

TOWN OF FORT FRANCES

AGENDA - December 10, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 002) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Personal matters about an identifiable individual, including municipal or local board employees: Boards & Committees Applications
 - 1) Traffic Safety Committee
 - 2) Economic Development Advisory Committee
 - 3) Fort Frances Police Services Board
 - 4) Fort Frances Municipal Non-Profit Housing Corporation
 - 5) Citizen of the Year Committee
 - 6) Community Services Boards & Committees (Sunny Cove, Museum, Theatre, Senior Centre and Library Board)
 - 7) Committee of Adjustment
 - 4.2 A proposed or pending acquisition or disposition of land by the municipality or local board: Victoria Avenue Parking Lot
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor J. Caul - Verbal Update
Councillor M. Behan - Verbal Update
Councillor W. Brunetta - Verbal Update
Councillor A. Hallikas - Verbal Update
7. **Consent Agenda:**
 - 7.1 Councillor Ken Perry NOMA Executive Meeting.
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per

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	diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Committee Meeting held in Thunder Bay on November 27-28, 2018.	
7.2	Request for Reconsideration Minutes of Settlement (MOS) re: 641 Second Street E. (2017) - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for the property located at 641 Second Street East as received.	7 - 10
7.3	Investments Policy No. 1.15 Update. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the updated Investments Policy 1.15 as presented.	11 - 16
7.4	Doug Brown, CAO - Entertainment Purchase Card Expense. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the entertainment purchase card expense claim in the total amount of \$84.67 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations, Mayor Roy Avis and Mayor Elect June Caul on November 28, 2018.	17 - 19
7.5	Volunteer Bureau Community Christmas Dinner Financial Request. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the 2018 Christmas Dinner at the Knox United Church.	20 - 21
7.6	Deliver of Enterprise Network Switches RFP 18-AF-13 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to award RFP 18-AF-13 to Elco Systems Inc. for \$41,254.04 including HST.	22 - 29
7.7	Rural Ontario Municipal Association (ROMA) Annual Conference - January 27, 28 and 29, 2019. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to 1) defer sending a delegation from the Town of Fort Frances to the 2019 ROMA Conference; 2) review attendance at the 2020 ROMA Conference in the 4th quarter of 2019 prior to the early bird registration for the event; and 3) have Administration provide the Honourable Greg Rickford, Minister of Indigenous Affairs, Minister of Energy and Northern	30 - 32

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Development and Mines with a schedule of 2019 COW and Council meetings in order to establish regular monthly or quarterly meetings with Council to discuss local issues and challenges.	
7.8 Award of Tender 18-OF-12 - 3 Year Sanitary Sewer cleaning and CCTV Inspection Program - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award Tender 18-OF-12 to Wessuc for \$197,518.84 which includes HST and further that the Mayor & Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.	33 - 35
7.9 Annual Energy Consumption Report - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the annual energy consumption report be accepted and made available to the public per the Town's Energy Conservation and Demand Management Plan.	36 - 40
7.10 Request to Utilize Municipal Land North of the Fort Frances Curling Club for a Training Exercise - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to allow use of the municipal land to the North of the Fort Frances Curling Club for the purpose of a training exercise by the 116th Independent Field Battery from January 25-27, 2019 and further that the Mayor and Clerk be authorized to enter into a land use agreement for the purposes of this exercise on behalf of the Corporation.	41 - 48
8. <u>Administration and Finance Division:</u>	
8.1 Councillor Wendy Brunetta - NOMA Executive Meeting. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018.	49 - 51
8.2 Councillor Wendy Brunetta - Council Orientation Session. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$400.00 as submitted by Councillor Wendy Brunetta for her attendance at the Council Orientation Session on November 21-23, 2018.	52 - 53

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8.3 Councillor Michael Behan - Council Orientation Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$400.00 as submitted by Councillor Michael Behan for his attendance at the Council Orientation Session on November 21-23, 2018.	54 - 55
8.4 Councillor John McTaggart - Councillor Orientation Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$400.00 as submitted by Councillor John McTaggart for his attendance at the Council Orientation Session on November 21-23, 2018.	56 - 57
8.5 Councillor Andrew Hallikas - Councillor Orientation Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$320.00 as submitted by Councillor Andrew Hallikas for his attendance at the Council Orientation Session on November 21-23, 2018.	58 - 59
8.6 By-law Updates as per direction from Council at July 2018 Meeting - approval of this report will approve the Amendments to By-law 53/86 and By-law 02/10 as attached.	60 - 67
9. <u>General:</u>	
9.1 Legislation Requirements Surrounding Recreational Cannabis Retail Stores in Ontario - approval of this report will provide appropriate direction to Administration.	68 - 124
10. <u>Information:</u>	
10.1 Fort Frances Wastewater Treatment Facility October 2018 Monthly Report	125 - 129
10.2 Public Works Operations Statistics (O&F Division) - June, July, August, September and October 2018	130 - 149
10.3 Environmental Area Operations Statistics (O&F Division) - July, August and September 2018	150 - 158
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/128**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: December 5, 2018

SUBJECT: Councillor Ken Perry NOMA Executive Meeting

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018 as submitted by Councillor Ken Perry.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018.

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

Attendee	Kew Perry
Conference / Seminar Attended	NOM A Board Meeting
Location	Thunder Bay Victoria Inn
Dates	Nov 28

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Nov 27	Nov 28					
Amount		80. ⁰⁰	160. ⁰⁰					240. ⁰⁰

Name (Please Print)	Signature
Kew Perry	Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/131**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: December 5, 2018
SUBJECT: Request for Reconsideration M.O.S.
RE: 641 Second St E (2017) Roll # 5912-030-002-07400-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2017 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 641 Second Street East – Residential (RT) CVA of 335,911 reduced to CVA of 290,495 effective September 10, 2017 for the 2017 taxation year resulting from updated structure data.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being February 27, 2019.

That total financial impact of the Minutes of Settlement is \$262.35 consisting of a reduction of municipal revenue of \$237.18 and education revenue of \$25.17 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council process the Minutes of Settlement for the property located at 624 Second Street East as received.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for the property located at 641 Second Street East as received.

2018 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
Minutes of Settlement														
Sept 10/17	2017	3.2.074	-45,416	RTEP	0.01686886	0.00179000	-237.18					-25.17		-262.35
							-237.18	0.00	0.00	0.00	0.00	-25.17	0.00	-262.35

**Minutes of Settlement
2017 Tax Year
Results of Request for Reconsideration
Property Assessment Change Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

JAMIE LESLIE KAUN
29 RMB 29
RR 1 STN MAIN
FORT FRANCES ON P9A 3M2

Contact Us



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



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

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

**MPAC
RECEIVED
NOV 26 2018
FORT FRANCES**

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

Owner name(s)	JAMIE LESLIE KAUN
Roll Number	59-12-030-002-07400-0000
Property location and description	641 SECOND ST E PLAN M94 LOT 54 W PT LOT 55 PCL 11125
Municipality/Local taxing Authority	Town of Fort Frances

INFORMATION from your Property Assessment Change Notice

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
R	RT	\$333,949	\$340,500
Total		\$333,949	\$340,500

Adjustment Type*	Property Class / Qualifier**	Effective date: September 10, 2017 Phase-in Assessment for Taxation Years			
		2017	2018	2019	2020
R	RT	\$335,911	\$337,441	\$338,970	\$340,500
Total		\$335,911	\$337,441	\$338,970	\$340,500

RECOMMENDED change to your Property Assessment Change Notice

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
IM	RT	\$288,728	\$294,500
Total		\$288,728	\$294,500

Adjustment Type*	Property Class / Qualifier**	Effective date: September 10, 2017 Phase-in Assessment for Taxation Years			
		2017	2018	2019	2020
IM	RT	\$290,495	\$291,830	\$293,165	\$294,500
Total		\$290,495	\$291,830	\$293,165	\$294,500

Explanation of recommended change and other important information

- Updated structure data
- Updated structure data

***Adjustment type**

IM Improvement to property
R Previously Omitted Realty Assessment

****Property class / qualifier**

RT Residential

What this change means to you

Under Ontario's Assessment Act, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2017 - 2020 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I **accept** my recommended assessment

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

OR

☐ I **reject** my recommended assessment

I understand that if I **reject** the recommended assessment on page one of this form, the supplementary/omitted assessment of my property will stay the same as it appears on my 2016 Property Assessment Change Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by December 24, 2018.

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





Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

We must receive your response no later than November 09, 2018. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name Jamie Kain	Date (yyyy/mm/dd) 2018/11/26
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2018/09/25
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Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: February 27, 2019

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

Tax Year: 2017 Roll Number: 59-12-030-002-07400-0000



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/132**

TO: Mayor Caul & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: December 5, 2018
SUBJECT: Investments Policy No. 1.15 Update

BACKGROUND

The Town of Fort Frances Investments Policy No. 1.15 was first enacted in June 1997 followed by one revision December 2010. This policy is to govern the investments of surplus cash, reserve and reserve funds in accordance with the Municipal Act.

The attached Investments Policy (Draft), is to provide guiding principles for the prudent management for investments, to provide acceptable investment risk tolerance level and to govern the investment of surplus cash, reserve and reserve funds for the Corporation.

Provided as part of this report, is an overview of different credit ratings from Standard & Poor's and Moody's, which gives a brief description of the credit ratings that are referred to Appendix A – Credit Ratings in the draft investments policy.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the updated Investments Policy No. 1.15.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the updated Investments Policy 1.15 as presented.

THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Investments Policy

Creation Date: June 1997
Revised Date: December 2010
Review by Date:
Resolution Number:
Supersedes Resolution Number: 004 (consent) 12/10
Policy Number: 1.15

1. POLICY STATEMENT

The purpose of this Policy is to provide guiding principles for the prudent management of the Town of Fort Frances investments within an acceptable investment risk tolerance level and will govern the investment of surplus cash, reserve and reserve funds of the Corporation in accordance with Ontario Regulation 438/97 made under the *Municipal Act, 2001*.

It is the policy of the Town of Fort Frances to invest public funds so as to maximize the rate of investment returns and principal protection while meeting the daily cash flow and liquidity demands of the Town of Fort Frances and complying with statutory requirements of the *Municipal Act, 2001*.

2. OBJECTIVES

Principal Protection

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. The goal is to manage credit risk and interest rate risks.

Eligible Investments

In accordance with Ontario's Eligible Investments, Related Financial Agreements and Prudent Investment Regulation, the Town is not authorized to invest in securities other than those listed in the Regulation.

Liquidity

The Investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements that may be reasonably anticipated and limit temporary borrowing requirements. Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary markets.

Return on Investment

The Investment portfolio shall be constructed with the objective of attaining, at minimum, a fair rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

Performance Benchmarks

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout the budgetary and economic cycles that is appropriate with the investment risk constraints and cash flow needs of the Town. Market yields should be higher than the rate given by the Town's bank for the various bank accounts.

Market Value

The market value of the portfolio shall be calculated at least annually as at December 31st.

Maximum Maturities

To the extent possible, the Town shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than ten (10) years from the date of the purchase. Reserve Funds and Trust funds with longer-term horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

3. STANDARD OF CARE**Prudence**

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable income to be derived.

Internal Controls

Management shall establish a system of internal controls. The internal controls shall be designated to present the loss of public funds arising from fraud, employee error, and misrepresentation by third parties.

4. ETHICS & CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the Town of Fort Frances. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

5. INDIVIDUAL RESPONSIBILITY

Delegation of Authority

The Treasurer and/or CAO has overall responsibility of the prudent investment of the Town's portfolio. Authority to manage and implement the investment program may be granted for all or a portion of the Town's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the Town. That Agent shall act in accordance with the established procedures and internal controls consistent with this investment policy. Those investments governed by the provisions of One Investments – The Public Sector Group of Funds agreement shall be deemed delegated to that Agent.

Signing Authority

Transactions related to investments made by the Town require staff approval by the Treasurer. In the absence of that individual, staff approval may be given by the CAO.

Decision making related to investment transactions may be delegated by the Town directly to an Investment Manager, following an independent and competitive bidding process, to the extent that the Treasurer and/or CAO provides that Investment Manager with funds to invest and manage on behalf of the Town of Fort Frances.

Responsibilities

The Treasurer and CAO may enter into arrangements with Investment Managers, execute and sign documents on behalf of the Town. The Treasurer performs all related acts in the day to day operation of the investment and cash management program, maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Town's investments are properly managed and adequately protected.

The Treasurer and/or CAO shall ensure adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the Town's financial assets.

Reporting

The Treasurer will provide semi-annual reports, at a minimum, to the Administration & Finance Executive Committee, which includes the performance and any risk characteristics of the Town's Investment Portfolio and will provide an annual report to Council on the performance of the portfolio during the first quarter of the following year.

6. RATINGS

Risk Tolerance

All securities must be readily marketable.

Investments held in the fund must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be investment Grade (at least BBB by S&R, or equivalent by DBRS or Moody's) as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher rating will apply.

The total Fund will be limited to the following credit rating thresholds on a weighted basis (as defined by S&P or equivalent):

Rating	Up to %
AAA	100%
AA	50%
A	30%
BBB	10%

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

APPENDIX A – CREDIT RATINGS

<i>Grade</i>	<i>Moody's</i>		<i>Standard & Poor's</i>		<i>DBRS</i>	
	<i>Long-Term</i>	<i>Short-Term</i>	<i>Long-Term</i>	<i>Short-Term</i>	<i>Long-Term</i>	<i>Short-Term</i>
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/133**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: December 5, 2018
SUBJECT: Doug Brown, CAO – Entertainment Purchase Card Expense

BACKGROUND

Attached is a copy of the Purchase Card expense related to a luncheon meeting with M. Martel, Resolute Vice-President Operations, Mayor Roy Avis and Mayor Elect June Caul on November 28, 2018 as submitted by Doug Brown, CAO.

The Entertainment Expense is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Entertainment purchase card expense claim in the total amount of \$84.67 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations on November 28, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the entertainment purchase card expense claim in the total amount of \$84.67 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations, Mayor Roy Avis and Mayor Elect June Caul on November 28, 2018.

TOWN OF FORT FRANCES - SCHEDULE "C" TRAVEL ADVANCE REQUEST

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

TOWN OF FORT FRANCES - SCHEDULE "D" ENTERTAINMENT EXPENSE REIMBURSEMENT FORM

Name <u>Doug Brown</u>	Date <u>Nov 28/18</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Doug Brown - CAO</u>	
2. <u>Michael Martel - Resolute</u>	
3. <u>Roy Avis - Mayor</u>	
4. <u>Jane Cull - Councillor / Mayor-Elect</u>	
Purpose of Entertainment <u>update meeting with Resolute on the mill assets in Fort Frances. also to introduce Michael Martel, VP Operations to the Mayor Elect, Jane Cull.</u>	
Amount Claimed <u>\$84.67</u>	G/L # <u>10-020-0240-1500-71592</u>
Treasurer Signature	Date <u>Nov 29/18</u>

An itemized receipt must be attached to process payment

LA PLACE RENDEZ-VOUS
1201 IDYLVILD DRIVE
FORT FRANCES ON

CARD *****4124
CARD TYPE VISA
DATE 2018/11/28
TIME 8710 14:07:26
CLERK ID 69
RECEIPT NUMBER
C85003733-001-141-024-0

PURCHASE
AMOUNT \$79.67
TIP \$5.00
TOTAL

\$84.67

Visa Credit
A0000000031010
CF9231BEFEA9AD05
0080008000-E800
CECAE4E1CBB7512A
0080008000-F800

APPROVED

AUTH# 017895 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



La Place
RENDEZ-VOUS
DINING. LOUNGE. PATIO.

1201 Idylwld Drive
Fort Frances, ON P9A 3M3
Phone: (807) 274-9811
rendezvoushotel.com
GST # R10447667

Server: Kevin 11/28/2018
Table 6/1 2:06 PM
Guests: 5 30013

EXPRESS LUNCH 12.00
Full Sandwich
Add Cup WR 0.75
LUNCH SPECIAL 16.00
wild rice 1.00
GOAT CH SALAD 18.25
CLASSIC CLUB 14.50
wild rice 1.00
WILD RICE 7.00

Subtotal 70.50

HST Tax 9.17

Total 79.67

Balance Due \$79.67

U.S. U.S1.25 63.74

ROOM# _____

Tip : _____

TOTAL : _____

SIGNATURE : _____

NAME: _____

Please Pay Server at Table



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/134**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: December 4, 2018

SUBJECT: Volunteer Bureau Community Christmas Dinner Financial Request

BACKGROUND

The attached letter was received December 3, 2018 from the Volunteer Bureau requesting financial requesting consideration for the annual Christmas Dinner.

The Volunteer Bureau is requesting consideration of a donation for the Christmas dinner being held at the Knox United Church this year. As indicated in their letter, over 300 people were served both at the event and through meals on wheels. This is done by community volunteers donating their time and energy before and on Christmas Day.

In 2017, Council approved a donation in the amount of \$100.00 to the Volunteer Bureau for the 2017 Christmas Dinner held at the Knox United Church.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of a \$100.00 donation to the Volunteer Bureau for the 2018 Christmas Dinner to be held at the Knox United Church.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the 2018 Christmas Dinner to be held at the Knox United Church.


FORT FRANCES VOLUNTEER BUREAU
Your Volunteer Head Quarters

located in the F.F. Train Station
Ph: 807 274 9555

**ANNUAL COMMUNITY CHRISTMAS DINNER
DECEMBER 25, 2018**

The Fort Frances Volunteer Bureau will once again be organizing this year's community Christmas dinner. The dinner allows those less fortunate or without family to enjoy a meal, fellowship and comradery in the company of others on Christmas Day. This year's event will once again be held at the Knox United Church.

We are now seeking the community's assistance in the donation of much needed supplies in order to continue this tradition. Every year the dinner relies on the support of local community businesses to make this dinner successful. Last year over 300 people were served including those who attended the meal personally and those who enjoyed a meal delivered to them.

Again, this event would not be possible without the support of the business community. Food donations of items such as turkey, ham, stuffing, cranberries and pickles are always much appreciated. Monetary donations to help purchase perishables and items not donated are also needed and much appreciated as well.

Charitable receipts are available upon request. If you would like to make a donation but are not sure what to donate please contact the Volunteer Bureau at 274-9555 and we would be happy to assist you. Volunteers are always needed as well in order to make this a successful event.

Thank you in advance for your consideration of this request as we enter into the Christmas season.

Yours truly,

Judy Koski, Office Manager,
Fort Frances Volunteer Bureau.

140 Fourth Street West, Suite 1, Fort Frances, ON, P9A 3B8

REPORT TO: Mayor and Council

FROM: Shane Freamo, Information Technology Manager

DATE: December 5, 2018

SUBJECT: **Delivery of Enterprise Network Switches RFP AF-18-13**

Background

A report was submitted to the Administration & Finance Executive Committee recommending awarding RFP 18-AF-13 to Elco Systems Inc.

This RFP was for the Delivery of Enterprise Network Switches as part of the 2018 approved capital budget.

Recommendation

The Administration & Finance Executive Committee supports awarding RFP AF-18-13 to Elco Systems Inc. for \$41, 254.04 including HST.

Respectfully submitted,



Shane Freamo
Information Technology Manager

Council approval of this report will: agree to the recommendation of the Administration & Finance Executive Committee to award RFP 18-AF-13 to Elco Systems Inc. for \$41,254.04 including HST.

DATE November 29, 2018

Report To: Administration and Finance Executive Committee

From: Shane Freamo, Information Technology Manager

SUBJECT: Award of RFP 18-AF-13 Delivery of Enterprise Network Switches

As part of the approved capital budget for 2018, an RFP for the Delivery Enterprise Network Switches was posted on November 7, 2018, and closed on November 27, 2018.

The Town received proposals from CDW Canada Corp., Sight and Sound, and Elco Systems Inc.

All three proposals included the same products that were listed in the Intended Equipment section of the RFP. This list is provided in the table below.

Intended Network Equipment

Quantity	Description
1	Aruba 3810M 24G PoE+ 1-slot Switch JL073A
1	HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E
2	INCLUDED: Power Cord – U.S. Localization JL086A ABA
20	Aruba 2930F 24G PoE+ 4SFP Switch JL261A
1	HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E
22	Aruba 1G SFP RJ45 T 100m Cat5e Transceiver

All three proposals are broken down by price for each product and totals including HST are included at the bottom of each table.

CDW Canada Corp.

Item	Quantity	Unit Price	Extended Price
Aruba 3810M 24G PoE+ 1-slot Switch JL073A	1	\$3,200.00	\$3,200.00
HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E	1	\$299.00	\$299.00
Power Cord – U.S. Localization JL086A ABA	2	\$540.52	\$1,081.04
Aruba 2930F 24G PoE+ 4SFP Switch JL261A	20	\$1,750.00	\$35,000.00
HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E	1	\$208.09	\$208.09
Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	22	\$260.00	\$5,720.00

Total \$51,424.19 including HST

Sight and Sound

Item	Quantity	Unit Price	Extended Price
Aruba 3810M 24G PoE+ 1-slot Switch JL073A	1	\$3,780.71	\$3,780.71
HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E	1	\$351.11	\$351.11
Power Cord – U.S. Localization JL086A ABA	2	\$520.07	\$1,040.13
Aruba 2930F 24G PoE+ 4SFP Switch JL261A	20	\$1566.93	\$31,338.50
HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E	1	\$205.56	\$205.56
Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	22	\$322.80	\$7,101.60

Total \$49,513.90 including HST**Elco Systems Inc.**

Item	Quantity	Unit Price	Extended Price
Aruba 3810M 24G PoE+ 1-slot Switch JL073A	1	\$3,750.00	\$3,750.00
HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E	1	\$297.00	\$297.00
Power Cord – U.S. Localization JL086A ABA	2	\$368.00	\$736.00
Aruba 2930F 24G PoE+ 4SFP Switch JL261A	20	\$1,299.00	\$25,980.00
HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E	1	\$175.00	\$175.00
Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	22	\$251.00	\$5,522.00

Total \$41,254.04 including HST

All three proposals were scored using a weighted scoring matrix on the following criteria.

1. Cost
2. Functionality of standard equipment and features to meet our specific needs
3. Availability of additional capabilities to add as needed and system growth and expansion
4. Ease of use
5. Product quality, reliability, and warranty plan
6. Vendor qualifications

7. Service and support resources
8. Experience and expertise with the product being offered
9. Certified vendor relationship with product manufacturer
10. References where similar systems have been installed
11. Quality of the proposal submitted - ease of understanding, required components of the equipment being delivered.
12. Schedule

The proposals were scored by three people independently from each other. The results are listed on pages 4, 5 and 6.

Score 1

Criteria	Weight	CDW		Sight and Sound		Elco Systems	
		Rating	Weighted Score	Rating	Weighted Score	Rating	Weighted Score
Cost	700	50%	350	75%	525	100%	700
Functionality of standard equipment and features to meet our specific needs	10	100%	10	100%	10	100%	10
Availability of additional capabilities to add as needed and system growth and expansion	10	100%	10	100%	10	100%	10
Ease of use	10	100%	10	100%	10	100%	10
Product quality, reliability and warranty plan	10	100%	10	100%	10	100%	10
Vendor qualifications	10	100%	10	100%	10	100%	10
Service and support resources	20	100%	20	100%	20	100%	20
Experience and expertise with the product being offered	50	100%	50	50%	25	75%	37.5
Certified vendor relationship with product manufacturer	50	100%	50	0%	0	0%	0
References where similar systems have been installed	70	100%	70	100%	70	0%	0
Quality of proposal submitted	10	100%	10	75%	7.5	50%	5
Schedule	50	100%	50	75%	37.5	0%	0
Totals	1000		650		735		812.5

Score 2

Criteria	Weight	CDW		Sight and Sound		Elco Systems	
		Rating	Weighted Score	Rating	Weighted Score	Rating	Weighted Score
Cost	700	50%	350	75%	525	100%	700
Functionality of standard equipment and features to meet our specific needs	10	100%	50	100%	10	100%	10
Availability of additional capabilities to add as needed and system growth and expansion	10	100%	10	100%	10	100%	10
Ease of use	10	100%	10	100%	10	100%	10
Product quality, reliability and warranty plan	10	100%	10	100%	10	100%	10
Vendor qualifications	10	100%	10	75%	7.5	25%	2.5
Service and support resources	20	75%	15	100%	20	50%	10
Experience and expertise with the product being offered	50	100%	50	75%	37.5	50%	25
Certified vendor relationship with product manufacturer	50	100%	50	0%	0	0%	0
References where similar systems have been installed	70	100%	70	75%	52.5	50%	35
Quality of proposal submitted	10	100%	10	75%	7.5	50%	5
Schedule	50	100%	50	100%	50	50%	25
Totals	1000		685		740		842.5

Score 3

Criteria	Weight	CDW		Sight and Sound		Elco Systems	
		Rating	Weighted Score	Rating	Weighted Score	Rating	Weighted Score
Cost	700	85%	595	90%	630	100%	700
Functionality of standard equipment and features to meet our specific needs	10	100%	10	100%	10	100%	10
Availability of additional capabilities to add as needed and system growth and expansion	10	100%	10	100%	10	100%	10
Ease of use	10	100%	10	100%	10	100%	10
Product quality, reliability and warranty plan	10	100%	10	100%	10	100%	10
Vendor qualifications	10	100%	10	100%	10	100%	10
Service and support resources	20	100%	20	95%	19	95%	19
Experience and expertise with the product being offered	50	100%	50	100%	50	100%	50
Certified vendor relationship with product manufacturer	50	100%	50	50%	25	100%	50
References where similar systems have been installed	70	100%	70	90%	63	95%	66.5
Quality of proposal submitted	10	95%	9.5	95%	9.5	95%	9.5
Schedule	50	100%	50	100%	50	95%	47.5
Totals	1000		894.5		896.5		992.5

Proposal	Score 1	Score 2	Score 3	Average
CDW Canada Inc.	650	685	894.5	743.17
Sight and Sound	735	740	896.5	790.5
Elco Systems Inc.	812.5	842.5	992.5	882.5

Based on the weighted score once averaged between the three results provided above, Elco Systems Inc. has the highest average score of 882.5 out of a possible 1000 points.

It is recommended that Council support awarding RFP 18-AF-13 to Elco Systems Inc., for a total amount of \$41,254.04 including HST.

Respectfully submitted,



Shane Freamo
Information Technology Manager

December 4th, 2018

Report To: Mayor and Council

From: Doug Brown, CAO

SUBJECT: Rural Ontario Municipal Association (ROMA) - Annual Conference – January 27, 28 & 29, 2019

Traditionally, the Mayor, two members of Council, and the CAO have attended the ROMA Conference scheduled during the last week in January of each year. The Town's main purpose of attending the ROMA conference was to bring community issues, concerns and challenges to the appropriate provincial government ministries for awareness and assistance. Secondary, it was also an opportunity for additional training and development of Council members. (Please refer to the attached draft 2019 ROMA Conference agenda for your reference).

In order to meet with Ministries, there is a delegation request process that must be adhered to. The deadline for submitting delegation requests for the 2019 ROMA conference is December 10, 2018. There is never a guarantee that the Town's official delegation requests will be granted. A similar exercise takes place for the Association of Municipalities of Ontario (AMO) for its annual conference scheduled mid-August of each year and the Town has also been sending a delegation of 4 members to this conference.

The political landscape in the Rainy River District has recently changed, with our local MP, The Honourable Greg Rickford, Minister of Indigenous Affairs, Minister of Energy, & Northern Development and Mines suggesting that Council should meet directly with him to discuss local issues and challenges, at his office in Fort Frances on a regular basis. It is his opinion that the 15-minute delegation "dog and pony show" with the individual ministries doesn't provide sufficient results and is costly to the municipality. He has indicated that it is his job to ensure our issues are addressed by him throughout the year and that adequate responses to the issues are achieved in a timely fashion.

Presently, administration has already pre-registered 4 members for the ROMA conference and booked the hotel rooms. From a financial standpoint, the Town will be subject to cancellation charges in amount of \$ 868 for hotel rooms. The impact to the Town of the provincial government moving towards balancing a provincial budget is not fully obvious at the time of the preparation of this report.

At this time, a decision on whether or not to attend the 2019 ROMA conference is required. If the decision of Council is that the Town will attend the Conference, then Council will then be polled to determine what are some of issues, concerns and challenges to be addressed. In addition, Council will by resolution select two members they wish to attend the conference. The selection of the two Council members will be addressed during the COW portion of Council meeting where the recommendation of the A&F Executive Committee will be discussed.

The Administration & Finance Executive Committee recommends the following with respect to the annual ROMA Conference;

- 1) Defer sending a delegation from the Town of Fort Frances to the 2019 ROMA conference.
- 2) Attendance at the 2020 ROMA conference will be reviewed in the 4th quarter of 2019 prior to the early bird registration timeline for the event.
- 3) Administration will provide the Honourable Greg Rickford, Minister of Indigenous Affairs, Minister of Energy, & Northern Development and Mines with a schedule of the 2019 COW and Council meetings in order to establish a regular quarterly or monthly meeting between both parties to discuss local issues and challenges.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to:

- 1) Defer sending a delegation from the Town of Fort Frances to the 2019 ROMA conference.
- 2) Attendance at the 2020 ROMA conference will be reviewed in the 4th quarter of 2019 prior to the early bird registration timeline for the event.
- 3) Administration will provide the Honourable Greg Rickford, Minister of Indigenous Affairs, Minister of Energy, & Northern Development and Mines with a schedule of the 2019 COW and Council meetings in order to establish a regular quarterly or monthly meeting between both parties to discuss local issues and challenges.

The ROMA Conference returns to the Sheraton Centre, downtown Toronto, January 27 – 29, 2019.

Rural Matters 2019 will be a full educational conference, with access to industry experts, provincial representatives, and product and service providers.

