

TOWN OF FORT FRANCES

AGENDA - November 12, 2019

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 028) 4:00 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 (4:00 pm)**
 - 4.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Victoria Avenue
 - 4.2 Personal Matters about an identifiable individual, including municipal or local board employees: Personnel Matter
 - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: McIrvine Road & Industrial Park
 - 4.4 Personal Matter about an Identifiable Individual, including municipal or local board employees: 32nd Annual Citizen of the Year.
- approval of this report will endorse the Citizen of the Year recommendation for the Town's 32nd Annual Citizen of the Year.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor June Caul - Verbal Report
Councillor Michael Behan - Verbal Report
Councillor Wendy Brunetta - Verbal Report
Councillor Andrew Hallikas - Verbal Report
7. **Consent Agenda:**
 - 7.1 Hatfield Request to Waive Deeming Application Fees. 4
- approval of this report will agree to the recommendation of the Planning and Development Executive Committee to waive the fee of \$190.20 to deem Lots 214, 216, 218 and 220 Fifth Street West as one lot of record through By-Law.

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7.2 Appointment of Cody Vangel as Chief Building Official and Re-appointment of Travis Rob as Deputy Chief Building Official. - approval of this report will agree to the recommendation of the Planning and Development Executive Committee that: 1) Effective November 12th, 2019 By-Law No. 5816 be rescinded; and 2) That Effective November 12th, 2019 a new authorizing by-law be prepared appointing Cody Vangel as the Chief Building Official and Travis Rob as the Deputy Chief Building Official to be executed by Mayor and Clerk on behalf of the Corporation.	5
7.3 2020 Planning & Development User Fees & Charges - approval of this report will agree to the recommendation of the Planning & Development Executive Committee in principle with an increase of 1.7% with a few exceptions as outlined on the attached spreadsheets and further that a by-law be prepared prior to January 1, 2020.	6 - 11
7.4 Library Shed Proposal. - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the Library Board proceeding with an RFP process for construction of a shed on the Arena/Library property with final location and specifications to be presented to Council prior to commencement of construction.	12 - 13
7.5 2020 Operations and Facilities Division User Fees and Charges - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to endorse the 2020 proposed user fees and charges and cemetery price list with a 1.7% increase with a few exceptions as outlined in the report and attached spreadsheets, further that a by-law be prepared in order to enact these changes effective January 1, 2020.	14 - 28
7.6 2020/2021 Connecting Link Program - King's Highway 11/71 - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that supports a separate resolution be passed by Council respecting the application to the Ministry of Transportation 2020/2021 Connecting Link program for the reconstruction of Kings Highway from Pit Road #1 to Oakwood Road.	29
7.7 2020/2021 Connecting Link Program - Scott Street - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee supports a separate resolution be passed by Council respecting the application to the	30

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Ministry of Transportation 2020/2021 Connecting Link program for the reconstruction of Scott Street from Reid Avenue to Armit Avenue.	
7.8 Drinking Water Quality Management System - Management Review	31 -
- approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee as outlined in the report including five action items.	115
7.9 Geospatial Data Share Agreement with Telecon	116 -
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee that the Town enter into an agreement with Telecon, that the associated fees be imposed and further that the Mayor and Clerk be authorized to execute the agreement on behalf of the corporation.	124
7.10 Geospatial Data Share Agreement with Fire Underwriters	125 -
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to authorize the Town to enter into an agreement with Fire Underwriters, that the associated fees relating to the data be waived and further that the Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.	134
7.11 Application to the Investing in Canada Infrastructure Program - Memorial Sports Centre	135
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to endorse the application to the ICIP - Community, Culture and Recreation Stream for capital upgrades at the Memorial Sports Centre in advance of the November 12 deadline.	
8. <u>Information:</u>	
8.1 MSC - Membership Usage Report Jan-Oct 2019	136
8.2 MSC - Pool & Fitness Activity Report Jan-Oct 2019	137 -
	138
9. <u>Non-agenda items:</u>	
10. <u>ADJOURNMENT</u>	

Date: November 5, 2019

Report To: Mayor & Council

From: Cody Vangel, CBO Trainee/Municipal Planner

Re: **Hatfield Request to Waive Deeming Application Fees**

In the summer of 2018 construction began on a single detached dwelling which spanned across Lots 214, 216, 218, 220 Fifth Street West. For this to be compliant with the zoning specifications in the Town of Fort Frances Zoning By-law, these four lots require to be deemed as one through by-law.

On September 24, 2019 a letter accompanied by an “APPLICATION TO DEEM LOTS TO NOT BE ON A REGISTERED PLAN OF SUBDIVISION” was sent to the owners of the above-mentioned lots to begin the process of deeming the four lots as one.

On October 23, 2019 administration received the partially completed application along with a letter to council detailing refusal to pay the application fees due to not being informed of the deeming requirements in the summer of 2018.

This matter was considered by the Planning and Development Executive Committee at their session on Monday November 4, 2019.

With this stated, the Planning and Development Executive Committee recommends that the deeming application fee of \$190.20 be waived.

Respectfully submitted,

Original Signed By:

Cody Vangel, EIT
CBO Trainee/Municipal Planner

Council approval of this report will: Waive the fee of \$190.20 to deem Lots 214, 216, 218 and 220 Fifth Street West as one lot of record through By-Law.
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REPORT

October 30th, 2019

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Appointment of Cody Vangel as the Chief Building Official and Reappointment of Travis Rob as the Deputy Chief Building Official

On October 23th, 2019, Cody Vangel successfully obtained the legal course (Powers and Duties of CBO- 2012) under the Ontario Building Code. As a result, the Corporation of the Town of Fort Frances is able to officially appoint Cody Vangel as the Town's Chief Building Official. Travis Rob had previously been appointed through By-Law No. 58/16 as the Deputy Chief Building Official, however this by-law also appointed Tyson Dennis as the Chief Building Official. See attached by-law No 58/16. By-law No. 58/16 must now be rescinded, and a new authorizing appointment by-law be prepared.

The Planning & Development Executive Committee recommends the following:

- That effective November 12th, 2019 By-Law No. 58/16 be rescinded; and
- That effective November 12th, 2019 an new authorizing by-law be prepared appointing Cody Vangel as the Chief Building Official and Travis Rob as the Deputy Chief Building Official for the Corporation of the Town of Fort Frances.

Respectfully submitted,



D. Brown, CAO

COUNCIL APPROVAL OF THIS REPORT will authorize the following;

- That effective November 12th, 2019 By-Law No. 58/16 be rescinded; and
- That effective November 12th, 2019 an new authorizing by-law be prepared appointing Cody Vangel as the Chief Building Official and Travis Rob as the Deputy Chief Building Official for the Corporation of the Town of Fort Frances.

