

# TOWN OF FORT FRANCES

## Community Services Executive Committee

AGENDA - June 5, 2017 10:30 AM

MEETING - Fort Frances Museum

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1. <b><u>CALL TO ORDER (Session # 047)</u></b>	
2. <b><u>APPROVAL OF AGENDA (call for non-agenda items)</u></b>	
3. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
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## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 046

May 15, 2017

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Children's Complex on May 15, 2017 from 10:30 a.m. to 11:19 a.m.

PRESENT: Wendy Brunetta - Chairperson, John Albanese - Councillor, Doug Kitowski - Councillor, Doug Brown - CAO, Jason Kabel - Manager of Community Services

#### **1 CALL TO ORDER (Session # 046)**

The meeting was called to order by W. Brunetta, executive chair at 10:40 a.m.

#### **2 APPROVAL OF AGENDA (Call for non-agenda items)**

- Lakers request for June ice installation.

#### **3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**

- NIL

#### **4 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Community Services Executive Committee - May 1, 2017 - **Approved as circulated.**

#### **5 ITEMS REFERRED FROM COUNCIL**

5.1 Canadian Bass Championship (FFCBC) Request - The Community Services Executive Committee recommends to assist the FFCBC directors with the requests as presented with the provision that the FFCBC clean the tables & chairs prior to returning.

#### **6 NEW BUSINESS**

6.1 Sister Kennedy Centre Lawn Sign - The Community Services Executive Committee recommends to Mayor and Council to authorize the sign to be placed on the Sister Kennedy Centre Grounds as presented in accordance with the sign by-law enforce.

6.2 User Fee Bylaw - Updated Daycare Fees - The Community Services Executive Committee recommends to Mayor and Council to endorse an update to the user fee bylaw for the Children's Complex items previously approved.

## **7 IN-CAMERA**

- 7.1 Museum Advisory Committee Application - The Community Services Executive Committee recommends to Mayor & Council to appoint Eleanor Laur to the Museum Advisory Committee for a term ending November 30, 2018.

## **8 NON-AGENDA ITEMS**

- 8.1 Fort Frances Lakers Request for June Ice - The committee gave direction to contact the Lakers to say that we could possibly assist them with June ice if they were prepared to assume all the costs associated with the atypical ice installation.

## **9 INFORMATION**

- 9.1 Next Meeting - June 5, 2017 (Location - Museum)

## **10 CLOSING**

There being no further matters before the committee at this time, the meeting was closed at 11:19 a.m.

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W. Brunetta, Executive Committee Chair

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J. Kabel, Manager of Community Services



## REPORT

**TO:** Mayor Avis and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** June 2, 2017

**RE:** Unmanned Aerial Vehicle (UAV) Dragon Boat & Canadian Coasters

Attached are two requests from Peter Kline, GIS Technician – Rainy Lake Tribal Resource Management Inc. (RLTRM) for permission to operate an unmanned aerial vehicle (UAV), also known as a ‘drone’, on July 8th, 2017 during the Dragon Boat Festival and July 19<sup>th</sup> & 20<sup>th</sup>, 2017 for Canadian Coasters.

Mr. Kline has provided appropriate documentation in his due diligence to prepare for his proposed UAV operations, as attached.

In addition, Mr. Kline has discussed the proposed UAV operations with Tom Batiuk, Fort Frances Airport Manager. Mr. Batiuk conveyed that there will not be a problem issuing the necessary Notice To Airmen (NOTAM) for the UAV operation. Please see the proposed take-off and landing location on the attached aerial map.

### Recommendation

The Community Services Executive Committee recommends to Mayor & Council to approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival and Canadian Coasters event.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is written over the printed name "Jason Kabel".

Jason Kabel

**Council approval of this report will** approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival (July 8th, 2017) and Canadian Coasters (July 19th and 20th, 2017).

**From:** Peter Klyne  
**To:** [Jason Kabel](#)  
**Subject:** Dragon Boat 2017 UAV request  
**Date:** Tuesday, May 09, 2017 2:01:56 PM  
**Attachments:** [RLTRM Standing SFOC.pdf](#)

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Hello Jason,

I have been requested to return for the Dragon Boat races this year.

- The date has been set for July 8th, 2017
- At the Sorting Gap Marina

I would like to formally request permission to fly the Inspire 1 UAV across the waterfront as depicted in the google earth image attached to this email. Flights are intended to launch from 8am until 6pm or as late as the event requires. Flights are intended to capture the racers as well as capture some of the festival itself.

**Red** denotes the proposed launch area.

**Green** denotes the proposed flight area.

Since last years races RLTRM has achieved 'standing' status with Transport Canada (*SFOC document included*). Our requirements and restrictions to operate have been reduced accordingly.

RLTRM is covered for up to \$500,000 liability insurance. The town of Fort Frances has been added to the insurance policy as directed during last years discussions.

I currently do not have a copy of the updated insurance policy. This will become available soon. Please do not hesitate to contact me if there are any issues.

Thanks

Peter Klyne  
GIS Technician

Cell: 807-276-7438

Office: 807-274-9877 Ext. 7

[www.rltrm.ca](http://www.rltrm.ca)

Rainy Lake Tribal Resource Management

*Ganawenjigaade-Aki -- Protectors of the Land*

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**From:** Peter Klyne  
**To:** [Jason Kabel](#)  
**Subject:** UAV Flights for Canadian Coasters 2017  
**Date:** Monday, May 29, 2017 3:39:18 PM

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Hello Jason,

I have been requested to operate for the Canadian Coasters tour stop in Fort Frances.

- The dates have been set for July 19th and 20th, 2017
- Location: Sorting Gap Marina
- Flight times will total no more than 2 hours per day. Flights will occur from 10am-4pm each day.

I would like to formally request permission to fly the Inspire 1 UAV above and around Front St., near the Marina. This launch location will be the same location used for the Dragon Boat Races. For this operation I plan to be piloting while mobile. To prepare I have identified three emergency landing zones.

I have included a google earth snip of my planned activities

**Red** denotes the proposed launch area.

**Green** denotes the proposed flight area.

**Orange** denotes the proposed area where the Operator will be mobile during flight.

**Yellow** pins identify Emergency Landing Zones

RLTRM has achieved 'standing' status with Transport Canada (*SFOC document available upon request*). Our requirements and restrictions to operate have been reduced accordingly.

RLTRM is covered for up to \$500,000 liability insurance. The town of Fort Frances has been added to the insurance policy as directed during last years discussions.

I currently do not have a copy of the updated insurance policy. This will become available soon.

Please do not hesitate to contact me if you have any questions.

Thanks

--

Peter Klyne

GIS Technician

Cell: 807-276-7438

Office: 807-274-9877 Ext. 7

[www.rltrm.ca](http://www.rltrm.ca)

Rainy Lake Tribal Resource Management

*Ganawenjigaade-Aki -- Protectors of the Land*









Transport Canada Transports Canada

4900 Yonge Street, 4th Floor  
Toronto, ON M2N 6A5

Your file Votre référence

Our file Notre référence  
5812-15-50

RDIMS Number Numéro de SGDI  
12307357

September 23, 2016

Mr. Peter Klyne, Operations Manager  
Rainy Lake Tribal Resource Management Inc.  
Box 522  
Fort Frances, Ontario  
P9A 3M8

**Subject:** Special Flight Operations Certificate

**Your reference number for this activity is:** ATS-16-17-00032709

Dear Sir:

Please find attached the requested Special Flight Operations Certificate in accordance with your Special Flight Operations Certificate application of August 24, 2016.

Nothing in this Special Flight Operations Certificate relieves you, the UAV operator, from complying with the provisions of any other relevant Acts, Regulations or laws or from any level of government.

Should you have any questions or concerns, please do not hesitate to contact Inspector Lois Parsons at 416-952-1277.

Yours truly,

Del Duchin  
A/Technical Team Lead – Flight Operations East  
Civil Aviation, Ontario Region

Canada

[www.tc.gc.ca](http://www.tc.gc.ca)

03-0418 (1307-02)





## SPECIAL FLIGHT OPERATIONS CERTIFICATE

Certificate Number: 5812-15-1-2016-756  
File Number: 5812-15-1

Pursuant to section 603.67 of the *Canadian Aviation Regulations*, this constitutes your Special Flight Operations Certificate (SFOC), for the operation of a small unmanned air vehicle (UAV) system operated within visual line-of-sight, issued under the authority of the Minister pursuant to the *Aeronautics Act*.

