



TOWN OF FORT FRANCES

AGENDA - March 28, 2022

COMMITTEE OF THE WHOLE MEETING

Microsoft Teams meeting

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[+1 807-701-5975,,350596527#](#)

(Session No. 096) 5:30 PM

Page

1. **Call to Order / Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof.**
3. **Delegations/Deputations:**
4. **Council Reports on Board & Committee Activity:**
 - 4.1 Mayor Caul - Verbal Update
 - Councillor Behan - Verbal Update
 - Councillor Brunetta - Verbal Update
 - Councillor Hallikas - Verbal Update
5. **Consent Agenda:**
 - 5.1 Approval of Consent Agenda

Motion:

Recommendation: THAT the matters listed on the Consent Agenda be referred to the Consent Agenda for the Regular Meeting of Council later tonight for approval being items # 5.2, 5.3, 5.4 and 5.5

- 5.2 North Air Re: Taxi Rates

5 - 11

Motion:

Recommendation: approval of this report will agree with the recommendation of the Planning & Development Executive Committee that the Mayor & Council approve the proposed rate increases as presented and direct that By-Law# 42/14 be amended to reflect the new rate schedule for all taxis.

- 5.3 2022 Sorting Gap Dock Purchase

12

Motion:

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

1. Administration applies to FedNOR for additional funds to cover cost overages related to the Phase 2 Sorting Gap Dock replacement project.
2. Failing Funding, budget shortfalls related to this project be funded through year end surplus or the Corporate Projects Reserve Fund.

5.4 Request to Operate the Point Park Canteen

13 - 14

Motion:

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

1. Administration prepares an RFP for an operator of a canteen at the Point Park Office Building fall of 2022, starting summer 2023.
2. That administration prepare capital budget cost estimates for repairs to the Point Park office in fall 2022 for operation as a canteen summer 2023.

5.5 Honeywell Energy Performance Contract Annual Energy Report

15 - 52

Motion:

Recommendation: approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Annual Energy and Operational Savings Report be received by Council as Information.

6. Administration and Finance Division:

6.1 COVID-19 Vaccination Policy

53 - 54

Motion:

Recommendation: approval of this report will agree with the recommendation of the Human Resources Manager that Council of the Town of Fort Frances approve the rescindment of the Town's COVID-19 Vaccination Policy (#5.43).

6.2 2022 Capital Budget - Purchase of Network Switches

55 - 59

Motion:

Recommendation: approval of this report will agree with the recommendation from Information Technology Manager that Council of the Town of Fort Frances authorize the purchase of network switches from Compugen Inc. at a cost of \$160,599.64, including the Town's portion of HST

6.3 2021 Capital Financing

60 - 65

Motion:

Recommendation: approval of this report will agree with the recommendation of the Treasurer that Council approves the additional Reserve Fund allocations to fund the remaining Capital expenditures in the amount of \$174,818.03 from Reserve Funds as indicated in the report;

and further that it is noted that the total reserve fund allocation is \$1,760,887.87 lower than the budgeted amount.

6.4 2022 BIA Budget

66 - 69

Motion:

Recommendation: approval of this report will agree with the Treasurer that Council approves the 2022 budget estimates in

the amount of \$62,000, as submitted by the Fort Frances Business Improvement Association, and approves the tax rate and BIA special charge levy in the amount of \$0, as the BIA is supporting use of prior year surpluses.

6.5 2021 Contribution to Reserve Funds

70 - 72

Motion:

Recommendation: approval of this report will agree with the recommendation from the Treasurer that Council approves the year-end contributions to the reserve funds as follows:

| | |
|--|---|
| Waterworks & Sanitary Sewer | \$300,425.52 100% of Water & Sewer Surplus to Water & Sewer Reserves |
| Safe Restart Funding | \$14,345.34 Safe Restart Reserve Fund |
| Surplus estimate 2020 and 2021 | \$500,000.00 Working Capital Reserve Fund |

6.6 2022 Ontario Regulation 284-09 Budget Matters

73 - 77

Motion:

Recommendation: approval of this report will agree with the recommendation of the Treasurer that Council receives the Ontario Regulation 284/09- Budget Matters disclosure report as presented for the 2022 Operating Budget.

6.7 Councillor D. Judson RRDMA Per Diem

78 - 82

Motion:

Recommendation: approval of this report will agree with the recommendation from the Treasurer that Schedule "F" Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$80.00 as submitted by Councillor Douglas Judson for attendance at the RRDMA Annual General

Meeting held virtually on January 15, 2022 be approved

6.8 Councillor W Brunetta NOMA Per Diem

83 - 86

Motion:

Recommendation: approval of this report will agree with the recommendation from the Treasurer that Schedule "F" Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for attendance at the

NOMA Strategic Planning Session and Board Meeting held virtually on February 22 and 23, 2022 be approved

6.9 Use of Corporate Resources for Election Purposes Policy 87 - 95

Motion:

Recommendation: approval of this report will agree with the recommendation from the Municipal Clerk / Returning Officer that Council rescind the Use of Corporate Resources for Election Purposes Policy adopted by resolution Consent Item 310 (04/18) on 2018-04-23 and that a By-Law be prepared to adopt the new proposed Use of Corporate Resources for Election Purposes Policy

6.10 Procedural By-Law - Electronic Participation 96 - 98

Motion:

Recommendation: approval of this report will agree with the recommendation from the Municipal Clerk that Council consider and discuss how to proceed with electronic participation within its procedural by-law while addressing the needs of Council, Staff and the Public and that based on the discussion the Clerk will compile the information and bring back proposals at a later meeting

6.11 Indemnification By-Law 99 - 100

Motion:

Recommendation: approval of this report will agree with the recommendation from the CAO and the Municipal Clerk that Council receive the report re: Indemnification By-Law and that Council directs Staff to bring forward an Indemnification By-Law for review and consideration

7. Information:

7.1 Operations and Facilities Division - Public Works Area - Operations 101 -
Statistics - February 2022 102

8. ADJOURNMENT

8.1 The meeting adjourned at

Motion:

Recommendation: THAT this meeting of the Committee of Whole of Council of the Town of Fort Frances be now closed.

Date: March 21st, 2022

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Taxi Tariff Rate Increase Request Letter.

Mayor & Council will recall at the regular Council meeting held March 14th, 2022, that a request for Taxi Tariff Rate Increase was referred to the Planning & Development Executive Committee for recommendation.

This item was discussed at the Planning & Development Executive Committee meeting on March 21st, 2022. This request from North-Air Services was submitted due to the increases in a number of items (ex: insurance, gas prices, licensing, etc.) the taxi owners are looking to increase the taxi rates accordingly to help offset some of these costs. With this stated, this office has had a meeting with both taxi company owners to discuss the proposed rates. The outcome of these meetings was that both taxi company owners agreed to raise the rates as outlined in the request letter.

The proposed rate increase for 2022 is as follows:

1. Four dollars and seventy-five cents (\$4.75) for the first .25 kilometres or part thereof.
2. Three dollars and seventy-five cents (\$3.75) for each kilometre thereafter.
3. For waiting time, the charge shall be at the rate of Sixty dollars (\$60.00) per hour.
4. For any deliveries, the charge will be the meter rate with a minimum of Three dollars and fifty cents (\$3.50) for each delivery.

Lastly, the proposed changes for Limousine rates will remain the same:

1. Group transportation – Reservations Only – Minimum Fifty dollars (\$50.00) per hour with a maximum of One hundred dollars (\$100.00) per hour for larger vehicles

For your awareness, the last taxi tariff rate increase was done in 2018.

The Planning & Development Executive Committee is recommending that Mayor & Council approve the proposed rate increases as presented and direct that By-Law# 42/14 be amended to reflect the new rate schedule for all taxis.

Respectfully submitted

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: a) Approve tariff rates as per request being; Four dollars and seventy-five cents (\$4.75) for the first .25 kilometres or part thereof. Three dollars and seventy-five cents (\$3.75) for each kilometre thereafter. For waiting time, the charge shall be at the rate of Sixty dollars (\$60.00) per hour. For any deliveries, the charge will be the meter rate with a minimum of Three dollars and fifty cents (\$3.50) for each delivery.

Group transportation – Reservations Only – Minimum Fifty dollars (\$50.00) per hour with a maximum of One hundred dollars (\$100.00) per hour for larger vehicles

b) Direct that By-Law #42/14 be amended to reflect the new rate schedule for all Taxi's.

TOWN OF FORT FRANCES

BY-LAW NO. 42/14 – B

(Being a by-law to amend by-law 42/14, being a by-law to provide for the licensing, regulating and governing of owners and drivers of automobiles and taxicabs used for hire within the Corporation of the Town of Fort Frances).

WHEREAS the Corporation of the Town of Fort Frances is authorized to regulate traffic on the highways and to regulate the use of highways by pedestrians or vehicles within the Municipality,

AND WHEREAS on March 28th, 2022, Council approved a report from the Planning & Development Executive Committee recommending an amendment to the Taxi By-Law regarding an increase in Taxi Tariff Rates.

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

TOWN OF FORT FRANCES BY-LAW NO. 42/14

Schedule 'A' amended as follows:

Taxi Meter Rates

1. Four Dollars and Seventy-Five Cents (\$4.75) for the first .25 kilometers or part thereof;
2. Three Dollars and Seventy-Five Cents (\$3.75) for each kilometer thereafter;
3. For waiting time, the charge shall be at the rate of Sixty (\$60.00) Dollars per hour.
4. For any deliveries, the charge will be the meter rate with a minimum of Three Dollars and Fifty Cents (\$3.50) for each delivery.

The foregoing rates are inclusive of the Harmonized Sales Tax (HST).

Limousine Tariff Rates

1. Group Transportation – Reservations Only
- \$50.00 Per Hour
2. Stretch Limousine – Group Transportation – Reservations Only.
- Maximum Per Hour \$100.00

The foregoing rates are inclusive of the Harmonized Sales Tax (HST).

READ THREE TIMES and finally passed in open Council this 11th day of April 2022.

J. Caul, Mayor

G. Lecuyer, Clerk

DRAFT

Taxi Meter Rates

1. Four Dollars and Twenty-five Cents (\$4.25) for the first .25 kilometers or part thereof;
2. Three Dollars and Twenty-five (\$3.25) for each kilometer thereafter;
3. For waiting time, the charge shall be at the rate of Sixty (\$60.00) Dollars per hour.
4. For any deliveries, the charge will be the meter rate with a minimum of Three Dollars and Fifty Cents (\$3.50) for each delivery.

The foregoing rates are inclusive of the Harmonized Sales Tax (HST).

THE DRIVER/OWNER OF EVERY TAXI SHALL PLACE THIS TARIFF CARD IN A POSITION CLEARLY VISIBLE TO THE TAXI PASSENGER(S).

ALL TAXI-CABS SHALL AT ALL TIMES OPENLY DISPLAY IN A MANNER VISIBLE TO ALL PASSENGERS:

1. The name of the Taxi Owner.
 2. Driver shall have Photo ID Card Displayed.
-



LIMOUSINE TARIFF RATES

- 1. Group Transportation – Reservations Only**
- \$50.00 Per Hour
- 2. Stretch Limousine – Group Transportation – Reservations Only.**
- Maximum Per Hour \$100.00

The foregoing rates are inclusive of the Harmonized Sales Tax (HST).

THE DRIVER/OWNER OF EVERY LIMOUSINE SHALL PLACE THIS TARIFF CARD IN A POSITION CLEARLY VISIBLE TO THE LIMOUSINE PASSENGER(S).

ALL LIMOUSINES SHALL AT ALL TIMES OPENLY DISPLAY IN A MANNER VISIBLE TO ALL PASSENGER(S)

- 1. The name of the Limousine Owner.**
- 2. Driver shall have Photo ID Card displayed.**

The Corporation of the Town of Fort Frances 274-5323



NORTH AIR
 539989 Ontario Ltd.
 600 Scott Street
 Fort Frances, Ontario P9A 1H6
 Phone: (807) 274-5301 Fax: (807) 274-6360

February 28, 2022

Town of Fort Frances

Council:



This request comes as operating costs rise, highlighted by a jump in insurance costs, fuel and minimum wage.

Our current rates are \$4.25 for the flag rate, which is the initial fee charged when a customer gets in the cab, \$3.25 per kilometre and \$60.00 per hour of waiting time. This has remained unchanged since 2018. We are requesting these rates would increase to \$4.75 for the flag rate, \$3.75 per kilometre.

The price of insurance has risen. Gas is up over 50 per cent over what it was the last time we had a rate increase. We are looking at how much things have gone up in the last 3 years and trying to base our increase accordingly.

We thank you for your time and consideration pertaining to this matter.

Sincerely,

Kevin & Lisa Pocock

March 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: 2022 Sorting Gap Dock Purchase

In October 2020 the Town awarded the supply of phase one replacement of the Sorting Gap Marina docks to NorCol EZ Dock. Nor Col at the time of tendering guaranteed their pricing for a term of 5 years including a 24% commercial discount. In 2021/22 the Town has been working again with NorCol to supply the phase 2 docks for the Sorting Gap. In accordance with Section 4.0 (D)(iii) this purchase is in excess of \$35,000 however there is not more than one provider of these docks therefore a tender was not utilized to secure pricing.

In 2022 NorCol is holding to their 2020 unit pricing, however will not honor the 24% Commercial Discount received, instead they will offer an 8% discount. This works out to an increase in cost to the project of \$58,600.44 over the budgeted amount. There is an opportunity to seek additional funding through FedNOR and Administration is working on the submission of those forms to recuperate some of these costs. Failing that, it is the recommendation of Administration that the budget shortfall be funded through the year end process with any surplus or through the Corporate Projects reserve. At this point in time, we need to secure these docks if we hope to have them installed and ready for the start of the 2022 boating season.

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

1. Administration applies to FedNOR for additional funds to cover cost overages related to the Phase 2 Sorting Gap Dock replacement project.
2. Failing Funding, budget shortfalls related to this project be funded through year end surplus or the Corporate Projects Reserve Fund.

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. Administration applies to FedNOR for additional funds to cover cost overages related to the Phase 2 Sorting Gap Dock replacement project.**
- 2. Failing Funding, budget shortfalls related to this project be funded through year end surplus or the Corporate Projects Reserve Fund.**

Manager of Operations and Facilities

March 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 March 14th meeting of Council, a report from administration informing Council of the correspondence from the individual who originally requested to operate a canteen from the Point Park Office Building was received and direction was given to Administration to review next steps.

At this point we have no other entities who have expressed interest in running the canteen so the next possible step would be to develop and issue an RFP looking for a proposal from a local entity to operate the canteen, evaluate the proposals, if any were received, negotiate a lease agreement, complete the repairs required before early June so that the entity would be in a position to be operational at the start of the beach season.

In 2022 the Operations and Facilities Division is responsible for the procurement and management of 82 of the 103 capital projects totalling \$15,106,844.00 of the \$17,570,975.00 total Capital Budget primarily shared across four management members. Staff are focused on trying to get all of the procurement for this work completed by the end of April so that construction can start as soon as the weather permits. At this time, staff don't have time to devote to the development of a comprehensive request for proposal document and negotiating the works while trying to rush to get it complete by the start of the summer season.

It is the recommendation of Administration that, if council is supportive of seeing this operate, an RFP be issued in late fall 2022 or early in 2023 for someone to be able to operate a canteen at the Point Park for summer 2023. In addition, staff can plan for and prepare budget numbers for the required repairs to the building to get into a position to be occupied.

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

1. Administration prepares an RFP for an operator of a canteen at the Point Park Office Building fall of 2022, starting summer 2023.
2. That administration prepare capital budget cost estimates for repairs to the Point Park office in fall 2022 for operation as a canteen summer 2023.

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. Administration prepares an RFP for an operator of a canteen at the Point Park Office Building fall of 2022, starting summer 2023.**
- 2. That administration prepare capital budget cost estimates for repairs to the Point Park office in fall 2022 for operation as a canteen summer 2023**

2022March23 Point Park Canteen

March 23, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Honeywell Energy Performance Contract Annual Energy Report

In 2012 the Town of Fort Frances engaged Honeywell Building Solutions to undertake a large energy and facility upgrade project in 13 Town owned buildings. As part of that project, Honeywell guaranteed the Town savings as a result of their retrofits and we provide them utility consumption information and they use that information in their model of our facilities, normalized against weather data and compared against a base year to determine the savings. In 2019 the final piece of the project was completed at the Wastewater Treatment Plant starting the guarantee period.

In 2020 the Town received the first energy savings report, and we worked with Honeywell to adjust the model to take into account facility vacancies related to COVID shutdowns. This initial report, however, failed to take into consideration the impacts from projects undertaken by the Town since 2012 to improve the efficiency of some of our facilities, particularly some of the work undertaken at the Civic Centre. Staff provided Honeywell with a listing of works completed including dates of completion and all related technical information to make the required adjustments.

In 2021 our file was passed to another analyst at Honeywell and we worked closely with him to make the necessary adjustments to the report to account for the changes and finalize a complete report. Attached to this report is the 2021 Annual Energy and Operational Savings Report for Council's information.

It is the recommendation of the Operations and Facilities Executive Committee that the Annual Energy and Operational Savings Report be received by Council as Information.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Annual Energy and Operational Savings Report be received by Council as Information.

Manager of Operations and Facilities



Revised Annual Energy and Operational Savings Report for Guarantee Year 2 October 2020 – September 2021

Prepared For:
Town of Fort Frances
March 17, 2022

Prepared By:
Americas Measurement & Verification Services
Honeywell Building Solution
85 Enterprise Boulevard
Markham, ON L6G 0B5
Phone: (289) 333-1375
Fax: (289) 333-1333

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Acceptance Sheet

By

Town of Fort Frances

This Energy and Operational Savings Report dated March 17, 2022, covering the Year 2 Savings, October 2020 – September 2021 satisfies the requirements of the Energy Performance Contract.

This report will be considered by Honeywell Limited to be accepted in full, unless Town of Fort Frances of advises the undersigned otherwise in writing by April 30, 2022.

Thank you for your continued support.

Sincerely,



Kenneth Menezes, C.E.T., C.E.M., C.M.V.P.
Sr. Measurement & Verification Professional

Honeywell Limited
85 Enterprise Boulevard
Markham, Ontario
Phone: (289) 333-1359
Fax: (289) 333-1333
E-mail: ken.menezes@honeywell.com

1. Overview

Honeywell has completed a comprehensive energy retrofit and facility renewal upgrade project for Town of Fort Frances as per the Energy & Facility Renewal (EFR) Report dated June 7, 2012. The installation and upgrades have maintained comfort conditions within the buildings while permanently reducing the facility's utility and operating costs.

| | |
|-----------------------|--|
| Program Year: | Guarantee Year 2 |
| Report Date: | March 17, 2022 |
| Construction Period: | January 2013 to September 2019 |
| Current Report Period | October 1, 2020 to September 30, 2021 |
| Commencement Date: | October 1, 2019 |
| Type of Utility: | Electricity and Natural Gas |
| Prepared By: | Kenneth Menezes, Measurement & Verification Specialist |
| Account Manager: | Michael Pringle |
| Project Manager: | Wayne Sunohara |

Honeywell utilized both Retrofit Isolation (RI) method and Whole Building (WB) method to measure and verify the proposed savings. The results of measured savings and collected data are summarized below and detailed in Section 5.

1.1 Achieved Savings Year 2

The achieved savings for the Year 2 reporting period are summarized below:

Table 1 – Total Savings for year 2

| | Year 2 | |
|--|--------------------------|-----------------------|
| | Achieved Utility Savings | Achieved Cost Savings |
| Verified Whole Building Savings | | |
| Electricity | 1,040,877 kWh | \$150,416 |
| Natural Gas | (23,296) m ³ | -\$22,945 |
| Sub-total | - | \$137,356 |
| Verified Retrofit Isolation Savings | | |
| Electricity | 1,160,718 kWh | \$167,366 |
| Deemed Savings | | |
| Electricity | 109,921 kWh | \$10,904 |
| Natural Gas | 5,546 m ³ | \$2,041 |
| Sub-total | - | \$12,945 |
| Operational Savings | - | \$67,639 |
| Total Savings for year 2 | | \$375,421 |
| Total Savings Guarantee* | | \$243,551 |
| % on Plan | | 154% |

*The savings guarantee has been reduced to reflect of the removal of Daycare facility from the Town's portfolio.

Guaranteed Utility and Operational Cost Savings were presented in section 2 of the EFR report. Due to the removal of scope, **Table 2** below is the updated savings guarantee table.

Table 2 – Total Guaranteed Project Cost Savings

| Guarantee year | | Utility Savings Guarantee (\$) | Operational Savings (\$) | Total Savings Guarantee (\$) | Cumulative Savings Guarantee (\$) | Achieved Savings (\$) | Cumulative Excess (Shortfall) (\$) | CO2 eq [tonnes] Reduction |
|------------------|----------------------|--------------------------------|--------------------------|------------------------------|-----------------------------------|-----------------------|------------------------------------|---------------------------|
| CP | Jan 2013 to Sep 2019 | n/a | n/a | n/a | n/a | 993,612 | | 596 |
| Year 1 | Oct 2019 to Sep 2020 | 170,869 | 67,639 | 238,508 | 238,508 | 351,960 | 1,107,064 | 110 |
| Year 2 | Oct 2020 to Sep 2021 | 175,912 | 67,639 | 243,551 | 482,060 | 375,421 | 1,238,933 | 36 |
| Year 3 | Oct 2021 to Sep 2022 | 180,955 | 67,639 | 248,594 | 730,654 | | | |
| Year 4 | Oct 2022 to Sep 2023 | 185,998 | 67,639 | 253,637 | 984,291 | | | |
| Year 5 | Oct 2023 to Sep 2024 | 191,041 | 67,639 | 258,680 | 1,242,972 | | | |
| Year 6 | Oct 2024 to Sep 2025 | 196,084 | 67,639 | 263,723 | 1,506,695 | | | |
| Year 7 | Oct 2025 to Sep 2026 | 201,127 | 67,639 | 268,767 | 1,775,462 | | | |
| Year 8 | Oct 2026 to Sep 2027 | 206,170 | 67,639 | 273,810 | 2,049,272 | | | |
| Year 9 | Oct 2027 to Sep 2028 | 211,213 | 67,639 | 278,853 | 2,328,124 | | | |
| Year 10 | Oct 2028 to Sep 2029 | 216,256 | 67,639 | 283,896 | 2,612,020 | | | |
| Year 11 | Oct 2029 to Sep 2030 | 221,299 | 67,639 | 288,939 | 2,900,958 | | | |
| Year 12 | Oct 2030 to Sep 2031 | 226,342 | 67,639 | 293,982 | 3,194,940 | | | |
| Year 13 | Oct 2031 to Sep 2032 | 231,386 | 67,639 | 299,025 | 3,493,965 | | | |
| Year 14 | Oct 2032 to Sep 2033 | 236,429 | 67,639 | 304,068 | 3,798,033 | | | |
| Year 15 | Oct 2033 to Sep 2034 | 241,472 | 67,639 | 309,111 | 4,107,144 | | | |
| Cumulative Total | | | | | | 1,720,993 | | |

The graphical representation of the guaranteed term is shown in **Figure 1** below.

Figure 1 – Comparison of Achieved vs. Guaranteed Cost Savings



Honeywell's Home & Building Control provides an array of products, services, and programs to conserve energy and increase the operating efficiency of your building. When Honeywell applies advanced control and maintenance techniques to your existing environmental control or mechanical systems, substantial savings result. We are delighted to contribute to your conservation efforts.

THANK YOU FOR CHOOSING HONEYWELL.

1.2 Environmental Impact

It is well-known that CO₂, CH₄ and N₂O gases are emitted as by-products of power generation and fossil fuel burning. These gases are classified by the United Nations Framework Convention on Climate Change and Kyoto Protocol as greenhouse gases (GHG). GHGs cause long-term weather pattern changes leading to rising temperatures and sea levels, and extreme weather events. Given the environmental impact of GHGs, Canada tracks emissions via the National GHG Emissions Inventory Report.

The Town, their staff and the surrounding communities will all benefit from GHG reductions generated through the implemented facility improvements. **Table 3** shows the average emission rates used for the current year reporting per unit of energy. These rates are based on Environment Canada data for electricity generation and fossil fuel burning in Ontario.

Table 3 – Year 2 GHG Emission Rates

| | Electricity | Natural Gas |
|--|-------------|-------------|
| CO ₂ equivalent ¹ (Kg) | 0.03 | 1.90 |

The upgrades at the Town facilities have had a positive effect on both the internal and external environments. Project measures have reduced CO₂ emission by 38.12 tonnes in the current reporting year. A summary of GHG reductions is shown in **Table 4**.