October 31th, 2019

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: 2020 Planning & Development Dept. User Fees & Charges

Please find attached spreadsheet No. 1 outlining the proposed 2020 user fees and charges for the Planning & Development Dept. The 2019 rates were increased by 1.7 % across the board with a few exceptions.

The exceptions are as follows and are shown highlighted in “yellow” on the spreadsheet;

1. **General Building Permit Fees** –Same as in 2019 as a result of being the highest among the larger communities in Northwestern Ontario. See attached spreadsheet No. 2 outlining general building permit fees from surrounding communities.
2. **Animal Control Impound Fee** –As in 2019 as a result of the Enforcement Officers requiring exact change to deal with customers at the animal shelter. Rounding to nearest half dollar.
3. **Planning Fees** – some fees the same as in 2019 as a result of being the highest among the larger communities in Northwestern Ontario. See attached spreadsheet No. 2 outlining planning and zoning by-law fees from surrounding communities.

There is one new fee added to 2019 which is highlighted in “Red”

Section 2.10.5 – Annual Sign Fee (signs on Town property) set at \$ 150.00 in May of 2019 goes to \$ 152.55 in 2020.


The forecasted increase in revenue is as follows for the Planning & Development Dept.;

Area	1.7% & adjustments
Building	\$ 36.73
Planning	\$ 184.56
Animal control	\$ 20.08
Parking/Enforcement	\$ 3.76
Total	\$ 245.13

The Planning & Development Executive Committee recommends the following:

- 1) That Council endorses the 2020 proposed user fees and charges for the Planning & Development Division, in principle with an increase of 1.7 % with the exception of those highlighted fees as outlined on the attached spreadsheets and further recommends that an authorizing by-law be prepared prior to January 1st, 2020.

Respectfully submitted,



Doug Brown, P. Eng.
CAO

Council approval of this report will ensure the following:

- 1) That Council endorses the 2020 proposed user fees and charges for the Planning & Development Dept. in principle with an increase of 1.7% with a few exceptions as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2020.

2019 October B&P Dept. 2020 user fees & charges

TOWN OF FORT FRANCES
Spreadsheet No. 1 - 2020 SCHEDULE OF FEES- As of October 31th, 2019

Number of Units per year	Approved 2017	Approved 2018	Approved 2019	Proposed 2020	2020 Additional Revenue from increase to rates	Notes
Resident						
	0.42/sq.ft.	0.42/sq.ft.	0.42/sq.ft.	0.42/ sq.ft.		same as in 2019, 2018 & 2017 as highest building permit fees compared to larger Communities in Northwestern Ontario
	0.27/sq.ft.	0.27/sq.ft.	0.27/sq.ft.	0.27/ sq.ft.		
	0.83/sq.ft.	0.83/sq.ft.	0.83/sq.ft.	0.83/ sq.ft.		
	0.67/sq.ft.	0.67/sq.ft.	0.67/sq.ft.	0.67/ sq.ft.		
	0.42/sq.ft.	0.42/sq.ft.	0.42/sq.ft.	0.42/ sq.ft.		
	56.65	56.65	56.65	56.65		
	11.30	11.30	11.30	11.30		
0	91.95	\$93.35	95.78	97.41		Extra time needed for these inspections
0	243.50	\$247.15	253.58	257.89		
0	91.95	\$93.35	95.78	97.41		
Applicable Rates (Time & OH)		Applicable Rates (Time & OH)		Applicable Rates (Time & OH)		
	11.30	11.30	11.30	11.30		same as in 2019, 2018 & 2017 as highest building permit fees compared to larger Communities in Northwestern Ontario
	56.65	56.65	56.65	86.50		Average fee between Kenora & Sioux Loookout 52.7% increase from 2019 to 2020
	56.65	56.65	56.65	57.61		
2	150.00	\$152.25	\$156.21	158.86	5.31	
Greater of \$150 or 10% of Building				Greater of \$158.86 or 10% of Building		
or Demolition Permit Fee				or Demolition Permit Fee		
	56.65	56.65	56.65	57.61		For 2020 added 1.7% based on Thunder Bay's range of fees from \$ 100 to 250
	56.65	56.65	56.65	56.65		same as in 2019, 2018 & 2017
	50%	50%	50%	50%		
	5%	5%	5%	5%		
4	91.95	\$93.35	\$95.78	97.41	6.51	
0	121.85	\$123.70	\$126.92	129.07		
0	243.65	\$247.30	\$253.73	258.04		

2.0 Planning & Development (Plus applicable taxes) Effective January 1, 2019

2.1 Building/Demolition Permits

- 2.1.1.1 Garages, Accessory Use Buildings, Covered Decks
- 2.1.1.2 Uncovered Decks, Sheds, Temporary Structures
- 2.1.1.3 Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)
- 2.1.1.3.1 Main Floor
- 2.1.1.3.2 Basement
- 2.1.1.3.3 Each Additional Floor
- 2.1.2 All Other Construction Nor Conforming to the Above Fee Schedule
- 2.1.2.1 1st \$1,000 of Value
- 2.1.2.2 Each Additional \$1,000 of Value or Part Thereof
- 2.1.2.3 Progress Reports
- 2.1.2.4 Conditional Permit
- 2.1.2.5 Re-Inspection Fee
- 2.1.2.6 Special Call Out Services

Plumbing Inspection
2.2 Fee

2.2.1 Per Fixture

2.3 Change of Use

2.4 Residential Demolition

2.5 Administration Fee

- 2.5.1 Construction/Demolition Commenced
Prior to Issuance of Building Permit

2.6 Transfer of Permit Fee

2.7 Application for Deferral of Revocation

2.8 Refund of Fees

- 2.8.1 Permit Issued but Construction Not Commenced
- 2.8.2 Reduction of Refund for Each Field Inspection Performed
After Issuance of Permit

2.9 Moving Permit Fees

- 2.9.1 Single Trip
- 2.9.2 Single Short Term Job
- 2.9.3 Single Job - 6 Months

TOWN OF FORT FRANCES
Spreadsheet No. 1 - 2020 SCHEDULE OF FEES- As of October 31th, 2019