Sunday, January 27:

1:00 – 6:00 pm: Exhibit Hall Open
1:00 – 2:15 pm: Concurrent Sessions
2:45 – 4:30 pm: Plenary Stage Programming
4:30 – 6:00 pm: Welcome Reception

Monday, January 28:

7:30 am – 3:00 pm: Exhibit Hall Open
7:30 – 8:15 am: Breakfast
8:30 – 10:00 am: Plenary Stage Programming
10:30 – 11:45 am: Concurrent Sessions
11:45 am – 12:45 pm: Learning Lunches
1:15 – 2:30 pm: Concurrent Sessions
3:00 – 5:00 pm: Plenary Stage Programming

Tuesday, January 29:

7:30 – 8:15 am: Learning Breakfasts
8:30 – 11:45 am: Plenary Stage Programming

Plenary Stage Programming includes:

- Opening Keynote Speaker: Lance Secretan
- Cannabis Update: Regulations and Implementation
- Michael J. Smither Question Box
- Closing Keynote Speaker: Peter Kenyon, Founder and Director, Bank of I.D.E.A.S.

Concurrent Sessions Topics include:

- Conflict of Interest
- Alternate Funding Sources and Revenue Streams
- Asset Management Plans
- Government Relations
- Planning
- Communications without Local Media
- Affordable Housing
- Economic Revitalization through Food Tourism
- Transit for Large Geographical Areas
- Small Servicing Innovations
- Bill 68
- Building Code

Plenary Stage Speakers



Lance Secretan



Peter Kenyon

December 5, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 18-OF-12 - 3 Year Sanitary Sewer cleaning and CCTV Inspection Program

During the week of October 22, 2018, the Town advertised for a Tender Call for the above stated work with the tender closing on Tuesday, November 27, 2018. Advertisements were placed in the Fort Frances Times and on the Town's website.

No hardcopy tender packages were received from the Civic Centre, one must assume that 1 tender package was obtained from the Town's website;

Contractor	Price (Including HST)
Wessuc	\$ 197,518.84

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no mathematical errors with the tender bid submitted.

Please find attached an administration report prepared by Trisha Law, GIS Expert outlining all the pertinent information in regard to tender submission. The lowest compliance tender bid is from Wessuc of Bradford, Ontario at a cost of \$197,518.84 including HST. In 2019 the net cost to the Town is \$63,995.34 where 5341.7 meters will be cleaned and inspected. These expenditures are funded out of the sanitary sewer operating budget.

It is recommended by the Operations & Facilities Executive Committee that the following be approved:

1. Award Tender 18-OF-12- (3) three-year Sanitary Sewer Cleaning & CCTV Inspection Program to Wessuc for \$197,518.84 which includes HST.
2. That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, P.Eng

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

1. **Award Tender 18-OF-12- (3) three-year Sanitary Sewer Cleaning & CCTV Inspection Program to Wessuc for \$197,518.84 which includes HST.**
2. **That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**

Manager of Operations and Facilities

2018Dec 3 year CCTV investigation program

November 27, 2018.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender 18-OF-12

For the Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender (18-OF-12), the successful company will clean and CCTV inspect specified sanitary sewer mains and manholes at various locations throughout the Town. Each main and manhole inspected will also be given a condition rating from A - F, with A meaning in excellent shape to F meaning need immediate repair. For 2019 approximately 5341.7m of sanitary main are to be inspected, 5862.5m in 2020 and 3468.8m in 2021. Additionally, in 2021 approximately 276m of sanitary forcemain is to be inspected. Tender 18-OF-12 closed at 2pm on Tuesday November 27, 2018. At that time, one bid had been received.

Tender Bid Received From	Location	Year(s)	Cost
Wessuc	Brandford, ON	2019	\$63995.34
		2020	\$69132.98
		2021	\$45519.37
		2021 fm	\$18872.15
		total (incl HST)	\$197519.84

After reviewing all documents submitted and finding no irregularities, I recommend the tender being awarded to Wessuc.

Respectively Submitted,

Trisha Law, MGIS
GIS Expert

December 5, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Annual Energy Consumption Report

Background:

In 2011 the Ontario Government passed O. Reg. 397/11 Energy Conservation and Demand Management Plans outlining annual energy reporting and planning for Municipalities, municipal Service Boards, Universities and Colleges, Schools and Hospitals. This regulation outlined what facilities were to be reported on and the data that was to be reported. The first reporting year for energy consumption and greenhouse gas emission data was 2013 with data from 2011. The Town of Fort Frances has been submitting energy reports in accordance with the regulation since the initial submission deadline of July 1, 2013. On June 18, 2014 the Town of Fort Frances 5 Year Energy Conservation and Demand Management Plan was taken to the Operations and Facilities Executive Committee and then to Council on June 23 for approval and was submitted to the Ministry of Energy prior to the July 1, 2014 Deadline. In accordance with Chapter 3 of the Energy Conservation and Demand Management Plan, the following is an annual report of the energy consumption of the Town of Fort Frances

Upcoming Regulation milestones:

The next deadlines for the Town to complete work under the regulation is July 1, 2019 where the Town has to update it's energy conservation and Demand Management Plan for the next 5 years including proposed energy saving projects, anticipated savings and costs.

Information:

Due to the wealth of data, analysis available and required for the review of energy data, the following information contained in this report is a summary of the energy consumption and solar generation from the Town of Fort Frances Facilities. The data for the 2018 energy submission to the Ministry of Energy contains information for the 2016 year consumption. This report will, however encompass all data to the end of 2017.

Electrical

Spreadsheet #1 attached to this report is an overview of the 2011 base year for electrical consumption as well as 2015, 2016 and 2017 years. The items marked with an asterisk are all of the facilities that are heated solely or partially with electrical energy. There is a column showing the difference between the current year and base year consumption.

Natural Gas

Spreadsheet #2 attached to this report is an overview of the 2011 base year for natural gas consumption as well as 2015, 2016 and 2017 years. There is a column showing the heating degree days, as natural gas usage is largely driven by the outdoor air temperature. There are also columns showing the difference from the base year of 2011.

Solar

The 4 – 10kW solar installations have been online and generating power since late in 2011 under the Ontario Power Authority MicroFIT program. At the time of the Town's enrolment in the program, a 20 year contract to supply power via a rooftop solar generation system was signed for \$0.80 per kWh.

There is no requirement to annually report on the solar generation to the Ministry of Energy, however traditionally an annual report to Council has been completed outlining the solar generation. Spreadsheet #3 attached to this report is an overview of the generation occurring at the solar sites. In 2017 we have seen 2 inverters fail and a breaker issue which has resulted in lower than normal generation. It should be noted that 2017 was the first year since the start up of these systems where we have seen significant issues. Both inverters were replaced under manufacturer warranty with only costs being that of the electrician to complete the change.

Energy Conservation and Demand Management Plan Updates:

As we approach the 2019 deadline for an update to the Town's Energy Conservation and Demand Management Plan, Administration will be getting together through the budget process to put together forecasted energy projects and anticipated savings to include in the updated plan prior to the July 1, 2019 deadline.

Summary of Additional Energy Initiatives:

The Town is always trying to address its energy use and improve energy consumption within its facilities when completing any works. For the 2017 period, some of the initiatives completed were:

1. LED Lighting retrofit in the Library (2017/2018)
2. Wastewater Treatment Plant Sludge Dewatering Upgrade
3. Additional Insulation in the Daycare Roof
4. Replacement of windows in the 52 Canadians Meeting Room

Conclusions and Recommendations:

Although not every facility is seeing a reduction in consumption every year, due primarily to changes in weather patterns from year to year and the above data not being normalized to heating degree days, the overall trend in normalized consumption is downward showing that our energy initiatives are working. It is the recommendation of Administration that:

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

Respectfully Submitted



Travis Rob, P.Eng.

Council approval of this report will ensure that:

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

Manager of Operations and Facilities

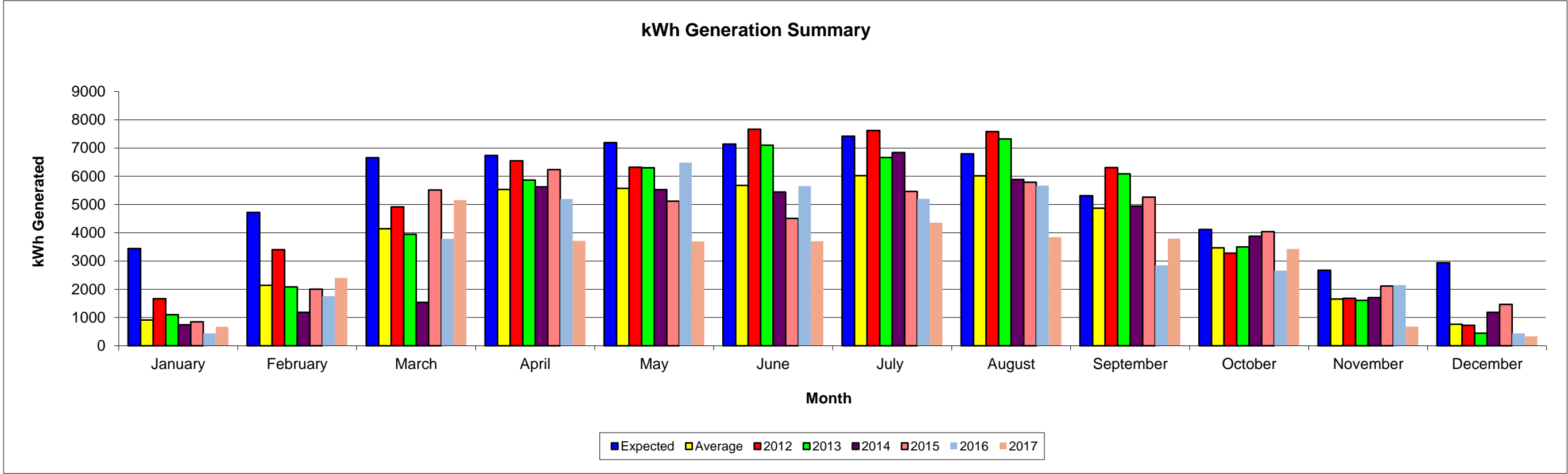
Spreadsheet #1 - Electrical Summary

	2011 - Baseline		2015			2016			2017		
	Total Consumption (kWh)	Total Cost (\$)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)
Museum	124518.26	\$ 12,934.16	97,875.29	\$ 9,297.76	-26,642.97	84,730.17	\$ 12,758.59	-39,788.09	109,111.48	\$ 13,446.16	-15406.78
Memorial Sports Centre*	540324.47	\$ 57,434.30	496,898.10	\$ 40,005.61	-43,426.37	518,975.55	\$ 76,069.23	-21,348.92	510,890.85	\$ 71,967.60	-29433.62
Memorial Sports Centre A*	2060205.95	\$ 190,560.19	1,739,669.42	\$ 178,384.29	-320,536.53	1,898,169.12	\$ 256,727.88	-162,036.83	1,829,318.40	\$ 247,069.22	-230887.55
Hallett	1658.65	\$ 526.18	1,076.30	\$ 686.39	-582.35	661.19	\$ 706.80	-997.46	365.19	\$ 618.57	-1293.46
Sorting Gap*	46148.56	\$ 4,760.16	30,387.48	\$ 3,233.66	-15,761.08	35,707.73	\$ 5,400.32	-10,440.83	38,546.75	\$ 4,753.80	-7601.81
Public Works	158900.90	\$ 14,990.98	141,748.20	\$ 11,069.69	-17,152.70	84,786.69	\$ 13,693.01	-74,114.21	85,649.04	\$ 11,190.60	-73251.86
Fort Frances Cemetery*	83238.89	\$ 7,928.96	50,595.11	\$ 3,215.20	-32,643.78	52,363.08	\$ 8,183.98	-30,875.81	70,014.98	\$ 8,667.78	-13223.91
Riverview Cemetery*	49686.65	\$ 4,825.18	27,702.62	\$ 2,420.52	-21,984.03	29,219.83	\$ 4,776.28	-20,466.82	30,258.61	\$ 4,216.43	-19428.04
Civic Centre*	646061.57	\$ 65,147.27	486,478.08	\$ 47,322.68	-159,583.49	480,698.64	\$ 68,841.26	-165,362.93	479,442.24	\$ 66,853.91	-166619.33
Dog Pound*	18384.91	\$ 1,996.22	13,230.96	\$ 1,061.61	-5,153.95	8,099.45	\$ 1,737.34	-10,285.46	8,838.69	\$ 1,621.46	-9546.22
Sister Kennedy Centre 1	63938.02	\$ 6,242.01	55,623.61	\$ 6,508.83	-8,314.41	56,464.66	8973.98	-7,473.36	66,048.65	\$ 8,419.24	2110.63
Sister Kennedy Centre 2	1163.53	\$ 525.61	7,480.28	\$ 1,294.80	6,316.75	5,359.47	1377.37	4,195.94	3,356.90	\$ 995.94	2193.37
East End Hall	10057.67	\$ 1,234.80	6,448.06	\$ 1,092.92	-3,609.61	14,451.31	\$ 2,701.26	4,393.64	9,059.50	\$ 1,594.76	-998.17
Point Park Garage*	83.33	\$ 272.61	77.90	\$ 609.95	-5.43	164.91	\$ 645.01	81.58	306.90	\$ 619.47	223.57
Vanjura	1165.48	\$ 362.29	160.00	\$ 615.17	-1,005.48	79.99	\$ 623.22	-1,085.49	0.00	\$ 617.46	-1165.48
Lions Park	16569.35	\$ 1,781.77	17,468.91	\$ 2,592.13	899.56	17,608.92	\$ 3,335.51	1,039.57	17,960.89	\$ 2,547.51	1391.54
Daycare	113506.77	\$ 11,745.12	91,691.80	\$ 11,142.51	-21,814.97	95,033.95	\$ 14,639.44	-18,472.82	88,050.28	\$ 11,423.11	-25456.49
St. Frances Sports Fields	1285.15	\$ 499.34	1,407.92	\$ 729.56	122.77	988.92	\$ 751.75	-296.23	3,785.87	\$ 932.56	2500.72
McIrvine Road Rink	5209.86	\$ 834.06	3,615.78	\$ 784.76	-1,594.08	3,958.89	\$ 1,136.88	-1,250.97	988.92	\$ 751.75	-4220.94
North End Rink*	15840.60	\$ 1,779.04	14,505.89	\$ 1,747.44	-1,334.71	9,196.43	\$ 1,871.57	-6,644.17	2,322.52	\$ 875.74	-13518.08
Water Tower	41851.34	\$ 4,109.87	39,497.07	\$ 4,144.92	-2,354.27	38,461.32	\$ 6,017.40	-3,390.02	38,066.40	\$ 4,876.07	-3784.94
Street Lights	1231535.63	\$ 126,968.35	413,000.36	\$ 66,502.27	-818,535.27	414,303.24	\$ 80,315.27	-817,232.39	452,483.96	\$ 86,125.55	-779051.67
Recycle Depot (2016 Baseline)			2,345.61	\$ 854.09	2,345.61	13,860.25	\$ 2,669.87	0.00	16,735.10	\$ 2,571.94	2874.85
Tourist Info Building (2015 Baseline)			37,483.13	\$ 4,769.37	0.00	31,473.53	\$ 5,048.11	-6,009.60	32,779.28	\$ 4,336.65	-4703.85
Airport	137086.6	\$ 18,967.77	98,279.59	\$ 20,040.81	-38,807.01	117,119.25	\$ 24,223.18	-19,967.35	183,677.63	\$ 25,579.32	46591.03
Rainy Lake Square (2018 Baseline)									1,199.98	\$ 281.34	
Sunny Cove Camp Office*	11477.88	\$ 2,183.56	3,580.21	\$ 1,136.42	-7,897.67	3,923.32	\$ 1,318.07	-7,554.56	1,214.91	\$ 595.47	-10262.98
Russell Hall*	7413	\$ 1,466.37	8,546.34	\$ 2,096.43	1,133.34	10,037.23	\$ 2,718.40	2,624.23	8,456.06	\$ 1,949.36	1043.06
McGregor Hall*	2620	\$ 839.08	2,596.21	\$ 955.87	-23.79	2,131.71	\$ 910.10	-488.29	2,298.43	\$ 795.49	-321.57
Water Treatment Plant	813205.32	\$ 78,577.11	719,917.20	\$ 73,505.82	-93,288.12	715,771.08	\$ 103,838.30	-97,434.24	726,324.84	\$ 103,097.46	-86880.48
Sewage Treatment Plant	1511377.58	\$ 143,636.77	1,476,584.10	\$ 140,587.52	-34,793.48	1,518,987.60	\$ 203,610.27	7,610.02	1,448,503.56	\$ 192,660.01	-62874.02
Portage Avenue Storm Lift Station	8081.03	\$ 1,070.22	2,941.08	\$ 769.26	-5,139.95	3,142.53	\$ 1,031.29	-4,938.50	4,346.30	\$ 1,054.82	-3734.73
Central Ave Lift Station	147238.84	\$ 13,833.05	128,033.39	\$ 12,289.68	-19,205.45	149,926.39	\$ 21,955.50	2,687.55	141,333.37	\$ 16,825.34	-5905.47
5th Street Lift Station	44623.63	\$ 4,444.77	40,725.64	\$ 4,161.47	-3,897.99	41,636.49	\$ 6,504.55	-2,987.14	42,929.82	\$ 5,512.63	-1693.81
Minnie Avenue Lift Station	1698.56	\$ 564.47	1,627.52	\$ 751.13	-71.04	1,485.80	\$ 823.53	-212.76	1,590.48	\$ 761.57	-108.08
White Pine Lift Station	29526.54	\$ 2,994.21	31,360.61	\$ 3,272.09	1,834.07	33,525.90	\$ 5,323.67	3,999.36	33,300.07	\$ 4,455.94	3773.53
Boundary Road Lift Station	5679.41	\$ 826.30	6,871.12	\$ 1,256.49	1,191.71	7,125.24	\$ 1,620.67	1,445.83	7,082.93	\$ 1,379.93	1403.52
Patcin Avenue Lift Station	2406.48	\$ 586.89	2,159.44	\$ 798.38	-247.04	2,399.88	\$ 949.33	-6.60	2,399.07	\$ 854.35	-7.41
TOTAL:	7953770.41	\$ 787,449.04	6,299,690.34	\$ 661,707.50	-1,691,563.20	6,502,029.67	\$ 953,828.19	-1,503,084.12	6,499,038.84	\$ 912,896.31	-1507274.93

Spreadsheet #2 - Gas Summary

	Base Year				Difference From Base Year				Difference From Base Year				Difference From Base Year	
Facility	2011 Consumption	2011 Billing HDD	2015 Consumption	2015 Billing HDD	Consumption	HDD	2016 Consumption	2016 Billing HDD	Consumption	HDD	2017 Consumption	2017 Billing HDD	Consumption	HDD
Museum	6470.454	6916.8	1830.421	1851.4	-4640.033	-5065.4	6039.276	4905.7	-431.178	-2011.1	9586.063	5308	3115.609	-1608.8
Sister Kennedy	7505.28	6179.8	1685.767	1857.2	-5819.513	-4322.6	7268.827	4882.8	-236.453	-1297	6164.457	5378.9	-1340.823	-800.9
Sister Kennedy Shop	3020.719	5337.5	287.406	1314.4	-2733.313	-4023.1	1222.462	5425.6	-1798.257	88.1	2223.468	5410.6	-797.251	73.1
Mclrvine Rink	4256.96	6351.4	1654.557	1914.8	-2602.403	-4436.6	3667.385	4871.5	-589.575	-1479.9	3670.339	5338.6	-586.621	-1012.8
Library	5889.056	6129.9	706.575	1841.5	-5182.481	-4288.4	2570.377	4928.7	-3318.679	-1201.2	3051.63	5380.4	-2837.426	-749.5
East End Hall	5794.478	6102.4	1218.426	1855.5	-4576.052	-4246.9	3346.499	5064.8	-2447.979	-1037.6	3819.403	5241.1	-1975.075	-861.3
Water Treatment Plant	79918.157	6102.4	13986.86	1855.5	-65931.297	-4246.9	65096.759	5064.8	-14821.398	-1037.6	91056.458	5274.3	11138.301	-828.1
Sewage Treatment Plant 1	7432.953	6229.1	1018.136	1840.2	-6414.817	-4388.9	4342.381	4872	-3090.572	-1357.1	4826.413	4732	-2606.54	-1497.1
Water Tower	21500.484	6953.4	6484.361	6656.7	-15016.123	-296.7	3182.373	4872	-18318.111	-2081.4	25934.663	5268.3	4434.179	-1685.1
Sewage Treatment Plant 2	36714.116	6229.1	15352.72	1840.2	-21361.396	-4388.9	39390.202	4872	2676.086	-1357.1	49157.08	5346.1	12442.964	-883
Public Works	26975.055	6145.1	4734.614	1901.7	-22240.441	-4243.4	17425.157	5057.4	-9549.898	-1087.7	20312.658	5273.3	-6662.397	-871.8
Daycare	4606.651	6992.3	6539.997	1869.3	1933.346	-5123	15196.942	5057.4	10590.291	-1934.9	14089.785	4548.5	9483.134	-2443.8
Civic Centre	60047.804	6916.8	12228.766	1851.4	-47819.038	-5065.4	39565.453	4930.9	-20482.351	-1985.9	40230.302	5282.8	-19817.502	-1634
Memorial Sports Centre1	132342.865	6962.5	60954.535	1841.5	-71388.33	-5121	128760.303	4928.7	-3582.562	-2033.8	131786.389	4665.2	-556.476	-2297.3
Memorial Sports Centre2	57494.116	6129.9	16849.326	1841.5	-40644.79	-4288.4	45073.408	4928.7	-12420.708	-1201.2	50116.798	5380.4	-7377.318	-749.5
TOTAL	459969.148	95678.4	145532.467	32132.8	-314436.681	-63545.6	382147.804	74663	-77821.344	-21015.4	456025.906	77828.5	-3943.242	-17849.9

	Expected	2012		2013		2014		2015		2016		2017		Average	kWh Total To Date	Revenue To Date
		kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue			
January	3444	1667	\$ 1,336.54	1101	\$ 974.08	743	\$ 648.88	846	\$ 742.30	438	\$ 593.43	671	\$ 585.42	911.0	5466	\$ 4,880.65
February	4720	3400	\$ 2,726.68	2082	\$ 1,863.09	1185	\$ 1,049.52	2001	\$ 1,789.02	1756	\$ 1,562.70	2400	\$ 2,146.68	2137.3	12824	\$ 11,137.69
March	6658	4916	\$ 4,431.46	3950	\$ 3,511.58	1535	\$ 1,742.81	5513	\$ 4,971.80	3787	\$ 3,407.62	5158	\$ 4,651.81	4143.2	24859	\$ 22,717.08
April	6740	6550	\$ 5,912.29	5865	\$ 5,291.50	5625	\$ 5,073.32	6237	\$ 5,627.94	5196	\$ 4,688.81	3715	\$ 3,445.41	5531.3	33188	\$ 30,039.27
May	7192	6319	\$ 5,702.94	6302	\$ 5,686.86	5527	\$ 4,984.49	5116	\$ 4,612.02	6482	\$ 5,849.98	3694	\$ 3,342.05	5573.3	33440	\$ 30,178.34
June	7143	7667	\$ 6,924.57	7099	\$ 6,409.14	5444	\$ 4,909.28	4506	\$ 4,113.21	5650	\$ 5,095.98	3701	\$ 3,331.39	5677.8	34067	\$ 30,783.57
July	7417	7620	\$ 6,881.98	6663	\$ 6,014.02	6844	\$ 6,178.04	5463	\$ 4,980.87	5201	\$ 4,689.05	4356	\$ 3,924.98	6024.5	36147	\$ 32,668.94
August	6794	7585	\$ 6,850.25	7323	\$ 6,612.14	5883	\$ 5,307.13	5790	\$ 5,222.83	5673	\$ 5,116.80	3846	\$ 3,465.07	6016.7	36100	\$ 32,574.22
September	5312	6306	\$ 5,691.15	6088	\$ 5,492.92	4941	\$ 4,453.44	5261	\$ 4,743.42	2849	\$ 2,557.54	3789	\$ 3,292.30	4872.3	29234	\$ 26,230.77
October	4116	3281	\$ 2,965.12	3497	\$ 3,144.79	3877	\$ 3,489.18	4042	\$ 3,641.43	2662	\$ 2,388.06	3430	\$ 3,062.58	3464.8	20789	\$ 18,691.16
November	2675	1677	\$ 1,496.08	1610	\$ 1,434.68	1707	\$ 1,522.58	2114	\$ 1,891.42	2144	\$ 1,900.87	676	\$ 589.95	1654.7	9928	\$ 8,835.58
December	2942	724	\$ 632.41	446	\$ 379.79	1185	\$ 742.30	1465	\$ 1,303.27	439	\$ 373.45	332	\$ 278.21	765.2	4591	\$ 3,709.43
TOTAL:	65153	57712	\$ 51,551.47	52026	\$ 46,814.59	44496	\$ 40,100.97	48354	\$ 43,639.53	42277	\$ 38,224.29	35768	\$ 32,115.85	46772.16	280633	\$ 252,446.70



December 5, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request to Utilize Municipal Land North of the Fort Frances Curling Club for a Training Exercise

A request was received from the 116th Independent Field Battery of the Royal Canadian Artillery to, again, utilize municipal land north of the Fort Frances Curling Club for a winter training exercise in January of 2019, see attached. The 116th Independent Field Battery wants to setup tents and spend 2 nights tenting and practicing winter survival and other drills as part of their ongoing training program on January 25 through 27th, 2019. Further they want to utilize this event as a recruitment and public information mechanism and will be setting up a display providing information to residents on what they do and what sort of equipment they use.

They will bring all materials needed to be self sufficient during the exercise and have engaged the Fort Frances Curling Club and Fort Frances Fire Chief for related approvals.

In order for the military to utilize privately owned property for the purposes of an exercise, they must enter into a land use agreement for the duration of the exercise. Attached to this report you will find copies of the request from Major Jon Baker, a map of the exercise area and a breakdown

It is the recommendation of Administration that

1. the use of the land to the North of the Fort Frances Curling Club be granted for the purpose of a training exercise by the 116th Independent Field Battery January 26 to January 28, 2019,
2. That the Mayor and Clerk be authorized to enter into a land use agreement for the purposes of this exercise on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will ensure that:

1. the use of the municipal land to the North of the Fort Frances Curling Club be granted for the purpose of a training exercise by the 116th Independent Field Battery January 25 to January 27, 2019,
2. That the Mayor and Clerk be authorized to enter into a land use agreement for the purposes of this exercise on behalf of the corporation.