Table 4 – Year 2 GHG Reduction

| | Electricity (kWh) | Natural Gas (m3) | Total |
|-------------------------------------|-------------------|------------------|-------|
| CO ₂ equivalent (tonnes) | 69.35 | -33.71 | 35.63 |

2. Retrofit Highlights

Honeywell implemented specific measures for upgrading and sustaining the Town's facility systems. Numerous opportunities for cost reductions through carefully integrated equipment and modernization upgrades have been installed and commissioned. The following is a list of the measures Honeywell implemented at your facilities:

Lighting Systems Upgrades and Controls

- Replaced incandescent, PL-lamp or non-LED existing exit signs with new LED EXIT signs
- Replaced incandescent light with compact fluorescent light
- Replaced electromagnetic ballast with high efficiency electronic ballast
- Installed Occupancy sensors
- Group re-lamping for the fluorescent fixtures

Fine Bubble Aeration System

- Replaced existing jet aeration system with a fine bubble system

Control System Upgrades and Scheduling

- Installed new DDC control system
- Implemented control strategy and schedule for equipment
- Implemented demand control ventilation

Heating Plant Upgrades

- Replaced existing boilers with Dietrich thermique eutectic cast iron boilers

Ice Refrigeration Plant Upgrades

- Installed new central automation system
- Modified sequence of operation

Install New VFDs and HE Motors on High Lift Pumps

- Replaced existing motors with high efficiency motors and drives

Car Plug Controls

- Upgraded manually controlled duplex car plugs with IPLC duplex programmable outlets

Building Envelope

- Weather stripping
- Sealed plumbing, electrical and duct penetration

Street Lighting Upgrade

- Replaced high intensity discharge high pressure sodium with new energy efficient light emitting diode (LED) type.

HVAC Upgrades

- Replaced existing furnaces with packaged gas-fired heat/cool unit

3. M&V Methodology

3.1 Option A: Retrofit Isolation (RI) Method with Key Parameters Measured

In the Retrofit Isolation Method (RIM), the subsystem on which each CSM operates is isolated, and its utility use before and after implementation of the CSM is evaluated by physical measurement, whenever possible. Subsystem utility use is determined by observation of physical variables such as current, voltage, power, volume, temperature and time.

Energy consumed by most building subsystems can be isolated - analyzed independently from other facility systems. Examples include temperature setback, ventilation reduction, boiler plant replacements and lighting controls. Although they interact with other subsystems, utility usage can be determined by direct measurement of physical variables.

Subsystem utility usage before and after implementing CSMs is obtained by analyzing physical data collected using varied tools and procedures including:

- Building Automation System data acquisition feature
- Portable data acquisition equipment
- Metering and recording equipment
- Maintenance logs

The engineering formulae commonly accepted by the HVAC industry are applied to determine pre and post implementation utility usage and savings.

In each case, the sample points, measured variables, measurement methods and engineering analyses are selected to accurately reflect subsystem operation.

3.2 Option C: Whole Building Approach (WBA)

In WB method, utility bills before and after the measure installation are compared using **Metrix Utility Accounting System** software. Metrix is a utility management program customized to track, analyze, and print reports on energy usage. Utility billing data is entered, tuned and translated into a linear regression model, correlating the load and peak variation with the key parameters. The regression model is then applied to the current conditions to account for the difference in the key parameters between the base year period and the current period, that affect utility consumption. Examples of these parameters are number of days, heating degree days, cooling degree days and base load. The linear regression model is then applied against the current conditions of each reporting period and compared to post installation usage pattern. The difference is avoided cost, or savings, due entirely to the performance of the installed CSMs.

Honeywell has implemented specific measures for upgrading and sustaining the facilities' building systems. The following **Table 5** lists all the CSMs along M&V method used for validating the savings for each utility.

Refer to **Section 6** of the EFR Report for the detailed M&V Plan.

Table 5 – List of Selected M&V Method by CSM

| Site Name - Measure ID | ECM | Electricity | Gas |
|-------------------------------|---|-------------|--------|
| Airport | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Airport | Deemed | - |
| IIM-10 | Building Envelope - Airport | Deemed | - |
| Civic Centre | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Civic Centre | C | C |
| IIM-4 | Control System Upgrades & Scheduling - Civic Centre | C | C |
| IIM-8 | Car Plug Controls - Civic Centre | C | - |
| IIM-5 | Heating Plant Upgrades - Civic Centre | - | C |
| IIM-10 | Building Envelope - Civic Centre | - | C |
| Daycare | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Daycare | Deemed | Deemed |
| IIM-10 | Building Envelope - Daycare | Deemed | - |
| East End Hall | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - East End Hall | Deemed | Deemed |
| IIM-11 | Improve Building Insulation - East End Hall | - | Deemed |
| IIM-10 | Building Envelope - East End Hall | Deemed | - |
| | FF Cemetery | | |
| Memorial Sports Centre | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Memorial Sports Centre | C | C |
| IIM-4 | Control System Upgrades & Scheduling - Memorial Sports Centre | C | C |
| IIM-6 | Ice Refrigeration Plant Upgrades - Memorial Sports Centre | C | - |
| IIM-10 | Building Envelope - Memorial Sports Centre | - | C |
| IIM-8 | Pool Dry-O-Tron Upgrade - Memorial Sports Centre | - | C |
| Museum | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Museum | Deemed | Deemed |
| IIM-4 | Control System Upgrades & Scheduling - Museum | - | - |
| IIM-10 | Building Envelope - Museum | Deemed | - |
| Public Works Garage | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Public Works Garage | C | Deemed |
| IIM-8 | Car Plug Controls - Public Works Garage | C | - |
| IIM-10 | Building Envelope - Public Works Garage | - | Deemed |

| Site Name - Measure ID | ECM | Electricity | Gas |
|----------------------------------|--|-------------|--------|
| RV Cemetery | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - RV Cemetery | Deemed | - |
| IIM-10 | Building Envelope - RV Cemetery | Deemed | - |
| Sister Kennedy Centre | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Sister Kennedy Centre | Deemed | Deemed |
| IIM-10 | Building Envelope - Sister Kennedy Centre | Deemed | - |
| Sorting Gap Marina | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - Sorting Gap Marina | Deemed | - |
| IIM-10 | Building Envelope - Sorting Gap Marina | Deemed | - |
| WWTP | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - WWTP | Deemed | Deemed |
| IIM-2A | Install Fine Bubble Aeration System (No Blower Replacement) - WWTP | A | - |
| IIM-10 | Building Envelope - WWTP | - | Deemed |
| WTP | | | |
| IIM-1 | Lighting Systems Upgrade & Controls - WTP | Deemed | Deemed |
| IIM-5 | Heating Plant Upgrades - WTP | - | Deemed |
| IIM-7B | Install New High Lift Pumps - WTP | A | - |
| IIM-10 | Building Envelope - WTP | - | Deemed |
| City Wide | | | |
| IIM-12 | Streetlighting Upgrade (LED) | A | - |
| Facility Renewal Measures | | | |
| IIM-10 | HVAC Upgrade - Daycare | Deemed | - |

A – Option A: Retrofit Isolation, Key Parameter Measurement

C – Option C: Whole Building

4. Adjustments

4.1 Base Year Adjustments

Adjustments are made to accommodate changes in operation of the facility between the base year and the current reporting period. Such changes may include changes to the floor area or schedules of the facility, and addition or removal of equipment that affect building loads and energy consumption. The utility consumption effects of such changes are normally calculated by standard engineering formulae using equipment size, building load, energy cost and hours of operation. Refer Appendix B for Base Year Adjustment details.

Table 6 – Base Year Adjustments Summary

| Building | Meter Code | Utility | Description | KWh | KW |
|--------------|------------|----------|---|-----------------|-------------|
| Civic Centre | CIC E1 | Electric | Lighting Retrofit done by Customer (Town) | (82,915) | (16) |
| Total | | | | (82,915) | (16) |

Note- Previous Adjustments identified in Yr-1 has been removed. In Yr-2 only Lighting is considered in Metrix software as negative Base Year Adjustment.

4.2 Utility Rates

Energy cost savings are determined by multiplying the energy savings by the greater of the current utility rates or the escalated base year utility rates. The base year, current year utility rates & applied rates are listed below in **Table 7, Table 8 & Table 9**.

Table 7 – Base Year Rates

| Building | Year 2 Rate | | |
|-----------------------------------|--------------------|-------------------|-------------------------------|
| | Electricity \$/kWh | Electricity \$/kW | Natural Gas \$/m ³ |
| Airport Terminal & Garage | \$0.125 | - | - |
| Civic Centre | \$0.070 | \$6.636 | \$0.367 |
| Daycare Centre* | - | - | - |
| East End Hall | \$0.082 | - | \$0.395 |
| Fort Frances Cemetery | \$0.082 | - | - |
| Memorial Sport Centre (primary) | \$0.068 | \$6.636 | \$0.367 |
| Memorial Sport Centre (secondary) | \$0.069 | \$6.017 | \$0.395 |
| Museum | \$0.082 | - | \$0.398 |
| Public Works Shop | \$0.082 | - | \$0.395 |
| Riverview Cemetery | \$0.082 | - | - |
| Sorting Gap Marina | \$0.082 | - | - |
| Sister Kennedy 1 | \$0.082 | - | \$0.395 |
| Sister Kennedy 2 | \$0.082 | - | \$0.402 |
| Sew age Treatment Plant | \$0.072 | \$6.636 | \$0.395 |
| Water Treatment Plant | \$0.070 | \$6.636 | \$0.367 |
| Street Lighting | \$0.068 | \$5.363 | - |

*The Daycare facility is no longer owned by the Town and has been removed from the guarantee as per the request from Travis Rob. Future reporting will remove the reference to this building.

Table 8 – Current Utility Rates

| Building | Year 2 Rate | | |
|-----------------------------------|--------------------|-------------------|-------------------------------|
| | Electricity \$/kWh | Electricity \$/kW | Natural Gas \$/m ³ |
| Airport Terminal & Garage | - | - | - |
| Civic Centre | \$0.118 | \$8.481 | \$0.391 |
| Daycare Centre* | - | - | - |
| East End Hall | - | - | - |
| Fort Frances Cemetery | - | - | - |
| Memorial Sport Centre (primary) | \$0.123 | \$7.412 | \$0.359 |
| Memorial Sport Centre (secondary) | \$0.120 | \$8.199 | \$0.380 |
| Museum | - | - | - |
| Public Works Shop | \$0.124 | - | - |
| Riverview Cemetery | - | - | - |
| Sorting Gap Marina | - | - | - |
| Sister Kennedy 1 | - | - | - |
| Sister Kennedy 2 | - | - | - |
| Sew age Treatment Plant | \$0.118 | \$8.940 | - |
| Water Treatment Plant | \$0.118 | \$8.192 | - |
| Street Lighting | \$0.112 | \$13.463 | - |

*The Daycare facility is no longer owned by the Town and has been removed from the guarantee as per the request from Travis Rob. Future reporting will remove the reference to this building.

Table 9 – Selected Rates

| Building | Year 2 Rate | | |
|-----------------------------------|--------------------|-------------------|-------------------------------|
| | Electricity \$/kWh | Electricity \$/kW | Natural Gas \$/m ³ |
| Airport Terminal & Garage | \$0.125 | - | - |
| Civic Centre | \$0.118 | \$8.481 | \$0.391 |
| Daycare Centre* | - | - | - |
| East End Hall | \$0.082 | - | \$0.395 |
| Fort Frances Cemetery | \$0.082 | - | - |
| Memorial Sport Centre (primary) | \$0.123 | \$7.412 | \$0.367 |
| Memorial Sport Centre (secondary) | \$0.120 | \$8.199 | \$0.395 |
| Museum | \$0.082 | - | \$0.398 |
| Public Works Shop | \$0.124 | - | \$0.395 |
| Riverview Cemetery | \$0.082 | - | - |
| Sorting Gap Marina | \$0.082 | - | - |
| Sister Kennedy 1 | \$0.082 | - | \$0.395 |
| Sister Kennedy 2 | \$0.082 | - | \$0.402 |
| Sew age Treatment Plant | \$0.118 | \$8.940 | \$0.395 |
| Water Treatment Plant | \$0.118 | \$8.192 | \$0.367 |
| Street Lighting | \$0.112 | \$13.463 | - |

*The Daycare facility is no longer owned by the Town and has been removed from the guarantee as per the request from Travis Rob. Future reporting will remove the reference to this building.

5. Utility and Operational Cost Savings Summary

5.1 Verified Utility Savings – Retrofit Isolation

With Retrofit Isolation, the project savings are determined by isolating facility sub-systems associated with the measures and quantifying pre-and post-implementation utility consumption. Whenever possible, physical measurements such as current, voltage, power, demand and time are used to determine utility usage. Some operating parameters have been stipulated based on observations during facility audits and interviews with facilities staff and building occupants. Stipulated parameters have previously been approved by the Town of Fort Frances.

Facilities where Retrofit Isolation is being used are:

- Wastewater Treatment Plant
- Water Treatment Plant
- Street Lighting (Town wide)

Measures that will be verified using Retrofit Isolation methodology include:

- IIM-2A - Install Fine Bubble Aeration System (No Blower Replacement) – WWTP
- IIM-7B - Install New High Lift Pumps – WTP
- IIM-12 - Streetlighting Upgrade (LED) – Town wide

Utility savings have been applied at the applicable utility rates to determine the Annual Savings at the end of each Guaranteed Year starting at Year 2. **Table 10** is a cumulative summary of Option A savings.

Table 10 – Option A Savings

IIM-12 - Streetlighting Upgrade (LED) - City Wide

| | Elec (kW/Month) | Elec (kWh) | Utility (\$) | Operational (\$) | Total (\$) |
|-----------------|-----------------|------------|--------------|------------------|------------|
| Achieved total | 161 | 690,180 | \$103,518 | \$54,500 | \$158,019 |
| Original target | 160 | 686,916 | \$55,462 | \$54,500 | \$109,963 |
| % of Plan | 100% | 100% | 187% | 100% | 144% |

IIM-2A - Install Fine Bubble Aeration System (No Blower Replacement) - WWTP

| Annual Savings | Elec (kW/Month) | Elec (kWh) | Utility (\$) | Operational (\$) | Total (\$) |
|-----------------|-----------------|------------|--------------|------------------|------------|
| Achieved total | 77 | 376,221 | \$52,715 | \$(4,000) | \$48,715 |
| Original target | 41 | 263,518 | \$21,598 | \$(4,000) | \$17,598 |
| % of Plan | 190% | 143% | 244% | 100% | 277% |

IIM-7B - Install New High Lift Pumps - WTP

| Annual Savings | Elec (kW/Month) | Elec (kWh) | Utility (\$) | Operational (\$) | Total (\$) |
|-----------------|-----------------|------------|--------------|------------------|------------|
| Achieved total | - | 94,318 | \$11,132 | \$1,200 | \$12,332 |
| Original target | - | 66,588 | \$5,327 | \$1,200 | \$6,527 |
| % of Plan | - | 142% | 209% | 100% | 189% |

5.2 Deemed Utility Savings

Deemed utility savings refers to measures where savings represent <10% of the annual bills. Once installation of the measure is complete, the savings will be considered achieved (deemed) for the term of the guarantee with no further validation required.

The following list identifies all the deemed utility accounts:

- Airport Terminal and Garage: electricity
- Daycare Centre: electricity and natural gas
- East End Hall: electricity and natural gas
- Fort Frances Cemetery: electricity and natural gas
- Museum: electricity and natural gas
- Public Works Shop: natural gas
- Riverview Cemetery: electricity and natural gas
- Sister Kennedy: electricity and natural gas
- Sorting Gap Marina: electricity
- Street lighting: electricity
- Water Treatment Plant: electricity and natural gas
- Waste Water Treatment Plant: electricity and natural gas

Table 11, Table 12 & Table 13 below are a summary of the Deemed savings.

Table 11 – Deemed savings - Lighting Systems

IIM-1 - Lighting Systems Upgrade & Controls

| Building | Elec (kW/Month) | Elec (kWh) | Gas (m ³) | Utility (\$) | Operational (\$) | Total (\$) |
|------------------------|-----------------|---------------|-----------------------|----------------|------------------|----------------|
| Airport | 0 | 17,437 | 0 | \$2,179 | \$176 | \$2,355 |
| Daycare* | 0 | 0 | 0 | \$0 | \$0 | \$0 |
| East End Hall | 0 | 1,014 | 2 | \$73 | \$70 | \$142 |
| Museum | 0 | 15,181 | (135) | \$1,190 | \$0 | \$1,190 |
| Public Works Garage | - | - | (1,482) | -\$586 | \$0 | -\$586 |
| RV Cemetery | 0 | 2,079 | 0 | \$170 | \$80 | \$250 |
| Sister Kennedy Centre | 0 | 13,223 | (316) | \$959 | \$307 | \$1,266 |
| Sorting Gap Marina | 0 | 1,382 | 0 | \$113 | \$137 | \$250 |
| WTP | 5 | 13,814 | (355) | \$1,611 | \$405 | \$2,016 |
| WWTP | 3 | 5,985 | (154) | \$572 | \$23 | \$595 |
| Achieved total | 8 | 70,115 | (2,440) | \$6,281 | \$1,198 | \$7,478 |
| Original target | 8 | 70,115 | (2,440) | \$6,281 | \$1,198 | \$7,478 |
| % of Plan | 100% | 100% | 100% | 100% | 100% | 100% |

*The Daycare facility is no longer owned by the Town and therefore has been removed from the guarantee as per the request from Travis Rob.

Table 12 – Deemed savings - Building Envelope

| IIM-10 - Building Envelope | | | | | | |
|-----------------------------------|-----------------|---------------|-----------------------|----------------|------------------|----------------|
| Building | Elec (kW/Month) | Elec (kWh) | Gas (m ³) | Utility (\$) | Operational (\$) | Total (\$) |
| Airport | - | 9,333 | 0 | \$1,166 | - | \$1,166 |
| Daycare* | - | 0 | 0 | \$0 | - | \$0 |
| East End Hall | - | 4,200 | 0 | \$344 | - | \$344 |
| Museum | - | 6,300 | 0 | \$516 | - | \$516 |
| Public Works Garage | - | - | 3,412 | \$1,349 | - | \$1,349 |
| RV Cemetery | - | 10,500 | 0 | 860 | - | \$860 |
| Sister Kennedy Centre | - | 4,667 | 0 | 382 | - | \$382 |
| Sorting Gap Marina | - | 4,806 | 0 | 394 | - | \$394 |
| WTP | - | 0 | 1,465 | 513 | - | \$513 |
| WWTP | - | 0 | 477 | 189 | - | \$189 |
| Achieved total | - | 39,806 | 5,354 | \$5,714 | - | \$5,714 |
| Original target | - | 39,806 | 5,354 | \$5,714 | - | \$5,714 |
| % of Plan | - | 100% | 100% | 100% | - | 100% |

*The Daycare facility is no longer owned by the Town and therefore has been removed from the guarantee as per the request from Travis Rob.

Table 13 – Deemed savings- Natural Gas

| IIM-11 - Improve Building Insulation - East End Hall | | | | |
|---|-----------------------|--------------|------------------|------------|
| | Gas (m ³) | Utility (\$) | Operational (\$) | Total (\$) |
| Achieved total | 648 | \$256 | \$0 | \$256 |
| Original target | 648 | \$256 | \$0 | \$256 |
| % of Plan | 100% | 100% | | 100% |

| IIM-5 - Heating Plant Upgrades - WTP | | | | |
|---|-----------------------|--------------|------------------|------------|
| | Gas (m ³) | Utility (\$) | Operational (\$) | Total (\$) |
| Achieved total | 1,983 | \$694 | \$1,388 | \$2,082 |
| Original target | 1,983 | \$694 | \$1,388 | \$2,082 |
| % of Plan | 100% | 100% | 100% | 100% |

5.3 Verified Utility Savings – Whole Building

5.3.1 Monitored Utility Accounts

Table 14 below gives a summary of all the monitored utility accounts for the Town of Fort Frances that follow the Whole Building Approach. This list has also been outlined on EFF Report Section 6.10.1

Table 14 – List of Monitored Utility Accounts

| Building Name | Utility Type | Meter Code | Account number | Service address | Utility name |
|-----------------------|--------------|------------|-------------------|--------------------|--------------------------|
| Civic Centre | Electricity | CIC E1 | 757187-856990 | 320 Portage Ave. | Fort Frances Power Corp. |
| Civic Centre | Natural gas | CIC G1 | 142-9884 104-6549 | 320 Portage Ave. | Union Gas |
| Memorial Sport Centre | Electricity | MSC E1 | 752921-857660 | 720 Scott St. | Fort Frances Power Corp. |
| Memorial Sport Centre | Electricity | MSC E2 | 752933-857664 | 720 A Scott St. | Fort Frances Power Corp. |
| Memorial Sport Centre | Natural gas | MSC G1 | 142-9884 104-6550 | 720 Gillon St | Union Gas |
| Memorial Sport Centre | Natural gas | MSC G2 | 142-9884 104-6551 | 730 Gillon St | Union Gas |
| Public Works Shop | Electricity | PWS E1 | 756319-857570 | 900 Wright Ave. N. | Fort Frances Power Corp. |

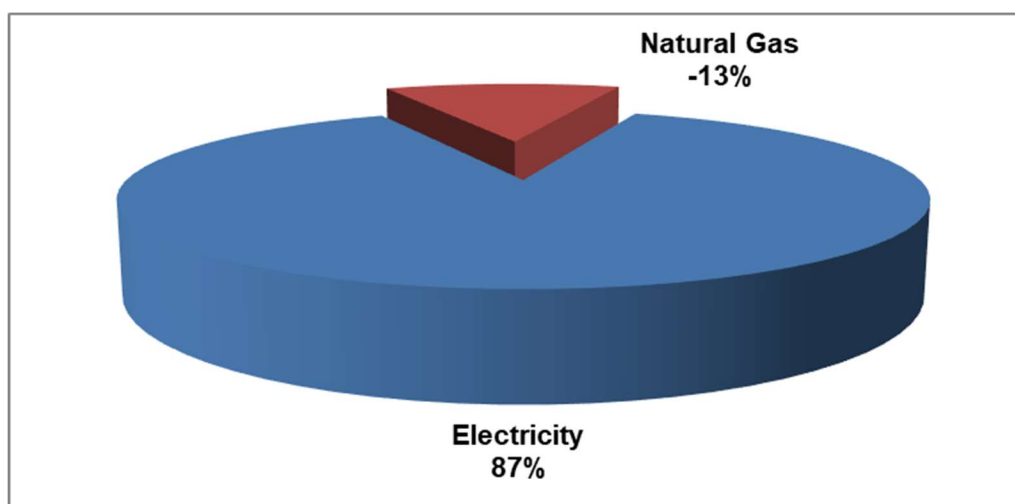
5.3.2 Verified Whole Building savings

Table 15 below, summarizes the verified whole building utility cost savings for the year 2. The detailed consumption and cost savings reports are presented in **Appendix A**.

Table 15 – Whole Building – Utility Cost Savings Summary

| Facility | Electricity | Natural Gas | Total |
|-----------------------|------------------|------------------|------------------|
| Civic Centre | \$25,509 | -\$225 | \$25,284 |
| Memorial Sport Centre | \$115,674 | -\$22,721 | \$92,953 |
| Public Works Shop | \$9,223 | - | \$9,223 |
| Total | \$150,416 | -\$22,945 | \$127,470 |

Figure 2 Utility Savings Distribution for Monitored Meters



5.3.3 Whole Building – Achieved Electricity Cost Savings

The Baseline and Actual Electricity Cost is shown in Figure 3 below. **Table 16** shows the cumulative Electricity Cost Savings for October 2020 to September 2021 is **\$ 150,416**.