				Number of Units per year	Approved 2017		Approved 2018		Approved 2019		Proposed 2020		2020 Additional Revenue from increase to rates	Notes
2.9.4 Annual Permit				1	487.25		\$494.60		\$507.46		516.09	8.63		
2.10 Sign Permit Fee														
2.10.1 Permanent Sign Fee				9	60.90		\$61.80		\$63.41		64.48	9.70		
2.10.2 Mobile Sign - 30 Day Permit				2	11.05		\$11.25		\$11.54		11.74	0.39		
2.10.3 Mobile Sign - 90 Day Permit				0	27.70		\$28.15		\$28.88		29.37	0.00		
2.10.4 Mobile Sign - 180 Day Permit				1	55.30		\$56.13		\$57.59		58.57	0.98	36.73	
2.10.5 Annual Sign Fee (signs on Town property)				1					\$150.00		152.55	2.55	New Fee introduced in May of 2019	
2.11 Swimming Pool Fencing Permit Fee				2	75.00		\$76.13		\$78.10		79.43	2.66	Pool Fence By-Law - Permit is for the fence around the pool for security. One time fee when constructing the pool fencing. Based on 1.5 hours for the CBO to review and issue permit.	
2.12 Animal Control														
2.12.1 2.12.1.1 Cat/Dog License - Spayed/Neutered				29	24.35		\$24.70		\$25.34		\$25.77	12.49	20.08	
2.12.1.2 Cat/Dog License - Unspayed/Non-Neutered				3	35.80		\$36.35		\$37.30		\$37.93	1.90		
2.12.1.3 Cat/Dog Lifetime Licence Spayed/Neutered/ Microchip/Tattoo							\$20.00		\$20.52		\$20.87			
2.12.1.4 Replacement for Lost Tag				0	17.75		\$18.00		\$18.50		\$19.00	0.00	Rounded up by 19 cent to \$ 19.00 from \$18.81	
2.12.2 Impound Fee				4	80.00		\$80.00		\$82.08		\$83.50	5.68	This rate can increase but needs to be rounded number as enforcement officer take payment from customers at the shelter. In-line with similar size municipalities in Ontario. For 2020 rounded up from \$ 83.48 to \$ 83.50	
2.12.3 Protective Care Fee per day							\$20.00		\$20.50		\$21.00	0.00	Rounded up by 15 cent to \$ 21.00 from \$ 20.85	
2.13 Private Parking Spaces (Rented)														
2.13.1 Annual Fee Each				3	376.25		\$540.00		\$600.00		\$600.00	0.00	Set Rate for 2019 in July of 2018 same in 2019	
2.14 Portage Avenue Municipal Parking Lot														
2.14.1 Each Parking space Per Year				12	376.25		\$540.00		\$600.00		\$600.00	0.00	Set Rate for 2019 in July of 2018 same in 2019	
2.14.2 Unreserved Parking Spaces - Daily					2		\$2.00		\$4.00		\$4.00	0.00	Rates are fixed due to meter equipment	
2.15 Metered Parking					1		\$1.00		\$1.25		\$1.25	0.00	Set Rate for 2019 in July of 2018 same in 2019	
2.16 Loading Zone - Annual Fee Each				5	376.26		\$540.00		\$600.00		\$600.00	0.00	Set Rate for 2019 in July of 2018 same in 2019	
2.17 Church Loading Zone - Annual Fee Each				3	70.75		\$71.81		\$73.68		\$74.93	3.76	3.76	
2.18 Planning Fees														
2.18.1 Official Plan Amendment (Delegation of OPA approval January 1, 2016)				2	3,000.00		3,000.00		3,000.00		3,000.00	0.00	same as in 2019, 2018 & 2017	
2.18.2 Zoning By-Law Amendment				1	1,800.00		1,800.00		1,800.00		1,800.00	0.00	same as in 2019, 2018 & 2018	
2.18.3 Removal of "H" Symbol				1	1,200.00		1,200.00		1,200.00		1,200.00	0.00	same as in 2019, 2018 & 2019	
2.18.4 Temporary Use By-Law				0	1,200.00		1,200.00		1,200.00		1,200.00	0.00	same as in 2019, 2018 & 2020	
2.18.4.1 Extension to Temporary Use By-Law					360.00		360.00		360.00		360.00	0.00	same as in 2019, 2018 & 2021	
2.18.5 Application for Subdivision/Condominium					3,000.00		3,000.00		3,000.00		3,000.00	0.00	same as in 2019, 2018 & 2022	
2.18.5.1 Amendment to Subdivision/Condominium					600.00		600.00		600.00		600.00	0.00	same as in 2019, 2018 & 2023	
2.18.6 Consent (i.e. new lot, easement, lot addition, etc.)				5	549.20		\$557.45		\$571.94		\$581.67	48.62		

TOWN OF FORT FRANCES
Spreadsheet No. 1 - 2020 SCHEDULE OF FEES- As of October 31th, 2019

	Number of Units per year	Approved 2017	Approved 2018	Approved 2019	Proposed 2020	2020 Additional Revenue from increase to rates	Notes
2.18.6.1 Successive Applications (related property)		275.65	\$279.80	\$287.07	\$291.96	0.00	
2.18.6.2 Additional Fee if easement, ROW included		275.65	\$279.80	\$287.07	\$291.96	0.00	
2.18.7 Minor Variance / Special Permission	8	304.50	\$309.10	\$317.14	\$322.53	43.13	
2.18.8 Acknowledgement, Undertaking & Indemnification		60.30	\$61.20	\$62.80	\$63.86	0.00	
2.18.9 Site Plan Agreement	3	976.40	\$991.05	\$1,016.81	\$1,034.10	51.86	
2.18.9.1 Amendment to Site Plan Agreement		304.50	\$309.10	\$317.14	\$322.53	0.00	
2.18.10 Request for Property Information	32	60.90	\$61.80	\$63.41	\$64.48	34.49	
2.18.11 Encroachment Agreement or other land use agreement not listed elsewhere		365.40	\$370.88	\$380.52	\$386.99	0.00	
2.18.12 Validation of Title / Power of Sale		304.50	\$309.07	\$317.10	\$322.49	0.00	
2.18.13 Reschedule Public Meeting (at applicant's request) - all planning applications		304.50	\$309.07	\$317.10	\$322.49	0.00	
2.18.14 Deeming By-Law (applies to second and successive lot)	4	60.90	\$61.81	\$63.42	\$64.50	4.31	
2.18.15 Land Titles, Ontario Municipal Board, Planner's Fees, if applicable, excessive staff time		Cost Recovery Basis	Cost Recovery Basis	Cost Recovery Basis	Cost Recovery Basis		184.56
2.18.16 Solicitor Fees incurred by the Municipality related to any Planning matter within Section 2.18		Cost Recovery Basis	Cost Recovery Basis	Cost Recovery Basis	Cost Recovery Basis		New Fee in 2017 Recommendation by Town Lawyer
2.18.17 Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5		10% of applicable fee	10% of applicable fee	10% of applicable fee	10% of applicable fee		
2.18.18 "applied to applicable fee as noted upon receipt of completed application"							
2.18.18 Assign Property Address	2	60.90	\$61.80	\$63.41	\$64.48	2.16	
2.19 Daily Impoundment Fee for vehicles, trailers, boats etc...			\$100.00	100.00	\$101.70		per day per unit

