

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - June 19, 2019, 8:30 AM

#### MEETING - Civic Centre

Session #010

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1. <b><u>Call to Order</u></b>	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Minutes from the previous meeting on June 5, 2019	2 - 3
4. <b><u>Non-agenda Items</u></b>	
5. <b><u>New Business</u></b>	
5.1 Update to the Town's Asset Management Policy	4 - 12
5.2 Letter Dated May 24, 2019 from the Rendez-vous Re: Water Charges	13 - 14
5.3 Letter Dated May 31, 2019 from Riverside Health Care Re: Crosswalk on Sinclair Street	15
6. <b><u>Outstanding Items</u></b>	
6.1 Request to place a can recycle depot at the Sorting Gap Marina	16 - 21
7. <b><u>Information</u></b>	
7.1 Fort Frances Wastewater Treatment Facility May 2019 Monthly Report	22 - 28
7.2 Airport Landings as of May 31, 2019	29 - 30
7.3 Sewer and Water Data updated June 17, 2019	31
8. <b><u>Adjourn / Next Meeting Date</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #009

June 5, 2019

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on June 5, 2019 from 8:30 a.m. to 9:12 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor John McTaggart and Councillor Mike Behan

ALSO PRESENT: Mayor June Caul, Travis Rob and Doug Brown, CAO

#### **1 Call to Order**

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

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

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

3.1 Minutes from the previous meeting on May 22, 2019 - the minutes from the previous meeting were approved as circulated.

#### **4 Non-agenda Items**

4.1 None

4.2 None

#### **5 New Business**

5.1 Agreement with Heikki Lampi Sand and Gravel to Install a new septic system at the Fort Frances Airport - the administration report was approved as presented.

5.2 2019/2020 Connecting Link Program - Kings Highway 11/71 - the administration report was approved as amended.

5.3 2019/2020 Connecting Link Program - Scott Street - the administration report was approved as presented.

#### **6 Outstanding Items**

- 6.1 Lions Club - Recycling Request - this item was tables until the next meeting to obtain more information.

**7 Adjourn / Next Meeting Date**

Meeting adjourned at 9:12 a.m.

Next meeting June 19, 2019

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

June 19, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Update to the Town's Asset Management Policy**

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In 2017 the Town of Fort Frances began an ambitious review of its Asset Management program spurred on from changes to the Federal Gas Tax funding requirements surrounding Asset Management and an upcoming provincial regulation specific to municipal asset management programs. One of the first things in this review was to create and implement an Asset Management Policy. In May 2017 the Town's first Asset Management Policy was adopted by Council, ahead of the completion of the regulation, starting off our two-year update to our Asset Management program.

With the release of Ontario Regulation 588/17 the requirements for Municipal Asset Management Programs were formalized. At the last minute there were some additions to the requirements for Asset Management Policies which came out after the Town had adopted their policy. In advance of the July 1, 2019 deadline, please find attached report and draft revised policy from Adam Mitchell, Asset Management Coordinator.

The Asset management policy is the guiding document for the Town's entire program and details how the Town will address its assets through their lifecycle while balancing the financial abilities of the Town and expected levels of service of the users. A key piece to an effective Asset Management Program is to have the resources available to focus on this important task and the Town has been investing in our Asset Management program over the last number of years to get to where we are currently.

It is the recommendation of the Operations and Facilities Executive Committee that the updated Asset Management Policy be approved updating policy 4.28 to align with O.Reg 588/17.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the updated Asset Management Policy be approved updating policy 4.28 to align with O.Reg 588/17.**

Manager of Operations and Facilities

June 12, 2019

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

**RE: Updates Made to Asset Management Policy with July 1<sup>st</sup>, 2019 Deadline**

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All municipalities in Ontario own, operate and maintain a wide array of infrastructure assets. These assets include, but are not limited to transportation networks, water distribution networks, sewage collection systems, reliable information technology systems, vehicle and equipment fleets, parks, and civic facilities. These assets are expected to function efficiently and effectively for many years. Knowing that all infrastructure has a defined service life, and as these assets age and deteriorate, municipalities are challenged with how to manage them in such a way to ensure that the full-service life is reached and there is a mechanism in place to enable their replacement. The term asset management is defined as “the application of sound technical, social and economic principles that considers present and future needs of users and the service from the asset”.

To move municipal asset management forward in Ontario, in 2018, the Provincial Government identified the need for an asset management policy that can be adopted by municipal councils and used to guide the development and use of organizational asset management by implementing regulation 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015 that outlines a municipality should;

- Maintain and manage infrastructure assets at defined levels
- Monitor standards and service levels to ensure that they meet/support community and the council’s goals and objectives.
- Develop and maintain asset inventories of all its infrastructures.
- Establish infrastructure replacement strategies using full life cycle costing principles.
- Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- Plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.
- Consider and incorporate asset management in its other corporate plans.
- Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

Once an asset management policy is adopted by a council, it is expected that staff implements the policy through the development and use of guidelines and practices.

The key principles contained in the attached asset management policy include;

- make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions.
- integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- consult with stakeholders where appropriate.
- manage assets to be sustainable.

- minimize total life cycle costs of assets.
- consider environmental goals.
- minimize risks to users and risks associated with failure.
- pursue best practices where available.
- report the performance of its asset management program.