Approval of this Certificate is based on the information provided in your SFOC application dated August 24, 2016.

Nothing in this Certificate shall be held to relieve the UAV operator from requirements to comply with the provisions of such Canadian Aviation Documents as may have been issued pursuant to the *Aeronautics Act* or the *Canadian Aviation Regulations*.

Pursuant to Section 6.71 of the *Aeronautics Act*, this Certificate may be suspended or cancelled at any time by the Minister for cause, including failure on the part of the UAV operator, its servants or agents to comply with the provisions of the *Aeronautics Act* and the *Canadian Aviation Regulations*. This Certificate is not transferable.

### Legal Name and Address of the UAV System Operator

This Certificate is issued to **Peter Klyne, Rainy Lake Tribal Resource Management Inc., Box 522, Fort Frances, Ontario, P9A 3M8**, hereinafter referred to as the UAV operator.

### Validity Period of this Certificate

This Certificate is valid from **23 September 2016** until **23 September 2017**, or until it is suspended or cancelled.

### Type and Purpose of the Operation Authorized

This Certificate is valid for the operation of the DJI Phantom 3 Advanced and the DJI Inspire 1 (Model T600) UAV systems for aerial photography, videography and surveying at unspecified locations within the Ontario Region, and subject to the conditions of this Certificate:

This Certificate is issued subject to the following conditions:

### Specific Conditions

- (1) The UAV shall only be operated within visual line-of-sight.
- (2) The pilot of the UAV shall give way to manned aircraft at all times.
- (3) The pilot shall only operate the UAV in visual meteorological conditions.
- (4) The UAV shall only be operated during the day.
- (5) Operations within Class F Restricted airspace dedicated for UAV testing and development are prohibited under this Certificate.
- (6) Operations in restricted or Class F Restricted airspace are prohibited unless specifically authorized under this certificate.
- (7) Operations within Class A and Class B airspace are prohibited.



- (8) No pilot shall operate the UAV above **400 feet above ground level (AGL)**.
- (9) The UAV operator shall coordinate with the air traffic services unit responsible for supplying air traffic services for the area of operation well in advance of proposed operations. The validity of this Certificate is contingent upon such coordination.
- (10) The UAV operator shall conduct a site survey in accordance with the procedures outlined in the SFOC application prior to commencing operations at each location.
- (11) The UAV shall not be operated in any special aviation event requiring an SFOC under Part VI, Subpart 3, Division 1 of the *Canadian Aviation Regulations*.

#### **General Operating Conditions**

- (12) A copy of this Certificate shall be on site any time the UAV is in operation.
- (13) The UAV operator shall notify this office within 10 working days after:
  - (a) changing its legal name, trade name, main base, any contact information; and
  - (b) ceasing to operate models of UAV systems authorized under this Certificate.
- (14) The UAV operator shall not require any pilot to operate the controls of the UAV if either the pilot or the UAV operator has any reason to believe that the pilot is suffering or is likely to suffer from fatigue so that they are unfit to perform their duties.
- (15) No pilot shall operate the UAV system within eight hours after consuming an alcoholic beverage or while under the influence of alcohol or while using any drug that impairs the person's faculties to the extent that the safety of the operation is endangered in any way.
- (16) Every crew member engaged in the operation of the UAV system shall, during flight time, comply with the instructions of the pilot-in-command.
- (17) Only one UAV shall be operated in flight by a single pilot at any one time.
- (18) No pilot shall operate the UAV unless it is operated in accordance with the operating limitations specified in the SFOC application.
- (19) The UAV operator shall not permit the use of a portable electronic device at the control station of a UAV system where the device may impair the functioning of the systems or equipment.
- (20) No pilot shall create a hazard to persons or property on the surface by dropping an object from the UAV in flight.
- (21) The UAV operator shall not operate the UAV system, where visual observers are used as part of the sense and avoid function, unless reliable communication is established and maintained between the visual observer and the pilot and standard operating procedures are followed.
- (22) The UAV operator shall ensure that visual observers perform observation duties for only one UAV.
- (23) The UAV operator shall not permit visual observer functions to be performed from a moving surface vehicle.
- (24) Prior to conducting flight, the pilot shall ensure that the UAV System is in an airworthy condition.
- (25) The UAV operator shall not permit UAV operations to be conducted unless the following operational and emergency equipment is immediately available to the appropriate crew member(s):



- (a) checklists or placards that enable the UAV system to be operated in accordance with the limitations specified in the SFOC application or UAV system flight manual; and
  - (b) a hand-held fire extinguisher of a type suitable for extinguishing fires that may occur, and a first aid kit.
- (26) The UAV shall not be equipped with an ELT.
- (27) No pilot shall conduct a take-off/launch of the UAV unless there is a means of:
  - (a) Controlling the flight of the UAV;
  - (b) Monitoring the UAV system;
  - (c) Navigating;
  - (d) Communication, as required by the Class of airspace or regulation;
  - (e) Detecting hazardous environmental flight conditions;
  - (f) Mitigating the risk of loss of control of the UAV trajectory, where applicable;
  - (g) Sensing and avoiding other aircraft;
  - (h) Avoiding flight into obstacles and terrain;
  - (i) Remaining clear of cloud to the distance required for the airspace and operation.
- (28) The UAV operator shall ensure that the UAV is not flown if it has been subjected to any abnormal occurrence unless it has been inspected for damage.
- (29) The UAV operator shall maintain records of their flight operations to include the following information:
  - (a) Location, date, times, crew, and aircraft type for each flight;
  - (b) Flight hours accumulated per aircraft; and
  - (c) Pilot(s) flight hours per day, month and year.
- (30) The UAV operator shall maintain the records identified in the condition above for a period of time equal to the validity period of this Certificate plus one (1) year beyond the expiry date.
- (31) The UAV operator shall have subscribed for adequate liability insurance covering risks of public liability at the levels described in subsection 606.02(8) of the *Canadian Aviation Regulations*.
- (32) The UAV operator shall adhere to the security plan in accordance with the information provided in the SFOC application.
- (33) The UAV operator shall adhere to the emergency contingency plan in accordance with the information provided in the SFOC application.
- (34) The UAV operator shall maintain an adequate management organization that is capable of exercising supervision and operational control over persons participating in the operation.
- (35) The UAV operator shall maintain UAV systems that are properly equipped for the area of operation and the type of operation.
- (36) The UAV operator shall conduct a safe operation.





(37) The UAV operator shall cease operations if at any time the safety of other airspace users or persons or property on the ground is in jeopardy or if unable to comply with the conditions of this Certificate.

(38) The UAV operator is responsible for obtaining permission from the owner(s) of the property on which the UAV intends to take-off from and/or land on.

**(39) A NOTAM shall be filed for operations under this SFOC that is within controlled airspace or within three (3) nautical miles of an uncontrolled aerodrome, unless directed otherwise by the Air Traffic Service Provider or the Flight Information Centre (FIC). For advice or coordination in this regard, contact [Mark.Telewiak@navcanada.ca](mailto:Mark.Telewiak@navcanada.ca) 905-676-4609 (Toronto FIR).**

#### **General Flight Conditions**

(40) No pilot shall operate the UAV system in such a reckless or negligent manner as to endanger or be likely to endanger the life or property of any person.

(41) The pilot shall follow the normal and emergency procedures in accordance with the information provided in the SFOC application.

(42) The pilot shall follow the lost link procedures in accordance with the information provided in the SFOC application.

(43) No pilot shall conduct a take-off/launch of the UAV unless the risk involved with lost link circumstances has been assessed and a determination has been made as to when auto-recovery manoeuvres or flight termination shall be initiated.

(44) No pilot shall activate a flight termination system, if the UAV is so equipped, in such a manner as to endanger other airspace users or persons or property on the ground.

(45) No pilot shall conduct a take-off/launch of the UAV that has frost, ice or snow adhering to any of its critical surfaces.

(46) No pilot shall conduct a take-off/launch of the UAV if explosive, corrosive or bio-hazard payloads are carried onboard.

(47) The pilot shall confirm that no unacceptable radio frequency interference is present prior to flight, nor is likely to be present during flight.