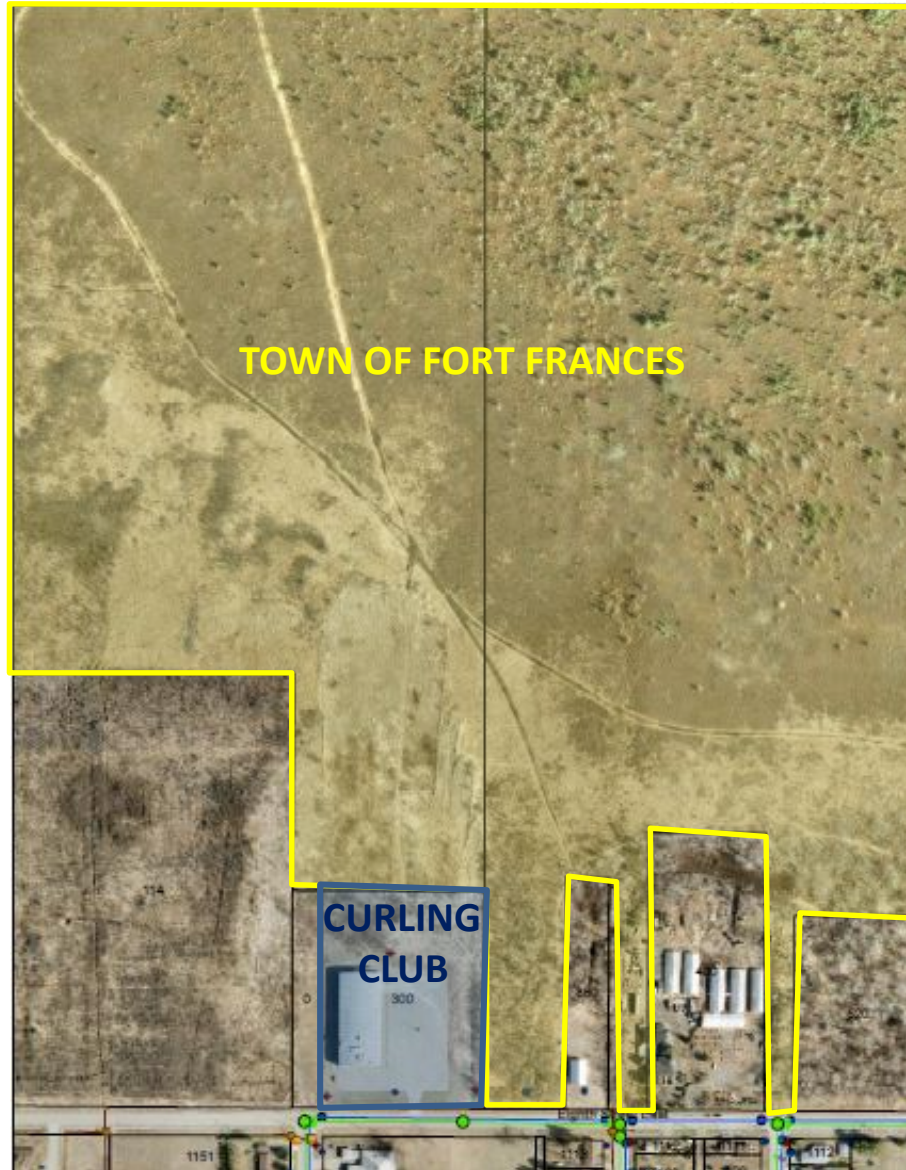


Regional Map



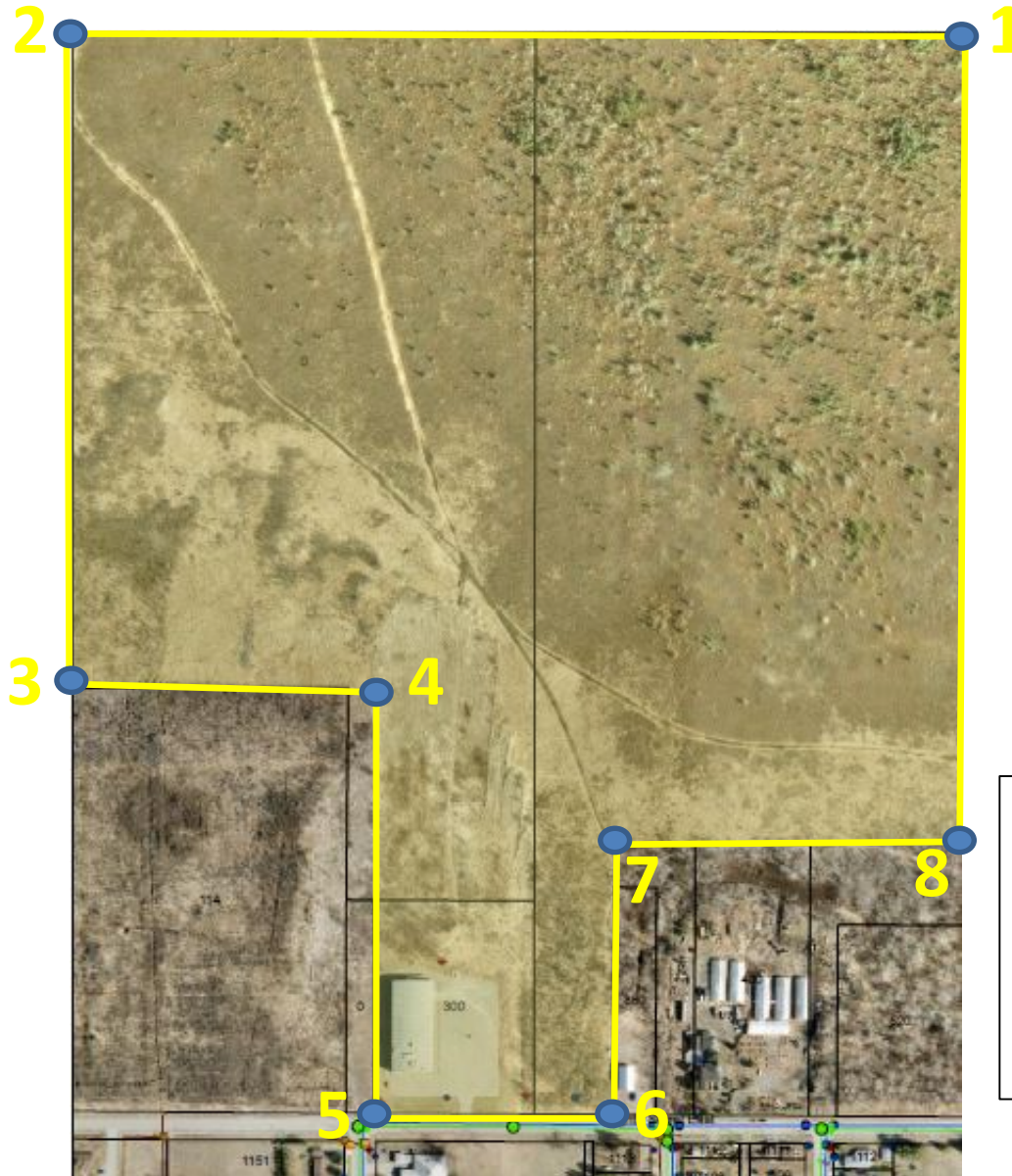


Property Boundaries





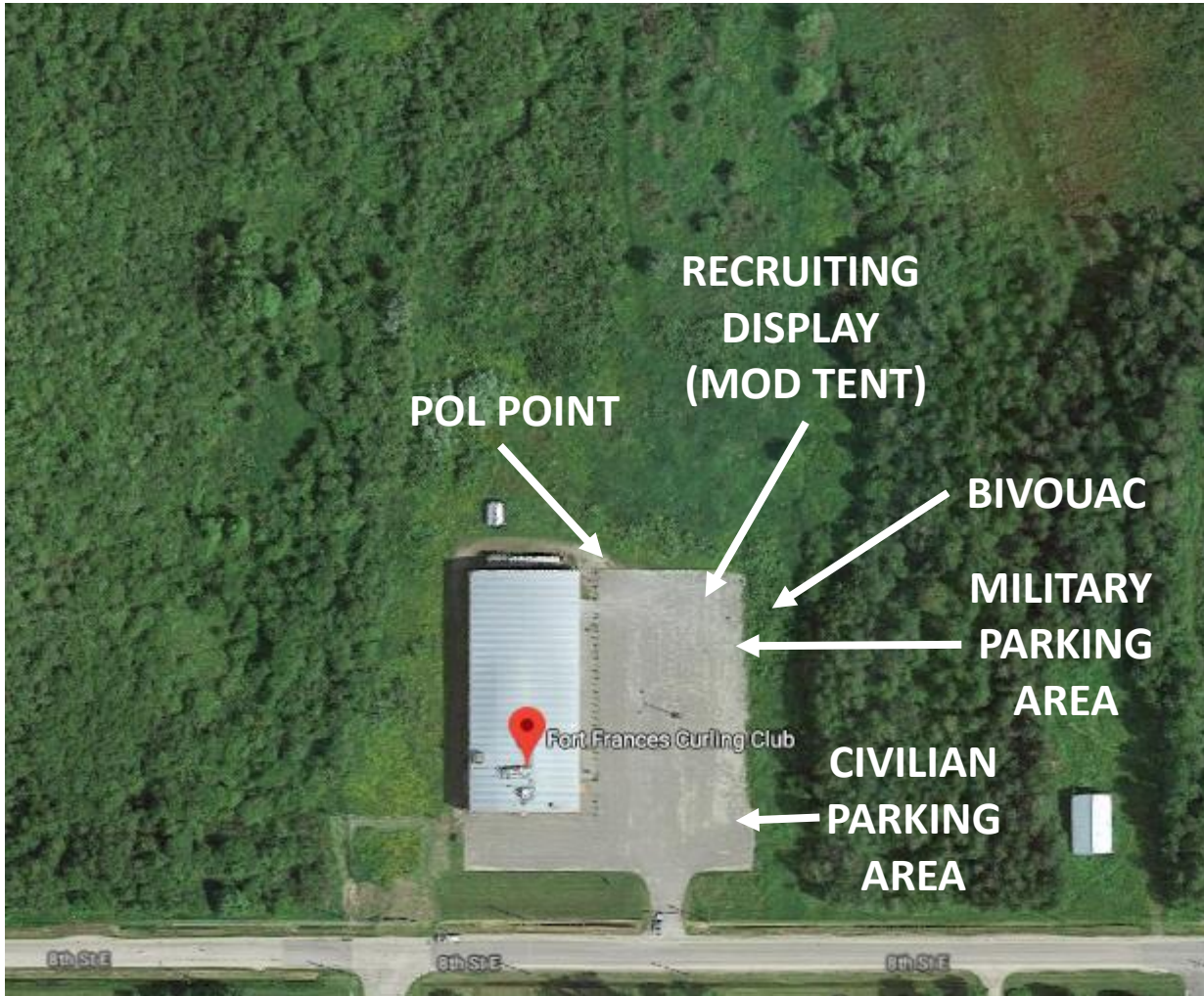
Training Area



1. 15U VP 71250 86020
2. 15U VP 70640 86020
3. 15U VP 70640 85520
4. 15U VP 70860 85520
5. 15U VP 70860 85235
6. 15U VP 71020 85235
7. 15U VP 71020 85425
8. 15U VP 71250 85425



Bivouac Site





116th Independent Field Battery
 Royal Canadian Artillery
 116 Artillery Way
 Kenora, Ontario P9N 4G2

4500-1 (BC)

Nov 2018

USE OF NON DND PROPERTIES REQUEST
EX FROSTY GUNNER – 25-27 JANUARY 2019

1. Unit Requesting: 38 Artillery Tactical Group
2. Location of Training: Fort Frances Curling Club, Fort Frances, Ontario.

Cardinal Points	Decimal Latitude/Longitude or UTM	MGRS (include Grid Zone and Band designators)
Biv Site	Decimal 48.62027, -93.39425 N 48 37.2160, W 093 23.6549	15U VP 70945 85319
Vehicle Park	Decimal 48.62018, -93.39439 N 48 37.2106, W 093 23.6634	15U VP 70935 85309
NE Corner trg area	Decimal 48.62659, -93.39016 N 48 37.5952, W 093 23.4096	15U VP 71250 86020
NW Corner trg area	Decimal 48.62656, -93.39844 N 48 37.5935, W 093 23.9063	15U VP 73824 84324
SE Corner trg area	See map in attached slide deck	
SW Corner trg area	See map in attached slide deck	

3. POC Exercise: WO R.J. Everett
4. Exercise Name: Ex FROSTY GUNNER (116 BTY)
5. Type of Training/Activities to be Conducted:
 - Tent routine;
 - Navigation;

- Cross-country skiing;
- Improvised shelters;
- Improvised fires; and
- Recruiting display

6. Number of Personnel: 20 Pers

7. Type/Number of Vehicles/Equipment:

Type	Number
Blue Fleet	2
MILCOTS	3
MSVS	1
LOSV (safety vehicle)	1
3k Generator (portable)	1
5K Generator (portable)	1

8. Environmental: POL usage

Activity	Location	Risk reduction method
Vehicle Fueling	Parking Area 15U VP 70920 85313	Vehicle drip pans & POL Equipment
Generator fueling	POL Point 15U VP 70898 85324	Spill Mat & Equipment
Stove fueling	POL Point 15U VP 70898 85324	Spill Mat & Equipment

9. Ammunition being used: Nil

10. Waste Plan:

- a. Pers waste/greywater capture and disposal plan:

Portable toilets to be rented in location. Grey water to be deposited in designated jerry cans and disposed of post-ex at the Kenora Armoury.

- b. Garbage capture and disposal plan:
Garbage to be collected and moved to Kenora Armoury for dumpster disposal via integral assets.
- c. POL spill/clean-up plan:
Contaminated soil to be removed, bagged, and disposed of through 17 Wing Hazmat.

11. Property Owner POC #1. Fort Frances Curling Club

- a. Name: Rick Grenda
- b. Position: Manager
- c. Department/Organization: Fort Frances Curling Club
- d. Address: 300 Eighth Street East, Fort Frances, ON, P9A 3M5
- e. Telephone: 807-274-6667
- f. E-Mail: ffccmanager@gmail.com

12. Property Owner POC #2. Town of Fort Frances

- a. Name: Travis Rob
- b. Position: Operations & Facilities Manager
- c. Department/Organization: Town of Fort Frances
- d. Address: 320 Portage Avenue, Fort Frances, ON, P9A 3P9
- e. Telephone: 807-274-9893
- f. E-Mail: trob@fortfrances.ca



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/127**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: December 5, 2018

SUBJECT: Councillor Wendy Brunetta NOMA Executive Meeting

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018 as submitted by Councillor Wendy Brunetta.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018.


Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Exec. Mtg.
Location	Fort Thunder Bay, ON
Dates	Nov. 27-28/18

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Nov 27	Nov 28					
Amount		\$80	\$160					\$240

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date


To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Wendy Brunetta</i>	Signature 
Approved	Date



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/129**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: December 5, 2018

SUBJECT: Councillor Wendy Brunetta Council Orientation Session

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor Wendy Brunetta.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule 'A' as Other Special Functions as Approved by Resolution which will be presented on December 10, 2018.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$400.00 as submitted by Councillor Wendy Brunetta for her attendance at the Council Orientation Session on November 21-23, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$400.00 as submitted by Councillor Wendy Brunetta for her attendance at the Council Orientation Session on November 21-23, 2018.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	Council Orientation
Location	
Dates	Nov 21-23/18

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Nov 21	Nov 22	Nov 23			
Amount			160	160	80			\$320 400

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/135**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: December 4, 2018
SUBJECT: Councillor Michael Behan Councillor Orientation Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor Michael Behan.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule ‘A’ as Other Special Functions as Approved by Resolution which will be presented on December 10, 2018.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$400.00 as submitted by Councillor Michael Behan for her attendance at the Council Orientation Session on November 21-23, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$400.00 as submitted by Councillor Michael Behan for her attendance at the Council Orientation Session on November 21-23, 2018.

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

Attendee <i>MICHAEL BEHAN</i>	
Conference / Seminar Attended <i>COUNCIL ORIENTATION</i>	
Location <i>CIVIL CENTRE</i>	
Dates <i>NOV. 21-23</i>	

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>NOV. 21</i>	<i>NOV. 22</i>	<i>NOV. 23</i>			
Amount			<i>\$160</i>	<i>\$160</i>	<i>\$80</i>			<i>\$400</i>

Name (Please Print) <i>MICHAEL BEHAN</i>	Signature <i>Michael Behan</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/136**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: December 4, 2018
SUBJECT: Councillor John McTaggart Councillor Orientation Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor John McTaggart.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule ‘A’ as Other Special Functions as Approved by Resolution which will be presented on December 10, 2018.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$400.00 as submitted by Councillor John McTaggart for her attendance at the Council Orientation Session on November 21-23, 2018.


Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$400.00 as submitted by Councillor John McTaggart for her attendance at the Council Orientation Session on November 21-23, 2018.

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

Attendee	JOHN McTAGGART
Conference / Seminar Attended	COUNCIL TRAINING
Location	TOWN HALL
Dates	NOV 21- 23 /18

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			NOV 21/18	NOV 22/18	NOV 23/18			
Amount			160 ⁰⁰	160 ⁰⁰	80 ⁰⁰			400 ⁰⁰

Name (Please Print)	Signature
JOHN D McTAGGART	
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/137**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: December 4, 2018
SUBJECT: Councillor Andrew Hallikas Councillor Orientation Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor Andrew Hallikas.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule ‘A’ as Other Special Functions as Approved by Resolution which will be presented on December 10, 2018.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$320.00 as submitted by Councillor Andrew Hallikas for her attendance at the Council Orientation Session on November 21-23, 2018.

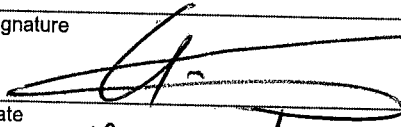
Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$320.00 as submitted by Councillor Andrew Hallikas for her attendance at the Council Orientation Session on November 21-23, 2018.

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

Attendee <i>(ANDREW)</i>	<i>Andrew Hallikas</i>
Conference / Seminar Attended	<i>Council Orientation</i>
Location	
Dates	<i>Nov 21-23 / 18</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>Nov 21</i>	<i>Nov 22</i>	<i>Nov 23</i>			
Amount			<i>80</i>	<i>160</i>	<i>80</i>			<i>\$320.00</i>

Name (Please Print) <i>Andrew Hallikas</i>	Signature 
Approved	Date <i>Dec 3 / 18</i>

To be submitted to Payroll for processing when approved by Council



Council Remuneration Committee

To: Mayor and Council

From: Jordan Forbes, Human Resources Manager

Date: December 10, 2018

Subject: By Law Updates as per direction from Council at July, 2018 Meeting

Attached please find proposed amendments to By-Laws 53/86, and 02/10 D. These amendments will coincide with the direction of Council received at the July, 2018 Council Meeting.

The amendment to By-Law 53/86 is made to comply with current OMERS regulations, as the Mayor must participate in order for Council to be eligible. In addition, Councillors have the option of participating in the plan, and it is not mandatory. The new language reflects this.

The amendment to By-Law 02/10-D Schedule A reflects the approved new rates for Councillors, Mayor and Deputy Mayor to be effective January 1, 2019.

For your information, I have included the report I provided to Council on July 5, 2018 which gives an overview of the rationale for the changes to Council Remuneration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Human Resources Manager

Council Approval of this Report will approve the Amendments to By-Law 53/86, and By-Law 02/10 as attached.

TOWN OF FORT FRANCES**BY-LAW NO . 53/ 86 - A**

(Being a by-law to authorize participation in the Ontario Municipal Employees Retirement System in respect to its councillors.)

WHEREAS pursuant to Section 14 of The Ontario Municipal Employees Retirement System Act, R.S.O ., 1980, as amended , a municipality may , by by-law , elect to participate in The Ontario Municipal Employees Retirement System in respect to its councillors and pay to the Fund the total of the employer and member contributions , and has all the powers necessary and incidental thereto :

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances HEREBY ENACTS as follows: - amend Item 3 as follows

3. Every person who becomes a councillor after the effective date may become a member on the date on which they become a councillor, or at any time during which they serve as a councillor, provided they are eligible to do so.

This by-law shall come into full force and effect upon the final passing thereof.

READ THREE TIMES and finally passed in open Council this 10th day of December, 2018.

_____ MAYOR

_____ CLERK

TOWN OF FORT FRANCES BY-LAW NO. 02/10-E SCHEDULE 'A'

It is recognized that becoming a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take time off of work in order to fulfill their commitment as an elected official. Below is an outline of the terms and conditions regarding Councilor Remuneration.

1. REMUNERATION

Starting **January 1, 2019** members of Council shall receive the following annual remuneration:

Mayor:	\$26,689.00+ Management / Non-Union Increase to be applied retroactively
Councilor:	\$13,925.00+ Management / Non-Union Increase to be applied retroactively
Deputy Mayor	\$15,665.00+ Management / Non-Union Increase to be applied retroactively

Council will receive additional increases that match the timing and increments identified in the Management/Non-Union Salary Administration Policy.

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

~~Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.~~

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86-A authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council will follow the Corporate Travel Policy and the meal allowance rates as outlined within. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the daily rate. Therefore, members of council (and Administration if traveling with members of Council) may claim additional reimbursement. If more than the *daily rate* is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized, or;
2. Additional time spent in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board

/ Committee / and Council meetings) and that attendance and per diem has been duly authorized by resolution of Council or Board;

3. The per diem payment is to be made in the amount of \$160 for a full day (5 hours or greater) or \$80 for a half day (1 hour or more but less than 5 hours).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS

	YES	NO
REGULAR COUNCIL and SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE and SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X
FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MTGS ONLY)	X	
KIWANIS SUNNY COVE CAMP ADVISORY		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE	X	
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

TOWN OF FORT FRANCES**BY-LAW NO. 02/10 - E**

(Being a by-law to amend By-Law No. 02/10 - D a by-law for the purpose of fixing remuneration and benefits for elected officials.)

WHEREAS on December 10, 2018, Council approved a report dated December 5, 2018 from the Human Resources Manager pertaining to per diem allowances and annual remuneration for members of Council.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That Schedule "A" to By-Law No. 02/10 - D be struck out and replaced with Schedule "A" attached hereto and forming part of this by-law.

This by-law shall come into full force and take effect on final passing hereof.

READ THREE TIMES and finally passed in open Council this 10th day of December 2018.



Council Remuneration Committee

To: Mayor and Council

From: Jordan Forbes, Human Resources Coordinator

Date: July 5, 2018

Subject: Recommendations from Council Remuneration Committee

The following report outlines the recommendations of the Council Remuneration Committee which has held two meetings, one on June 19, and one on July 3, 2018.

The Committee is made up of, Mayor Roy Avis, Councillors Ken Perry, Paul Ryan, and June Caul, as well as Doug Brown, Laurie Lindberg, and Jordan Forbes from Administration. Councillor Caul was selected to Chair the Committee.

The following is an overview of the what the committee has recommended

1. The Committee reviewed the current Council remuneration practice of the Town of Fort Frances. In addition, the practices of comparable Municipalities in the region were reviewed. It was determined that our current remuneration practice is fair based on the size of the Municipality, and the practices of similar communities in our area.
2. Due to the likely implementation of new Federal Tax Policy which would remove the tax exempt status of 1/3 of a Councillor's income, it is recommended that a commensurate increase in compensation be provided to offset the financial loss incurred by Councillors as a result of having to pay taxes on this portion of their income.

Given that the earnings of Councillors vary, it is impossible to predict the exact amount of tax that a Councillor will have to pay in a given year as a result of this change in tax policy. However, in the interest of procedural fairness, it has been recommended that Council members salary be based on the assumption that most Councillors will be in the following tax brackets:

Federal: taxable income is more than \$46,605, but not more than \$93,208 – Tax Rate of 20.5%.
 Provincial: \$42,96 - \$85,923 – Tax Rate of 9.15%.

It was also agreed that future annual increases in Council Remuneration be aligned with Management / Non-Union increases. For example, if Management / Non-Union were to receive a 0.5% increase then Council would receive 0.5% as well (please note that this increase value is presented solely to provide an example).

The following table outlines the current, and projected models (Please note that the 2019 value is a projection that is created using the 2018 tax rates). Actual values will be determined when the Management / Non-Union increase, as well as tax rates are determined. At that point, the salary change will be applied retroactively.

Proposed Options for Council Remuneration starting in 2019			
	2017	2018	2019 Projected (Note: Annual change, if any, will be aligned with Management / Non – Union)
Mayor Salary	23,345.00	23,695.18	26,689.00
Deputy Mayor	13,702.50	13,908.04	15,665.00
Councillor Salary	12,180.00	12,362.70	13,925.00
Note: Federal Income Tax Range \$46,603 - \$93,208 Provincial Income Tax Range \$42,963 - \$85,923			

It is recommended that should the proposed tax policy change occur, that council remuneration should increase using the methodology identified herein, to prevent a loss of earnings by accounting for the increased tax burden. Actual rates will be determined by 2019 Provincial and Federal tax rates, and if applicable, any increase in Management / Non-union compensation.

If the proposed tax policy change does not come into effect, then Council Remuneration would simply be tied to any change in Management / Non-Union compensation.

- Remuneration schedule as it relates to per diems for attendance at meetings was discussed. At present, there are a number of meetings for which per diems are paid. However, there are some organizations of which two members of Council are actively participating on. As a result, there was some discussion regarding the allocation of per diems. Some of the organizations and meetings discussed were:

- Rainy River District Municipal Association
- Rainy River Future Development Corporation – Regional Economic Development Committee
- Northwestern Ontario Municipal Association

The Committee has recommended that existing practices continue as prescribed in the current By-Law. Based upon current practice, this would typically mean that one Councillor will be compensated for per diem expenses to attend these meetings, unless otherwise specified in policy, or by Council. Council will continue to have discretion to determine areas where additional Councillors may be compensated for their participation with specific organizations, or meetings. The Committee recommended that the applicable compensation should be clearly specified in these instances. Doing so will ensure that all Councillors are aware of the cost implications, will clearly identify the scope and duration, and will facilitate reimbursement, and compensation for those participating.

- OMERS eligibility was discussed, and it is important to note that in order for Councillors to participate in the plan, the Mayor must participate. Councillors on the committee indicated that the decision to participate was based on individual circumstances (e.g. if they are already receiving a pension). Mayor Avis indicated that for Councillor who serves multiple terms, there is a clear benefit to participating, especially for individuals who own or work for an organization

that doesn't have a pension plan. It is recommended that the current practices utilized by OMERS be followed going forward.

5. Current By-Laws. As the current By-Law 53/86, related to OMERS is out of date, and doesn't accurately reflect practice, and current legislation, it is recommended that it be rescinded, and replaced with an updated By-Law reflecting the current Provincial legislative framework, and updated Council remuneration practice. In addition, it is recommended that Schedule A of By-Law 02/10 be amended to reflect the recommendations of the Committee identified herein.

Council approval of this report will agree to the recommendation of the Council Remuneration Committee to approve the proposed changes to Council Remuneration.

December 4th, 2018

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Legislation Requirements Surrounding Recreational Cannabis Retail Stores in Ontario

The Council of the Town of Fort Frances **may** opt-out of allowing recreational cannabis retail stores within their jurisdiction. If the Town wishes to do so, under the Cannabis Licence Act, 2018 there is a requirement to pass a resolution by January 22, 2019.

On October 17, 2018 the use and sale of cannabis became legalized in Canada. The Federal government ensured that the way recreational cannabis is used and sold is controlled and regulated by the Provincial governments.

Should Council decide to opt-out or opt-in to allow recreational retail stores in our community, the following pertinent background information on the subject matter is provided for your consideration:

- 1) Cannabis Licence Act, 2018
- 2) Ontario Regulation 4678/18 made under the Cannabis Licence Action, 2018
- 3) Letter dated November 20, 2018 from the Honourable Vic Fedeli, Minister of Finance to AMO President, Jamie McGarvey
- 4) November 21, 2018 – AMO Municipal Cannabis Update
- 5) Overview of Cannabis legislation in Ontario & Ontario's Cannabis Retail Regulation Landscape from the Alcohol & Gaming Commission of Ontario (AGCO)
- 6) Administration report from Tannis Drysdale, our ED consultant
- 7) Schedule A – Land Use Plan from the Town's current Official Plan showing the employment & downtown business areas within the Town limits
- 8) Proposed Map showing the Regulated 150 meter buffer zones near existing schools & unregulated community proposed 150 meters buffer zones near park, playground and Town owned children's facility properties
- 9) Ontario Association of Chiefs of Police- News release from the Chief of Police of the York Regional Police Dept.
- 10) March 12, 2018 CANN??AMM – powerslides for the states of Washington and Colorado entitled "What happens when it is legal?" (Cannabis or Marijuana)

Summary of the major factors for consideration when making a decision;

- 1) Within the Town limits there has been a medical cannabis store located in the downtown business area of the community since January 1st, 2017. To date, there has been no complaints registered with the Town for the by-law enforcement officers to address.

- 2) In Ontario, Recreational Cannabis Retail Stores are controlled and regulated by the AGCO where applications commence on December 17, 2018.
- 3) AGCO does not officially notify the Town that a cannabis retail store is being proposed in the community at a certain location. The AGCO maintains an updated portal on their website. The Town and the general public have a 15-day window to provide comments for each store site being proposed by AGCO approved operator. The Town comments must focus on whether a proposed storefront location is in the public interest, as defined in the regulation. In the regulation, ***“Public interest” is defined as public health or safety, protecting youth and eliminating the illegal market.***
- 4) Approved Recreational Cannabis Retail stores will commence operations on April 1st, 2019.
- 5) Council may consider establishing a policy statement which may identify specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing recreational cannabis retail stores. For example, establishing a 150 meter buffer zone around park and playground properties.
- 6) If opting-in, recreational cannabis retail stores must be located within the employment or downtown business areas of the community as outlined the current existing Official Plan - Schedule A – land use plan
- 7) Municipal Building Inspections – while the licencing of the store operation is the responsibility of the AGCO, the building code applies to recreational cannabis retail store buildings. Therefore, where a building permit is issued, the Chief Building Official (CBO) will assume duties as normal. Fire Code compliance is also mandatory.
- 8) If the Town opts-out and if Ontario’s portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50% of the surplus only to Municipalities that have **not** opted-out.
- 9) Additional Policing Calls for Service – based on information obtained from Ontario Association of Chiefs of Police it appears that initial legalization of cannabis in other jurisdictions has resulted in increased rates of impaired driving, motor vehicle collisions and overall increase demands for police services.
- 10) From an economic development point-of-view it makes sense to allow cannabis retail stores within the community as it creates new employment opportunities and provides another retail service for the largest community in the Rainy River District.

Administration has prepared this report in order to ensure pertinent information and facts are provided to Council when considering whether or not to allow recreational cannabis retail stores within the community. Legalization of recreational cannabis in Canada has been passionately debated over the last 6 months throughout Canada with extreme opinions on each side of the debate. The retail of recreational cannabis in Ontario is presently at the infancy stage.

Currently, there appears to be three main options for Council to consider in regards recreational cannabis retail stores within the community;

1. Opt-out or not allow recreational cannabis retail stores within the town limits. If so the Town is required to pass a resolution by January 22, 2019.
2. Opt-in to allow recreational cannabis retail stores with the option to consider establishing a policy statement in regards to cannabis retail store locations.
3. Do nothing where the community will be automatically opted-in to allow cannabis retail stores within the community. Under this option no policy statement will be created.

Respectfully submitted,



Doug Brown, CAO

COUNCIL APPROVAL OF THIS REPORT WILL provide appropriate direction to Administration.
--

2018Deccannabisproject

Français

Cannabis Licence Act, 2018**S.O. 2018, CHAPTER 12
SCHEDULE 2****Consolidation Period:** From November 16, 2018 to the [e-Laws currency date](#).

No amendments.

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43. Prohibition on stores
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46. Employment of 18 year olds by Commission
47. Testimony in civil proceeding
48. Immunity
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INTERPRETATION AND APPLICATION

Definitions

1 (1) In this Act,

“Board” means the board of the Commission; (“conseil”)

“cannabis” means cannabis with respect to which the *Cannabis Control Act, 2017* applies; (“cannabis”)

“cannabis retail store” means a store operated under the authority of a retail store authorization; (“magasin de vente au détail de cannabis”)

“Commission” means the Alcohol and Gaming Commission of Ontario established under the *Alcohol, Cannabis and Gaming Regulation and Public Protection Act, 1996*; (“Commission”)

“council of the band” has the same meaning as in subsection 2 (1) of the *Indian Act* (Canada); (“conseil de bande”)

“distribute”, “Ontario Cannabis Retail Corporation” and “sell” have the same meaning as in the *Cannabis Control Act, 2017*; (“distribuer”, “Société ontarienne de vente du cannabis”, “vente”)

“Indian” has the same meaning as in subsection 2 (1) of the *Indian Act* (Canada); (“Indien”)

“Minister” means the Attorney General or such other member of the Executive Council as may be assigned the administration of this Act under the *Executive Council Act*; (“ministre”)

“municipality” means a local municipality; (“municipalité”)

“prescribed” means prescribed by the regulations; (“prescrit”)

“Registrar” means the Registrar under the *Alcohol, Cannabis and Gaming Regulation and Public Protection Act, 1996*; (“registreur”)

“regulations” means the regulations made under this Act; (“règlements”)

“reserve” means a reserve as defined in subsection 2 (1) of the *Indian Act* (Canada) or an Indian settlement located on Crown land, the Indian inhabitants of which are treated by Indigenous and Northern Affairs Canada in the same manner as Indians residing on a reserve; (“réserve”)

“Tribunal” means the Licence Appeal Tribunal established under the *Licence Appeal Tribunal Act, 1999*. (“Tribunal”)

Interpretation, interested in another person

(2) For the purposes of this Act, a person is interested in another person if the first person,

- (a) has, or may have in the opinion of the Registrar based on reasonable grounds, a beneficial interest of any kind, either directly or indirectly, in the other person’s business, including but not limited to a holder, directly or indirectly, of shares or other securities;
- (b) exercises, or may exercise in the opinion of the Registrar based on reasonable grounds, direct or indirect control over the other person’s business; or
- (c) has provided, or may have provided in the opinion of the Registrar based on reasonable grounds, direct or indirect financing to the other person’s business.