The full asset management policy is attached to this report.

Respectfully Submitted



Adam Mitchell, EIT  
Asset Management Coordinator

2019JuneupdatedAMPPolicy

# THE TOWN OF FORT FRANCES

## Section: Operations and Facilities

### Policy: Strategic Asset Management

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<b>Creation Date:</b>	May 2017
<b>Revised Date:</b>	N/A
<b>Resolution Number:</b>	TBD
<b>Supersedes Resolution Number:</b>	N/A
<b>Policy Number:</b>	4.28

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#### **Purpose:**

The purpose of this policy is to provide leadership and guidance for the Town of Fort Frances to ensure the strategic development of its infrastructure asset management program, including roles and responsibilities. The policy will facilitate logical and informed decision-making for the management of the municipal infrastructure to support the delivery of sustainable community services.

#### **Background:**

A comprehensive approach to infrastructure asset management will ensure levels of service (LOS) are being delivered in the most efficient and effective manner and that due regard and process are applied to the long-term management and stewardship of the Town's capital infrastructure assets. This document will provide a high-level statement of the organization's approach, principles and expectations related to asset management and will provide a focus for the creation, implementation, sustainment and continuous improvement of the Town's asset management program.

## **Alignment with Strategic Plan:**

Our vision is to maintain a safe community with sustainable growth requires alignment of the many initiatives underway in our organization at any given time in order for it to be achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets is congruent and supports our vision.

Asset management planning therefore will not occur in isolation from other municipal goals, plans, and policies. Rather, an integrated approach will be followed to successfully develop practical asset management plans that align with the overarching accountabilities and aspirations of our community. The elements of our asset management planning approach keep us mindful of the goals described in our Strategic Plan, leverage our Official Plan and coincides with our Financial Plans. Council is to conduct an annual review of its asset management progress once the plan is completed.

## **Policy Statement:**

The Town of Fort Frances will implement an enterprise-wide asset management program through all Town divisions. The program will promote lifecycle management of all infrastructure assets, including lowest total cost of ownership and will define the provision of levels of service while balancing customer expectations with overall cost and business risk. The program will be based on continuous improvement with the goal of implementing industry best practices across all asset types and throughout the organization.

The program will include:

### **1. An asset registry**

The asset registry, or centralized asset database, will maintain an inventory of the Town's capital assets including unique ID, description, location information, their value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated cost for the repair, rehabilitation or replacement.

### **2. Asset management plans**

Updated asset management plans will be developed to incorporate all infrastructure categories. The plans will leverage the data in the registry and known best practices to identify and implement improvements in business processes in order to balance a level of service that meets Citizen expectations with the costs and risks associated with providing the service. The asset management plans should be updated on a biennial basis to promote, document and communicate continuous improvement of practice.

### **3. Continuous improvement protocols**

Elements to be reviewed and advanced include:

- **Data as the foundation for the process**

Valid, defensible data is the foundation of good decision-making. It is essential to collect complete and accurate data for all municipal infrastructure and to maintain this accuracy and currency over time.



- **Condition assessment protocols**

Municipalities need to have a clear understanding regarding the performance and condition of their assets, as all management decisions regarding future expenditures and field activities should be based on this knowledge

- **Risk and Criticality Models**

Risk and criticality models and analysis are key elements of proper asset management practices and programs. Through their use, an asset manager can determine which infrastructure is critical to the organization and can also rank and rate the level of business risk associated with all of the infrastructure stock. This becomes invaluable when limited internal resources are being used to try and address a significant number of field needs or priorities.

- **Lifecycle Management**

Proper lifecycle management of infrastructure components, networks, and portfolios will assist in establishing budgets and make the best use of public funds. The types of preventative maintenance, rehabilitation and replacement activities and the timelines for application for each asset class will be reviewed.

- **Financial Strategy**

The two main risks to financial sustainability for municipalities are providing levels of service that do not reflect fiscal capacity and the cost of infrastructure. As a result, in order for an asset management program to be effectively implemented, it must be integrated with financial planning and long-term budgeting, identifying the need for senior government funding.

- **Level of Service Frameworks**

Desired levels of service are high level indicators, comprising many factors that establish defined quality thresholds at which municipal services should be supplied to the community. They support the organization's strategic goals and are based on citizen expectations, statutory requirements, standards, and the financial capacity of the municipality to deliver those levels of service.

#### **4. Performance Metrics and Reporting**

Performance metrics and reporting tools will be developed to transparently communicate and display the current state of practice, including service levels achieved, within the organization and to assist with the path of continuous improvement moving forward.

#### **5. Integration with Financial Plans**

The municipal asset management plan is to incorporate the strategies outlined in the towns Long-Term Capital Financial Plan Policy 1.19 and develop funding solutions to replace and/or renew municipal infrastructure assets based on lifecycle costing. The development of a long term comprehensive financial plan within the Town's Asset Management Plan will allow the Town to identify the financial resources (taxation, user fees, reserves, debt) required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements.

## **6. Tangible Capital Assets and their Capitalization Threshold**

The municipality's asset management plan is to incorporate all infrastructure categories and infrastructure assets that meet the capitalization threshold outlined in the organizations Accounting for Tangible Capital Assets Policy 1.18.