(48) The pilot-in-command of the UAV shall be familiar with the available information that is appropriate to the intended flight, before commencing a flight.

(49) No pilot shall operate the UAV in known or forecast icing conditions.

(50) The pilot, if being provided Air Traffic Control instructions or clearances, shall comply with section 602.31 of the *Canadian Aviation Regulations*.

(51) No pilot shall enter transponder airspace without the UAV being equipped with a transponder and automatic pressure-altitude reporting equipment, unless authorization has been received from the applicable air traffic control unit.



- (52) The pilot-in-command shall provide the air traffic service unit (s) affected by the flight operation with the same information that would be required if the pilot was filing an ICAO (International Civil Aviation Organization) Flight Plan, before commencing a flight.
- (53) Where the UAV is operated in the vicinity of an aerodrome, the pilot shall ensure that the UAV is flown in a manner so as to remain clear of the take-off, approach and landing routes and the pattern of traffic formed by manned aircraft operating at the aerodrome.
- (54) The pilot shall comply with sections 602.97 through 602.101 of the *Canadian Aviation Regulations* if operating in the vicinity of an uncontrolled aerodrome.
- (55) The pilot shall ensure that the appropriate frequency is continuously monitored throughout the duration of the flight, whenever two-way radio communications is required.
- (56) The pilot shall ensure that the appropriate air traffic service unit(s) is advised immediately anytime the flight of the UAV is no longer under the control of the pilot and inadvertent entry into controlled airspace occurs or is likely to occur.
- (57) No pilot shall operate the UAV at a lateral distance of less than 100 feet from a building, vehicle or vessel unless;
- (a) the building, vehicle or vessel is the subject of the aerial work, and
  - (b) only persons inherent to the operation are present.
- (58) No pilot shall operate the UAV at a lateral distance of less than 100 feet from the general public, spectators, bystanders or any person not associated with the operation.
- (59) No pilot shall operate the UAV over a built-up area or over an open-air assembly of persons.
- (60) The pilot or visual observer(s) must maintain continuous unaided visual contact with the UAV sufficient to be able to maintain operational control of the aircraft, know its location and be able to scan the airspace in which it is operating to decisively see and avoid other air traffic or objects.
- (61) No pilot shall operate the UAV over a forest fire area, or over any area that is located within five nautical miles of a forest fire area.

#### **Personnel Conditions**

- (62) The UAV operator shall ensure that all personnel are appropriately trained and qualified for the area of operation and the type of operation.
- (63) The UAV operator shall ensure that all pilots, visual observers, maintainers, payload operators are a minimum of 18 years of age.
- (64) No pilot shall operate the UAV unless they are medically fit to conduct their required duties.
- (65) All persons connected with this operation shall be familiar with the contents of this Certificate.





### **UAV System Conditions**

(66) The UAV operator shall ensure that all maintenance, servicing and disassembly-assembly of the UAV and associated components are performed in accordance with procedures described in the SFOC application.

(67) The UAV operator shall ensure that the requirements of any airworthiness directives, or equivalent, issued by the manufacturer have been completed.

(68) The UAV operator shall ensure that all UAV system equipment required for safe flight operations is serviceable.

### **Incident/Accident Reporting**

(69) The UAV operator shall report to this office, as soon as possible, details of any of the following aviation occurrences during the operation of the UAV:

- a) Injuries to any person requiring medical attention;
- b) Unintended contact between the UAV and persons, livestock, vehicles, vessels or other structures;
- c) Unanticipated damage incurred to the airframe, control station, payload or command and control links that adversely affects the performance or flight characteristics of the UAV;
- d) Anytime the UAV is not kept within the geographic boundaries and/or altitude limits as outlined in this Certificate;
- e) Any collision or risk of collision with another aircraft;
- f) Anytime the UAV becomes uncontrollable, experiences a fly-away or is missing; and
- g) Any other incident that results in a Canadian Aviation Daily Occurrence Report (CADORS).

(70) The UAV operator shall not operate the UAV following any of the aviation occurrences listed in the condition above, until such time as this office approves its further operation. Any such approval for resumption of operations shall be documented.

Yours truly,

Del Duchin  
A/Technical Team Lead – Flight Operations East  
Civil Aviation, Ontario Region

## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** June 2, 2017

**RE:** **International Early Iron Car Club Additional Request – Allen Smith**

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At the May 23<sup>rd</sup>, 2017 regular meeting of Council the attached request by the International Early Iron Car Club – Allen Smith was referred to the Community Services Executive Committee for recommendation.

*'The International Early Iron Car club is requesting that the admission fee for entry to the Tower and the Sorting Gap Marina be waived for Wednesday, July 19 and Thursday, July 20 since the car shows will be there on both days. It would be a nice gesture to provide this to the event participants during the time that they are in our beautiful and picturesque location on Rainy River.'*

### **Recommendation**

The Community Services Executive Committee will need to determine if they would like to waive admission fees for the International Early Iron Car Club participants as requested.

Respectfully submitted,



Jason Kabel

**Lisa Slomke**

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**From:** al.smith@internationalearlyiron.club  
**Sent:** Monday, May 15, 2017 5:05 PM  
**To:** Lisa Slomke  
**Cc:** Ed Halvorsen; SHERYL LAVERDURE; Gary Arnold  
**Subject:** Tower and Hallett at Sorting Gap

Hi Lisa,

This is a follow up to meeting today May 15.

The International Early Iron Car club is requesting that the admission fee for entry to the Tower and the Sorting Gap Marina could be waived for the Wednesday July 19 and Thursday July 20 since the car shows will be there on both days. It would be a nice gesture to provide this to the event participants during the time that they are in our beautiful and picturesque location on Rainy River.

I will follow up with Cathy Lawson next week about the Town of Fort Frances souvenir pins (300) and the town of fort Frances goodie bags (300). We are expecting to have up to 300 entrants for the Canadian Coasters event.

I will also email you a revised copy of the postcard and the schedule of events that you can add to the notice of street closure document.

If you have any questions or concerns please contact me.

**“ Come for the Car Show --- Stay for the Bass Tournament”**

Regards,

Allen Smith, President  
International Early Iron Car Club  
h 807 486 0360  
c 218 417 0139  
e [al.smith@internationalearlyiron.club](mailto:al.smith@internationalearlyiron.club)



## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** June 2, 2017

**RE:** 2017 Museum FedNor Funding Agreement

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### Background

It was previously approved by Mayor & Council for the Museum to make application to the Ontario Trillium Foundation and FedNor - Canada 150 Community Infrastructure Program (CIP 150) for roof replacement, wheelchair access ramp to the front door, and one accessible washroom to replace the two small washrooms presently in the Museum foyer. Each application requested for 50% funding of the project (\$77,000 each, \$154,000 total)

The Ontario Trillium Foundation application was approved and the Town has recently received notification that FedNor, under the CIP 150, is prepared to offer a contribution in the maximum amount of \$63,300 towards improvement of the Fort Frances Museum.

### Recommendation

The Community Services Executive Committee recommends to Mayor and Council to sanction the enclosed funding agreement with appropriate execution and bylaw.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

**Council approval of this report will** sanction the enclosed funding agreement with FedNor under the CIP 150 for \$69,300 and further endorse appropriate execution and bylaw.



Industry Canada

FedNor

244 Lincoln Street  
Thunder Bay, Ontario  
P7B 5L2

Industrie Canada

FedNor

244, rue Lincoln  
Thunder Bay (Ontario)  
P7B 5L2



Project number: 839-511318

Mrs. Sherry George  
Museum Curator  
Corporation of the Town of Fort Frances  
320 Portage Avenue  
Fort Frances Ontario P9A 3P9

Dear: Mrs. George,

**Re: Contribution to Corporation of the Town of Fort Frances o/a Fort Frances  
Museum & Culutral Centre**

I am pleased to advise that FedNor, under the Canada 150 Community Infrastructure Program (CIP 150), is prepared to offer a Contribution in the maximum amount of \$69,300 towards improvement of Fort Frances Museum.

Enclosed are two copies of the Contribution Agreement (Agreement) setting out the terms for our support. This Agreement is open for acceptance for 30 days from the date that appears on its face after which time it will become null and void. The date of acceptance will be the date the duplicate copy of the Agreement, unconditionally accepted and duly executed, is received by the Minister.