Non-application of Act to Ontario Cannabis Retail Corporation

2 This Act does not apply with respect to the Ontario Cannabis Retail Corporation.

LICENCES AND AUTHORIZATIONS

Retail operator licence

3 (1) Subject to the regulations, a person may apply to the Registrar for a retail operator licence.

Restriction, age

(2) In order to apply under subsection (1), an individual must be at least 19 years of age or, in the case of an applicant that is a corporation, every director, officer and shareholder of the corporation must be at least 19 years of age.

Restriction, prior refusal or revocation

(3) Despite subsection (1), a person who has been refused a retail operator licence or the renewal of a retail operator licence, or who was the holder of a retail operator licence that was revoked, may not apply for a retail operator licence until after the second anniversary of the refusal or revocation, unless the Registrar is satisfied that there has been a significant change in circumstances since the refusal or revocation.

Eligibility

(4) An applicant is not eligible to be issued a retail operator licence in any of the following circumstances:

1. There are reasonable grounds to believe that the applicant will not be financially responsible in the conduct of the applicant's cannabis retail business, having regard to the financial history of any of the persons referred to in subsection (5).
2. There are reasonable grounds to believe that the applicant will not carry on business in accordance with the law, or with integrity, honesty or in the public interest, having regard to the past or present conduct of any of the persons referred to in subsection (5).
3. A person referred to in subsection (5) has been convicted of or charged with an offence under this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under any of them that is prescribed for the purposes of this paragraph.
4. There are reasonable grounds to believe that the applicant is carrying on activities that are, or would be if the applicant were the holder of a retail operator licence, in contravention of or not in compliance with a provision of this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under any of them that is prescribed for the purposes of this paragraph.
5. The Registrar is not satisfied that the applicant will exercise sufficient control, either directly or indirectly, over the applicant's cannabis retail business.
6. The applicant or an employee or agent of the applicant makes a false statement or provides false information in the application.
7. Any other circumstance that may be prescribed.

Same

(5) Paragraphs 1 to 3 of subsection (4) apply with respect to,

- (a) the applicant;
- (b) persons interested in the applicant; and
- (c) if the applicant is a corporation, the directors, officers or shareholders of the applicant and persons interested in those directors, officers or shareholders.

Convictions, charges under *Controlled Drugs and Substances Act* (Canada)

(6) Paragraph 2 of subsection (4) does not prevent the issuance of a retail operator licence to an applicant if a person referred to in subsection (5) has been convicted of or charged with a prescribed offence under the *Controlled Drugs and Substances Act* (Canada) in relation to cannabis.

Issuance, refusal of retail operator licence

(7) The Registrar shall consider every application for a retail operator licence, and shall,

- (a) issue the retail operator licence, if the applicant has met the application requirements, is not ineligible to be issued a retail operator licence and has paid the required fee; or
- (b) issue a proposal to refuse the application.

Conditions on consent

(8) In issuing a retail operator licence, the Registrar may specify any conditions consented to by the applicant that are to be attached to the licence.

Retail store authorization

4 (1) Subject to the regulations, the following persons may apply to the Registrar for a retail store authorization to operate a specified proposed cannabis retail store:

1. A holder of a retail operator licence, subject to any conditions attached to the licence.
2. An applicant for a retail operator licence.

Restriction, applicable resolution in effect

(2) Despite subsection (1), an application may not be made for a retail store authorization in respect of a proposed cannabis retail store that would be located,

- (a) in a municipality in which cannabis retail stores may not be located in accordance with section 41; or
- (b) on a reserve on which cannabis retail stores may not be located in accordance with section 43.

Restriction, prior refusal or revocation

(3) Despite subsection (1), a person who has been refused a retail store authorization in respect of a proposed cannabis retail store or the renewal of a retail store authorization in respect of a cannabis retail store, or who was the holder of a retail store authorization that was revoked, may not apply for a retail store authorization in respect of the same cannabis retail store or proposed cannabis retail store until after the second anniversary of the refusal or revocation, unless the Registrar is satisfied that there has been a significant change in circumstances since the refusal or revocation.

Restriction, producers

(4) A person who is authorized by a licence issued under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes is subject to the following restrictions in respect of an application that may be made by the person under subsection (1):

1. The proposed cannabis retail store must be located on or within the site set out in the licence.
2. The person and its affiliates, as defined by the regulations, may not between them hold more than one retail store authorization.
3. Any other restriction that may be prescribed.

One store per authorization

(5) A separate application is required in respect of each proposed cannabis retail store, and a retail store authorization that is issued only authorizes the operation of the store specified in the application for the authorization.

Eligibility

(6) An applicant is not eligible to be issued a retail store authorization in respect of a proposed cannabis retail store in any of the following circumstances:

1. The applicant is not, or would not at the time of the issuance of the authorization be, the holder of a retail operator licence, or is a holder of a retail operator licence that is subject to conditions that prevent the application for or issuance of a retail store authorization in respect of the proposed store.
2. A person referred to in clauses 3 (5) (a) to (c) has been convicted of or charged with an offence under this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under any of them that is prescribed for the purposes of this paragraph.
3. There are reasonable grounds to believe that the applicant is carrying on activities that are, or would be if the applicant were the holder of a retail store authorization, in contravention of or not in compliance with a provision of this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under any of them that is prescribed for the purposes of this paragraph.
4. The applicant employs or intends to employ an individual who is not the holder of a cannabis retail manager licence to perform any of the functions set out in subsection 5 (1).
5. The issuance of the retail store authorization in respect of a proposed store is not in the public interest, having regard to the needs and wishes of the residents of the municipality in which the proposed cannabis retail store would be located.
6. In the case of a proposed cannabis retail store that would be located on a reserve, the council of the band has not approved, by the passage of a resolution applicable to the proposed store, the location of the proposed store on the reserve.
7. The premises, equipment and facilities of the proposed store are not, or would not be if the authorization were issued, in compliance with this Act, the regulations or the standards and requirements established under section 26, or the Registrar is satisfied that the applicant will not exercise sufficient control, either directly or indirectly, over the premises, equipment and facilities.
8. The applicant or an employee or agent of the applicant makes a false statement or provides false information in the application.
9. Any other circumstance that may be prescribed.

Public notice

(7) For the purposes of paragraph 5 of subsection (6), the Registrar shall give notice of an application for a retail store authorization,

- (a) by displaying a notice at the location of the proposed cannabis retail store specified in the application;
- (b) by posting a notice on the Commission's website; and
- (c) in any other manner the Registrar considers appropriate.

Exception

(8) Subsection (7) does not apply if,

- (a) the applicant is ineligible on any other ground to be issued a retail store authorization; or
- (b) subsection (12) prevents the issuance of the retail store authorization.

Same

(9) Notice given under subsection (7) shall include a request for the municipality, its residents and, if the municipality is a lower-tier municipality, the upper-tier municipality of which it forms a part, to make written submissions to the Registrar, which must be made no later than 15 days after the notice is first given, as to whether the issuance of the retail store authorization is in the public interest, having regard to the needs and wishes of the residents.

Issuance, refusal of retail store authorization

(10) The Registrar shall consider every application for a retail store authorization, and shall,

- (a) subject to subsection (12), issue the retail store authorization, if the applicant has met the application requirements, is not ineligible to be issued a retail store authorization and has paid the required fee; or
- (b) refuse the application.

Submissions to be considered

(11) The Registrar shall consider any written submissions made in accordance with subsection (9) in relation to the application.

Circumstances where no issuance

(12) The Registrar shall refuse to issue a retail store authorization,

- (a) if the proposed cannabis retail store would be located less than the distance specified by or determined in accordance with the regulations from,
 - (i) a school as defined in the *Education Act*, or
 - (ii) any other prescribed land use; or
- (b) in any other circumstance that may be prescribed.

Conditions on consent

(13) In issuing a retail store authorization, the Registrar may specify any conditions consented to by the applicant that are to be attached to the authorization.

Decision final

(14) A decision of the Registrar to issue or to refuse to issue a retail store authorization is final.

Cannabis retail manager licence

5 (1) Subject to the regulations, an individual who wishes to perform one or more of the following functions in respect of a cannabis retail store may apply to the Registrar for a cannabis retail manager licence:

1. Supervising or managing employees of a cannabis retail store.
2. Overseeing or co-ordinating the sale of cannabis.
3. Managing compliance issues in relation to the sale of cannabis.
4. Having signing authority to purchase cannabis, enter into contracts or make offers of employment.

Restriction, age

(2) An individual must be at least 19 years of age in order to apply under subsection (1).

Restriction, prior refusal or revocation

(3) Despite subsection (1), an individual who has been refused a cannabis retail manager licence or the renewal of a cannabis retail manager licence, or who was the holder of a cannabis retail manager licence that was revoked, may not apply for a cannabis retail manager licence until after the second anniversary of the refusal or revocation, unless the Registrar is satisfied that there has been a significant change in circumstances since the refusal or revocation.

Eligibility

(4) An applicant is not eligible to be issued a cannabis retail manager licence in any of the following circumstances:

1. There are reasonable grounds to believe that the applicant will not, in acting as a cannabis retail manager, act in accordance with the law, or with integrity, honesty or in the public interest, having regard to the past or present conduct of the applicant.
2. The applicant has been convicted of or charged with an offence under this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under any of them that is prescribed for the purposes of this paragraph.
3. There are reasonable grounds to believe that the applicant is carrying on activities that are, or would be if the applicant were the holder of a cannabis retail manager licence, in contravention of or not in compliance with a provision of this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under any of them that is prescribed for the purposes of this paragraph.
4. The applicant makes a false statement or provides false information in the application.
5. Any other circumstance that may be prescribed.

Convictions, charges under *Controlled Drugs and Substances Act* (Canada)

(5) Paragraph 1 of subsection (4) does not prevent the issuance of a cannabis retail manager licence to an applicant if the applicant has been convicted of or charged with a prescribed offence under the *Controlled Drugs and Substances Act* (Canada) in relation to cannabis.

Issuance, refusal of cannabis retail manager licence

(6) The Registrar shall consider every application for a cannabis retail manager licence, and shall,

- (a) issue the cannabis retail manager licence, if the applicant has met the application requirements, is not ineligible to be issued a cannabis retail manager licence and has paid the required fee; or
- (b) issue a proposal to refuse the application.

Conditions on consent

(7) In issuing a cannabis retail manager licence, the Registrar may specify any conditions consented to by the applicant that are to be attached to the licence.

Conditions of licences, authorizations**Retail operator licences**

6 (1) A retail operator licence is subject to the following conditions:

1. That the holder must comply with this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) and the regulations made under any of them.
2. That if the holder is issued a retail store authorization, the holder must comply with the conditions of that retail store authorization.
3. Any condition specified by the Registrar under this Act that attaches to the licence.
4. Any condition imposed by the Tribunal.
5. Any condition that may be prescribed.

Retail store authorizations

(2) A retail store authorization is subject to the following conditions:

1. That the holder must comply with this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) and the regulations made under any of them.
2. Any condition specified by the Registrar under this Act that attaches to the authorization.
3. Any condition imposed by the Tribunal.
4. The conditions set out in section 7.
5. Any condition that may be prescribed.

Cannabis retail manager licences

(3) A cannabis retail manager licence is subject to the following conditions:

1. That the holder must comply with this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) and the regulations made under any of them.
2. Any condition specified by the Registrar under this Act that attaches to the licence.
3. Any condition imposed by the Tribunal.
4. Any condition that may be prescribed.

Duty to comply

(4) A holder of a retail operator licence, cannabis retail manager licence or retail store authorization shall comply with any conditions to which the licence or authorization is subject.

Risk-based conditions

(5) The Board may specify conditions that may be imposed on a licence or authorization issued under this Act if the holder meets criteria established by the Board for the purpose on the basis of factors related to risks to the public interest or the risk of non-compliance with this Act, the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or regulations made under any of them.

Same, designations

(6) The Registrar may at any time, based on the Registrar's assessment of the risks referred to in subsection (5), designate a holder of a licence or authorization issued under this Act in accordance with the criteria established by the Board, and may impose on the licence or authorization one or more of the conditions specified by the Board in relation to those criteria.

Same, re-designations

(7) If the Registrar is satisfied that there is a change in circumstances affecting the designation of a holder of a licence or authorization issued under this Act, the Registrar may re-designate the holder in accordance with the criteria established by the Board and may add, remove or otherwise change the conditions imposed on the licence or authorization accordingly.

Conditions specified by Registrar

(8) The Registrar may at any time review a retail operator licence, cannabis retail manager licence or retail store authorization and may,

- (a) attach to the licence or authorization any further conditions consented to by the holder; or
- (b) issue a proposal to attach to the licence or authorization any further conditions that the Registrar considers appropriate to give effect to the purposes of this Act.

Removal of certain conditions by Registrar

(9) The Registrar may, on application by the holder, remove a condition attached by the Registrar on the consent of the applicant or holder if, as a result of a change in circumstances, the Registrar is satisfied that the condition is no longer appropriate.

Removal of certain conditions by Tribunal

(10) The Tribunal may, on application by the holder, remove a condition of a retail operator licence, cannabis retail manager licence or retail store authorization imposed by it if, as a result of a change in circumstances, the Tribunal is satisfied that the condition is no longer appropriate.

Additional conditions of retail store authorization**Ongoing sale**

7 (1) The holder of a retail store authorization must ensure that cannabis begins to be sold at the cannabis retail store by the first anniversary of the day the authorization is issued, and that cannabis continues to be sold at the store after that date.

Use of seal

(2) Cannabis may not be sold by the holder of a retail store authorization unless the holder displays, in the prescribed manner, the prescribed cannabis retail seal.

Minimum pricing

(3) If the regulations so provide, the holder of a retail store authorization shall not sell cannabis or a prescribed class of cannabis at a price that is lower than the prescribed price for the cannabis or class of cannabis.

Restrictions on corporate operations, s. 69 of Cannabis Act (Canada)

(4) The holder of a retail store authorization,

- (a) shall not sell cannabis unless the cannabis has been produced by a person or entity that is authorized under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes;
- (b) shall not sell cannabis to an individual under 19 years of age and, for the purpose, subsections 7 (2) and (3) of the *Cannabis Control Act, 2017* and the regulations made for the purposes of those subsections apply with necessary modifications;
- (c) shall keep appropriate records, in accordance with the regulations and any applicable standards and requirements established under section 26 of this Act, respecting its activities in relation to cannabis that it possesses;
- (d) shall take adequate measures, in accordance with the regulations and any applicable standards and requirements established under section 26, to reduce the risk of cannabis it possesses being diverted to an illicit market or activity.

Intoxicated persons

(5) The holder of a retail store authorization shall not sell or distribute cannabis to a person who is or appears to be intoxicated.

Renewals

8 (1) The holder of a licence or authorization issued under this Act may apply to the Registrar for the renewal of the licence or authorization.

Timing

(2) An application for the renewal of a licence or authorization must be made before the licence or authorization expires or such other time as may be specified by the Registrar.

Renewal, refusal

- (3) The Registrar shall,
 - (a) subject to clause (b), grant the renewal, if the holder has met the application requirements and paid the required fee; or
 - (b) issue a proposal to refuse to renew the licence or authorization,
 - (i) if the holder has contravened or failed to comply with this Act or the regulations, or
 - (ii) on the basis of a ground under subsection 3 (4) in the case of a retail operator licence, subsection 4 (6), other than paragraphs 5 and 6, in the case of a retail store authorization or subsection 5 (4) in the case of a cannabis retail manager licence, that would disentitle the holder to be issued the licence or authorization if the holder were an applicant.

Continuance pending decision

- (4) If the holder of a licence or authorization issued under this Act has met the renewal application requirements and paid the required fee, the licence or authorization is deemed to continue,
 - (a) until the renewal is granted; or
 - (b) if the Registrar issues a notice of a proposal to refuse to renew the licence or authorization, until the time for giving notice requesting a hearing has expired under subsection 14 (2) and, if a hearing is requested, until the order has become final.

Inquiries

9 (1) The Registrar may make such inquiries and conduct such investigations into the character, financial history and competence of any of the following persons as are necessary to determine, for the purposes of an application for a licence or authorization under this Act or for the renewal of a licence or authorization, whether the applicant or holder meets the requirements for a licence, authorization or renewal, as the case may be:

1. The applicant or holder.
2. Persons interested in the applicant or holder.
3. In the case of an application for the renewal or issuance of a retail store authorization, persons interested in the cannabis retail store or proposed cannabis retail store with respect to which the authorization is or would be issued.
4. If the applicant or holder is a corporation, a director, officer or shareholder of a person referred to in paragraph 1, 2 or 3.
5. Any individual employed in a cannabis retail store.

Interpretation, interested in store

(2) For the purposes of paragraph 3 of subsection (1), persons interested in a cannabis retail store or proposed cannabis retail store include a landlord or owner of the premises, a mortgagee or any person with an interest in the assets of the applicant or holder's cannabis retail business or in the store property, fixtures or inventories.

Costs

(3) The applicant or holder shall pay the reasonable costs of the inquiries or investigations or provide security to the Registrar in a form acceptable to the Registrar for the payment.

Collection of information

(4) The Registrar may require information, including personal information, or material from any person who is the subject of the inquiries or investigations and may request information, including personal information, or material from any person or entity who the Registrar has reason to believe can provide information or material relevant to the inquiries or investigations.

Verification of information

(5) The Registrar may require that any information provided under subsection (4) be verified by statutory declaration.

Disclosure

(6) An institution subject to the *Freedom of Information and Protection of Privacy Act* or the *Municipal Freedom of Information and Protection of Privacy Act* is authorized to disclose to the Registrar the information, including personal information, or material that the Registrar requests from the institution under subsection (4), and such disclosure is deemed to comply with those Acts.

Application forms

10 An application for a licence or authorization under this Act, or for the renewal of a licence or authorization, shall be in the form approved by the Registrar.

Revocation, suspension**Proposal to revoke or suspend**

11 (1) The Registrar may issue a proposal to revoke or to suspend a licence or authorization issued under this Act,

- (a) if the Registrar believes on reasonable grounds that the holder has contravened or failed to comply with this Act or the regulations; or
- (b) on the basis of a ground under subsection 3 (4) in the case of a retail operator licence, subsection 4 (6), other than paragraphs 5 and 6, in the case of a retail store authorization or subsection 5 (4) in the case of a cannabis retail manager licence, that would disentitle the holder to be issued the licence or authorization if the holder were an applicant.

Suspension without proposal

(2) The Registrar may suspend a licence or authorization issued under this Act without issuing a proposal if the Registrar considers it to be necessary in the public interest.

Revocation without proposal

(3) Despite subsections (1) and (2), the Registrar shall revoke a licence or authorization issued under this Act without issuing a proposal if the holder or any other prescribed person is convicted for contravening,

- (a) section 6, 7 or 13 of the *Cannabis Control Act, 2017*;
- (b) section 10 of the *Cannabis Act* (Canada); or
- (c) any other prescribed provision of the *Cannabis Control Act, 2017*, the *Cannabis Act* (Canada) or the regulations made under either of them.

Notice and immediate effect

(4) The Registrar shall serve notice of a suspension under subsection (2) or of a revocation under subsection (3) on the holder together with written reasons, and the suspension or revocation takes effect immediately on the holder being served.

Notice requesting hearing

(5) The holder may request a hearing by the Tribunal of a suspension under subsection (2) or a revocation under subsection (3) if, no later than 15 days after being served with notice of the suspension or revocation, the holder mails or delivers to the Tribunal and to the Registrar a written notice requesting the hearing.

Same

(6) A notice served under subsection (4) shall inform the holder of the entitlement to a hearing under subsection (5), and of the requirements of that subsection.

Effect of revocation, suspension on related licence, authorization**Effect of revocation, non-renewal of retail operator licence**

12 (1) If a holder's retail operator licence is revoked or fails to be renewed, any retail store authorizations held by the holder are revoked from the time of the licence revocation or non-renewal.

Effect of suspension of retail operator licence

(2) If a holder's retail operator licence is suspended, any retail store authorizations held by the holder are suspended from the time of the licence suspension and for its duration.

Effect of revocation, non-renewal of retail store authorization

(3) If a retail store authorization is revoked or fails to be renewed and the Registrar considers it appropriate in the circumstances to do so, the Registrar may, without issuing a proposal, revoke or suspend,

- (a) any other retail store authorization held by the same holder;
- (b) the holder's retail operator licence; or
- (c) both.

Effect of suspension of retail store authorization

(4) If a retail store authorization is suspended and the Registrar considers it appropriate in the circumstances to do so, the Registrar may, without issuing a proposal, suspend,

- (a) any other retail store authorization held by the same holder;
- (b) the holder's retail operator licence; or
- (c) both.

Notice

(5) The Registrar shall give notice of a revocation or suspension under this section to the holder.

Application

(6) This section applies despite section 11, other than subsection 11 (3).

Cancellation on holder's request

13 (1) Subject to subsection (2), the Registrar may cancel a licence or authorization issued under this Act on the holder's request if the holder,

- (a) makes the request to the Registrar in writing; and
- (b) surrenders the licence or authorization to the Registrar.

Holder of retail operator licence and authorization

(2) If a holder of a retail operator licence who is also the holder of one or more retail store authorizations wishes to have the licence cancelled,

- (a) the holder shall surrender each authorization to the Registrar together with the licence; and
- (b) each authorization is cancelled together with the licence.

Notice of proposal

14 (1) If the Registrar issues a proposal under this Act, the Registrar shall serve notice of the proposal together with written reasons on the applicant or holder.

Notice requesting hearing

(2) The applicant or holder may request a hearing by the Tribunal of the matter being proposed if, no later than 15 days after being served with notice of the proposal, the applicant or holder mails or delivers to the Tribunal and to the Registrar a written notice requesting the hearing.

Same

(3) A notice of a proposal shall inform the applicant or holder of the entitlement to a hearing under subsection (2), and of the requirements of that subsection.

No hearing

(4) If the person on whom notice of a proposal is served does not request a hearing by the Tribunal, the Registrar may carry out the proposal stated in the notice.

Hearing

15 (1) If a person requests a hearing in accordance with section 11 or 14, the Tribunal shall schedule and hold the hearing.

Order

(2) After holding a hearing, the Tribunal may by order,

- (a) confirm or set aside the proposal or decision of the Registrar; and
- (b) direct the Registrar to take any action specified by the Tribunal that it considers appropriate to give effect to the purposes of this Act.

Discretion of Tribunal

(3) In setting aside a proposal or decision under clause (2) (a), the Tribunal may substitute its opinion for that of the Registrar.

Terms, conditions

(4) The Tribunal may attach such terms to its order, or such conditions to the licence or authorization that is the subject of the hearing, as it considers appropriate.

Registrar shall comply

(5) The Registrar shall comply with any direction of the Tribunal made under clause (2) (b).

Notice of change in address for service

16 Every applicant for or holder of a licence or authorization issued under this Act shall, no later than five days after any change in address for service, serve on the Registrar, in the manner specified by the Registrar, written notice of the change.

No transfers

17 Retail operator licences, cannabis retail manager licences and retail store authorizations are not transferable.

SALE OF CANNABIS AND CANNABIS RETAIL STORES

Things permitted to be sold in cannabis retail stores

18 The holder of a retail store authorization may only sell the following things at a cannabis retail store:

- 1. Subject to the regulations, cannabis that was purchased by the holder directly from the Ontario Cannabis Retail Corporation, in the packaging in which it was purchased from the Ontario Cannabis Retail Corporation.
- 2. Any other things that may be prescribed.

Purchase of cannabis

19 The holder of a retail store authorization may only purchase cannabis for sale in the cannabis retail store from the Ontario Cannabis Retail Corporation.

In-person sales only

20 The holder of a retail store authorization shall ensure that all aspects of the sale of cannabis through the cannabis retail store, including ordering and payment, are conducted in person at the store.

Limit on amount sold

21 The holder of a retail store authorization shall ensure that the amount of cannabis sold to an individual in the cannabis retail store in a single visit, whether in a single or multiple transactions, does not exceed 30 grams of dried cannabis or the equivalent amount of another class of cannabis determined in accordance with Schedule 3 to the *Cannabis Act* (Canada), or such other amount as may be prescribed.

Only recorded sales permitted

22 The holder of a retail store authorization shall ensure that cannabis sold at the cannabis retail store is sold only through recorded sales.

No employment of individual under 19 years of age

23 The holder of a retail store authorization shall not employ an individual under 19 years of age in a cannabis retail store.

Unsold cannabis

24 (1) In the event of the revocation, cancellation or non-renewal of a retail store authorization, the person who held the authorization shall comply with the requirements specified by the Registrar respecting any cannabis left unsold or undistributed as a result of the revocation, cancellation or non-renewal.

Same

(2) In the event of the revocation, cancellation or non-renewal of a retail operator licence, the person who held the licence shall comply with the requirements specified by the Registrar respecting any cannabis left unsold or undistributed as a result of the revocation, cancellation or non-renewal.

Cannabis retail managers

25 (1) No individual may perform any of the functions set out in subsection 5 (1) in respect of a cannabis retail store unless the individual is,

- (a) the holder of a cannabis retail manager licence; or
- (b) the holder of a retail operator licence.

Same

(2) The holder of a retail store authorization shall not employ an individual to perform any of the functions set out in subsection 5 (1) in respect of a cannabis retail store unless the individual is the holder of a cannabis retail manager licence.

Same

(3) The holder of a cannabis retail manager licence shall perform his or her functions and duties in relation to the cannabis retail store in which the holder is employed in a manner that is consistent with the requirements of sections 18 to 24.

Standards and requirements

26 (1) Subject to subsection (2), the Registrar may establish standards and requirements respecting the following matters relating to the conduct of holders of licences or authorizations issued under this Act or to the operation of cannabis retail stores:

1. Store premises, equipment and facilities, including surveillance and security.
2. The prevention of unlawful activities, including prohibiting or restricting certain individuals from entering cannabis retail stores.
3. Advertising and promotional activities.
4. Training relating to cannabis, including the responsible use of cannabis, and to the sale of cannabis.
5. The protection of assets, including money and money equivalents.
6. The keeping of records, including financial records.
7. Reasonable measures to maintain the confidentiality and security of records, including measures to securely dispose of records and to prevent unauthorized access to records.
8. Compliance with a cannabis tracking system established under section 81 of the *Cannabis Act* (Canada).
9. Any other matter relating to the conduct of holders of licences or authorizations issued under this Act or to the operation of cannabis retail stores that may be prescribed.

Restriction

(2) Subsection (1) does not apply with respect to any matter for which a standard or requirement has been established by the regulations.

Publication

(3) The Registrar shall publish the standards and requirements on the Commission's website or by any other method that may be prescribed.

Effective date

(4) Standards and requirements established under subsection (1) take effect on the date they are published under subsection (3) or on such later date as the Registrar may specify, and the effective date shall be published together with the standards and requirements.

Not regulations

(5) Part III (Regulations) of the *Legislation Act, 2006* does not apply to standards and requirements established under subsection (1).

Duty to comply

(6) Every holder of a licence or authorization issued under this Act shall comply with the standards and requirements established under subsection (1).

ENFORCEMENT

Inspectors

27 (1) The Registrar may designate persons employed by the Commission or other persons as inspectors for the purpose of carrying out inspections to ensure compliance with this Act and the regulations.

Certificate

(2) A person designated under subsection (1) who is acting as an inspector under this Act shall, on request, produce his or her certificate of designation.

Inspections

28 (1) For the purposes of carrying out an inspection to ensure compliance with this Act and the regulations, an inspector may at any reasonable time enter any place, other than any place or part of a place that is actually used as a dwelling, that is used by the holder of a retail store authorization in relation to the authorization.

Powers of inspector

(2) An inspector conducting an inspection may,

- (a) examine records or anything else that is relevant to the inspection, including examining and opening any receptacle or package;
- (b) demand the production of a record or any other thing that is relevant to the inspection;
- (c) on issuing a written receipt for it, remove a record or any other thing that is relevant to the inspection for review, examination or testing;
- (d) on issuing a written receipt for it, remove a record or any other thing that is relevant to the inspection for copying;
- (e) in order to produce a record in readable form, use data storage, information processing or retrieval devices or systems that are normally used in carrying on business in the place;
- (f) take photographs or make any other kind of recording; and
- (g) inquire into all financial transactions, records and other matters that are relevant to the inspection.

Written demand

(3) A demand under this section that a record or any other thing be produced must be in writing and must include a statement of the nature of the record or thing required.

Obligation to produce and assist

(4) If an inspector demands that a record or any other thing be produced under this section, the person who has custody of the record or thing shall produce it and, in the case of a record, on request, shall provide any assistance that is reasonably necessary to interpret the record or to produce it in a readable form.

Records and things removed from place

(5) A record or other thing that has been removed for review, examination, testing or copying,

- (a) shall be made available on request to the person from whom it was removed and at a time and place that are convenient for the person and for the inspector; and
- (b) shall be returned to the person within a reasonable time, unless, in the case of a thing that has been subject to testing, the thing has been made unsuitable for return as a result of the testing.

Copy admissible in evidence

(6) A copy of a record or other thing that purports to be certified by an inspector as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.

Seizure

(7) An inspector conducting an inspection may seize anything the inspector discovers that the inspector reasonably believes not to be in compliance with this Act or the regulations.

Same

(8) Subject to section 35, an inspector who seizes a thing under subsection (7) shall, in accordance with the direction of the Registrar, either return it within a reasonable time or dispose of it.

Assistance

(9) An inspector is entitled to call upon such experts as are necessary to assist in an inspection.

