in any Quarter where the amount of the NOHFC Claim for that Quarter as set out in the NOHFC Claim Schedule exceeds \$100,000,

the Recipient shall complete the appropriate section(s) of the Change Request Form as set out in Schedule “F” and submit it to NOHFC. NOHFC may approve or reject all or part of any such change request in its sole discretion. In the event NOHFC signs a Change Request Form, this Agreement shall be amended accordingly.

- (d) NOHFC shall hold back 10% of \$376,995, to be released only after all of the following have occurred:
  - (i) completion of the Project in accordance with the Agreement;
  - (ii) receipt by NOHFC of all Reports required under the Agreement; and
  - (iii) receipt by NOHFC of the final Request for Funds for the Project.
- (e) The Recipient shall not use the Funds for any Eligible Project Costs for which the Recipient is in receipt of funds from other sources. The Recipient shall promptly notify NOHFC if any other funds are received for the Project from sources other than those set out in the Project Funding Chart or in amounts from the sources set out in the Project Funding Chart that are greater than the amounts set out in the Project Funding Chart. If the Recipient receives funds for the Project from sources that are not listed in the Project Funding Chart or in amounts from the sources set out in the Project Funding Chart that are greater than the amounts set out in the Project Funding Chart, in its sole discretion, NOHFC may reduce the amount of the Funds it provides to the Recipient by, or demand the repayment of, an amount equal to the additional funds, whereupon the amount demanded by NOHFC shall immediately become due and payable, to ensure that there is no duplication of funding for the Project.
- (f) NOHFC may, in its sole discretion, provide Funds to the Recipient in advance of the Recipient incurring Eligible Project Costs. If NOHFC provides Funds to the Recipient in advance, NOHFC will not make any further payments of Funds until the Recipient has submitted, in respect of the Recipient’s spending of such advance on Eligible Project Costs, evidence satisfactory to NOHFC that the Funds advanced have been spent solely on Eligible Project Costs.
- (g) The Recipient acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the net costs to the Recipient, net of any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.

5.4. **Conditions of funding.** NOHFC’s obligation to provide Funds to the Recipient is subject to fulfillment of the following conditions precedent to NOHFC’s satisfaction:

- (a) the Recipient shall have provided the insurance certificate(s) or other documents provided for in Article 12;
- (b) the Recipient shall have provided written evidence satisfactory to NOHFC that the funds from other sources set out in the Project Funding Chart necessary to complete the Project have been committed;

- (c) NOHFC shall have received and been satisfied with the information provided by the Recipient pursuant to Article 8. If NOHFC is not satisfied with such information, it may adjust the amount of Funds it provides to the Recipient in any Quarter;
- (d) NOHFC shall have received and been satisfied with any information it may reasonably require to conduct a due diligence review of the Recipient and the Project; and
- (e) NOHFC shall have received a completed electronic funds transfer information form which will enable NOHFC to deposit the Funds into the Recipient's designated bank account by way of electronic funds transfer.

## ARTICLE 6 ACQUISITION OF GOODS AND SERVICES; DISPOSAL OF ASSETS AND OWNERSHIP OF BUILDINGS AND FACILITIES

- 6.1 **Acquisition of supplies, equipment or services.** If the Recipient acquires supplies, equipment or services with the Funds it shall do so through a process that promotes the best value for money. If the Recipient is selecting third-party contractors from which to acquire supplies, equipment or services for the Project for an amount greater than \$25,000 a competitive process must be used, including a written request for at least three proposals, written evaluation of bids received and a written agreement with the successful contractor. NOHFC may, at its sole discretion, consent in writing to a non-competitive procurement over \$25,000 if details of urgency, special expertise, confidentiality, savings or other circumstances warrant it.
- 6.2 **Movement and Disposal of assets.** The Recipient shall not, without NOHFC's prior written consent and subject to the following Section 6.3, during the period from the Effective Date to the date that is three years after the project completion date set out in Section 3 of Schedule "C", sell, lease or otherwise dispose of, or store or move to any location outside of Northern Ontario, any assets purchased with the Funds or for which Funds were provided, the cost of which exceeded \$10,000 at the time of purchase. This obligation shall survive the expiry or termination of the Agreement.
- 6.3 **Buildings and Facilities.** Unless NOHFC otherwise agrees in writing, the Recipient shall own or lease all buildings, facilities or land purchased, constructed or improved with the Funds during the period from the Effective Date to the date that is three years after the project completion date set out in Section 3 of Schedule "C". This obligation shall survive the expiry or termination of the Agreement.

## ARTICLE 7 CONFLICT OF INTEREST

- 7.1 **No Conflict of Interest.** The Recipient shall carry out the Project and use the Funds in a manner that avoids any Conflict of Interest.
- 7.2 **Conflict of Interest includes.** For the purposes of this Agreement, a Conflict of Interest includes:

- (a) in relation to the process of applying for Funds, any circumstance where the Recipient has or could be perceived to have an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage over other applicants; and
- (b) in relation to the performance of its obligations under the Agreement, any circumstances where the Recipient (or any person who has the capacity to influence the Recipient's decisions) has outside commitments, relationships or financial interests that interfere with, or could, or could be seen to interfere with, the Recipient's objective, unbiased and impartial judgment relating to the Project and the use of the Funds.

**7.3 Disclosure to NOHFC.** The Recipient shall:

- (a) disclose to NOHFC without delay any circumstances that a reasonable person would interpret as being a Conflict of Interest; and
- (b) comply with any terms and conditions that NOHFC may reasonably prescribe as a result of such disclosure.

## **ARTICLE 8 REPORTING, ACCOUNTING AND REVIEW**

**8.1 Preparation and submission.** The Recipient shall:

- (a) submit to NOHFC at the address provided in section 18.1, all Reports using the appropriate form of report set out in Schedule "E" in accordance with the timelines and content requirements set out in the Reports Schedule in Schedule "E", or in a form as specified by NOHFC from time to time;
- (b) submit to NOHFC at the address provided in section 18.1, any other Reports requested by NOHFC in accordance with the timelines and content requirements specified by NOHFC;
- (c) ensure that all Reports are completed to the satisfaction of NOHFC; and
- (d) ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer.

**8.2 Record maintenance.** The Recipient shall keep and maintain for a period of seven years after the expiry or termination of the Agreement:

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

**8.3 Inspection.** NOHFC, its authorized representatives or an independent auditor identified by NOHFC may, at its own expense, upon 24 hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's expenditure of the Funds, and for these purposes NOHFC, its authorized representatives or an independent auditor identified by NOHFC, may:



- (a) inspect and copy the records and documents referred to in section 8.2; and
  - (b) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds and/or Project.
- 8.4 **Disclosure.** To assist in respect of the rights set out in section 8.3, the Recipient shall disclose any information reasonably requested by NOHFC, its authorized representatives or an independent auditor identified by NOHFC, and shall do so in a form reasonably requested by NOHFC, its authorized representatives or an independent auditor identified by NOHFC, as the case may be.
- 8.5 **No control of Records.** No provision of the Agreement shall be construed so as to give NOHFC any control whatsoever over the Recipient's records.
- 8.6 **Auditor General.** For greater certainty, NOHFC's rights under this Article are in addition to any rights provided to the Auditor General pursuant to the *Auditor General Act* (Ontario).
- 8.7 **Audit report.** If NOHFC or the Auditor General believes that there are inaccuracies in, or inconsistencies between, any Request for Funds submitted to NOHFC and the Recipient's financial records and books of account, NOHFC or the Auditor General may request and the Recipient must provide at its own expense an audit report from a public accountant licensed under the laws of Ontario. The audit report must be satisfactory to NOHFC in form and content and address:
- (a) Funds received to date;
  - (b) Eligible Project Costs incurred by the Recipient to date;
  - (c) whether the Eligible Project Costs were incurred in accordance with the Project and the Agreement; and
  - (d) any other financial information pertaining to the Agreement as may be reasonably specified in the request.

## ARTICLE 9 CREDIT

- 9.1 **Acknowledge support.** Unless otherwise directed by NOHFC, the Recipient shall, in a form approved by NOHFC, acknowledge the support of NOHFC in any publication of any kind, written or oral, relating to the Project.
- 9.2 **Publication.** If the Recipient publishes any material of any kind, written or oral, relating to the Project, the Recipient shall indicate in the material that the views expressed in the material are the views of the Recipient and do not necessarily reflect those of NOHFC or the government of Ontario.
- 9.3 **Signage.** At NOHFC's request, the Recipient shall install and maintain in good condition one or more signs or plaques supplied by NOHFC to acknowledge NOHFC's support for the Project in conspicuous and visually unobstructed locations near the Project as approved by NOHFC.

## **ARTICLE 10 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 10.1 **FIPPA.** The Recipient acknowledges that NOHFC is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario), as amended from time to time, and that any information provided to NOHFC in connection with the Project or otherwise in connection with the Agreement is subject to disclosure in accordance with that Act.