I would ask that you review the Agreement, sign both copies and return one to my attention in our Thunder Bay office to acknowledge your acceptance. For the mailing address, please refer to Section 16 of the attached Agreement. Please note that no advances/payments can be issued until we have received an executed copy of the Agreement.

Please make note of section 8.2 (e) of your Agreement referring to announcements and FedNor funding acknowledgement. You will be contacted by FedNor to arrange details for the official announcement and until then we ask that you refrain from publicly referencing or announcing the project approval.



- 2 -

Mr. Mike Belliveau of our Thunder Bay office is available to answer any questions you may have and may be reached at 844-809-6405 or toll-free at 1-877-333-6673.

Yours truly,



Aime J. Dimatteo  
Director General  
FedNor



## **CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM CONTRIBUTION AGREEMENT**

This Contribution Agreement is made as of **MAY 15 2017**

**BETWEEN:** **HER MAJESTY THE QUEEN IN RIGHT OF CANADA** ("Her Majesty") hereby represented by the Minister of Industry (the "Minister").

**AND:** **The Corporation of the Town of Fort Frances o/a Fort Frances Museum & Cultural Centre** ("Recipient") a municipality under the laws of Ontario

**WHEREAS** in its 2015 Budget, the Government of Canada allocated \$150 million to the newly created Canada 150 Community Infrastructure Program ("CIP 150") to repair, rehabilitate and expand existing community infrastructure assets; and

**WHEREAS** the Minister has agreed to make a non-repayable contribution to the Recipient under the CIP 150 for the Project (as defined herein),

**NOW THEREFORE**, in accordance with the mutual covenants and agreements herein, the Minister and the Recipient agree as follows:

### **1. Purpose of the Agreement**

The purpose of this Agreement is to set out the terms and conditions under which the Minister will provide CIP 150 funding in support of the Project (as defined herein).

## 2. Interpretation

2.1 **Definitions.** In this Agreement, a capitalized term has the meaning given to it in this section, unless the context indicates otherwise:

**Aboriginal Government** means a band council within the meaning of section 2 of the *Indian Act*, or a government authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement, given effect and declared valid by federal legislation.

**Agreement** means this agreement including all the annexes attached hereto, as such may be amended, restated or supplemented, from time to time.

**CIP 150** means the Canada 150 Community Infrastructure Program as described in the recitals hereto.

**Contribution** means the contribution to Eligible Supported Costs in the amount stipulated in Subsection 4.1.

**Date of Acceptance** means the date on which the duplicate fully executed copy of this Agreement is received by the Minister.

**Eligible Costs** means those costs incurred by the Recipient which, in the opinion of the Minister are reasonable and required to carry out the Project as more particularly described in Annex 1 – Statement of Work and which are in compliance with the conditions set out in Annex 2 – Costing Guideline Memorandum.

**Eligible Supported Costs** means those Eligible Costs which are to be incurred between April 1, 2016 and the Program Expiry Date and that are designated for support under this Agreement as more particularly described in Annex 1 – Statement of Work and which are in compliance with the conditions set out in Annex 2 – Costing Guideline Memorandum.

**Event of Default** means the events of default described in Subsection 12.1 hereof.

**Final Report** means the report described in Annex 3 – Reporting Requirements.

**Fiscal Year** means the Government of Canada's fiscal year beginning on April 1 of a year and ending on March 31 of the following year.

**Minister** means the Minister responsible for the Department of Industry or any one or more of his representatives.

**Northern Ontario** includes the following Census Divisions: Muskoka District municipality; Nipissing District; Parry Sound District; Manitoulin District; Sudbury District; Greater Sudbury Census Division; Timiskaming District; Cochrane District; Algoma District; Thunder Bay District; Rainy River District; and Kenora District.

**Parties** means the Minister and the Recipient and **Party** means any one of them.

**Program Expiry Date** means March 31, 2018.

**Project** means the Project described in Annex 1 – Statement of Work.

**Project Completion Date** means March 31, 2108

**Project Start Date** means March 1, 2017.

**Stacking Limits** means the maximum total funding toward the Project, from federal, provincial and municipal government sources, expressed as a percentage of Total Eligible Costs as shown in Annex 1 – Statement of Work.

**Survival Period** means the period of six (6) years following the period determined in Subsection 3.1 as the duration of the Agreement.

**Total Eligible Costs** means the total costs of the Project as set out in Annex 1 – Statement of Work and which are in compliance with the conditions set out in Annex 2 – Costing Guideline Memorandum.

- 2.2 **Singular/Plural.** Wherever from the context it appears appropriate, each term stated in either the singular or plural shall include the singular and the plural.
- 2.3 **Entire Agreement.** This Agreement comprises the entire agreement between the Parties. No prior document, negotiation, provision, undertaking or agreement in relation to the subject matter of this Agreement has legal effect. No representation or warranty, whether express, implied or otherwise, has been made by the Minister to the Recipient, except as expressly set out in this Agreement.
- 2.4 **Inconsistency.** In case of inconsistency or conflict between a provision contained in the part of the Agreement preceding the signatures and a provision contained in any of the Annexes to this Agreement, the provision contained in the part of the Agreement preceding the signatures will prevail.
- 2.5 **Annexes.** This Agreement contains the following Annexes as described below, which form an integral part of this Agreement:

**Annex 1 - Statement of Work**

**Annex 2 - Costing Guideline Memorandum**

**Annex 3 - Reporting Requirements**

**Annex 4 - Federal Visibility Requirements**

### **3. Duration of Agreement**

3.1 **Duration of Agreement.** This Agreement comes into force on the Date of Acceptance and, subject to Subsection 3.2, will terminate:

- (a) twelve (12) months after the earlier of:
  - i) the Project Completion Date; or
  - ii) the Program Expiry Date; or
- (b) upon the date on which all amounts due by the Recipient to the Minister under this Agreement, have been paid in full, whichever is the later, unless terminated earlier in accordance with the terms of this Agreement.

3.2 **Survival Period.** Notwithstanding the provisions of Subsection 3.1 above, the rights and obligations described in the following sections shall survive and remain in full force and effect for the Survival Period:

Section 5 – Other Government Financial Support  
 Subsection 6.6 – Overpayment or Non-Entitlement  
 Subsections 7.3, 7.4, 7.5, 7.6 and 7.7 – Monitoring, Audit and Evaluation  
 Subsection 8.1 (b) – Representations and Covenants  
 Section 11 – Indemnification and Limitation of Liability  
 Section 12 – Default and Remedies  
 Section 13 – Project Assets  
 Subsection 15.10 – Dispute Resolution

### **4. The Contribution**

4.1 Subject to the terms and conditions of this Agreement, the Minister will make a non-repayable contribution to the Recipient in respect of the Project which shall not exceed 50% of the Total Eligible Costs and in an amount not exceeding the lesser of (a) and (b) as follows:

- (a) 45% of the Eligible Supported Costs of the Project incurred and paid by the Recipient as detailed in Annex 1 – Statement of Work; and
- (b) \$69,300

4.2 The payment of the Contribution per Fiscal Year is estimated at amounts as specified in Annex 1 – Statement of Work. The Minister will have no obligation to pay any amounts in any other fiscal years than those specified in Annex 1 – Statement of Work.

4.3 The Recipient acknowledges that, notwithstanding the Date of Acceptance of this Agreement, the Minister will not reimburse costs incurred by it prior to April 1, 2016 or later than the Program Expiry Date.

4.4 The Minister shall not contribute to any Eligible Supported Costs incurred by the Recipient which could cause the Contribution, noted in Subsection 4.1 herein to be exceeded.



- 4.5 The Recipient shall be responsible for all costs of the Project, including cost overruns, if any.
- 4.6 **Holdbacks.** Notwithstanding any other provisions of this Agreement, the Minister may, at the Minister's sole discretion, withhold up to ten percent (10%) of the Contribution amount until:
- (a) the Project is completed;
  - (b) the Recipient has satisfied all the conditions of this Agreement;
  - (c) the Final Report described in Subsection 6.4(a)(iii) has been submitted to the satisfaction of the Minister;
  - (d) audits and site visits, where required by the Minister, have been completed to the satisfaction of the Minister; and
  - (e) the Minister has approved the final claim described in Subsection 6.4.