Duty to facilitate

(10) Every holder of a licence or authorization issued under this Act shall facilitate inspections under this Act.

Investigators

29 (1) The Registrar may appoint any person to be an investigator for the purpose of determining whether there has been a contravention of or failure to comply with this Act or the regulations.

Investigators by default

(2) Police officers and individuals who exercise the powers of a police officer are deemed to be investigators.

Certificate

(3) The Registrar shall issue a certificate of appointment to every investigator, other than to individuals referred to in subsection (2).

Proof of appointment

(4) Every investigator who exercises powers under this Act shall, upon request, produce the certificate of appointment as an investigator or identification as an individual referred to in subsection (2).

Warrants

30 (1) On application made without notice by an investigator, a justice of the peace may issue a warrant, if satisfied on information under oath that there are reasonable grounds to believe that,

- (a) there has been or is likely to be a contravention of or failure to comply with this Act or the regulations; and
- (b) there is in any place anything relating to the contravention of or failure to comply with this Act or the regulations.

Powers under warrant

- (2) Subject to any conditions contained in it, a warrant obtained under subsection (1) authorizes an investigator,
 - (a) to enter or access the place specified in the warrant and examine and seize anything described in the warrant;
 - (b) to use any data storage, processing or retrieval device or system used in carrying on business in order to produce information or evidence described in the warrant, in any form;
 - (c) to require a person to produce the evidence or information described in the warrant and to provide whatever assistance is reasonably necessary, including using any data storage, processing or retrieval device or system to produce, in any form, the evidence or information described in the warrant; and
 - (d) to use any investigative technique or procedure or do anything described in the warrant.

Obligation to produce and assist

(3) If an investigator demands that a person produce evidence or information described in the warrant and provide assistance under clause (2) (c), the person shall produce the evidence or information or provide the assistance.

Entry of dwelling

(4) Despite subsection (2), an investigator shall not exercise the power under a warrant to enter a place or part of a place actually used as a dwelling, unless,

- (a) the justice of the peace is informed that the warrant is being sought to authorize entry into a dwelling; and
- (b) the justice of the peace authorizes the entry into the dwelling.

Conditions on warrant

(5) A warrant obtained under subsection (1) shall contain the conditions that the justice of the peace considers advisable to ensure that any search authorized by the warrant is reasonable in the circumstances.

Execution of warrant

(6) A warrant issued under this section shall specify the hours and days during which it may be executed.

Expiry

(7) Unless renewed, a warrant under this section expires not later than 30 days after the date on which it is issued.

Renewal of warrant

(8) A warrant under this section may be renewed for any reason for which it may be issued.

Admissibility

(9) A copy of a document or record that purports to be certified by an investigator as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.

Assistance

(10) An investigator acting under the authority of a warrant issued under this section is authorized to call on police officers and experts to assist in the execution of the warrant and to use such force as is necessary in the execution of the warrant.

Seizure of things not specified

31 An investigator who is lawfully present in a place pursuant to a warrant or otherwise in the execution of the investigator's duties may, without a warrant, seize anything in plain view that the investigator believes on reasonable grounds will afford evidence relating to a contravention of or failure to comply with this Act or the regulations.

Searches in exigent circumstances

32 (1) An investigator may exercise any of the powers described in subsection 30 (2) without a warrant, if the conditions for obtaining the warrant exist but, by reason of exigent circumstances, the investigator determines that it would be impracticable to obtain the warrant.

Dwellings

(2) Subsection (1) does not apply to a place or part of a place or that is actually being used as a dwelling.

Use of force

(3) The investigator may, in executing any authority given by this section, call upon police officers for assistance and use whatever force is reasonably necessary.

Applicability of s. 30

(4) Subsections 30 (3), (9) and (10) apply, with necessary modifications, to a search under this section.

Application of *Public Inquiries Act, 2009*

33 Section 33 of the *Public Inquiries Act, 2009* applies to an investigation by an investigator under this Act.

Return of items seized by investigator

34 Subject to section 35, an investigator who seizes anything as a result of an investigation under this Act may make a copy of it, and shall, in accordance with the direction of the Registrar, either return it within a reasonable time or dispose of it.

Order of restoration

35 (1) The Ontario Court of Justice may, on the application of any person made within 30 days of a seizure authorized under this Act, order that the things seized be restored without delay to the applicant if the court is satisfied that,

- (a) the applicant is entitled to possession of the things seized;
- (b) the things seized are not required as evidence in any proceeding;
- (c) continued detention of the things seized is not necessary to prevent the commission of an offence; and
- (d) it is unlikely that the things will be forfeited on conviction in accordance with an order made under subsection (4).

Same

(2) If the court is satisfied that the applicant is entitled to possession of the things seized but is not satisfied as to all of the matters mentioned in clauses (1) (b), (c) and (d), it shall order that the things seized be restored to the applicant,

- (a) on the expiration of three months from the date of the seizure, if no proceeding in respect of an offence has been commenced; or
- (b) on the final conclusion of any such a proceeding.

Forfeiture

(3) If no application has been made for the return of a thing seized under this Act or an application has been made but upon the hearing of the application no order of restoration has been made, the thing seized is forfeited to the Crown.

Same

(4) If a person is convicted of an offence under this Act, the court shall order that anything seized under this Act in connection with the offence be forfeited to the Crown, unless the court considers that the forfeiture would be unjust in the circumstances.

Relief against forfeiture

(5) Any person with an interest in a thing forfeited under this Act may apply to the Superior Court of Justice for relief against the forfeiture, and the court may make an order providing for any relief that it considers just, including, but not limited to, one or more of the following orders:

1. An order directing that the thing or any part of the thing be returned to the applicant.

2. An order directing that any interest in the thing be vested in the applicant.
3. An order directing that an amount be paid by the Crown to the applicant by way of compensation for the forfeiture.

Same

(6) The court shall not order any relief under subsection (5) unless the court is satisfied that the applicant did not, directly or indirectly, participate in, or benefit from, any offence in connection with which the thing was seized.

GENERAL PROHIBITIONS

Inducement

Promotion to increase sales

- 36** (1) No person shall, for the purpose of increasing the sale of a particular type of cannabis,
- (a) directly or indirectly offer or give a material inducement to the holder of a licence or authorization issued under this Act or to an agent or employee of the holder; or
 - (b) engage in any prescribed practices respecting the promotion of cannabis.

Officials

(2) No person shall directly or indirectly pay or offer to pay any amount, or make or offer to make any gift, to the Registrar, a member or employee of the Commission, or a member or employee of the Tribunal in relation to a retail operator licence, a cannabis retail manager licence or a retail store authorization.

Obstruction

Inspections

37 (1) No person shall hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with an inspector conducting an inspection under this Act, refuse to answer questions on matters relevant to the inspection or provide the inspector with false information on matters relevant to the inspection.

Investigations

(2) No person shall hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with an investigator executing a warrant under this Act or withhold from the investigator or conceal, alter or destroy anything relevant to the investigation being conducted pursuant to the warrant.

Whistle-blowing protection

38 (1) No person shall retaliate or threaten to retaliate against another person, whether by act or omission, because any person has disclosed anything to the Registrar, an inspector conducting an inspection under this Act or an investigator conducting an investigation under this Act, or has provided evidence that has been or may be given in a proceeding in respect of the enforcement of this Act or the regulations.

Malicious disclosure

(2) Subsection (1) applies in the case of a disclosure even if the disclosure was made maliciously or in bad faith.

Interpretation, retaliation

- (3) For the purposes of subsection (1), retaliation includes,
- (a) dismissing, suspending or disciplining an employee of a holder of a retail operator licence or retail store authorization, or subjecting the employee to discriminatory treatment;
 - (b) imposing a penalty on any person; or
 - (c) intimidating, coercing or harassing any person.

Disclosure not to be discouraged

(4) No holder of a licence or authorization issued under this Act, or person interested in such a holder, shall do anything that discourages, is aimed at discouraging or has the effect of discouraging a person from making a disclosure to the Registrar, an inspector or an investigator.

Protection from legal action

(5) No action or other proceeding shall be instituted against any person for making a disclosure to the Registrar, an inspector or an investigator, unless the person acted maliciously or in bad faith.

OFFENCES AND PENALTIES

Offence

39 (1) A person is guilty of an offence if the person contravenes or fails to comply with,

- (a) section 18, 19, 20, 21, 22 or 23, subsection 24 (2), section 25, subsection 28 (10), section 36 or 37 or subsection 38 (1) or (4); or
- (b) any prescribed provision of the regulations.

Same, directors or officers

(2) A director or officer of a corporation who causes, authorizes, permits or participates in an offence under this Act by the corporation is guilty of an offence.

Limitation

(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.

Penalty

40 On conviction for an offence under this Act,

- (a) a corporation is liable to a fine of not more than \$250,000; and
- (b) an individual is liable to a fine of not more than \$100,000 or to imprisonment for a term of not more than one year, or both.

MATTERS RESPECTING MUNICIPALITIES

Prohibition on stores

41 (1) A municipality may, by resolution passed no later than January 22, 2019, prohibit cannabis retail stores from being located in the municipality.

Outstanding applications

(2) Despite subsection 4 (10), the Registrar shall refuse any applications that are outstanding at the time a resolution is passed by a municipality under subsection (1) for a retail store authorization in respect of a proposed cannabis retail store to be located in the municipality.

Lifting of prohibition

(3) A municipality that has prohibited cannabis retail stores under subsection (1) may, by resolution, lift the prohibition and permit cannabis retail stores to be located in the municipality.

Lifted prohibition may not be restored

(4) A resolution passed for the purposes of subsection (3) is final and may not be reversed.

Notice

(5) A municipality shall provide to the Registrar, in the prescribed time and manner, notice of every resolution passed under this section.

Publication

(6) The Registrar shall publish on the Commission's website a list of the municipalities in which cannabis retail stores may not be located in accordance with this section, along with the dates of the relevant resolutions.

Restrictions on by-law making authority

Business licensing by-laws

42 (1) The authority to pass a business licensing by-law within the meaning of the *Municipal Act, 2001* or a by-law under paragraph 11 of subsection 8 (2) of the *City of Toronto Act, 2006* does not include the authority to pass a by-law providing for a system of licences respecting the sale of cannabis, holders of a licence or authorization issued under this Act or cannabis retail stores.

Planning Act by-laws

(2) The authority to pass a by-law under section 34, 38 or 41 of the *Planning Act* does not include the authority to pass a by-law that has the effect of distinguishing between a use of land, a building or a structure that includes the sale of cannabis and a use of land, a building or a structure that does not include the sale of cannabis.

Same

(3) A by-law passed under section 34, 38 or 41 of the *Planning Act*, or an order made under section 47 of that Act, is of no effect to the extent that it conflicts with subsection (2).

MATTERS RESPECTING RESERVES

Prohibition on stores

43 (1) If the Registrar receives a copy of a resolution of the council of the band in respect of a reserve requesting that the Registrar not issue retail store authorizations for cannabis retail stores to be located on the reserve, the Registrar shall not issue the authorizations.

Outstanding applications

(2) Despite subsection 4 (10), the Registrar shall refuse any applications that are outstanding at the time the Registrar receives a copy of a resolution under subsection (1) for a retail store authorization in respect of a proposed cannabis retail store to be located on the reserve.

Amended, rescinded resolution

(3) If the Registrar receives a copy of a resolution of the council of the band in respect of a reserve amending or rescinding a request referred to in subsection (1), the Registrar shall comply with the request.

Existing cannabis retail stores

(4) The passage of a resolution for the purposes of this section in respect of a reserve does not affect the validity of a retail store authorization issued in respect of any cannabis retail store located on the reserve when the resolution is passed, but any such authorization shall not be renewed, subject to an amendment or rescindment under subsection (3).

Notice

(5) A council of the band shall provide to the Registrar, in the prescribed time and manner, notice of every resolution passed under this section.

Publication

(6) The Registrar shall publish on the Commission's website a list of the reserves on which cannabis retail stores may not be located in accordance with this section, along with the dates of the relevant resolutions.

Agreement with council of the band

44 (1) Subject to subsection (2) and to the approval of the Lieutenant Governor in Council, the Minister may, on behalf of the Crown, enter into arrangements and agreements with a council of the band with respect to the regulation of cannabis retail stores on a reserve, the licensing or authorization of persons to operate cannabis retail stores on a reserve or the enforcement of this Act and the regulations on a reserve.

Same, requirement for agreement with other ministers

- (2) The Minister may only enter into the arrangement or agreement jointly with,
- (a) the Minister responsible for the administration of the *Ontario Cannabis Retail Corporation Act, 2017*;
 - (b) the Minister of Finance, if the Minister referred to in clause (a) is not the Minister of Finance; and
 - (c) the Minister responsible for the administration of the *Cannabis Control Act, 2017*.

MISCELLANEOUS

Requests for information from Ontario Cannabis Retail Corporation

45 The following persons may request information from the Ontario Cannabis Retail Corporation respecting cannabis sold by the Corporation to a holder of a retail store authorization:

1. The Registrar, for the purposes of inquiries and investigations under section 9.
2. An inspector conducting an inspection under this Act.
3. An investigator conducting an investigation under this Act.

Employment of 18 year olds by Commission

46 (1) An individual who is 18 years of age may be appointed under section 7 of the *Alcohol, Cannabis and Gaming Regulation and Public Protection Act, 1996* to employment in the Commission for the purposes of monitoring compliance with this Act and the regulations.

Same

(2) Subsection 10 (1) of the *Cannabis Control Act, 2017* does not apply to an individual referred to in subsection (1) of this section while the individual is performing his or her duties of employment, except with respect to consumption.

Testimony in civil proceeding

47 No person engaged in the administration of this Act shall be required to give testimony in any civil proceeding with regard to information obtained by the person in the course of the person's duties, except in a proceeding under this Act, the *Cannabis Control Act, 2017* or the *Cannabis Act* (Canada).

Immunity

48 (1) No action or other proceeding for damages may be instituted against any person engaged in the administration of this Act for any act done in good faith in the execution or intended execution of the person's duty or for any alleged neglect or default in the execution in good faith of the person's duty.

Crown liability

(2) Despite subsections 5 (2) and (4) of the *Proceedings Against the Crown Act*, subsection (1) does not relieve the Crown of liability in respect of a tort committed by a person mentioned in subsection (1) to which it would otherwise be subject.

Regulations

49 (1) The Lieutenant Governor in Council may make regulations for implementing the purposes, provisions and intent of this Act, including regulations,

- (a) respecting anything that, in this Act, may or must be prescribed or done by regulation;
- (b) governing applications for retail operator licences, cannabis retail manager licences and retail store authorizations, and for the renewal of licences and authorizations, and authorizing the Registrar to exempt any person from a requirement to provide information in respect of an application;
- (c) specifying classes of persons who may not apply for a retail operator licence, retail store authorization or cannabis retail manager licence;
- (d) governing the issuance, renewal and expiry of retail operator licences, cannabis retail manager licences and retail store authorizations;
- (e) setting out matters that are or are not matters of public interest, for the purposes of paragraph 5 of subsection 4 (6);
- (f) for the purposes of clause 4 (12) (b), setting out circumstances in which a retail store authorization may not be issued, including setting out maximums or methods of determining maximums respecting authorizations that may be issued, or that may be issued with respect to an applicant, a municipality, or any other person, place or thing;
- (g) prescribing conditions that apply to retail operator licences, to cannabis retail manager licences or to retail store authorizations;
- (h) governing the sale of cannabis under a retail store authorization, including the operation of cannabis retail stores and their hours of operation;
- (i) respecting varieties, forms and types of cannabis that may and may not be sold under a retail store authorization by holders of retail store authorizations;
- (j) regulating and controlling the possession and distribution of cannabis sold or to be sold under a retail store authorization;
- (k) for the purposes of subsection 7 (3), requiring that the holder of a retail store authorization not sell cannabis or a prescribed class of cannabis at a price that is lower than a price specified by or determined in accordance with the regulations, and governing such prices;
- (l) providing for how elements of an offence under this Act may be proved in a prosecution, including providing for presumptions that apply or inferences that may be made in the absence of evidence to the contrary;
- (m) governing records to be kept by holders of a licence or authorization issued under this Act;
- (n) requiring holders of a licence or authorization issued under this Act to take prescribed measures to reduce the risk that cannabis under the holder's control is diverted to an illicit market or activity;
- (o) governing and requiring the provision of information by holders of a licence or authorization issued under this Act to the Registrar, including information respecting the sale of cannabis and the premises, methods and practices connected to the sale of cannabis, and requiring any information provided to the Registrar to be verified in any manner specified by the regulations, including by oath;
- (p) governing the advertising of cannabis, or the advertising of its availability for sale, and governing related promotional activities;
- (q) authorizing the Board to approve training courses or programs and requiring specified persons to successfully complete them;

- (r) establishing standards or requirements respecting any other matter referred to in subsection 26 (1) that is not otherwise provided for by this subsection;
- (s) exempting any person, place or thing from this Act or the regulations, or from any provision of this Act or the regulations, and prescribing conditions for the exemption.

Same

(2) A regulation made under subsection (1) may be general or specific in its application to any person, place or thing or any class of them, may impose different requirements, conditions or restrictions on or in respect of any class, and may be limited as to time and place.

50-62 OMITTED (AMENDS, REPEALS OR REVOKES OTHER LEGISLATION).

63 OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS ACT).

64 OMITTED (ENACTS SHORT TITLE OF THIS ACT).

Français

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ONTARIO REGULATION 468/18

made under the

CANNABIS LICENCE ACT, 2018

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INTERPRETATION**Interpretation**

- 1.** In this Regulation,

“licensed producer” means a person who is authorized by a licence issued under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes.

Affiliates

- 2.** (1) In paragraph 2 of subsection 4 (4) of the Act and this Regulation, an affiliate of a person is,
- (a) a corporation that is affiliated with the person for the purposes of the *Business Corporations Act*, as set out in subsection 1 (4) of that Act;

- (b) a corporation that is affiliated with another corporation in the manner referred to in clause (a), if that other corporation is at the same time affiliated with the person in that manner;
 - (c) a corporation of which the person beneficially owns or controls, directly or indirectly, shares or securities currently convertible into shares carrying more than 9.9 per cent of the voting rights under all circumstances or by reason of the occurrence of an event that has occurred and is continuing, or a currently exercisable option or right to purchase such shares or such convertible securities;
 - (d) a partner in the same partnership as the person;
 - (e) a trust in which the person has a substantial beneficial interest, whether vested or contingent, or with respect to which the person acts as a trustee;
 - (f) a member of the same joint venture, unincorporated association, unincorporated syndicate or unincorporated organization as the person; or
 - (g) a person who is deemed under subsection (2) or (3) to be an affiliate of the person or an affiliate of an affiliate of the person.
- (2) A person is deemed to be an affiliate of another person if the person is a corporation and the other person, or a group of persons or entities acting jointly or in concert with the other person, owns a beneficial interest in shares of the corporation,
- (a) carrying at least 50 per cent of the votes for the election of directors of the corporation and the votes carried by the shares are sufficient, if exercised, to elect a director of the corporation; or
 - (b) having a fair market value, including a premium for control if applicable, of at least 50 per cent of the fair market value of all the issued and outstanding shares of the corporation.
- (3) A person is deemed to be an affiliate of another person if the other person, or a group of persons or entities acting jointly or in concert with the other person, has any direct or indirect influence that, if exercised, would result in control in fact of that person.
- (4) Subsections (2) and (3) apply with respect to a group of persons or entities acting jointly or in concert with another person whether or not they are acting pursuant to an agreement or arrangement.

GENERAL INELIGIBILITY

Ineligibility, prescribed offences

3. The following offences are prescribed for the purposes of paragraph 3 (4) of the Act, paragraph 2 of subsection 4 (6) of the Act and paragraph 2 of subsection 5 (4) of the Act:

1. An offence under the Act.
2. An offence under section 6, 7, 8, 8.1, 13 or 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
3. An offence under Division 1 of Part 1 of the *Cannabis Act* (Canada).

Ineligibility, contravention of prescribed provisions

4. The following provisions are prescribed for the purposes of paragraph 4 of subsection 3 (4) of the Act, paragraph 3 of subsection 4 (6) of the Act and paragraph 3 of subsection 5 (4) of the Act:

1. Sections 6, 7, 8, 8.1, 13 and 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
2. Sections 8, 9, 10, 11, 12, 13 and 14 of the *Cannabis Act* (Canada).

Prescribed offences under *Controlled Drugs and Substances Act* (Canada)

5. Sections 4, 5, 7 and 7.1 of the *Controlled Drugs and Substances Act* (Canada) are prescribed for the purposes of subsections 3 (6) and 5 (5) of the Act.

Retail operator licence, compliance with tax laws

6. A person is not eligible to be issued a retail operator licence if any of the following circumstances apply, as confirmed by the Ministry of Finance for the purposes of the application for the licence:

1. The person is in default of filing a return under a tax statute administered and enforced by the government of Ontario, or of paying any tax, penalty or interest assessed under any such statute for which payment arrangements have not been made.
2. If the person has a business number with the Canada Revenue Agency, the person is in default of filing a return under the *Taxation Act, 2007*, the *Income Tax Act* (Canada), Part IX of the *Excise Tax Act* (Canada) or an Act of another

province or territory that imposes a tax on corporations and is administered and enforced by the Canada Revenue Agency.

Retail operator licence, corporation owned by licensed producer

7. A corporation is not eligible to be issued a retail operator licence if more than 9.9 per cent of the corporation is owned or controlled, directly or indirectly, by one or more licensed producers or their affiliates.

Ineligibility, other circumstances

8. A person is not eligible to be issued a licence or authorization under the Act if the person is or has been a member of a criminal organization as defined in subsection 467.1 (1) of the *Criminal Code* (Canada), or is or has been involved in, or contributes or has contributed to, the activities of such an organization.

RETAIL STORE AUTHORIZATIONS

Cannabis retail store requirements

9. A retail store authorization may not be issued with respect to a proposed cannabis retail store if,

- (a) the retail space where cannabis would be sold,
 - (i) would not be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area, or
 - (ii) could be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall; or
- (b) the premises at which the cannabis to be sold in the store would be received or stored would be accessible to any other commercial establishment or activity or to the public.

Public interest

10. For the purposes of paragraph 5 of subsection 4 (6) of the Act, only the following matters are matters of public interest:

- 1. Protecting public health and safety.
- 2. Protecting youth and restricting their access to cannabis.
- 3. Preventing illicit activities in relation to cannabis.

No issuance, proximity to schools

11. (1) In this section,

“private school” means a private school as defined in the *Education Act*.

(2) For the purposes of clause 4 (12) (a) of the Act, a proposed cannabis retail store may not be located less than 150 metres from a school or a private school, as determined in accordance with the following:

- 1. If the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
- 2. If the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.
- (3) Subsection (2) does not apply to a private school if,
 - (a) it is located on a reserve; or
 - (b) it only offers classes through the Internet.

Maximum permissible authorizations

12. The Registrar shall refuse to issue a retail store authorization if,

- (a) the applicant already holds 75 retail store authorizations; or
- (b) the applicant and its affiliates between them already hold 75 retail store authorizations.

Display of authorization

13. It is a condition of a retail store authorization that the holder display the authorization in a conspicuous place in the cannabis retail store.

Distribution services

14. (1) It is a condition of a retail store authorization that the holder not enter into contracts or agreements with any person or entity for the provision of cannabis distribution services.

(2) Subsection (1) does not apply with respect to,

- (a) a contract or agreement with the Ontario Cannabis Retail Corporation or with a person or entity acting under a contract to provide distribution services to or on behalf of the Ontario Cannabis Retail Corporation; or
- (b) a contract of employment with the holder to work in a cannabis retail store.

REVOCATIONS AND SUSPENSIONS

Revocation without proposal, prescribed contraventions

15. For the purposes of clause 11 (3) (c) of the Act, section 9 of the *Cannabis Act* (Canada) is prescribed.

Public notice of suspension of authorization

16. (1) If a retail store authorization is suspended, the holder shall prominently display a sign respecting the suspension in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(2) The sign referred to in subsection (1) shall be in the form approved by the Registrar and shall be displayed for the duration of the suspension.

OPERATION OF CANNABIS RETAIL STORES

Permissible hours of operation

17. A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.

Additional items that may be sold

18. For the purposes of paragraph 2 of section 18 of the Act, the holder of a retail store authorization may sell the following items at a cannabis retail store:

- 1. Cannabis accessories within the meaning of subsection 2 (1) of the *Cannabis Act* (Canada).
- 2. Shopping bags.

Cannabis retail seal

19. (1) For the purposes of subsection 7 (2) of the Act, the holder of a retail store authorization shall, in accordance with this section, prominently display the cannabis retail seal set out in Schedule 1 to this Regulation.

(2) The cannabis retail seal shall be displayed in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(3) The displayed cannabis retail seal shall be at least 17 centimetres in width at its widest point by 20 centimetres in height.

(4) Either the French version, the English version or both versions of the cannabis retail seal may be displayed.

(5) The holder of a retail store authorization that is revoked or fails to be renewed shall ensure that the cannabis retail seal is removed from display as soon as practicable after the revocation or non-renewal.

Preventing entry of individuals under 19 years of age

20. (1) The holder of a retail store authorization shall ensure that no individual who appears to be under 25 years of age is permitted to enter the cannabis retail store unless the holder or an employee of the holder has required the individual to provide a form of identification prescribed for the purposes of subsection 7 (2) of the *Cannabis Control Act, 2017* and the holder or employee is satisfied that the individual is at least 19 years of age.

(2) For the purposes of subsection (1), subsection 7 (3) of the *Cannabis Control Act, 2017* applies with necessary modifications.

Training requirements

21. (1) The Board may approve training courses or programs, including but not limited to training courses or programs respecting,

- (a) the responsible sale of cannabis;
- (b) record keeping requirements under the Act; and
- (c) measures required to be taken under the Act to reduce the risk of cannabis being diverted to an illicit market or activity.

(2) The following individuals are required to successfully complete training courses or programs approved under subsection (1):

- 1. Holders of a retail store authorization.

2. Holders of a cannabis retail manager licence.
3. Individuals employed to work in a cannabis retail store.

(3) The holder of a retail store authorization shall ensure that every holder of a cannabis retail manager licence or other individual employed to work in the cannabis retail store meets the requirements of subsection (2).

MATTERS RESPECTING MUNICIPALITIES

Notice of resolution

22. (1) For the purposes of subsection 41 (5) of the Act, a municipality shall provide to the Registrar written notice of a resolution passed under that section no later than three business days after the resolution is passed.

(2) Despite subsection (1), notice of a resolution referred to in subsection 41 (1) of the Act shall not be provided to the Registrar later than January 22, 2019.

(3) In subsection (1),

“business day” means a day from Monday to Friday, other than a holiday.

MATTERS RESPECTING RESERVES

Notice of resolution

23. For the purposes of subsection 43 (5) of the Act, a council of the band shall as soon as practicable after the passing of a resolution referred to in that section provide to the Registrar written notice of the resolution.

COMMENCEMENT

Commencement

24. This Regulation comes into force on the later of the day clause 49 (1) (a) of Schedule 2 to the *Cannabis Statute Law Amendment Act, 2018* comes into force and the day this Regulation is filed.

SCHEDULE 1 CANNABIS RETAIL SEAL



Text alternative: Illustration of English cannabis retail seal consisting of “ONTARIO AUTHORIZED” in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.



Text alternative: Illustration of French cannabis retail seal consisting of “DÉTAILLANT AUTORISÉ EN ONTARIO” in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.

Français

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Ministry of Finance
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November 20, 2018

Mr. Jamie McGarvey
President
Association of Municipalities of Ontario
200 University Ave, Suite 801
Toronto, Ontario
M5H 3C6

Dear Mr. McGarvey:

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
 - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
 - Municipalities that have opted-out will receive only a second \$5,000 each.

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- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.
- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

This is information also being communicated to Heads of Councils. The Deputy Minister of Finance will communicate to each municipality's Treasurer further details on administration of this funding and attach each municipality's specific allocation notice.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the implementation costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g., 311 calls, correspondence);
- increased paramedic services; increased fire services; and
- by-law / policy development (e.g., police, public health, workplace safety policy).

To assess the impact of the funding, it's my request that the Association of Municipalities of Ontario and the City of Toronto work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. The Ministry of Finance will contact your staff to discuss this process further.

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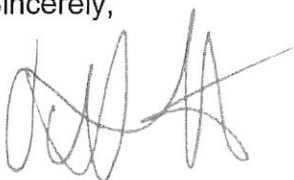
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Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the Province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli
Minister of Finance

- c. The Honourable Caroline Mulroney, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Pat Vanini, Executive Director, AMO
Dan Miles, Chief of Staff
Paul Boniferno, Deputy Attorney General
Greg Orencsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing



Municipal Cannabis Update

Information to help municipal staff prepare reports for councils

November 21, 2018

Purpose:

This update provides information on the province's regulatory framework, funding and AGCO licensing. This will help municipal staff prepare its report to council on elements for its decision-making on whether to have cannabis retail stores.

Overview

The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail and as such, no zoning changes are needed.

In legalizing cannabis for recreational purposes, the federal, provincial and municipal governments share three interrelated goals: protecting youth, public health and safety, and ending illegal sales of cannabis. The provincial government has established a regulatory framework ([O. Reg. 468.18](#)) under the recently passed *Cannabis Licensing Act, 2018* that provides further clarity on how these private businesses will be [licensed and regulated](#) by the Alcohol and Gaming Commission of Ontario (AGCO). These regulations deal with various elements of the retail regime including matters in which municipal governments may have an interest.

Key Points in the Regulations

The regulations speak to how a license to open a cannabis store will be issued. The full details of the AGCO process have not yet been released, however the AGCO will issue [guidance](#) as the regime is finalized. It is offering webinars (November 27 - [10:00 am](#) / [3:00 pm](#)) to prospective retailers and interested parties.

AGCO process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts: operator approval; retail site location approval; and store management licensing.

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. **The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.**

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

In our discussions with some members, it has been proposed that a municipal government may consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail. This statement would provide direction to municipal staff input to the AGCO within its 15-day review period.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal

government will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described by regulation.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.

