

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - February 23, 2022, 8:30 AM

MEETING - Civic Centre

Session #004

[Click here to join the meeting](#)

Or call in (audio only)

[+1 807-701-5975,,443432699#](#) Canada, Thunder Bay

Phone Conference ID: 443 432 699#

	Page
1. <u>Call to Order/Roll Call</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Minutes deferred from the previous meeting - January 19, 2022.	3 - 4
3.2 Minutes from previous meeting on February 9, 2022.	5 - 6
4. <u>Items Referred from Council</u>	
4.1 Letter dated February 7, 2022 Re: Snow Removal	7 - 9
4.2 Request to Operate the Point Park Canteen	10 - 12
5. <u>New Business</u>	
5.1 Contribution Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines, Natural Resources and Forestry.	13 - 43
5.2 Development of a Skating Trail - Report 2	44 - 46
5.3 Updates to the Fort Frances Airport Management Structure Modification Policy	47 - 50
5.4 Renewal of Bearskin Annual Lease	51 - 54
6. <u>Information</u>	
6.1 Fort Frances Wastewater Treatment Facility January 2022 Monthly Report	55 - 64

	Page
6.2 Operations and Facilities Division - Public Works Area - Operations Statistics - January 2022	65 - 66
6.3 Sewer and Water Data for 2022	67
6.4 2022 Tonnage at the Landfill Site	68
6.5 Airport Statistics as of January 31, 2022	69 - 70
7. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #002

January 19, 2022

The meeting of 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 January 19, 2022 from 8:30 a.m. to 9:37 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, (8:40 a.m. to 9:37 a.m.), Cody Vangel (9:05 a.m. to 9:37 a.m.) and Randy Thoms (8:30 a.m. to 9:04 a.m.)

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 of January 5, 2022 - the minutes were approved as circulated.

4 New Business

4.1 Memorial Sports Centre Ice Plant Efficiency Study - the administration report was approved as amended.

4.2 Contribution agreement with the Federal Economic Development Agency for Northern Ontario - the administration report was approved as presented.

4.3 Renewal of Enterprise Annual Lease - the administration report was approved as presented.

5 Information

- 5.1 Fort Frances Wastewater Treatment Facility December 2021 Monthly Report - the December Wastewater Report was received and will be forwarded to Council as information only. No action required.
- 5.2 Operations and Facilities Division - Public Works Area - Operations Statistics - December 2021
- 5.3 Airport Statistics 2021 - the Airport Statistics were received and will be forwarded to Council as information only. No action required.
- 5.4 Sewer and Water Data for 2021
- 5.5 Tonnage at the Landfill Site - 2021 - the Landfill statistics were received and will be forwarded to Council as information only. No action required.

6 In-Camera

- 6.1 A resolution was made by John McTaggart and seconded by Mike Behan that the Operations and Facilities Executive Committee now meet in-camera to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes.

7 Adjourn / Next Meeting Date

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #003

February 9, 2022

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 February 9, 2022 from 8:30 a.m. to 9:51 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor (8:38 a.m. to 9:51 a.m.) Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, Faisal Anwar, CAO (8:38 a.m. to 9:51 a.m.), Dawn Galusha (8:30 a.m. to 9:51 a.m.), Craig Miller (8:30 a.m. to 9:51 a.m.), Merna Amera (8:30 a.m. to 9:51 a.m.) and Randy Thoms (8:30 a.m. to 9:51 a.m.).

1 Call to Order/Roll Call

1.1 The meeting was called to order at 8:38 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 January 19, 2022 - the minutes were omitted from the agenda package and therefore will be deferred to the next meeting.

4 New Business

4.1 Award of Tender 2021-OF-18 - 3 Year Sanitary Sewer Cleaning and CCTV Inspection Program - the administration report was approved as presented.

4.2 2022 Draft Budget - the draft budget was received.

4.3 Municipal Drinking Water License Appeal Notice of Decision - the information was received and approved.

4.4 November 2021 Drinking Water Systems Monthly Summary Report - the November 2022 report was approved as presented.

- 4.5 December 2021 Drinking Water Systems Monthly Summary Report - the December 2022 report was approved as presented.

5 Information

- 5.1 Water and Sewer Statistics 2021 - the water statistics were received and will be forwarded to Council as information only. No action required.
- 5.2 Operations and Facilities Division - Environmental Area - Operations Statistics - November 2021 - the November Environmental Statistics were received and will be forwarded to Council as information only. No action required.
- 5.3 Operations and Facilities Division - Environmental Area - Operations Statistics - December 2021 - the December Environmental Statistics were received and will be forwarded to Council as information only. No action required.

6 Adjourn / Next Meeting Date

- 6.1 Next meeting February 23, 2022

Meeting adjourned at 9:51 a.m.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

February 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated February 7, 2022 RE: Snow Removal

At the February 14th meeting of Council a letter dated February 7, 2022 from Ms. Jennifer Woods was referred to the Operations and Facilities Executive Committee regarding snow removal.

This council has discussed on several occasions the purchasing of a 'Snow Gate' device that would mount onto the blade of our grader closing and holding snow on the blade when crossing driveways. Administration has on many occasions explained to Council that these devices only work for small snowfalls when the snow is not wet and additionally, they will not work with a grader wing installed. The operation of a snow gate has been proven in many jurisdictions to slow regular plowing operations. In the case of Fort Frances, we would not be able to use our wings and given the width of our roadways, each road would require two passes in each direction to clear curb to curb, doubling the total length of time required to plow.

The Province of Ontario has regulation 239/02 as amended known as the Minimum Maintenance Standards for Municipal Highways which outlines deadlines for snow removal from roadways depending on road classification. The Town of Fort Frances could not meet those regulated timelines if we were to substantially extend the length of our snow removal operations.

The Town of Fort Frances prioritizes its winter snowplow operations based initially on roadway classification (Higher class roads are higher priority) and secondly on services impacted by the roadways (Roads to health facilities etc. are a higher priority). As a result of this method, the high-volume roadways (Scott Street, Second Street East, Third Street West, Kings Highway, etc.) will see the plow at least twice per snow event where low volume residential streets will only see the plow once. The drawback is that the lower volume roads will be left longer before the plow reaches them and the residents on these roads will have to deal with unplowed roads for up to 24 hours or more after a snow event.

It is the recommendation of the Operations and Facilities Executive Committee that the letter dated February 7, 2022 from Ms. Jennifer Woods be received and that no further action be taken at this time.

Respectfully Submitted



Travis Rob, P.Eng

<p>Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the letter dated February 7, 2022 from Ms. Jennifer Woods be received and that no further action be taken at this time.</p>
--

Manager of Operations and Facilities

February 7, 2022



Dear Mayor June Caul and Counselors,

Our family lives on Second St. E. and each year we are finding it particularly difficult with the snowplow leaving heavy deposits of snow in our driveway. This happens a lot as Second St. E. is a main thoroughfare. My husband and I are getting on in years and we find it an arduous job to clear the snow at times, even with the snow blower.

I am asking council to consider buying a snowplow or an attachment that actually clears the mouth of the driveway as it passes. This would help us and many others in Fort Frances.

I know we are not the only people who would like to have help in this way.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'J Woods'.

Jennifer Woods (415 Second St. E.)

Cc Linda Hamilton

February 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request to operate the Point Park Canteen

At the February 14, 2022 meeting of Council a letter from Ms. Tasha Wagner to operate the Point Park Canteen was referred to the Operations and Facilities Executive Committee for recommendation.

The Point Park office building beside the RV parking spots has been vacant for a number of years. In the past it has been used by Summer Programs as a basis of operations when they had groups at the Point as well as storage for the Town in the past. In the summer of 2019 vandals smashed the windows out of the building resulting in Parks and Cemeteries boarding up the building. Given the building's unuse this was the safest solution to this issue as opposed to replacing the windows to be smashed again. In addition, at that time the building was re-painted.