## **7. Alignment with Water and Wastewater Management Requirements**

The municipality will ensure that the asset management plan is aligned with

- I. Financial plans related to the municipality's water assets including any financial plans prepared under the Safe Drinking Water Act, 2002.
- II. Financial plans related to the Municipalities wastewater assets.

## **8. Alignment in accordance to Ontario's Planning Act**

The municipality's asset management plan must align with Ontario's land-use planning framework, including any relevant policy statement's issued under subsection 3(1) of the *Planning Act*, any provincial plans as defined in the *Planning Act* and the municipality's official plan.

## **9. Awareness and outside consideration**

The municipality will coordinate planning where municipal infrastructure assets connect or are interrelated with those of neighbouring municipalities or jointly-owned municipal bodies wherever viable and beneficial.

## **10. Community Engagement**

The municipality's asset management plan should provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.

## **11. Accounting for Climate**

The municipality's asset management plan must address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets. Considerations should be made for operations, level of service and lifecycle management. Actions such as anticipated cost due to climate change, adaption opportunities, mitigation approaches, disaster planning and contingency funding should be considered.

## **12. Policy Review and Updates**

As of July 1<sup>st</sup>, 2019 the Strategic Asset Management Policy should be reviewed and, if necessary, updated at least every 5 years by the Town of Fort Frances.

## **Principles:**

### **Holistic**

Taking a comprehensive approach to asset management that looks at the 'big picture' and considers the combined impact of managing all aspects of the asset lifecycle.

### **System Focused**

Considering the assets in their asset system context, in terms of the different assets and their interrelationships, as opposed to optimizing individual assets in isolation.

### **Systematic**

Adopting a formal, consistent, repeatable approach to the management of infrastructure assets, will enable services to be provided in the most cost effective manner.

### **Innovative**

Continuous improvement will be a key part of our asset management approach and will focus on driving innovation in the development of tools, techniques and solutions.

### **Forward Looking**

Making the appropriate decisions and provisions to better enable our assets to meet the challenges of future citizen expectations, legislative requirements and climate change.

### **Risk-based**

Managing the asset risk associated with attaining the agreed upon levels of service, focusing resources, expenditures and priorities based upon risk and the corresponding cost/benefit

### **Citizen Focus**

Having clearly defined levels of service and providing assurance to our citizens by adhering to good, or where proven cost effective, best practice asset management processes and systems, supported by continually improving confidence in our asset data and achieving citizen satisfaction at the defined level of service.

### **Jobs and Prosperity**

The Township shall consider all principals outlined in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*. This Act establishes mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning that supports economic growth, protection of the environment, and incorporates design excellence into infrastructure planning.

## **Roles and Responsibilities**

### **Council**

- Approve the asset management policy and direction of the asset management program
- Approve future amendments to the asset management policy
- Establish acceptable infrastructure levels of service
- Ensure that adequate resources are available to maintain the Town's asset management program
- Report to citizens on status of community's infrastructure assets and asset management program. The channels may include annual reports, business plans, etc.

### **Executive Lead - Asset Management Steering Committee**

- Will provide corporate oversight to the goals and directions of this Policy.
- Will ensure the asset management program aligns with Town of Fort Frances' current *Strategic Plan*.
- Track, analyze and report on asset management program benefits

### **Divisional Management (Operations and Facilities Division)**

- Provide corporate wide leadership in asset management practices and concepts
- Provide asset management steering committee and divisional staff coordination
- Coordinate and track asset management program implementation and progress
- Develop and maintain asset inventories
- Assess Infrastructure condition and monitor service levels
- Establish and monitor infrastructure replacement levels through the use of full lifecycle costing principals
- Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommissioning of assets

### **Divisional Staff**

- Utilize the new business processes and technology tools
- Participate in implementing task teams as part of the asset management development
- Provide support and direction for asset management practices within their division

June 19, 2019

Report To: Administration and Finance Committee

From: Operations and Facilities Executive Committee

**RE: Letter dated May 24, 2019 from the Rendezvous RE Water Charges**

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the June 10 meeting of Council a letter was referred to the Administration and Finance Executive Committee with input from the Operations and Facilities Executive Committee. A few facts need to be outlined for the consideration of this matter.

1. The Town's water by-law states that:

*If, for any cause, any meter fails to register properly, then the quantity of water consumed during the period of such failure shall be estimated on the basis of recorded consumption for that same period in the previous year.*

2. In this case the meter is of a battery-operated type and the meters battery died, at the time that this happened we had batteries on order and had been waiting for over four months for them to arrive. Once we had batteries, we repaired the meter. The Town has now adopted the policy that all meters will be converted to hard wired type when due for replacement as battery replacement and issues arising, such as this, from estimating meters is not an effective use of resources.
3. The Rendezvous has two services with two meters. One service is at the south end of the building and the second is at the north end of the building. The two services are tied together somehow and somewhere within the building.

Upon close inspection of the consumption data provided by the Rendezvous a trend can be noted; when one meter reads high the other reads low. The services are tied together in the building, however there is no real explanation to this phenomenon. When the meter was out of service and the account was estimated, it was based only on that account's consumption in that period the year before, in that case the meter was the highest of the two. However, if you consider the total consumption of that building as a whole, as opposed to the consumption of one individual meter, it is apparent that there is a discrepancy in the estimated bill, the calculations are attached to this report.