Figure 3 Comparison of Baseline vs. Actual Electricity Costs

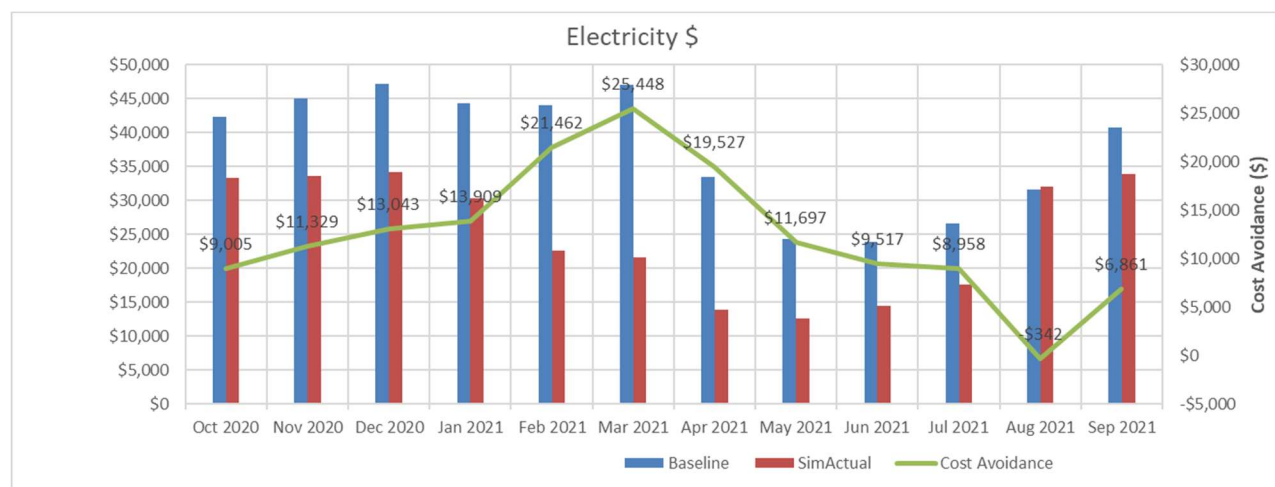


Table 16 – Electricity Cost Saving Summary

| Scenario | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Total |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Baseline | \$42,371 | \$44,983 | \$47,240 | \$44,295 | \$44,100 | \$47,013 | \$33,479 | \$24,287 | \$23,927 | \$26,623 | \$31,652 | \$40,791 | \$450,761 |
| SimActual | \$33,366 | \$33,654 | \$34,197 | \$30,386 | \$22,638 | \$21,565 | \$13,952 | \$12,590 | \$14,411 | \$17,665 | \$31,993 | \$33,930 | \$300,346 |
| Cost Avoidance | \$9,005 | \$11,329 | \$13,043 | \$13,909 | \$21,462 | \$25,448 | \$19,527 | \$11,697 | \$9,517 | \$8,958 | -\$342 | \$6,861 | \$150,416 |

5.3.4 Whole Building – Achieved Natural Gas Cost Savings

The Baseline and Actual Natural Gas Cost is shown in **Figure 4** below. **Table 17** shows that the cumulative Natural Gas Cost Savings for October 2020 to September 2021 is **-\$ 22,945**.

Figure 4 Comparison of Baseline vs. Actual Natural Gas Costs

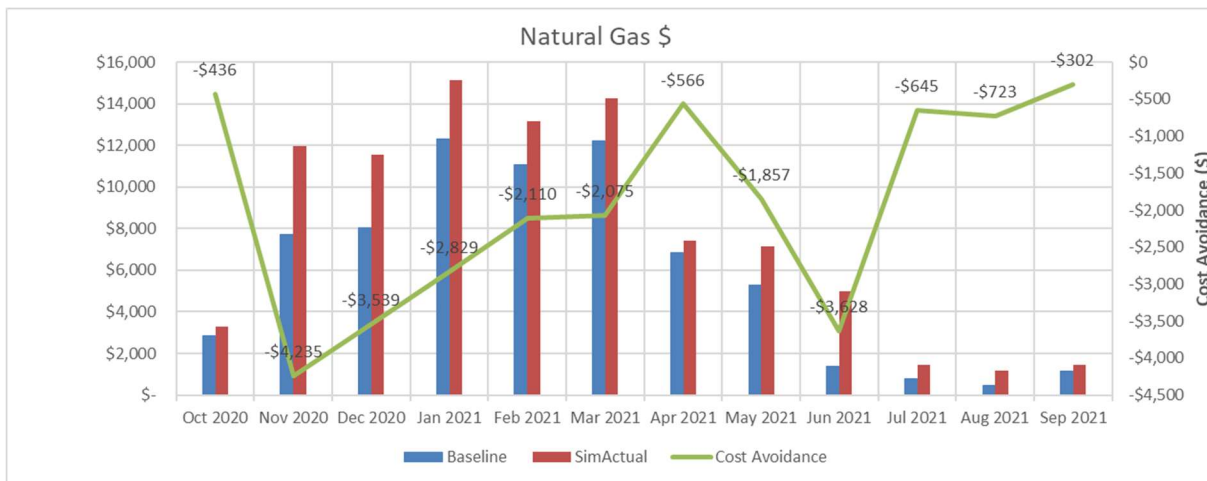


Table 17 – Natural Gas Cost Saving Summary

| Scenario | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Total |
|----------------|---------|----------|----------|----------|----------|----------|---------|----------|----------|---------|---------|---------|-----------|
| Baseline | \$2,853 | \$7,717 | \$8,023 | \$12,321 | \$11,067 | \$12,196 | \$6,830 | \$5,283 | \$1,378 | \$793 | \$463 | \$1,169 | \$70,092 |
| SimActual | \$3,288 | \$11,951 | \$11,562 | \$15,149 | \$13,177 | \$14,272 | \$7,396 | \$7,140 | \$5,007 | \$1,438 | \$1,186 | \$1,471 | \$93,037 |
| Cost Avoidance | -\$436 | -\$4,235 | -\$3,539 | -\$2,829 | -\$2,110 | -\$2,075 | -\$566 | -\$1,857 | -\$3,628 | -\$645 | -\$723 | -\$302 | -\$22,945 |

5.4 Operational Cost Savings

Given the level of granularity required, operational savings are difficult to measure cost effectively. Once installation of the related measure is complete, the operational savings will be considered achieved (deemed) for the term of the guarantee with no further validation required. The deemed operational Savings are summarized and shown in **Table 18** below.

Table 18 – Annual Operational Cost Savings

| Building | Operational Saving (\$) |
|---------------------------|-------------------------|
| Airport | \$176 |
| Civic Centre | \$7,151 |
| Daycare* | - |
| East End Hall | \$70 |
| Memorial Sports Centre | \$5,015 |
| Public Works Garage | \$286 |
| RV Cemetery | \$80 |
| Sister Kennedy Centre | \$307 |
| Sorting Gap Marina | \$137 |
| WWTP | \$(3,977) |
| WTP | \$2,994 |
| City Wide | \$54,500 |
| Facility Renewal Measures | \$1,700 |
| Total | \$67,639 |

5.5 Metrix Analysis and Reports

5.5.1 Metrix Utility Accounting Software

The first step in reducing building energy consumption and cutting operating expenses is to accurately summarize building energy use by tracking and analyzing utility consumption and cost. *METRIX* Utility Accounting Software is an industry recognized utility management program customized to track, analyze, and print reports on energy usage. Utility billing data is entered in METRIX allowing the Energy Analyst to “tune” the data, in order to best simulate building performance over the specific billing period. This data “tuning” generates energy coefficients that will be used to compare future energy use against the energy used during the Base Year. This data is “tuned” using *METRIX*, in order to identify **Base Load** versus **Weather Sensitive** (or production sensitive) energy usage.

Base Load includes lighting, fans, pumps, elevators, domestic hot water, and office equipment (plug load).

Weather Sensitive loads include space heating and humidification, space cooling and de-humidification, condenser use, and additional winter lighting due to shorter sunlight hours.

Tuning also includes varying the building Balance Point Temperature (BPT) - selecting the outside air temperature when neither heating nor cooling is required in the building. Determination of the BPT requires understanding of basic building parameters, such as heating and cooling loads, types and operation of HVAC systems, building function and occupancy, as well as other similar buildings. Proper selection of the base temperature improves the accuracy of the tuning required to determine energy coefficients used in cost avoidance calculations.

5.6 Meter Tuning – Regression Analysis Results

The *METRIX* Meter Tuning tabulates basic meter information, but is used primarily to show the direct results of the Linear Regression Analysis on the Base Year energy values to derive the Baseline energy use. Each of the actual monthly utility bills is tabulated, with the corresponding heating and cooling degree days.

The Multiplier and Offset columns indicate the factors applied to the baseline value used in the calculation of the monthly Baseline energy use. Modifications to the Linear Regression formula are based on actual deviations in building energy use that cannot be accounted for in the regression formula. The Modification capabilities of METRIX allow the Energy Analyst to more accurately tune the meter to represent actual building operation.

SECTION 5 | UTILITY SAVINGS RESULTS

The result of the energy analysis is to develop energy coefficients that will be used when comparing the pre-retrofit and post retrofit energy use. These values, in energy units per day, and units per heating and/or cooling degree days are derived from the Linear Regression model.

5.7 Verified Whole Building – Utility and Cost Savings Report

The detailed utility and cost savings for the individual building are presented in **Appendix A**. This report tabulates for each month of the current analysis period, the costs for both the Baseline energy use, and the Current or SimActual energy costs. Cost calculations are based on the Base Year utility rates. The difference in costs is the cost savings.

Appendix A – Meter Performance Report

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: CIC E1

Reference

| | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 | Mar 2011 | Apr 2011 | May 2011 | Jun 2011 | Jul 2011 | Aug 2011 | Sep 2011 |
|--------------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use | 46,827 | 48,575 | 52,946 | 65,808 | 51,073 | 61,812 | 48,076 | 45,329 | 43,705 | 50,573 | 53,195 | 66,307 |
| YTD Use | 46,827 | 95,402 | 148,348 | 214,155 | 265,228 | 327,040 | 375,116 | 420,444 | 464,149 | 514,722 | 567,918 | 634,225 |
| Meter Demand | 98 | 107 | 109 | 113 | 106 | 102 | 94 | 106 | 97 | 123 | 131 | 123 |
| Month CAD | CAD 4,094 | CAD 4,711 | CAD 5,239 | CAD 5,766 | CAD 5,156 | CAD 6,046 | CAD 4,838 | CAD 4,435 | CAD 4,672 | CAD 5,587 | CAD 5,880 | CAD 6,081 |
| YTD CAD | CAD 4,094 | CAD 8,806 | CAD 14,045 | CAD 19,811 | CAD 24,967 | CAD 31,013 | CAD 35,851 | CAD 40,286 | CAD 44,958 | CAD 50,545 | CAD 56,425 | CAD 62,506 |
| BP Length | 28 | 30 | 27 | 34 | 25 | 32 | 27 | 28 | 28 | 30 | 28 | 35 |
| HDD | 3 | 79 | 474 | 667 | 569 | 469 | 166 | 48 | - | - | - | - |
| CDD | 6 | - | - | - | - | - | - | - | 22 | 78 | 162 | 118 |
| Month Rate | CAD 0.087 | CAD 0.097 | CAD 0.099 | CAD 0.088 | CAD 0.101 | CAD 0.098 | CAD 0.101 | CAD 0.098 | CAD 0.107 | CAD 0.110 | CAD 0.111 | CAD 0.092 |
| YTD Rate | CAD 0.087 | CAD 0.092 | CAD 0.095 | CAD 0.093 | CAD 0.094 | CAD 0.095 | CAD 0.096 | CAD 0.096 | CAD 0.097 | CAD 0.098 | CAD 0.099 | CAD 0.099 |

Baseline

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|------------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use | 45,459 | 44,990 | 50,833 | 51,786 | 49,655 | 45,971 | 42,381 | 45,818 | 48,906 | 53,601 | 52,701 | 43,907 |
| YTD Use | 45,459 | 90,449 | 141,282 | 193,068 | 242,723 | 288,694 | 331,074 | 376,892 | 425,798 | 479,399 | 532,100 | 576,007 |
| Meter Demand | 100 | 101 | 105 | 106 | 108 | 103 | 100 | 116 | 120 | 129 | 133 | 113 |
| YTD Meter Demand | 100 | 201 | 306 | 412 | 519 | 622 | 723 | 838 | 959 | 1,088 | 1,221 | 1,334 |
| Bill Demand | - | - | - | - | - | - | - | - | - | - | - | - |
| YTD Bill Demand | - | - | - | - | - | - | - | - | - | - | - | - |
| Month CAD | CAD 6,212 | CAD 6,165 | CAD 6,889 | CAD 7,010 | CAD 6,775 | CAD 6,298 | CAD 5,849 | CAD 6,390 | CAD 6,789 | CAD 7,419 | CAD 7,347 | CAD 6,139 |
| YTD CAD | CAD 6,212 | CAD 12,378 | CAD 19,266 | CAD 26,276 | CAD 33,051 | CAD 39,349 | CAD 45,199 | CAD 51,589 | CAD 58,377 | CAD 65,796 | CAD 73,143 | CAD 79,282 |
| BP Length | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 |
| HDD | 136 | 187 | 411 | 459 | 596 | 163 | 61 | 7 | - | - | - | - |
| CDD | - | 3 | - | - | - | - | - | 52 | 139 | 194 | 178 | 49 |
| Month Rate | CAD 0.137 | CAD 0.137 | CAD 0.136 | CAD 0.135 | CAD 0.136 | CAD 0.137 | CAD 0.138 | CAD 0.139 | CAD 0.139 | CAD 0.138 | CAD 0.139 | CAD 0.140 |
| YTD Rate | CAD 0.137 | CAD 0.137 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.137 | CAD 0.137 | CAD 0.137 | CAD 0.137 | CAD 0.137 | CAD 0.138 |

SimActual

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|--------------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use | 31,787 | 30,907 | 32,038 | 32,415 | 31,787 | 31,787 | 27,892 | 29,525 | 36,813 | 41,210 | 37,943 | 30,656 |
| YTD Use | 31,787 | 62,694 | 94,732 | 127,147 | 158,934 | 190,721 | 218,613 | 248,138 | 284,951 | 326,161 | 364,104 | 394,760 |
| Meter Demand | 76 | 64 | 63 | 63 | 63 | 65 | 61 | 75 | 79 | 82 | 82 | 75 |
| Month CAD | CAD 4,395 | CAD 4,190 | CAD 4,315 | CAD 4,359 | CAD 4,285 | CAD 4,302 | CAD 3,809 | CAD 4,120 | CAD 5,014 | CAD 5,558 | CAD 5,173 | CAD 4,253 |
| YTD CAD | CAD 4,395 | CAD 8,585 | CAD 12,900 | CAD 17,259 | CAD 21,544 | CAD 25,847 | CAD 29,655 | CAD 33,775 | CAD 38,789 | CAD 44,347 | CAD 49,520 | CAD 53,774 |
| BP Length | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 |
| HDD | 136 | 187 | 411 | 459 | 596 | 163 | 61 | 7 | - | - | - | - |
| CDD | - | 3 | - | - | - | - | - | 52 | 139 | 194 | 178 | 49 |
| Month Rate | CAD 0.138 | CAD 0.136 | CAD 0.135 | CAD 0.134 | CAD 0.135 | CAD 0.135 | CAD 0.137 | CAD 0.140 | CAD 0.136 | CAD 0.135 | CAD 0.136 | CAD 0.139 |
| YTD Rate | CAD 0.138 | CAD 0.137 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 |

SimActual vs. Baseline

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Month Use | -30.1% | -31.3% | -37.0% | -37.4% | -36.0% | -30.9% | -34.2% | -35.6% | -24.7% | -23.1% | -28.0% | -30.2% |
| YTD Use | -30.1% | -30.7% | -32.9% | -34.1% | -34.5% | -33.9% | -34.0% | -34.2% | -33.1% | -32.0% | -31.6% | -31.5% |
| Meter Demand | -24.3% | -36.3% | -40.1% | -40.3% | -41.4% | -36.9% | -39.2% | -35.3% | -34.2% | -36.5% | -38.4% | -33.5% |
| YTD Meter Demand | -24.3% | -30.3% | -33.7% | -35.4% | -36.6% | -36.7% | -37.0% | -36.8% | -36.5% | -36.5% | -36.7% | -36.4% |
| Month CAD | -29.2% | -32.0% | -37.4% | -37.8% | -36.8% | -31.7% | -34.9% | -35.5% | -26.1% | -25.1% | -29.6% | -30.7% |
| YTD CAD | -29.2% | -30.6% | -33.0% | -34.3% | -34.8% | -34.3% | -34.4% | -34.5% | -33.6% | -32.6% | -32.3% | -32.2% |
| BP Length | - | - | - | - | - | - | - | - | - | - | - | - |
| HDD | - | - | - | - | - | - | - | - | - | - | - | - |
| CDD | - | - | - | - | - | - | - | - | - | - | - | - |

Use Avoidance

| | | | | | | | | | | | | |
|-----------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|
| Month Use | 13,672 | 14,083 | 18,795 | 19,371 | 17,868 | 14,184 | 14,489 | 16,293 | 12,093 | 12,391 | 14,758 | 13,251 |
| YTD Use | 13,672 | 27,755 | 46,550 | 65,921 | 83,789 | 97,973 | 112,461 | 128,754 | 140,847 | 153,238 | 167,996 | 181,247 |

Demand Avoidance

| | | | | | | | | | | | | |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|
| Meter Demand | 24 | 37 | 42 | 43 | 45 | 38 | 39 | 41 | 41 | 47 | 51 | 38 |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|

Cost Avoidance

| | | | | | | | | | | | | |
|---------------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use CAD | CAD 1,817 | CAD 1,976 | CAD 2,574 | CAD 2,650 | CAD 2,490 | CAD 1,996 | CAD 2,040 | CAD 2,270 | CAD 1,775 | CAD 1,861 | CAD 2,174 | CAD 1,886 |
| YTD CAD | CAD 1,817 | CAD 3,792 | CAD 6,366 | CAD 9,017 | CAD 11,507 | CAD 13,503 | CAD 15,543 | CAD 17,814 | CAD 19,588 | CAD 21,449 | CAD 23,623 | CAD 25,509 |

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: CIC G1

Reference

| | | Oct 2010 | | Nov 2010 | | Dec 2010 | | Jan 2011 | | Feb 2011 | | Mar 2011 | | Apr 2011 | | May 2011 | | Jun 2011 | | Jul 2011 | | Aug 2011 | | Sep 2011 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 1,383 | | 4,685 | | 8,095 | | 10,151 | | 10,479 | | 9,258 | | 6,468 | | 3,833 | | - | | - | | 3 | | 47 |
| YTD Use | | 1,383 | | 6,067 | | 14,162 | | 24,313 | | 34,792 | | 44,049 | | 50,517 | | 54,350 | | 54,350 | | 54,350 | | 54,353 | | 54,401 |
| Month CAD | CAD | 687 | CAD | 1,977 | CAD | 3,119 | CAD | 3,881 | CAD | 3,988 | CAD | 3,538 | CAD | 2,549 | CAD | 1,691 | CAD | 79 | CAD | 79 | CAD | 80 | CAD | 100 |
| YTD CAD | CAD | 687 | CAD | 2,664 | CAD | 5,783 | CAD | 9,663 | CAD | 13,651 | CAD | 17,189 | CAD | 19,738 | CAD | 21,430 | CAD | 21,509 | CAD | 21,588 | CAD | 21,668 | CAD | 21,769 |
| BP Length | | 29 | | 32 | | 29 | | 31 | | 31 | | 29 | | 29 | | 30 | | 32 | | 30 | | 33 | | 29 |
| HDD | | 126 | | 253 | | 592 | | 903 | | 959 | | 787 | | 473 | | 276 | | 106 | | 17 | | 1 | | 31 |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | 1 | | 19 | | 68 | | 37 |
| Month Rate | CAD | 0.497 | CAD | 0.422 | CAD | 0.385 | CAD | 0.382 | CAD | 0.381 | CAD | 0.382 | CAD | 0.394 | CAD | 0.441 | CAD | - | CAD | - | CAD | 28.861 | CAD | 2.122 |
| YTD Rate | CAD | 0.497 | CAD | 0.439 | CAD | 0.408 | CAD | 0.397 | CAD | 0.392 | CAD | 0.390 | CAD | 0.391 | CAD | 0.394 | CAD | 0.396 | CAD | 0.397 | CAD | 0.399 | CAD | 0.400 |

Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 1,500 | | 5,037 | | 5,946 | | 9,055 | | 8,552 | | 9,328 | | 4,659 | | 3,322 | | 704 | | 194 | | 104 | | 265 |
| YTD Use | | 1,500 | | 6,537 | | 12,483 | | 21,538 | | 30,089 | | 39,417 | | 44,077 | | 47,399 | | 48,103 | | 48,297 | | 48,401 | | 48,666 |
| Month CAD | CAD | 587 | CAD | 1,969 | CAD | 2,325 | CAD | 3,541 | CAD | 3,344 | CAD | 3,647 | CAD | 1,822 | CAD | 1,299 | CAD | 275 | CAD | 76 | CAD | 41 | CAD | 104 |
| YTD CAD | CAD | 587 | CAD | 2,556 | CAD | 4,881 | CAD | 8,421 | CAD | 11,765 | CAD | 15,412 | CAD | 17,234 | CAD | 18,533 | CAD | 18,808 | CAD | 18,884 | CAD | 18,925 | CAD | 19,028 |
| BP Length | | 28 | | 34 | | 28 | | 34 | | 27 | | 29 | | 34 | | 29 | | 29 | | 35 | | 30 | | 33 |
| HDD | | 119 | | 419 | | 498 | | 761 | | 720 | | 785 | | 387 | | 274 | | 51 | | 6 | | - | | 13 |
| CDD | | 1 | | - | | - | | - | | - | | - | | - | | - | | 34 | | 59 | | 65 | | 50 |
| Month Rate | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 |
| YTD Rate | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 |

SimActual

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 515 | | 5,077 | | 5,589 | | 8,854 | | 8,039 | | 8,354 | | 5,408 | | 3,978 | | 1,004 | | 765 | | 373 | | 1,285 |
| YTD Use | | 515 | | 5,592 | | 11,181 | | 20,035 | | 28,074 | | 36,428 | | 41,836 | | 45,814 | | 46,818 | | 47,583 | | 47,956 | | 49,241 |
| Month CAD | CAD | 201 | CAD | 1,985 | CAD | 2,185 | CAD | 3,462 | CAD | 3,143 | CAD | 3,266 | CAD | 2,115 | CAD | 1,555 | CAD | 393 | CAD | 299 | CAD | 146 | CAD | 502 |
| YTD CAD | CAD | 201 | CAD | 2,186 | CAD | 4,372 | CAD | 7,834 | CAD | 10,977 | CAD | 14,243 | CAD | 16,358 | CAD | 17,913 | CAD | 18,306 | CAD | 18,605 | CAD | 18,751 | CAD | 19,253 |
| BP Length | | 28 | | 34 | | 28 | | 34 | | 27 | | 29 | | 34 | | 29 | | 29 | | 35 | | 30 | | 33 |
| HDD | | 119 | | 419 | | 498 | | 761 | | 720 | | 785 | | 387 | | 274 | | 51 | | 6 | | - | | 13 |
| CDD | | 1 | | - | | - | | - | | - | | - | | - | | - | | 34 | | 59 | | 65 | | 50 |
| Month Rate | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 |
| YTD Rate | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 | CAD | 0.391 |

SimActual vs. Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|-----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
| Month Use | | -65.7% | | 0.8% | | -6.0% | | -2.2% | | -6.0% | | -10.4% | | 16.1% | | 19.7% | | 42.7% | | 294.4% | | 258.1% | | 384.3% |
| YTD Use | | -65.7% | | -14.5% | | -10.4% | | -7.0% | | -6.7% | | -7.6% | | -5.1% | | -3.3% | | -2.7% | | -1.5% | | -0.9% | | 1.2% |
| Month CAD | | -65.7% | | 0.8% | | -6.0% | | -2.2% | | -6.0% | | -10.4% | | 16.1% | | 19.7% | | 42.7% | | 294.4% | | 258.1% | | 384.3% |
| YTD CAD | | -65.7% | | -14.5% | | -10.4% | | -7.0% | | -6.7% | | -7.6% | | -5.1% | | -3.3% | | -2.7% | | -1.5% | | -0.9% | | 1.2% |
| BP Length | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| HDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |

Use Avoidance

| | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|-----|--|------|--|-------|--|-------|--|-------|--|-------|--|-------|--|-------|--|-------|--|-------|--|-------|--|---------|
| Month Use | | 985 | | (40) | | 357 | | 201 | | 513 | | 974 | | (749) | | (656) | | (300) | | (571) | | (269) | | (1,020) |
| YTD Use | | 985 | | 945 | | 1,302 | | 1,503 | | 2,015 | | 2,989 | | 2,241 | | 1,585 | | 1,285 | | 714 | | 445 | | (575) |

Cost Avoidance

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|
| Month Use CAD | CAD | 385 | CAD | (16) | CAD | 139 | CAD | 79 | CAD | 200 | CAD | 381 | CAD | (293) | CAD | (256) | CAD | (117) | CAD | (223) | CAD | (105) | CAD | (399) |
| YTD CAD | CAD | 385 | CAD | 369 | CAD | 509 | CAD | 588 | CAD | 788 | CAD | 1,169 | CAD | 876 | CAD | 620 | CAD | 502 | CAD | 279 | CAD | 174 | CAD | (225) |