## **ARTICLE 11 INDEMNITY**

- 11.1 **Indemnification.** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, losses, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement.

## **ARTICLE 12 INSURANCE**

- 12.1 **Recipient's insurance.** The Recipient represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000 per occurrence. The policy shall include the following:
- (i) Northern Ontario Heritage Fund Corporation and each of its directors, officers, agents, advisors, and representatives as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
  - (ii) a cross-liability clause;
  - (iii) contractual liability coverage; and
  - (iv) a 30 day written notice of cancellation.
- 12.2 **Proof of insurance.** The Recipient shall provide NOHFC with certificates of insurance, or other proof as may be requested by NOHFC, that confirms the insurance coverage as provided for in section 12.1. Upon the request of NOHFC, the Recipient shall make available to NOHFC a copy of each insurance policy.
- 12.3 **Compliance with Recipient's insurance.** The Recipient shall comply with all provisions and requirements of any of the Recipient's insurance policies applicable to the Project.

- 12.4 **Third party insurance.** The Recipient shall ensure that any third party sources of funds for the Project and subcontractors retained to perform any part or parts of the Project shall have adequate insurance in place that is appropriate to the Project risks and to the third party.

### **ARTICLE 13 TERMINATION ON NOTICE**

- 13.1 **Termination on Notice.** NOHFC may terminate the Agreement at any time upon giving at least 30 days' Notice to the Recipient.
- 13.2 **Consequences of Termination.** If NOHFC terminates the Agreement pursuant to section 13.1, NOHFC:
- (a) shall have no further obligation to make any payment of Funds;
  - (b) may demand the repayment of any Funds remaining in the possession or under the control of the Recipient, whereupon the amount demanded by NOHFC shall immediately become due and payable; and
  - (c) may determine the Recipient's reasonable Wind Down Costs, and either:
    - (i) permit the Recipient to offset the Wind Down Costs against the amount owing pursuant to subsection 13.2(b); and/or
    - (ii) subject to section 5.3(g) provide Funds to the Recipient to cover the Wind Down Costs.

### **ARTICLE 14 EVENT OF DEFAULT AND CORRECTIVE ACTION**

- 14.1 **Events of Default.** Each of the following events shall constitute an Event of Default:
- (a) if in the opinion of NOHFC, the Recipient has knowingly provided false or misleading information regarding its request for funding or in any communication with NOHFC;
  - (b) if any representation or warranty provided to NOHFC (herein or otherwise) by the Recipient is incorrect in any material respect on the date on which such representation or warranty was made;
  - (c) if in the opinion of NOHFC, the Recipient breaches any term or condition of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement without the prior written consent of NOHFC:
    - (i) carry out and complete the Project by the Project completion date specified in Schedule "C";
    - (ii) complete the milestones set out in the Project Plan in accordance with the timing set out in the Project Plan;
    - (iii) use or spend Funds; and/or

- (iv) provide Reports;
- (d) the nature of the Recipient's operations or its corporate status changes so that it no longer meets one or more of the applicable eligibility requirements of the program under which NOHFC provides the Funds;
- (e) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or is petitioned into bankruptcy, or files for the appointment of a receiver;
- (f) if any bankruptcy, reorganization, arrangement or insolvency proceedings for relief under any bankruptcy or similar laws for the relief of debtors is instituted against the Recipient or is consented to by the Recipient, or, if contested by the Recipient, is not dismissed within 30 days;
- (g) the Recipient ceases to operate; or
- (h) a Conflict of Interest that cannot be resolved to NOHFC's satisfaction, acting reasonably.

14.2 **Corrective action.** If an Event of Default occurs, NOHFC may, at any time, take one or more of the following actions:

- (a) initiate any action NOHFC considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) suspend the payment of Funds for such period as NOHFC determines appropriate;
- (c) reduce the amount of the Funds;
- (d) cancel all further payment of Funds;
- (e) demand the repayment of any Funds remaining in the possession or under the control of the Recipient, whereupon the amount demanded by NOHFC shall immediately become due and payable;
- (f) demand the repayment of an amount equal to any Funds the Recipient used for purposes not agreed upon by NOHFC, whereupon the amount demanded by NOHFC shall immediately become due and payable;
- (g) demand the repayment of an amount equal to any Funds NOHFC provided to the Recipient, whereupon the amount demanded by NOHFC shall immediately become due and payable;
- (h) terminate the Agreement immediately upon giving Notice to the Recipient; and/or
- (i) exercise any other rights or remedies available to NOHFC under this Agreement or applicable law.

14.3 **Opportunity to remedy.** In addition to its rights provided for in section 14.2, NOHFC may provide the Recipient an opportunity to remedy the Event of Default by providing Notice to the Recipient:

- (a) of the particulars of the Event of Default; and
- (b) of the period of time within which the Recipient is required to remedy the Event of Default.

14.4 **Recipient not remedying.** If NOHFC has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.3 and:

- (a) the Recipient does not remedy the Event of Default within the time period specified in the Notice;
- (b) NOHFC determines in its sole discretion that the Recipient cannot completely remedy the Event of Default within the time period specified in the Notice or such further period of time as NOHFC considers reasonable; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to NOHFC,

NOHFC may initiate any one or more of the actions provided for in sections 14.2 (a), (d), (e), (f), (g), (h) and (i).

14.5 **Termination date.** The effective date of any termination under this Article shall be the last day of the Notice period, the last day of any subsequent Notice period or immediately, whichever applies.

## **ARTICLE 15**

### **PAYMENT BY NOHFC OF AMOUNTS OWING BY RECIPIENT**

15.1 **Amounts owing by Recipient and subcontractors.** The Recipient covenants and agrees to pay when due, and to ensure that any of its subcontractors pays when due, all amounts required to be paid by it/its subcontractors to complete the Project in accordance with the Agreement.

15.2 **NOHFC's right to pay amounts due and unpaid by Recipient or subcontractors.** In the event the Recipient or any of its subcontractors fails to pay when due, all amounts required to be paid by it/its subcontractors to complete the Project in accordance with the Agreement, NOHFC shall have the right, but for greater certainty, no obligation, in addition to and not in substitution for any other right it may have pursuant to the Agreement or otherwise at law or in equity, to pay any amount due and unpaid by the Recipient or its subcontractors and to deduct such amount from any amount due and owing from time to time to the Recipient pursuant to the Agreement together with all costs incurred by NOHFC in connection therewith or to demand the repayment of such amount from the Recipient together with all costs incurred by NOHFC in connection therewith.

**ARTICLE 16**  
**COMPLIANCE WITH AGREEMENT AND LAWS**

- 16.1 **Compliance with Agreement.** The Recipient shall take all reasonable measures to ensure that its officers, directors, partners, employees, agents, contractors, subcontractors and volunteers are bound to observe the provisions of the Agreement. In all contracts relating to the Project, the Recipient shall include terms and conditions similar to and not less favourable to NOHFC than the terms and conditions of the Agreement to the extent that they are applicable to the subject of the contract.
- 16.2 **Compliance with Laws and Standards.** The Recipient shall take all reasonable measures to ensure that its officers, directors, partners, employees, agents, contractors, subcontractors and volunteers, if any, at all times comply with any and all applicable federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders. The Recipient shall obtain, at its own expense, all permits from public authorities which may be required in connection with the performance of this Agreement.

**ARTICLE 17**  
**REPAYMENT AND SET OFF**

- 17.1 **Debt due.** If the Recipient owes any monies, including any Funds, to NOHFC, whether or not their return or repayment has been demanded by NOHFC, such monies shall be deemed to be a debt due and owing to NOHFC by the Recipient, and the Recipient shall pay or return the amount to NOHFC immediately unless NOHFC directs otherwise.
- 17.2 **Interest rate.** NOHFC may charge the Recipient interest on any monies owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.
- 17.3 **Set off.** If the Recipient is indebted to NOHFC under this or any other agreement between them, NOHFC shall have the right to set off the amount of such indebtedness against the amount of Funds owing to the Recipient under this Agreement and to reduce the total amount of Funds payable to the Recipient by such amount.
- 17.4 **Cheque payable to.** The Recipient shall pay any monies owing to NOHFC by cheque payable to the "Northern Ontario Heritage Fund Corporation" and mailed to NOHFC at the address provided in section 18.1.

**ARTICLE 18**  
**NOTICE**

- 18.1 **Notice in writing and delivered.** Notice shall be in writing and shall be delivered by personal delivery or courier, mailed by registered mail, or sent by fax or email, and shall be addressed to the Parties respectively as follows, or as either Party later designates to the other by Notice.