Spreadsheet No. 2 - TOWN OF FORT FRANCES - Municipality Comparison for Building Permits & Planning Fees

2.0 Planning & Development (Plus applicable taxes) Effective January 1, 2019

2.1 Building/Demolition Permits

2.1.1.1	Garages, Accessory Use Buildings, Covered Decks	\$/sq.ft
2.1.1.2	Uncovered Decks, Sheds, Temporary Structures	\$/sq.ft
2.1.1.3	Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)	
2.1.1.3.1	Main Floor	\$/sq.ft
2.1.1.3.2	Basement	\$/sq.ft
2.1.1.3.3	Each Additional Floor	\$/sq.ft
2.1.2	All Other Construction Nor Conforming to the Above Fee Schedule	
2.1.2.1	1st \$1,000 of Value	Flat Rate
2.1.2.2	Each Additional \$1,000 of Value or Part Thereof	\$/\$1000
2.1.2.3	Progress Reports	Flat Rate
2.1.2.4	Conditional Permit	Flat Rate
2.1.2.5	Re-Inspection Fee	Flat Rate
2.1.2.6	Special Call Out Services	

Plumbing Inspection

2.2 Fee

2.2.1	Per Fixture	\$/fixture
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2.3 Change of Use

2.4 Residential Demolition

2.5 Administration Fee

2.5.1	Construction/Demolition Commenced Prior to Issuance of Building Permit	Flat Rate
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2.6 Transfer of Permit Fee

2.7 Application for Deferral of Revocation

2.8 Refund of Fees

2.8.1	Permit Issued but Construction Not Commenced	
2.8.2	Reduction of Refund for Each Field Inspection Performed After Issuance of Permit	

2.11 Swimming Pool Fencing Permit Fee

2.18 Planning Fees

2.18.1	Official Plan Amendment (Delegation of OPA approval January 1, 2016)	
2.18.2	Zoning By-Law Amendment	
2.18.3	Removal of "H" Symbol	
2.18.4	Temporary Use By-Law	
2.18.4.1	Extension to Temporary Use By-Law	
2.18.5	Application for Subdivision/Condominium	
2.18.5.1	Amendment to Subdivision/Condominium	
2.18.6	Consent (i.e. new lot, easement, lot addition, etc.)	
2.18.6.1	Successive Applications (related property)	
2.18.6.2	Additional Fee if easement, ROW included	
2.18.7	Minor Variance / Special Permission	
2.18.8	Acknowledgement, Undertaking & Indemnification	
2.18.9	Site Plan Agreement	
2.18.9.1	Amendment to Site Plan Agreement	
2.18.10	Request for Property Information	
2.18.11	Encroachment Agreement or other land use agreement not listed elsewhere	
2.18.12	Validation of Title / Power of Sale	
2.18.13	Reschedule Public Meeting (at applicant's request) all planning applications	
2.18.14	Deeming By-Law (applies to second and successive lot)	
2.18.15	Land Titles, Ontario Municipal Board, Planner's Fees, if applicable, excessive staff time	
2.18.16		
2.18.17	Solicitor Fees incurred by the Municipality related to any Planning matter within Section 2.18 Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5 "applied to applicable fee as noted upon receipt of completed application"	
2.18.18	Assign Property Address	

Red indicates a municipality with higher fee than Fort Frances						
Fort Frances 2019	Emo 2019	Kenora 2019	Red Lake 2019	Sioux Lookout 2019	Dryden 2019	Thunder Bay 2019
\$ 0.42		\$73.00 per bay		\$ 0.35	\$ 0.20	\$.28/sq.ft or \$200 for deck
\$ 0.27		\$ 0.25			\$ 0.20	\$.28/sq.ft or \$100 for deck
\$ 0.83		\$ 0.50		\$ 0.60	\$ 0.60	\$ 1.21
\$ 0.67				\$ 0.20		\$ 0.28
\$ 0.42				\$ 0.50		
\$ 56.65	\$ 50.00			50-100	30-100	\$ 100.00
\$ 11.30	\$ 8.00			\$ 8.00	\$ 8.00	\$ 12.00
\$ 95.78						
\$ 253.58				fee + 50%		\$ 250.00
\$ 95.78		\$ 30.00		\$ 50.00		
Applicable rates						\$ 200.00
\$ 11.30		\$ 10.00		\$ 8.00	\$ 10.00	\$ 12.00
\$ 56.65		\$ 75.00		\$ 100.00		\$ 100.00
\$ 56.65	\$ 100.00	\$ 40.00				\$ 100.00
		\$ 0.05		\$ 0.06		
Greater of \$150.00 or 10%	\$200 + fee	fee + (25% to 100%)		\$200 + 200% of fee		
\$ 56.65		\$ 30.00		\$ 50.00		100-250
\$ 56.65		\$ 50.00				
50%						
5%						
\$78.10						
\$3,000.00	\$ 1,800.00	\$1,500	\$700	\$1,000	\$2,260	\$4,000
\$1,800.00	\$ 850.00	\$1,100	\$600	\$800	\$1,150	\$3,000
\$1,200.00						\$250
\$1,200.00			\$600	\$600	\$1,120	\$3,000
\$360.00					\$300	
\$3,000.00	\$ 4,000.00	2000-5000	\$2,000	2000-6000	\$2,850	\$2,500
\$600.00		\$400			\$500	
\$571.94	\$ 450.00	\$550	\$600	\$700	\$679	\$1,000
\$287.07						\$100
\$287.07						
\$317.14	\$ 200.00	\$325	\$300	\$400	\$449	\$1,000
\$62.80						
\$1,016.81	\$ 1,200.00	200-800	\$550	800-5000	\$900	\$1,500
\$317.14		\$400	\$100		\$285	\$1,000
\$63.41	30-50	50-90		\$50	\$59	\$100
\$380.52					\$228	
\$317.10	\$ 200.00	\$350		\$600	\$519	\$1,000
\$317.10						
\$63.42	\$100.00 flat rate	\$250.00 flat rate		\$200.00 flat rate	\$228.00 flat rate	
Cost Recovery Basis						
Cost Recovery Basis						
10% of applicable fee						
\$63.41	\$ 50.00					



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: November 1, 2019

RE: Library Shed Proposal

Background

For at least a couple of years the Library CEO and Board have been discussing options for the many library items that are stored outside the library. Currently, many items are stored at Friends of the Library members homes and garages.