## **5. Other Government Financial Support**

- 5.1 The Recipient hereby confirms that for purposes of this Project, no other federal, provincial or municipal government assistance has been requested, received or will be received, except as disclosed in Annex 1 – Statement of Work.
- 5.2 The Recipient shall promptly inform the Minister in writing in the event additional other government financial support has been requested or received for the Project, during the term of this Agreement and acknowledges and agrees that an adjustment to the amount of the Contribution and a request for repayment of part or all of the amounts paid to the Recipient may be made as a result thereof. The amount of repayment requested will constitute a debt due to Her Majesty and will be recovered as such from the Recipient.
- 5.3 In no instance will the total government funding towards the Eligible Costs of the Project be allowed to exceed one hundred percent (100%).

## **6. Claims and Payments**

- 6.1 The Recipient shall maintain accounting records that account for the Contribution paid to the Recipient and the related Project Costs in respect of this Agreement, separate and distinct from any other funding.
- 6.2 **Claims Procedures.** The Recipient shall submit claims for reimbursement of Eligible Supported Costs incurred and paid, not less frequently than semi-annually or more frequently than monthly, in a form satisfactory to the Minister. Each claim will include the following information:
- (a) an itemized summary by cost category of Eligible Supported Costs incurred and paid;

- (b) a progress report of the claim as it relates to Annex 1 – Statement of Work;
- (c) a certification of the claim by a director or officer of the Recipient, confirming the accuracy of the claim and of all supporting information provided;
- (d) substantiating documentation (including without limitation, any invoice or proof of payment), as may be required by the Minister.

### 6.3 Advance Payments.

- (a) Where the Minister is satisfied, based on the risk assessment of the funding, and has determined that the Recipient's cash flow requirements justify the need for an advance of the Contribution, the Minister may, at his or her sole discretion, make an advance payment to the Recipient, subject to the following:
  - (i) The Recipient submits to the Minister's satisfaction, a forecast of cash flow requirements to be incurred during the period for which the advance payment has been requested along with any documentation that the Minister may reasonably request.
  - (ii) The Recipient shall account by way of a claim form, to the satisfaction of the Minister, for the use of any advances.
- (b) If the amount of the advance exceeds the amount of Eligible Supported Costs incurred during the period for which the advance payment was made, the Minister may deduct the excess amount and any interest earned by such excess from any other payment under this Agreement.

### 6.4 Final Claim Procedures.

- (a) In addition to the requirements set out in Subsection 6.2, the Recipient's final claim for any Eligible Supported Costs and/or the final reconciliation of any outstanding advances shall be accompanied by the following, in a form satisfactory to the Minister in scope and detail:
  - (i) a final statement of total Project Costs;
  - (ii) a statement of the total funding provided from all sources for the Project, including other government funding support received or requested;
  - (iii) a Final Report as described in Annex 3 – Reporting Requirements; and
  - (iv) a certification, by an authorized signatory of the Recipient, that this is the final claim for payment and includes all final Eligible Supported Costs submitted for payment.
- (b) The Recipient shall submit the final claim for reimbursement to the satisfaction of the Minister no later than three (3) months after the Project is completed.

- (c) The Minister shall have no obligation to pay any claims submitted after this date.

#### 6.5 **Payment Procedures.**

- (a) The Minister shall review and approve the documentation submitted by the Recipient following the receipt of the Recipient's claim and in the event of any deficiency in the documentation, it will notify the Recipient and the Recipient shall immediately take action to address and rectify the deficiency.
- (b) Subject to the maximum Contribution amounts set forth in Subsection 4.1 and all other conditions contained in this Agreement, the Minister shall pay to the Recipient the Eligible Supported Costs set forth in the Recipient's claim, in accordance with the Minister's customary practices.
- (c) The Minister may request at any time that the Recipient provides satisfactory evidence to demonstrate that all Eligible Supported Costs claimed have been paid.
- (d) The Minister may require, at his expense, any claim submitted for payment of the Contribution be certified by the Recipient's external auditor or by an auditor approved by the Minister.

6.6 **Overpayment or Non-Entitlement.** Where, for any reason, the Recipient is not entitled to all or part of the Contribution or the amount paid to the Recipient exceeds the amount to which the Recipient is entitled, the Contribution or the amount in excess, as the case may be, shall constitute a debt due to the Minister and shall be recovered as such from the Recipient. The Recipient shall repay the Minister within thirty (30) calendar days from the date of the Minister's notice, the amount of the Contribution disbursed or the amount of the overpayment, as the case may be, together with interest calculated in accordance with the *Interest and Administrative Charges Regulations*, in effect on the due date, from the date of the notice until payment is received by the Minister.

6.7 If the Recipient earns any interest as a consequence of any advance payment of the Contribution or earns any revenue as a result of the Project, the Minister may in his or her absolute discretion reduce the Contribution by all or by such portion of the revenue (including the interest) as he or she deems appropriate.

#### 7. **Monitoring, Audit and Evaluation**

7.1 The Recipient agrees to provide the Minister with the reports as described in Annex 3 – Reporting Requirements, satisfactory in scope and detail, in order to allow the Minister to assess the outcome and costs of the Project.

7.2 Upon request of the Minister and at no cost to him or her, the Recipient shall promptly elaborate upon any report submitted or provide such additional information as may be requested.

7.3 The Recipient shall at its own expense:

- (a) preserve and make available for audit and examination by the Minister, proper books, accounts and records of the Project Costs, wherever such books, and records may be located, and permit the Minister to conduct such independent audits and evaluations as the Minister in his or her discretion may require;
  - (b) upon reasonable notice and after consultation with the Recipient, permit the Minister, reasonable access to the Project site and/or the Recipient's premises and documents in order to inspect and assess the progress and results of the Project;
  - (c) supply promptly, on request, such other data in respect of the Project and its results, as the Minister may require for purposes of this Agreement and for statistical and/or evaluation purposes.
- 7.4 The Minister shall have the right, at his or her own expense, and as and when he or she determines necessary, to perform audits of the Project Costs and the Recipient's books, accounts, records, financial statements and claims for reimbursement of Eligible Supported Costs, and the Recipient's administrative, financial and claim certification processes and procedures, for the purposes of verifying the costs of the Project, validating claims for reimbursement of Eligible Supported Costs, ensuring compliance with the terms of this Agreement, and confirming amounts repayable to the Minister under the provisions of this Agreement.
- 7.5 Any audits performed hereunder will be carried out by auditors selected by the Minister, which may include any of the following: Industry Canada officials, an independent auditing firm, and/or the Recipient's external auditors. The Minister will provide the Recipient with a description of the scope and criteria of the audit and the expected time frames for completion of the audit and public release of the related reports.
- 7.6 The Recipient agrees that the Minister, at his or her expense, may engage outside firms or individuals, unrelated to the Government of Canada, with the required expertise to evaluate and monitor the Project and its implementation or review any documents submitted by the Recipient. The Recipient agrees to provide access to any site, meeting or to any document in relation to the Project to such firms or individuals.
- 7.7 **Auditor General of Canada.** The Recipient acknowledges that the Auditor General of Canada may, at the Auditor General's cost, after consultation with the Recipient, conduct an inquiry under the authority of Subsection 7.1(1) of the *Auditor General Act* in relation to any funding agreement (as defined in Subsection 42(4) of the *Financial Administration Act*) with respect to the use of funds received. For purposes of any such inquiry undertaken by the Auditor General, the Recipient shall provide, upon request and in a timely manner, to the Auditor General or anyone acting on behalf of the Auditor General:
- (a) all records held by the Recipient or by agents or contractors of the Recipient, relating to this Agreement and the use of the Contribution; and



- (b) such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General, may request relating to this Agreement and/or the Contribution.