The province has just released the funding approach to help municipal governments offset implementation costs. Please see the Minister of Finance's [letter](#) of November 20 to the AMO President. A similar letter is being sent to all Heads of Council. In addition, a letter from the Deputy Minister of Finance to municipal treasurers with more details will be sent in the coming days.

Please note that while opting out can be reversed after January 22, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out- beyond the minimum second payment of \$5000.

Store Location Approval Steps

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the [regulation](#). In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

If a municipal council accepts retail stores, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by council. Such a policy statement could address what it sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the commentary process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas, or may set out concerns regarding store concentration¹ in certain areas of their communities.

It is recommended that municipal governments identify a key senior staff lead for proposed cannabis store notices from AGCO and to provide a one-window approach to coordinate municipal input within the 15-day commentary period. This will ensure AGCO has every opportunity to take note of municipal government considerations. This key contact should be able to gather information from various municipal departments as necessary, provide maps and be able to convey council policy.

Below, AMO has provided a draft Municipal Cannabis Retail Policy Statement template that may help municipal governments that choose to create such a policy. The template helps municipal government officials begin to think about the issues and criteria they may wish to note when considering a proposed cannabis retail site. Notes for consideration of what we understand to be

¹ Note that store concentration will ultimately be determined by the market demand, however municipal governments may wish to set out any criteria through which they may consider this in future.

an effective municipal policy statement are provided in the shaded boxes and would not form part of the policy statement.

For alignment between the regulations and AGCO mandate, municipal comments in the process, whether through a municipal cannabis policy statement or not, must focus on the three provincial public interest objectives: public health and safety, protecting youth and ending illegal sales of cannabis.

Municipal staff are encouraged to read the regulations and AGCO [guidelines](#) as they are developed and made available to understand eligibility requirements for operators how cannabis retail businesses are expected to operate. AMO will continue to provide information and analysis on this and other matters as it becomes available.

Draft Municipal Policy Statement Template:

The template can be used by a municipality that has chosen to allow retail sales of recreational cannabis.

Purpose & Vision

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in (name of municipality).

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality ofhas chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

Principles for Cannabis Retail Store Locations:

Relationship to Other Applicable Law:

- **Land Use Planning:** The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- **Municipal Building Inspections:** while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

1. Cannabis Retail Stores and Sensitive activities:

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including

The policy can address types of activities where youth or the potential for illegal sales or health risk exist. Please note that Ontario Regulation restricts a cannabis retail store from being located within a distance of 150 meters of a public school or most private schools. The municipality cannot adopt a greater distance. The distance buffer would be measured from the property line, if the school is the primary or only occupant of a building; or the boundary of any space occupied by the school within the building, if the school shares space, like in a mall. This distance buffer would not apply to private schools that hold classes online only, or to First Nation schools located on reserve.

The municipal government may want to suggest other youth facilities such as libraries and community centres if appropriate, or other sensitive facilities that serve persons with mental health or addiction challenges.

The policies cannot be so restrictive that it is impossible to locate a store. Nor can the policy state a specific number of stores permitted.

It is recommended that should the municipal government choose a separation distance from a sensitive use that it be a number, not a range and that a rationale for this distance be provided.

Municipal governments should note that municipal density restrictions on cannabis retail stores are not permitted under the legislation or regulations. However, it is possible that the number of cannabis retail stores in one area could in the future be considered under the public interest criteria in the regulations and merit comment from the municipal government and community.

2. Cannabis retail stores should not be permitted in:

Any prohibitive statements must be considered through the lens of eliminating illegal activity, public health and safety or protecting youth and the regulatory definition of the public interest.

Retail locations, if retail is allowed in a zone other than a commercial zone, such concerns may be noted.

How does this prohibition help youth, create a safer environment or limit illegal activity? A municipal government may choose not to have any prohibitions.

3. Attached is a map showing the retail/commercial zones of the municipality and the activities identified in Section 1 above.

A map showing where retail is permitted and the locations of the activities identified in the first section will be very helpful to the AGCO. Municipal governments may choose to provide some sample separation distances as concentric rings around the activities such as addiction treatment facilities etc. to provide sample set backs. The Ministry of Education is working to identify all schools however; municipalities could also provide this information.

Overview of Cannabis Legislation in Ontario

This chapter provides a summary of your cannabis retail requirements under the relevant three pieces of legislation, being the *Cannabis Act* (federal) the *Cannabis Control Act* and the *Cannabis Licence Act* and its regulations. This is meant to be a guide it is not a complete list of all rules and is not legal advice.

General

To open a retail store and sell recreational cannabis, there are two licences and an authorization that are required from the AGCO. These are:

- Retail Operator Licence
- Retail Store Authorization
- Cannabis Retail Manager Licence

The holders of Retail Operator Licences are called “licensed retail operators”. To get this licence, you must meet all of the eligibility criteria set out in the *Cannabis Licence Act, 2018* and its regulations.

A Retail Operator Licence allows you to operate one or more retail stores in Ontario. However, you must have a separate Retail Store Authorization for every store you wish to operate.

References to “stores” or “retail stores” in this document refers to stores that sell or intend to sell recreational cannabis. A store that has a Retail Store Authorization is called an “authorized store”.

Individuals who have a Cannabis Retail Manager Licence are called “licensed retail managers”. Every retail store must have a licensed retail manager. The only exception is if the licensed retail operator is a sole proprietor or is in a partnership between two or more individuals, and will be both the licensed operator and performing the duties of the retail store manager for a particular store – in which case a Cannabis Retail Manager Licence is not required.

You may not sell cannabis unless you are licensed and authorized by the AGCO, and you have a supply purchase contract with the Ontario Cannabis Retail Store (OCS). You may only sell cannabis obtained through the OCS. You may not sell cannabis subject to a Health Canada/Licensed Producer recall.

Line of Business:

Cannabis

Retail Operator Licence

To be eligible to open a retail store and sell recreational cannabis, you must have a Retail Operator Licence. If you operate several stores, you will need a separate Retail Store Authorization for each store.

You are not eligible for a Retail Operator Licence if:

- you are under 19 years of age. This includes directors, officers and shareholders of corporations.
- you have been convicted or charged with certain offences:
 - any offence under the *Cannabis Licence Act*
 - certain offences under the *Cannabis Control Act* (CCA) and *Cannabis Act* (CA)
- you have, or previously had, certain roles or connections with a criminal organization as defined in subsection 467.1(1) of the Criminal Code (Canada):
 - you are, or have been a member of the criminal organization

- you are, or have been involved in the criminal organization
- you contribute, or have contributed to, the activities of the organization.
- you are carrying on activities that are not in compliance with certain laws.
 - certain offences under the *Cannabis Control Act* (CCA) and *Cannabis Act* (CA)
- you have made a false statement or provided false information in your application.
- you are in default of filing a tax return under a tax statute administered and enforced by the government of Ontario, or have any outstanding amounts owing and past due of tax, penalty or interest under those laws and have not made payment arrangements;
- you have a business number with the Canada Revenue Agency and have not filed a tax return under certain Federal or provincial legislation;
- the application will be made by a corporation and more than 9.9 percent of the corporation is owned or controlled, either directly or indirectly, by a licensed producer or their affiliate .
- you will not be financially responsible in operating your cannabis business.
- you will not operate your cannabis retail business in compliance with the law, or with integrity, honesty or in the public interest.
- you will not have sufficient control over the cannabis retail business.

Generally, you must wait two years to apply again for a Retail Operator Licence if you:

- applied for a new licence or renewal licence in the past but were refused, or
- you had a Retail Operator Licence in the past but the licence was revoked.

You may have conditions put on your Retail Operator Licence to address any specific risks or concerns. There are also conditions in the *Cannabis Licence Act, 2018* that apply to all Retail Operator Licences.

You cannot transfer your Retail Operator Licence to another person or business.

Line of Business:

Cannabis

Retail Store Authorization

To open a retail store and sell recreational cannabis, you must have a Retail Store Authorization. If you operate several stores, you will need a separate Retail Store Authorization for each store. However, you cannot have more than 75 Retail Store Authorizations, either on your own, or between you and your affiliates.

There are some places where you cannot open a cannabis retail store. More information about that is in the next section.

Generally, you must wait 2 years to apply again for a Retail Store Authorization if you:

- applied for a new Retail Store Authorization or renewal of a Retail Store Authorization in the past but were refused, or
- you had a Retail Store Authorization in the past but the authorization was revoked.

You are not eligible for a Retail Store Authorization for a store if:

- you do not have a Retail Operator Licence now, or would not have a Retail Operator Licence at the time when the Retail Store Authorization would be issued.
- you have a Retail Operator Licence that has conditions that do not allow you to apply for or receive a Retail Store Authorization for that store.
- the holder of the Retail Operator Licence, any person interested in the operator, or if the operator is a corporation including any director, officer or shareholder of the corporation, has been convicted of or charged with certain offences:

- any offence under the Cannabis Licence Act,
- certain offences under the Cannabis Licence Act
- certain offences under the Cannabis Control Act and Cannabis Act
- you have, or previously had, certain roles or connections with a criminal organization as defined in subsection 467.1(1) of the Criminal Code (Canada):
 - you are, or have been a member of the criminal organization
 - you are, or have been involved in the criminal organization
 - you contribute, or have contributed to, the activities of the organization.
- you are carrying on activities that are not in compliance with certain laws.
 - Certain offences under the Cannabis Control Act (CCA) and Cannabis Act (CA)
- you hire or plan to hire someone who does not have a Cannabis Retail Manager Licence, but should have that Licence because of the work they do
- it is not in the public interest, based on the needs and wishes of the people who live in the municipality where the proposed store would be located.
 - After you apply for a Retail Store Authorization, the Registrar will inform local residents and the municipality about the application by having a notice posted at the proposed store and on the AGCO's website.
 - The municipality or local residents submit written submissions to the Registrar about whether the proposed store is in the public interest, as set out in regulation. The submissions must be sent within 15 calendar days after the notice is posted.
 - Relevant submissions are limited to the following matters of public interest:
 - protecting public health & safety;
 - protecting youth and restricting their access to cannabis;
 - preventing illicit activities in relation to cannabis.
- the proposed store would be on a First Nations reserve, but the council of the band has not approved the location
- the store, equipment and facilities do not comply with the Cannabis Licence Act, 2018, regulations, the Registrar's Standards or requirements
- you do not have sufficient control over the store, equipment and facilities
- you have made a false statement or provided false information in your application

If you hold a licence under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes:

- your retail store must be located on or within the site set out in that licence
- you and your affiliates, altogether, may not have more than one Retail Store Authorization.

You may have conditions put on your Retail Store Authorization to address any specific risks or concerns. There are also conditions in the *Cannabis Licence Act, 2018* and regulation that apply to all Retail Store Authorizations.

You cannot transfer your Retail Store Authorization to another person or business.

Line of Business:
Cannabis

Retail Store Location

There are some places where you cannot open a cannabis retail store. More information about those rules is provided below.

Municipalities:

Ontario municipalities have a one-time option to opt out of having cannabis retail stores in their communities. They have until January 22, 2019 to notify the AGCO that their council has taken a resolution to opt out of having cannabis retail stores. Municipalities that choose to opt out can opt back in at any time—but once they have opted in, they may not reverse their decision.

Therefore, cannabis retail stores cannot be located in a municipality that has passed a resolution prohibiting cannabis retail stores from being located in the municipality.

- If a municipality has decided not to allow cannabis retail stores, they must inform the AGCO about their decision by January 22, 2019.
- The AGCO will keep a list of municipalities that have decided not to allow cannabis retail stores on its website.
- If you applied for a Retail Store Authorization before January 22, 2019, and the municipality where you want to open the store notifies the AGCO it will not allow cannabis retail stores, the AGCO will not issue you a Retail Store Authorization for that store, even if you meet all other eligibility requirements.

First Nations Reserve:

A cannabis retail store can only be located on a First Nations Reserve if it has the approval of the Band Council.

- If the council of a band for a reserve decides not to allow retail stores, they must inform the AGCO about their decision. There is no deadline for this notification.
- The AGCO will keep a list of reserves that have decided not to allow cannabis retail stores on its website.
- If you have already applied for a Retail Store Authorization, and the reserve where you want to open the store notifies the AGCO it will not allow stores, the AGCO will not issue you a Retail Store Authorization for that store even if you meet all other eligibility requirements.
- A reserve that previously decided to allow retail stores, can later decide not to allow retail stores. If that happens, your Retail Store Authorization will continue to be valid until renewal. You will not be able to renew that Retail Store Authorization.
- Where the band council has decided to allow stores on reserve land, the approval of the proposed location of a retail store on reserve land must be obtained from the band council

Near Schools:

A cannabis retail store cannot be located near a school or private school, as defined in the *Education Act*, if the proposed retail store is less than 150 metres away from the property line of the school or private school. This will be determined as follows:

- when the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
- When the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.

(The above rules do not apply if the private school is located on a reserve or if the private school only offers classes through the Internet.)

Please refer to the *Education Act* for further details and definitions on what is considered a school or private school.

Line of Business:
Cannabis

Cannabis Retail Manager Licence

Every cannabis retail store must have a licensed retail manager. People who perform certain duties within the cannabis retail store must get a Cannabis Retail Manager Licence. People who:

- supervise, manage or hire employees of the store
- manage the sale of cannabis
- manage compliance issues relating to the sale of cannabis
- buy cannabis for the store
- enter into contracts for the store.

The only people that can perform the duties listed above are people with a Cannabis Retail Manager Licence or a Retail Operator Licence.

You are not eligible for a Cannabis Retail Manager Licence if:

- you are under 19 years of age
- as a licensed retail manager, you will not act in compliance with the law, or with integrity, honesty or in the public interest
- you have been convicted or charged with certain offences:
 - any offence under the *Cannabis Licence Act*
 - certain offences under the *Cannabis Control Act* (CCA) and *Cannabis Act* (CA)
- you have, or previously had, certain roles or connections with a criminal organization as defined in subsection 467.1(1) of the *Criminal Code* (Canada):
 - you are, or have been a member of the criminal organization
 - you are, or have been involved in the criminal organization
 - you contribute, or have contributed to, the activities of the organization.
- you are carrying on activities that are not in compliance with certain laws.
 - certain offences under the *Cannabis Control Act* (CCA) and *Cannabis Act* (CA)
- you have made a false statement or provided false information in your application

Generally, you must wait 2 years to apply again for a Cannabis Retail Manager Licence if you:

- applied for a new Cannabis Retail Manager Licence or renewal Cannabis Retail Manager Licence in the past but were refused, or
- you had a Cannabis Retail Manager Licence in the past but the licence was revoked.

You may have conditions put on your Cannabis Retail Manager Licence to address any specific risks or concerns. There are also conditions in the *Cannabis Licence Act* that apply to all Cannabis Retail Manager Licences.

You cannot transfer your Cannabis Retail Manager Licence to another individual.

Line of Business:
Cannabis

Retail Store Requirements

There must be separation between your cannabis business and other businesses. If an existing retail space is renovated to create two or more spaces, the space that is intended to be a cannabis retail store must adhere to the listed criteria below and all the eligibility requirements set out in the *Cannabis Licence Act*, 2018 and regulation.

The retail space where you will sell cannabis:

- must be enclosed by walls separating it from any other commercial establishment or activity
- does not include an outdoor area
- cannot be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall.

In addition, the area where cannabis will be received or stored cannot be accessible by any other business or by the public.

Line of Business:

Cannabis

Operating a Store

There are rules you must follow when operating your store.

You must:

- begin selling cannabis at your authorized store within one year of getting your Retail Store Authorization, and continue to sell cannabis
- open only during permissible hours: between 9:00 a.m. and 11:00 p.m. on any day
- display the official cannabis retail seal. You must post the seal in a place where people can easily see it from outside the entrance to the store. The seal must be at least 17 centimetres wide and 20 centimetres long. You can choose to post the French version of the seal, or the English version, or both.
- remove the seal as soon as possible if your Retail Store Authorization is revoked or not renewed
- post your Retail Store Authorization in the store in a place where people can easily see it
- only sell cannabis that has been made by someone who is authorized under the *Cannabis Act* (Canada) to make cannabis for commercial purposes
- keep records of specified information and activities
- have measures in place to reduce the risk that your cannabis will be redirected to the illegal market or illegal activities
- only sell things you are allowed to sell. These are:
 - cannabis that you bought from the Ontario Cannabis Retail Corporation. The cannabis must in the same packaging you bought it in. You must buy all of the cannabis you will sell in your store from the Ontario Cannabis Retail Corporation.
 - cannabis accessories that are used in the consumption of cannabis, such as a bongs, rolling papers, or vaporizers.
 - shopping bags.
- record all sales
- make information about the responsible use of cannabis available to patrons
- ensure that all licensed managers and other employees working in your store successfully complete the required Board approved training courses or programs prior to their first day of work at the store.
- request identification of anyone who looks under 25 years old and be satisfied the person is at least 19 years of age prior to allowing them to enter the store.

You must not:

- sell cannabis or cannabis accessories to anyone who is under 19 years old
- allow anyone who looks under 25 years old to enter the store, unless you first request identification and are satisfied the person is at least 19 years of age
- sell cannabis to anyone who is intoxicated or looks intoxicated

- sell more than 30 grams of dried cannabis (or equivalent amount of another kind) to a person in a single visit
- hire anyone who is under 19 years of age.

All sales, including ordering and payment, must happen in the store.

You cannot sell cannabis or cannabis accessories from a display that allows self-service, or from a vending machine.

You must display your cannabis and accessories in a way that they cannot be seen by a young person, even from outside the store.

Line of Business:

Cannabis

Renewing your Licence or Authorization

You must apply to renew your licence or authorization before the current term expires.

Your licence or authorization will be renewed if you have met the application requirements and paid the required fee. However it will not be renewed if:

- you have failed to comply with the legislation or regulations
- you no longer meet the eligibility requirements for the licence or authorization.

If your Retail Store Authorization is not renewed, you must follow any rules set by the Registrar regarding the disposal of cannabis that has not been sold or distributed.

Line of Business:

Cannabis

Background Checks

As part of its review of your application for a new licence or authorization, or renewal licence or authorization, the AGCO may do background checks and investigations on applicants, as needed. The AGCO may look at the character, financial history and competence of persons applying for a licence or authorization. You may be required to pay some of the costs of the background checks or investigations.

Line of Business:

Cannabis

Training

The following individuals are required to successfully complete training courses or programs that have been approved by the AGCO Board:

- holders of a Retail Store Authorization
- holders of a Cannabis Retail Manager Licence
- employees of a cannabis retail store

Line of Business:

Cannabis

Suspension or Revocation of Licences & Authorizations

All owners/operators of cannabis retail stores along with store managers are subject to the provincial *Cannabis Licence Act, 2018*, its regulations and the Registrar's Standards.

If you do not comply with legislation and regulations or are no longer eligible for your licence or authorization, your licence or authorization may be suspended or revoked. You will be advised of the licence or authorization being suspended or revoked and can request a hearing before the Licence Appeal Tribunal.

In some cases, depending on the reasons, the licence or authorization may be suspended or revoked immediately.

If your Retail Store Authorization is suspended, you must post a sign about the suspension in a place where people can easily see it from outside the store.

If your Retail Store Authorization is revoked or suspended, you must comply with any rules set by the Registrar regarding the disposal of cannabis that has not been sold or distributed.

Line of Business:

Cannabis

Inspectors

AGCO inspectors may visit the retail store location to confirm compliance with the *Cannabis Licence Act, 2018* and regulations. You must allow the inspection, and you must not interfere with the inspector, refuse to answer questions related to the inspection, or provide false information.

When doing an inspection, an AGCO inspector may:

- ask you for and look at certain records that are relevant to the inspection
- take certain records away from the store to review, examine, test or copy. In this case, the inspector will give you a receipt confirming which records have been taken.
 - After the inspector has taken the records, you can request that the records be made available to you.
 - The records will be returned to you in a reasonable time, unless the records cannot be returned because of the testing done.
- take photographs or other recordings
- ask about financial transactions, records or other matters relevant to the inspection.

If an inspector asks you for a record, you must provide it. You must also must help the inspector understand the record or provide it in a readable form.

Line of Business:

Cannabis

Inducements

If you have a Retail Operator Licence, a Retail Store Authorization and/or a Cannabis Retail Manager Licence, no one is allowed to offer you, or your employees, a material inducement or benefit.

You are not allowed to give or offer to give away cannabis or cannabis accessories to someone without charge. You cannot offer things or services to induce a person to purchase cannabis.

Line of Business:

Cannabis

Advertising and Promotion

Cannabis retail store operators are subject to the federal Cannabis Act and its regulations which outline permissible and prohibited advertising and promotional activities. Please refer to the *Cannabis Act* for more information.

Line of Business:

Cannabis



AGCO

Alcohol and Gaming
Commission of Ontario

Ontario's Cannabis Retail Regulation Landscape

Legal Cannabis Supply Chain



Health Canada regulates the cultivation and processing of cannabis and licenses producers, called "Licensed Producers".



Licensed Producers are the only legal growers/producers of cannabis products in Ontario.



The Ontario Cannabis Store is a Crown agency of the Government of Ontario and is the only legal supplier (wholesaler) of cannabis for private retail stores in Ontario. The OCS operates the only legal online store for recreational cannabis sales in Ontario. The AGCO does not regulate the OCS.

The Licences and Authorizations you need from the AGCO



RETAIL OPERATOR LICENCE

To be able to legally open a retail store to sell recreational cannabis, you must get a Retail Operator Licence. To get this licence, you must meet all of the eligibility criteria set out in the *Cannabis Licence Act* and its regulations.

A Retail Operator Licence allows you to operate one or more retail stores in Ontario. However, you must have a separate Retail Store Authorization for every store you wish to operate.

RETAIL STORE AUTHORIZATION

You must have a Retail Store Authorization for each one of your stores because the *Cannabis Licence Act* and its regulations require that each store meet certain requirements. Requirements relate to such matters as the store layout and location. The regulations also give residents of the municipality in which the proposed store would be located the opportunity to provide their input.

CANNABIS RETAIL MANAGER LICENCE

In order to ensure the responsible sale of cannabis, there must be at least one licensed manager for each authorized store location. The *Cannabis Licence Act* and its regulations set out eligibility criteria for the person who will have management responsibilities in authorized stores. This includes having responsibility for the cannabis inventory, for hiring and managing employees, and for ensuring the store operates with honesty and integrity at all times.

If you are a sole proprietor, and will be both the licensed operator and performing the duties of the retail store manager for a particular store, you do not need to get a Cannabis Retail Manager Licence for your store.

The Local Community

MUNICIPALITIES AND FIRST NATIONS RESERVES

Ontario municipalities have a one-time option to opt out of having cannabis retail stores in their communities. Municipalities have until January 22, 2019 to inform the AGCO if they wish to opt out. Municipalities that choose to opt out can opt back in at any time—but once they are in, they may no longer opt out.

A cannabis store can only be located on a First Nations Reserve if it has the approval of the Band Council.

RESIDENTS

Residents in the municipality of a proposed cannabis store location have an opportunity to share their views with the AGCO before a retail store is authorized. The Registrar may refuse to authorize the store if it is in the public interest to do so.

The only areas of public interest the Registrar can consider, as defined by the regulations, are related to public health and safety, protecting youth and restricting their access to cannabis, and preventing illegal activities in relation to cannabis.

For more information, visit us online www.agco.ca or call (416) 326-8700 or toll free 1 (800) 522-2876

November 27, 2018

Report to: Mayor and Council

Regarding: Cannabis Retail Sales in Town of Fort Frances

From Tannis Drysdale, RRFDC Economic Development

Background

The Government of Ontario will allow municipalities the option to not permit cannabis retail sales if they pass a bylaw and inform the Minister of Finance by January 22, 2018.

The Government of Canada legalized the use and sale of cannabis as of October 17, 2018.

Provinces were permitted to legislate how cannabis would be sold to the public (whether public or private retailers), set higher age limits and create regulations for retailers.

Ontario chose to allow private retail sales, with the Ontario Cannabis Store (OCS) acting online retailer and sole wholesaler. Ontario chose to match cannabis legal usage age with its' legal drinking age at 19 years.

The Ontario Cannabis Store is currently the only legal cannabis seller in Ontario, through its online store. Cannabis products must be clearly labelled with their THC (psychoactive, high) and CBD (acts to reduce pain, anxiety, appetite stimulation) percentages. Cannabis producers are prohibited from promoting their products and marketing guidelines are strict.

The Government of Ontario announced the licensing criteria for private retailers in late November 2018 with the goal of stores opening April 1, 2019.

Currently only smokable and topical products are sold in Ontario. Edibles (food with THC or CBD added) will be legal in Canada in October 2019. This will create many new manufacturing opportunities including THC or CBD laced drinks, teas, cookies, candy etc. These products will only be sold at approved retailers.

Municipal Zoning Powers and Retail Rules

All stores will be licensed by the Alcohol and Gaming Commission of Ontario (AGCO)

- Cannabis retailers to operate with 150 meters of a school.
- Hours of operation will be limited to 9:00 a.m. and 11:00 p.m.
- No one under the age of 19 will be allowed to enter stores.
- Stores will only be allowed to sell cannabis products and will not be allowed to co-locate with a café or other retail. Stores will be required to maintain specific security for merchandise.
- Regular municipal zoning and requirements for retail establishments will apply.

Cannabis Excise Duty Funding

All municipalities in Ontario will receive at least \$5,000 to assist with costs associated with the legalization of cannabis. Municipalities who chose to allow retail sales will receive an additional minimum of \$5,000. Municipalities will also be eligible to apply to a fund of \$10 million that has been set aside for unforeseen costs of Cannabis legalization. Details of this \$10 million fund are yet unknown.

Municipalities who chose not to opt out will share, on a per household basis, 50% of any excise revenue over \$100 million in the first two years. This will be divided by Ontario municipalities that allow retail sales.

To receive these funds municipal governments must track expenses related to cannabis sales. These expenses can include policing, public health, bylaw and potentially paramedic services.

Economic Development Impact

Cannabis Market Size:

Using Statistics Canada's reported illegal usage in 2018, the Rainy River District (west of Atikokan) gross market revenue size should be large enough to support 2 to 4 small storefront retailers.

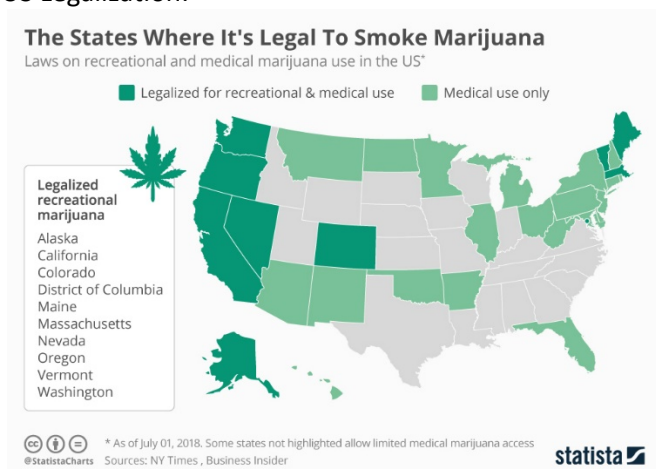
Assuming:

- 14% of residents of the district continue to consume Cannabis at a typical annual rate of 21 grams per person. (local market 2.7 million)
- 14% of tourist from the US consume smaller amounts of Cannabis products when visiting May to October. (tourism market 4.2 million)
- Profit margins allowed by the AGCO remain small.

(Note a percentage of the market will be maintained by both illegal sales and online sales via OCS)

Most analysts predict that the cannabis market will grow over the next 5 years as a result of legalization. Predictions for eventual market size growth vary between 15% to 20%. The percentage of the market captured by the legal sales will grow over that period as well.

US Legalization:



Source: Statista

Recommendation to Council

EDAC recommends that the Town of Fort Frances allow retail cannabis sales for the reasons outlined in this report.

There are likely very many sound arguments against providing local retail access to cannabis that are better understood by the medical and law enforcement community. This report deals solely with the regulatory permissions granted and the economic opportunities associated with this new retail.

Regardless of a Council's decision on opting out, the Town of Fort Frances will be exposed to any negative impacts of increased and easier access to this controlled substance as it is extremely unlikely that if Fort Frances prohibits retail operations that none will exist in nearby jurisdictions or even unorganized regions.

If the Town of Fort Frances chooses to allow retail sales of cannabis products, property taxes and employment will result. The Town will also be the recipient of the grant stream from the shared excise tax.