It is the recommendation of the Operations and Facilities Executive Committee to consider both accounts in the calculation in the estimated months in question and provide a credit to the account in accordance with the spreadsheet attached.

Respectfully Submitted,

Rick Wiedenhoeft, Chair

Operations and Facilities Executive Committee

Account Number	Date	Consumption	Total M3	Estimated Consumption	Total Consumption	<u>WATER</u>	<u>SEWER</u>	<u>METER</u> <u>REPLACEMENT</u>	<u>ENVIRONMENTAL</u>	<u>TOTAL</u>	<u>ACTUAL BILLING</u>	<u>DIFFERENCE</u>
034265.00	6/30/2016	1134	2902									
037318.00	6/30/2016	1768										
034265.00	6/30/2017	2364		538	2902	896.26	883.88	30	10	\$ 1,820.14	\$ 5,547.04	\$ 3,726.90
034265.00	8/31/2016	1359	5280									
037318.00	8/31/2016	3921										
034265.00	8/31/2017	3246		2034	5280	3,170.18	3,142.84	30	10	\$ 6,353.02	\$ 12,070.63	\$ 5,717.61
												\$ 9,444.51

June 19, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Letter Dated May 31, 2019 from Riverside Health Care RE: Crosswalk on Sinclair Street**

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At the June 10<sup>th</sup> meeting of Council, a letter was received and referred to the Operations and Facilities Executive Committee from Riverside Health Care requesting a cross walk be installed on Sinclair Street between Victoria Avenue and the Hospital.

Currently on Sinclair Street there are cross walks at both Victoria Avenue and Armit Avenue with stop signs on Sinclair street at those locations. This roadway is a very low volume roadway and in comparison, much lower than Nelson Street or Portage Avenue where other large parking lots are and workers cross frequently.

As discussed when reviewing the Legion request a number of weeks ago, there is a guidance document for crosswalks and the Town can not simply paint lines on a roadway and call it a cross walk. At a mid block location such as this, at a minimum, we would have to install signage at the cross walk as well as in advance of the cross walk which may impede delivery access to the Hospital building.

It is the recommendation of the Operations and Facilities Executive Committee, that given the close proximity of two controlled cross walks and the low volume of traffic on this roadway, the request for an uncontrolled pedestrian crosswalk on Sinclair Street between Armit and Victoria Avenues be denied.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that given the close proximity of two controlled cross walks and the low volume of traffic on this roadway, the request for an uncontrolled pedestrian crosswalk on Sinclair Street between Armit and Victoria Avenues be denied.**

Manager of Operations and Facilities

June 19, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Request to place a can recycle depot at the Sorting Gap Marina**

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Since the June 5, 2019 Operations and Facilities Executive Committee the following information has been collected, as discussed, surrounding the placement of can recycle bin at the Sorting Gap Marina.

The Town's insurance company was contacted and provided the following recommendations:

*"I would suggest that an agreement is in place between the Town and the Lions Club that requires the Lions Club to provide proof of insurance naming the Town as Additional Insured. The agreement should be drafted by the Town's lawyer and should also contain an indemnification clause in favour of the Town. It should be clear who is liable for third party injury and who will insure the recycle container (property).*

*We would be happy to review an agreement once drafted."*

Further the Community Services Division was contacted to provide operational input into this request. Jason Kabel, Community Services Manager provided the following comments:

- A bin near the Marina as per the request at the location specified is not a good option. We have a beautiful asset along the waterfront and feel that a bin placed close to the sidewalk would detract from the beauty.*
- The location as specified may serve to obstruct sight lines for boat traffic as they approach the ramp area. With kids running around at the adjacent playground it could pose a safety concern with the visual obstruction.*
- In speaking with Bill Michl about the location, he seemed open to alternative options. If it is determined that we should offer this as an opportunity than a location on the North side of front street would be more desirable.*
- We have recycling containers to offer patrons & staff at the Marina building (small one inside & large one outside on wheels).*

Given the above noted comments and further to the report dated May 22, 2019, this location is still a very busy location in Town, in the summer months particularly, and any location selected to place a bin would likely be in the way for any number of groups hosting events at this location.

It is the recommendation of the Operations and Facilities Executive Committee that the request from the Voyageur Lions Club to place a can recycle depot at the Sorting Gap Marina be denied.



Respectfully Submitted,

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

Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the request from the Voyageur Lions Club to place a can recycle depot at the Sorting Gap Marina be denied.**

Manager of Operations and Facilities

2019June Lions Club Recycle Request Report 2

May 22, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Letter RE: Placement of Recycle Container on Town Land**

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At the April 22, 2019 meeting of Council, a letter from Bill Michl of the Voyageur Lions Club was referred to the Operations and Facilities Executive Committee regarding the placement of an aluminum can collection container on Town property near the Sorting Gap Marina. This request has been reviewed by the members of the Operations and Facilities Division and the following concerns were brought forward:

1. This program provides funding for this particular community group however with the bin placed on Town property it may be seen as preferential treatment towards this group and set a precedent going forward.
2. The Town expends a great deal of money to provide a recycle depot and curbside blue box collection programs. This collection container is in direct competition with the Programs we offer funded through ratepayers.
3. The location proposed is utilized by the Fort Frances Bass Championship annually for kids events and this would impact that use.
4. The Town does not remove the snow from that parking lot off Front Street rendering this bin inaccessible through the entire winter.