Ms. Wagner is looking to operate a canteen out of the building serving drinks, snacks and limited food offerings opening in early June through the summer months. She would supply internal furnishings as needed to support her operations. In order for her to operate the Town would have to replace five (5) windows and one door as well as make some other minor renovations to ensure that the building is ready for continuous occupancy.

At this time, Administration has not sourced firm pricing on the replacement of the windows but with materials and labour it is anticipated to be in the neighborhood of \$12,000.00 plus other minor repairs totalling around \$15,000.00 in unbudgeted repairs to the building to be ready to offer it for lease if Council decides to entertain this venture. The bigger concern with this is the availability of windows. In the fall of 2021 windows and doors were difficult to get and the lead time was very long as a result of COVID impacts to supply chain.

The Town would have to develop a lease agreement as well as establish a rate for the use of the building and there have been other leases in the past that could be used as a basis for these developments. The lease would outline what can and can not be completed on the property, insurance requirements, etc. and may include provisions whereby the operator would assist with the collection of rental fees for the RV and tenting sites. There would likely be some legal expenses relating to this agreement as Administration suggests that the agreement is reviewed by the Town's Legal Council prior to execution.

At this time, Council should consider the request and decide if it is something that they wish to entertain this summer. If so, Administration would start to work with the proponent to detail out the specifics of the lease agreement and work to get firm pricing on windows and doors.

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

1. Council direct Administration to work toward entering into a lease agreement with Ms. Tasha Wagner to lease the Point Park Office building for the purposes of running a canteen.
2. The Town obtain estimates for the replacement of the windows and confirm a timeline to do so and that this information be brought back to the Operations and Facilities Executive Committee then council to approve the unbudgeted capital expense.

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 direct Administration to work toward entering into a lease agreement with Ms. Tasha Wagner to lease the Point Park Office building for the purposes of running a canteen.**
- 2. The Town obtain estimates for the replacement of the windows and confirm a timeline to do so, and that this information be brought back to the Operations and Facilities Executive Committee then council to approve the unbudgeted capital expense.**

Manager of Operations and Facilities

2022Feb23 Request to run canteen at Point Park

Tasha wagner

635 3rd street east

Fort Frances, on. P9A 1R7

Fort Frances mayor and council

320 Portage Avenue,

Fort Frances, on. P9A 3P9

I am writing to request to operate the canteen up at pithers point park from may to September 6th. I would be open from 11Am to 6pm Monday to Sunday and I would stay open later if there is baseball practice or baseball games. I think having the canteen back up and running at the point park is a good idea because it will bring in summer jobs. having a canteen back up at the point it will bring more people to want to spend more time outside and it will promote them to stay local because they will have a place that close and affordable to get something to eat and drink. Because I know when I go swimming to get thirsty and hungry. I will offer bottle water, bottle pop, bottled juice, coffee, BBQ hamburger, BBQ cheeseburger, hot dogs, chips, chocolate.

February 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Contribution agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines, Natural Resources and Forestry

This past fall the Town was notified of a new annual infrastructure funding program called the Northern Ontario Resource Development Support (NORDS) Fund. In 2022 the Town of Fort Frances is eligible to receive \$188,313.95 and will be applying this funding to the Mowat Avenue Reconstruction.

Attached to this report is a contribution agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines, Natural Resources and Forestry and the Town of Fort Frances

It is the recommendation of the Operations and Facilities Executive Committee to enter into a contribution agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines, Natural Resources and Forestry and further that a by-law be prepared authorizing Mayor and Clerk to execute the agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to enter into a contribution agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines, Natural Resources and Forestry and further that a by-law be prepared authorizing Mayor and Clerk to execute the agreement on behalf of the corporation.

Manager of Operations and Facilities

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 1st day of April 2021

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Northern Development,
Mines, Natural Resources and Forestry**

(the “Province”)

- and -

The Corporation of the Town of Fort Frances

(the “Recipient”)

CONSIDERATION

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

1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports.

1.2 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.

2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 One and the Same Agreement. The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 Amending the Agreement. The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

- (a) the Funds are to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

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

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Minister of
Northern Development, Mines, Natural Resources
and Forestry**

Date

Helen Mulc
Assistant Deputy Minister

The Corporation of the Town of Fort Frances

Date

Mr. Faisal Anwar
CAO
I have authority to bind the Recipient.

Date

Name:
Title:
I have authority to bind the Recipient.

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

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

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

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

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“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 or the Expiry Date, whichever is first.

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

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

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

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

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it has, and will continue to have, the experience and expertise necessary

to carry out the Project;

- (b) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law authorizing the Recipient to enter into the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or

Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient’s council has authorized the execution of this Agreement by the Recipient by municipal by-law;
- (b) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (c) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (d) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget; and

- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 **Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest;
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 **Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

A7.2 **Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1:
 - (i) all Reports in accordance with the timelines and content requirements as provided for in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (i) signed by an authorized signing officer of the Recipient.

A7.3 **Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally

accepted accounting principles or any other accounting principles that apply to the Recipient; and

- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or more of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3; and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, 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 the amount provided for in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

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

A10.2 **Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or

- (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
- (ii) use or spend Funds; or
- (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section

A7.2(a)(ii).

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

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

A12.3 Opportunity to Remedy. If, in accordance with section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

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

A12.4 Recipient not Remediating. If the Province provided the Recipient with an

opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

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

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), and (i).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province as provided for in Schedule “B”.

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal disruption:

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

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Waiver Request. Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

A19.2 Waiver Applies. If in response to a request made pursuant to section A19.1 a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's successors, and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 **Joint and Several Liability.** Where the Recipient comprises of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a **"Failure"**);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

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

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, , section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$941,569.74
Expiry Date	September 30, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$1000
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Tracey Dawson-Kinnonen, Director Transportation, Trade and Investment Branch Northern Development Division Ministry of Northern Development, Mines, Natural Resources and Forestry Fax: 705-541-2140 Email: Tracey.Dawson-Kinnonen@ontario.ca
Contact information for the purposes of Notice to the Recipient	Mr. Travis Rob, Manager of Operations and Facilities 320 Portage Avenue Fort Frances P9A 3P9, ON Fax: (807) 274-7360 Email: trob@fortfrances.ca
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Mr. Faisal Anwar, CAO 320 Portage Avenue Fort Frances P9A 3P9, ON Fax: (807) 274-8479 Email: fanwar@fortfrances.ca

Additional Provisions:

B1: Definitions. The following additional definitions are added to Schedule “A” as follows:

“Eligible Costs” means those eligible costs set out in the Program Guidelines, as may be amended from time to time.

“Funding Period” means the period from April 1, 2021 to March 31, 2026.

“Project Information Form” means the form attached as Appendix I to be submitted to the Province by the Recipient that describes the undertakings being proposed to be undertaken by the Recipient, including any amendments or updates thereto, that have been approved in writing by the Province.

B2: Section A4.2(a) is intentionally deleted.

B3: Section A4.3 is amended by adding the following as A4.3(e):

(e) only use the Funds for Eligible Costs.

B4: Section A7.2(a)(ii) is deleted and replaced with the following:

(ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time, which for greater certainty may include a report to be submitted by the Recipient from time to time on 30 days notice from the Province;

B5: Section A13.1 is deleted and replaced with the following:

A13.1 Funds at the End of Funding Period. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Period as provided for in the Budget, unspent Funds form a debt due immediately repayable without any further action or demand from the Province.

SCHEDULE “C” PROJECT

The Recipient will carry out any undertaking described in a Project Information Form delivered pursuant to this Agreement that has been approved in writing by the Province, as may be updated from time to time with the written approval of the Province, including as delivered in accordance with the requirements of Schedule “E” (the “**Project**”).

SCHEDULE “D” BUDGET

The Budget for the Project is included in a Project Information Form approved by the Province (each a “**PIF Budget**”), provided that the costs in that PIF Budget are Eligible Costs.