**To NOHFC:**

Northern Ontario Heritage Fund  
Corporation  
70 Foster Drive, Suite 200

**To the Recipient:**

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

Sault Ste. Marie, Ontario P6A 6V8

**Attention:** Executive Director

Fax: 705-945-6701

E-mail:  
NOHFC.FinancialServicesUnit@ontario.ca

**Attention:** Adam Mitchell, Asset  
Management Coordinator

Fax: N/A

Email: amitchell@fortfrances.ca

- 18.2 **Notice given.** Any Notice given by personal delivery, registered mail or courier shall be deemed to have been given and received on the day of actual delivery thereof or if such day is not a Business Day, on the first Business Day thereafter. Any Notice given by fax or email on a Business Day before 4:00 p.m. shall be deemed to have been given and received on such Business Day, and otherwise shall be deemed to have been given and received on the first Business Day following sending.
- 18.3 **Postal disruption.** Despite section 18.2, following the occurrence and during the continuation of a postal disruption,
- (a) Notice by registered mail shall not be deemed to be given or received; and
  - (b) the Party giving Notice shall give Notice by email, personal delivery, courier, or fax.

## **ARTICLE 19 SEVERABILITY OF PROVISIONS**

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

## **ARTICLE 20 WAIVER**

- 20.1 **Waivers in Writing.** If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 18. Any waiver must refer to a specific failure to comply and shall not have the effect of waiving any subsequent failures to comply.

## **ARTICLE 21 INDEPENDENT PARTIES**

- 21.1 **Parties independent.** The Recipient acknowledges that it is not an agent, joint venturer, partner or employee of NOHFC or any Indemnified Party and the Recipient shall not take any actions that could establish or imply such a relationship.

## **ARTICLE 22 ASSIGNMENT OF AGREEMENT OR FUNDS**

- 22.1 **No assignment.** The Recipient shall not assign any part of the Agreement or the Funds without the prior written consent of NOHFC which NOHFC may, in its sole discretion, provide or withhold.

- 22.2 **Enurement.** The Agreement shall enure to the benefit of and be binding upon the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

## **ARTICLE 23 GOVERNING LAW**

- 23.1 **Governing law.** The Agreement and the rights, obligations and relations of the Parties shall be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement shall be conducted in Ontario.

## **ARTICLE 24 FURTHER ASSURANCES**

- 24.1 **Agreement into effect.** The Parties shall do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to its full extent.

## **ARTICLE 25 SURVIVAL**

- 25.1 **Survival.** The provisions in Article 1; section 3.2; section 5.1; section 5.2; sections 5.3(a), (d), (e) and (g); Article 8; Article 9; Article 10; Article 11; sections 14.1, 14.2(e), (f), (g) and (i); Article 15; Article 16; Article 17; Article 18; Article 21; Article 23; Article 24; Article 25; Article 26; Schedule "A", Schedule "B" and Schedule "C" shall continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

## **ARTICLE 26 SCHEDULES**

- 26.1 **Schedules.** The Agreement includes the following schedules:

- (a) Schedule A - Project Description;
- (b) Schedule B – Project Budget;
- (c) Schedule C – Project Plan and NOHFC Claim Schedule;
- (d) Schedule D – Request for Funds;
- (e) Schedule E - Reports; and
- (f) Schedule F – Change Request Form.

## **ARTICLE 27 ENTIRE AGREEMENT AND MODIFICATION OF AGREEMENT**

- 27.1 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.



- 27.2 **Modification of Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties. If the Recipient wishes to amend the Agreement, the Recipient will complete the appropriate sections of the Change Request Form as set out in Schedule “F” and submit it to NOHFC. NOHFC is under no obligation to consider Change Request Forms submitted after this date. NOHFC may approve or reject all or part of any such change request in its sole discretion and may require the Recipient to enter into a separate amending agreement. In the event NOHFC signs a Change Request Form, this Agreement will be amended accordingly.

## **ARTICLE 28 BPSAA**

- 28.1 **BPSAA.** For the purposes of clarity, if the Recipient is subject to the BPSAA and in the event that there is a conflict between any of the requirements of the Agreement and the requirements of the BPSAA, the BPSAA shall prevail.

## **ARTICLE 29 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

- 29.1 **Other Agreements.** If the Recipient:
- (a) has failed to comply (a “**Failure**”) with any term, condition or obligation under any other agreement with NOHFC;
  - (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
  - (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
  - (d) such Failure is continuing,

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

## **ARTICLE 30 SIGNATURE**

- 30.1 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 30.2 **Execution by Electronic Means.** This Agreement may be executed by electronic signature and delivered by facsimile or e-mail transmission, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The words “execution,” “signed,” “signature,” and similar words in this Agreement shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity and enforceability as a manually executed signature.

**ARTICLE 31  
TIME IS OF THE ESSENCE**

31.1 **Time is of the essence.** Time is of the essence in the performance of obligations under the Agreement.

[Signature page follows]

The Parties have executed the Agreement on the dates set out below.

**NORTHERN ONTARIO HERITAGE FUND  
CORPORATION**

\_\_\_\_\_  
John Guerard  
Executive Director (A)

\_\_\_\_\_  
Date

**CORPORATION OF THE TOWN OF FORT FRANCES**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

I/We have authority to bind the Recipient.

## **SCHEDULE "A"**

### ***PROJECT DESCRIPTION***

**1. Project summary**

The Recipient will replace its docking system at the Sorting Gap Marina, resulting in a new dock system that is more accessible. Electrical, lighting, and site drainage will also be upgraded, and closed-circuit television security cameras will be installed.

**2. Project purpose**

The Project will improve one of its main tourist amenities and decrease the municipality's operating and maintenance costs.

**3. Project location**

Fort Frances, ON

**SCHEDULE "B"**  
**PROJECT BUDGET**

**1. Project Costs Chart**

<i>Project cost category</i>	<i>Eligible Project Costs</i>	<i>Ineligible Project Costs</i>	<i>Total cost</i>
Construction / Renovation	\$383,411	\$42,079	\$425,490
Equipment Upgrades (Cameras)	\$35,000	\$0	\$35,000
Site Drainage Upgrades	\$7,000	\$0	\$7,000
Electrical Upgrades	\$60,000	\$0	\$60,000
Lighting Upgrades	\$50,000	\$0	\$50,000
Salaries and benefits	\$0	\$20,119	\$20,119
<b>TOTAL</b>	<b>\$535,411</b>	<b>\$62,198</b>	<b>\$597,609</b>

**2. Project Funding Chart**

<i>Funding sources</i>	<i>Financing type</i>	<i>Project cost category</i>	<i>Eligible Project Costs</i>	<i>Ineligible Project Costs</i>	<i>Total funding</i>
NOHFC	Conditional contribution	Eligible Project Costs	\$376,995	\$0	\$376,995
Recipient	Own Resources	All Costs	\$53,541	\$42,079	\$95,620
FedNor	Conditional contribution	All Costs	\$104,875	\$20,119	\$124,994
<b>TOTAL</b>			<b>\$535,411</b>	<b>\$62,198</b>	<b>\$597,609</b>
<b>NOHFC % of total Eligible Project Costs</b>			<b>70.41%</b>		

## SCHEDULE "C"

### PROJECT PLAN AND NOHFC CLAIM SCHEDULE

(To be completed by the Recipient)

#### 1. Project Plan

<i>Project milestones</i>	<i>Timing</i>	
	<i>Start (month/ year)</i>	<i>End (month/ year)</i>

#### 2. NOHFC Claim Schedule

	<i>Funding Year 1 (ending Mar 31/20__)</i>				<i>Funding Year 2 (ending Mar 31/20__)</i>				
	<i>Apr 1- Jun 30</i>	<i>Jul 1- Sep 30</i>	<i>Oct 1- Dec 31</i>	<i>Jan 1- Mar 31</i>	<i>Apr 1- Jun 30</i>	<i>Jul 1- Sep 30</i>	<i>Oct 1- Dec 31</i>	<i>Jan 1- Mar 31</i>	<i>Total</i>
Eligible Project Costs									
NOHFC claim									

#### 3. Project completion date: \_\_\_\_\_

## SCHEDULE "D"

### REQUEST FOR FUNDS FORM

Claim Number:

1. **Project Progress**

<b><i>Project milestones</i></b>	<b><i>% Complete</i></b>	<b><i>Comments</i></b>
<b>TOTAL</b>		

2. **Is this the Recipient's final request for Funds for the Project?**

☐

No

☐

Yes

3. **Request for Funds (Current Claim)**

NOHFC Funds are disbursed on a reimbursement basis. To initiate reimbursement of Eligible Project Costs by NOHFC, the Recipient shall complete the request for Funds form and submit it to NOHFC along with the following:

- (a) a copy of all invoices, or such other evidence satisfactory to NOHFC or its agents, in their sole discretion, of costs incurred itemized in the *Detailed Listing of Transactions* table in section 5 of this form relating to all Eligible Project Costs claimed in this request for Funds; and
- (b) evidence of payment itemized in the *Detailed Listing of Transactions* table in section 5 of this form relating to all Eligible Project Costs claimed in this request for Funds (cancelled cheques and/or other such evidence satisfactory to NOHFC or its agents, in their sole discretion).