It is the recommendation of the Operations and Facilities Executive Committee that the request to place a can recycling bin near the Sorting Gap Marina by the Voyageur Lions Club be denied.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the request to place a can recycling bin near the Sorting Gap Marina by the Voyageur Lions Club be denied.**

Manager of Operations and Facilities

Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone 807-274-4561  
Fax: 807-274-3799

email: [town@fortfrances.com](mailto:town@fortfrances.com)  
[www.fort-frances.com](http://www.fort-frances.com)

April 23<sup>rd</sup>, 2019

Voyageur Lions Club  
Attn: Mr. Bill Michl, Recycling Chair  
344 Third Street West  
Fort Frances, Ontario  
P9A 3A7

Dear Sir:

At their meeting Monday April 22<sup>nd</sup>, 2019, Council referred the request from B. Michl, Recycling Chair - Voyageur Lions Club re: placement of a recycle bin in a location near the Marina on the LaVerendrye Parkway to the Operations and Facilities Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to T. Rob, Manager Operations and Facilities, at 274-9893 ext.1316.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

A handwritten signature in black ink, appearing to read 'E. Slomke'.

Elizabeth (Lisa) Slomke, Clerk

ES/kl

c.c. T. Rob, Manager Operations & Facilities

April 5, 2019

Travis Rob  
Town of Fort Frances

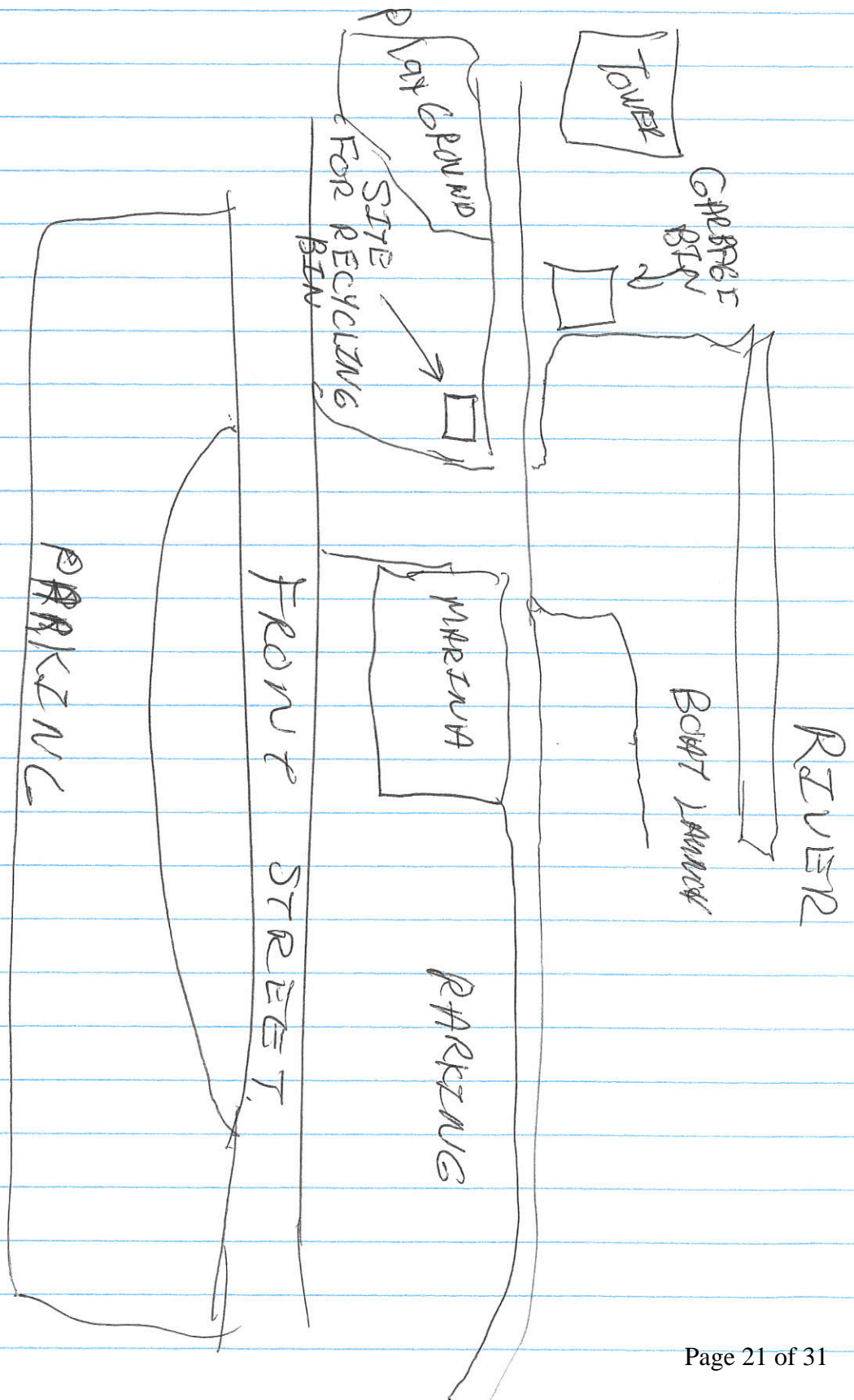
Dear Travis:

Attached to this letter is a map of where the Voyageur Lions would like to place one of our recycle bins. By placing it in this location people walking along The LaVerendrye Parkway, those launching and taking their boats out, and those driving by the Marina can access it.