SCHEDULE "E"
PAYMENT PLAN

Payment Schedule:

Milestone	Due Date	Payment Date	Amount
Delivery of the Agreement signed by the Recipient to the Province		Within 30 days after receipt and acceptance* by the Province	\$188,313.95
Upon delivery of the following: <ul style="list-style-type: none"> • Project Information Form; and • 2021-2022 Annual Report 	April 7, 2022	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2022	\$188,313.95
Upon delivery of the following: <ul style="list-style-type: none"> • Project Information Form; and • 2022-2023 Annual Report 	March 31, 2023	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2023	\$188,313.95
Upon delivery of the following: <ul style="list-style-type: none"> • Project Information Form; and • 2023-2024 Annual Report 	March 31, 2024	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2024	\$188,313.95
Upon delivery of the following: <ul style="list-style-type: none"> • Project Information Form; and • 2024-2025 Annual Report 	March 31, 2025	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2025	\$188,313.95

**Note: Receipt and acceptance requires completion and submission of all requirements and reports as listed, including those in Schedule “F”, and the Province’s approval of those requirements and reports, as applicable.*

SCHEDULE "F" REPORTS

Reports. The Recipient will submit Annual Reports by the dates indicated in the Report Schedule chart below.

Report Schedule	
Name of Report	Due Date
2021-2022 Annual Report	April 7, 2022
2022-2023 Annual Report	March 31, 2023
2023-2024 Annual Report	March 31, 2024
2024-2025 Annual Report	March 31, 2025
2025-2026 Annual Report	September 30, 2026

Report Details:

Each Annual Report must:

1. Provide an accounting of all income and expenditures incurred during the Funding Year as it pertains to the Agreement, including an explanation for any variances from the Budget in Schedule "D";
2. Include a statement signed by the signing authority of the Recipient confirming actual project expenditures;
3. Include an accounting of any unspent Funds, including any interest earned on those Funds, and an explanation as to why there are remaining Funds; and
4. Be submitted in the format shown in Appendix II to this Schedule "F".

Appendix I Form of Project Information Form

PROJECT INFORMATION FORM (April 1, 20xx to March 31, 20xx)

**Please fill out one PROJECT INFORMATION FORM per proposed project.*

Municipality: _____

Project Name: _____

Project Description: *Please provide a brief description of the project and the proposed activities*

Resource Development Impacts. *Please describe how the proposed capital project is impacted by, or advances opportunities related to resource development and how the project is addressing or mitigating those impacts.*

Alignment with Existing Municipal Planning Documents: *Does the proposed project align with existing municipal planning documents (i.e. Asset Management Plan, Official Plan)? If yes, please identify the applicable municipal planning documents. If no, please provide an explanation.*

Project Start Date (mm/dd/yyyy)

Project End Date (mm/dd/yyyy)

--	--

Partnership Type: *(Select One)*

- Sole Municipality Lead (no partnership) ☐

Lead Municipality (partnership) ☐

Supporting Municipality (partnership) ☐

For partnerships only. If you are the lead partner, please indicate that you own the asset. If you are a supporting municipality, please identify the project lead and confirm the amount of NORDS funding that is to be transferred to the lead municipality. Note that supporting municipalities must submit a Council resolution confirming your support.

Do you intend to allocate all or part of your ANNUAL FUNDING allocation to this project in a future year?

If yes, please select the funding year(s) you intend to use the NORDS funds. Note: all applicable fields within this project information form must be completed for all projects where Year 2 funding will be used to fund, including in future years. (Note: Please add additional years as required.)

Year X <i>(April 1, 20XX to March 31, 20XX)</i> <input type="checkbox"/>	Year X <i>(April 1, 20XX to March 31, 20XX)</i> <input type="checkbox"/>	Year(s) X <i>(April 1, 20XX to March 31, 20XX)</i> <input type="checkbox"/>
---	---	--

Identify the Total Project Costs for the whole project.? In the fields below, enter the total project cost amount and the timing of when the costs will be incurred.

Year X <i>(April 1, 20XX to March 31, 20XX)</i>	Year X <i>(April 1, 20XX to March 31, 20XX)</i>	Year X <i>(April 1, 20XX to March 31, 20XX)</i>

Identify the Eligible Project Costs (e.g. capital costs) for the project. In the fields below, enter the total eligible cost amount and the timing of when the costs will be incurred.

Year X <i>(April 1, 20XX to March 31, 20XX)</i>	Year X <i>(April 1, 20XX to March 31, 20XX)</i>	Year X <i>(April 1, 20XX to March 31, 20XX)</i>

Identify the proposed amount of your NORDS annual allocation that will be applied to the project in the applicable year the funding will be utilized. In the fields below, identify the timing of your NORDS allocation will be utilized. For Multi-Year projects where the municipality intends to utilize NORDS funding in upcoming year(s), please identify the NORDS allocation amount in the year that your NORDS allocation will be applied to the project (e.g. \$75,000 in Year 2 and \$75,000 in Year 3. In the fields below.)

Year X <i>(April 1, 20XX to March 31, 20XX)</i>	Year X <i>(April 1, 20XX to March 31, 20XX)</i>	Year X <i>(April 1, 20XX to March 31, 20XX)</i>

Identify any other funding sources related to the proposed project. Please identify the name of the organization or funding program, the amount of funding requested or approved, and the status of the funding request (e.g. approved, application submitted pending decision, application not yet submitted).

Name of Funding Source #1	Funding Amount	Status
Name of Funding Source #2	Funding Amount	Status
Name of Funding Source #3	Funding Amount	Status

Certification

The Recipient confirms that the proposed project and information submitted associated with it meets program requirements including:

The proposed capital project(s) is impacted by, or advances opportunities related to resource development;

☐

Project costs funded through NORDS funding are directly related to the proposed project(s) and recorded as a capital expense;

☐

Assets associated with the project are owned by the Recipient;

☐

All projects are in compliance with and satisfy applicable Provincial and Federal laws and requirements and adhere to required approvals and processes.

☐

On behalf of the Recipient, I hereby certify that, to the best of my knowledge, the information in this Project Information Form to which this certification is attached, is true, correct, and is in compliance with the terms and conditions of the Agreement.

Name of Signing Authority

Title

Signature

Date

**Appendix II
Form of Annual Report**

ANNUAL REPORT – Year X (April 1, 20XX to March 31, 20XX)

Please fill out one ANNUAL REPORT per submitted project.

Municipality: _____

Project Name: _____

1) Project Activity Report

Description	Start Date	End Date
Please describe key project activities that were achieved during this fiscal year. What was accomplished? (April 1 to March 31).	mm/dd/yyyy	mm/dd/yyyy

2) Has the project been completed?

Yes ☐ No ☐

Note: If the project has not been completed and the municipality intends on utilizing their NORDS allocation for the next year to support this project, please submit an updated Project Information Form describing the project's activities for the upcoming year.

3) Budget Report (Actuals) – Year X (April 1, 20XX to March 31, 20XX)

	Total
Total Project Costs	Enter costs
Total Eligible (capital) Costs	Enter costs
NORDS Funding Applied to Project	Enter funding applied

Other Approved Funding Applied, including own (if applicable)

	Total
Please enter program name approved funding (#1)	Enter funding applied
Please enter program name approved funding (#2)	Enter funding applied
Please enter program name approved funding (#3)	Enter funding applied

4) Is any current year funding being accumulated/carried forward for a future funding year?

Yes ☐ No ☐

Note: If yes, the municipality is required to submit a Project Information Form identifying the project which those funds will be used towards in a future year of the program.

5) Accumulation of funds – Year X (April 1, 20XX to March 31, 20XX)

*Only applicable if municipality did not utilize all of its annual allocation.