Helpful Links for further reading:

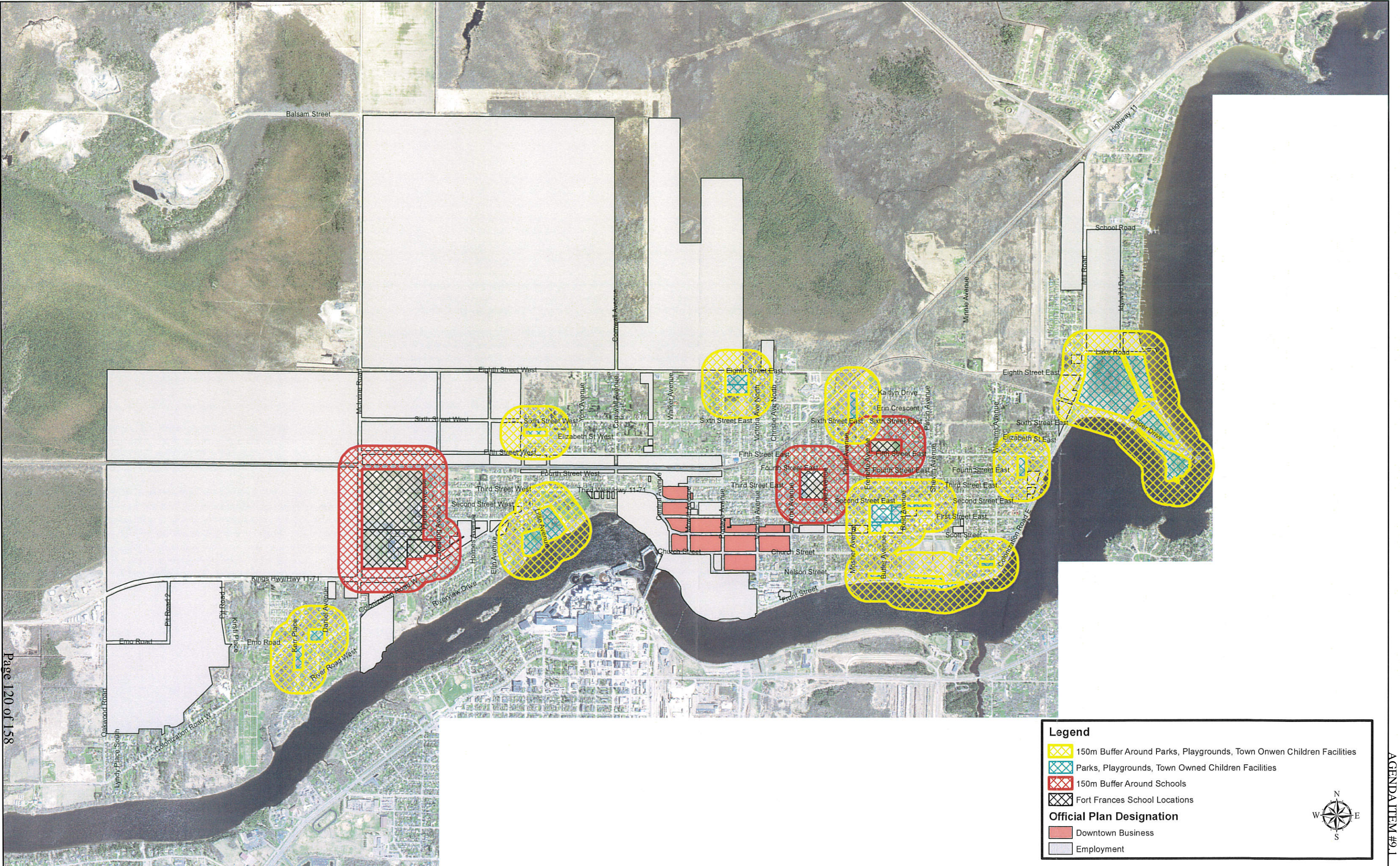
Cannabis in the Community - Results of Talk Public Health: The NWHU Online Discussion Panel

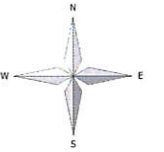
<https://www.nwhu.on.ca/Pages/Cannabis-in-the-Community---Results-of-Talk-Public-Health-The-NWHU-Online-Discussion-Panel.aspx>

AMO Information Reports and Presentations on Cannabis

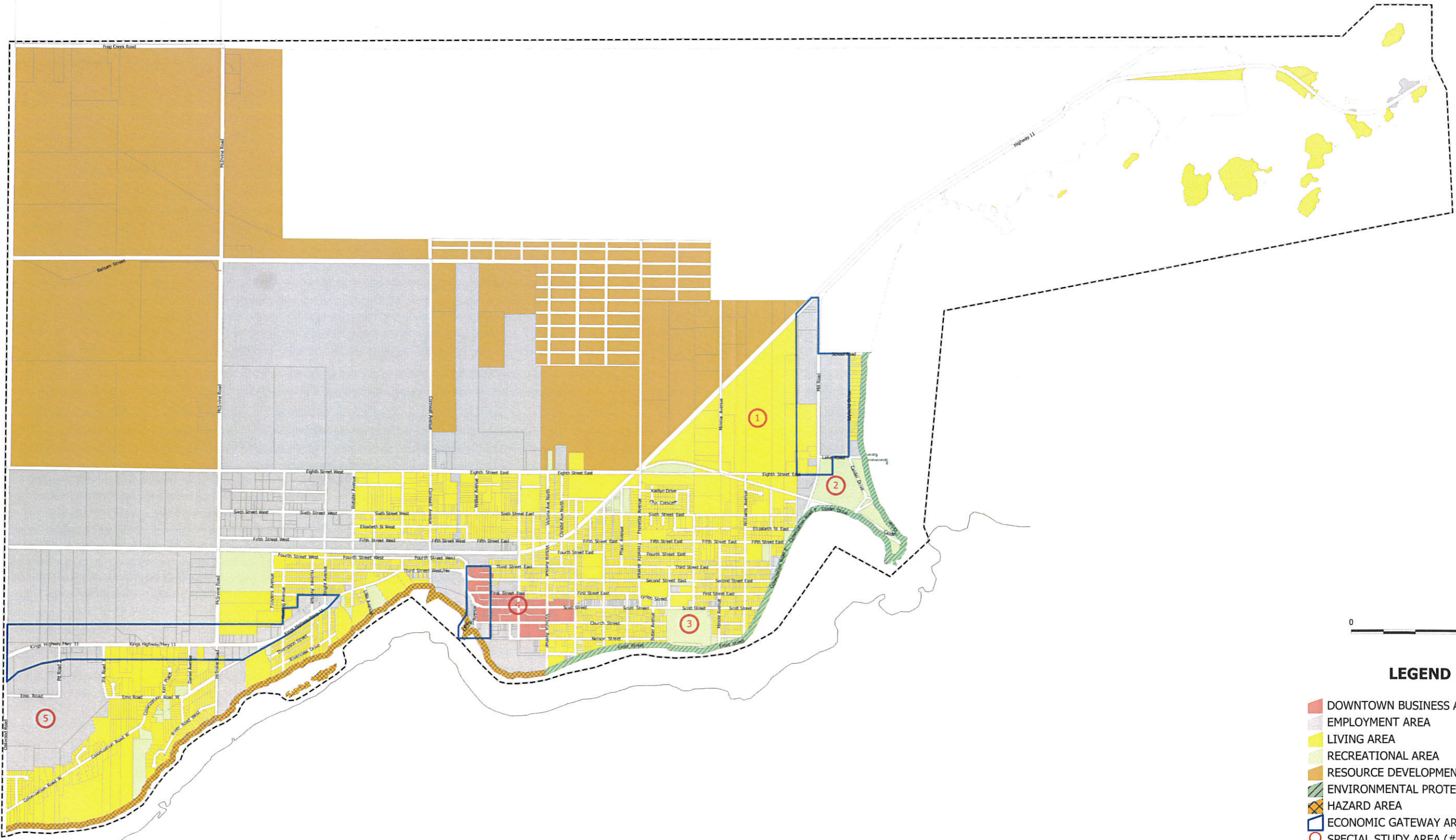
<https://www.amo.on.ca/AMO-Content/Policy-Updates/2018/CannabisImplementation>

150 m Buffer Zone Around Fort Frances Schools, Parks, Playgrounds and Town Owned Children's Facilities





FORT FRANCES OFFICIAL PLAN
SCHEDULE 'A' - LAND USE PLAN



LEGEND

- DOWNTOWN BUSINESS AREA
- EMPLOYMENT AREA
- LIVING AREA
- RECREATIONAL AREA
- RESOURCE DEVELOPMENT AREA
- ENVIRONMENTAL PROTECTION AREA
- HAZARD AREA
- ECONOMIC GATEWAY AREA
- SPECIAL STUDY AREA (#)
- MUNICIPAL BOUNDARY

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Ontario Law Torch Run (/news-events/ontario-law-torch-run)	
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Resource Documents (/news-events/resource-documents)	
HQ Magazine (/news-events/hq-magazine)	
Membership Package (/Userfiles/Files/NewAndEvents/PublicResourceDocuments/OACPBooklet Sept21.pdf)	<div><h2>Cannabis Costs</h2><p>Chief Eric Jolliffe of York Regional Police (YRP) has shared the results of a recently completed YRP financial analysis of the anticipated financial implications associated to the pending <i>Cannabis Act</i>.</p><p>The report notes that the initial legalization of cannabis in other jurisdictions has resulted in increased rates of impaired driving, motor vehicle collisions, overall crime, as well as injuries/illnesses associated to cannabis use.</p><p>YRP applied the documented statistical increases experienced in other jurisdictions to its current demands for service to determine the expected impact on workload and staffing related to the legalization of cannabis. The objective of this financial analysis is to ensure its members are properly trained, equipped, and staffed to effectively address the needs of the community by proactively and reactively responding to the anticipated operational demands related to the recreational use of cannabis.</p><p>The report notes that the anticipated financial impact include:</p><ol style="list-style-type: none">1. Items such as training and equipment, which are being treated as known and mandatory costs associated to the pending Cannabis Act and the associated changes to impaired driving legislation;2. The anticipated/expected impact associated to responding to demands for service associated to the use of cannabis; and,3. Maintaining and enhancing the best practices that distinguish policing in Canada as international leaders in community safety, including educating our youth, investigating organized crime and its evolution in the new cannabis market.<p>In the interest of ensuring the safety and security of our community and mitigating the financial impact on the Region and its local residents, the YRP Board is advocating for the appropriate Federal funding needed to supplement federally imposed changes on a policing system that currently receives no Federal and limited provincial funding for municipal policing.</p><p>For more information, please contact Jeff Channell at 5460@police.york.on.ca (mailto:5460@police.york.on.ca).</p></div>

Other Links: | Ministry of Attorney General (<http://www.attorneygeneral.jus.gov.on.ca/english/>) | Ontario.ca (<http://www.ontario.ca/>) | Ministry of Transportation (<http://www.mto.gov.on.ca/english/index.shtml>) | Ministry of Community Safety & Correctional Services (<http://www.mcscs.jus.gov.on.ca/english/default.html>)

WHAT HAPPENS WHEN IT IS LEGAL?

Washington

- Marijuana-related traffic deaths:
 - Fatal crashes involving drivers who recently used marijuana more than doubled from 8 to 17% between 2013 and 2014
 - 1 in 6 drivers involved in fatal crashes in 2014 had recently used marijuana

WHAT HAPPENS WHEN IT IS LEGAL?

Colorado

- Marijuana-related traffic deaths:
 - 48% increase 2013-2015 vs 2010-2012, aggregate increase of 11%
 - Marijuana positive drivers increased from 10% to 21% 2009 vs 2015

Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA) – Report August 2016



Fort Frances WPCP
200 McIrvine Rd
Fort Frances, Ontario
P9A 3S3
Tel: 807-274-3121
Fax: 807-274-8381

November 21, 2018,

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

Attention: Mr. Craig Miller
Environmental and Facilities Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
October 2018 Monthly Report**

As per the operating agreement, the attached document is the October 2018 monthly report for the Fort Frances Wastewater Treatment Facility.

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

If you have any questions regarding this report do not hesitate to contact Mr. Larry Wachter – Sr. Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham
Team Lead

For Larry Wachter
Sr. Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
October 2018 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of October 2018; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

OCTOBER 2018 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.0 mg/L	25 mg/L	15 mg/L	15.3 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	2.5 mg/L	25 mg/L	15 mg/L	20.3 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.12 mg/L	1.0 mg/L	0.9 mg/L	0.90 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	6.94 mg/L 5.46 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		10.0 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.6 to 8.0; average pH was 7.8		
Temperature degrees C				Temperatures ranged from 14.0 to 17.0 C; average temperature of effluent was 14.9 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for October was 7725.6 m³/day. This represents 86% of the design average flow. Total treated flow for the month was 239494 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Environmental Compliance Approval.

**The Town of Fort Frances accepted an additional 204.6 m³ of sewage from the New Gold mine site into the collection system in October. Lab analyses have not been provided.

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash on the Fournier press
- Drained and inspected teacup
- Replaced the second main building sump pump
- Shear pin was replaced longitudinal drive 2
- Replaced anchors in RAS chamber davit arm base
- Pulled and cleaned RAS pump 1
- Cleaned DO probes
- Drained and inspected aeration cell 1
- Spiral screen drive flange connection failed and was repaired
- Pumped sump digester valve chamber
- The VFD and control valves were installed for blower 3 and Lakeside did programming.

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned pumps 1 and 2 at Central Lift Station

PROCESS AND OPTIMIZATION ISSUES

Ongoing pumping issues with the LMI polymer pumps have made it necessary to delay trials of alternate polymer samples. A screw pump is being looked at as a replacement.

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 99.6 m³ (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.1 % TS for the month but slump test results from the landfill have not been provided.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events during the month.

COMMENTS

Plant power consumption for the month was 640 (x 180 multiplier) kWh.

Lakeside Controls did the programming for the control valves and VFD for Blower 3 that were installed.

REPORTS

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

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

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

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

TOWN OF FORT FRANCES OPERATIONS STATISTICS

June 2018

STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	14.00	0.00
SICK DAYS	10.44	11.44
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	2.00	1.00
VACATION	46.00	40.13
BANKED TIME USED	4.25	7.00
OFF	3.75	5.50
STATUTORY HOLIDAYS	0.50	0.00
TOTAL	80.94	65.07

OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	June	June	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	14.00	40.50
ENGINEERING	6.00	0.00	6.00	6.00
INTERDEPARTMENTAL	6.00	8.00	16.50	18.00
PRIVATE WORK	1.50	0.00	6.75	3.00
RECYCLE/GARBAGE	4.00	1.50	22.00	26.25
ROADS	85.50	9.00	261.75	228.25
SEWER COLLECTION	23.75	57.50	91.75	197.50
SIDEWALKS	3.75	0.00	45.75	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	23.00	32.50	56.75	117.50
WATER DISTRIBUTION	37.25	52.25	118.75	288.75
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
TOTAL	190.75	160.75	663.00	973.75

TRANSPORTATION REPORT JUNE 2018

ROADS:

Storm Water Management – Urban:

- Repaired a storm sewer damaged by Tbay tel at 813 Kaitlyn Drive

Storm Water Management - Rural:

- Continued clearing debris from ditches

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Continued repairing curb and gutter at utility repair locations from the winter
- Initial sweep of all hard top roads was completed on June 7th
- Street sweeping daily – downtown area and Front Street done once weekly
- Hauled pile of sweepings from Public Works Yard to snow dump
- Swept all parking lot corners by hand

Loose Top Maintenance:

- Graded loose top roads twice
- Graded lanes as required

Roadside Maintenance:

- Cut grass at all dead ends and CN crossings
- Ground stumps from trees removed in 2017
- Cleaned up trees down from high winds on June 7th at 406 Church Street and at the intersection of Elizabeth Street and Cornwall Avenue
- Clean up debris at Underpass once weekly
- Cleaned up tree blown down by high winds on June 12th at Front Street and Armit Avenue
- Cut grass at Town entrances

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Started painting parking spaces, stop bars and cross walks in the Downtown area on June 25th

Regular Maintenance:

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

Buildings and Grounds:

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

Private Work:

- Installed a culvert for a private crossing at 840 Fifth Street West
- Installed a culvert for a private crossing at 610 Sixth Street West

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

- Swept sidewalk and bike path along Water Front once weekly

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Delivered barricades for the July 1st parade events on the Water Front and at the Point Park

- Delivered barricades, hauled a load of sand and supplied skid steer for July 1st fireworks

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Flushed/cleaned sanitary sewer mains

Interdepartmental:

- Cleaned up oil spill at Market Square on June 13th
- Installed new signs at Sorting Gap Marina June 14th
- Moved old desks out of the Civic Centre offices on June 21st
- Tilled and raked the beach at the Point Park with the new landscaping attachment on the skid steer
- Scott Gosman provided coverage for vacation at the Airport on June 4th
- Scott Gosman assisted with repairs at the swimming pool June 11th to 15th
- Dan Boileau assisted with repairs to the swimming pool June 18th to 22nd and again from June 25th to 29th

Recycling:

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

Training:

Health & Safety:

- Jamie Fiset attended Health and Safety orientation on June 27th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES OPERATIONS STATISTICS

July 2018

STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	20.00	0.00
SICK DAYS	7.50	9.31
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	0.00	6.00
VACATION	89.00	72.75
BANKED TIME USED	14.34	8.44
OFF	11.19	18.19
STATUTORY HOLIDAYS	26.00	28.00
TOTAL	168.03	142.69

OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	July	July	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	14.00	40.50
ENGINEERING	0.00	0.00	6.00	6.00
INTERDEPARTMENTAL	14.25	3.75	30.75	21.75
PRIVATE WORK	0.00	0.00	6.75	3.00
RECYCLE/GARBAGE	0.75	0.00	22.75	26.25
ROADS	11.50	6.75	273.25	235.00
SEWER COLLECTION	62.00	12.00	153.75	209.50
SIDEWALKS	0.00	0.00	45.75	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	22.75	23.75	79.50	141.25
WATER DISTRIBUTION	32.25	48.50	151.00	337.25
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
TOTAL	143.50	94.75	806.50	1068.50

TRANSPORTATION REPORT JULY 2018

ROADS:

Storm Water Management – Urban:

- Flushed storm sewer laterals and cleaned catch basin sumps
- Cleared out some mud from a catch basin in Huffman Place at the lane

Storm Water Management - Rural:

- Cut brush along ditches with skid steer
- Cut brush along ditches with the Hyundai

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily Downtown Area and Front Street done once weekly

Loose Top Maintenance:

- Graded loose top roads twice
- Graded lanes as required

Roadside Maintenance:

- Cut grass and weed wacked around signs and poles behind skid steer
- Removed a tree at 1281 Idylwild Drive with assistance from FFPC

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, lines, parking stalls and no parking areas

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works Building and all yards
- Stockpiled Granular A material July 18th and 19th

Private Work:

- Installed a private crossing at 1200 Kings Highway (hydro yard)

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

- Swept sidewalk and bike path along Water Front once weekly
- Removed weeds at Market Square

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Removed detour signs for July 1st parade
- Picked up barricades from July 1st activities
- Picked up skid steer and cleaned up sand and debris from July 1st Fireworks
- Put out detour signs and road closure signs and barricades for Bass Tournament on July 12th
- Installed pegs for the bass tournament tent on July 12th
- Closed Front Street for bass tournament on July 13th
- Helped take down tent and removed detour, barricades, etc. from bass tournament on July 23rd

- Swept area at bass tournament with street sweeper

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Flushed/cleaned sanitary sewer mains
- Cut back brush on Wasaw property and applied gravel to road going from Armstrong’s air strip to highway for a detour around construction area at overpass.

Interdepartmental:

- Dan Boileau assisted with repairs at the swimming pool on July 3rd and 4th
- Swept corners of the Sister Kennedy Centre parking lot on July 5th
- Removed 2 shopping carts filled with garbage from behind 1022 Patcin Avenue at By-Law’s request
- Removed old cover building attached to garage at Fort Frances Cemetery and prepared site for Kaun’s to start building addition on garage
- Scott Gosman provided coverage for vacation at the Airport for the whole month of July.
- Eric Gustafson trained at the Airport the whole month of July

Recycling:

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

Training:

Health & Safety:

- A Health and Safety Tailgate meeting was held on July 26th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES OPERATIONS STATISTICS

August 2018

STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	0.00	19.00
SICK DAYS	7.25	4.13
COMPASSIONATE LEAVE	0.00	11.00
FLOATERS	1.00	1.00
VACATION	88.25	76.00
BANKED TIME USED	10.75	7.06
OFF	10.94	5.38
STATUTORY HOLIDAYS	29.00	29.00
TOTAL	147.19	152.57

OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	August	August	Year To	Year To
			Date	Date
ADMINISTRATION	7.50	0.00	0.00	0.00
TRAVEL	0.00	2.50	14.00	43.00
ENGINEERING	1.50	0.00	7.50	6.00
INTERDEPARTMENTAL	0.00	3.00	30.75	24.75
PRIVATE WORK	0.00	0.00	6.75	3.00
RECYCLE/GARBAGE	0.00	0.00	22.75	26.25
ROADS	8.50	31.50	281.75	266.50
SEWER COLLECTION	45.25	22.25	199.00	231.75
SIDEWALKS	0.00	0.00	45.75	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	12.00	38.50	91.50	179.75
WATER DISTRIBUTION	39.25	112.75	190.25	450.00
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
TOTAL	114.00	210.50	913.00	1279.00

TRANSPORTATION REPORT AUGUST 2018

ROADS:

Storm Water Management – Urban:

- Cleaned debris from catch basins during rain events
- Repaired a catch basin at 862 Kings Hwy. (A & W)
- Repaired a catch basin at 396 Scott Street
- Flushed storm sewer laterals and cleaned catch basin sumps

Storm Water Management - Rural:

- Cut brush along ditches with skid steer and backhoe
- Dug out beaver dams as required
- Cut ditches and boulevards along Morrison Crescent

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily Downtown Area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded loose top roads twice
- Graded lanes as required

Roadside Maintenance:

- Cut grass at all dead ends and CN Crossings
- Cleaned up several blown down trees after storm with high winds on August 27th, 28th and 29th

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required

- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, parking stalls and stop bars and no parking areas
- Picked up some lamp posts for the water front from Greentech Manufacturing on August 1st
- Painted 40 new barricade legs

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works Building and all yards

Private Work:

- Installed a culvert for private crossing at 214 Fifth Street West
- Installed an extension to the culvert at 901 Cornwall Avenue
- Installed concrete private crossings at 1213 Elizabeth Street East, 500 Nelson Street, 847 Fourth Street East and 435 Second Street East.

Sidewalks – Winter:

Sidewalks – Summer:

- Swept sidewalk and bike path along Water Front once weekly
- Removed/cleaned up weeds in the sidewalk fronting the Courthouse on Church Street

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Started cleaning up trees blown down by high winds at Sunny Cove on August 31st.

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Interdepartmental:

- Delivered 4 way stop signs to Keating Avenue at Kings Hwy for FFPC to upgrade traffic controllers
- Scott Gosman provided coverage for vacation at the Airport the entire month of August.
- Eric Gustafson provided coverage for vacation at the Airport August 13th, 17th, 18th, and 19th

Recycling:

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

Training:

- Dan Boileau and Eric Gustafson received training on tandem trucks and loaders

Health & Safety:

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES OPERATIONS STATISTICS

September 2018

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	0.00	20.00
SICK DAYS	10.13	6.59
COMPASSIONATE LEAVE	0.00	3.00
FLOATERS	4.00	2.00
VACATION	42.31	14.00
BANKED TIME USED	5.00	6.38
OFF	0.00	0.00
STATUTORY HOLIDAYS	24.00	23.00
TOTAL	85.44	74.97

OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	Sept	Sept	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	5.00	14.00	48.00
ENGINEERING	0.00	0.00	7.50	6.00
INTERDEPARTMENTAL	16.00	18.75	46.75	43.50
PRIVATE WORK	0.00	0.00	6.75	3.00
RECYCLE/GARBAGE	0.00	15.25	22.75	41.50
ROADS	0.00	5.25	281.75	271.75
SEWER COLLECTION	16.00	14.00	215.00	245.75
SIDEWALKS	0.00	0.00	45.75	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	13.25	26.75	104.75	206.50
WATER DISTRIBUTION	24.75	39.25	215.00	489.25
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
TOTAL	70.00	124.25	983.00	1403.25

TRANSPORTATION REPORT

September 2018

ROADS:

Storm Water Management – Urban:

- Flushed storm sewer laterals and cleaned catch basin sumps
- Cleaned debris from catch basins during rain events

Storm Water Management - Rural:

- Cleaned culvert ends that were holding back water
- Cut brush along ditches with big backhoe
- Dug out beaver dams as required

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily Downtown Area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded loose top roads twice
- Graded lanes as required

Roadside Maintenance:

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, parking stalls and stop bars and no parking areas
- Removed USA bound traffic signs from intersections along Central Avenue on September 17th
- Detoured traffic around the 800 block of Scott Street for Tbay Tel to run fibre across the road on September 18th

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works Building and all yards
- Repaired the gates at the Shevlin Woodyard property

Private Work:

- Installed a culvert for a second private crossing at 214 Fifth Street West

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

- Swept sidewalk and bike path along Water Front once weekly

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required

- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Lifted clarifier lids at the Sewage Treatment Plant with backhoe on September 11th

Interdepartmental:

- Set up detour and supplied traffic control for FFPC to remove a tree at Central Avenue and Third Street West blown down in high winds on September 4th
- Removed sign and barrier off of the last lot sold at Huffman Court
- Moved file cabinets and a desk at the Civic Centre on September 5th
- Cleaned up several trees blown down by high winds at Sunny Cove
- Eric Gustafson assisted with edging graves at Parks and Cemeteries September 17th, 20th and 21st
- Eric Gustafson provided coverage for vacation at the Airport September 24th to 28th

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard
- Cleaned up shop area and for the Household Hazardous Waste Day

Training:

- Dave Martin, Paul LaFreniere, Randy McArthur, Bryan Henttonen, Darwin Woods, Dale Gill, Eric Onichuk and Dan Boileau received Grader Training by Ground Force Training from September 24th to October 2nd

Health & Safety:

- Eric Onichuk, Chad Hanson, Eric Gustafson, Cathy Westover, Joel Nicolay, Trish Lay, Crystal Tan, Paul Lemesurier and Lorne Halvorsen attended First Aid Certification Training on September 19th and 20th

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES OPERATIONS STATISTICS

October 2018

STAFFING

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

	2017	2018
WSIB	0.00	14.00
WI/LTD	0.00	23.00
SICK DAYS	13.25	10.06
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	0.00	3.00
VACATION	42.63	40.50
BANKED TIME USED	9.06	5.31
OFF	0.00	3.25
STATUTORY HOLIDAYS	24.00	24.00
TOTAL	88.94	123.12

OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	Oct	Oct	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	14.00	48.00
ENGINEERING	0.00	0.00	7.50	6.00
INTERDEPARTMENTAL	3.75	0.75	50.50	44.25
PRIVATE WORK	0.00	0.75	6.75	3.75
RECYCLE/GARBAGE	0.00	0.00	22.75	41.50
ROADS	14.00	17.25	295.75	289.00
SEWER COLLECTION	0.00	24.38	215.00	270.13
SIDEWALKS	0.00	0.00	45.75	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	3.00	0.00	7.00	24.00
WATER TREATMENT PLANT	27.00	16.00	131.75	222.50
WATER DISTRIBUTION	36.25	15.25	251.25	504.50
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
TOTAL	84.00	74.38	1067.00	1477.63

TRANSPORTATION REPORT

October 2018

ROADS:

Storm Water Management – Urban:

- Flushed storm sewer laterals and cleaned catch basin sumps
- Cleaned debris from catch basins during rain events

Storm Water Management - Rural:

- Hired Daryl Eyolfson's rubber tracked backhoe to do some ditching on McIrvine Road between Balsam Street and Frog Creek Road

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily Downtown Area and Front Street done once weekly
- Replaced curb and gutter on Mowat Avenue in front of General Supply

Loose Top Maintenance:

- Graded loose top roads twice
- Graded lanes as required

Roadside Maintenance:

- Cleaned up several blown down trees on October 10th
- Removed planters from islands on October 15th
- Cleaned up blown down trees on October 16th
- Removed 3 dead trees on Kings Highway in front of Canadian Tire on October 25th
- Started tree trimming along sidewalks

Winter Control:

- Mixed sand/salt for winter control
- One (1) event – October 11th
- Plowed all roadways and lanes as required
- Sanded/salted roads as required

Traffic Operations:

- Repaired and replaced signs as required

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cleaned storage buildings
- Moved all traffic paint to upstairs storage area
- Moved some granular materials off of the Armstrong property at the snow dump
- Removed gate from snow dump property now owned by Armstrong

Private Work:

- Installed a culvert for a private crossing at 1735 Kings Highway

Sidewalks – Winter:**Sidewalks – Summer:****Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required
- Started preparing equipment for winter control operations

Public Relations:

- Installed parking meters at Rainy Lake Market Square on October 19th
- Delivered traffic sign and barricades to the Library parking lot for the OPP Trunk or Treat Halloween set up on October 31st

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Interdepartmental:

- Winterized Civic Centre sprinkler system on October 9th
- Winterized the Sorting Gap Marina on October 12th
- Nick Wreggitt and Matt Mclellan went to Parks and Cemeteries to assist with clean up and repair of head stones damaged by vandalism.
- Moved storage trailer from the Rainy Lake Market Square to the Public Works yard for winter storage
- Moved some steel to tidy up the yard at FFPC on October 30th
- Eric Gustafson provided coverage for vacation at the Airport from October 2nd to 5th

Recycling:

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

Training:

- Dan Boileau received training on the High Pressure Vacuum Truck on October 17th and 18th

Health & Safety:

- Milt Strachan, Craig Miller, Barry Mosbeck, Dave Martin, Brad Webb, Brian Henttonen, Dale Gill, Dan Boileau and Randy McArthur attended First Aid Certificate Training on October 3rd and 4th.
- Curtis Wickstrom, Paul LaFreniere, Jay Bruyere and Bryan Patterson attended First Aid Recertification Training on October 5th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(July 2018)

STAFFING:

See Operations Statistics (July) 2018 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (July) 2018 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

WATER TREATMENT PLANT:

July, 2018 - In receipt of the Water Treatment Plant Monthly Report

WASTE-WATER TREATMENT FACILITY:

July, 2018 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

- Scale load cells out of service until July 19th (Flat rate per bylaw)
- Amount of residential waste delivered to the landfill (July 19 - 31):
 - 109809 kg
- Amount of ICI waste delivered to the landfill: (July 19 - 31)
 - 203416 kg