Thank you very much for your consideration in this matter.

Sincerely

Bill Michl  
Recycling Chair  
Voyageur Lions Club



June 17, 2019

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  
May 2019 Monthly Report**

As per the operating agreement, the attached document is the May 2019 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. Jeff St. Pierre- Regional Hub Manager.

Yours truly,



Kelly Cunningham  
Team Lead

For Jeff St. Pierre  
Regional Hub Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
May 2019 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 May 2019; 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 <sup>3</sup> /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.

## MAY 2019 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 <sub>5</sub>	2.6 mg/L	25 mg/L	15 mg/L	20.8 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	5.0 mg/L	25 mg/L	15 mg/L	41.8 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.11 mg/L	1.0 mg/L	0.9 mg/L	0.91 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	9.52 mg/L 5.26 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		40.5 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 6.7 to 7.1; average pH was 6.9		
Temperature degrees C				Temperatures ranged from 7.0 to 9.0 C; average temperature of effluent was 7.9 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 May was 8244.3 m<sup>3</sup>/day. This represents 92% of the design average flow. Total treated flow for the month was 255574 m<sup>3</sup>.

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 231.9 m<sup>3</sup> of sewage from the New Gold mine site into the collection system. 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, hosed snail
- Replaced belts on blower 4
- Wiped DO probes
- Pumped out the digester valve chamber sump
- Replaced shear pin long collector 1 drive
- Repaired the hoist in the sludge/polymer area

### **Pump Stations:**

- Ran gensets
- Changed seal water strainers

## **PROCESS AND OPTIMIZATION ISSUES**

The new progressive cavity polymer pump and VFD have been installed and commissioned by Fournier. We are using the new pump and we are now ordering polymer in totes.

## **SLUDGE SUMMARY**

Dennis Robinson Limited hauled a calculated total of 135 m<sup>3</sup> (14 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 19.6 % TS for the month but slump test results from the landfill have not been provided. The new polymer pump is in use and we are ordering polymer in totes.

The Fournier press ran for 141.6 hours in May.

## **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 547 (x 180 multiplier) kWh.  
The Fournier press has been operated for 642.6 hours in 2019.

### **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)

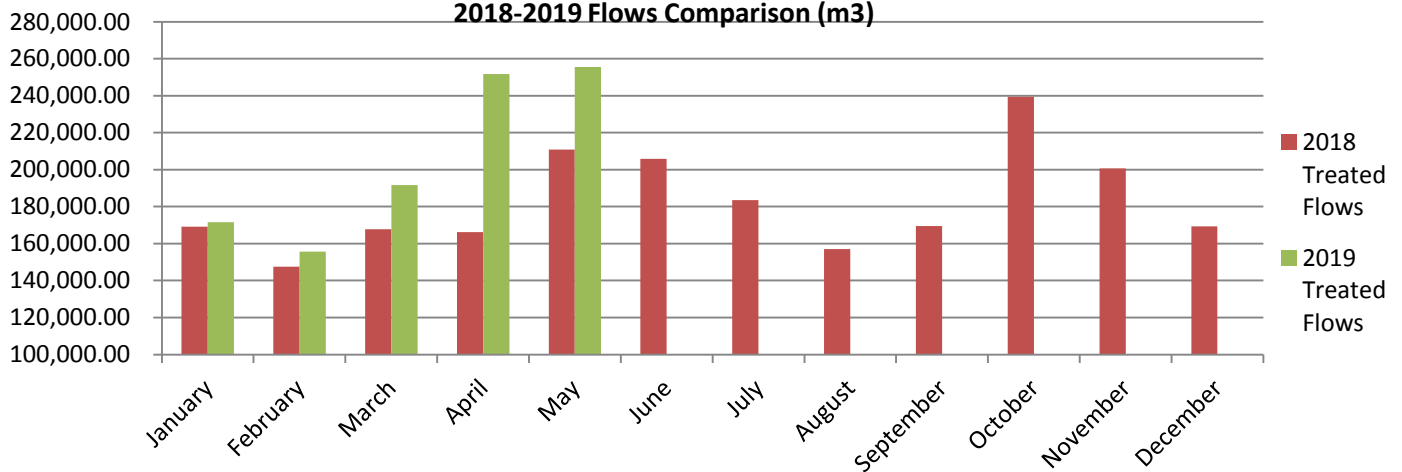
Month	Sewage Flows Year 2019					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.970264575	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.965855064	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.949787234	
January	5536.2	5933	171621		171621	62%	136	14		
February	5561.0	6023	155707		155707	62%	106.7	12		
March	6180.7	8247	191603		191603	69%	109.2	10		
April	8390.4	9966	251711		251711	93%	121.6	13		
May	8244.3	10890	255574		255574	92%	135	14		
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	1026216		608.5	63		
Average	6783		205243		205243	75%	121.7	12.6		
Max		10890	255574		255574			14		
ECA	9000	18000								