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: MSC E1

Reference

| | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 | Mar 2011 | Apr 2011 | May 2011 | Jun 2011 | Jul 2011 | Aug 2011 | Sep 2010 |
|--------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use | 67,684 | 74,174 | 64,594 | 76,029 | 66,448 | 72,011 | 53,158 | 15,453 | 11,435 | 14,217 | 20,398 | 14,526 |
| YTD Use | 67,684 | 141,858 | 206,452 | 282,481 | 348,929 | 420,940 | 474,098 | 489,551 | 500,986 | 515,203 | 535,601 | 550,127 |
| Meter Demand | 211 | 215 | 198 | 153 | 160 | 191 | 184 | 55 | 71 | 58 | 81 | 81 |
| Month CAD | CAD 5,704 | CAD 7,151 | CAD 6,717 | CAD 6,799 | CAD 6,398 | CAD 7,460 | CAD 5,678 | CAD 1,798 | CAD 1,680 | CAD 1,949 | CAD 2,617 | CAD 1,545 |
| YTD CAD | CAD 5,704 | CAD 12,856 | CAD 19,572 | CAD 26,371 | CAD 32,769 | CAD 40,229 | CAD 45,907 | CAD 47,704 | CAD 49,384 | CAD 51,333 | CAD 53,951 | CAD 55,496 |
| BP Length | 28 | 30 | 27 | 34 | 27 | 30 | 27 | 28 | 28 | 34 | 28 | 30 |
| HDD | 241 | 416 | 750 | 1,167 | 974 | 931 | 572 | 399 | 238 | 120 | 28 | 159 |
| CDD | - | - | - | - | - | - | - | - | - | 10 | 35 | 18 |
| Month Rate | CAD 0.084 | CAD 0.096 | CAD 0.104 | CAD 0.089 | CAD 0.096 | CAD 0.104 | CAD 0.107 | CAD 0.116 | CAD 0.147 | CAD 0.137 | CAD 0.128 | CAD 0.106 |
| YTD Rate | CAD 0.084 | CAD 0.091 | CAD 0.095 | CAD 0.093 | CAD 0.094 | CAD 0.096 | CAD 0.097 | CAD 0.097 | CAD 0.099 | CAD 0.100 | CAD 0.101 | CAD 0.101 |

Baseline

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|--------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use | 63,124 | 69,244 | 72,123 | 64,257 | 65,067 | 73,844 | 42,195 | 17,351 | 16,014 | 21,544 | 62,389 | 70,157 |
| YTD Use | 63,124 | 132,367 | 204,490 | 268,748 | 333,814 | 407,658 | 449,853 | 467,204 | 483,218 | 504,762 | 567,151 | 637,308 |
| Meter Demand | 172 | 207 | 176 | 155 | 180 | 200 | 124 | 74 | 75 | 93 | 204 | 221 |
| Month CAD | CAD 9,039 | CAD 10,051 | CAD 10,176 | CAD 9,053 | CAD 9,337 | CAD 10,565 | CAD 6,109 | CAD 2,683 | CAD 2,526 | CAD 3,339 | CAD 9,186 | CAD 10,267 |
| YTD CAD | CAD 9,039 | CAD 19,090 | CAD 29,266 | CAD 38,318 | CAD 47,656 | CAD 58,221 | CAD 64,330 | CAD 67,013 | CAD 69,538 | CAD 72,878 | CAD 82,063 | CAD 92,331 |
| BP Length | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 |
| HDD | 533 | 573 | 841 | 890 | 985 | 576 | 450 | 249 | 48 | 21 | 45 | 126 |
| CDD | - | - | - | - | - | - | - | 7 | 19 | 43 | 52 | 3 |
| Month Rate | CAD 0.143 | CAD 0.145 | CAD 0.141 | CAD 0.141 | CAD 0.144 | CAD 0.143 | CAD 0.145 | CAD 0.155 | CAD 0.158 | CAD 0.155 | CAD 0.147 | CAD 0.146 |
| YTD Rate | CAD 0.143 | CAD 0.144 | CAD 0.143 | CAD 0.143 | CAD 0.143 | CAD 0.143 | CAD 0.143 | CAD 0.143 | CAD 0.144 | CAD 0.144 | CAD 0.145 | CAD 0.145 |

SimActual

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|--------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use | 53,483 | 54,416 | 54,416 | 44,155 | 50,996 | 44,777 | 15,858 | 9,329 | 8,085 | 7,463 | 12,749 | 32,961 |
| YTD Use | 53,483 | 107,899 | 162,315 | 206,470 | 257,466 | 302,243 | 318,101 | 327,430 | 335,515 | 342,978 | 355,727 | 388,688 |
| Meter Demand | 146 | 146 | 155 | 153 | 162 | 156 | 37 | 27 | 23 | 25 | 37 | 143 |
| Month CAD | CAD 7,661 | CAD 7,775 | CAD 7,842 | CAD 6,565 | CAD 7,473 | CAD 6,664 | CAD 2,225 | CAD 1,348 | CAD 1,165 | CAD 1,103 | CAD 1,842 | CAD 5,114 |
| YTD CAD | CAD 7,661 | CAD 15,436 | CAD 23,278 | CAD 29,843 | CAD 37,316 | CAD 43,980 | CAD 46,205 | CAD 47,552 | CAD 48,717 | CAD 49,821 | CAD 51,663 | CAD 56,777 |
| BP Length | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 |
| HDD | 533 | 573 | 841 | 890 | 985 | 576 | 450 | 249 | 48 | 21 | 45 | 126 |
| CDD | - | - | - | - | - | - | - | 7 | 19 | 43 | 52 | 3 |
| Month Rate | CAD 0.143 | CAD 0.143 | CAD 0.144 | CAD 0.149 | CAD 0.147 | CAD 0.149 | CAD 0.140 | CAD 0.144 | CAD 0.144 | CAD 0.148 | CAD 0.145 | CAD 0.155 |
| YTD Rate | CAD 0.143 | CAD 0.143 | CAD 0.143 | CAD 0.145 | CAD 0.145 | CAD 0.146 | CAD 0.145 | CAD 0.145 | CAD 0.145 | CAD 0.145 | CAD 0.145 | CAD 0.146 |

SimActual vs. Baseline

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Month Use | -15.3% | -21.4% | -24.6% | -31.3% | -21.6% | -39.4% | -62.4% | -46.2% | -49.5% | -65.4% | -79.6% | -53.0% |
| YTD Use | -15.3% | -18.5% | -20.6% | -23.2% | -22.9% | -25.9% | -29.3% | -29.9% | -30.6% | -32.1% | -37.3% | -39.0% |
| Meter Demand | -15.1% | -29.5% | -12.1% | -1.1% | -10.0% | -21.8% | -70.1% | -63.4% | -69.3% | -73.2% | -81.9% | -35.2% |
| YTD Meter Demand | -15.1% | -23.0% | -19.5% | -15.5% | -14.4% | -15.8% | -21.3% | -23.7% | -26.2% | -29.2% | -35.7% | -35.7% |
| Month CAD | -15.3% | -22.6% | -22.9% | -27.5% | -20.0% | -36.9% | -63.6% | -49.8% | -53.9% | -67.0% | -79.9% | -50.2% |
| YTD CAD | -15.3% | -19.1% | -20.5% | -22.1% | -21.7% | -24.5% | -28.2% | -29.0% | -29.9% | -31.6% | -37.0% | -38.5% |
| BP Length | - | - | - | - | - | - | - | - | - | - | - | - |
| HDD | - | - | - | - | - | - | - | - | - | - | - | - |
| CDD | - | - | - | - | - | - | - | - | - | - | - | - |

Use Avoidance

| | | | | | | | | | | | | |
|-----------|-------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| Month Use | 9,641 | 14,828 | 17,707 | 20,102 | 14,071 | 29,067 | 26,337 | 8,022 | 7,929 | 14,081 | 49,640 | 37,196 |
| YTD Use | 9,641 | 24,468 | 42,175 | 62,278 | 76,348 | 105,415 | 131,752 | 139,774 | 147,703 | 161,784 | 211,424 | 248,620 |

Demand Avoidance

| | | | | | | | | | | | | |
|--------------|----|----|----|---|----|----|----|----|----|----|-----|----|
| Meter Demand | 26 | 61 | 21 | 2 | 18 | 44 | 87 | 47 | 52 | 68 | 167 | 78 |
|--------------|----|----|----|---|----|----|----|----|----|----|-----|----|

Cost Avoidance

| | | | | | | | | | | | | |
|---------------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| Month Use CAD | CAD 1,379 | CAD 2,276 | CAD 2,334 | CAD 2,487 | CAD 1,864 | CAD 3,901 | CAD 3,884 | CAD 1,335 | CAD 1,361 | CAD 2,236 | CAD 7,344 | CAD 5,153 |
| YTD CAD | CAD 1,379 | CAD 3,654 | CAD 5,988 | CAD 8,475 | CAD 10,340 | CAD 14,241 | CAD 18,125 | CAD 19,460 | CAD 20,821 | CAD 23,057 | CAD 30,400 | CAD 35,554 |

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: MSC E2

Reference

| | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 | Mar 2011 | Apr 2011 | May 2011 | Jun 2011 | Jul 2011 | Aug 2011 | Sep 2010 |
|--------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Month Use | 182,313 | 196,299 | 178,317 | 214,780 | 185,310 | 203,292 | 175,820 | 128,368 | 79,918 | 95,402 | 95,402 | 193,302 |
| YTD Use | 182,313 | 378,612 | 556,929 | 771,709 | 957,019 | 1,160,311 | 1,336,130 | 1,464,499 | 1,544,417 | 1,639,819 | 1,735,221 | 1,928,523 |
| Meter Demand | 411 | 411 | 419 | 425 | 432 | 426 | 420 | 401 | 289 | 226 | 406 | 456 |
| Month CAD | CAD 13,638 | CAD 17,284 | CAD 17,003 | CAD 18,439 | CAD 17,031 | CAD 19,663 | CAD 16,786 | CAD 12,381 | CAD 8,439 | CAD 10,315 | CAD 11,167 | CAD 13,218 |
| YTD CAD | CAD 13,638 | CAD 30,922 | CAD 47,926 | CAD 66,365 | CAD 83,395 | CAD 103,058 | CAD 119,844 | CAD 132,225 | CAD 140,664 | CAD 150,979 | CAD 162,146 | CAD 175,363 |
| BP Length | 28 | 30 | 27 | 34 | 27 | 30 | 27 | 28 | 28 | 34 | 28 | 30 |
| HDD | 216 | 389 | 726 | 1,137 | 950 | 905 | 548 | 374 | 213 | 97 | 18 | 139 |
| CDD | - | - | - | - | - | - | - | - | - | 22 | 68 | 30 |
| Month Rate | CAD 0.075 | CAD 0.088 | CAD 0.095 | CAD 0.086 | CAD 0.092 | CAD 0.097 | CAD 0.095 | CAD 0.096 | CAD 0.106 | CAD 0.108 | CAD 0.117 | CAD 0.068 |
| YTD Rate | CAD 0.075 | CAD 0.082 | CAD 0.086 | CAD 0.086 | CAD 0.087 | CAD 0.089 | CAD 0.090 | CAD 0.090 | CAD 0.091 | CAD 0.092 | CAD 0.093 | CAD 0.091 |

Baseline

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|--------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Month Use | 184,896 | 196,575 | 204,259 | 188,679 | 184,340 | 207,668 | 142,999 | 96,053 | 92,009 | 95,662 | 95,662 | 166,469 |
| YTD Use | 184,896 | 381,472 | 585,731 | 774,410 | 958,751 | 1,166,418 | 1,309,417 | 1,405,470 | 1,497,479 | 1,593,141 | 1,688,803 | 1,855,271 |
| Meter Demand | 404 | 427 | 429 | 409 | 428 | 433 | 357 | 284 | 279 | 373 | 282 | 381 |
| Month CAD | CAD 25,500 | CAD 27,090 | CAD 28,028 | CAD 25,995 | CAD 25,630 | CAD 28,470 | CAD 20,087 | CAD 13,855 | CAD 13,329 | CAD 14,538 | CAD 13,792 | CAD 23,100 |
| YTD CAD | CAD 25,500 | CAD 52,590 | CAD 80,618 | CAD 106,613 | CAD 132,243 | CAD 160,714 | CAD 180,801 | CAD 194,655 | CAD 207,984 | CAD 222,522 | CAD 236,313 | CAD 259,413 |
| BP Length | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 |
| HDD | 506 | 547 | 814 | 862 | 960 | 549 | 423 | 226 | 36 | 12 | 31 | 102 |
| CDD | - | - | - | - | - | - | - | 16 | 48 | 82 | 82 | 7 |
| Month Rate | CAD 0.138 | CAD 0.138 | CAD 0.137 | CAD 0.138 | CAD 0.139 | CAD 0.137 | CAD 0.140 | CAD 0.144 | CAD 0.145 | CAD 0.152 | CAD 0.144 | CAD 0.139 |
| YTD Rate | CAD 0.138 | CAD 0.138 | CAD 0.138 | CAD 0.138 | CAD 0.138 | CAD 0.138 | CAD 0.138 | CAD 0.138 | CAD 0.139 | CAD 0.140 | CAD 0.140 | CAD 0.140 |

SimActual

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|--------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Month Use | 152,276 | 154,286 | 155,794 | 133,681 | 70,861 | 71,866 | 51,764 | 46,738 | 54,276 | 71,866 | 177,906 | 177,404 |
| YTD Use | 152,276 | 306,562 | 462,356 | 596,037 | 666,898 | 738,764 | 790,528 | 837,266 | 891,542 | 963,408 | 1,141,314 | 1,318,718 |
| Meter Demand | 284 | 288 | 286 | 264 | 142 | 126 | 114 | 96 | 116 | 193 | 342 | 316 |
| Month CAD | CAD 20,602 | CAD 20,876 | CAD 21,040 | CAD 18,206 | CAD 9,668 | CAD 9,657 | CAD 7,146 | CAD 6,396 | CAD 7,464 | CAD 10,206 | CAD 24,153 | CAD 23,879 |
| YTD CAD | CAD 20,602 | CAD 41,477 | CAD 62,517 | CAD 80,724 | CAD 90,391 | CAD 100,048 | CAD 107,195 | CAD 113,590 | CAD 121,055 | CAD 131,261 | CAD 155,414 | CAD 179,293 |
| BP Length | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 |
| HDD | 506 | 547 | 814 | 862 | 960 | 549 | 423 | 226 | 36 | 12 | 31 | 102 |
| CDD | - | - | - | - | - | - | - | 16 | 48 | 82 | 82 | 7 |
| Month Rate | CAD 0.135 | CAD 0.135 | CAD 0.135 | CAD 0.136 | CAD 0.136 | CAD 0.134 | CAD 0.138 | CAD 0.137 | CAD 0.138 | CAD 0.142 | CAD 0.136 | CAD 0.135 |
| YTD Rate | CAD 0.135 | CAD 0.135 | CAD 0.135 | CAD 0.135 | CAD 0.136 | CAD 0.135 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 | CAD 0.136 |

SimActual vs. Baseline

| | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Month Use | -17.6% | -21.5% | -23.7% | -29.1% | -61.6% | -65.4% | -63.8% | -51.3% | -41.0% | -24.9% | 86.0% | 6.6% |
| YTD Use | -17.6% | -19.6% | -21.1% | -23.0% | -30.4% | -36.7% | -39.6% | -40.4% | -40.5% | -39.5% | -32.4% | -28.9% |
| Meter Demand | -29.7% | -32.6% | -33.3% | -35.4% | -66.9% | -70.9% | -68.0% | -66.2% | -58.5% | -48.3% | 21.4% | -17.1% |
| YTD Meter Demand | -29.7% | -31.2% | -31.9% | -32.8% | -39.7% | -45.1% | -47.9% | -49.5% | -50.3% | -50.1% | -45.2% | -42.8% |
| Month CAD | -19.2% | -22.9% | -24.9% | -30.0% | -62.3% | -66.1% | -64.4% | -53.8% | -44.0% | -29.8% | 75.1% | 3.4% |
| YTD CAD | -19.2% | -21.1% | -22.5% | -24.3% | -31.6% | -37.7% | -40.7% | -41.6% | -41.8% | -41.0% | -34.2% | -30.9% |
| BP Length | - | - | - | - | - | - | - | - | - | - | - | - |
| HDD | - | - | - | - | - | - | - | - | - | - | - | - |
| CDD | - | - | - | - | - | - | - | - | - | - | - | - |

Use Avoidance

| | | | | | | | | | | | | |
|-----------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|
| Month Use | 32,620 | 42,289 | 48,465 | 54,998 | 113,479 | 135,802 | 91,235 | 49,315 | 37,733 | 23,796 | (82,244) | (10,935) |
| YTD Use | 32,620 | 74,910 | 123,375 | 178,373 | 291,853 | 427,654 | 518,889 | 568,204 | 605,937 | 629,733 | 547,489 | 536,553 |

Demand Avoidance

| | | | | | | | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|----|
| Meter Demand | 120 | 139 | 143 | 145 | 286 | 307 | 243 | 188 | 163 | 180 | (60) | 65 |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|----|

Cost Avoidance

| | | | | | | | | | | | | |
|---------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|------------|
| Month Use CAD | CAD 4,898 | CAD 6,214 | CAD 6,988 | CAD 7,789 | CAD 15,962 | CAD 18,813 | CAD 12,941 | CAD 7,459 | CAD 5,864 | CAD 4,331 | CAD (10,361) | CAD (779) |
| YTD CAD | CAD 4,898 | CAD 11,113 | CAD 18,101 | CAD 25,890 | CAD 41,852 | CAD 60,665 | CAD 73,606 | CAD 81,065 | CAD 86,929 | CAD 91,261 | CAD 80,900 | CAD 80,120 |

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: MSC G1

Reference

| | | Oct 2010 | | Nov 2010 | | Dec 2010 | | Jan 2011 | | Feb 2011 | | Mar 2011 | | Apr 2011 | | May 2011 | | Jun 2011 | | Jul 2011 | | Aug 2011 | | Sep 2011 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 6,225 | | 9,381 | | 13,457 | | 17,467 | | 19,634 | | 9,714 | | 10,967 | | 3,988 | | 1,110 | | 884 | | 858 | | 2,577 |
| YTD Use | | 6,225 | | 15,606 | | 29,063 | | 46,530 | | 66,164 | | 75,877 | | 86,845 | | 90,832 | | 91,942 | | 92,826 | | 93,684 | | 96,261 |
| Month CAD | CAD | 2,742 | CAD | 3,837 | CAD | 5,088 | CAD | 6,536 | CAD | 7,309 | CAD | 3,708 | CAD | 4,294 | CAD | 1,756 | CAD | 557 | CAD | 462 | CAD | 453 | CAD | 1,211 |
| YTD CAD | CAD | 2,742 | CAD | 6,579 | CAD | 11,666 | CAD | 18,202 | CAD | 25,512 | CAD | 29,219 | CAD | 33,513 | CAD | 35,269 | CAD | 35,826 | CAD | 36,288 | CAD | 36,741 | CAD | 37,952 |
| BP Length | | 32 | | 29 | | 33 | | 30 | | 29 | | 28 | | 32 | | 29 | | 30 | | 32 | | 30 | | 29 |
| HDD | | 246 | | 370 | | 918 | | 976 | | 1,033 | | 822 | | 604 | | 361 | | 210 | | 58 | | 26 | | 106 |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | 1 | | 24 | | 63 | | 31 |
| Month Rate | CAD | 0.440 | CAD | 0.409 | CAD | 0.378 | CAD | 0.374 | CAD | 0.372 | CAD | 0.382 | CAD | 0.392 | CAD | 0.440 | CAD | 0.502 | CAD | 0.522 | CAD | 0.528 | CAD | 0.470 |
| YTD Rate | CAD | 0.440 | CAD | 0.422 | CAD | 0.401 | CAD | 0.391 | CAD | 0.386 | CAD | 0.385 | CAD | 0.386 | CAD | 0.388 | CAD | 0.390 | CAD | 0.391 | CAD | 0.392 | CAD | 0.394 |

Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 4,003 | | 10,331 | | 10,288 | | 16,278 | | 13,814 | | 16,325 | | 8,782 | | 7,211 | | 1,523 | | 658 | | 172 | | 1,388 |
| YTD Use | | 4,003 | | 14,334 | | 24,623 | | 40,901 | | 54,714 | | 71,040 | | 79,822 | | 87,033 | | 88,556 | | 89,214 | | 89,387 | | 90,775 |
| Month CAD | CAD | 1,469 | CAD | 3,792 | CAD | 3,776 | CAD | 5,974 | CAD | 5,070 | CAD | 5,991 | CAD | 3,223 | CAD | 2,647 | CAD | 559 | CAD | 241 | CAD | 63 | CAD | 509 |
| YTD CAD | CAD | 1,469 | CAD | 5,261 | CAD | 9,036 | CAD | 15,011 | CAD | 20,080 | CAD | 26,072 | CAD | 29,295 | CAD | 31,941 | CAD | 32,500 | CAD | 32,742 | CAD | 32,805 | CAD | 33,314 |
| BP Length | | 29 | | 35 | | 27 | | 35 | | 25 | | 31 | | 32 | | 31 | | 28 | | 36 | | 32 | | 31 |
| HDD | | 227 | | 586 | | 584 | | 923 | | 784 | | 926 | | 498 | | 409 | | 86 | | 37 | | 9 | | 78 |
| CDD | | 1 | | - | | - | | - | | - | | - | | - | | - | | 40 | | 53 | | 78 | | 36 |
| Month Rate | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 |
| YTD Rate | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 |

SimActual

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 6,947 | | 22,581 | | 20,935 | | 25,130 | | 20,876 | | 24,116 | | 10,155 | | 11,808 | | 10,917 | | 1,089 | | 996 | | 740 |
| YTD Use | | 6,947 | | 29,528 | | 50,463 | | 75,593 | | 96,469 | | 120,585 | | 130,740 | | 142,548 | | 153,465 | | 154,554 | | 155,550 | | 156,290 |
| Month CAD | CAD | 2,550 | CAD | 8,287 | CAD | 7,683 | CAD | 9,223 | CAD | 7,661 | CAD | 8,851 | CAD | 3,727 | CAD | 4,334 | CAD | 4,007 | CAD | 400 | CAD | 366 | CAD | 272 |
| YTD CAD | CAD | 2,550 | CAD | 10,837 | CAD | 18,520 | CAD | 27,743 | CAD | 35,404 | CAD | 44,255 | CAD | 47,982 | CAD | 52,315 | CAD | 56,322 | CAD | 56,721 | CAD | 57,087 | CAD | 57,359 |
| BP Length | | 29 | | 35 | | 27 | | 35 | | 25 | | 31 | | 32 | | 31 | | 28 | | 36 | | 32 | | 31 |
| HDD | | 227 | | 586 | | 584 | | 923 | | 784 | | 926 | | 498 | | 409 | | 86 | | 37 | | 9 | | 78 |
| CDD | | 1 | | - | | - | | - | | - | | - | | - | | - | | 40 | | 53 | | 78 | | 36 |
| Month Rate | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 |
| YTD Rate | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 | CAD | 0.367 |

SimActual vs. Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|-----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
| Month Use | | 73.6% | | 118.6% | | 103.5% | | 54.4% | | 51.1% | | 47.7% | | 15.6% | | 63.7% | | 616.7% | | 65.5% | | 477.8% | | -46.7% |
| YTD Use | | 73.6% | | 106.0% | | 104.9% | | 84.8% | | 76.3% | | 69.7% | | 63.8% | | 63.8% | | 73.3% | | 73.2% | | 74.0% | | 72.2% |
| Month CAD | | 73.6% | | 118.6% | | 103.5% | | 54.4% | | 51.1% | | 47.7% | | 15.6% | | 63.7% | | 616.7% | | 65.5% | | 477.8% | | -46.7% |
| YTD CAD | | 73.6% | | 106.0% | | 104.9% | | 84.8% | | 76.3% | | 69.7% | | 63.8% | | 63.8% | | 73.3% | | 73.2% | | 74.0% | | 72.2% |
| BP Length | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| HDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |

Use Avoidance

| | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|---------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
| Month Use | | (2,944) | | (12,250) | | (10,647) | | (8,852) | | (7,062) | | (7,791) | | (1,373) | | (4,597) | | (9,394) | | (431) | | (824) | | 648 |
| YTD Use | | (2,944) | | (15,194) | | (25,841) | | (34,693) | | (41,755) | | (49,546) | | (50,919) | | (55,515) | | (64,909) | | (65,340) | | (66,164) | | (65,516) |

Cost Avoidance

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|-----|---------|-----|---------|-----|---------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use CAD | CAD | (1,081) | CAD | (4,496) | CAD | (3,907) | CAD | (3,249) | CAD | (2,592) | CAD | (2,859) | CAD | (504) | CAD | (1,687) | CAD | (3,448) | CAD | (158) | CAD | (302) | CAD | 238 |
| YTD CAD | CAD | (1,081) | CAD | (5,576) | CAD | (9,484) | CAD | (12,732) | CAD | (15,324) | CAD | (18,183) | CAD | (18,687) | CAD | (20,374) | CAD | (23,822) | CAD | (23,980) | CAD | (24,282) | CAD | (24,044) |