NORDS Annual Allocation: Enter amount (A) _____

Name of Project	Name of project #1	Name of project #2 (if applicable)	Name of project #3 (if applicable)
NORDS Allocation Spent (in Annual Report's fiscal year)	Enter amount (B1)	Enter amount (B2)	Enter amount (B3)

NORDS Annual Allocation Balance: Enter amount $(A-(B1+B2+B3))=C$ _____

Accumulation of Funds

NORDS Annual Allocation Balance	<i>Enter amount (C)</i>
Interest Gained on Accumulated Balance	<i>Enter amount (D)</i>

Adjusted Allocation (Next Year)

Adjusted Allocation for Upcoming Disbursement	<i>Enter amount (A-D)=(E)</i>
--	-------------------------------

CERTIFICATION

On behalf of the Recipient, I hereby certify that, to the best of my knowledge, the information in this Annual Report to which this certification is attached, is true, correct, and is in compliance with the terms and conditions of the Agreement, and that to the best of my knowledge the financial data in this Annual Report true, correct, and agrees with the books and records of the Recipient.

Name of Signing Authority

Title

Signature

Date

February 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Development of a skating trail – Report 2

At the January 31, 2022 Special Budget meeting Council directed staff to put together some costing for consideration of a grant for the development of an on-ice skating trail somewhere on Rainy Lake and to bring that information to the Operations and Facilities Executive Committee for review. At the conclusion of the meeting it was not clear where the trail would start and end or how long and wide it should be made so some key assumptions were made in order to develop some costing. The assumptions are detailed below:

1. The trail was assumed to leave from the end of School Road and head north easterly along the shore ending in a loop with a total length of approximately 1825m. (see attached map)
2. Width of the trail would be approximately 2.4m or two passes with our blower.
3. The maintenance season would be December 15th to March 15th.

Based on these assumptions the following process would be suggested to open and maintain the trail. A plow on a fourwheeler or side by side would be utilized to first open the trail in the early winter and get it established before slush or snowmobiles cause issues with the ice. Once ice conditions permit, a blower would be used to limit banks on the trail. Once the trail was blown off, a power broom would be used to sweep the trail clean. A water tank fitted to a side by side with a spreader bar would be used to flood the trail regularly to improve and maintain the smoothness of the trail and fill in cracks such that it would be suitable for skating.

Based on this information it is assumed that there would be three hours of maintenance, plowing and sweeping per weekday and an additional four hours twice per week for flooding operations, Mondays and Fridays, for total weekly maintenance labour equalling 23 hours. Seasonal fuel consumption is based on assumed fuel consumption of the equipment used for maintenance only, not travel to and from the trail, and 23 weekly hours of maintenance work. Fuel price is based on \$0.1649 for diesel and \$0.1549 for gasoline.

Total Assumed costs:

Weekly Maintenance Hours	Weekly Fuel Costs	Weekly Staff Costs	Equipment Repairs & Maintenance
23	\$ 108.03	\$ 1,084.45	
Total Season (Weeks)	13	13	
TOTAL SEASONAL COST	\$ 1,404.39	\$ 14,097.85	\$ 10,000.00

\$ 25,502.24

These costs would not consider extensive work required to relocate the trail mid season due to slush conditions, dealing with large wide cracks requiring additional flooding and focused work or damage from vandals.

At the Special Budget Meeting, Council considered a grant being given to private entity or group to get the project rolling to alleviate some of the issues brought forward in the January 31, 2022 Administration report.

It is the recommendation of Administration that if this is an initiative that Council wants to move forward with, at this point in the winter, this initiative would be better to be tabled until December when a trail could be established earlier in the season. This would allow for the entity that would be maintaining/operating it and the Town to plan a location, length, access points and discussions to be had with neighboring communities if required.

At this point Council has not provided direction to administration to add funds to the 2022 operating budget.

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

1. A small amount of funds be included in 2022, funded from the Municipal Accommodation Tax Reserves, to support a local group or entity to start a skating trail on Rainy Lake in December 2022 for the 2022/23 winter season.
2. That the MAT Tax Committee and the Town work to nail down a proposed location and engage local and neighboring stakeholders through 2022 to get entities on board with the development for the 2022/23 winter season.

Respectfully Submitted

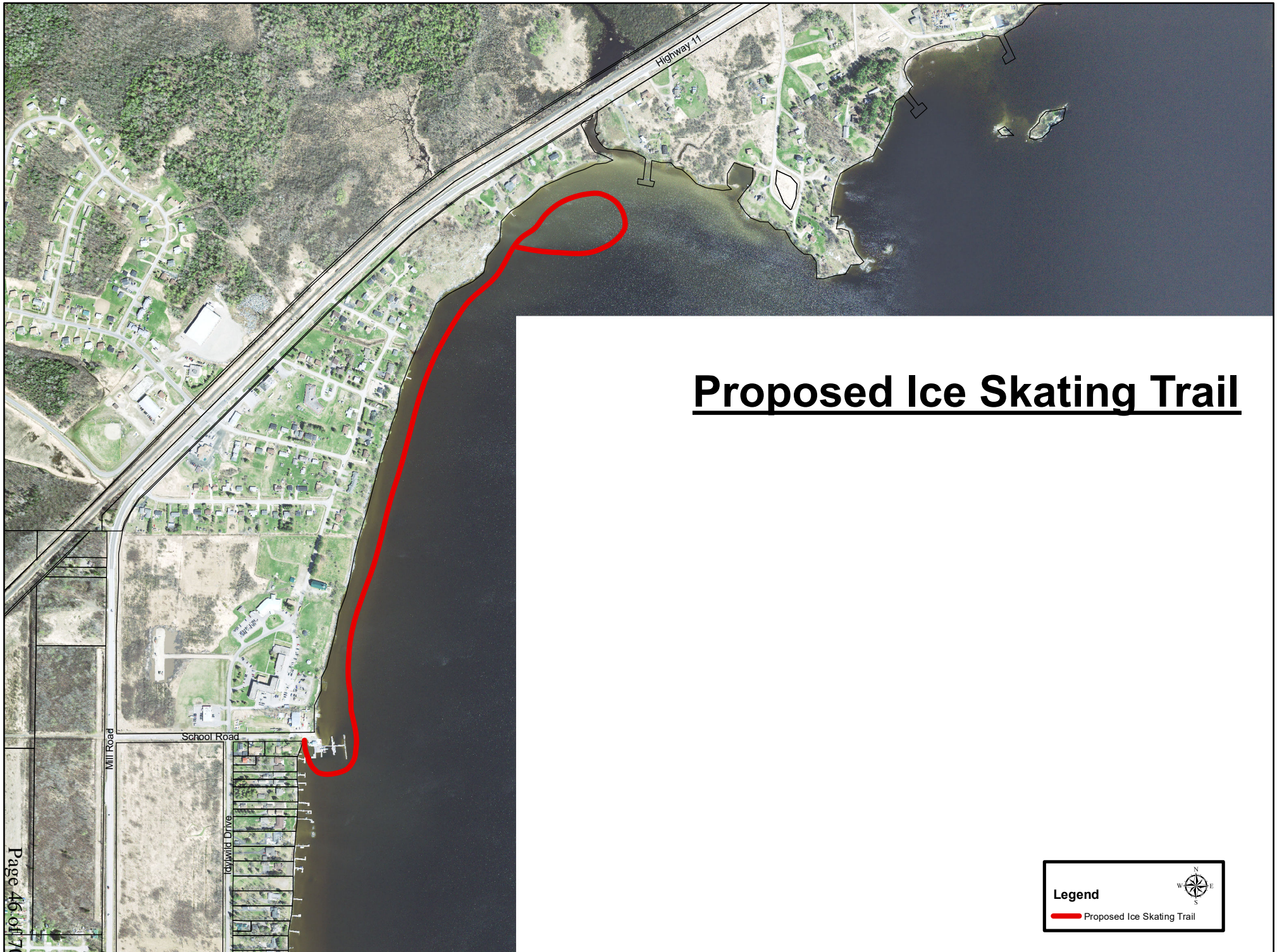


Travis Rob, P.Eng
Manager of Operations and Facilities

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

1. A small amount of funds be included in 2022, funded from the Municipal Accommodation Tax Reserves, to support a local group or entity to start a skating trail on Rainy Lake in December 2022 for the 2022/23 winter season.
2. That the MAT Tax Committee and the Town work to nail down a proposed location and engage local and neighboring stakeholders through 2022 to get entities on board with the development for the 2022/23 winter season.