## **8. Representations and Covenants**

### **8.1 The Recipient represents and warrants that**

- (a) it is a municipal government and is in good standing under the laws of Ontario, and has the power and authority to carry on its business, to hold its property and to enter into this Agreement and it has the power and authority, and has met all legal requirements, necessary to carry on business, hold property, and to enter into, deliver and perform this Agreement. The Recipient warrants that it shall remain as such for the duration of this Agreement;
- (b) it has acquired, at its own expense, general liability insurance and property damage insurance, in an adequate amount consistent with the scope of the operations and the Project that a prudent person carrying out a project similar to the Project would maintain, and will maintain such for the duration of the Agreement and the Survival Period;
- (c) the signatory(ies) to this Agreement, on behalf of the Recipient, has(ve) been duly authorized to execute and deliver this Agreement;
- (d) this Agreement constitutes a legally binding obligation of the Recipient, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable bankruptcy, insolvency, reorganization and other laws affecting generally the enforcement of the rights of creditors and subject to a court's discretionary authority with respect to the granting of a decree, ordering specific performance or other equitable remedies;
- (e) the execution and delivery of this Agreement and the performance by the Recipient of its obligations hereunder will not, with or without the giving of notice or the passage of time or both:
  - (i) violate the provisions of the Recipient's by-laws, any other corporate governance document subscribed to by the Recipient or any resolution of the Recipient;
  - (ii) violate any judgment, decree, order or award of any court, government agency, regulatory authority or arbitrator; or
  - (iii) conflict with or result in the breach or termination of any material term or provision of, or constitute a default under, or cause any acceleration under, any license, permit, concession, franchise, indenture, mortgage, lease, equipment lease, contract, permit, deed of trust or any other instrument or agreement by which it is bound.
- (f) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Recipient, threatened and there is no order,



judgment or decree of any court or governmental agency, which could materially and adversely affect the Recipient's ability to carry out the activities contemplated by this Agreement;

- (g) it has obtained or will obtain all necessary licences and permits in relation to the Project, which satisfy the requirements of all regulating bodies of appropriate jurisdiction;
- (h) all information provided during the CIP 150 application process remains true, correct and complete in every respect except as set out to the contrary herein; and,
- (i) the description of the Project in Annex 1 – Statement of Work is complete and accurate.

8.2 The Recipient covenants and agrees that:

- (a) it shall obtain the prior written consent of the Minister before making any change to any aspect of the Project or to the management of the Project or Recipient.
- (b) it shall acquire and manage all equipment, services and supplies required for the Project in a manner that ensures the best value for funds expended and it shall comply with its procurement policies, rules and regulations.
- (c) the Project is located in Northern Ontario.
- (d) it shall use the Contribution solely and exclusively to support the Eligible Supported Costs of the Project, as detailed in Annex 1 - Statement of Work and in Annex 2 - Costing Guideline Memorandum, it shall carry out the Project in a diligent and professional manner, using qualified personnel and it shall complete the Project on or before the Project Completion Date.
- (e) it shall comply with the Federal Visibility Requirements as set out in Annex 4 – Federal Visibility Requirements.

**9. Official Languages**

The Recipient agrees that main signage related to the Project will be provided in both official languages.

**10. Environmental and Other Requirements**

- 10.1 The Recipient represents that any environmental issues or concerns relating to the Project which are known or ought to be known to the Recipient have been disclosed to the Minister, and the Recipient shall inform the Minister of any environmental issue or concern regarding the Project which arise during the term of this Agreement.

- 10.2 The Recipient agrees to comply with all federal, provincial, municipal and other applicable laws governing the Recipient and the Project, including but not limited to, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection.
- 10.3 The Recipient acknowledges that the Minister's obligation to pay the Contribution is conditional upon the Minister satisfying any obligation that he may have to consult with or to accommodate any Aboriginal groups, which may be affected by the terms of this Agreement.

## **11. Indemnification and Limitation of Liability**

- 11.1 The Recipient shall at all times indemnify and save harmless the Minister, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings (including, without limitation, those relating to injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights) by whomsoever brought or prosecuted, or threatened to be brought or prosecuted, in any manner based upon or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights, caused by, or arising directly or indirectly from:
- (a) the Project, its operation, conduct or any other aspect thereof;
  - (b) the performance or non-performance of this Agreement, or the breach or failure to comply with any term, condition, representation or warranty of this Agreement by the Recipient, its officers, employees and agents, or by a third party or its officers, employees, or agents;
  - (c) the design, construction, operation, maintenance and repair of any part of the Project; or,
  - (d) any omission or other wilful or negligent act or delay of the Recipient or a third party and their respective employees, officers, or agents, except to the extent to which such claims and demands, losses, costs, damages, actions, suits, or other proceedings relate to the negligent act or omission of the Minister, in the performance of his or her duties.
- 11.2 The Minister shall have no liability under this Agreement, except for payments of the Contribution, in accordance with and subject to the provisions of this Agreement. Without limiting the generality of the foregoing, the Minister shall not be liable for any direct, indirect, special or consequential damages, or damages for loss of revenues or profits of the Recipient.
- 11.3 The Minister will not be held liable in the event the Recipient enters into a loan, a capital or operating lease or other long-term obligation in relation to the Project for which the Contribution is provided.

## **12. Default and Remedies**

**12.1 Event of Default.** The Minister may declare that an Event of Default has occurred if:

- (a) the Recipient fails to proceed diligently with the Project, or abandons the Project in whole or in part, or the Project is not completed by the Project Completion Date;
- (b) the Recipient makes a materially false or misleading statement concerning support by the Minister in any internal and/or public communication, other than in good faith;
- (c) the Recipient becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute, from time to time in force, relating to bankrupt or insolvent debtors;
- (d) an order is made or the Recipient has passed a resolution for the winding up or liquidation of the Recipient, or the Recipient is dissolved;
- (e) the Recipient has, in the opinion of the Minister, ceased to carry on business or has sold all or substantially all of its assets;
- (f) the Recipient has submitted false or misleading information, or has made a false or misleading representation to the Minister, in this Agreement or in its application for the Contribution; or
- (g) the Recipient has not, in the opinion of the Minister, met or satisfied a term or condition of this Agreement.

**12.2 Notice and Rectification Period.** Except in the case of default under Subsection 12.1 (d) (e) and (f), the Minister will not declare that an Event of Default has occurred unless he or she has given prior written notice to the Recipient of the occurrence, which in the Minister's opinion constitutes an Event of Default. The Recipient shall, within such period of time as the Minister may specify in the notice, either correct the condition or event or demonstrate, to the satisfaction of the Minister, that it has taken such steps as are necessary to correct the condition, failing which the Minister may declare that an Event of Default has occurred.

**12.3 Remedies.** If the Minister declares that an Event of Default has occurred, the Minister may immediately exercise any one or more of the following remedies, in addition to any remedy available at law:

- (a) terminate the Agreement, including any obligation by the Minister to make any payment under this Agreement, including any obligation to pay an amount owing prior to such termination;
- (b) suspend any obligation by the Minister to make any payment under this Agreement, including any obligation to pay an amount owing prior to such suspension; and

- (c) require the Recipient to repay forthwith to the Minister all or part of the Contribution, and that amount is a debt due to the Minister and may be recovered as such.

12.4 The Recipient acknowledges the policy objectives served by the Minister's agreement to make the Contribution, that the Contribution comes from the public monies, and that the amount of damages sustained by the Minister in an Event of Default is difficult to ascertain and therefore, that it is fair and reasonable that the Minister be entitled to exercise any or all of the remedies provided for in this Agreement and to do so in the manner provided for in this Agreement, if an Event of Default occurs.

### **13. Project Assets**

13.1 The Recipient shall retain title to, and ownership of any assets, including intellectual property, the cost of which has been contributed to by the Minister under this Agreement and, save as herein otherwise provided, shall not dispose of same, for a minimum of six (6) years after the expiry or termination of this Agreement without the prior written consent of the Minister, which consent may include conditions.

### **14. Miscellaneous**

14.1 The Recipient represents and warrants that no member of the House of Commons or Senate of Canada shall be admitted to any share or part of this Agreement or to any benefit arising from it, that are not otherwise available to the general public.

14.2 The Recipient confirms that no current or former public servant or public office holder, to whom the *Values and Ethics Code for the Public Service*, the *Values and Ethics Code for the Public Sector*, the *Policy on Conflict of Interest and Post-Employment* or the *Conflict of Interest Act* applies, shall derive direct benefit from the Agreement, including any employment, payments or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation. Where the Recipient employs or has a major shareholder, who is either a current or former (in the last twelve (12) months) public office holder or public servant in the federal government, the Recipient shall demonstrate compliance with these codes and the legislation.