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: MSC G2

Reference

| | | Oct 2010 | | Nov 2010 | | Dec 2010 | | Jan 2011 | | Feb 2011 | | Mar 2011 | | Apr 2011 | | May 2011 | | Jun 2011 | | Jul 2011 | | Aug 2011 | | Sep 2011 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 2,056 | | 3,438 | | 6,393 | | 6,885 | | 6,935 | | 7,992 | | 5,661 | | 4,409 | | 2,348 | | 804 | | 476 | | 1,586 |
| YTD Use | | 2,056 | | 5,494 | | 11,887 | | 18,771 | | 25,706 | | 33,698 | | 39,359 | | 43,769 | | 46,116 | | 46,920 | | 47,396 | | 48,982 |
| Month CAD | CAD | 958 | CAD | 1,512 | CAD | 2,624 | CAD | 2,816 | CAD | 2,825 | CAD | 3,252 | CAD | 2,366 | CAD | 1,966 | CAD | 1,061 | CAD | 382 | CAD | 238 | CAD | 752 |
| YTD CAD | CAD | 958 | CAD | 2,470 | CAD | 5,094 | CAD | 7,910 | CAD | 10,735 | CAD | 13,987 | CAD | 16,352 | CAD | 18,318 | CAD | 19,379 | CAD | 19,762 | CAD | 20,000 | CAD | 20,752 |
| BP Length | | 32 | | 29 | | 33 | | 30 | | 29 | | 28 | | 32 | | 29 | | 30 | | 32 | | 30 | | 29 |
| HDD | | 246 | | 370 | | 918 | | 976 | | 1,033 | | 822 | | 604 | | 361 | | 210 | | 58 | | 26 | | 106 |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | 1 | | 24 | | 63 | | 31 |
| Month Rate | CAD | 0.466 | CAD | 0.440 | CAD | 0.411 | CAD | 0.409 | CAD | 0.407 | CAD | 0.407 | CAD | 0.418 | CAD | 0.446 | CAD | 0.452 | CAD | 0.476 | CAD | 0.501 | CAD | 0.474 |
| YTD Rate | CAD | 0.466 | CAD | 0.450 | CAD | 0.429 | CAD | 0.421 | CAD | 0.418 | CAD | 0.415 | CAD | 0.415 | CAD | 0.419 | CAD | 0.420 | CAD | 0.421 | CAD | 0.422 | CAD | 0.424 |

Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 2,018 | | 4,951 | | 4,868 | | 7,105 | | 6,718 | | 6,475 | | 4,519 | | 3,385 | | 1,377 | | 1,205 | | 908 | | 1,406 |
| YTD Use | | 2,018 | | 6,969 | | 11,837 | | 18,941 | | 25,659 | | 32,134 | | 36,653 | | 40,038 | | 41,416 | | 42,620 | | 43,528 | | 44,934 |
| Month CAD | CAD | 797 | CAD | 1,956 | CAD | 1,923 | CAD | 2,806 | CAD | 2,653 | CAD | 2,558 | CAD | 1,785 | CAD | 1,337 | CAD | 544 | CAD | 476 | CAD | 359 | CAD | 555 |
| YTD CAD | CAD | 797 | CAD | 2,753 | CAD | 4,675 | CAD | 7,482 | CAD | 10,135 | CAD | 12,693 | CAD | 14,478 | CAD | 15,815 | CAD | 16,359 | CAD | 16,835 | CAD | 17,194 | CAD | 17,749 |
| BP Length | | 25 | | 35 | | 28 | | 34 | | 27 | | 29 | | 34 | | 29 | | 29 | | 35 | | 31 | | 32 |
| HDD | | 196 | | 586 | | 602 | | 905 | | 877 | | 833 | | 526 | | 380 | | 86 | | 37 | | 9 | | 78 |
| CDD | | 1 | | - | | - | | - | | - | | - | | - | | - | | 42 | | 51 | | 70 | | 44 |
| Month Rate | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 |
| YTD Rate | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 |

SimActual

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 1,360 | | 4,251 | | 4,287 | | 6,240 | | 6,006 | | 5,455 | | 3,936 | | 3,166 | | 1,538 | | 1,872 | | 1,708 | | 1,764 |
| YTD Use | | 1,360 | | 5,611 | | 9,898 | | 16,138 | | 22,144 | | 27,599 | | 31,535 | | 34,701 | | 36,239 | | 38,111 | | 39,819 | | 41,583 |
| Month CAD | CAD | 537 | CAD | 1,679 | CAD | 1,693 | CAD | 2,465 | CAD | 2,372 | CAD | 2,155 | CAD | 1,555 | CAD | 1,251 | CAD | 608 | CAD | 739 | CAD | 675 | CAD | 697 |
| YTD CAD | CAD | 537 | CAD | 2,216 | CAD | 3,910 | CAD | 6,375 | CAD | 8,747 | CAD | 10,902 | CAD | 12,456 | CAD | 13,707 | CAD | 14,315 | CAD | 15,054 | CAD | 15,729 | CAD | 16,425 |
| BP Length | | 25 | | 35 | | 28 | | 34 | | 27 | | 29 | | 34 | | 29 | | 29 | | 35 | | 31 | | 32 |
| HDD | | 196 | | 586 | | 602 | | 905 | | 877 | | 833 | | 526 | | 380 | | 86 | | 37 | | 9 | | 78 |
| CDD | | 1 | | - | | - | | - | | - | | - | | - | | - | | 42 | | 51 | | 70 | | 44 |
| Month Rate | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 |
| YTD Rate | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 | CAD | 0.395 |

SimActual vs. Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|-----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
| Month Use | | -32.6% | | -14.1% | | -11.9% | | -12.2% | | -10.6% | | -15.8% | | -12.9% | | -6.5% | | 11.7% | | 55.4% | | 88.1% | | 25.5% |
| YTD Use | | -32.6% | | -19.5% | | -16.4% | | -14.8% | | -13.7% | | -14.1% | | -14.0% | | -13.3% | | -12.5% | | -10.6% | | -8.5% | | -7.5% |
| Month CAD | | -32.6% | | -14.1% | | -11.9% | | -12.2% | | -10.6% | | -15.8% | | -12.9% | | -6.5% | | 11.7% | | 55.4% | | 88.1% | | 25.5% |
| YTD CAD | | -32.6% | | -19.5% | | -16.4% | | -14.8% | | -13.7% | | -14.1% | | -14.0% | | -13.3% | | -12.5% | | -10.6% | | -8.5% | | -7.5% |
| BP Length | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| HDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |

Use Avoidance

| | | | | | | | | | | | | |
|-----------|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Month Use | 657 | 700 | 581 | 865 | 712 | 1,020 | 583 | 219 | (161) | (667) | (800) | (358) |
| YTD Use | 657 | 1,358 | 1,938 | 2,803 | 3,514 | 4,535 | 5,118 | 5,337 | 5,176 | 4,509 | 3,709 | 3,351 |

Cost Avoidance

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|
| Month Use CAD | CAD | 260 | CAD | 277 | CAD | 229 | CAD | 342 | CAD | 281 | CAD | 403 | CAD | 230 | CAD | 87 | CAD | (64) | CAD | (264) | CAD | (316) | CAD | (141) |
| YTD CAD | CAD | 260 | CAD | 536 | CAD | 766 | CAD | 1,107 | CAD | 1,388 | CAD | 1,791 | CAD | 2,021 | CAD | 2,108 | CAD | 2,045 | CAD | 1,781 | CAD | 1,465 | CAD | 1,324 |

Meter Detail Report for Town of Fort Frances Project

Reference: Actual usage and costs for past Year.

Baseline: Current usage and costs based upon historic patterns of Unit use.

SimActual: Actual usage and calculated costs for current Year.

Meter: PWS E1

Reference

| | | Oct 2010 | | Nov 2010 | | Dec 2010 | | Jan 2011 | | Feb 2011 | | Mar 2011 | | Apr 2011 | | May 2011 | | Jun 2011 | | Jul 2011 | | Aug 2010 | | Sep 2010 |
|--------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 7,600 | | 26,057 | | 21,062 | | 19,314 | | 18,315 | | 14,735 | | 11,988 | | 10,073 | | 10,406 | | 9,740 | | 9,490 | | 9,324 |
| YTD Use | | 7,600 | | 33,657 | | 54,718 | | 74,032 | | 92,346 | | 107,081 | | 119,069 | | 129,142 | | 139,548 | | 149,288 | | 158,778 | | 168,102 |
| Meter Demand | | 29 | | 42 | | 45 | | 48 | | 44 | | 40 | | 37 | | 38 | | - | | - | | 37 | | 36 |
| Month CAD | CAD | 817 | CAD | 2,636 | CAD | 2,008 | CAD | 1,722 | CAD | 1,634 | CAD | 1,319 | CAD | 1,099 | CAD | 973 | CAD | 1,004 | CAD | 941 | CAD | 976 | CAD | 959 |
| YTD CAD | CAD | 817 | CAD | 3,454 | CAD | 5,461 | CAD | 7,183 | CAD | 8,817 | CAD | 10,136 | CAD | 11,236 | CAD | 12,208 | CAD | 13,212 | CAD | 14,153 | CAD | 15,129 | CAD | 16,088 |
| BP Length | | 28 | | 59 | | 32 | | 27 | | 32 | | 25 | | 31 | | 28 | | 30 | | 28 | | 28 | | 30 |
| HDD | | 2 | | 574 | | 651 | | 649 | | 523 | | 189 | | 61 | | 0 | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | 1 | | 18 | | 62 | | 46 | | 28 |
| Month Rate | CAD | 0.108 | CAD | 0.101 | CAD | 0.095 | CAD | 0.089 | CAD | 0.089 | CAD | 0.090 | CAD | 0.092 | CAD | 0.097 | CAD | 0.096 | CAD | 0.097 | CAD | 0.103 | CAD | 0.103 |
| YTD Rate | CAD | 0.108 | CAD | 0.103 | CAD | 0.100 | CAD | 0.097 | CAD | 0.095 | CAD | 0.095 | CAD | 0.094 | CAD | 0.095 | CAD | 0.095 | CAD | 0.095 | CAD | 0.095 | CAD | 0.096 |

Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|--------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 13,062 | | 13,521 | | 17,316 | | 18,044 | | 19,009 | | 13,543 | | 11,567 | | 10,959 | | 10,360 | | 10,706 | | 10,706 | | 10,360 |
| YTD Use | | 13,062 | | 26,583 | | 43,899 | | 61,942 | | 80,951 | | 94,493 | | 106,060 | | 117,020 | | 127,380 | | 138,086 | | 148,792 | | 159,152 |
| Meter Demand | | 39 | | 39 | | 44 | | 44 | | 46 | | 42 | | 39 | | 37 | | 36 | | 36 | | 36 | | 36 |
| Month CAD | CAD | 1,620 | CAD | 1,677 | CAD | 2,147 | CAD | 2,237 | CAD | 2,357 | CAD | 1,679 | CAD | 1,434 | CAD | 1,359 | CAD | 1,285 | CAD | 1,328 | CAD | 1,328 | CAD | 1,285 |
| YTD CAD | CAD | 1,620 | CAD | 3,296 | CAD | 5,443 | CAD | 7,681 | CAD | 10,038 | CAD | 11,717 | CAD | 13,151 | CAD | 14,510 | CAD | 15,795 | CAD | 17,123 | CAD | 18,450 | CAD | 19,735 |
| BP Length | | 31 | | 30 | | 31 | | 31 | | 28 | | 31 | | 30 | | 31 | | 30 | | 31 | | 31 | | 30 |
| HDD | | 157 | | 211 | | 442 | | 490 | | 624 | | 190 | | 81 | | 17 | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | 14 | | 43 | | 75 | | 77 | | 6 |
| Month Rate | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 |
| YTD Rate | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 |

SimActual

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|--------------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| Month Use | | 5,709 | | 6,561 | | 8,067 | | 10,123 | | 9,773 | | 7,593 | | 6,229 | | 5,857 | | 6,190 | | 6,428 | | 6,657 | | 5,508 |
| YTD Use | | 5,709 | | 12,270 | | 20,337 | | 30,460 | | 40,233 | | 47,826 | | 54,055 | | 59,912 | | 66,102 | | 72,530 | | 79,187 | | 84,695 |
| Meter Demand | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| Month CAD | CAD | 708 | CAD | 814 | CAD | 1,000 | CAD | 1,255 | CAD | 1,212 | CAD | 942 | CAD | 772 | CAD | 726 | CAD | 768 | CAD | 797 | CAD | 825 | CAD | 683 |
| YTD CAD | CAD | 708 | CAD | 1,521 | CAD | 2,522 | CAD | 3,777 | CAD | 4,989 | CAD | 5,930 | CAD | 6,703 | CAD | 7,429 | CAD | 8,197 | CAD | 8,994 | CAD | 9,819 | CAD | 10,502 |
| BP Length | | 31 | | 30 | | 31 | | 31 | | 28 | | 31 | | 30 | | 31 | | 30 | | 31 | | 31 | | 30 |
| HDD | | 157 | | 211 | | 442 | | 490 | | 624 | | 190 | | 81 | | 17 | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | 14 | | 43 | | 75 | | 77 | | 6 |
| Month Rate | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 |
| YTD Rate | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 | CAD | 0.124 |

SimActual vs. Baseline

| | | Oct 2020 | | Nov 2020 | | Dec 2020 | | Jan 2021 | | Feb 2021 | | Mar 2021 | | Apr 2021 | | May 2021 | | Jun 2021 | | Jul 2021 | | Aug 2021 | | Sep 2021 |
|------------------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
| Month Use | | -56.3% | | -51.5% | | -53.4% | | -43.9% | | -48.6% | | -43.9% | | -46.1% | | -46.6% | | -40.3% | | -40.0% | | -37.8% | | -46.8% |
| YTD Use | | -56.3% | | -53.8% | | -53.7% | | -50.8% | | -50.3% | | -49.4% | | -49.0% | | -48.8% | | -48.1% | | -47.5% | | -46.8% | | -46.8% |
| Meter Demand | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% |
| YTD Meter Demand | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% | | -100.0% |
| Month CAD | | -56.3% | | -51.5% | | -53.4% | | -43.9% | | -48.6% | | -43.9% | | -46.1% | | -46.6% | | -40.3% | | -40.0% | | -37.8% | | -46.8% |
| YTD CAD | | -56.3% | | -53.8% | | -53.7% | | -50.8% | | -50.3% | | -49.4% | | -49.0% | | -48.8% | | -48.1% | | -47.5% | | -46.8% | | -46.8% |
| BP Length | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| HDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |
| CDD | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - | | - |

Use Avoidance

| | | | | | | | | | | | | |
|-----------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Month Use | 7,353 | 6,960 | 9,249 | 7,921 | 9,236 | 5,950 | 5,338 | 5,102 | 4,170 | 4,278 | 4,049 | 4,852 |
| YTD Use | 7,353 | 14,313 | 23,562 | 31,482 | 40,718 | 46,667 | 52,005 | 57,108 | 61,278 | 65,556 | 69,605 | 74,457 |

Demand Avoidance

| | | | | | | | | | | | | |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|
| Meter Demand | 39 | 39 | 44 | 44 | 46 | 42 | 39 | 37 | 36 | 36 | 36 | 36 |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|

Cost Avoidance

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|-----|-----|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|
| Month Use CAD | CAD | 912 | CAD | 863 | CAD | 1,147 | CAD | 982 | CAD | 1,145 | CAD | 738 | CAD | 662 | CAD | 633 | CAD | 517 | CAD | 530 | CAD | 502 | CAD | 602 |
| YTD CAD | CAD | 912 | CAD | 1,775 | CAD | 2,922 | CAD | 3,904 | CAD | 5,049 | CAD | 5,787 | CAD | 6,449 | CAD | 7,081 | CAD | 7,598 | CAD | 8,129 | CAD | 8,631 | CAD | 9,233 |

Appendix B – Base Year Adjustments

| Fixture Description | Fixture Count | Lamp Count per Fixture | Pre-Retrofit Wattage per | Post-Retrofit Wattage per | Connected Wattage Reduction (kW) | Daily Hours | Operating Days per Year | Annual Hours | Annual Energy Savings (kWh) | Annual Energy Cost Savings |
|----------------------------------|---------------|------------------------|--------------------------|---------------------------|----------------------------------|-------------|-------------------------|--------------|-----------------------------|----------------------------|
| 4' T8's 4bulb 25w (10hrs) | 143 | 4 | 25 | 15 | 5.72 | 10 | 260 | 2,600 | 14,872 | \$2,337 |
| 4' T8's 4bulb 25w (24hrs) | 90 | 4 | 25 | 15 | 3.60 | 24 | 365 | 8,760 | 31,536 | \$4,088 |
| 4' T8's 2bulb 25w (10hrs) | 94 | 2 | 25 | 15 | 1.88 | 10 | 260 | 2,600 | 4,888 | \$768 |
| 4' T8's 2bulb 25w (24hrs) | 64 | 2 | 25 | 15 | 1.28 | 24 | 365 | 8,760 | 11,213 | \$1,453 |
| 4' T8's 1bulb 25w (10hrs) | 18 | 1 | 25 | 15 | 0.18 | 10 | 260 | 2,600 | 468 | \$74 |
| 4' T8's 1bulb 25w (24hrs) | 3 | 1 | 25 | 15 | 0.03 | 24 | 365 | 8,760 | 263 | \$34 |
| 4' T5's 2bulb 28w (24hrs) | 12 | 2 | 28 | 18 | 0.24 | 24 | 365 | 8,760 | 2,102 | \$273 |
| 2' T8's 4bulb (10hrs) | 26 | 4 | 17 | 9 | 0.83 | 10 | 260 | 2,600 | 2,163 | \$340 |
| 2' T8's 4bulb (24hrs) | 16 | 4 | 17 | 9 | 0.51 | 24 | 365 | 8,760 | 4,485 | \$581 |
| 2' T8's 2bulb (10hrs) | 0 | 2 | 17 | 9 | 0.00 | 10 | | | 0 | \$0 |
| 2' T8's 2bulb (24hrs) | 5 | 2 | 17 | 9 | 0.08 | 24 | 365 | 8,760 | 701 | \$91 |
| Potlights 60 watt floods (10hrs) | 18 | 1 | 60 | 10 | 0.90 | 10 | 260 | 2,600 | 2,340 | \$368 |
| Potlights 60 watt floods (24hrs) | 18 | 1 | 60 | 10 | 0.90 | 24 | 365 | 8,760 | 7,884 | \$1,022 |
| Double T8's (17w) | 0 | 2 | 17 | 9 | 0.00 | 12 | | | 0 | |
| CFL (7w) | 0 | 1 | 7 | 4 | 0.00 | 24 | | | 0 | |
| Tracklights (3 bulb 60w incand.) | 0 | 3 | 60 | 10 | 0.00 | 12 | | | 0 | |
| Double T12's | 0 | 2 | 34 | 15 | 0.00 | 12 | | | 0 | |
| 4 Tube T8's (32w) | 0 | 4 | 32 | 15 | 0.00 | 12 | | | 0 | |
| Incand. Spots (65w) | 0 | 1 | 65 | 8.5 | 0.00 | 10 | | | 0 | |
| Incand. Wall lights (60w) | 0 | 1 | 60 | 10 | 0.00 | 24 | | | 0 | |

Year 2 Unit Cost

| | |
|---------|--------------|
| \$0.118 | per kWh |
| \$8.48 | per kW-month |

End of Report

**Town of Fort Frances
Administrative Report**

TO: Committee of the Whole
FROM: Alyssha Hansma, Human Resources Manager
SUBJECT: **COVID-19 Vaccination Policy**
DATE: March 28, 2022

Issue:

If the Town should continue to administer the COVID-19 Vaccination Policy (#5.43)

Options/Alternatives:

1. Council approve the rescindment of the Town's COVID-19 Vaccination Policy (#5.43)
2. Deny the request.

Administrative Recommendation:

| |
|--|
| RECOMMENDED THAT Council of the Town of Fort Frances approve the rescindment of the Town's COVID-19 Vaccination Policy (#5.43). |
|--|

History:

On August 17, 2021, the Province of Ontario announced that vaccination policies were mandatory for high-risk settings (i.e. hospitals and home and community care service providers; post-secondary institutions; licensed retirement homes; women's shelters; and congregate group homes and day programs for adults with developmental disabilities, children's treatment centres and other services for children with special needs, and licensed children's residential settings). The requirement for mandatory vaccination policies in those settings was lifted effective March 14, 2022.

Implementation of a vaccination policy for the Town of Fort Frances, was not mandated, but was implemented November 8, 2021 as the Town is committed to providing a safe working environment for its Staff, its customers, and members of the public. While the Town of Fort Frances was not required to have a vaccination policy, implementation of such a policy was recommended by Ontario and the Northwestern Health Unit.

Effective March 1, 2022, Ontario no longer required businesses and organizations to check for proof of vaccination, and the Town announced on February 28, 2022 that proof of vaccination would no longer be required to enter a town facility.

Analysis:

Based on the fact that Town of Fort Frances is not required to administer a vaccination policy, that Ontario continues to move forward with its reopening plan, and that the Town of Fort Frances no longer requires proof of vaccination to enter a town facility, administration recommends the rescindment of the Town's COVID-19 Vaccination Policy (#5.43).

Consultation:

- CUPE, Local 65
- Fort Frances Professional Fire Fighters Association
- Senior Management

Respectfully Submitted,



Alysha Hansma
Human Resources Manager



FORTFRANCES
BOUNDLESS

PURCHASE OF NETWORK SWITCHES

**ADMINISTRATIVE
REPORT**

Date: 2022-03-28
From: Jeremy Hughes, Information Technology Manager
To: Committee of the Whole
File Number: 2022-COTW-1006

PURCHASE OF NETWORK SWITCHES

1. ISSUE

- (1) Purchasing network switches and required networking accessories to fulfill stages of various projects approved in the 2022 Capital Budget

2. ADMINISTRATIVE RECOMMENDATION

It is the recommendation of the Information Technology Manager:

THAT Council of the Town of Fort Frances authorize the purchase of network switches from Compugen Inc. at a cost of \$160,599.64, including the Town's portion of HST.

3. STRATEGIC IMPACT

Objective 19 of the *Strategic Plan* proposes improving information technology capacity. The *Network Upgrades* project builds network capacity, speed, and redundancy by adopting a homogenized core network topology based on industry best practices.

Objective 20 of the *Strategic Plan* proposes developing a disaster recovery plan. The *Disaster Recovery* project builds redundant capacity for network operations at a remote site that can be operated in response to a catastrophic failure of primary systems.

Objective 23 of the *Strategic Plan* proposes working with community partners to address social issues more effectively. The *Downtown Core Video Surveillance Upgrade* project addresses community safety concerns by enhancing video surveillance capabilities throughout the downtown core of Fort Frances to support the Ontario Provincial Police's vision for safe communities and a secure Ontario.

Efficiencies will be achieved by consolidating the procurement of network switches and required networking accessories for these projects into a single process.

4. OPTIONS & ALTERNATIVES

- (1) Authorize the purchase of network switches and required networking accessories from Compugen Inc. at a cost of \$160,599.64, including the Town's portion of HST, and in compliance with a resolution of Council from November 23rd, 2020 detailing *Collaborative Sourcing*.
- (2) Deny the purchase of network switches and required networking accessories.

5. HISTORY

On January 31st, 2022, capital expenditures for new and carryover projects were approved, including the purchase of network switches for the *Network Upgrades* project, the *Disaster Recovery* project, and the *Downtown Core Video Surveillance Upgrade* project.

6. ANALYSIS

This purchase is funded through a Provincial Grant, out of the Modernization Fund and out of the Corporate Projects Reserve. Some items are funded and independently capitalized by the Fort Frances Power Corporation.

As per a report to Council approved on November 23rd, 2020 detailing *Collaborative Sourcing*, quotes have been obtained, without the need for a formal Tender or Request for Proposal, from the following qualified vendors:

- CDW Canada Corp.
- Compugen Inc.
- Integra Data Systems Corporation

Each vendor has quoted pricing for identically specified network switches and required networking accessories, including:

- 6x Aruba 6300M Access switches
- 4x Aruba 8360-12C Core switches
- 2x Aruba 8360-16Y2C Access switches
- Various fibre and copper cables
- Various fibre and copper transceivers

Hardware warranties are included for at least 5 years on all switches.

Compugen quoted the lowest price as shown in the attached *Quotation Analysis*. The total cost is below the total approximate budget for the applicable stages of each project as shown in the attached *Proposed Budget Allocations*.