2022Feb22 Cost Estimate Skating Trail - Budget Info



Proposed Ice Skating Trail

Legend

Proposed Ice Skating Trail



February 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Updates to the Fort Frances Airport Management Structure Modification Policy

Through the activities of the Town's Airport Safety Management System (SMS) committee it was noted that the current Airport Management Structure policy was dated and required some amendments to reflect the current operating system as well as further requirements to better align with the Canadian Aviation Regulations and the Town's SMS Manual. Through the review the Canadian Aviation Regulation references were further updated to reflect changes and reorganization of those regulations.

Attached you will find an updated policy as well as the original policy.

It is the recommendation of the Operations and Facilities Executive Committee that the amended policy titled Town Requirements when the Airport Management Structure is Modified be approved.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the amended policy titled Town Requirements when the Airport Management Structure is Modified be approved.

Manager of Operations and Facilities

2022Feb23 Airport Management Structure Policy Update

<i>The Town of Fort Frances</i>	SECTION OPERATIONS AND FACILITIES
<u>TOWN REQUIREMENTS WHEN THE AIRPORT MANAGEMENT STRUCTURE IS MODIFIED</u> <u>POLICY</u>	NEW: March 2012 REVISED:
Resolution No. 533 (consent) 03/12	Supercedes Resolution No.
Policy Number: 4.25	PAGE 1 of 1

1. PURPOSE:

The Corporation of the Town of Fort Frances is required to complete a few key tasks in accordance with Transport Canada- Canadian Aviation Regulations (CARS) when either a new Airport Supervisor is appointed or there is a revision in the existing management structure for the Airport Facility.

2. SCOPE:

This policy outlines the pertinent tasks the Corporation of the Town of Fort Frances is required to complete.

3. RESPONSIBILITIES:

These requirements apply to Senior Administration of the Corporation of the Town of Fort Frances specifically, the Operations & Facilities Manager and Human Resource Manager.

4. PROCEDURE

The Operations and Facilities Manager or the Human Resource Manager will be required to notify the Minister of Transport Canada **in writing** at least 14 days before any change to the airport management structure takes place.

Also the Operations and Facilities Manager or the Human Resource Manager will be responsible to up-date the existing Airport Operations Manual as a result of the change to the Airport Management structure. The revised version of the Airport Operations Manual will then be submitted to the Minister of Transport Canada for acceptance and approval.

5. REFERENCE MATERIAL

Canadian Aviation Regulations Part III – Aerodromes, Airport & Heliports – 302.07(1)(d), 308.08(1)(C & 302.08(4)(iv)



FORTFRANCES BOUNDLESS

OPERATIONS AND FACILITIES

TOWN REQUIREMENTS WHEN THE AIRPORT MANAGEMENT STRUCTURE IS MODIFIED

Policy Number: 4.25
Created: 2012-03
Revised: 2022-02-18
Authorized: Resolution X on YYYY-MM-DD
Superseded: Resolution 533 (Consent) on 2012-03

1) PURPOSE

The Corporation of the Town of Fort Frances is required to complete a few key tasks in accordance with Transport Canada Canadian Aviation Regulations (CARS) when either a new Airport Supervisor is appointed, there is a change to the Accountable Executive or there is a revision in the existing management structure for the Airport Facility.

2) SCOPE

This policy outlines the pertinent tasks the Corporation of the Town of Fort Frances is required to complete.

3) RESPONSIBILITIES

These requirements apply to Senior Administration of the Corporation of the Town of Fort Frances specifically, the Operations & Facilities Manager.

4) PROCEDURE

The Operations and Facilities Manager will be required to notify the Minister of Transport Canada **in writing** at least 14 days before any change to the airport management structure takes place. This notification shall be accompanied by the completion of a risk assessment exercise with any risk mitigating steps being taken prior to the change in the management structure in accordance with section 4.6 of the Airport Safety Management System Manual.

Also the Operations and Facilities Manager will be responsible to up-date the existing Airport Operations Manual as a result of the change to the Airport Management structure as required. The revised version of the Airport Operations Manual will then be submitted to the Minister of Transport Canada for acceptance and approval.

5) REFERENCE MATERIAL

Canadian Aviation Regulations Part III – Aerodromes, Airport & Heliports – 302.07(1)(d), 302.505 (1) (b), (c) & 302.08(4)(iv)

February 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Renewal of Bearskin Annual Lease

Please find attached a report prepared by Tom Batiuk, Airport Supervisor, outlining the annual lease agreement with (Bearskin) Perimeter Airlines C/O EIC Shared Services for counter and storage space within the terminal building. These lease agreements are required to be executed by the Corporation at this time. The rates in the lease agreement reflect a 4% increase for counter space. This increase follows with the increase in the Town user fees for 2022.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the lease agreements with Perimeter Airlines C/O EIC Shared Services be executed.
- 2) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1) That the lease agreements with Perimeter Airlines C/O EIC Shared Services be executed.**
- 2) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.**

Manager of Operations and Facilities



2022-02-16

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Bearskin Airlines lease renewal

Please find attached the lease renewal for Bearskin Airlines. This lease is an annual renewal that commences January 1st, 2022 and ends Dec 31st, 2022. This tenant is in good standing and it is my recommendation to the O&F Committee to approve these and forward to Town Council for final approval.

Kind Regards,

Tom Batiuk
Airport Supervisor

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

BETWEEN:

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

-And-

PERIMETER AIRLINES
C/O EIC SHARED SERVICES
(The “Tenant”)

WHEREAS:

- A. The Town and the Tenant hereinafter collectively referred to as the “Parties” entered into an agreement of lease (the “Lease”) dated March 1, 2000 with respect to the property (“Demised Premises”) described as: Office, counter and storage space comprising a total area of 28.5 square meters at the Fort Frances Airport.
- B. The copy of the lease dated March 1, 2000, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end December 31, 2021.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from January 1, 2022, to and including December 31, 2022, on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.
- E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:
 - 1) An amount equal to that produced by applying the Previous year’s Ontario consumer price index to the previous year’s annual rental fee;
 - 2) An amount calculated as 4.0% over the previous year’s annual rental fee

NOW THEREFORE the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including January 1, 2022, to December 31, 2022.
- 2. The amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term January 1, 2022, to December 31, 2022, shall be the sum of \$ 11,921.55, plus applicable taxes, which amount shall be payable by the Tenant to the Town on a monthly basis.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For: Bearskin Airlines C/O EIC Shared Services:

Witness: _____ Per: _____
“I have the authority to bind the corporation”

February 17, 2022

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario
P9A 3M5

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
January 2022 Monthly Report**

As per the operating agreement, the attached document is the January 2022 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Ty Maurice, Senior Operations Manager.

Yours truly,



Kelly Cunningham
Team Lead

For Ty Maurice
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
January 2022 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of January 2022; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

Capacity of Works	9000 m ³ /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

LABORATORY

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.

January 2022 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	4.5 mg/L	25 mg/L	15 mg/L	24.1 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.5 mg/L	25 mg/L	15 mg/L	18.7 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.14 mg/L	1.0 mg/L	0.9 mg/L	0.75 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	13.1 mg/L 4.52 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		49.7 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH			pH range 7.0 to 7.5; average pH was 7.3			
Temperature degrees C			Temperatures ranged from 8.5 to 10.0 C; average temperature of effluent was 9.1 C			

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

WASTEWATER LIQUID PROCESS

The average daily flow for January was 5347.3 m³/day. This represents 59% of the design average flow. Total treated flow for the month was 165767 m³. The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objectives as outlined in the Environmental Compliance Approval.