	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean
Month	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	Counts
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/100ml
January	110.2	2.1	11.5	160.1	3.9	21.4	2.52	0.12	0.69	20.9	8.8	11.5
February	103.8	2.1	11.7	152.9	3.3	18.2	3.61	0.12	0.67	19.3	9.9	16.8
March	84.0	2.5	15.0	142.8	5.5	36.0	2.30	0.12	0.82	18.2	11.1	16.8
April	67.6	3.4	29.4	117.6	6.0	50.1	1.72	0.12	1.02	12.9	9.9	34.4
May	61.5	2.6	20.8	120.7	5.0	41.8	1.60	0.11	0.91	12.6	9.5	40.5
June												
July												
August												
September												
October												
November												
December												
Average	85.4	2.5	17.7	138.8	4.7	33.5	2.4	0.12	0.82	16.8	9.9	24.0
Max	110.2	3.4	29.4	160.1	6	50.1	3.6	0.12	1.02	20.9	11.1	40.5
ECA		25	225		25	225		1.0	9.0			200

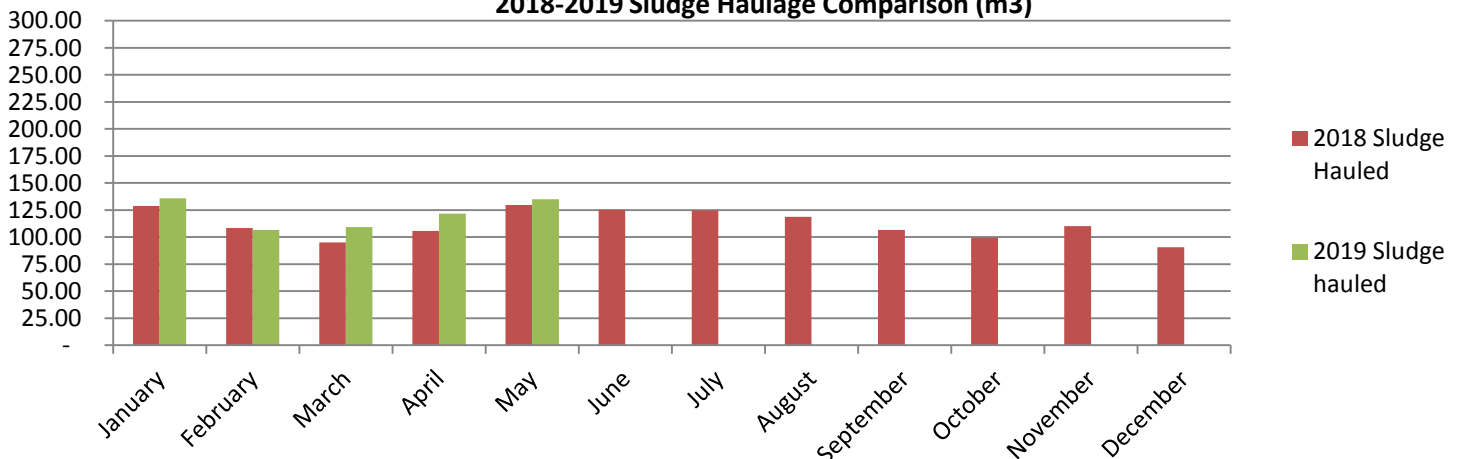
**2018-2019 Comparison Chart**

Month	2018 Treated Sewage	2019 Treated Sewage	% Variance 2018 to 2019	2018 Hauled Sludge	2019 Hauled Sludge	% Variance 2018 to 2019
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	169,201.00	171,621.00	1%	128.90	136.00	6%
February	147,497.00	155,707.00	5%	108.30	106.70	-1%
March	167,707.00	191,603.00	12%	95.00	109.20	15%
April	166,292.00	251,711.00	34%	105.70	121.60	15%
May	210,932.00	255,574.00	17%	129.70	135.00	4%
June	205,818.00		#DIV/0!	125.30		-100%
July	183,465.00		#DIV/0!	124.70		-100%
August	157,126.00		#DIV/0!	118.60		-100%
September	169,565.00		#DIV/0!	106.50		-100%
October	239,494.00		#DIV/0!	99.60		-100%
November	200,745.00		#DIV/0!	110.10		-100%
December	169,263.00		#DIV/0!	90.70		-100%
<b>Totals</b>	<b>2,187,105.00</b>		<b>#DIV/0!</b>	<b>1,343.10</b>	<b>608.50</b>	<b>-55%</b>