14.3 The Recipient represents and warrants that:

- (a) it has not paid, nor agreed to pay to any person, either directly or indirectly, a commission, fee or other consideration that is contingent upon the execution of this Agreement, or upon the person arranging a meeting with a public office holder;
- (b) it will not pay, nor agree to pay to any person, either directly or indirectly, any commission, fee or other consideration that is contingent upon the person arranging a meeting with a public office holder;



- (c) it is and any persons who are or have been engaged by the Recipient to communicate or arrange meetings with public office holders, regarding the Project or this Agreement, are in full compliance with all requirements of the *Lobbying Act*; and
  - (d) any persons who may be engaged by the Recipient to communicate or arrange meetings with public office holders, regarding the Project or this Agreement, will at all times be in full compliance with the requirements of the *Lobbying Act*.
- 14.4 The Recipient acknowledges that the representations and warranties in this section are fundamental terms of this Agreement. In the event of breach of these, the Minister may exercise the remedies provided under Subsection 12.3.
- 15. General**
- 15.1 **Debt due to Canada.** Any amount owed to the Minister under this Agreement shall constitute a debt due and shall be recoverable as such. Unless otherwise specified herein, the Recipient agrees to make payment of any such debt forthwith on demand.
- 15.2 **Interest.** Debts due to the Minister will accrue interest in accordance with the *Interest and Administrative Charges Regulations*, in effect on the due date, compounded monthly on overdue balances payable, from the date on which the payment is due, until payment in full is received by the Minister. Any such amount is a debt due to the Minister and is recoverable as such.
- 15.3 **Set-Off.** Without limiting the scope of set-off rights provided in the *Financial Administration Act*, the Minister may set off against the Contribution, any amounts owed by the Recipient to the Minister under legislation or contribution agreements and the Recipient shall declare to the Minister all amounts outstanding in that regard, when making any claim under this Agreement.
- 15.4 **No Assignment of Agreement.** Neither this Agreement nor any part thereof shall be assigned by the Recipient, without the prior written consent of the Minister.
- 15.5 **Annual Appropriation.** Payment by the Minister of amounts due under this Agreement shall be conditional on there being a legislated appropriation for the Fiscal Year in which the payment is to be made. The Minister shall have the right to terminate or reduce the Contribution, in the event that the amount of the appropriation is reduced or denied by Parliament. In the event that any portion of the Contribution has been paid to the Recipient and the legislated appropriation for the Fiscal Year in which such payment is made is not obtained, the Minister shall have the right to recover the amount so paid from the Recipient.
- 15.6 **Successors and Assigns.** This Agreement is binding upon the Recipient, its successors and permitted assigns.
- 15.7 **Confidentiality.** Subject to the *Access to Information Act* (Canada), the *Privacy Act*, the *Library and Archives of Canada Act* and Annex 4 – Federal Visibility

Requirements, the Parties shall keep confidential and shall not disclose the contents of this Agreement or the transactions contemplated hereby, without the consent of all Parties.

- 15.8 **Waiver of Confidentiality.** Notwithstanding subsection 15.7, the Recipient waives any confidentiality rights to the extent such rights would impede the Minister from fulfilling his notification obligations to the World Trade Organization under Article 25 of the Agreement on Subsidies and Countervailing Measures.
- 15.9 **Governing Law.** This Agreement shall be subject to and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 15.10 **Dispute Resolution.** If a dispute arises concerning the application or interpretation of this Agreement, the Parties shall attempt to resolve the matter through good faith negotiation, and may, if necessary and the Parties consent in writing, resolve the matter through mediation or by arbitration, by a mutually acceptable mediator or arbitrator in accordance with the Commercial Arbitration Code set out in the schedule to the *Commercial Arbitration Act* (Canada), and all regulations made pursuant to that Act.
- 15.11 **No Amendment.** No amendment to this Agreement shall be effective unless it is made in writing and signed by the Parties hereto.
- 15.12 **No Agency.** No provision of this Agreement or action by the Parties will establish or be deemed to establish any partnership, joint venture, principal-agent or employer-employee relationship in any way, or for any purpose, between the Minister and the Recipient, or between the Minister and a third party. The Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of the Minister, nor shall the Recipient make a promise, agreement or contract and incur any liability on behalf of the Minister, and shall be solely responsible for any and all payments and deductions, required by the applicable laws.
- 15.13 **No Waiver.** Any tolerance or indulgence demonstrated by one Party to the other, or any partial or limited exercise of rights conferred on a Party, shall not constitute a waiver of rights, and unless expressly waived in writing the Parties shall be entitled to exercise any right and to seek any remedy, available under this Agreement or otherwise at law. Either Party may, by notice in writing, waive any of its rights under this Agreement.
- 15.14 **Public Dissemination.** All reports and other information that the Minister collects, manages or has a right to receive or produce in accordance with this Agreement, or that the Recipient collects, creates, manages and shares with the Minister, shall be deemed to be "Canada Information". The Minister shall have the right, subject to the provisions of the *Access to Information Act* (Canada), to release to the public, table before Parliament, or publish by any means, any Canada Information, including such excerpts or summaries of the Canada Information as he may, from time to time, decide to make.
- 15.15 **No conflict of interest.** The Recipient and its consultants and any of their respective advisors, partners, directors, officers, shareholders, employees, agents

and volunteers shall not engage in any activity where such activity creates a real, apparent or potential conflict of interest in the sole opinion of the Minister, with the carrying out of the Project. For greater certainty, and without limiting the generality of the foregoing, a conflict of interest includes a situation where anyone associated with the Recipient owns or has an interest in an organization that is carrying out work related to the Project.

- 15.16 **Disclose potential conflict of interest.** The Recipient shall disclose to the Minister without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 15.17 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term of the agreement between the Parties is found to be or becomes invalid or unenforceable, whether in whole or in part, such provision or part thereof declared invalid or unenforceable shall be deemed to be severable and shall be deleted from this Agreement and all remaining terms and conditions of this Agreement will continue to be valid and enforceable.
- 15.18 **Notice of Termination.** The Minister will notify the Recipient with a minimum of 3 months advance notice of a termination or reduction in the amount of the Contribution for this Project in the event the CIP 150 Terms and Condition are terminated or amended.

## 16. Notice

- 16.1 Any notice, information or document required under this Agreement shall be effectively given, if delivered or sent by letter or facsimile (postage or other charges prepaid). Any notice that is delivered shall be deemed to have been received on delivery; any notice sent by facsimile shall be deemed to have been received one (1) working day after being sent, any notice that is mailed shall be deemed to have been received eight (8) calendar days after being mailed.
- 16.2 Any notice or correspondence to the Minister shall be addressed to:
- Industry Canada / FedNor  
244 Lincoln Street  
Thunder Bay, ON P7B 5L2
- Attention: Canada 150 Community Infrastructure Program**  
or to such other address, as is designated by the Minister in writing.
- 16.3 Any notice or correspondence to the Recipient shall be addressed to:
- Fort Frances Museum and Cultural Centre  
320 Portage Avenue  
Fort Frances, ON P9A 3P9
- 16.4 Each of the Parties may change the address, which they have stipulated in this Agreement by notifying in writing the other party of the new address, and such

change shall be deemed to take effect fifteen (15) calendar days after receipt of such notice.

**17. Special Conditions**

17.1 As a condition precedent to initial disbursement:

- (a) the Recipient agrees to provide the Minister upon request, certified copies of the Recipient's constating documents, by-laws and / or the resolution authorizing the entering into of this Agreement; and
- (b) the Recipient agrees to provide evidence that it has arranged for the balance of the funding required to enable the Project to proceed, on terms and conditions that are satisfactory to the Minister.

17.2 **Renewal of Representations.** It is a condition precedent to any disbursement under this Agreement that the representations and warranties contained in this Agreement are true at the time of payment and that the Recipient is not in default of compliance with any terms of this Agreement.




**18. Acceptance**

**The Recipient agrees that unless the Minister receives a duly executed duplicate copy of this Agreement within thirty (30) calendar days of the date of execution by the Minister, this Agreement is revocable at the discretion of the Minister.**

IN WITNESS WHEREOF the Parties hereto have executed this Agreement through authorized representatives.

Project No.: 839-511318

**HER MAJESTY THE QUEEN IN RIGHT OF CANADA  
As represented by the Minister of Industry**

Per:   
Industry Canada / FedNor

Date: MAY 15 2017



The Corporation of the Town of Fort Frances o/a Fort Frances Museum and Cultural Centre

Per: \_\_\_\_\_

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

I have authority to bind the Recipient.