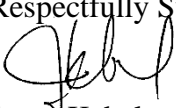
Various options have been discussed to move forward with alternate locations for library storage and several months ago the Friends of the Library had offered to pay for a shed to be built on the grounds of the Library. After assessment by Town building officials of potential locations on the grounds, it has been determined that the most suitable place for placement of a shed will likely be in the existing parking lot. The Chief Building Official, Cody Vangel has indicated that, *'with the relief granted in MVA A4/2004 I do not see any concerns regarding taking a maximum of two parking spaces from the library parking capacity.'*

At this time the Library Board is looking for endorsement to proceed with an RFP process for the construction of a shed (approximately 10' x 16') to be built on the Arena/Library property with final details to be determined and specifications brought to Council after the RFP process has been completed (please see potential location attached).

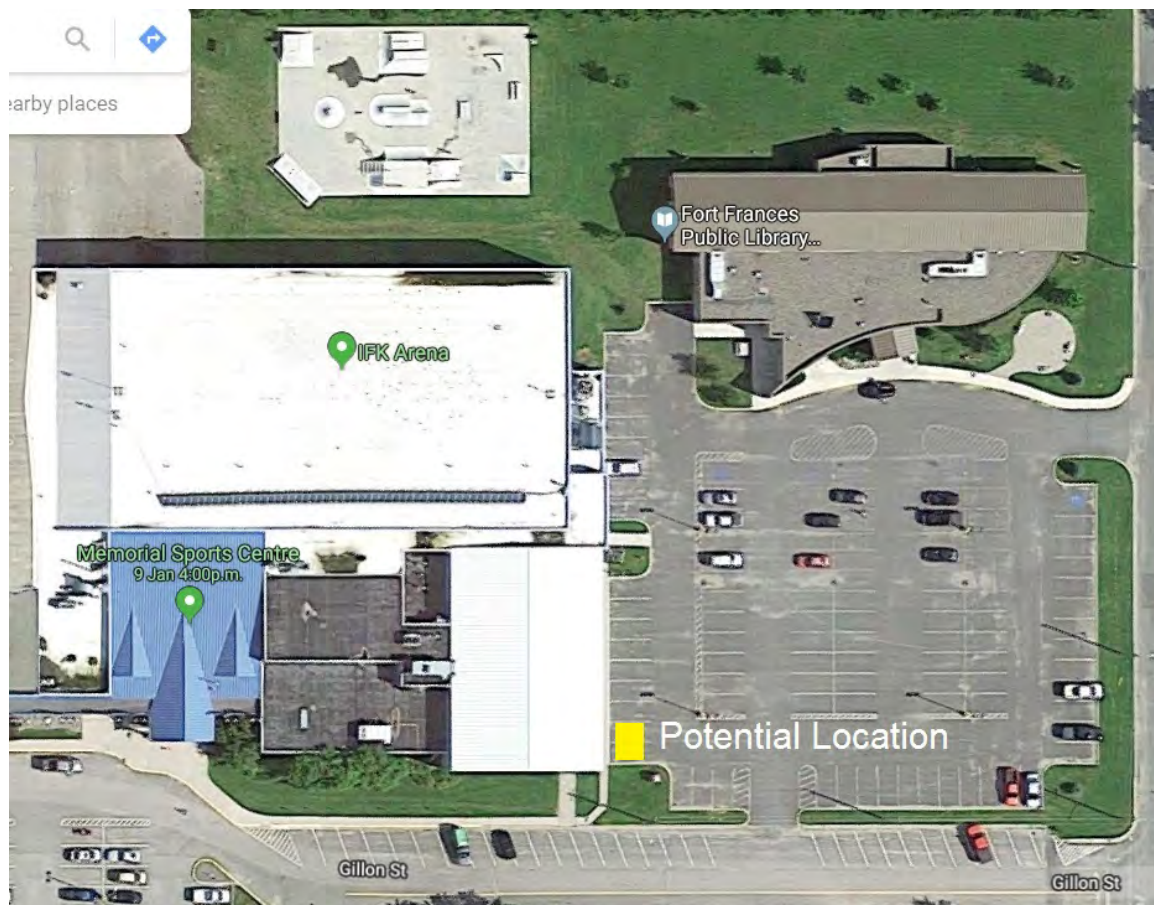
Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse that the Library Board proceed with an RFP process for the construction of a shed on the Arena/Library property with final location & specifications to be presented to Council prior to commencement of construction.

Respectfully Submitted,



Jason Kabel



Council approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the Library Board to proceed with an RFP process for the construction of a shed on the Arena/Library property with final location & specifications to be presented to Council prior to commencement of construction.

November 6, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: 2020 Operations & Facilities Division User Fees & Charges

Please find attached spreadsheets outlining the proposed 2020 user fees and charges for the Operations & Facilities Division. The 2019 rates were increased by 1.7% across the board with a few exceptions.

The exceptions are as follows and are shown highlighted in “green” on the spreadsheets;

1. No change to the environmental fee from \$5.00 set in 2017 or the price of bag tags for 2020
2. Landfill minimum charge for the landfill remains the same as 2019 at \$18.00
3. The minimum charge for providing services to unplug a blockage in a sanitary sewer service line were rounded to the fifty cents.
4. No change to the per square inch cost for monument foundations proposed for 2020
5. The camping fees at the Point Park were rounded up to the nearest 50 cents including all applicable taxes;
 - a. Full service camp site - \$36.25 (HST included) - \$0.50 increase compared to 2019
 - b. Tenting site - \$18.75 (HST included) - \$0.25 increase compared to 2019
 - c. Partial Service camp site – **Fee Removed**. All sites have services at them, hard to police someone using/not using services.
6. All fees are rounded to the nearest \$0.05 or \$0.10

The Cemetery Price list will be reviewed and approved at the same time as reviewing all of the other user fees and charges for the Operations & Facilities Division. The 2020 Cemetery Price List doesn't have to be approved by the Ministry of Consumer Services.

The forecasted increase in revenue is as follows for the Operations & Facilities Division;

Rate Increase 1.7% & adjustments

Public Works	\$ 1,367.05
Waste Management System	\$ 7,485.00
Parks	\$ 418.63
Cemetery Charges	\$ 2,775.43
Airport	\$ 4,566.21
Total	\$ 26,043.23

Water and Sewer fees will be reviewed before the end of 2019 and will be set prior to the first billing cycle in 2020.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses the 2020 proposed user fees and charges for the Operations & Facilities Division in principle with an increase of 1.7% with a few exceptions where the rate increase is other than 1.7% as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2020.
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle with an increase of 1.7% and that it will go into effect on January 1st, 2020.