**2018-2019 Flows Comparison (m3)**



**2018-2019 Sludge Haulage Comparison (m3)**



Aircraft Landings 2019  
As of May 31, 2019

Month	Bearskin Flights			Bearskin- Passengers			Air Bravo Passengers		Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2019	2018	2017	2019	2018	2017	2019	2018	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019-2018
January	54	68	76	160	198	308	8	0	0	0	0	4	3	2	60	55	42	0	2	4	42	73	48	160	143	177	17
February	56	66	80	197	187	334	15	0	13	0	1	1	2	1	43	57	32	0	3	0	38	56	39	151	156	155	-5
March	61	73	90	160	249	336	11	0	13	0	10	10	5	4	52	43	50	2	6	14	42	57	51	180	178	192	2
1/4 Total	171	207	246	517	634	978	34	0	26	0	11	15	10	7	155	155	124	2	11	18	122	186	138	491	477	524	14
April	59	77	67	197	270	289	7	0	5	0	0	9	7	18	57	42	40	3	6	4	40	42	41	173	186	201	-13
May	67	77	87	196	276	389	5	2	14	4	8	19	19	8	63	35	50	25	28	0	43	54	56	231	229	259	2
June		68	82		219	324		4		4	10		24	16		36	38		70	14		49	63	0	273	328	-273
1/2 Total	297	429	482	910	1399	1980	46	6	45	8	29	43	60	49	275	268	252	30	115	36	205	331	298	895	1165	1312	-270
July		74	70		228	224		7		10	3		40	26		38	51		79	76		41	54	0	286	324	-286
August		69	82		219	292		5		6	4		41	27		41	66		65	80		44	50	0	322	313	-322
September		66	79		197	267		2		29	7		33	14		44	40		45	42		37	39	0	230	249	-230
3/4 Total	297	638	713	910	2043	2763	46	20	45	53	43	43	174	116	275	391	409	30	304	234	205	453	441	895	2003	2198	-1108
October		68	72		254	255		8		5	6		18	16		37	44		8	18		43	42	0	203	214	-203
November		71	71		209	281		1		2	0		5	2		41	28		1	0		40	40	0	168	146	-168
December		55	62		197	199		7		0	0		7	2		41	36		0	0		34	40	0	122	139	-122
Total	297	832	918	910	2703	3498	46	36	45	60	49	43	204	136	275	510	517	30	313	252	205	570	563	895	2496	2697	-1601

Fort Frances Airport - Page 2/2 - Fuel Sales - May 31, 2019																			
Fuel Sales Recap - 2019									2019	2018	2017	2016	2015	2014	2013	2012	2011	9 year	Variance
	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	2019-2018
Month	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2019 to 2011	month
January	132	132	7,918	7,918	546	546	8,596	8,596	8,596	16,597	25,675	7,528	8,692	11,543	7,216	10,252	7,308	11,940	-8,001
February	27	159	7,964	15,882	10,602	11,148	18,593	27,189	18,593	16,286	12,503	11,904	11,231	12,304	6,197	6,918	3,687	11,276	2,307
March	840	999	12,876	28,758	12,380	23,528	26,096	53,285	26,096	9,798	21,928	13,255	17,795	10,508	12,077	9,329	10,390	14,079	16,298
April	1,379	2,378	11,631	40,389	12,836	36,364	25,846	79,131	25,846	10,398	13,102	8,592	13,219	8,377	4,453	8,251	5,294	10,821	15,448
May	2,615	4,993	16,052	56,441	12,706	49,070	31,373	110,504	31,373	24,839	21,362	24,681	16,161	29,753	18,350	21,891	19,790	23,223	6,534
June						49,070	0	110,504		27,380	27,380	26,015	45,698	30,789	22,786	23,537	25,723	27,967	-27,380
July						49,070	0	110,504		23,461	24,642	29,002	28,150	14,441	19,232	32,650	19,124	23,959	-23,461
August						49,070	0	110,504		30,430	23,029	21,119	36,638	20,450	20,075	30,783	21,467	25,805	-30,430
September						49,070	0	110,504		25,191	13,489	21,325	24,238	21,837	18,005	19,431	22,511	20,552	-25,191
October						49,070	0	110,504		10,769	16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,681	-10,769
November						49,070	0	110,504		10,748	9,924	22,349	11,616	7,238	6,398	8,170	6,785	10,442	-10,748
December						49,070	0	110,504		13,243	6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,588	-13,243
Total	4,993		56,441		49,070		110,504		110,504	219,140	216,198	230,222	229,246	189,561	149,926	190,716	158,202	203,331	-108636

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

Sewer & Water Data for 2019

up-dated June 17, 2019

Month	Days per month	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019-2018	2019-2018	2019	2019	Monthly	
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration	Infiltration	
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average	US Gallons	
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP				
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily							
January	31	171621	5536.16	10692	344.90	6.23%		115440	3723.9	8570	276.5	7.42%	-3740.0	2420.0	56181.0	1812.3	14,841,447
February	28	155707	5560.96	9024	322.29	5.80%		112420	4015.0	8570	306.1	7.62%	5010.0	8210.0	43287.0	1546.0	11,435,213
March	31	191603	6180.74	10980	354.19	5.73%		121380	3915.5	7475	241.1	6.16%	-3420.0	23896.0	70223.0	2265.3	18,550,950
April	30	251711	8390.37	13350	445.00	5.30%		106270	3542.3	7475	249.2	7.03%	-9580.0	85419.0	145441.0	4848.0	38,421,440
May	31	255574	8244.32	10939	352.87	4.28%		101260	3266.5		0.0	0.00%	-11710.0	44642.0	154314.0	4977.9	40,765,438
June	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-119760.0	-205818.0	0.0	0.0	-
July	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-125810.0	-183465.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-132730.0	-157126.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-104130.0	-169565.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-103780.0	-239494.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-101430.0	-200745.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-104790.0	-218710.0	0.0	0.0	-
Total	365	1026216		54985				556770.0		32090.0			-815870.0	-1210336.0	469446.0	1286.2	124,014,489
Monthly Average		205243.2	2826.05	10997	151.60			111354.0	1538.6	8022.5	89.4		-67989.2	-100861.3	39120.5	1287.5	10,334,541