*(Request for Funds Form continued on following pages. Please fill out all pages.)*

## SCHEDULE "D" (CONT'D)

### REQUEST FOR FUNDS FORM

#### 4. Eligible Project Costs - Claim status

Please complete this table below in conjunction with the tables in section 5 of this form.  
Only the subtotals from the tables completed in section 5 should be identified in the "Total Eligible Project Costs this request" column of the table below.

<i>Eligible Project Cost category</i>	<i>Total Eligible Project Cost amount</i>	<i>Total Eligible Project Costs of all claims submitted to date (not including this request)</i>	<i>Eligible Project Costs this request</i>	<i>Balance of Eligible Project Costs remaining (after this request)</i>	<i>Table no. if applicable (from section 5 of this form)</i>
Construction / Renovation	\$383,411				
Equipment Upgrades (Cameras)	\$35,000				
Site Drainage Upgrades	\$7,000				
Electrical Upgrades	\$60,000				
Lighting Upgrades	\$50,000				
<b>TOTAL</b>	<b>\$535,411</b>				
NOHFC Funds (70.41%)					

Total Eligible Project Costs this request: \$ \_\_\_\_\_ (A)

NOHFC % of Eligible Project Costs 70.41% (B)

Current Payment Request: \$ \_\_\_\_\_ (C)  
(A x B)

(Request for Funds Form continued on following pages. Please fill out all pages.)



## SCHEDULE "D" (CONT'D)

### REQUEST FOR FUNDS FORM

#### 5. Detailed Listing of Transactions for each Eligible Project Cost category

Please complete one table for each of the Eligible Project Cost categories (in section 4 of this form) for which a claim is currently being made.

**Table 1:** <Eligible Project Cost category: \_\_\_\_\_>

Item no.	Date of Invoice	Name of Supplier	Description of Item or Service Purchased	Invoice Number	Amount (net of all rebate(s), credit(s), or refund(s), where applicable)	Payment Reference (Cheque No.)
1						
2						
3						
				<b>Subtotal</b>		

**Table 2:** <Eligible Project Cost category: \_\_\_\_\_>

Item no.	Date of Invoice	Name of Supplier	Description of Item or Service Purchased	Invoice Number	Amount (net of all rebate(s), credit(s), or refund(s), where applicable)	Payment Reference (Cheque No.)
1						
2						
3						
				<b>Subtotal</b>		

(Request for Funds Form continued on following pages. Please fill out all pages.)

**SCHEDULE "D" (CONT'D)**  
**REQUEST FOR FUNDS FORM**

**6. Certification**

Must be completed for all requests for Funds.

On behalf of the Recipient, I certify that:

1. the costs for which reimbursement is requested in line (A) above have been incurred and actually paid for by the Recipient;
2. the costs being claimed in this form are all Eligible Project Costs only (as that term is defined in the Agreement);
3. if the costs being claimed in this form are for supplies, equipment or services, the Recipient has acquired such supplies, equipment or services through a process that promotes the best value for money;
4. the representations and warranties set forth in the Agreement are true and correct in all material respects on the date set out below;
5. no Event of Default has occurred as of the date set out below; and
6. all of the Recipient's obligations to date, as set out in the Agreement, have been satisfied.

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

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

Name of signatory: \_\_\_\_\_

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

I have authority to bind the Recipient.

## **SCHEDULE “E”**

### ***REPORTS***

#### **REPORTS SCHEDULE**

<b>Name of Report</b>	<b>Due Date(s)</b>	<b>Format and content requirements</b>
1. Annual Report	Each anniversary of Effective Date	Form of Annual Report in Schedule “E”
2. Final Report	Attached to final Request for Funds completed and submitted to NOHFC	Form of Final Report in Schedule “E”

## SCHEDULE "E" (CONT'D)

### REPORTS

#### FORM OF ANNUAL REPORT

1. **Progress of Project:** Have the milestones/activities for this time period been completed? If so, please provide a detailed explanation of what they are and how they have been completed. If not, please provide a detailed explanation why, how this affects the Project in the future and how the Project will be brought back into compliance with the Project Plan.
  
2. **Financial information:** Have expenditures been in accordance with the Project Budget, the Project Plan and the NOHFC Claim Schedule? If so, please set out what the expected Eligible and Ineligible Project Costs for this time period were compare them with the actual Eligible and Ineligible Project Costs in a financial summary. If not, please provide the information requested above together with an explanation of why the expenditures do not match the expected Eligible and Ineligible Project Costs and how this may affect the Project in the future.
  
3. **Other performance measures:** Have the objectives of the Project been achieved to date? Please describe the economic activity that has resulted in a benefit to Northern Ontario to date (number of jobs created / sustained and Project contributor funding contributions).

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

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

Name of signatory: \_\_\_\_\_

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

I have authority to bind the Recipient.

## SCHEDULE "E" (CONT'D)

### REPORTS

#### FORM OF FINAL REPORT

1. **Project Completion:** Have the milestones/activities as set out in this Agreement been completed? If so, please provide a detailed explanation of what they are and how they have been completed. If not, please provide a detailed explanation why and how this affected the overall Project.
  
2. **Financial information:** Have expenditures been in accordance with the Project Budget, the Project Plan and the NOHFC Claim Schedule? If so, please set out what the expected Eligible and Ineligible Project Costs were and compare them with the total actual Eligible and Ineligible Project Costs in a financial summary. If not, please provide the information requested above together with an explanation of why the expenditures did not match the expected Eligible and Ineligible Project Costs and how this affected the Project.
  
3. **Other performance measures:** Have the objectives of the Project as set out in this Agreement been achieved? Please describe the economic activity that has resulted in a benefit to Northern Ontario (actual number of jobs created / sustained and final Project contributor funding contributions). If the Project objectives were not achieved, please explain.

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

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

Name of signatory: \_\_\_\_\_

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

I have authority to bind the Recipient.

## SCHEDULE "F"

### CHANGE REQUEST FORM

**Please complete all appropriate sections (to be completed by Recipient)**

**1. ☐ Amendment to NOHFC Claim Schedule**

*(For a requested amendment of \$100,000 or more in any Quarter)*

Indicate previous NOHFC Claim Schedule and the requested amended NOHFC Claim Schedule. Insert additional years, if required and provide the reasons for the requested amendment in the box below.

	<b>Funding Year 1 (ending Mar 31/20 )</b>				
	<b>Apr 1- Jun 30</b>	<b>Jul 1- Sep 30</b>	<b>Oct 1- Dec 31</b>	<b>Jan 1- Mar 31</b>	<b>Total</b>
Previous					
New					

	<b>Funding Year 2 (ending Mar 31/20 )</b>				
	<b>Apr 1- Jun 30</b>	<b>Jul 1- Sep 30</b>	<b>Oct 1- Dec 31</b>	<b>Jan 1- Mar 31</b>	<b>Total</b>
Previous					
New					

Reasons for requested amendment to NOHFC Claim Schedule:

**2. ☐ Changes in Project Plan**

*(Complete where the Project milestones or their timing change)*

Indicate previous Project milestones and timing, the requested amended milestones and/or timing and reasons for the requested amendment in the box below.

<b>Project milestones</b>		<b>Timing</b>			
		<b>Start (month/ year)</b>		<b>End (month/ year)</b>	
Previous	New	Previous	New	Previous	New

*(Change Request Form continued on following page – please fill out all pages)*

**SCHEDULE "F" (CONT'D)**  
**CHANGE REQUEST FORM**

Reasons for requested amendment to the Project Plan:

**3. ☐ Amendment to Project completion date**  
(Complete where an amendment to the Project completion date is requested.)

Indicate the previous Project completion date, the requested Project completion date and provide reasons for the requested amendment in the box below.

Current Project completion date: \_\_\_\_\_

Requested Project completion date: \_\_\_\_\_

Reasons for requested amendment to the Project completion date:

**4. ☐ Transfer of costs between Project Cost Categories**

Indicate the requested transfer of amounts between cost categories set out in the Project Costs Chart (or in most recent Change Request Form agreed to by NOHFC) and provide reasons for the requested amendment in the box below.

<b>Project Cost Category</b>	<b>Total Project Costs</b>	
	<b>PREV.</b>	<b>NEW</b>
<b>TOTAL</b>		

Reasons for requested transfer of amounts between Project cost categories:

*(Change Request Form continued on following page – please fill out all pages)*

**SCHEDULE "F" (CONT'D)**

**CHANGE REQUEST FORM**

**5. ☐ Other amendments to the Agreement**

Indicate other amendment(s) being requested and the reasons for the requested amendment(s):

**6. Acknowledgement**

The Recipient hereby requests the aforementioned amendment(s) to the Agreement and certifies that the information provided to support the request is accurate. The Agreement is accordingly amended upon execution of this form by NOHFC. All other terms and conditions of the Agreement remain in full force and effect.