Respectfully submitted,



Travis Rob, P.Eng.
Manager of Operations & Facilities

Council Approval of this report will ensure the following:

- 1) That Council endorses the 2020 proposed user fees and charges for the Operations & Facilities Division in principle with an increase of 1.7% with a few exceptions where the rate increase is other than 1.7% as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2020.**
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle with an increase of 1.7% and that it will go into effect on January 1st, 2020.**

2018Nov O&F Division 2019 User Fees & Charges

Spreadsheet No. 1 - Operations & Facilities Fees and Service Charges								
PUBLIC WORKS - Updated on November 4, 2019 - effective January 1st, 2020								
Description	Units	# of Units	2016	2017	2018	2019	2020	Increase Revenue
			2015 + 1.2%	2016+1.5%	2017+1.5%	2018 + 2.6%	2019 + 1.7	2019+1.7%
Private Work								
Labour								
Labour billed on hourly rate - regular hours	Hours	140	\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	\$105.00
Overtime Labour Rate			\$62.96	\$63.90	\$64.85	\$66.55	\$67.70	
Double Time Labour Rate (Statutory Holidays)			\$83.94	\$85.19	\$86.45	\$88.70	\$90.20	
Non-Residential Labour Rate			listed rate+ 25%	listed rate+ 25%	listed rate+ 25%	listed rate+ 25%	listed rate+ 25%	listed rate+ 25%
Vehicle Rates								
Non-residential equipment & vehicle rates			listed rate+ 25%	listed rate+ 25%	listed rate+ 25%	listed rate+ 25%	listed rate+ 25%	listed rate+ 25%
All 1/2 tons, 3/4 tons, crew cabs, compacts & van	Hours	29	\$21.82	\$22.15	\$22.50	\$23.10	\$23.50	\$11.60
V109 - Sand Truck			\$81.51	\$82.74	\$84.00	\$86.20	\$87.65	
V110 - Dump/Plow Truck			\$37.58	\$38.14	\$38.70	\$39.70	\$40.35	
V115 - Sander/Plow Truck			\$91.02	\$92.39	\$93.75	\$96.20	\$97.85	
V122 - Tandem Truck		18	\$81.51	\$82.74	\$84.00	\$86.20	\$87.65	\$26.10
V121 - Tandem Truck		19	\$81.51	\$82.74	\$84.00	\$86.20	\$87.65	\$27.55
Equipment Rates								
E205 & E207 Graders	Hours							
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Machine with wing			\$68.92	\$69.96	\$71.00	\$72.85	\$74.10	
Total per hour per grader			\$110.89	\$112.55	\$114.25	\$117.20	\$119.20	
E206 - Vacuum/Pressure Truck								
a) Labour - 2 men			\$83.94	\$85.19	\$86.50	\$88.75	\$90.25	
b) Truck			\$151.49	\$153.76	\$156.05	\$160.10	\$162.80	
Total per hour		24	\$235.42	\$238.95	\$242.55	\$248.85	\$253.10	\$102.00
E305 - Sidewalk machine c/w any attachment								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment with bucket			\$61.11	\$62.02	\$62.95	\$64.60	\$65.70	
Total per hour		8	\$103.07	\$104.62	\$106.20	\$108.95	\$110.80	\$14.80
E309 - Hyundai Backhoe								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment with bucket			\$84.53	\$85.80	\$87.10	\$89.35	\$90.85	
Total per hour		4	\$126.50	\$128.40	\$130.35	\$133.75	\$136.00	\$9.00
E313 - Large Snow Blower & Loader								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$87.61	\$88.93	\$90.25	\$92.60	\$94.15	
Total per hour			\$129.58	\$131.52	\$133.50	\$136.95	\$139.30	
E318 - Cat 930H Loader								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$52.37	\$53.15	\$53.95	\$55.35	\$56.30	
Total per hour		4	\$94.33	\$95.75	\$97.20	\$99.75	\$101.45	\$6.80
E315 - Loader Bobcat								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment with attachments			\$47.91	\$48.63	\$49.35	\$50.65	\$51.50	
Total per hour			\$89.88	\$91.23	\$92.60	\$95.00	\$96.60	
E317 - IT38 Cat Loader								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$53.09	\$53.89	\$54.70	\$56.10	\$57.05	
Total per hour		4	\$95.06	\$96.48	\$97.95	\$100.50	\$102.20	\$6.80
E321 - Loader/Backhoe								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$45.34	\$46.02	\$46.70	\$47.90	\$48.70	
Total per hour		4	\$87.31	\$88.62	\$89.95	\$92.30	\$93.85	\$6.20
E597 - Ingersoll Rand Packer								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$73.87	\$74.97	\$76.10	\$78.10	\$79.45	
Total per hour			\$115.83	\$117.57	\$119.35	\$122.45	\$124.55	
E713 - Low Pressure Steamer								
a) Labour- 2 men			\$83.94	\$85.19	\$86.50	\$88.75	\$90.25	
b) Equipment			\$31.28	\$31.75	\$32.30	\$33.15	\$33.70	
c) Half Ton Truck			\$21.82	\$22.15	\$22.50	\$23.10	\$23.50	
Total per hour		8	\$137.04	\$139.09	\$141.30	\$144.95	\$147.40	\$19.60