7. CONSULTATION

- Systems engineers provided by the manufacturer of the network switches
- Data centre team provided by the manufacturer of the servers
- Systems team provided by the manufacturer of the firewalls
- Administration of the Fort Frances Power Corporation

8. SUPPORTING DOCUMENTS

- (1) Quotation Analysis
- (2) Proposed Budget Allocations

QUOTATION ANALYSIS

| Vendor | CDW | Compugen | Integra |
|--|--------------|---------------------|--------------|
| 6300M Access Switches | \$55,513.38 | \$51,367.68 | \$55,906.20 |
| 8360-12C Core Switches | \$55,925.80 | \$52,349.60 | \$56,951.52 |
| 8360-16Y2C Access Switches | \$25,852.34 | \$23,898.02 | \$25,998.82 |
| Cables | \$9,501.73 | \$9,043.83 | \$8,853.53 |
| Transceivers | \$23,681.74 | \$21,162.84 | \$22,851.72 |
| Subtotal | \$170,474.99 | \$157,821.97 | \$170,561.79 |
| Town's Payable Tax (1.76%) | \$3,000.36 | \$2,777.67 | \$3,001.89 |
| Total Cost | \$173,475.35 | \$160,599.64 | \$173,563.68 |
| Difference from Low Quotation | \$12,875.71 | \$0.00 | \$12,964.04 |
| Approximate Budget Allocation | \$161,000.00 | \$161,000.00 | \$161,000.00 |
| Total Quotation Price (13% HST) | \$192,636.74 | \$178,338.83 | \$192,734.82 |

PROPOSED BUDGET ALLOCATIONS

| Approved 2022 Capital Project | Fund | Proposed Allocation | Town's Payable Tax (1.76%) | Subtotal | Approximate Budget for Stage | Variance |
|--|----------------------------------|---------------------|----------------------------|---------------------|------------------------------|------------------|
| Disaster Recovery (FFPC) | FFPC | \$25,036.41 | \$440.64 | \$25,477.05 | \$22,500.00 | \$2,977.05 |
| Disaster Recovery (Town) | Corporate Projects | \$25,036.41 | \$440.64 | \$25,477.05 | \$22,500.00 | \$2,977.05 |
| Downtown Core Video Surveillance Upgrade | Modernization & Provincial Grant | \$11,445.50 | \$201.44 | \$11,646.94 | \$9,000.00 | \$2,646.94 |
| Network Upgrades | Corporate Projects | \$96,303.65 | \$1,694.94 | \$97,998.59 | \$107,000.00 | -\$9,001.41 |
| Total | | \$157,821.97 | \$2,777.66 | \$160,599.63 | \$161,000.00 | -\$400.37 |



FORTFRANCES
BOUNDLESS

2021 CAPITAL FINANCING

ADMINISTRATIVE REPORT

Date: 2022-03-28
From: Dawn Galusha, Treasurer
To: Committee of the Whole
File Number: TRE 2022-13

2021 CAPITAL FINANCING

1. ISSUE

Some Capital expenditures end up costing more than the budgeted allocation each year. It is typical that the majority of these items have been presented and approved through Council separately, but approval of additional reserve fund requirements to fund 2021 final Capital expenditures is required.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Authorize the approval of the additional Reserve Fund allocations based on the attached Balancing report.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Committee of the whole approves the additional Reserve Fund allocations to fund the remaining Capital expenditures in the amount of \$174,818.03 from Reserve Funds as indicated in the report;

AND FURTHER THAT it is noted that the total reserve fund allocation is \$1,760,887.87 lower than the budgeted amount.

5. ANALYSIS

The attached 2021 Capital & Reserve Fund Balancing report lists the budgeted reserve fund allocations for the individual projects/purchases, the Capital expense to December 31/21, other sources of revenue received, amount of reserve funds allocated to date, and the remaining funds required for financing the Capital Fund. The second-last column (light green column) is the difference between the Reserve Fund allocation as per approved Capital Fund budget and the total Reserve Funds to support the Capital Fund. This indicates that overall, the Reserves Funds required to fund capital is \$1,760,887.87 less than the 2021 budgeted Reserve Fund allocation resulting from projects/purchases that were not completed, or the projects/purchases came in under the budget amount. In addition, for Disaster Recover, Fence for Standby Generator, Erin Crescent, and Docks projects there are transfers from the revenue fund totaling \$72,996.35 to cover internal costs, including salaries, benefits and equipment used.

Reserve Funds allocated to finance 2021 Capital less Reserve Funds Actual to December 31, 2021 is \$2,221,653.65 and the additional Reserve Funds required to finance the balance of

ADMINISTRATIVE REPORT

the projects/purchases for 2021 is \$174,818.03 as follows:

| Project | Amount | Reserve Fund |
|--|---------------------|----------------------|
| Fire Hall Rooftop Unit- Emergency Repair | \$11,498.88 | Corporate Buildings |
| Fire- Battery Operated Positive Pressure Fan | 2.47 | Corporate Projects |
| Fire Hall Concrete Aprons in front of Doors | 18,148.80 | Corporate Buildings |
| Sand Truck Replacement | 7,875.27 | Vehicles & Equipment |
| Loader Replacement | 10,094.37 | Vehicles & Equipment |
| Scott Street Reconstruction | 3,003.76 | Corporate Projects |
| Large Storm Sewer Spot Repair | 47,303.93 | Corporate Projects |
| Sidewalks- Kings Hwy to FFHS along McIrvine Rd | 34.52 | Corporate Projects |
| Sidewalks- Scott St | 165.36 | Corporate Projects |
| Sidewalk along Keating Avenue | 14,622.54 | Corporate Projects |
| Parks Lawnmowers | 3,995.17 | Vehicles & Equipment |
| Airport Lawnmowers | 6,168.86 | Vehicles & Equipment |
| Fitness Equipment- Spin Bikes | 47,560.00 | Vehicles & Equipment |
| Museum Humidifiers | 4,344.10 | Corporate Buildings |
| | <u>\$174,818.03</u> | |

6. HISTORY

The 2021 Capital Budget in total was \$13,303,569 with intended financing of \$3,706,053 from Corporate Reserve Funds, use of Federal Gas Tax Reserve Funds (\$448,340), and the balance of funding from Federal & Provincial Grants, contributions from others and Water and Sewer Rates and Reserve Funds (\$2,130,491).

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

- (1) 2021 Capital & Reserve Fund Balancing Spreadsheet

| 2021 CAPITAL & RESERVE FUND BALANCING | | | | | | | | | | | |
|---|------------------------|---|-------------------------------------|--------------------------------------|------------------------------|---|-----------------------------------|--|--|--|--|
| | Account # | RESERVE FUND | Reserve Funds as per Capital Budget | Capital Expense to December 31, 2021 | REVENUE SOURCES | | Additional Reserve Funds Required | Total Reserve Funds to Support Capital | Revenue Fund Required (Distributed Salaries/Benefits /Equip) | Difference Between Reserve Funds Budgeted & Reserve Funds Actual | NOTES |
| | | | | | Other Grants/Project Funding | Reserve Funds Actual to December 31, 2021 | | | | | |
| GENERAL GOVERNMENT | | | | | | | | | | | |
| CC- Clerk's Library- Movable Shelving System | 20-020-0253-9127-71523 | Corporate Buildings | 26,000 | 25,982.38 | | 25,982.38 | | 25,982.38 | | 17.62 | Under Budget |
| CC- Office Design Work | 20-020-0253-9127-71523 | Corporate Buildings | 66,270 | 48,281.32 | | 48,281.32 | | 48,281.32 | | 17,988.68 | Project is incomplete |
| CC-Replace Aircompressor for HVAC Control Air | 20-020-0253-9658-71523 | Corporate Buildings | 6,000 | 5,828.15 | | 5,828.15 | | 5,828.15 | | 171.85 | Under Budget |
| Civic Centre- Fire Hall roof top unit | 20-020-0253-9182-71509 | Corporate Buildings | 0 | 11,498.88 | | | 11,498.88 | 11,498.88 | | (11,498.88) | Emergency Project- Reported to Council |
| Treasury- Budgeting Software- interact with AMP- Core, Operating and FIR | 20-020-0265-9109-71503 | Corporate Projects | 35,210 | 31,545.60 | | 31,545.60 | | 31,545.60 | | 3,664.40 | Under Budget |
| Treasury- Diamond GP Upgrade | 20-020-0265-9109-71503 | Corporate Projects | 5,145 | 2,844.20 | | 2,844.20 | | 2,844.20 | | 2,300.80 | Under Budget |
| IT- Video Conferencing- Council Chambers- Streaming, CC-Update BAS Server and Software, IT- Annual Upgrades (high and medium ranking),IT- Video Surveillance (MSC and PW) | 20-020-0268-9109-71471 | Corporate Projects Corp. Buildings & Projects | 174,423 | 76,270.74 | | 76,270.74 | | 76,270.74 | | 98,152.26 | Not complete- Carried forward to 2022 |
| Disaster Recovery and Office Upgrades | 20-020-0268-9211-71523 | | 43,988 | 57,006.51 | 22,480.79 | 27,350.08 | | 27,350.08 | 7,175.64 | 16,637.92 | Not complete- Carried forward to 2022 |
| TOTAL GENERAL GOVERNMENT | | | 357,036 | 259,257.78 | 22,480.79 | 218,102.47 | 11,498.88 | 229,601.35 | 7,175.64 | 127,434.65 | |
| PROTECTION | | | | | | | | | | | |
| Fire | | | | | | | | | | | |
| Six Sets of Bunker Gear | 20-040-0410-9120-71480 | Corporate Projects | 15,000 | 14,891.80 | | 14,891.80 | | 14,891.80 | | 108.20 | Under Budget |
| 6- Air Cylinders for Self Contained Breathing Apparatus (15 yr) | 20-040-0410-9122-71471 | Corporate Projects | 11,000 | 10,532.16 | | 10,532.16 | | 10,532.16 | | 467.84 | Under Budget |
| Fire Hose- 16 Lengths of 1.75" x 50' and 8 lengths of 2.5" x 50' | 20-040-0410-9239-71431 | Corporate Projects | 7,500 | 5,322.73 | | 5,322.73 | | 5,322.73 | | 2,177.27 | Under Budget |
| Battery Operated Positive Pressure Fan (Ventilation) | 20-040-0410-9239-71431 | Corporate Projects | 8,000 | 8,002.47 | | 8,000.00 | 2.47 | 8,002.47 | | (2.47) | Small variance |
| CC-Replace Concrete aprons infront of Firehall Doors | 20-040-0450-9232-71523 | Corporate Buildings | 20,000 | 38,148.80 | | 20,000.00 | 18,148.80 | 38,148.80 | | (18,148.80) | Report to Council April 2021- Roads Project |
| Fence for Standby Generator at FFHS | 20-040-0450-9260-71471 | Corporate Projects | 1,250 | 8,774.53 | 3,832.33 | 1,027.71 | | 1,027.71 | 3,914.49 | 222.29 | Under Budget |
| TOTAL PROTECTION | | | 62,750 | 85,672.49 | 3,832.33 | 59,774.40 | 18,151.27 | 77,925.67 | 3,914.49 | (15,175.67) | |
| TRANSPORTATION | | | | | | | | | | | |
| Public Works Buildings/General Misc. | | | | | | | | | | | |
| Public Works Small Equipment Purchase | 20-060-0614-9105-71471 | Vehicles & Equipment | 8,000 | 7,343.15 | | 7,343.15 | | 7,343.15 | | 656.85 | Under Budget |
| Replace Fire Panel- Public Works | 20-060-0614-9181-71471 | Corporate Projects | 5,620 | - | | - | | - | | 5,620.00 | Project not started in year |
| GIS Capital Contribution | 20-060-0624-9123-71471 | Corporate Projects | 2,500 | | | | | - | | 2,500.00 | Project not started in year |
| | | | 16,120 | 7,343.15 | - | 7,343.15 | - | 7,343.15 | - | 8,776.85 | |
| Large Equipment & Vehicles | | | | | | | | | | | |
| Replace 2000 Sand Truck With Tandem Axel Truck with Sand Box Loader | 20-060-0614-9244-71471 | Vehicles & Equipment | 208,170 | 216,045.27 | | 208,170.00 | 7,875.27 | 216,045.27 | | (7,875.27) | Purchase was approved by Council- Includes Licencing, radio, numbering, |
| | 20-060-0614-9257-71471 | | 0 | 10,094.37 | | | 10,094.37 | 10,094.37 | | (10,094.37) | Carried Fwd from 2020 Loader Purchase |
| Replace Unit 181 - 2003 Chevy 2500 with new Crew Cab 4WD 3/4 Ton | 20-060-0618-9133-71471 | Vehicles & Equipment | 50,000 | 48,962.84 | | 48,962.84 | | 48,962.84 | | 1,037.16 | Under Budget |
| Replace Roadvista Sign Testing Machine | 20-060-0619-9107-71471 | Vehicles & Equipment | 18,000 | 16,323.11 | | 16,323.11 | | 16,323.11 | | 1,676.89 | Under Budget |
| Replace 2003 Holder Sidewalk Machine with new Sidewalk machine with blower and sweeper attachments | 20-060-0619-9230-71471 | Vehicles & Equipment | 195,000 | 606.18 | | 606.18 | | 606.18 | | 194,393.82 | Advertising only- late delivery- in 2022 |
| | | | 471,170 | 292,031.77 | - | 274,062.13 | 17,969.64 | 292,031.77 | - | 179,138.23 | |
| Roads / Storm Sewers/ Sidewalks | | | | | | | | | | | |
| Town Wide Stormwater Management Plan Development | 20-060-0611-9184-71523 | Corporate Projects | 100,000 | 48,549.04 | | 48,549.04 | | 48,549.04 | | 51,450.96 | Carried Fwd to 2022 |
| Erin Crescent Subdivision (Phase 3)- Use FGT to complete | 20-060-0611-9265-71523 | Federal Gas Tax & Corp Projects | 472,340 | 463,098.58 | | 416,162.66 | | 416,162.66 | 46,935.92 | 56,177.34 | Under Budget |
| Phase 1 - Reconstruction - Scott Street - Reid Ave. to Agamiing Drive | 20-060-0611-9308-71523 | Corporate Projects | 37,572 | 405,757.64 | 365,181.88 | 37,572.00 | 3,003.76 | 40,575.76 | | (3,003.76) | Project report Presented to Council on Award of Contract in January 2020 |
| Reconstruction of Kings Highway from Pit Road #1 to Pit Road #2 | 20-060-0611-9309-71523 | Corporate Projects | 197,600 | 1,807,912.04 | 1,627,120.84 | 180,791.20 | | 180,791.20 | | 16,808.80 | Under Budget |

Revised March 16, 2022

| 2021 CAPITAL & RESERVE FUND BALANCING | | | | | | | | | | | |
|---|------------------------|----------------------|-------------------------------------|--------------------------------------|------------------------------|---|-----------------------------------|--|--|--|--|
| Revised March 16, 2022 | | | | | | | | | | | |
| | | | | | REVENUE SOURCES | | | | | | |
| | Account # | RESERVE FUND | Reserve Funds as per Capital Budget | Capital Expense to December 31, 2021 | Other Grants/Project Funding | Reserve Funds Actual to December 31, 2021 | Additional Reserve Funds Required | Total Reserve Funds to Support Capital | Revenue Fund Required (Distributed Salaries/Benefits /Equip) | Difference Between Reserve Funds Budgeted & Reserve Funds Actual | NOTES |
| Reconstruction of Armit Avenue from Church Street to Scott Street (OCIF) | 20-060-0611-9313-71523 | Corporate Projects | 137,313 | 573,981.16 | 573,981.16 | - | | - | | 137,313.00 | This project used OCIF Funding only Report to Council April 2021- Roads Project This project will continue in 2022 |
| Large Storm Sewer Spot Repair - Williams Ave at Front Street | 20-060-0611-9317-71523 | Corporate Projects | 33,021 | 80,324.93 | | 33,021.00 | 47,303.93 | 80,324.93 | | (47,303.93) | |
| Replacement of 478 meters of water main along Sunset Drive | 20-060-0611-9307-71523 | Corporate Projects | 35,403 | 17,391.49 | 14,434.94 | 2,956.55 | | | | 35,403.00 | |
| | | | 1,013,249 | 3,397,014.88 | 2,580,718.82 | 719,052.45 | 50,307.69 | 766,403.59 | 46,935.92 | 246,845.41 | |
| Sidewalks | | | | | | | | | | | |
| Sidewalks - Kings Hwy to FFHS along Mclrvine Rd | 20-060-0617-9232-71523 | Corporate Projects | 0 | 34.52 | | | 34.52 | 34.52 | | (34.52) | Trivial Amount carried fwd from 2020 |
| Sidewalks - Scott St - Reid Ave to Agamiing Drive | 20-060-0617-9308-71523 | Corporate Projects | 0 | 165.36 | | | 165.36 | 165.36 | | (165.36) | Trivial Amount carried fwd from 2020 |
| Installation of Sidewalk From Biddeson Avenue to Riverview Cemetery | 20-060-0617-9315-71523 | Corporate Projects | 112,264 | 262,743.79 | 184,736.00 | 78,007.79 | | 78,007.79 | | 34,256.21 | Under Budget |
| Installation of Sidewalk along Keating Avenue from J.W. Walker to Second Street | 20-060-0617-9316-71523 | Corporate Projects | 36,000 | 123,608.20 | 72,985.66 | 36,000.00 | 14,622.54 | 50,622.54 | | (14,622.54) | Report to Council April 2021- Roads Project |
| | | | 148,264 | 386,551.87 | 257,721.66 | 114,007.79 | 14,822.42 | 128,830.21 | - | 19,433.79 | |
| Streetlight Pole Replacement & Traffic Lighting | | | | | | | | | | | |
| 2021 Pole Replacement - 20 poles along Phase 1 Waterfront walkway | 20-060-0623-9135-71471 | Corporate Projects | 30,000 | - | | - | | | | 30,000.00 | Project not complete due to COVID and Border issues |
| | | | 30,000 | - | - | - | - | - | - | 30,000.00 | |
| | | | | | | | | | | | |
| | | | 1,678,803 | 4,082,941.67 | 2,838,440.48 | 1,114,465.52 | 83,099.75 | 1,194,608.72 | 46,935.92 | 484,194.28 | |
| TOTAL TRANSPORTATION | | | | | | | | | | | |
| PARKS & CEMETERIES | | | | | | | | | | | |
| Parks | | | | | | | | | | | |
| Small Equipment Replacement- small mowers and whipper snippers | 20-160-1610-9105-71471 | Parks & Cemeteries | 6,250 | 5,974.81 | | 5,974.81 | | 5,974.81 | | 275.19 | Under Budget |
| Lillie Ave/Phair Ave Park Tree Planting Project (funding from New Gold) | 20-160-1610-9129-71523 | Corporate Projects | 3,000 | 1,859.60 | 500.00 | 1,359.60 | | 1,359.60 | | 1,640.40 | Under Budget |
| Replace John Deere Z445 with new John Deere Z540R | 20-160-1610-9174-71471 | Vehicles & Equipment | 11,658 | 6,207.03 | 4,000.00 | 2,207.03 | | 2,207.03 | | 9,450.97 | Under Budget |
| Replace John Deere X390 with new John Deere X390 c/w 48" deck | 20-160-1610-9174-71471 | Vehicles & Equipment | 7,656 | 7,655.00 | 4,000.00 | 3,655.00 | | 3,655.00 | | 4,001.00 | Under Budget |
| Replace John Deere 3260 with new 4044R Tractor. Old Tractor moved to Airport | 20-160-1610-9174-71471 | Vehicles & Equipment | 60,330 | 56,344.37 | 6,000.00 | 50,344.37 | | 50,344.37 | | 9,985.63 | Under Budget |
| Lawnmowers | 20-160-1610-9157-71471 | Vehicles & Equipment | 0 | 9,995.17 | 6,000.00 | | 3,995.17 | 3,995.17 | | (3,995.17) | Approval in 2021 |
| Replace Terminal Roof and Legion Park Picnic Shelter (\$32,000 budget total) | 20-160-1612-9295-71523 | Corporate Buildings | 4,000 | 3,154.56 | | 3,154.56 | | 3,154.56 | | 845.44 | Under Budget |
| | | | 92,894 | 91,190.54 | 20,500.00 | 66,695.37 | 3,995.17 | 70,690.54 | - | 22,203.46 | |
| Cemeteries | | | | | | | | | | | |
| Installation of 3 new Columbaria at Riverview Cemetery | 20-100-1041-9620-71471 | Cemeteries | 132,286 | 131,255.85 | | 131,255.85 | | 131,255.85 | | 1,030.15 | Under Budget |
| | | | 132,286 | 131,255.85 | - | 131,255.85 | - | 131,255.85 | - | 1,030.15 | |
| | | | | | | | | | | | |
| TOTAL PARKS & CEMETERIES | | | 225,180 | 222,446.39 | 20,500.00 | 197,951.22 | 3,995.17 | 201,946.39 | - | 23,233.61 | |
| AIRPORT | | | | | | | | | | | |
| Replace Runway Reporting Equipment (Regulatory Requirement) | 20-060-0660-9107-71471 | Corporate Projects | 10,000 | 4,105.46 | | 4,105.46 | | 4,105.46 | | 5,894.54 | Under Budget |
| Airport Lawnmowers | 20-060-0660-9157-71471 | Vehicles & Equipment | | 6,168.86 | | | 6,168.86 | 6,168.86 | | (6,168.86) | Approval in 2021 |
| Replacement of 2 Terminal furnaces Converting to Propane | 20-060-0660-9182-71471 | Corporate Buildings | 18,000 | 13,407.71 | | 13,407.71 | | 13,407.71 | | 4,592.29 | Under Budget |
| Replace REIL Light Foundations (Audit Finding) | 20-060-0660-9263-71523 | Corporate Projects | 15,000 | 4,889.38 | | 4,889.38 | | 4,889.38 | | 10,110.62 | Under Budget |
| Replace Terminal Roof and Legion Park Picnic Shelter (\$32,000 budget total) | 20-060-0660-9295-71523 | Corporate Buildings | 28,000 | 21,150.00 | | 21,150.00 | | 21,150.00 | | 6,850.00 | Under Budget |
| TOTAL AIRPORT | | | 71,000 | 49,721.41 | - | 43,552.55 | 6,168.86 | 49,721.41 | - | 21,278.59 | |