**CORPORATION OF THE TOWN OF FORT FRANCES**

\_\_\_\_\_

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

Print Name:

Position:

I have authority to bind the Recipient.

**NORTHERN ONTARIO HERITAGE FUND CORPORATION**

\_\_\_\_\_

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

Name:

Position:



December 8, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Tender 2021-OF-17 – Installation of a Standby Power System at the Fort Frances Wastewater Treatment Plant**

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The Town of Fort Frances advertised in the Fort Frances times and on the Town's website a tender for the installation activities related to the standby power system for the Wastewater Treatment Plant on November 11, 2021.

A Mandatory Site Meeting was held on November 23 at the Fort Frances Wastewater Treatment plant whereby two perspective contractors were on site to review the work. On Tuesday November 30, 2021 the tender was closed at the Fort Frances Civic Centre with public participation via Teams call in as has been typical through the COVID-19 pandemic. One bid was received from Prezio Electric who attended the mandatory site meeting. Their bid was \$299,000.00 plus HST to complete the works starting once the ground is thawed and the generator has arrived. Attached to this report you will find a letter of recommendation from TBT Engineering to award the work to Prezio Electric.

The Town originally budgeted \$625,800 for the entire project including the purchase of the standby power unit. The purchase of the standby power unit was awarded to CAT Power Systems on June 14, 2021 at a total cost of \$492,624 plus HST. A full breakdown of the budget implication is outlined below.

	Sub Total Tender Price	Town's portion HST	TOTAL TENDER PRICE
Standby Power Unit	\$ 492,624.00	\$ 8,670.18	\$ 501,294.18
Installation	\$ 299,000.00	\$ 5,262.40	\$ 304,262.40
Total	\$	\$	805,556.58
Budget	\$	\$	625,800.00
<b>Surplus/(Shortfall)</b>	<b>\$</b>	<b>\$</b>	<b>(179,756.58)</b>

There is a substantial budget overage in the 2021 capital allocation, however the work will not be undertaken in 2021 as the generator won't be arriving until 2022. This means that the new budget allocation will be brought forward to the 2022 Capital Budget as a committed item, therefore not impacting the 2021 allocations.

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

1. Tender 2021-OF-17 be awarded to Prezio Electric for a total tender price of 299,000.00 plus applicable HST
2. The funding shortfall be accounted for in the 2022 Capital Budget
3. That an authorizing By-Law be prepared to authorize Mayor and Clerk to Execute the agreement on behalf of the organization.

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. Tender 2021-OF-17 be awarded to Prezio Electric for a total tender price of 299,000.00 plus applicable HST.**
- 2. The funding shortfall be accounted for in the 2022 Capital Budget**
- 3. That an authorizing By-Law be prepared to authorize Mayor and Clerk to Execute the agreement on behalf of the organization.**

Manager of Operations and Facilities

2021Dec8 Award of Tender 21-OF-17 - Electrical Install WWTP Genset

December 3, 2021

TBT Project#: 20-559

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

**Attention:** Travis Rob

**RE: Fort Frances WWTP – Generator Installation**

---

The tender period for the above noted project has closed. After assessing bidder submissions, TBT Engineering has determined that the tender submission from G. Prezio Electric Ltd. best aligns with project goals. The following is the received Tender Price:

Prezio Electric .....	\$ 299,000.00
HST .....	\$ 38,870.00
Total HST Included .....	<b>\$ 337,870.00</b>

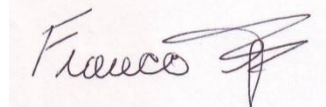
Upon examination of the tender submission, the contractor has demonstrated they are qualified to complete the work, has submitted all mandatory documents, proposed a feasible methodology and has indicated they are able to complete the project within the schedule prescribed. Of note on the schedule, Prezio Electric has indicated that the project will take approximately 4-8 weeks after the generator has been delivered and the ground has thawed.

Based on the above information, the tender submission is compliant with the tender call. Therefore, TBT Engineering Limited would hereby recommend award of this project to G. Prezio Electric Ltd. for the lump sum price of **\$337,870.00** inclusive of HST.

If you have any questions or require anything further, please do not hesitate to contact me.

Yours truly,

**TBT Engineering Limited**



Franco Gorenzsch, P.Eng  
Vice President – Building Sciences

June 17, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Annual Energy Conservation and Demand Management Report**

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

In 2021 the online billing platform provided by Union Gas was transitioned to Enbridge causing the town to lose its online database of gas utility information. We have since enrolled with Enbridge, however that caused a delay in the preparation of this report. The delay in obtaining the gas data did not impact our ability to meet our regulated Ministry reporting deadline of July 1, 2021.

Attached you will find the 2020 report prepared by Abdul Shehu, Interim Asset Management Coordinator.

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

Respectfully Submitted



Travis Rob, P.Eng

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

Manager of Operations and Facilities

November 4, 2021

Report To: Travis Rob

From: Abdullahi Shehu, Interim Asset Management Coordinator

## **RE: Annual Energy Consumption Report**

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### **Background:**

The Town of Fort Frances has been providing energy reports in compliance with O. Reg. 397/11 since the first filing date of July 1st, 2013. However, the Green Energy Act of 2009 was repealed in 2018, leading to the annulment of O.Reg. 397/11. Part II.3 Conservation and Energy Efficiency was added to the Electricity Act of 1998, and O.Reg. 507/18: Broader Public Sector: Energy Reporting and Demand Management Plans was created to replace O.Reg. 397/11.

All broader public sector (BPS) organizations (including municipalities, schools, and hospitals) are mandated to disclose their energy consumption and greenhouse gas (GHG) emissions yearly under O.Reg. 507/18. These organizations must also develop and implement a Conservation and Demand Management (CDM) plans that are revised every five years to fulfill the terms of the regulation. In 2020 the Town of Fort Frances completed its Energy Reporting and Conservation and Demand Management Plans.

### **Upcoming Regulation Milestones:**

The Town of Fort Frances is committed to reporting yearly energy consumption and greenhouse gas (GHG) under the Electricity Act, 1998 (Ontario Regulation 507/18). Our objective is to continue reducing GHG emissions to positively impact our environment. The Town also continues to improve on its Energy Conservation and Demand Management Plan in a manner that is consistent with the requirements of the provincial regulation.

### **Analysis:**

This report contains an overview of electrical and natural gas energy use and solar energy generation at various Town of Fort Frances facilities for the 2020 year.

### **Electrical**

The electricity usage for each year from 2017-2020, as well as the baseline year of 2011, is detailed in Spreadsheet #1 attached to this report. A column under the 2020-year data highlights the difference in consumption between the reporting year and the baseline year (2011).

The USEPA GHG Equivalencies Calculator was utilized to estimate GHG emissions from electrical energy consumption. Electricity use in 2020 accounts for approximately 3831 metric tons of carbon dioxide equivalent of emissions. The resulting value is equivalent to 461 homes energy use for a year. It is worth noting that electrical energy consumption was at an all-time low since the first reporting year (2013).

### **Natural Gas**

Spreadsheet #2 attached to this report shows natural gas use in each of the Towns' facilities for each year from 2017-2020, including the baseline year of 2011. The 2019 merger of Union Gas and Enbridge resulted in a new set of available consumption estimates that do not include heating degree day (HDD) figures. In this report, HDD data from the Fort Frances airport weather station with ID number CTAG (71962) was used to generate HDD billing values with a base temperature of 18 degree Celsius.

The USEPA GHG Equivalencies Calculator was utilized to estimate GHG emissions from energy consumption using natural gas at the Towns' facilities. Natural gas use in 2020 accounts for approximately 800 metric tons of carbon dioxide equivalent in emissions. This resulting value is equivalent to 97 homes energy use for a year.

## **Solar**

The solar energy generated by the Town of Fort Frances is detailed in Spreadsheet #3, which is attached to this report. Although revenues for the year 2020 increased from those reported in 2019, they are below the annual average. The Town will continue to profit from this 20-year deal, which pays \$0.80 per kilowatt-hour generated until 2032. Although the Ministry of Energy does not mandate an annual report on solar generation, the data has historically been included in the annual report to Council.

Utilizing the USEPA GHG Equivalencies Calculator. Electricity generation from the solar system accounts for approximately 24.4 metric tons of avoided carbon dioxide equivalent emission. This is equivalent to 3 homes' energy use for a year.

## **Summary of Additional Energy Initiatives:**

The Town of Fort Frances continues to seek ways to avoid emissions and increase energy efficiency at all its facilities via capital projects or operational procedures. The Memorial Sports Complex (MSC) consumes the most energy among the Town's facilities. Steps were taken in 2020 to plan, procure and seek financing for the following upgrades at the MSC:

- Replacement of rooftop air handling unit (AHU)
- New Furnace and heat recovery ventilation (HRV) unit installation
- Roof replacement
- Energy recycling dehumidifier (DRY-O-TRON), duct heater replacement
- LED lighting retrofit

## **Conclusion and Recommendations:**

The COVID-19 pandemic forced the Town of Fort Frances to close some of its facilities for most of 2020, only allowing limited access to employees. Although most buildings were barely occupied or vacant, energy consumption was still required. However, there was a decrease in electrical energy consumption in 2020 which resulted in a five-year low. Reductions were noted at multiple facilities however, the most significant reductions occurred at the MSC, daycare (facility sold, 2020), and sewage treatment plant.