Spreadsheet No. 1 - Operations & Facilities Fees and Service Charges								
PUBLIC WORKS - Updated on November 4, 2019 - effective January 1st, 2020								
Description	Units	# of Units	2016	2017	2018	2019	2020	Increase Revenue
			2015 + 1.2%	2016+1.5%	2017+1.5%	2018 + 2.6%	2019 + 1.7	2019+1.7%
E726 - Rigid Drain Cleaning Machine								
a) Labour - 2 Men	Plugged		\$83.94	\$85.19	\$86.50	\$88.75	\$90.25	
b) Equipment	Sewer		\$3.39	\$3.44	\$3.50	\$3.60	\$3.65	
c) Half Ton	Per Hour		\$22.12	\$22.45	\$22.50	\$23.10	\$23.50	
d) Total per hour		67	\$109.45	\$111.09	\$112.50	\$115.45	\$117.40	\$130.65
E816 - Street Sweeper								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$87.28	\$88.59	\$89.90	\$92.25	\$93.80	
Total per hour		40	\$129.24	\$131.18	\$133.15	\$136.60	\$138.90	\$92.00
E830 - DBH Thawing Machine								
a) Labour 2 Men			\$83.94	\$85.19	\$86.50	\$88.75	\$90.25	
b) Equipment			\$56.25	\$57.09	\$57.95	\$59.45	\$60.45	
c) 3/4 Ton			\$22.12	\$22.45	\$22.50	\$23.10	\$23.50	
Total per hour		7	\$162.30	\$164.74	\$166.95	\$171.30	\$174.20	\$20.30
E830 - Pulse De-icer (Thawing) Machine								
a) Labour 2 Men			\$83.94	\$85.19	\$86.50	\$88.75	\$90.25	
b) Equipment			\$15.36	\$15.59	\$15.85	\$16.25	\$16.55	
c) 3/4 Ton			\$22.12	\$22.45	\$22.50	\$23.10	\$23.50	
Total per hour		1	\$121.42	\$123.24	\$124.85	\$128.10	\$130.30	\$2.20
E838 - Air Compressor								
a) Labour			\$41.97	\$42.60	\$43.25	\$44.35	\$45.10	
b) Equipment			\$30.72	\$31.18	\$31.65	\$32.45	\$33.00	
c) 3/4 Ton			\$22.12	\$22.45	\$22.50	\$23.10	\$23.50	
Total per hour			\$94.81	\$96.23	\$97.40	\$99.95	\$101.65	
Private Concrete Crossing or Replacement of Sidewalk for private crossing								
Removal, Supply & installation of concrete driveway	Square Feet	1100	\$18.20	\$18.47	\$18.75	\$19.25	\$19.60	\$385.00
Private Crossing - Culvert	Feet	54	\$164.63	\$167.10	\$169.60	\$174.00	\$176.95	\$159.30
Removal of concrete driveway crossing			\$6.08	\$6.17	\$6.25	\$6.40	\$6.50	
Removal of highback concrete curb & gutter and replace with low back concrete curb & gutter for new driveway crossing installation	Linear Ft	16	\$38.14	\$38.71	\$39.30	\$40.30	\$41.00	\$11.20
Removal of highback concrete curb & gutter and replace with low back concrete curb & gutter for new driveway crossing installation	Linear Ft		\$38.14	\$38.71	\$39.30	\$40.30	\$41.00	
Engineering Services								
Engineering Services Minimum One Hour								
Televising Customer Sewer at their request on regular hours	Per Hour	8	\$187.37	\$190.18	\$193.05	\$198.05	\$201.40	\$26.80
Televising Customer Sewer at their request on overtime hours			\$374.74	\$380.36	\$386.50	\$396.55	\$403.30	
Tracing Customer Water & Sewers at their request on regular hours		7	\$124.91	\$126.79	\$128.70	\$132.05	\$134.30	\$15.75
Tracing Customer Water & Sewers at their request on overtime hours			\$249.82	\$253.57	\$257.35	\$264.05	\$268.55	
Setting Lot Grades only - regular hours	Per Lot Grade	23	\$112.67	\$114.36	\$116.05	\$119.05	\$121.05	\$46.00
Copying Blue Prints	Each		\$13.47	\$13.67	\$13.90	\$14.25	\$14.50	
Scanning Blue Prints (data storage not included)	Each							
New for 2018 - 1 to 15 pages					\$5.00	\$5.15	\$5.25	
New for 2018 - 16 to 30 pages					\$4.00	\$4.10	\$4.15	
New for 2018 - 31 pages or more					\$3.00	\$3.10	\$3.15	
GIS Drawings or Maps- Hardcopy								
size- 8.5" by 11"			\$5.66	\$5.74	\$5.85	\$6.00	\$6.10	
size- 11" by 17"			\$11.32	\$11.49	\$11.65	\$11.95	\$12.15	
size - 24" by 36"			\$28.29	\$28.72	\$29.15	\$29.90	\$30.40	
Digital Aerial Photography - .ecw format only			\$1,131.69	\$1,148.67	\$1,165.90	\$1,196.20	\$1,216.55	
GIS Shapefiles- per infrastructure layer			\$282.92	\$287.17	\$291.50	\$299.10	\$304.20	
GIS Shapefiles- base map -property lines and addresses			\$282.92	\$287.16	\$291.50	\$299.10	\$304.20	
Landfill Tipping Fees (NO TAXES)								
0-250 kgs		5700	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$0.00
251-500 kgs								
251-1,000 kgs		5988	\$68.85	\$69.88	\$70.95	\$72.80	\$74.05	\$7,485.00

Spreadsheet No. 1 - Operations & Facilities Fees and Service Charges								
PUBLIC WORKS - Updated on November 4, 2019 - effective January 1st, 2020								
Description	Units	# of Units	2016	2017	2018	2019	2020	Increase Revenue
			2015 + 1.2%	2016+1.5%	2017+1.5%	2018 + 2.6%	2019 + 1.7	2019+1.7%
Flate rate period when scales are not in operation.								
Passenger Vehicles- minivans, SUV & Cars			\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	
Single Axle Trailers pulled by truck			\$29.31	\$29.75	\$30.20	\$31.00	\$31.55	
Half-ton Trucks- 3/4 ton & compact			\$20.60	\$20.91	\$21.20	\$21.75	\$22.10	
Single Axle Trucks			\$95.06	\$96.49	\$97.95	\$100.50	\$102.20	
Tandem Trucks and Trailers			\$237.66	\$241.22	\$244.85	\$251.20	\$255.45	
Garbage Trucks, Containerized Hauling Units & Tanker Trucks			\$285.19	\$289.47	\$293.80	\$301.45	\$306.55	
Fees to be used when scales are in operation.								
Minimum Charge			\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	
Rate per Tonne			\$68.85	\$69.88	\$70.95	\$72.80	\$74.05	
Weighing Vehicle Only			\$30.90	\$31.36	\$31.85	\$32.70	\$33.25	
Contaminated Soil Suitable for Cover Material - per tonne			\$3.79	\$3.85	\$3.90	\$4.00	\$4.05	
Car Tires - each			\$8.32	\$8.44	\$8.60	\$8.80	\$8.95	
Truck Tires - up to and including 18 wheelers			\$19.41	\$19.70	\$20.00	\$20.50	\$20.85	
Off Road Tires (anything over 18 wheeler			\$97.04	\$98.50	\$100.00	\$102.60	\$104.35	
Tires by the Tonne			\$484.82	\$492.09	\$499.50	\$512.50	\$521.20	
Refrigeration Unit - containing Refrigerant or no notification sticker affixed to the unit			\$40.40	\$41.01	\$41.60	\$42.70	\$43.45	
Sale of Blue Boxes								
Sale of Composters								
Sale of Bag Tags		12000	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25	\$0.00
Monthly Environmental Fee per water account		3463	\$4.25	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00
Water and Sewer (NO Taxes)								
If sewer and water are in separate trenches	Per Trench		Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
If sewer and water are in the same trench			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
Termination of Water and Sewer								
If sewer and water are in separate trenches	Per Trench		Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
If sewer and water are in the same trench			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
Termination of Services								
Inspecting the termination prior to backfilling	Inspection	6	\$44.28	\$44.94	\$45.60	\$46.80	\$47.60	\$4.80
Reconnection of Services								
Inspecting the reconnection prior to backfilling			\$44.28	\$44.94	\$45.60	\$46.80	\$47.60	
Regular request to turn water on or off (maintenance)	Per Turn	127	\$44.28	\$44.94	\$45.60	\$46.80	\$47.60	\$101.60
Non-maintenance shut off for delinquent accounts		8	\$124.98	\$126.86	\$128.75	\$132.10	\$134.35	\$18.00
Non-maintenance turn on for delinquent accounts		8	\$124.98	\$126.86	\$128.75	\$132.10	\$134.35	\$18.00
Sale and Installation of Water Meters								
3/4" Water Meter			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
1" Water Meter			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
1 1/2" Water Meter			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
2" Water Meter			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
Testing of Backflow Device			Cost Plus	Cost Plus	Cost Plus	Cost Plus	Cost Plus	
Minimum Rate to Unplug Blockage in Sanitary Sewer Line								
During Regular Business Hours			\$25.00	\$25.50	\$25.50	\$26.00	\$26.50	
Overtime Hours			\$37.50	\$38.00	\$38.00	\$39.00	\$39.50	
Statutory Holiday			\$50.00	\$50.50	\$50.50	\$52.00	\$53.00	
Disposal of External Sewage into Town Collection System					\$18.90	\$19.40	\$19.75	
Stores- (Applicable Taxes Extra)								
Sale of all items to private sector	Per Item							
							Total	\$8,852.05
							WMS	\$7,485.00
							Other PW	\$1,367.05