Per: \_\_\_\_\_

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

I have authority to bind the Recipient.

**ANNEX 1****STATEMENT OF WORK**

Recipient: Fort Frances Museum and Cultural Centre  
Project Title: Improvement of Fort Frances Museum Infrastructure  
Project Location: 259 Scott Street, Fort Frances, ON P9A 1G8

**PROJECT DESCRIPTION:**

Improvements to Fort Frances Museum and Cultural Centre including: roof replacement and the creation of an accessible washroom and accessible front door ramp.

Project Start Date: March 1, 2017  
Project Completion Date: March 31, 2018

**INDUSTRY CANADA / FEDNOR CONTRIBUTION BY FISCAL YEAR**

2016/2017	2017/2018	Total
\$0	\$69,300	\$69,300

**PROJECT COSTS AND FINANCING**

<b>Project Costs</b>		<b>Financing</b>		<b>% of Total Eligible Costs</b>
<u>Eligible Costs</u>		IC / FedNor	\$69,300	45%
- <i>Supported</i>	\$154,000	Other Federal (incl. Gas Tax Fund)	\$0	0%
- <i>Not Supported</i>	\$0	Provincial	\$77,000	50%
<u>Ineligible Costs</u>	\$0	Municipal	\$0	0%
		Recipient	\$7,700	5%
		Other (specify)	\$0	0%
Total \$154,000		Total \$154,000		100%

<b>Summary of Stacking Limits</b>	
Total Eligible Costs	\$154,000
Total Government Contributions (Federal , Provincial and Municipal)	\$146,300
Stacking Limit – All Government Sources (%)	95%

<b>Eligible Costs:</b>	<b>Supported</b>	<b>Not Supported</b>	<b>Total</b>
Costs to rehabilitate or improve fixed capital assets	\$140,000	\$0	\$140,000
Fees paid to professionals, technical personnel, consultants and contractors	\$14,000	\$0	\$14,000
Costs of environment assessments	\$0	\$0	\$0
Costs of any public announcement and official ceremony	\$0	\$0	\$0
Other direct and necessary costs	\$0	\$0	\$0
Other	\$0	\$0	\$0
<b>Total Eligible Costs</b>	<b>\$154,000</b>	<b>\$0</b>	<b>\$154,000</b>
Ineligible Costs			\$0
<b>Total Ineligible Costs</b>			<b>\$0</b>
<b>TOTAL PROJECT COSTS</b>			<b>\$154,000</b>

**Please Note:**

- 1) Eligible Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
- 2) Variance of any of the Eligible Supported Costs listed above in excess of 15% requires the prior written approval of the Minister.
- 3) Incremental costs (i.e. employees and/or materials and/or equipment) have been approved up to the following maximum amounts, which are included in the Total Eligible Costs indicated above:

Employees:	\$ 0
Materials:	\$ 0
Equipment:	\$ 0

**ADDITIONAL REQUIREMENTS:**

N/A



**ANNEX 2****COSTING GUIDELINE MEMORANDUM****1.0 General Conditions**

- 1.1 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of the Minister,
- (a) directly related to the intent of the Project,
  - (b) reasonable,
  - (c) appear in Annex 1 - Statement of Work,
  - (d) incurred in respect of activities, which are incremental to the usual activities of the Recipient, and
  - (e) constitute Eligible Costs as defined in Section 2.0 of this Annex.
- 1.2 Eligible Supported Costs submitted for reimbursement are identified in Annex 1 – Statement of Work, and must be net of any refund or eligible tax credits (including HST). In order to have the HST approved as an Eligible Supported Cost, the Recipient will be required to provide documentation verifying the organization's status under the relevant tax legislation.

**2.0 Eligible Costs**

Eligible Costs shall only include the following:

- (a) costs to rehabilitate or improve fixed capital assets of community infrastructure, including expansions;
- (b) fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the Project;
- (c) costs of environmental assessments, mitigation measures, monitoring, and follow-up programs as required by the *Canadian Environmental Assessment Act, 2012* or equivalent legislation;
- (d) costs of any public announcement and official ceremony, or of any temporary or permanent signage as further described in Subsection 2.2 below; and
- (e) other costs that are considered to be direct and necessary for the successful implementation of the Project and that have been approved in advance, and in writing, by the Minister.

## 2.1 Employee, Material and Equipment costs

While these costs are not normally eligible for reimbursement, the incremental costs of the Recipient's employees, materials or equipment may be included in its Eligible Costs under the following conditions:

- (a) the Recipient satisfies the Minister that it is not economically feasible to tender a contract;
- (b) employees, material or equipment are employed directly in respect of the work that would have been the subject of the contract; and
- (c) costs are approved in advance and in writing by the Minister, and are included in Annex 1 – Statement of Work.

## 2.2 Communications

- (a) For the purposes of events, Eligible Costs include the following:
  - Printing and mailing invitations;
  - Light refreshments;
  - Project material for display and/or media kit;
  - Signage; and,
  - Rentals such as: flagpoles, stage, chairs, podium, PA system.
- (b) For the purposes of Project signage, Eligible Costs include reasonable costs incurred to produce signage.

## 3.0 **Ineligible Costs**

Costs related to the following items are ineligible costs:

- (a) services or works that, in the opinion of the Minister, are normally provided by the Recipient or a related party;
- (b) salaries and other employment benefits of any employees of the Recipient except as indicated in Subsection 2.1 above;
- (c) the Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically, its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- (d) cost of feasibility and planning studies;
- (e) taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- (f) any loan interest or other finance charges;

- (g) cost of land or any interest therein (including easements), and related costs;
- (h) legal fees;
- (i) cost of leasing of equipment by the recipient except for as indicated in Subsection 2.1 above;
- (j) temporary installations;
- (k) moveable equipment, including but not limited to motorized vehicles, furniture, computers and sports equipment;
- (l) the value of any goods and services which are received through donations or in kind;
- (m) costs for food and entertainment except as indicated in Subsection 2.2 above;
- (n) routine maintenance costs; and,
- (o) for the purposes of communications events, ineligible costs include the following: alcoholic beverages, china, waiters, guest mileage or transportation, wine glasses, lamps, tea wagons, plants, gifts, and honorariums.

## ANNEX 3

### REPORTING REQUIREMENTS

- 1) **Progress Reports.** All approved recipients will be required to submit progress reports, based on the risk assessment of the funding, in a form prescribed by the Minister in scope and detail, in order to allow the Minister to assess the progress of the Project. The progress report should detail progress on the implementation of the Project, and an overall update on the Project status.
- 2) **Final Report.** In accordance with Subsection 6.4, the Recipient shall submit to the Minister a Final Report in a form prescribed by the Minister, which shall include a summary of Project activities completed; a summary of the Project objectives achieved; a summary of how the Project outcomes fostered regional / community-based partnerships; and a summary of how the Project outcomes contributed to modernizing existing community infrastructure facilities or assets.



## ANNEX 4

### **FEDERAL VISIBILITY REQUIREMENTS**

1. The Recipient agrees that its name, the amount of the Contribution and a description of the general nature of the activities supported under this Agreement may be made publicly available by the Minister.
2. The Recipient hereby consents to participate in a public announcement of the Project by or on behalf of the Minister in the form of a news release and/or media event. The Minister shall inform the Recipient of the date the public announcement is to be made, and the Recipient shall maintain the confidentiality of this Agreement until such date. The Recipient agrees to satisfy the event/announcement requirements which can be found in the Communications Requirements – Canada 150 Community Infrastructure Program section of the FedNor website ([fednor.gc.ca](http://fednor.gc.ca)), located under Resources.
3. The Recipient hereby agrees to place federal government logos on all Project-related promotional or advertising materials (unless prior exemption is obtained from Industry Canada) including, but not limited to, electronic media (web, television, video), and print media (print advertising, brochures, magazines, maps, posters). In addition, the Recipient may be required to produce and display recognition signage. The Recipient agrees to satisfy the federal visibility and signage requirements which can be found in the Communications Requirements – Canada 150 Community Infrastructure Program section of the FedNor website ([fednor.gc.ca](http://fednor.gc.ca)), located under Resources.
4. The Minister may, by notice in writing given to the Recipient, require that recognition of the support provided by the Minister not be made in any public communication of the Recipient.