In 2020, electricity consumption demand reduced by 998,167 kWh's from all facilities compared to values from 2019. Natural gas consumption also trended downwards in 2020, dropping below the average (441,298 m<sup>3</sup>) consumption between 2011 and 2019. The drop in energy need is most likely due to the Covid-19 pandemic and milder winter temperatures across the year. However, the library in town has seen its gas consumption double in 2019 and 2020, compared to recent preceding years. The library is in discussion with Enbridge to seek root cause of the issue.

The Towns' solar power systems show an uptrend in kWh's generated from the system compared to the all-time low in 2019. After nine years of operation, the program has generated \$359,170.41 with an average annual return of \$39,907.82. Additionally, with some of the pandemic restrictions lifted earlier in 2021, work commenced to upgrade various aspects of the MSC with more energy-efficient materials

and equipment. The project is scheduled to continue with the planned upgrades up until March 31<sup>st</sup>, 2025.

It is the recommendation of the Administration that:

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

Respectfully Submitted



Abdullahi Shehu

H:\Energy Management\Energy Monitoring\Data\ECDM Plan Data\Reports To Council\2021 Report\ECDM Annual Energy Consumption - Report to Council 2021.docx

Spreadsheet #1 - Electrical Summary

	2011 - Baseline		2017			2018			2019			2020		
	Total Consumption (kWh)	Total Cost (\$)	Total Consumption	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)
Museum	124518.26	\$ 12,934.16	109,111.48	\$ 13,446.16	-15,406.78	134,520.64	\$ 13,398.18	10,002.38	112189.78	11630.32	-12328.48	107,960.20	12195.51	-16558.06
Memorial Sports Centre*	540324.47	\$ 57,434.30	510,890.85	\$ 71,967.60	-29,433.62	518,042.70	\$ 70,654.30	-22,281.77	526438.35	78109.99	-13886.12	464,870.25	69897.25	-75454.22
Memorial Sports Centre A*	2060205.95	\$ 190,560.19	1,829,318.40	\$ 247,069.22	-230,887.55	1,847,913.12	\$ 236,124.91	-212,292.83	1869020.64	256111.95	-191185.31	1,338,317.28	191826.68	-721888.67
Hallett	1658.65	\$ 526.18	365.19	\$ 618.57	-1,293.46	351.10	\$ 615.81	-1,307.55	130.86	581.03	-1527.79	170.69	477.22	-1487.96
Sorting Gap*	46148.56	\$ 4,760.16	38,546.75	\$ 4,753.80	-7,601.81	47,156.68	\$ 4,896.40	1,008.12	42439.94	4589.84	-3708.62	32,225.57	3766.52	-13922.99
Public Works	158900.90	\$ 14,990.98	85,649.04	\$ 11,190.60	-73,251.86	92,318.22	\$ 10,054.16	-66,582.68	96963.31	10708.62	-61937.59	87,042.59	10172.98	-71858.31
Fort Frances Cemetery*	83238.89	\$ 7,928.96	70,014.98	\$ 8,667.78	-13,223.91	89,114.80	\$ 9,051.56	5,875.91	111643.26	11750.72	28404.37	124,080.61	13904.25	40841.72
Riverview Cemetery*	49686.65	\$ 4,825.18	30,258.61	\$ 4,216.43	-19,428.04	34,019.25	\$ 3,856.21	-15,667.40	32141.7	3771.45	-17544.95	30,778.18	3851.34	-18908.47
Civic Centre*	646061.57	\$ 65,147.27	479,442.24	\$ 66,853.91	-166,619.33	507,459.96	\$ 69,217.00	-138,601.61	500047.2	72304.27	-146014.37	471,903.84	68620.49	-174157.73
Dog Pound*	18384.91	\$ 1,996.22	8,838.69	\$ 1,621.46	-9,546.22	9,348.64	\$ 1,465.54	-9,036.27	10518.61	1596.92	-7866.30	9,303.00	1476.69	-9081.91
Sister Kennedy Centre 1	63938.02	\$ 6,242.01	66,048.65	\$ 8,419.24	2,110.63	73,308.08	\$ 7,870.96	9,370.06	95121.83	10384.54	31183.81	68,323.07	7624.46	4385.05
Sister Kennedy Centre 2	1163.53	\$ 525.61	3,356.90	\$ 995.94	2,193.37	2,958.81	\$ 874.93	1,795.28	3016.69	871.51	1853.16	2,428.91	735.36	1265.38
East End Hall	10057.67	\$ 1,234.80	9,059.50	\$ 1,594.76	-998.17	10,791.10	\$ 1,613.03	733.43	7162.13	1269.72	-2895.54	5,590.89	1066.30	-4466.78
Point Park Garage*	83.33	\$ 272.61	306.90	\$ 619.47	223.57	545.92	\$ 642.44	462.59	92.88	577.89	9.55	93.90	469.14	10.57
Vanjura	1165.48	\$ 362.29	0.00	\$ 617.46	-1,165.48	0.00	\$ 488.01	-1,165.48	0	419.15	-1165.48	0.00	458.74	-1165.48
Lions Park	16569.35	\$ 1,781.77	17,960.89	\$ 2,547.51	1,391.54	19,009.49	\$ 2,454.99	2,440.14	14833.19	2050.48	-1736.16	13,084.93	1879.11	-3484.42
Daycare	113506.77	\$ 11,745.12	88,050.28	\$ 11,423.11	-25,456.49	97,445.17	\$ 10,475.58	-16,061.60	91970.75	10017.22	-21536.02	24,825.30	2973.05	-88681.47
St. Frances Sports Fields	1285.15	\$ 499.34	3,785.87	\$ 932.56	2,500.72	2,459.84	\$ 803.24	1,174.69	3361.91	855.5	2076.76	188.97	479.82	-1096.18
McIrvine Road Rink	5209.86	\$ 834.06	988.92	\$ 751.75	-4,220.94	1,537.76	\$ 729.21	-3,672.10	1513.99	715.12	-3695.87	1,861.02	662.96	-3348.84
North End Rink*	15840.60	\$ 1,779.04	2,322.52	\$ 875.74	-13,518.08	0.00	\$ -	-15,840.60	0	0	-15840.60	0.00	0.00	-15840.60
Water Tower	41851.34	\$ 4,109.87	38,066.40	\$ 4,876.07	-3,784.94	40,841.22	\$ 4,412.93	-1,010.12	46929.08	5114.09	5077.74	47,002.55	5508.5	5151.21
Street Lights	1231535.63	\$ 126,968.35	452,483.96	\$ 86,125.55	-779,051.67	452,483.96	\$ 84,379.92	-779,051.67	452483.96	88895.37	-779051.67	453,908.51	91025.73	-777627.12
Recycle Depot (2016 Baseline)			16,735.10	\$ 2,571.94	14,389.49	17,245.02	\$ 2,285.51	14,899.41	17780.32	2382.76	15434.71	14691.38	2068.21	831.13
Tourist Info Building (2015 Baseline)			32,779.28	\$ 4,336.65	20,154.86	32,779.28	\$ 4,336.65	20,154.86	34514.75	3938.47	21890.33	n/a	n/a	n/a
Airport	137086.6	\$ 18,967.77	183,677.63	\$ 25,579.32	46,591.03	197,327.17	\$ 23,241.71	60,240.57	173759.4	20850.02	36672.80	152,488.63	19273.33	15402.03
Rainy Lake Square (2018 Baseline)			1,199.98	\$ 281.34	1,199.98	4,399.82	\$ 949.28	3,199.84	4079.81	913.39	2879.83	4,959.79	974.76	3759.81
Sunny Cove Camp Office*	11477.88	\$ 2,183.56	1,214.91	\$ 595.47	-10,262.98	1,235.86	\$ 576.31	-10,242.02	2256.361	776.27	-9221.52	77.94	352.69	-11399.94
Russell Hall*	7413	\$ 1,466.37	8,456.06	\$ 1,949.36	1,043.06	7,340.75	\$ 1,609.22	-72.25	7688.3118	1746.39	275.31	1,804.18	674.56	-5608.82
McGregor Hall*	2620	\$ 839.08	2,298.43	\$ 795.49	-321.57	2,267.87	\$ 752.83	-352.13	2068.0758	747.75	-551.92	217.52	376.38	-2402.48
Water Treatment Plant	813205.32	\$ 78,577.11	726,324.84	\$ 103,097.46	-86,880.48	720,294.12	\$ 98,195.47	-92,911.20	708232.68	103452.02	-104972.64	705,971.16	105153.69	-107234.16
Sewage Treatment Plant	1511377.58	\$ 143,636.77	1,448,503.56	\$ 192,660.01	-62,874.02	1,395,169.38	\$ 180,235.23	-116,208.20	1208782.44	165535.89	-302595.14	1,043,879.94	146918.70	-467497.64
Portage Avenue Storm Lift Station	8081.03	\$ 1,070.22	4,346.30	\$ 1,054.82	-3,734.73	6,062.07	\$ 1,151.27	-2,018.96	8539.78	1385.38	458.75	7,253.67	1252.50	-827.36
Central Ave Lift Station	147238.84	\$ 13,833.05	141,333.37	\$ 16,825.34	-5,905.47	130,254.44	\$ 12,941.19	-16,984.40	140720.68	14297.05	-6518.16	125,886.95	14108.74	-21351.89
5th Street Lift Station	44623.63	\$ 4,444.77	42,929.82	\$ 5,512.63	-1,693.81	28,741.92	\$ 3,304.15	-15,881.71	44620.46	4901.33	-3.17	37,361.86	4487.41	-7261.77
Minnie Avenue Lift Station	1698.56	\$ 564.47	1,590.48	\$ 761.57	-108.08	1,465.61	\$ 720.51	-232.95	1756	736.03	57.44	1,510.08	621.47	-188.48
White Pine Lift Station	29526.54	\$ 2,994.21	33,300.07	\$ 4,455.94	3,773.53	33,821.15	\$ 3,738.29	4,294.61	36802.98	4120.39	7276.44	31,242.36	3840.05	1715.82
Boundary Road Lift Station	5679.41	\$ 826.30	7,082.93	\$ 1,379.93	1,403.52	6,983.40	\$ 1,238.94	1,303.99	7391.49	1282.03	1712.08	7,148.04	1230.73	1468.63
Patcin Avenue Lift Station	2406.48	\$ 586.89	2,399.07	\$ 854.35	-7.41	1,370.58	\$ 712.22	-1,035.90	1987.7	760.89	-418.78	1,380.55	604.99	-1025.93
TOTAL:	7953770.41	\$ 787,449.04	6,499,038.84	\$ 912,896.31	-1,469,701.60	6,568,384.89	\$ 870,068.09	-1,401,555.53	6,419,001.30	\$ 900,151.76	-1,550,939.12	5,419,834.31	\$ 791,010.31	-2,548,996.33