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| 2021 CAPITAL & RESERVE FUND BALANCING | | | | | | | | | | | |
|---|--|----------------------|-------------------------------------|--------------------------------------|------------------------------|---|-----------------------------------|--|--|--|--|
| | Account # | RESERVE FUND | Reserve Funds as per Capital Budget | Capital Expense to December 31, 2021 | REVENUE SOURCES | | Additional Reserve Funds Required | Total Reserve Funds to Support Capital | Revenue Fund Required (Distributed Salaries/Benefits /Equip) | Difference Between Reserve Funds Budgeted & Reserve Funds Actual | NOTES |
| | | | | | Other Grants/Project Funding | Reserve Funds Actual to December 31, 2021 | | | | | |
| WASTE MANAGEMENT SYSTEM Replace Landfill Scales (\$58.5k + installation & commissioning) Landfill Site Expansion and first phase design activities TOTAL WASTE MANAGEMENT SYSTEM | 20-080-0860-9107-71471 20-080-0860-9238-71523 | Landfill Landfill | 78,500 | 21,594.40 | | 21,594.40 | | 21,594.40 | | 56,905.60 | Carried Forward to 2022 |
| | | | 60,000 | | | | | - | | 60,000.00 | Carried Forward to 2022 |
| | | | 138,500 | 21,594.40 | 0 | 21,594.40 | - | 21,594.40 | - | 116,905.60 | |
| Memorial Sports Centre | | | | | | | | | | | |
| Fitness Equipment | 20-160-1620-9624-71471 | Vehicles & Equipment | 0 | 47,560.00 | | | 47,560.00 | 47,560.00 | | (47,560.00) | Spin Bikes Report and approval from Council in 2021 |
| Perimeter re-grading around the Sorting Gap Building | 20-160-1631-9183-71523 | Corporate Projects | 10,000 | - | | | | - | | 10,000.00 | Deferred |
| Dock Replacement (Committed in 2020) | 20-160-1631-9627-71471 | Corporate Projects | 140,180 | 204,646.08 | 144,687.73 | 59,958.35 | | 59,958.35 | 14,970.30 | 80,221.65 | NOHFC & FEDNOR Funding Received |
| Misc Ongoing Capital Repairs (Annual) | 20-160-1634-9105-71471 | Corporate Buildings | 30,000 | 15,841.56 | | 15,841.56 | | 15,841.56 | | 14,158.44 | Less in this area due to the facility upgrades |
| Replace Dry-O-Tron Compressors (end of service life) | 20-160-1634-9107-71471 | Vehicles & Equipment | 13,000 | - | | | | - | | 13,000.00 | Carried Forward to 2022 |
| Pool Vacuum Replacement | 20-160-1634-9107-71471 | Vehicles & Equipment | 12,500 | 12,350.53 | | 12,350.53 | | 12,350.53 | | 149.47 | Under Budget |
| Replace Front Entry Stairs | 20-160-1634-9640-71523 | Corporate Buildings | 2,000 | - | | | | - | | 2,000.00 | Carried Forward to 2022 |
| MSC Facility Upgrades (ICIP Funded Project 2021 Portion) | 20-160-1634-9656-71523 | Corporate Buildings | 818,753 | 1,352,683.98 | 944,308.69 | 408,375.29 | | 408,375.29 | | 410,377.71 | Carried Forward to 2022- supply chain issues |
| IFK Sprinkler System Repairs and Testing (5 Year Required) | 20-160-1634-9660-71523 | Corporate Projects | 22,000 | - | | | | - | | 22,000.00 | Carried Forward to 2022 |
| Engineering Study of Ice Plant to find efficiencies | 20-160-1634-9661-71523 | Corporate Projects | 40,000 | 24,811.40 | 24,811.40 | | | - | | 40,000.00 | Received a grant |
| | | | 1,088,433 | 1,657,893.55 | 1,113,807.82 | 496,525.73 | 47,560.00 | 544,085.73 | 14,970.30 | 544,347.27 | |
| Fort Frances Senior's Centre | | | | | | | | | | | |
| Accoustical Improvements | 20-120-1220-9127-71523 | Senior's Centre | 12,000 | 6,568.10 | 6,568.10 | | | - | | 12,000.00 | Senior's Special Grant Funding Approved for these 2 projects |
| Repairs and Maintenance | 20-120-1220-9105-71545 | Senior's Centre | 0 | 1,883.06 | 1,883.06 | | | - | | - | |
| | | | 12,000 | 8,451.16 | 8,451.16 | - | - | - | - | 12,000.00 | |
| Museum | | | | | | | | | | | |
| Replace Humidifiers- Museum | 20-160-1645-9107-71471 | Corporate Buildings | 10,000 | 14,344.10 | | 10,000.00 | 4,344.10 | 14,344.10 | | (4,344.10) | Over budget |
| Replace Fire Panel- Museum | 20-160-1645-9181-71471 | Corporate Buildings | 10,950 | | | | | - | | 10,950.00 | Carried Forward to 2022 |
| | | | 20,950 | 14,344.10 | - | 10,000.00 | 4,344.10 | 14,344.10 | - | 6,605.90 | |
| TOTAL RECREATION & CULTURAL SERVICES | | | 1,121,383 | 1,680,688.81 | 1,122,258.98 | 506,525.73 | 51,904.10 | 558,429.83 | 14,970.30 | 562,953.17 | |
| Library | | | | | | | | | | | |
| Maker Space Equipment | 20-160-1640-9105-71471 | Library | 20,450 | | | | | - | | 20,450.00 | COVID and staffing delayed projects |
| Computer Equipment | 20-160-1640-9109-71471 | Library | 68,570 | 5,749.09 | | 5,749.09 | | 5,749.09 | | 62,820.91 | COVID and staffing delayed projects |
| TOTAL LIBRARY | | | 89,020 | 5,749.09 | - | 5,749.09 | - | 5,749.09 | - | 83,270.91 | |
| PLANNING & DEVELOPMENT | | | | | | | | | | | |
| Wood Yard Land Use/Economic Development Feasibility Study | 20-180-1810-9180-71523 | Corporate Projects | 1,852 | 1,817.43 | 1,541.72 | 275.71 | | 275.71 | | 1,576.29 | Carried Forward to 2022 |
| Nursing Station Demolition | 20-180-1810-9185-71523 | Corporate Projects | 60,000 | 39,583.00 | | 39,583.00 | | 39,583.00 | | 20,417.00 | Completed Under Budget |
| Wood Yard Development- Environmental (Ph. 1-2 ESA, RSC) | 20-180-1810-9237-71523 | Corporate Projects | 135,000 | 14,079.56 | | 14,079.56 | | 14,079.56 | | 120,920.44 | Carried Forward to 2022 |
| TOTAL PLANNING & DEVELOPMENT | | | 196,852 | 55,479.99 | 1,541.72 | 53,938.27 | - | 53,938.27 | - | 142,913.73 | |
| | | | | | | | | | | | |
| TOTAL CAPITAL | | | 3,940,524 | 6,463,552.03 | 4,009,054.30 | 2,221,653.65 | 174,818.03 | 2,393,515.13 | 72,996.35 | 1,547,008.87 | |
| | | | | | | | | | | | |
| Partially Funded Capital- Dependant on funding- FUNDING NOT RECEIVED- PROJECT NOT COMPLETED | | | | | | | | | | | |
| Design Works for the Reconstruction of Scott Street from Reid Avenue to Armit Avenue | 20-060-0611-9311-71523 | Corporate Projects | 18,718 | | | | | | | 18,718.00 | |
| Reconstruction of Kings Highway from Pit Road #2 to Oakwood Road (Phase 2 - Dependent on Funding) | 20-060-0611-9314-71523 | Corporate Projects | 195,151 | | | | | | | 195,151.00 | |
| | | | 213,869 | - | - | - | - | - | - | 213,869.00 | |
| TOTALS | | | 4,154,393 | 6,463,552.03 | 4,009,054.30 | 2,221,653.65 | 174,818.03 | 2,393,515.13 | 72,996.35 | 1,760,877.87 | |



FORTFRANCES
BOUNDLESS

2022 BIA BUDGET

**ADMINISTRATIVE
REPORT**

Date: 2022-03-28
From: Dawn Galusha, Treasurer
To: Committee of the Whole
File Number: TRE 2022-14

2022 BIA BUDGET

1. ISSUE

Under Section 208 of the *Municipal Act, 2001* a budget is required for the purpose of levying and collecting of a special charge of taxes upon the Business Improvement Area.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Authorize the approval of the 2022 Budget estimates as presented.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Committee of the Whole approves the 2022 budget estimates in the amount of \$62,000, as submitted by the Fort Frances Business Improvement Association, and approves the tax rate and BIA special charge levy in the amount of \$0, as the BIA is supporting use of prior year surpluses.

5. ANALYSIS

The attached 2022 BIA Budget is prepared and approved by the Fort Frances Business Improvement Association.

6. HISTORY

N/A

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

- (1) 2022 BIA Budget
- (2) 2022 Tax Rates

Schedule "A" to By-Law No. __/22

**FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION
2022 BUDGET**

| | Account Number | 2021 Budget | 2021 Actuals | 2022 Budget |
|--------------------------------------|------------------------|--------------------|---------------------|--------------------|
| Revenue: | | | | |
| BIA Taxation - Commercial | 60-180-1823-0140-40014 | (45,000) | (44,981.40) | |
| BIA Taxation - Industrial | 60-180-1823-0150-40014 | | | |
| BIA Supp/Omit or Write-off | 60-180-1823-0140-50014 | | | |
| W/O Vacancy Rebates | 60-180-1823-0122-50024 | 103 | | |
| W/O Charity Rebates | 60-180-1823-0122-54512 | | | |
| Promotions Income | 60-180-1823-0430-40688 | | | |
| Transfer To/From Surplus | 60-180-1823-0000-71030 | (80,686) | | (62,000) |
| | | (125,583) | (44,981.40) | (62,000) |
| Expenditures: | | | | |
| Part-time Salaries/Wages | 60-180-1823-1101-60020 | 4,000 | 3,177.37 | 4,000 |
| CPP | 60-180-1823-1101-60025 | | 134.01 | |
| EI | 60-180-1823-1101-60030 | | 66.32 | |
| EHT | 60-180-1823-1101-60040 | | 58.45 | |
| WSIB | 60-180-1823-1101-60055 | | 69.56 | |
| Telephone/Communications | 60-180-1823-1200-71251 | 1,200 | 305.38 | 1,200 |
| Postage | 60-180-1823-1200-71252 | 50 | 20.35 | 50 |
| Memberships | 60-180-1823-1200-71260 | 0 | | 16 |
| Office Supplies | 60-180-1823-1400-71410 | 500 | | 500 |
| Meeting Expenses | 60-180-1823-1500-71532 | 200 | 81.40 | 200 |
| Building & Office Rent | 60-180-1823-1500-71552 | 2,034 | 1,960.62 | 2,034 |
| Advertising & Public Notice | 60-180-1823-1500-71591 | 20,000 | 6,462.23 | 16,500 |
| Social Media | 60-180-1823-1500-71592 | 500 | | 500 |
| Events/Activities | 60-180-1823-1500-71593 | 5,000 | | 5,000 |
| Banners & Poles | 60-180-1823-1900-71902 | 2,000 | | 2,000 |
| Seasonal Decorations | 60-180-1823-1900-71903 | 10,000 | | 10,000 |
| Future Projects | 60-180-1823-1900-71906 | 0 | | |
| Rainy Lake Market Square Project | 60-180-1823-1900-71907 | 10,000 | 10,000.00 | 10,000 |
| Soil/Plants/Trees | 60-180-1823-2740-71440 | 1,000 | 8,287.19 | 1,000 |
| Grounds Repairs/Maintenance | 60-180-1823-2740-71545 | 2,000 | | 2,000 |
| Materials | 60-180-1823-2750-71471 | 7,000 | | 7,000 |
| Surplus | | 60,281 | | |
| | | 125,765 | 30,622.88 | 62,000 |
| Accumulated (Surplus)/Deficit | | | | |
| | | 182 | (14,358.52) | 0 |

Schedule "B" to By-Law No. __/22

2022 BIA TAX RATES

| Class | RTC/ RTQ | 2022 Assessment | Tax Rate Discount | Discounted CVA | Tax Ratios | Weighted CVA | Effective Tax Rate | 2022 BIA Tax Levy |
|-------------------|---------------------|----------------------------|------------------------------|---------------------------|-----------------------|-------------------------|-------------------------------|------------------------------|
| Commercial | CT | 9,682,900 | 1 | 9,682,900 | 1.943520 | 18,818,910 | 0.00000000 | - |
| Industrial | IT | - | 1 | - | 2.616491 | - | 0.00000000 | - |
| Total | | 9,682,900 | | 9,682,900 | | 18,818,910 | | - |

| | | |
|-----------|------------|---------------------|
| Base Rate | <u>-</u> | Dollars Required |
| | 18,818,910 | Weighted Assessment |

0 Base Rate equal to tax ratio of 1



FORTFRANCES

BOUNDLESS

2021 CONTRIBUTIONS TO RESERVE FUNDS

ADMINISTRATIVE REPORT

Date: 2022-03-28

From: Dawn Galusha, Treasurer

To: Committee of the Whole

File Number: TRE 2022-15

2021 CONTRIBUTIONS TO RESERVE FUNDS

1. ISSUE

We are projecting a 2021 General Operating Fund Deficit, mostly due to staffing vacancies and lay-offs due to the COVID impacts, in addition to the Supplemental Levy assessed on the new OPP station.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Authorize the approval of transferring surplus funds to the appropriate reserve funds for 2021.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Committee of the Whole approves the year-end contributions to the reserve funds as follows:

| | | | |
|--------------------------------|---|--------------|---|
| Waterworks & Sanitary Sewer | - | \$300,425.52 | 100% of Water & Sewer Surplus to Water & Sewer Reserves |
| Safe Restart Funding | - | \$14,345.34 | Safe Restart Reserve Fund |
| Surplus estimate 2020 and 2021 | - | \$500,000.00 | Working Capital Reserve Fund |

5. ANALYSIS

We are nearing the end of our year-end preparation for the fiscal period ending December 31, 2021. In accordance with our Long-Term Capital Financial Plan, Policy No. 1.19, being a plan to help align short-term actions with long-term financial management strategy and that identifies, that with Council approval, that Operating Surplus be transferred to the Corporate Reserve Funds, and that Water & Sewer Fund surpluses be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

The Water Fund and Sewer Fund surplus amount transferred to the Waterworks & Sanitary Sewer Reserve Fund amount is \$300,425.52 for the 2021 fiscal year end, at this point in time.

In 2021, we were fortunate to receive additional Safe Restart Funding, of which I am proposing carrying \$14,345.34 to 2022. The use of this funding was for specific enhanced cleaning protocols, PPE, sanitization supplies, protection barriers and other purchases directly related to COVID-19, which we would not have incurred otherwise. COVID-19

ADMINISTRATIVE REPORT

impacts the budget in many other ways, including both reductions to revenue, as well as cost savings for travel, training, salaries, and benefits.

We are projecting a 2021 General Operating Fund surplus, mostly due to staffing vacancies and lay-offs due to the COVID impacts, in addition to the Supplemental Levy assessed on the new OPP station. As the 2022 Capital Budget has many large projects and it is likely that we will be waiting on funding from the Federal and Provincial Government, I would like approval to maintain a larger Working Capital Reserve Fund. Whether it's used to maintain operations and make payroll, or for capital project expenses, healthy working capital reserves are essential for long-term success. We currently have \$1,000,000 in the Working Capital Reserve Fund which is low for the monthly expenditures of the Corporation. This \$500,000 allocation will bring our Working Capital Reserve Fund to \$1,500,000.

The year-end contributions to reserves would be as follows:

| | | | |
|--------------------------------|---|--------------|--|
| Waterworks & Sanitary Sewer | - | \$300,425.52 | 100% of Water & Sewer Surplus to Water & Sewer Reserves |
| Safe Restart Funding | - | \$14,345.34 | Safe Restart Reserve Fund |
| Surplus estimate 2020 and 2021 | - | \$500,000.00 | Working Capital Reserve Fund |

6. HISTORY

Year-end reserve transfers are performed annually in order to appropriately allocate surplus to reserve funds based on our Long-Term Capital Financial Plan, Policy No. 1.19 and the goals of the Corporation.

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

N/A



FORTFRANCES
BOUNDLESS

**2022 ONTARIO REGULATION 284/09-
BUDGET MATTERS**

ADMINISTRATIVE REPORT

Date: 2022-03-28
From: Dawn Galusha, Treasurer
To: Committee of the Whole
File Number: TRE 2022-16

2022 ONTARIO REGULATION 284/09- BUDGET MATTERS

1. ISSUE

The Town of Fort Frances is required under the Ontario Regulation 284/09 (O. Reg. 284/09) to report on whether amortization expenses, post-employment benefits and solid waste landfill closure and post-closure expenses are included in the budget. The purpose of this report is to explain Ontario Regulation 284/09 and illustrate the impact on the 2022 budget if all these expenses had been included.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Council will receive the Ontario Regulation 284/09- Budget Matters disclosure report as presented for the 2022 Operating Budget.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Committee of the Whole receives the Ontario Regulation 284/09- Budget Matters disclosure report as presented for the 2022 Operating Budget.

5. ANALYSIS

Financial Impact

The Town of Fort Frances developed its 2022 Operating Budget excluding only amortization. The budget this year includes annual post-employment benefits for fire fighters and solid waste landfill closure and post-closure expenses.

- 1) The 2022 Operating Budget does not include expense for the amortization of its tangible capital assets estimated in the sum of \$5,100,000. However, the Capital budget includes Contributions from Reserve Funds in the amount of \$7,989,596 (\$9,289,596 less FGT \$1,280,000, less Cemetery reserves \$20,000) for capital asset replacement as shown in **Schedule 2** attached to this report.
- 2) The 2022 Operating Budget includes the estimated cost of the post-employment benefit expenses incurred in the current year for any retirees resulting from the 2011 firefighter arbitration award. The Town engages LifeWorks to provide a post-retirement non-pension benefits actuary report providing an accounting valuation. The post-retirement liability continues to be an unfunded liability.
- 3) The 2022 Operating budget includes the current year expense for landfill closure and

ADMINISTRATIVE REPORT

post-closure expense, which is estimated at \$23,918. In 2012 EBA Engineering Consultants Ltd. completed a review our landfill to determine the remaining life of the permitted landfill footprint and provided an update of the closure and post closure liabilities for the site. The Post Landfill Closure Reserve Fund as at December 31, 2021 was \$924,912.16 and estimated to have a closing balance of \$953,359.18 at December 31, 2022.

6. HISTORY

Accounting standards and reporting requirements changed dramatically in 2009, the most significant change being the introduction of tangible capital asset accounting. The accounting standards, however, do not require that budgets be prepared on the same basis. The Town of Fort Frances, like most municipalities, continues to prepare budgets based on the traditional cash basis.

For 2011 and subsequent years, the municipality or local board shall prepare a report about the excluded expenses and adopt the report by resolution before adopting a budget for that year that excludes from their estimated budget expense costs related to amortization expenses, post-employment benefit expenses and solid waste landfill closure and post-closure expenses.

The regulation requires that the report contain information regarding:

- 1) An estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- 2) An analysis of the estimated impact of the exclusion of any of those expenses on the future tangible capital asset funding requirements of the municipality.

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

N/A

Schedule 1
2022 BUDGET
PSAB 3150 RECONCILIATION

| | |
|--|---------------------|
| Revenues | |
| General Operating | \$ 21,585,160 |
| Water Operating | 3,003,281 |
| Sewer Operating | 2,791,235 |
| Capital ⁵ | 17,570,975 |
| | <hr/> 44,950,651 |
| Less | |
| Transfers to Capital from other Funds ¹ | 8,079,596 |
| Transfers to Capital from other Funds ¹ | 20,000 |
| Transfers to Operating from other Funds ¹ | 424,000 |
| Federal Gas Tax Recognized from Deferred Revenue | 1,280,000 |
| MTO Gas Tax Recognized from Deferred Revenue | - |
| Prior Year's Surplus | - |
| Proceeds from Long-Term Debt ² | - |
| Total Revenues | <hr/> 35,147,055 |
| Expenses | |
| General Operating | \$ 21,585,160 |
| Water Operating | 3,003,281 |
| Sewer Operating | 2,791,235 |
| Capital | 17,570,975 |
| | <hr/> 44,950,651 |
| Less | |
| Transfers from Operating to other (Reserve) Funds ³ | 2,022,900 |
| Transfer from Water & Sewer to other Funds ³ | 2,608,016 |
| Prior Year's Deficit | - |
| Capital Expenses | 17,570,975 |
| Debt Principal Repayments ⁴ | 315,410 |
| Total Expenses | <hr/> 22,433,350 |
| Annual Surplus, before exclusion | 12,713,705 |
| Excluded Expenses | |
| Amortization of Tangible Capital Assets | 5,100,000 |
| Post Employment Benefits | - |
| Solid Waste Landfill Closure & Post-closure Expenses | - |
| Total Excluded exclusions | <hr/> 5,100,000 |
| Annual Surplus (Deficit), after excluded Expenses⁵ | \$ 7,613,705 |

NOTES

¹ Transfers from other funds represents transfers from Reserve Funds for Expenditures and is not considered a revenue source under accrual accounting

² Proceeds from debenture issued is a debt financing decision and is considered a liability and not a revenue source under accrual accounting

³ Transfers to other funds represents contributions to reserves and is not considered an expense under accrual accounting

⁴ Debt principal repayments are considered repayments of long-term liabilities and are not an expense under accrual accounting

⁵ Grant Revenue is recognized in year it is received. For 2020 many of the Capital Projects are funded via Grants and the amortization is recognized over the years to come. This creates a larger accrual based Surplus for 2020.

Schedule 2

2022 BUDGET

| Account Name | G/L Account # | Estimated Reserve Fund Balance December 31, 2021 | Estimated Interest Earned 2022-0.55% | 2022 Contributions to Reserve Funds | 2022 Estimated Reserve Cont'n to Capital/General | Estimated Reserve Fund Balance December 31, 2022 |
|------------------------------------|------------------------|--|--------------------------------------|-------------------------------------|--|--|
| Museum Projects | 30-002-0000-0810-20805 | 36,270.73 | 199.49 | | | 36,470.22 |
| Handi-Transit MTO Gas Tax | 30-002-0000-0810-20809 | 164,200.64 | 903.10 | | | 165,103.74 |
| Parks & Cemeteries Projects | 30-002-0000-0810-20823 | 56,540.53 | 310.97 | | | 56,851.50 |
| Public Library & Technology Centre | 30-002-0000-0810-20827 | 197,063.57 | 1,083.85 | | | 198,147.42 |
| Sister Kennedy Centre Projects | 30-002-0000-0810-20832 | 22,255.09 | 122.40 | | | 22,377.49 |
| Post Landfill Closure | 30-002-0000-0810-20851 | 924,912.16 | 5,087.02 | 23,360.00 | | 953,359.18 |
| Waterworks & Sanitary Sewer | 30-002-0000-0810-20860 | 8,024,111.77 | 44,132.61 | 2,608,016.00 | - 2,509,780.00 | 8,166,480.38 |
| Point Park Reserve | 30-002-0000-0810-20865 | 1,411,410.89 | 7,762.76 | | - 80,000.00 | 1,339,173.65 |
| Safe Restart Funding | 30-002-0000-0810-20866 | 430,580.58 | 2,368.19 | | | 432,948.77 |
| Watermeter Replacement | 30-002-0000-0810-20870 | 174,494.17 | 959.72 | 17,892.00 | | 193,345.89 |
| Townshend Theatre | 30-002-0000-0810-20871 | 127,662.05 | 702.14 | | | 128,364.19 |
| Municipal Accom. Tax Reserve Fund | 30-002-0000-0810-20872 | 135,464.41 | 745.05 | | | 136,209.46 |
| Corporate Vehicles/Equipment | 30-002-0000-0810-20874 | 1,225,732.59 | 6,741.53 | 1,500,000.00 | - 1,905,035.00 | 827,439.12 |
| Corporate Building | 30-002-0000-0810-20875 | 2,038,022.78 | 11,209.13 | | - 1,111,648.00 | 937,583.91 |
| Corp. Projects Reserve | 30-002-0000-0810-20876 | 2,995,787.67 | 16,476.83 | 522,900.00 | - 2,044,883.00 | 1,490,281.50 |
| Corporate Contingency | 30-002-0000-0810-20877 | 14,067.98 | 77.37 | | | 14,145.35 |
| Federal Gas Tax Reserve | 30-002-0000-0810-20878 | 805,590.30 | 4,430.75 | 462,000.00 | - 1,272,000.00 | 21.05 |
| Modernization Reserve Fund | 30-002-0000-0810-20879 | 714,400.43 | 3,929.20 | | - 213,000.00 | 505,329.63 |
| Tax Rate Stabilization Reserve | 30-002-0000-0810-20880 | 99,551.91 | 547.54 | | | 100,099.45 |
| | | | | | | |
| | | 20,342,798.27 | 107,789.66 | 5,134,168.00 | - 9,136,346.00 | 16,448,409.93 |
| Cemeteries | 80-001-0000-0010-10046 | 945,466.00 | 5,200.06 | | - 20,000.00 | 930,666.06 |
| Library Building | 30-002-0000-0811-20828 | 450,722.36 | 2,478.97 | | - 133,250.00 | 319,951.33 |
| | | | | | | - |
| | | 21,738,986.63 | 115,468.70 | 5,134,168.00 | - 9,289,596.00 | 17,699,027.33 |



FORTFRANCES
BOUNDLESS

**COUNCILLOR D. JUDSON- RRDMA PER
DIEM**

ADMINISTRATIVE REPORT

Date: 2022-03-28
From: Dawn Galusha, Treasurer
To: Committee of the Whole
File Number: Treasury Report 2022/11

COUNCILLOR D. JUDSON- RRDMA PER DIEM

ISSUE

Consider approval of Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the amount of \$80.00 for attendance at the RRDMA Annual General Meeting held virtually on January 15, 2022 as submitted by Councillor Douglas Judson.

ADMINISTRATIVE RECOMMENDATION

Administration recommends:

THAT Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$80.00 as submitted by Councillor Douglas Judson for attendance at the RRDMA Annual General Meeting held virtually on January 15, 2022 be approved.

STRATEGIC IMPACT

n/a

OPTIONS & ALTERNATIVES

- (1) Approval of per diem payment of \$80.00.
- (2) Deny the request.

HISTORY

n/a

ANALYSIS

Due to the virtual nature, there is no registration fee, resulting in the total cost of \$80.00 to attend the RRDMA Annual General Meeting as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

CONSULTATION

n/a

SUPPORTING DOCUMENTS

Town of Fort Frances- Schedule “F”

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT - MAYOR/COUNCIL HONORARIUM

| | |
|-------------------------------|--|
| Attendee | <i>Douglas Judson</i> |
| Conference / Seminar Attended | <i>Rainy River District Municipal Association Annual General Meeting</i> |
| Location | <i>Virtual</i> |
| Dates | <i>January 15, 2022</i> |

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|---------|-----------|----------|--------|----------------|--------|----------------|
| Date | | | | | | <i>Jan. 15</i> | | <i>½ day</i> |
| Amount | | | | | | <i>\$80.00</i> | | <i>\$80.00</i> |

| | |
|---------------------|------------------------------------|
| Name (Please Print) | Signature <i>Douglas Judson</i> |
| Approved | Date <i>February 28, 2022</i> |

To be submitted to Payroll for processing when approved by Council

**RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION
31st ANNUAL GENERAL MEETING AND CONFERENCE
SATURDAY, JANUARY 15, 2022**

AGENDA- Revised

- | | |
|-------------------------|--|
| 9:00 a.m. - 9:10 a.m. | <p>Opening Remarks</p> <p><i>“We acknowledge that we are meeting on the territory of Treaty 3, the traditional land of the Anishinaabe people. We also recognize the local Metis Nation that shares the spiritual history of this land.”</i></p> <p>- Deb Ewald/RRDMA President</p> <p>Invocation: Pat White</p> |
| 9:10 a.m. - 10:00 a.m. | <p>Business Session: (Detailed information will be included)</p> <ul style="list-style-type: none"> - Minutes of September 22, 2021 General Meeting - Audited Treasurer's Report for 2021 - Reports - NOMA - Levy payment - Resolutions/Resolutions for N.O.M.A. - Conferences – KDMA - Other Business - Meetings |
| 10:00 a.m. - 10:30 a.m. | <p>- Northwestern Health Unit</p> <p>Dr. Kit Young Hoon Marilyn Herbacz/CEO</p> |
| 10:30 a.m. - 11:00 a.m. | <p>- DSSAB</p> <p>Dan McCormick/CAO</p> |
| 11:00 a.m. - 11:15 a.m. | <p>- HEALTH BREAK</p> |
| 11:15 a.m. - 11:45 a.m. | <p>- Geoff Gillon/RRFDC</p> |
| 11:45 a.m. – 12:00 Noon | <p>- Marcus Powlowski, MP Thunder Bay – Rainy River</p> |

12:00 Noon - 12:30 p.m.