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows and a summary will be included:

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain. Hosed Snail
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Inspected teacup
- Repaired a valve in the digester sump chamber
- Adjusted the hinges on the driveway gate
- Replaced a portable heater in digester doghouse
- Greased flocculator seal bearing
- Flushed digester level sensor
- Broom swept UV channel
- Repaired John Deere snowblower

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Starter and overload for Pump 1 at White Pine lift station were replaced

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 111.0 m³ (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 19.1 % TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 147.1 hours in the past month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 482 (x 180 multiplier) kWh.

The Fournier press has been operated 147.1 hours in 2022.

New starter and overload for White Pine Pump 1 were installed by Cannect Electric.

Starters and overloads for pump 2 at White Pine lift station and both pumps at Boundary Road are still on order.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)

Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

Incident Report (on-file at plant as per occurrence)

2022 Fort Frances Wastewater

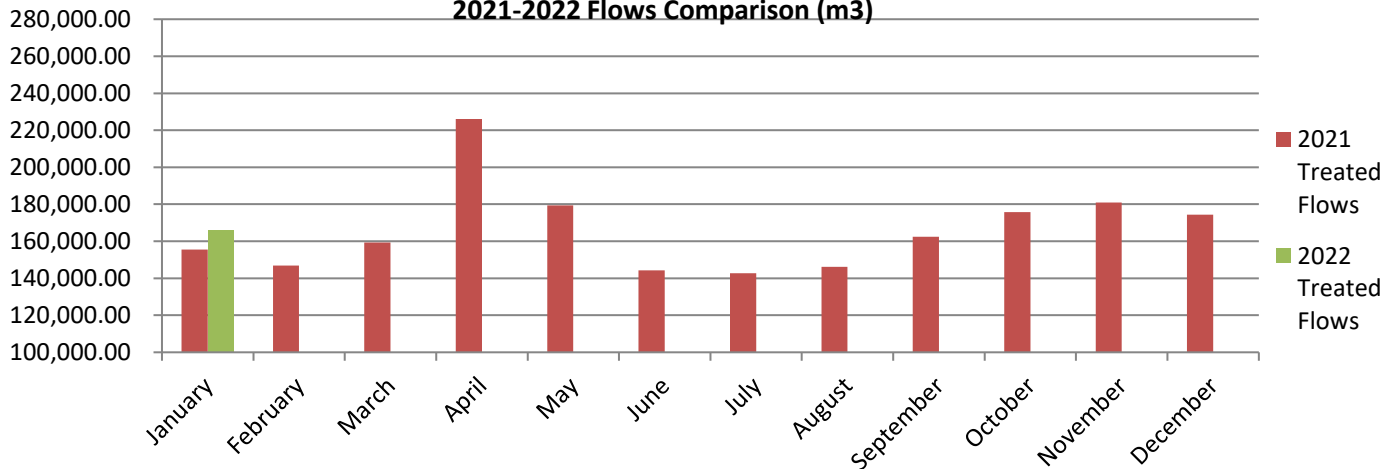
Month	Sewage Flows Year 2022					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.959299191	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.981266533	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.952054795	
January	5347.3	5710	165767		165767	59%	111.0	12		
February						0%				
March						0%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	165767		111	12		
Average	5347		165767		165767	59%	111.0	12.0		
Max		5710	165767		165767			12		
ECA	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli	pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean	Monthly	Monthly
	BOD (mg/L)	CBOD (mg/L)	CBOD (kg/day)	S.S (mg/L)	S.S (mg/L)	S.S (kg/day)	T.P (mg/L)	T.P (mg/L)	T.P (kg/day)	TKN (mg/L)	Total N (mg/L)	Counts /100ml	Minimum	Maximum
January	111.3	4.5	24.1	185.2	3.5	18.7	2.92	0.14	0.752	19.53	13.05	49.7	7	7.5
February														
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
Average	111.3	4.5	24.1	185.2	3.5	18.7	2.92	0.14	0.75	19.5	13.1	49.7	7.0	7.5
Max	111.3	4.53	24.1	185.2	3.47	18.65	2.92	0.14	0.75	19.53	13.1	49.7	7.0	7.5
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

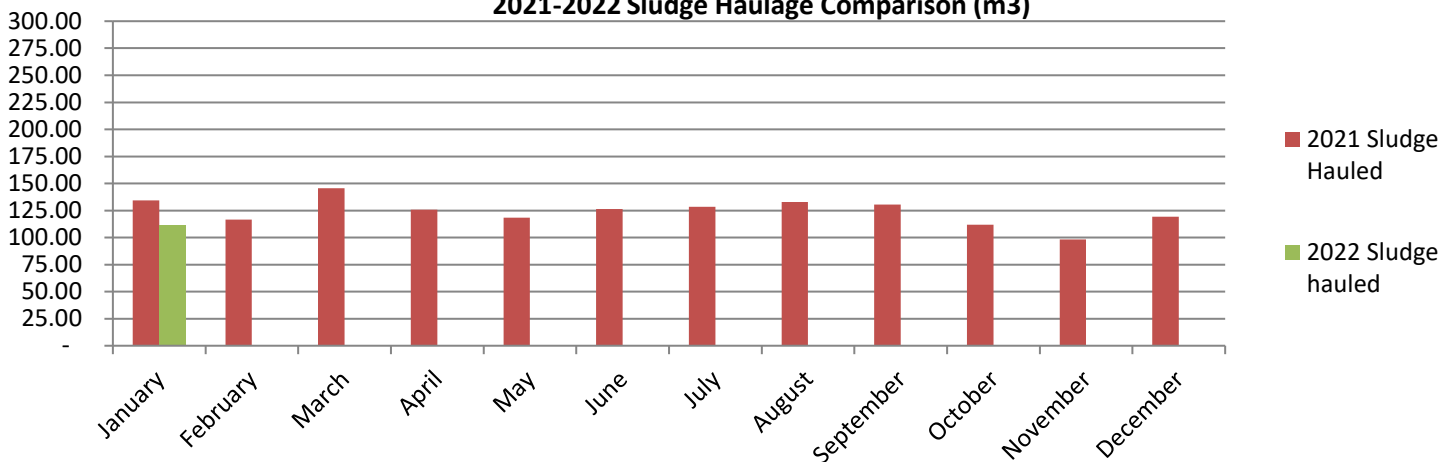
2021-2022 Comparison Chart

Month	2021 Treated Sewage	2022 Treated Sewage	% Variance 2021 to 2022	2021 Hauled Sludge	2022 Hauled Sludge	% Variance 2021 to 2022
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	155,465.00	165,767.00	6%	134.40	111.00	-17%
February	146,883.00		#DIV/0!	116.60		-100%
March	159,400.00		#DIV/0!	145.60		-100%
April	226,144.00		#DIV/0!	125.70		-100%
May	179,453.00		#DIV/0!	118.30		-100%
June	144,334.00		#DIV/0!	126.40		-100%
July	142,697.00		#DIV/0!	128.30		-100%
August	146,248.00		#DIV/0!	132.90		-100%
September	162,428.00		#DIV/0!	130.40		-100%
October	175,723.00		#DIV/0!	111.90		-100%
November	180,930.00		#DIV/0!	98.20		-100%
December	174,412.00		#DIV/0!	119.30		-100%
Totals	1,994,117.00	165,767.00	-1103%	1,488.00	111.00	-93%

2021-2022 Flows Comparison (m3)



2021-2022 Sludge Haulage Comparison (m3)



Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2614564			1103, Fort Frances WPCP	OPER	Inspection	1	MONTHS	Snow Removal at Wastewater Treatment (1m) 1103	COMP	1/1/22 12:00 AM	2/7/22 09:05 AM	2/7/22 09:05 AM	
2629524	0000227376	PANEL ALARM/DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	1/1/22 12:00 AM	1/31/22 09:22 AM	1/31/22 09:22 AM	Dialer Test -We test daily at 11 am.
2629528			1103, Fort Frances WPCP	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Gensets Inspection/Functional Tests (1m) 1103	COMP	1/1/22 12:00 AM	1/30/22 10:15 AM	1/30/22 11:15 AM	Monthly Gensets -I ran the genset at the plant for one hour.
2629545			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	1/1/22 12:00 AM	2/1/22 06:30 AM	2/1/22 07:30 AM	H&S Inspection -Plow truck rust is still an issue.
2629556			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	1/1/22 12:00 AM	2/7/22 09:04 AM	2/7/22 09:04 AM	
2629967			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	1/1/22 12:00 AM	1/31/22 06:30 AM	1/31/22 07:30 AM	Blower Maint. -I greased all blowers.
2629975	0000246402	CENTRIFUGE GS2-2-1 TEACUP/GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103	COMP	1/1/22 12:00 AM	1/31/22 07:30 AM	1/31/22 08:30 AM	Teacup Maint -I greased all bearings.
2633840	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/Replace/Repair	0		White Pine P1 Failure 1103	COMP		1/1/22 01:46 PM	1/1/22 01:52 PM	White Pine P1 Failure Alarm -I went to White Pine lift station and reset the pump then returned to the plant and monitored many pump cycles. Still awaiting parts to repair problem.
2633841	0000227360	MOTOR PUMP DIGESTER SLUDGE #1	1103, Fort Frances WPCP, Process, Sludge Treatment & Handling, Sludge Digestion	CALL	Refurbish/Replace/Repair	0		Digester Low Temp Alarm 1103	COMP		1/1/22 01:54 PM	1/1/22 02:00 PM	Digester Low Temp Alarm -I arrived onsite to find that the portable heater had failed and tripped the breaker. I then replaced the heater with a new unit and reset the breaker and waited until I could see the temp rise on SCADA.
2634136	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/Replace/Repair	0		White Pine P1 Failure 1103	COMP		1/2/22 11:37 AM	1/2/22 11:43 AM	White Pine P1 Failure Alarm -I reset the pump at the plant and at the lift station then monitored many pump cycles. Still awaiting parts to repair.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2634266	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		White Pine P1 Failure 1103	COMP		1/3/22 12:04 PM	1/3/22 12:22 PM	White Pine P1 Failure Alarm -I arrived onsite and reset the alarm on SCADA then I confirmed that P2 was running so I left P2 as lead pump for the day until I leave then I will need to switch them back as it will continue to call.
2634503	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		White Pine P1 Failure 1103	COMP		1/4/22 07:12 AM	1/4/22 07:17 AM	White Pine P1 Failure -I reset the pump. Hopefully the contractor will have the parts to repair tomorrow.
2634505	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		White Pine P1 Failure Alarm 1103	COMP		1/4/22 07:19 AM	1/4/22 07:23 AM	White Pine P1 Failure -I reset the pump and it acted normal.
2636426	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		White Pine Genset Fault 1103	COMP		1/13/22 07:59 AM	1/13/22 08:06 AM	White Pine Genset Fault -I arrived at the lift station to find the power out and the genset had a low oil pressure alarm. After checking all connections I added oil to the engine and it still would not clear, So I played with the reset and run switches and it reset and tried to start and failed again. I then tried to reset the switches and after a minute or so it reset and started. I will need to check the switches when we run it next.
2637160	0000246428	PUMP CENT BOUNDARY P1	1103, Boundary Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		Boundary P1 Failure Alarm 1103	COMP		1/17/22 07:01 AM	1/17/22 07:06 AM	Boundary P1 Failure Alarm -I went to the lift station and reset the main breaker then I tried both pumps on hand and they operated like normal. I then returned to the plant and monitored a few pump cycles.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2637995			1103, Fort Frances WPCP, Process, Sludge Treatment & Handling, Sludge Digestion	CALL	Refurbish/ Replace/Repair	0		Low temperature alarm digester building call in 1103	COMP		1/20/22 04:20 AM	1/20/22 06:15 AM	Low temperature alarm digester building call in 1103 -At 0420 hours I was called by the auto dialer for a digester building low temperature alarm. I drove to the plant where I acknowledged alarms on the SCADA computer. Then I confirmed that there was power to the heaters but had to replace 1 small heater that had no fan function. Shortly thereafter it was fine.

TRANSPORTATION REPORT

January 2022

STAFFING

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

	2021	2022
WSIB	0.00	0.00
WI/LTD	21.00	0.00
SICK DAYS	11.50	48.00
COMPASSIONATE LEAVE	0.00	68.00
FLOATERS	0.00	36.00
VACATION	12.50	6.00
BANKED TIME USED	4.00	34.00
OFF	0.00	0.00
STATUTORY HOLIDAYS	28.00	160.00
TOTAL	77.00	352.00

OVERTIME HOURS

Equivalent Straight Time Hours:

	2021 Current Month	2022 Current Month	2021 Year To Date	2022 Year To Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	4.00	0.00	4.00	0.00
PRIVATE WORK	1.50	0.00	1.50	0.00
RECYCLE/GARBAGE	0.00	0.00	0.00	0.00
ROADS	124.00	67.00	124.00	67.00
SEWER COLLECTION	0.00	24.75	0.00	24.75
SIDEWALKS	0.00	26.25	0.00	26.25
STORES	37.00	37.00	37.00	37.00
VEHICLE & EQUIPMENT	0.00	0.00	0.00	0.00
WATER TREATMENT PLANT	32.00	4.00	32.00	4.00
WATER DISTRIBUTION	8.25	2.25	8.25	2.25
WATER TOWER (STP)	0.00	2.25	0.00	2.25
TOTAL	206.75	163.50	206.75	163.50

Work From Home – Managements work from home rotation started the week of January 3 and continued through the month. This entailed having only one manager/superintendent in the office at a time.

Renaming Colonization Road – Sunset Drive signs completed installed the week of January 3. Agamiing Drive signs completed the week of January 16.

Holder Sidewalk Plow – New holder sidewalk plow arrived on January 13, 2022. Old holder plow sent away (trade in) on January 17, 2022. Virtual training for holder operation held on January 17, 2022, with in person scheduled for early February.

Health and Safety – Health and Safety tailgate meeting held January 13, 2022.

Snowfall Events – significant snowfall event occurred on January 18, 2022. Additional overtime was necessary to maintain Minimum Maintenance Standards for this snowfall event.

Snow Removal – Rental trucks obtained for snow removal effort along King's Hwy and Scott St week of January 24 and week of January 31

Maintenance (pressing issues outside of daily maintenance):

- CAT Grader: Down from January 18-26, 2022 with a misdiagnosed (by CAT mechanic) fuel pump issue. TOFF mechanics reviewed and found it to be an electrical issue with the auto greaser. TOFF mechanics allowed grader back into service mitigating further delays.
- John Deere Grader: Down from January 18-27, 2022 with a failing hydraulic pump. Shipment delays in supply chain caused lengthened wait for new pump.
- Holder Sidewalk Plow: new holder sidewalk plow down January 26 to February 1 with blown hydraulic hose.

Cody Vangel
Superintendent of Transportation

Sewer & Water Data for 2022

up-dated January 19, 2022

Month	Days per month	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022-2021	2022-2021	2022	2022	Monthly Infiltration US Gallons	
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration		
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average		
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP				
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily							
January	31	165767	5347.32	9178	296.06	5.54%		108550	3501.6		0.0	0.00%	3190.0	10302.0	57217.0	1845.7	15,115,129
February	28		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-103890.0	-146883.0	0.0	0.0	-
March	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-109120.0	-159400.0	0.0	0.0	-
April	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-99400.0	-226144.0	0.0	0.0	-
May	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-113290.0	-179453.0	0.0	0.0	-
June	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-135470.0	-144334.0	0.0	0.0	-
July	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-178930.0	-142697.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-139070.0	-146248.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-99820.0	-162428.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-96920.0	-175723.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-93590.0	-180930.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-102560	-174412.0	0.0	0.0	-
Total	365	165767		9178				108550.0		0.0			-1268870.0	-1828350.0	57217.0	156.8	15,115,129
Monthly Average		165767.0	445.6	9178.0	24.7	#DIV/0!		108550.0	291.8	#DIV/0!	0.0	#DIV/0!	-105739.2	-152362.5	4768.1	153.8	1259594.1