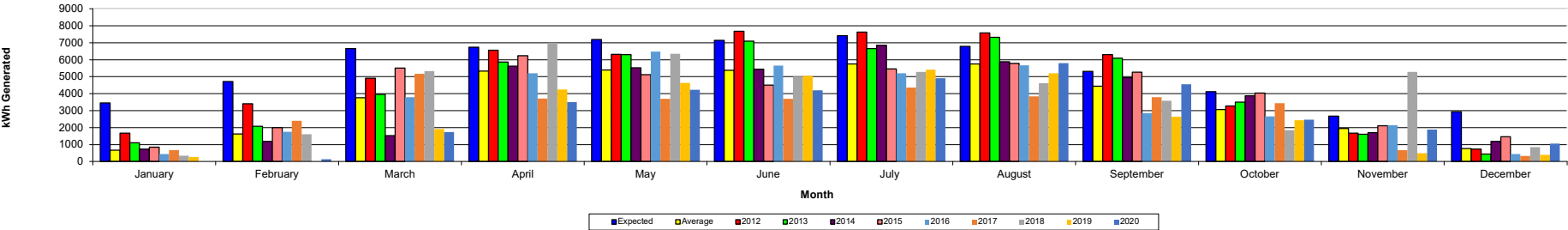


Spreadsheet #2 - Gas Summary

	Base Year				Difference From Base Year				Difference From Base Year				Difference From Base Year				Difference From Base Year	
Facility	2011 Consumption	Billing HDD	2017 Consumption	Billing HDD	Consumption	HDD	2018 Consumption	Billing HDD	Consumption	HDD	2019 Consumption	Billing HDD	Consumption	HDD	2020 Consumption	Billing HDD	Consumption	HDD
Museum	6470.454	6916.8	9586.063	5308	3115.609	-1608.8	11847.7	5940.5	5377.205	-976.3	6017	5029.2	-453.454	-1887.6	8038.0	5465.7	1567.55	-1451.1
Sister Kennedy	7505.28	6179.8	6164.457	5378.9	-1340.823	-800.9	5752.7	5923	-1752.531	-256.8	2639.9	5762.7	-4865.38	-417.1	2343.3	5465.7	-5161.98	-714.1
Sister Kennedy Shop	3020.719	5337.5	2223.468	5410.6	-797.251	73.1	2728.4	5913	-292.325	575.5	2949.85	3281.5	-70.869	-2056	2605.0	5465.7	-415.76	128.2
McIrvine Rink	4256.96	6351.4	3670.339	5338.6	-586.621	-1012.8	4374.1	5927.5	117.128	-423.9	4460.7	5719.5	203.74	-631.9	4549.8	5465.7	292.80	-885.7
Library	5889.056	6129.9	3051.63	5380.4	-2837.426	-749.5	2461.9	5913	-3427.1672	-216.9	5994.8	5578.5	105.744	-551.4	6462.1	5465.7	573.05	-664.2
East End Hall	5794.478	6102.4	3819.403	5241.1	-1975.075	-861.3	3513.4	5920.7	-2281.072	-181.7	4286.7	5761	-1507.778	-341.4	3394.0	5465.7	-2400.48	-636.7
Water Treatment Plant	79918.157	6102.4	91056.458	5274.3	11138.301	-828.1	89482.0	5887.5	9563.805	-214.9	72101.3	5761	-7816.857	-341.4	67180.0	5465.7	-12738.16	-636.7
Sewage Treatment Plant 2	7432.953	6229.1	4826.413	4732	-2606.54	-1497.1	3324.2	5929	-4108.709	-300.1	7113.1	6941.4	-319.853	712.3	8928.0	5465.7	1495.05	-763.4
Water Tower	21500.484	6953.4	25934.663	5268.3	4434.179	-1685.1	36572.2	6006.2	15071.76	-947.2	30619.2	5717.5	9118.716	-1235.9	13574.8	5465.7	-7925.70	-1487.7
Sewage Treatment Plant 1	36714.116	6229.1	49157.08	5346.1	12442.964	-883	39056.4	5319.2	2342.27	-909.9	41493.2	5717.5	4779.084	-511.6	44009.2	5465.7	7295.03	-763.4
Public Works	26975.055	6145.1	20312.658	5273.3	-6662.397	-871.8	23834.4	5879.2	-3140.644	-265.9	22073.5	5840.2	-4901.555	-304.9	19009.6	5465.7	-7965.43	-679.4
Daycare	4606.651	6992.3	14089.785	4548.5	9483.134	-2443.8	11180.0	6564.6	6573.378	-427.7	9886.5	5879.6	5279.849	-1112.7	0.0	0	-4606.65	-6992.3
Civic Centre	60047.804	6916.8	40230.302	5282.8	-19817.502	-1634	48419.9	5940.5	-11627.899	-976.3	51126.59	5764.4	-8921.214	-1152.4	55197.0	5465.7	-4850.80	-1451.1
Memorial Sports Centre1	132342.865	6962.5	131786.389	4665.2	-556.476	-2297.3	88107.9	6628.2	-44234.952	-334.3	160349.2	8227.8	28006.335	1265.3	137489.0	5465.7	5146.14	-1496.8
Memorial Sports Centre2	57494.116	6129.9	50116.798	5380.4	-7377.318	-749.5	37281.6	4334	-20212.517	-1795.9	48278.03	7320	-9216.086	1190.1	40187.0	5465.7	-17307.12	-664.2
TOTAL	459969.148	95678.4	456025.906	77828.5	-3943.242	-17849.9	407936.8778	88026.1	-52032.2702	-7652.3	469389.57	88301.8	9420.422	-7376.6	412966.69	76519.8	-47002.46	-19158.6