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - (No data) Emterra

Prepared By: Craig Miller

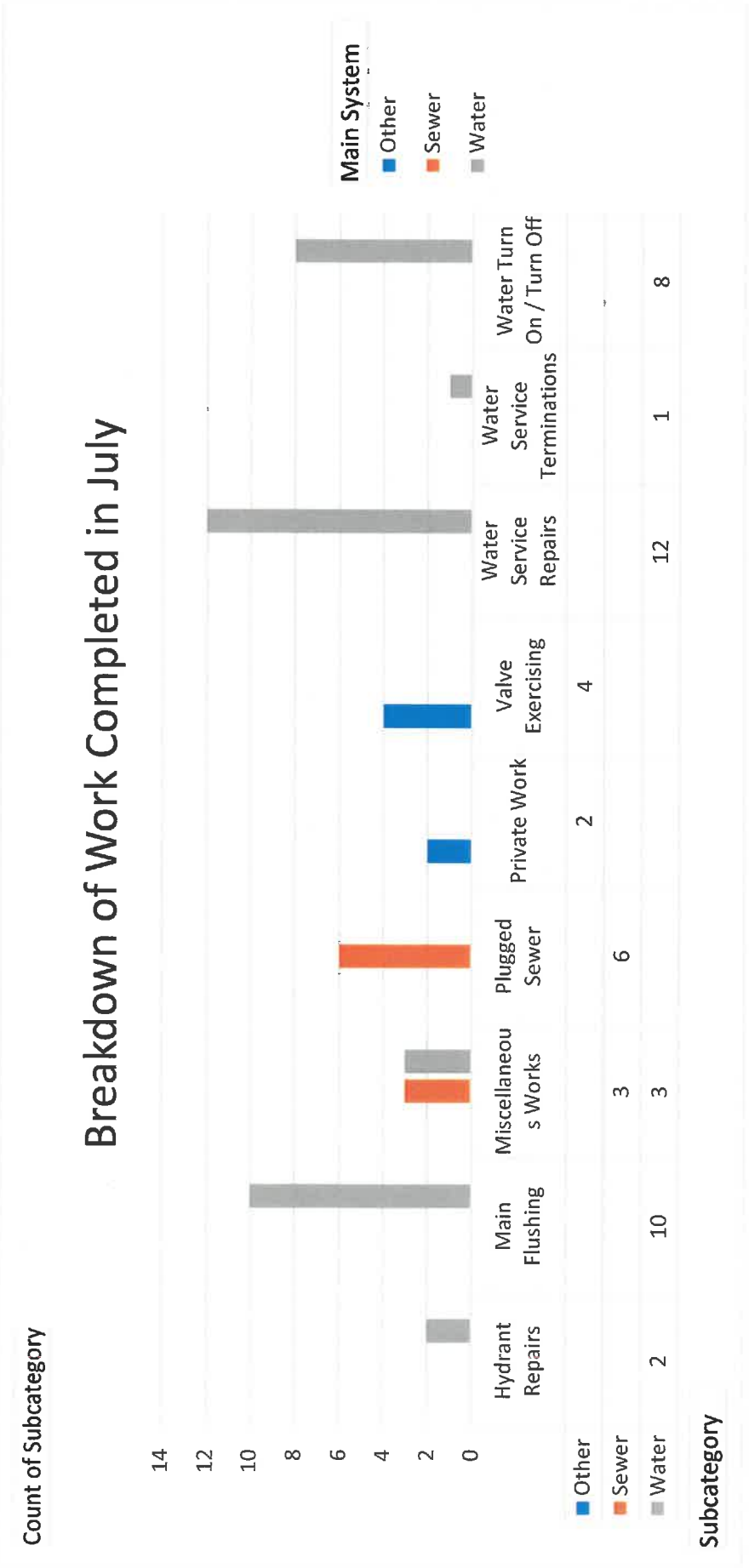


Environmental Superintendent

Date: 11/30/18

MONTHLY SUMMARY FOR JULY - 2018

Location:	Main System	Subcategory	Date:	Remarks:	Bill	Done By:
Armstrong Place - 6	Water	Water Turn On / Turn Off	July 3, 2018	Turn off / turn on	Yes	G. Wiedenhoft / J. Bruyere
Second Street E - 432	Sewer	Plugged Sewer	July 4, 2018	Town's Property - ran meter out to 60 ft. Hit blockage. Pushed out to 80 ft. where water let go. Roots back on knife. Ran back out to main	Min Charge Only	B. Patterson / C. Bujold
Armstrong Place - 6	Water	Water Service Repairs	July 4, 2018	Replaced top section of curb stop. Existing curb stop bent. Lowered to grade.	No	J. Bruyere / G. Wiedenhoft
Christie Ave N - 1037	Water	Water Turn On / Turn Off	July 4, 2018	Turn off / rod spins. Repair to rod done on July 18.	No	G. Wiedenhoft / J. Bruyere
Minnie Avenue	Other	Private Work	July 5, 2018	12" live tap with tap machine (Makings) - Billed		J. Bruyere / B. Patterson
Christie Ave - 1039	Water	Water Service Repairs	July 5, 2018	Curb stop cut and lowered to grade. Top / cap replaced.	Yes	B. Patterson, C. Bujold
Church Street - 1131	Water	Water Turn On / Turn Off	July 5, 2018	Turn off / turn on	Yes	B. Patterson
Swift St W - 740	Other	Water Turn On / Turn Off	July 5, 2018	Turn on	Yes	G. Wiedenhoft / J. Bruyere
Eighth Street East - 1408	Other	Private Work	July 6, 2018	Trace water service (J. Davis) - Billed		G. Wiedenhoft
Second Street E - 1144	Sewer	Plugged Sewer	July 6, 2018	Owner's Property - ran router 6 times. Kept clogging knife with roots. Line let go at main. 5 gallon pail of roots from knife.	Yes	B. Patterson / C. Bujold
Amrit Ave N @ CNR	Water	Main Flushing	July 6, 2018	Dead end flushing of WL0566 @ HYD213		Bryan / Connor
Mackenzie Ave @ CNR	Water	Main Flushing	July 6, 2018	Dead end flushing of WL0160 @ HYD339		Bryan / Connor
Colonization Rd. E (South of Scott St)	Water	Main Flushing	July 6, 2018	Dead end flushing of WL0396 @ HYD311		Bryan / Connor
Strachan Place	Water	Main Flushing	July 6, 2018	Dead end flushing of WL0393 @ HYD300		Bryan / Connor
Huffman Court - 837	Sewer	Miscellaneous Works	July 9, 2018	Completed a connection inspection of the sanitary sewer service and water service - Billed		J. Bruyere
Front St. @ Sorting Gap	Water	Main Flushing	July 9, 2018	WL0564 @ HYD344. Used for valve exercising / flushing		Bryan / Connor
Huffman Court - 837	Water	Miscellaneous Works	July 9, 2018	Completed a connection inspection of the sanitary sewer service and water service - Billed		J. Bruyere
Scott Street - 338	Water	Water Service Repairs	July 9, 2018	Curb stop lowered to grade.		B. Patterson, C. Bujold
Scott Street - 340	Water	Water Service Repairs	July 9, 2018	Curb stop lowered to grade.		B. Patterson, C. Bujold
Scott Street - 324	Water	Water Service Repairs	July 9, 2018	Curb stop lowered to grade.		B. Patterson, C. Bujold
Scott Street - 325	Water	Water Service Repairs	July 9, 2018	Curb stop lowered to grade. Replaced missing top.		B. Patterson, C. Bujold
Scott Street - 375	Water	Water Service Repairs	July 9, 2018	Curb stop lowered to grade.		B. Patterson, C. Bujold
Huffman Court - 837	Water	Water Turn On / Turn Off	July 9, 2018	Turn on	Yes	J. Bruyere
Second Street W - 706	Sewer	Plugged Sewer	July 10, 2018	Owner's Property - could not get line to back up. Cleaned at owner's request.	Yes	B. Patterson / C. Bujold
Fifth Street East - 108	Water	Water Service Repairs	July 10, 2018	Valve box top broken. Box top replaced and lowered to grade. WL0173. Valve 189.	Yes	B. Patterson, C. Bujold
Kings Highway - 1112	Water	Water Service Repairs	July 10, 2018	Curb stop cut and lowered to grade. Top / cap replaced.		B. Patterson, C. Bujold
Eighth Street East - 1408	Water	Water Service Terminations	July 10, 2018	Inspection of termination of water service at 1205 Mill Road (Church of the Holy Spirit)		J. Bruyere
Elizabeth @ Williams	Water	Main Flushing	July 12, 2018	WL0408 @ HYD304. Used for bacteria testing		Bryan / Connor
Colonization Rd. W - 1022	Water	Water Turn On / Turn Off	July 12, 2018	Turn on	Yes	B. Patterson / C. Bujold
Christie Ave N - 1004	Water	Water Turn On / Turn Off	July 12, 2018	Turn off / turn on	Yes	J. Bruyere / B. Patterson
Fifth Street West - 218	Sewer	Miscellaneous Works	July 16, 2018	Completed a connection inspection of the sanitary sewer service and water service - Billed	Yes	G. Wiedenhoft
Elizabeth @ Williams	Water	Main Flushing	July 16, 2018	WL0408 @ HYD304. Used for bacteria testing		Bryan / Connor / Joel
Fifth Street West - 218	Water	Miscellaneous Works	July 16, 2018	Completed a connection inspection of the sanitary sewer service and water service - Billed		G. Wiedenhoft
Second St. E - 1022	Water	Water Turn On / Turn Off	July 17, 2018	Turn off / turn on	Yes	J. Bruyere
2nd Street E @ Crowe Ave (South Valve)	Other	Valve Exercising	July 17, 2018	WL0305. Valve 394		B. Patterson, J. Nicolay
2nd Street E @ Crowe Ave (North Valve)	Other	Valve Exercising	July 17, 2018	WL0299. Valve 391		B. Patterson, J. Nicolay
2nd Street E @ Crowe Ave (West Valve)	Other	Valve Exercising	July 17, 2018	WL0299. Valve 392		B. Patterson, J. Nicolay
2nd Street W - 407	Sewer	Plugged Sewer	July 17, 2018	Town's Property - ran meter out to 70 ft. Blockage let up. Ran out to main. Roots back on knife.	Min Charge Only	B. Patterson / J. Nicolay
2nd St. E @ Crowe	Water	Main Flushing	July 18, 2018	WL0314. Valve 393		Bryan / Joel
2nd Street E @ Crowe Ave (East Valve)	Other	Valve Exercising	July 18, 2018	Replaced box and rod. Set at grade.		J. Bruyere, J. Nicolay
Christie Ave - 1037	Water	Water Service Repairs	July 19, 2018	WL0407 @ HYD. Used for bacteria testing		B. Patterson, C. Bujold, J. Bruyere, J. Nicolay
5th St. E @ WTP	Water	Main Flushing	July 19, 2018	WL0408 @ HYD304. Used for bacteria testing		Joel / Connor
Elizabeth @ Williams	Water	Main Flushing	July 23, 2018	WL0340. Hydrant #279. Hydrant valve unbored and raised to grade. Hydrant valve exercised		B. Patterson, C. Bujold
Scott Street @ Reid Avenue	Water	Hydrant Repairs	July 23, 2018	Vac'd down and replaced curb stop box top		B. Patterson, C. Bujold, J. Bruyere, J. Nicolay
Front Street - 508	Water	Water Service Repairs	July 24, 2018			
First Street East - 1140	Water	Water Service Repairs	July 24, 2018	Replaced curb stop box top section		B. Patterson, J. Nicolay
Scott Street @ Crowe Avenue	Water	Hydrant Repairs	July 26, 2018	WL0312. Hydrant #203. Hydrant gasket, upper rod section, body cap, port gaskets, operating nuts, breakaway flange all replaced.		B. Patterson, C. Bujold, J. Bruyere, J. Nicolay
Williams Avenue - 822	Sewer	Miscellaneous Works	July 31, 2018	Completed a connection inspection of the sanitary sewer service and water service - Billed		G. Wiedenhoft
Lille Avenue - 520 (Legion Park - Bathroom)	Sewer	Plugged Sewer	July 31, 2018	Owner's property - ran out to main. Blockage at 40 and pushed to main. Feminine hygiene products and roots brought back on knife. Line cleared.	No	B. Patterson / J. Nicolay
Williams Avenue - 822	Water	Miscellaneous Works	July 31, 2018	Completed a connection inspection of the sanitary sewer service and water service - Billed		G. Wiedenhoft



TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(August 2018)

STAFFING:

See Operations Statistics (August) 2018 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (August) 2018 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

WATER TREATMENT PLANT:

August, 2018 - In receipt of the Water Treatment Plant Monthly Report

WASTE-WATER TREATMENT FACILITY:

August, 2018 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
- Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
- 244610 kg
- Amount of ICI waste delivered to the landfill:
- 430360 kg

Recycling:

- Number of complaints regarding recycled materials:
- Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
- (No data) Emterra

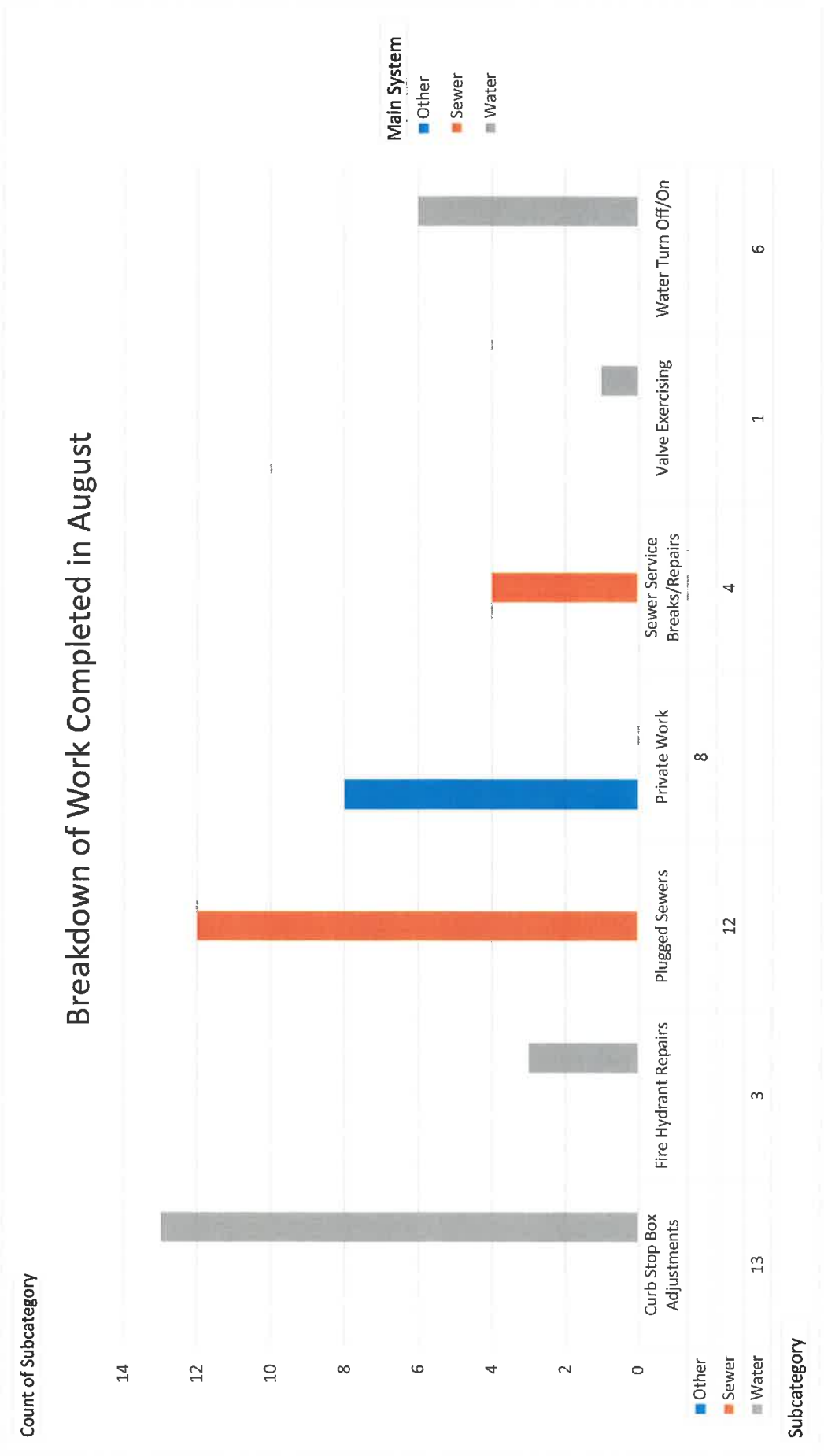
Prepared By: Craig Miller

Environmental Superintendent

Date: 11/30/18

Monthly Summary for August 2018

Location	Date	Main System	Subcategory	Remarks	Billable	Done By
562 Church Street	1-Aug-18	Water	Water Turn Off/On	Turn Off then Turn On	Yes	G. Wiedenhoef, J. Bruyere
901 Victoria Ave N	1-Aug-18	Water	Water Turn Off/On	Turn Water On	Yes	B. Patterson
Lakeview Trailer Park	8-Aug-18	Other	Private Work	Turn off then Turn On. Plus 1 hour to bleed system.	Yes	J. Bruyere
Scott Street - 396 (NWHU)	8-Aug-18	Other	Private Work	CCTV Sewer. Requested by J. Davis	Yes	J. Bruyere, J. Nicolay, B. Patterson
Nelson Street - 1121	8-Aug-18	Other	Private Work	CCTV Sewer. Requested by J. Davis	Yes	J. Nicolay, B. Patterson
Scott Street - 360 (Bargain Shop)	9-Aug-18	Other	Private Work	CCTV Storm and Sanitary Sewer.	Yes	J. Nicolay, B. Patterson
1027 Christie Ave	9-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and lowered to grade	No	B. Patterson
545 Elm Ave	9-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and raised to grade	No	B. Patterson
1027 Victoria Ave	9-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and raised to grade	No	B. Patterson
510 First Street West	9-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and raised to grade	No	B. Patterson
522 First Street W	9-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and lowered to grade	No	B. Patterson
1037 Christie Ave N	10-Aug-18	Water	Water Turn Off/On	Turn Off then Turn On	Yes	J. Bruyere
Second Street E - 423	13-Aug-18	Sewer	Plugged Sewers	Roots @ 42 feet and let go @ 63 feet - min bill	Yes	J. Nicolay, C. Bujold
Various	13-Aug-18	Water	Fire Hydrant Repairs	Painted Hydrants 244, 117, 188, 191, 304	No	C. Bujold
Christie Ave N - 918	14-Aug-18	Sewer	Plugged Sewers	Hit blockage @ 57'. Let go @ 68'. Hygiene products brought back.	Yes	J. Nicolay, B. Patterson
Portage Ave N - 1005	14-Aug-18	Sewer	Plugged Sewers	No cleanout available. No work done.	No	J. Nicolay, B. Patterson
133 4th Street W	14-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s box and rod.	No	B. Patterson, J. Nicolay, J.
818 Wright Ave	14-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s box top and raised to grade	No	B. Patterson, J. Nicolay
Scott Street - 710	15-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 18' on owner's property - bill	Yes	J. Nicolay, B. Patterson
1013 Frenette Ave	15-Aug-18	Sewer	Sewer Service Breaks/Repairs	Replaced Cleanout cap and furnace	No	B. Patterson, J. Nicolay
Fifth Street East (190m East of Frenette)	15-Aug-18	Water	Fire Hydrant Repairs	HYD267. Replaced valve top and cap.	No	B. Patterson, J. Nicolay
Minnie Ave - 201	15-Aug-18	Water	Water Turn Off/On	Turn water on	Yes	G. Wiedenhoef, J. Bruyere
Second Street E - 423	16-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 65' on town property - min bill	Yes	J. Nicolay, B. Patterson
Third Street W - 338	16-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 65' on town property - min bill	Yes	J. Nicolay, B. Patterson
King's Hwy - 1103	16-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 22' on owner's property - bill	Yes	J. Nicolay, B. Patterson
Smith Ave - 906	17-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 73' on town property - min bill	Yes	J. Bruyere, J. Nicolay
Christie Ave N - 916	19-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 48' on town property - min bill	Yes	D. Gill, B. Patterson
Phair Ave - 832	20-Aug-18	Sewer	Plugged Sewers	Blockage let go @ 62' on town property - min bill. CCTV done	Yes	B. Patterson, C. Bujold
1593 Colonization Rd W	20-Aug-18	Water	Curb Stop Box Adjustments	Cut and lowered curb stop to grade	No	B. Patterson, J. Nicolay
216 Second St. E	20-Aug-18	Water	Curb Stop Box Adjustments	Cut and lowered curb stop to grade	No	B. Patterson, J. Nicolay
Minnie Ave - 201	20-Aug-18	Water	Water Turn Off/On	Turn water off Aug 20. Back on Aug 21.	Yes	J. Nicolay, B. Patterson
Nelson Street - 1121	21-Aug-18	Other	Private Work	CCTV Sewer. Requested by J. Davis	Yes	J. Nicolay, B. Patterson
1505 School Road	21-Aug-18	Sewer	Sewer Service Breaks/Repairs	Replaced Cleanout cap and furnace and installed hydrant marker	No	B. Patterson, J. Nicolay
1353 School Road	21-Aug-18	Sewer	Sewer Service Breaks/Repairs	Replaced hydrant marker beside c/o	No	B. Patterson, J. Nicolay
1509 School Road	21-Aug-18	Sewer	Sewer Service Breaks/Repairs	Replaced hydrant marker beside sanitary sewer access pit	No	B. Patterson, J. Nicolay
843 4th Street E	21-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s box and raised to grade	No	B. Patterson, C. Bujold
Various	21-Aug-18	Water	Fire Hydrant Repairs	Painted Hydrants 295, 190, 342, 248, 225, 297, 033, 087, 032.	No	C. Bujold
Thompson Street - 737	22-Aug-18	Other	Private Work	CCTV Sewer. Requested by Owner.	Yes	J. Nicolay, B. Patterson
Fourth Street East - 850	22-Aug-18	Other	Private Work	Trace sewer and water lines on private property	Yes	G. Wiedenhoef, B. Patterson, J.
Second Street E - 314	22-Aug-18	Sewer	Plugged Sewers	Line no longer plugged - no work done - min bill.	Yes	J. Nicolay, B. Patterson
Thompson Street - 737	22-Aug-18	Sewer	Plugged Sewers	Hit blockage @ 6'. Let go @ 38'. Sewer service pipe issue.. Min	Yes	J. Nicolay, B. Patterson
Williams Ave - 826	22-Aug-18	Water	Water Turn Off/On	Bill only because billing for CCTV.	Yes	G. Wiedenhoef
1201 Idylwild Drive	23-Aug-18	Water	Curb Stop Box Adjustments	Turn on for testing Aug 22. Turn off Aug 24.	No	B. Patterson, J. Nicolay
				Replaced c/s top and raised to grade	No	
1557 Colonization Rd. W	23-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and raised to grade	No	B. Patterson, J. Nicolay
Copper River Inn	24-Aug-18	Other	Private Work	Trace sewer lines inside hotel	Yes	G. Wiedenhoef, J. Nicolay, B. Patterson
525 King's Highway	24-Aug-18	Water	Curb Stop Box Adjustments	Replaced c/s top and raised to grade	No	B. Patterson, J. Nicolay
Banta Blvd @ Shevlin Ave	24-Aug-18	Water	Valve Exercising	Valve 465. Valve used for uni-directional flushing	No	B. Patterson, J. Nicolay



TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(September 2018)

STAFFING:

See Operations Statistics (September) 2018 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (September) 2018 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

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WASTE-WATER TREATMENT FACILITY:

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- Town - 0 complaints, Asselin's - 0 complaints

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- 245753 kg
- Amount of ICI waste delivered to the landfill:
- 392450 kg

Recycling:

- Number of complaints regarding recycled materials:
- Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
- (No data) Emterra

Prepared By: Craig Miller



Environmental Superintendent

Date:

11/30/18

Monthly Summary for September 2018

Location	Date	Main System	Subcategory	Remarks	Billable	Done By
Second Street E - 320	1-Sep-18	Sewer	Plugged Sewers	Blockage let go @ 60' on town property - min bill	Yes	D. Martin, E. Gustafson
				Hit blockage @ 60ft & bent cable. Used other machine but could not get thru 60-70 ft. but water started to flow. Service possibly tied into 312 armit.	Yes	G. Wiedenhoef / J. Bruyere
Arncliffe Ave - 314	4-Sep-18	Sewer	Plugged Sewers			
Scott St. - 325	5-Sep-18	Water	Curb Stop Box Adjustments	Replaced box and rod; raised to grade	No	B. Patterson / J. Nicolay
Scott St. - 335	5-Sep-18	Water	Curb Stop Box Adjustments	Replaced box and rod; raised to grade	No	B. Patterson / J. Nicolay
Scott St. - 339	5-Sep-18	Water	Curb Stop Box Adjustments	Raised c/s to grade	No	B. Patterson / J. Nicolay
Scott St. - 343	5-Sep-18	Water	Curb Stop Box Adjustments	Vac'd, replaced c/s box, rod and top. Raised to grade	No	B. Patterson / J. Nicolay
Scott St. - 353	5-Sep-18	Water	Curb Stop Box Adjustments	Raised c/s to grade	No	B. Patterson / J. Nicolay
Scott St. - 375	5-Sep-18	Water	Curb Stop Box Adjustments	Raised c/s to grade	No	B. Patterson / J. Nicolay
Corwall Ave - 1036	6-Sep-18	Water	New Water Service Installations	CCTV & connection inspection for Sewer and Water	Yes	B. Patterson, J. Bruyere, G. Wiedenhoef
Minnie Ave - 201	6-Sep-18	Water	Water Turn Off/On	Turn water off @ 9/6 - 1pm; on @ 9/11 - 1:15pm	Yes	G. Wiedenhoef / J. Bruyere
Third Street W - 638	7-Sep-18	Water	Curb Stop Box Adjustments	Lowered c/s to grade	No	B. Patterson / J. Nicolay
Third Street E - 1228	7-Sep-18	Water	Water Turn Off/On	Turn water on @ 1pm	Yes	G. Wiedenhoef
Victoria Ave - 308	7-Sep-18	Water	Water Turn Off/On	Turn water on @ 3:30pm	Yes	B. Patterson
				total of 8 hours for meetings, tracing water main, connection inspections, water turn off/on, backflow test.	Yes	J. Bruyere, G. Wiedenhoef
SGEI	11-Sep-18	Other	Private Work			
Scott St. - 397	12-Sep-18	Water	Curb Stop Box Adjustments	Replaced box and rod; raised to grade	No	B. Patterson / J. Nicolay
Christie Ave N - 934	13-Sep-18	Water	New Water Service Installations	Connection inspection for Sewer and Water	Yes	G. Wiedenhoef
Idylwild Drive - 1201	14-Sep-18	Other	Private Work	Trace water service on property	Yes	J. Bruyere, G. Wiedenhoef
Second Street E - 322	14-Sep-18	Sewer	Plugged Sewers	Hit blockage @ 8ft. Nothing back on knives. History of roots.	Yes	G. Wiedenhoef / J. Bruyere
Corwall Ave - 1009	14-Sep-18	Water	Curb Stop Box Adjustments	Lowered c/s to grade	No	B. Patterson / J. Nicolay
Scott St. - 310	14-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s box and rod. Thaw wire to NW of c/s.	No	G. Wiedenhoef / J. Nicolay
Smith Ave - 918	17-Sep-18	Other	Private Work	CCTV existing sewer - town side is good. Roots on property side.	Yes	J. Nicolay, J. Bruyere
				Cut down box, replaced top and buried. Service no longer in use.		
Fifth Street W - 214	17-Sep-18	Water	Curb Stop Box Adjustments	Cut down box, replaced top and buried. Service no longer in use.	No	J. Bruyere / J. Nicolay
Fifth Street W - 216	17-Sep-18	Water	Curb Stop Box Adjustments		No	J. Bruyere / J. Nicolay
Nelson St. - 508	17-Sep-18	Water	Curb Stop Box Adjustments	Cut box and lowered curb stop top.	No	J. Bruyere / J. Nicolay
Arncliffe Ave - 327	17-Sep-18	Water	New Water Service Installations	Connection inspection for Sewer and Water	Yes	J. Nicolay, J. Bruyere, G. Wiedenhoef
Idylwild Drive - 1271	17-Sep-18	Water	Water Turn Off/On	Turn water off for winter @ 9/17 - 8am	Yes	J. Bruyere
Victoria Ave N - 911	19-Sep-18	Water	New Water Service Installations	CCTV & connection inspection for Sewer and Water	Yes	J. Bruyere, G. Wiedenhoef
Fourth St. E - 906	21-Sep-18	Sewer	Plugged Sewers	Couldn't get to back up. Cleaned service line @ owners request	Yes	G. Wiedenhoef / J. Bruyere
Scott St. - 330	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; set to grade	No	B. Patterson / J. Nicolay
Scott St. - 334	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; set to grade	No	B. Patterson / J. Nicolay
Scott St. - 306 (300/302)	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; lowered to grade; 306 fed from 302.	No	B. Patterson / J. Nicolay
Scott St. - 314	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; set to grade	No	B. Patterson / J. Nicolay
Scott St. - 318	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; set to grade	No	B. Patterson / J. Nicolay
Scott St. - 324	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; set to grade	No	B. Patterson / J. Nicolay
Scott St. - 300/302	21-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s top and sleeve; set to grade	No	B. Patterson / J. Nicolay
Strachan Place - 1208	21-Sep-18	Water	Water Turn Off/On	Turn water off for repairs	Yes	J. Bruyere
Riverview Cemetery	24-Sep-18	Water	Water Turn Off/On	Turn water off for winter	No	J. Nicolay
Third St. E - 429	25-Sep-18	Sewer	Miscellaneous Works	Replaced fernco on cleanout in yard	No	J. Nicolay
				Ran roter. Hit obstruction @ 8ft. Water went. Roots and wipes back on knife. Ran to main and clear.	Yes	G. Wiedenhoef / J. Nicolay
Scott St. - 330	25-Sep-18	Sewer	Plugged Sewers	Turn water on @ 1:00pm, test fitting, turn water off	Yes	G. Wiedenhoef
Strachan Place - 1208	25-Sep-18	Water	Water Turn Off/On			
Scott St. - 340	26-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s box and rod.	No	G. Wiedenhoef / J. Nicolay
Scott St. - 338	27-Sep-18	Water	Curb Stop Box Adjustments	Replaced c/s box and rod.	No	G. Wiedenhoef / J. Nicolay
Huffman Court - 837	27-Sep-18	Water	Water Turn Off/On	Turn water on @ 12:15pm	Yes	G. Wiedenhoef
Victoria Ave - 839	28-Sep-18	Other	Private Work	CCTV existing sewer - not satisfactory for use.	Yes	B. Patterson / J. Nicolay