2022 - Tonnage at Landfill Site - Updated February 17, 2022

2022 - Tonnage at Landfill Site - Updated February 17, 2022								2021		2022					
								2021	Average last 10 years	2022	Average last 10 years				
MONTH	Residential Waste (tonne)	Res (%)	ICI Waste (tonne)	ICI (%)	Non Community Waste (tonne)	Non Community Waste (%)	Covering Material (tonne)	Total Tonne	Total Tonne 2012 to 2021	Total Tonne	Total Fees	Fees 2012 to 2021	Total Fees	2022-2021 Tonnes	2021-2020 Fees
JAN	162.33	35.3%	226.28	49.3%	86.50	18.8%	0.00	459.22	426.05	475.11	\$ 25,366.15	\$ 23,737.37	\$ 25,255.40	15.89	-\$ 110.75
FEB		0.0%		0.0%		0.0%		389.49	352.10	0.00	\$ 24,123.20	\$ 19,887.21		-389.49	-\$ 24,123.20
MAR		0.0%		0.0%		0.0%		979.768	481.99	0.00	\$ 37,106.95	\$ 30,919.67		-979.77	-\$ 37,106.95
APRIL		0.0%		0.0%		0.0%		702.84	592.48	0.00	\$ 45,566.13	\$ 36,901.77		-702.84	-\$ 45,566.13
MAY		0.0%		0.0%		0.0%		705.19	734.64	0.00	\$ 45,287.00	\$ 42,681.85		-705.19	-\$ 45,287.00
JUNE		0.0%		0.0%		0.0%		618.77	813.63	0.00	\$ 40,220.10	\$ 42,721.69		-618.77	-\$ 40,220.10
JULY		0.0%		0.0%		0.0%		799.37	631.99	0.00	\$ 39,932.70	\$ 40,253.76		-799.37	-\$ 39,932.70
AUG		0.0%		0.0%		0.0%		757.10	695.87	0.00	\$ 52,713.60	\$ 42,540.36		-757.10	-\$ 52,713.60
SEPT		0.0%		0.0%		0.0%		729.60	695.74	0.00	\$ 50,808.55	\$ 42,958.03		-729.60	-\$ 50,808.55
OCT		0.0%		0.0%		0.0%		620.28	843.13	0.00	\$ 40,565.40	\$ 46,321.47		-620.28	-\$ 40,565.40
NOV		0.0%		0.0%		0.0%		565.34	562.11	0.00	\$ 34,202.60	\$ 32,790.82		-565.34	-\$ 34,202.60
DEC		0.0%		0.0%		0.0%		457.74	442.22	0.00	\$ 28,793.15	\$ 24,505.91		-457.74	-\$ 28,793.15
Average per monthly	162.33	18%	226.28	25%	86.50	9%	0.00	648.73	606.00		\$ 38,723.79	\$ 35,518.33	\$ 25,255.40	-2,056.21	-\$ 192,414.13
Total	162.33		226.28		86.50		0.00	7784.70	7271.95		\$ 464,685.53	\$ 426,219.90	\$ 25,255.40	-7309.59	-\$ 439,430.13
											\$ 464,685.53	Actual	\$ 25,255.40		
Town of Fort Frances Tonnage	388.61										\$ 440,000.00	Budget	\$ 440,000.00		
Total Tonnage	0.00										\$ 464,685.53	Forecasted	\$ 303,064.80		
Residential Tonnage	162.33	#DIV/0!													
ICI Tonnage	226.28	#DIV/0!													
Coverage material	0.00														

Aircraft Landings 2022
As of January 31, 2022

Month	Bearskin Flights			Bearskin Passengers			Air Bravo Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2021-2020
January	10	4	56	28	9	140	0	0	8	0	0	2	2	2	15	45	36	50	0	0	0	0	0	45	57	42	168	15
February		0	64		0	149		0	12		4	3		8	6		58	36		0	1		0	38	0	70	148	-70
March		0	41		0	99		0	0		20	1		8	10		57	39		0	6		0	0	0	85	97	-85
1/4 Total	10	4	161	28	9	388	0	0	20	0	24	6	2	18	31	45	151	125	0	0	7	0	0	83	57	197	413	-140
April		0	1		0	0		0	0		5	2		18	10		63	30		0	1		0	0	0	86	44	-86
May		0	0		0	0		0	0		2	3		43	20		74	40		0	0		0	0	0	119	63	-119
June		0	0		0	0		0	0		5	0		159	21		68	53		0	0		0	0	0	232	74	-232
1/2 Total	10	4	162	28	9	388	0	0	20	0	36	11	2	238	82	45	356	248	0	0	8	0	0	83	57	634	594	-577
July		9	0		29	0		0	0		30	2		185	44		80	35		0	0		0	0	0	304	81	-304
August		10	0		19	0		0	0		11	0		96	31		67	38		12	0		0	0	0	196	69	-196
September		14	11		23	17		0	0		0	1		44	27		65	61		7	2		0	0	0	130	102	-130
3/4 Total	10	37	173	28	80	405	0	0	20	0	77	14	2	563	184	45	568	382	0	19	10	0	0	83	57	1264	846	-1207
October		16	16		35	30		0	0		0	5		18	9		62	59		2	0		0	0	0	98	89	-98
November		14	15		43	46		0	0		7	3		16	14		50	45		0	0		0	0	0	87	77	-87
December		14	12		20	15		0	0		3	6		9	4		56	54		0	0		0	0	0	82	76	-82
Total	10	81	216	28	178	496	0	0	20	0	87	28	2	606	211	45	736	540	0	21	10	0	0	83	57	1531	1088	-1474

Fort Frances Airport - Page 2/2 - Fuel Sales - January 31, 2022

Fuel Sales Recap - 2022									2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	10 year	Variance
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average	2022-2021
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2022 to 2013	per month
January	122	122	6,723	6,723		0	6,845	6,845	6,845	4,753	7,962	8,050	16,597	25,675	7,528	8,692	11,543	7,216	10,489	2,062
February		122		6,723		0	0	6,845	0	7,447	5,077	7,991	16,286	12,503	11,904	11,231	12,304	6,197	9,094	-7,447
March		122		6,723		0	0	6,845	0	16,822	6,473	13,716	9,798	21,928	13,255	17,795	10,508	12,077	12,237	-16,822
April		122		6,723		0	0	6,845	0	12,064	1,459	13,010	10,398	13,102	8,592	13,219	8,377	4,453	8,467	-12,064
May		122		6,723		0	0	6,845	0	16,549	11,685	18,667	24,839	21,362	24,681	16,161	29,753	18,350	18,205	-16,549
June		122		6,723		0	0	6,845	0	79,359	8,082	31,063	27,380	27,380	26,015	45,698	30,789	22,786	29,855	-79,359
July		122		6,723		0	0	6,845	0	86,299	11,116	17,146	23,461	24,642	29,002	28,150	14,441	19,232	25,349	-86,299
August		122		6,723		0	0	6,845	0	25,799	7,530	17,024	30,430	23,029	21,119	36,638	20,450	20,075	20,209	-25,799
September		122		6,723		0	0	6,845	0	20,676	14,689	16,543	25,191	13,489	21,325	24,238	21,837	18,005	17,599	-20,676
October		122		6,723		0	0	6,845	0	8,708	4,307	9,076	10,769	16,604	30,655	8,216	15,472	13,109	11,692	-8,708
November		122		6,723		0	0	6,845	0	8,599	13,333	2,202	10,748	9,924	22,349	11,616	7,238	6,398	9,241	-8,599
December		122		6,723		0	0	6,845	0	8,356	5,333	5,852	13,243	6,560	13,797	7,592	6,849	2,028	6,961	-8,356
Total	122		6,723		0		6,845		6,845	295,461	97,046	160,340	219,140	216,198	230,222	229,246	189,561	149,926	179,399	-288,616

Lowest month in last 9 years
Highest month in last 9 years
Highest month
lowest month