	Expected	2012		2013		2014		2015		2016		2017		2018		2019		2020		Average	kWh Total To Date	Revenue To Date
		kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue			
January	3444	1667	\$ 1,336.54	1101	\$ 974.08	743	\$ 648.88	846	\$ 742.30	438	\$ 593.43	671	\$ 585.42	343	\$ 288.16	264	\$ 216.57	11	\$ 7.55	676.0	6084	\$ 5,377.83
February	4720	3400	\$ 2,726.68	2082	\$ 1,863.09	1185	\$ 1,049.52	2001	\$ 1,789.02	1756	\$ 1,562.70	2400	\$ 2,146.68	1606	\$ 1,432.77	0	\$ 22.68	135	\$ 97.13	1618.3	14565	\$ 12,644.91
March	6658	4916	\$ 4,431.46	3950	\$ 3,511.58	1535	\$ 1,742.81	5513	\$ 4,971.80	3787	\$ 3,407.62	5158	\$ 4,651.81	5335	\$ 4,806.46	1920	\$ 1,717.25	1746	\$ 1,560.53	3762.2	33860	\$ 30,801.32
April	6740	6550	\$ 5,912.29	5865	\$ 5,291.50	5625	\$ 5,073.32	6237	\$ 5,627.94	5196	\$ 4,688.81	3715	\$ 3,445.41	7003	\$ 6,115.43	4248	\$ 3,827.12	3506	\$ 3,159.82	5327.2	47945	\$ 43,141.64
May	7192	6319	\$ 5,702.94	6302	\$ 5,686.86	5527	\$ 4,984.49	5116	\$ 4,612.02	6482	\$ 5,849.98	3694	\$ 3,342.05	6342	\$ 5,724.83	4638	\$ 4,190.56	4232	\$ 3,977.16	5405.8	48652	\$ 44,070.89
June	7143	7667	\$ 6,924.57	7099	\$ 6,409.14	5444	\$ 4,909.28	4506	\$ 4,113.21	5650	\$ 5,095.98	3701	\$ 3,331.39	5000	\$ 4,608.64	5060	\$ 4,563.00	4197	\$ 3,786.04	5369.3	48324	\$ 43,641.25
July	7417	7620	\$ 6,881.98	6663	\$ 6,014.02	6844	\$ 6,178.04	5463	\$ 4,980.87	5201	\$ 4,689.05	4356	\$ 3,924.98	5281	\$ 4,763.28	5418	\$ 4,887.43	4908	\$ 4,426.88	5750.4	51754	\$ 46,746.53
August	6794	7585	\$ 6,850.25	7323	\$ 6,612.14	5883	\$ 5,307.13	5790	\$ 5,222.83	5673	\$ 5,116.80	3846	\$ 3,465.07	4608	\$ 4,153.36	5194	\$ 4,684.44	5803	\$ 5,063.84	5745.0	51705	\$ 46,475.86
September	5312	6306	\$ 5,691.15	6088	\$ 5,492.92	4941	\$ 4,453.44	5261	\$ 4,743.42	2849	\$ 2,557.54	3789	\$ 3,292.30	3574	\$ 3,216.29	2646	\$ 2,122.09	4556	\$ 4,114.87	4445.6	40010	\$ 35,684.02
October	4116	3281	\$ 2,965.12	3497	\$ 3,144.79	3877	\$ 3,489.18	4042	\$ 3,641.43	2662	\$ 2,388.06	3430	\$ 3,062.58	1842	\$ 1,682.90	2429	\$ 2,178.62	2465	\$ 6,562.56	3058.3	27525	\$ 29,115.24
November	2675	1677	\$ 1,496.08	1610	\$ 1,434.68	1707	\$ 1,522.58	2114	\$ 1,891.42	2144	\$ 1,900.87	676	\$ 589.95	5281	\$ 4,763.28	483	\$ 420.21	1875	\$ 1,700.05	1951.9	17567	\$ 15,719.12
December	2942	724	\$ 632.41	446	\$ 379.79	1185	\$ 742.30	1465	\$ 1,303.27	439	\$ 373.45	332	\$ 278.21	854	\$ 751.27	403	\$ 347.69	1053	\$ 943.41	766.8	6901	\$ 5,751.80
TOTAL:	65153	57712	\$51,551.47	52026	\$46,814.59	44496	\$40,100.97	48354	\$ 43,639.53	42277	\$38,224.29	35768	\$32,115.85	47069	\$42,206.67	32703	\$29,132.30	34487	\$35,384.74	43876.89	394892	\$ 359,170.41

kWh Generation Summary



**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**September 2021**

**STAFFING**

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

	<b>2020</b>	<b>2021</b>
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	8.75	10.13
COMPASSIONATE LEAVE	0.00	3.00
FLOATERS	1.00	3.00
VACATION	60.00	37.00
BANKED TIME USED	14.75	8.16
OFF	0.00	0.00
STATUTORY HOLIDAYS	26.00	50.00
<b>TOTAL</b>	<b>110.50</b>	<b>111.29</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>
	<b>Sept</b>	<b>Sept</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	<b>0.00</b>
TRAVEL	0.00	0.00	2.50	2.00
ENGINEERING	0.00	1.50	4.00	9.75
INTERDEPARTMENTAL	0.00	7.50	10.75	31.75
PRIVATE WORK	6.75	0.00	18.00	30.50
RECYCLE/GARBAGE	10.13	19.75	24.63	63.25
ROADS	4.75	9.00	389.00	203.00
SEWER COLLECTION	27.50	27.75	99.50	249.25
SIDEWALKS	0.00	16.50	63.00	51.75
STORES	0.00	0.00	50.50	37.00
VEHICLE & EQUIPMENT	0.00	0.00	33.00	0.00
WATER TREATMENT PLANT	58.25	23.50	263.00	267.25
WATER DISTRIBUTION	53.75	101.50	446.25	384.00
WASTEWATER (STP)	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>161.13</b>	<b>207.00</b>	<b>1404.13</b>	<b>1329.50</b>

# **TRANSPORTATION REPORT**

## **September 2021**

### **ROADS:**

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

Replaced a catch basin and installed new curb and gutter at 411 Minnie Avenue.

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

Removed beaver dams as required  
Cut grass along ditches with Trackless

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

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

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

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

#### **Roadside Maintenance:**

- Cut grass at deadends and CN crossings

#### **Winter Control:**

#### **Traffic Operations:**

- Repaired and replaced signs as required
- Continue painting crosswalks, stop bars, parking spaces, handicap parking areas and yellow No Parking Areas

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works building and yards.
- Empties and cleaned shop area for Household Hazardous Waste Day

**Private Work:**

- Installed a culvert for a Private Crossing at 333 Sixth Street West.
- Installed a Private Crossing at 1124 Third Street East

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

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

**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.

## **Sewer and Water (cont'd)**

- Replaced sidewalk, curb and driveway entrance at 860 Kings Highway that were removed when installing new sewer service.
- Replaced sidewalk at 806 Portage Avenue that was removed during a water service repair.

## **Interdepartmental:**

- Installed a gravel pad and fencing at the Airport for the new propane tank.
- Repaired front gate and fencing at the Airport.
- Vacuum excavated to help Parks install a new flag pole at the Point Park on September 15, 2021.
- Ken McCormick provided coverage for vacation at the Airport September 3, 4 and 5<sup>th</sup>

## **Recycling:**

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

## **Training:**

## **Health & Safety:**

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**October 2021**

**STAFFING**

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

	<b>2020</b>	<b>2021</b>
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	12.13	13.56
COMPASSIONATE LEAVE	3.00	0.00
FLOATERS	7.00	1.13
VACATION	40.75	34.38
BANKED TIME USED	14.79	16.44
OFF	2.81	0.00
STATUTORY HOLIDAYS	26.00	25.00
<b>TOTAL</b>	<b>106.48</b>	<b>90.51</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2021</b>
	<b>Oct</b>	<b>Oct</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	2.50	2.00
ENGINEERING	0.00	4.00	4.00	13.75
INTERDEPARTMENTAL	0.00	4.50	10.75	36.25
PRIVATE WORK	7.75	3.00	25.75	33.50
RECYCLE/GARBAGE	34.25	10.25	58.88	73.50
ROADS	12.00	3.00	401.00	206.00
SEWER COLLECTION	24.75	39.50	124.25	288.75
SIDEWALKS	3.00	18.75	66.00	70.50
STORES	0.00	0.00	50.50	37.00
VEHICLE & EQUIPMENT	0.00	0.00	33.00	0.00
WATER TREATMENT PLANT	13.25	16.00	276.25	283.25
WATER DISTRIBUTION	9.50	38.50	455.75	422.50
WASTEWATER (STP)	0.00	115.50	0.00	115.50
<b>TOTAL</b>	<b>104.50</b>	<b>253.00</b>	<b>1508.63</b>	<b>1582.50</b>

# **TRANSPORTATION REPORT**

## **October 2021**

### **ROADS:**

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

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

Removed beaver dams as required

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

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

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

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

#### **Roadside Maintenance:**

- 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.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols



**Buildings and Grounds:**

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

**Private Work:**

- Installed private crossing at 839 Minnie Avenue

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

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

**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:**

- Picked up and cleaned planters from islands around town and stored for winter.
- Delivered several barricades to the Library parking lot for the annual Halloween Trunk or Treat.

**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.
- Installed new sidewalk, curb and driveway entrance on the 400 block of Victoria Avenue after a water service repair.

**Interdepartmental:**

- Installed a cement pad at the Sewage Treatment Plant for the new generator
- Ken McCormick provided coverage for vacation at the Airport from October 8<sup>th</sup> to 15<sup>th</sup>.

**Recycling:**

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

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

- A workplace inspection was done on October 28, 2021.

Milt Strachan,  
Superintendent of Transportation