Ontario Provincial Police

12:30 p.m. - 12:45 p.m.

- **ADJOURNMENT**
- Closing Remarks



FORTFRANCES
BOUNDLESS

**COUNCILLOR W. BRUNETTA- NOMA PER
DIEM**

ADMINISTRATIVE REPORT

Date: 2022-03-28
From: Dawn Galusha, Treasurer
To: Committee of the Whole
File Number: Treasury Report 2022/12

COUNCILLOR W. BRUNETTA- NOMA PER DIEM**ISSUE**

Consider approval of Schedule "F" Travel Statement- Mayor/Council Honorarium per diem in the amount of \$160.00 for attendance at the NOMA Strategic Planning and Board Meeting held virtually on February 22 and 23, 2022 as submitted by Councillor Wendy Brunetta.

ADMINISTRATIVE RECOMMENDATION

Administration recommends:

THAT Schedule "F" Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for attendance at the NOMA Strategic Planning Session and Board Meeting held virtually on February 22 and 23, 2022 be approved.

STRATEGIC IMPACT

n/a

OPTIONS & ALTERNATIVES

- (1) Approval of per diem payment of \$160.00.
- (2) Deny the request.

HISTORY

n/a

ANALYSIS

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule 'A'.

CONSULTATION

n/a

SUPPORTING DOCUMENTS

Town of Fort Frances- Schedule "F"

Agendas

NOMA Strategic Planning Meeting, February 22/2022
Virtual Meeting, 6 to 8:30 pm

Agenda:

1. Review of proposed strategic activities. (See document “February Meeting and Activity Chart” – pages 3 to 8). The objective is to confirm the final list of activities with a view to NOMA resources and timing. This is not a substantive editing discussion. (45 min)
2. Finalize the wording of the Introduction, Vision, Mission and Guiding Principles sections (see document “February Meeting and Activity Chart” – page 2) and the agreed to Activities (The What and the Why). This is an editing discussion (60 min)
3. Financial Information Returns. (See document “Final Summary of NW and ON Total Revenue and Spending” (Word document). There are two Excel worksheets as background which demonstrates how Activity B.7 can be done. (20 min)
4. Next Steps – toward Final Draft and Adoption (10 min)

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
BOARD OF DIRECTORS MEETING
AGENDA**

Wednesday, February 23, 2021

Virtual - Zoom

9:30 am EST/8:30 am CST

1. CALL TO ORDER AND WELCOME

2. APPROVAL OF THE AGENDA

MOTION: THAT the agenda be approved as presented.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION: THAT the minutes of the Board meeting held November 24, 2021, be approved as presented.

4. APPROVAL OF THE FINANCIAL REPORT

MOTION: THAT the financial report be approved as presented.

5. EXECUTIVE DIRECTOR REPORT

MOTION: THAT the Executive Director report be reviewed and approved as presented.

6. NEW BUSINESS

- 6.1 New Firefighter Standards
- 6.2 NPI Immigration Portal
- 6.3 Schedule Board Meetings
- 6.4 NOMA Conference & Keynote Speaker
- 6.5 Executive Director Annual Performance Review
- 6.6 Joint and Several Resolution to support AMO
- 6.7 NOSM Letter of Support
- 6.8 LU Partnership – Student Placement
- 6.9 Support Bill 59
- 6.10 Caribou ERO
- 6.11 We The Nuclear Free North – Public Interest Group
- 6.12 March 23rd meeting – Strategic Plan

SPEAKER

N. Gale
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
K. Oliver
W. Landry

7. UPDATE FROM DISTRICT MUNICIPAL ASSOCIATIONS/LEAGUE

- 5.1 Update from TBDML
- 5.2 Update from KDMA
- 5.3 Update from RRDMA

8. ISSUE TRACKER/UPDATES (IF ANY)

- Non-urgent Patient Transport – Norm Gale
- OMPF – Rick Dumas
- Police Costs –Section 10 – Norm Gale
Section 31 – Norm Gale
- Conservation Lands – Doug Hartnell
- Mining – Mark Vermette & Mark Wright
- Nuclear Waste Management Org –Kevin Kahoot
- Railway Taxation – Doug Hartnell
- NOSM: Physician Recruitment – Wendy Brunetta
- WSER Regulation Dechlorinating Wastewater – Mark Wright

9. ADJOURNMENT



DATE: March 28, 2022
 TO: Mayor and Council
 FROM: Municipal Clerk
 SUBJECT: For your decision: Use of Corporate Resources For Election Purposes Policy

Issue

For Council to repeal the previously adopted Use of Corporate Resources for Election Purposes.

Facts

- Section 88.8 (4) of the Municipal Elections Act (MEA) prohibits a Municipality from making a contribution towards the promotion of or opposition to the candidacy of a person for elected office in any form. This includes assets, resources, services, and employees.
- Section 88.18 of the Municipal Elections Act requires a municipality to enact a Policy governing the use of municipal resources during the election campaign period.
- The Town of Fort Frances currently has a Policy in place per Consent item 310 (04/18) on 2018-04-23.
- It is proposed that the resolution Consent item 310 (04/18) rescinded with the new Policy to be adopted by By-Law in accordance with the Municipal Act as amended section 5(3) provides that a municipal power shall be exercised by by-law.
- It is important that policies be reviewed to incorporate the modernization of the MEA and of the electronic world we live in.
- The modernization of this existing policy represents a positive step by the municipality in delivering an election process that achieves the following principles
 - The election should be fair and non-biased;
 - The integrity of the process should be maintained throughout the election; and
 - Candidates and Registered Third Party Advertisers should be treated fairly and consistently within a municipality.
 - This revised Policy also enhances section 12 of the Council Code of Conduct pertaining to election campaign work.
- The Administrative and Finance Executive Committee reviewed the policy on February 8, 2022 and February 22, 2022 and requested additional information relating to provincial and federal elections contained within this report.

Analysis

- This policy was created to comply with the Municipal Elections Act. The MEA prohibits a municipality from making a contribution to a Candidate or a Registered Third Party in a municipal election during an Election Campaign Period. Any use of the Town of Fort Frances resources by or on behalf of a Candidate or Registered Third Party during an Election Campaign Period would be considered a contribution by the Town. The Election Finances Act and the Canada Elections Act impose similar prohibitions for provincial and federal election campaigns.
- The Election Finance Act, 1990, as amended, and the Canada Elections Act, 2000, as amended, establish regulations for candidates and parties running in provincial and federal elections. Section 29(1) of the Election Finance Act and Section 363(1) of the Canada Elections Act prohibit municipal corporations from contributing to any candidate, constituency association, nomination contestant, leadership contestant, or political party. As campaign contributions may take the form of money, goods and services, any use of a corporate resource for an election-related purpose, by a member of Council, candidate, third party advertiser or staff, is prohibited.
- With respect to provincial and federal elections similar language can be found in most municipal policies relating to use of corporate resources across Ontario.
- Various policies from other municipalities were reviewed to incorporate best practices, fair reasonable treatment for all candidates and Third Party Advertisers and protection for both candidates, and the Corporation.
- This revised policy clarifies the expectations to all candidates, with the intent to reduce the possibility that either an individual candidate, Council Member or Staff unintentionally violate the Municipal Elections Act.
- Highlights of some of the proposed changes include the following:
 - The Policy will apply to all candidates and Registered Third Party Advertisers, acclaimed members, or a member not seeking re-election, Council Members and Staff
 - Provides further detail with respect to the requirements to ensure compliance to the MEA
 - The Policy addresses the use of IT resources such as cell phones, tablets and computers
 - The Policy provides new requirements for Social Media use
 - Candidates may not use any municipal logo on any election campaign material
- Staff consulted with the Towns Solicitor for input and comments relating to this policy.

RECOMMENDATION

THAT Council rescind the Use of Corporate Resources for Election Purposes adopted by resolution Consent Item 310 (04/18) on 2018-04-23

AND THAT a By-Law be prepared to adopt the new proposed Use of Corporate Resources for Election Purposes Policy



FORTFRANCES
BOUNDLESS

ADMIN & FINANCE

**USE OF CORPORATE
RESOURCES FOR
ELECTION PURPOSES**

Created: 2022-03-28

Revised:

Authorized: By -Law XX-22

Superseded: Consent 310 (04/18) on 2018-04-23

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

1. POLICY STATEMENT

The *Municipal Elections Act*, 1996, the *Election Finances Act* (Ontario), and the *Canada Elections Act* prohibit the Municipality from making contributions in any form to a Candidate or Registered Third Party.

All provisions contained within this policy shall serve to ensure the protection of freedom of expression while maintaining that:

- Corporate Resources shall not be used during an Election Period to promote or provide an unfair advantage to any Candidate, political party, constituency association, Registered Third Party, or a person or group supporting or opposing a question on a ballot;
- Members of Council shall not be precluded from performing their duties as an elected Official, nor inhibited from representing the interests of their constituents.

2. PURPOSE

The purpose of this policy is to create guidelines in the Town of Fort Frances to ensure all Candidates running for an elected office and Registered Third Parties during the Election Period adhere to the provisions of the Act, and to establish parameters on the use of Corporate Resources for election related purposes.

3. SCOPE

This policy applies to all employees of the Municipality, Candidates, political parties, constituency associations, Registered Third Parties, and persons or groups supporting or opposing a question on a ballot, as well as anyone acting on their behalf. This policy also applies to an incumbent Member an acclaimed Member or a Member not seeking re-election.

4. DEFINITIONS

“The Act” means the *Municipal Elections Act*, 1996, c. 32, as amended from time to time, and includes any regulation made there under;

“Candidate” means a person who has filed a nomination to run in a municipal, provincial or federal election, and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the Act;

“Campaign(ing)” means any activity by, or on behalf of a Candidate, political party, constituency association, Registered Third Party, or question on a ballot meant to elicit support during the

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Election Period. This does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphics which identify the individual as a candidate or registrant without the solicitation of votes.

“Campaign Materials” means any materials used to solicit votes for a Candidate(s) or question during the Election Period including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

“Campaign Period” begins on the date a candidate files their nomination through to and including Voting Day.

“Town of Fort Frances” means The Corporation of the Town of Fort Frances.

“Corporate Resources” means items, staff, services, or resources which are the property of the Town of Fort Frances including, but not limited to: materials, equipment, vehicles, facilities, land, technology (computers, smartphones, tablets, etc.), intellectual property, images, logos, and supplies. Working hours, the time where the Municipality pays its employees to complete certain duties or tasks, is also considered to be a Corporate Resource;

“Election Period” means the official Campaign period of an election for:

- A municipal or school board election; the Election Period commences on the first day prescribed for the filing of nominations in accordance with the MEA and ends on voting day.
- A provincial or federal election; the Election Period commences the day the writ for the election is issued and ends on voting day.
- A nomination for a political party, the Election Period is the nomination contesting period as determined by the Party.
- A question on the ballot; the period commences the day Council passes a by-law to put a question to the electorate and ends on voting day.
- A municipal or school board by-election; the period commences on the first day nominations may be filed and ends on voting day.

“Local Board” has the same meaning as found in Section 1 of the Municipal Act, 2001.

“Member” has the same meaning as found in the Section 1 of the Conflict of Interest Act.

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

“Municipal Facilities” means any real property owned or under the control of the Town of Fort Frances or operated by the Town of Fort Frances local board;

“Nomination Day” for a regular municipal election is the fourth Friday of July in the year of the election;

“Registered Third Party” shall have the same meaning as “Registered Third Party” as found in section of the Municipal Elections Act, 1996 or the term “Third Party” as defined in section 1 of the Election Finances Act (Ontario) and Canada Elections Act, as the context requires.

“Staff” includes full-time, part-time, and contract employees, paid by the Town of Fort Frances;

“Voting Day” is the day on which the final vote is to be taken in an election.

5. POLICY

- 1) That in accordance with the provisions of the Act:
 - (a) Corporate Resources may not be used for election-related purposes;
 - (b) Staff shall not canvass or actively work in support of a municipal candidate during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave;
 - (c) Members of Council, including the Mayor and Candidates shall not use any municipal facilities for any election-related purposes. Campaign-related signs or any other election-related material shall not be displayed in any municipal facility (ie: arenas / parks) and must not use election-related materials advertising or within any municipal publication such as a Municipal Newsletter;
 - (d) Members of Council shall not print or distribute any material using municipal funds that make reference to, contain the names or photographs of, or identifies registered Candidates for Municipal Elections;
 - (e) Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the municipality for the operation of each Councillor’s Office, is not directly election-related;
 - (f) Websites or domain names that are owned, provided or funded by the municipality

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may not include any election-related campaign material:

- Candidates or Registered Third Party Advertiser are permitted to link to any Municipal document available to the public or on a public Municipal webpage from their campaign website;
- Candidates are not permitted to incorporate a video or other material (i.e. photos) for which the Municipality has proprietary rights on their own web page and or social media;
- Members of Council are provided access to corporate information technology (I.T.) assets to fulfill their duties and responsibilities as an elected official but may not use those assets for Campaigning or the development of Campaign Materials. This includes, but is not limited to, functionality through municipally issued smartphones such as calendar, email, texts, etc;
- If a Member of Council uses any social media account for campaigning, such accounts must not be created or supported by Corporate Resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers;
- Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the Election Period, a clear statement on each campaign website or social media account's home page indicating that the account is being used for Election Campaign purposes and is not related to their duties as a Member of Council.

g) Members of Council who are running for re-election shall not identify themselves in any online media or content generated during the Election Period by the title of their office (i.e., such as mayor or councillor);

h) Candidates or Registered Third Parties must not, under any circumstances, use a Municipal logo, crest, slogans or any images or any variation of it that is owned under the jurisdiction of the Town on any campaign material, election signs, social media or campaign websites;

i) Members of Council may not use the municipality's voicemail system and/or cell phones to record election related messages;

j) The Municipality's appointed Integrity Commissioner is considered to be a Corporate

USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

Resource, under contract with the Municipality and may receive, from time to time, compensation from the Municipality in accordance with services provided. Members of Council shall not use the services of the Municipality's Integrity Commissioner during the Election Period for the purposes of seeking advice related to their Campaign. For clarity, this does not restrict the ability of a Member to use the integrity Commissioner's services as authorized by any applicable law or policy.

- 2) That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

Limitation: This policy does not preclude a member of Municipal Council from performing their duties as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

Implementation: This policy shall become effective immediately upon approval by the Municipal Council.

Rationale and Legislative Authority: It is necessary to establish on the appropriate use of corporate resources during an election period to protect the interests of both members of Council and the Town of Fort Frances. The Act prohibits a municipality from making a contribution to a candidate. The Act, also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the member, which is a violation of the Act, 1996.



DATE: March 28, 2022
 TO: Mayor and Council
 FROM: Municipal Clerk
 SUBJECT: For your decision: Procedural By-Law - Electronic Participation

Issue

For Council to consider and discuss electronic participation during Council meetings

Facts

- Council previously approved an amendment to the Procedural By-Law to permit Electronic participation to provide for members participating electronically to be counted toward quorum and to be permitted to participate in closed session when the Municipal Emergency is lifted. This was a last-minute change to the procedural by-law, though it is not practice and should not be the expectation moving forward it is important to note unfortunately this has been the norm of this pandemic. With very quick turnaround from received information to apply changes from provincial legislative changes to health unit requirement to workplace policies and procedures etc.. Alternatively failing to make this short notice amendment Council would have been required to return to the Chambers once the Municipal Emergency was lifted.
- The changes provided for electronic participation focused around an urgent situation as follows:
 - declared emergency by any level of government.
 - Restrictions or guidelines set out by the Northwestern Health Unit, the Ontario Provincial Police, Province of Ontario and the Municipal Emergency Control Group.
 - Permitting participation in a closed session
 - Deputations \ delegations being permitted in the same circumstance
- Council highlighted a desire to review a more permanent change that would permit electronic participation in a more permanent fashion without a focus on an urgent matter.
- This report was created to generate the general discussion about Council's vision relating to how Council would like to proceed, understanding that should the Health Unit decide to lift any current recommendation, Council will be in a position to physically attend the meetings per procedural By-Law as it currently reads.

Analysis

- The benefits of electronic participation:
 - Reduce travel time / cost
 - Increased flexibility of meetings for both Staff and Council
 - Increase participation from the Public
 - Increase in accessibility requirements
 - Cost savings when consultants present virtually
 - Increase in ability to have a variety of presenters
 - Electronic meetings have proven to be successful surrounding an emergency to ensure the Council business continues
- Potential challenges
 - Start up costs to have both the Council Chambers and Committee Room with appropriate technology (e.g. video-conferencing) set up
 - Technology / connection issues
 - Effective meeting management is it challenging for the Mayor to effectively manage a meeting virtually (more interruptions)?
 - Loss of “non-verbal cues” / body language
 - Impact to transparency / public confidence in local democracy if this practice is used too liberally as one example there has been concerns in other municipalities where members who snowbird for 3-5 months of the year participate virtually which was not been received well by either the Council or by the public. How can we confirm who the council member is sitting with and could be perceived that someone else may be dictating how the member is voting? Though Council may not anticipate issues there are other municipalities that have had reports of misuse that ultimately left Council having to address the issue and found it challenging to deal with or even to change once adopted
 - Deputations and or Public Hearings where public notices are released inviting the public to attend in person or virtually. Though in person participation has been minimal in the past, public meetings can generate the public to attend in person. Does Council want to greet the public attending the chambers by way of a virtual screen or does Council prefer to be physically in attendance at the Civic Centre?
 - Should technical issues arise, and the member is prevented from voting but still deemed to be present, section 246 (1) or (2) of the Municipal Act provides that when a vote is called and failing to vote is deemed to be a negative vote.
 - Closed meeting security concerns, how can we confirm who is in the room with virtual participation?
 - Post meeting signatures are also a concern when records are not signed immediately following the session this does pose delays to post council business (by-laws, motions, minutes). We may need to consider electronic signatures.

- Other things to consider Microsoft Teams provides for the ability to record meetings. Having the ability to record both closed and open meetings which is strongly advocated by the Ombudsman would enable the municipality to provide for an archive link to our meetings online that would increase our transparency. With respect to closed meetings, it helps to provide for true accounts of the deliberations during the closed session, should we be subject to another closed meeting investigation (would need to confirm how data is secured)
- Should Council choose a virtual model will it apply to Staff to have the ability to participate electronically?

RECOMMENDATION

For Council to consider and discuss how to proceed with electronic participation within its procedural by-law while addressing the needs of Council, Staff and the Public. And based on the discussion the Clerk will compile the information and bring back proposals at a later meeting.



DATE: March 28, 2022
 TO: Mayor and Council
 FROM: CAO and Municipal Clerk
 SUBJECT: Indemnification By-Law

Issue

For Council to consider an Indemnification By-law

Facts

- An indemnity by-law protects Council members, board members, staff and others for legal costs which may not be reimbursed through the Town's insurance coverage
- Municipal insurance coverage may act on behalf of individuals for example actions under the conflict of interest act where the court found no contravention occurred limited to other stipulations. Understanding that the primary objective of the insurance is to safeguard the interest of the corporation as an entity and not necessarily Council members or staff as individuals. Therefore while there is coverage it may not always apply.
- Outside of a conflict of interest coverage there are other times where Council and staff could face legal action
- Section 448 of the Municipal Act offers some protection for Council and Staff relevant to lawsuits these protections do not cover all situations. Actions in question must be in the performance or intended performance of a duty or authority under the Municipal Act and where the action be done in good faith of the duty or authority.
- Section 14 of the Municipal Conflict of Interest Act (MCIA) confirms that a municipality may indemnify a members legal fees incurred so long as the member has not contravened 5, 5.1 and 5.2 of the MCIA
- With respect to the Council Code of Conduct and investigations done by the Integrity Commissioner where a member may have opted for legal counsel section 17.3 of the Council Code of Conduct provides that "where a member is found not to have contravened this Code, the Municipality is authorized to protect that member against costs or expenses incurred by the Member as a result of the complaint proceedings" It is notable that section 17.3 is a "permissive" section. That means that the Municipality "may" choose to indemnify a councilor not must choose to indemnify the councillor. The way this section reads is that it indicates that the Municipality is authorized to protect the member from costs but is not mandated to do so.

Analysis

- Understanding that there may be some coverage it may not be sufficient or may not apply at all.
- In the absence of an indemnification by-law, Council, Staff may be required to recover his or her legal costs after the fact.
- We live in a society that has increased expectations, regulations and laws. Council and Staff face complex and often controversial issues leaving Council and Staff more and more at risk of personal lawsuits.
- The provision of a proposed by-law would recognizes that indemnity would only apply if the Member or staff acted in good faith and within the scope of their duties.
- The proposed by-law does have a financial impact such as increased reimbursement for certain proceedings and increase scope of coverage. At this time it is not possible to provide an accurate estimate of these types of cost. Therefore any amounts incurred that are not already funded by the Town insurance it would be recommended that it be funded via the corporate contingency fund
- Staff recommends that Council review an Indemnification By-Law to enhance coverage as appropriate in accordance with best practices to ensure Council and Staff continue to be able to do their role effectively

RECOMMENDATION

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| THAT Council receive the report re: Indemnification By-Law AND THAT Council directs Staff to bring forward an Indemnification By-Law for review and consideration |
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TRANSPORTATION REPORT

February 2022

STAFFING*

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

| | 2021 | 2022 |
|---------------------|--------------|--------------|
| WSIB | 0.00 | 0.00 |
| WI/LTD | 19.00 | 0.00 |
| SICK DAYS | 2.75 | 4.81 |
| COMPASSIONATE LEAVE | 0.00 | 3.00 |
| FLOATERS | 5.00 | 5.50 |
| VACATION | 14.50 | 11.00 |
| BANKED TIME USED | 6.25 | 7.88 |
| OFF | 0.00 | 0.00 |
| STATUTORY HOLIDAYS | 30.00 | 18.00 |
| TOTAL | 77.50 | 50.19 |

* Water, sewer and WTP not included

OVERTIME HOURS

Equivalent Straight Time Hours:

| | 2021 | 2022 | 2021 | 2022 |
|-----------------------|---------------|---------------|---------------|---------------|
| | Feb | Feb | Year To | Year To |
| | | | Date | 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 | 0.00 | 0.00 | 4.00 | 0.00 |
| PRIVATE WORK | 20.00 | 0.00 | 21.50 | 0.00 |
| RECYCLE/GARBAGE | 1.50 | 1.50 | 1.50 | 1.50 |
| ROADS | 3.00 | 277.25 | 127.00 | 344.25 |
| SEWER COLLECTION | 12.00 | 17.25 | 12.00 | 42.00 |
| SIDEWALKS | 0.00 | 96.00 | 0.00 | 122.25 |
| STORES | 0.00 | 1.50 | 37.00 | 38.50 |
| VEHICLE & EQUIPMENT | 0.00 | 19.00 | 0.00 | 19.00 |
| WATER TREATMENT PLANT | 32.50 | 28.50 | 64.50 | 32.50 |
| WATER DISTRIBUTION | 84.75 | 118.00 | 93.00 | 120.25 |
| WATER TOWER (STP) | 0.00 | 0.00 | 0.00 | 2.25 |
| TOTAL | 153.75 | 559.00 | 360.50 | 722.50 |

Holder Sidewalk Plow – On-site operator training for new sidewalk plow held February 1-2, 2022.

Snowfall Events – significant snowfall events occurred on February 10, 18, 19 and 20 as well as multiple smaller snow fall events, leading to additional overtime necessary to meet minimum maintenance standards.

Snow Accumulation – Environment Canada data shows a total approximate accumulation of 24.1cm for February 2022

Snow Removal – Snow removal operations conducted in between snowfall events on priority routes, and Kiss 'n Ride areas and intersections to assist in maintaining site lines.

Water & Sewer Digs – Water dig Feb 16/17, 2022 @ 300 block Church Street
 Sewer dig Feb 18, 2022 @ 900 block Smith Avenue
 Sewer dig Feb 15, 2022 @ 1224 Second St E

Maintenance (pressing issues outside of daily maintenance):

- John Deere Grader: Down from February 22 to February 28 awaiting throttle position sensor components
- Holder Sidewalk Plow: various dates awaiting components from Holder

Cody Vangel
 Superintendent of Transportation