Spreadsheet No. 1 - Airport - Updated November 4, 2019
Fees and Service Charges -
As of January 1st, 2020

Fee

Office/square meter- Plus applicable taxes
Counter/square meter- Plus applicable taxes
Rental of Heated Garage Bay

Aviation Fuels - Plus applicable taxes

100LL
Jet-A

Aviation Oils

Aircraft Landing Fees for Domestic Flights - No applicable taxes

Piston Aircraft
Medivac & All Government Aircrafts
Turbine Aircraft Minimum Fee
 <21,000 kgs. - Gross Weight X
 21,000 - 45,000 kgs. - Gross Weight X

Aircraft Landing Fees for International Flights - No applicable taxes

Piston Aircraft
Turbine Aircraft Minimum Fee
 <21,000 kgs. - Gross Weight X
 21,000 - 45,000 kgs. - Gross Weight X

Aircraft Parking Fees

<4,999 kgs/day
<4,999 kgs/month
5 - 9,999 kgs/day
5 - 9,999 kgs/month
10,000-29000 kgs/day
10,000-29000 kgs/month

Plug-ins

Ground Power Starts

Ground Power Starts Bearskin
Ground Power Starts other Aircrafts

Aircraft De-icing

Bearskin Airlines
Other Aircraft *Plus Cost of Fluid

General Terminal Fees

0 - 9 seats
10 - 15 seats
16 - 25 seats

Unit	# Of Units	2017 Proposed 2016+1.5%	2018 Proposed 2017 + 1.5%	2019 Proposed 2018 + 2.6%	2020 Proposed 2019 + 1.7%	Increase Revenue 2019-2020
	31.8	\$377.50	\$383.15	\$393.10	\$399.80	\$213.06
		\$377.50	\$383.15	\$393.10	\$399.80	
day		\$103.33	\$104.90	\$107.65	\$109.50	
	25,000	adjusted quarterly	adjusted quarterly	adjusted quarterly	adjusted quarterly	
	14,000	adjusted quarterly	adjusted quarterly	adjusted quarterly	adjusted quarterly	
		Cost + 45%	Cost + 45	Cost + 45	Cost + 45	
	500	\$13.70	\$13.90	\$14.25	\$14.50	\$125.00
	500	\$212.89	\$216.10	\$221.70	\$225.45	\$1,875.00
	200	\$13.70	\$13.90	\$14.25	\$14.50	\$50.00
	1200	\$3.97	\$4.05	\$4.15	\$4.20	\$60.00
		\$3.97	\$4.05	\$4.15	\$4.20	
	127	\$34.78	\$35.30	\$36.20	\$36.80	\$76.20
	262	\$34.78	\$35.30	\$36.20	\$36.80	\$157.20
		\$8.52	\$8.65	\$8.85	\$9.00	
		\$8.52	\$8.65	\$8.85	\$9.00	
Days	170	\$11.59	\$11.75	\$12.05	\$12.25	\$34.00
		\$87.92	\$89.25	\$91.55	\$93.10	
		\$18.38	\$18.65	\$19.15	\$19.50	
		\$355.00	\$360.30	\$369.65	\$375.95	
		\$32.96	\$33.45	\$34.30	\$34.90	
		\$659.28	\$669.15	\$686.55	\$698.20	
Day/Heater		\$6.34	\$6.45	\$6.60	\$6.70	
Starts	1100	\$45.70	\$46.40	\$47.60	\$48.40	\$880.00
Start		\$57.05	\$57.90	\$59.40	\$60.40	
Aircraft		\$44.37	\$45.05	\$46.20	\$47.00	
Aircraft		\$63.39	\$64.35	\$66.00	\$67.10	
		\$17.75	\$18.00	\$18.45	\$18.75	
Flights	0	\$20.29	\$20.60	\$21.15	\$21.50	
Flights	1050	\$31.70	\$32.15	\$33.00	\$33.55	\$577.50

Passenger Facility Charge - Plus applicable taxes

Per Person Embarking

Airport Improvement Fee - levied to outbound charters per passenger embarking
 Commercial Charter Ramp Fee Per Aircraft

Call-outs- plus applicable taxes

Overtime labour Rate
 Double time labour rate
 Loader plus labour
 Snow Blower or Sweeper attachment plus labour
 Sander/Plow truck plus labour
 Winter Control Sand

Aviation Charts- plus applicable taxes

Car Parking Fees/day- plus applicable taxes

Yearly Parking Stall
 Daily Parking
 Monthly parking stall

Land Lease Rates - Unserved- plus applicable taxes

Private - per square meter- plus applicable taxes
 Commercial - per square meter

Advertising Signs- plus applicable taxes

Small signs per year
 Large signs per year
 Commercial Character Ramp Fee per Aircraft

total net increase

Passengers	1700	\$11.03	\$11.20	\$11.50	\$11.70	\$340.00
	640	\$11.03	\$11.20	\$11.50	\$11.70	\$128.00
			\$14.35	\$14.70	\$14.95	
		\$159.72	\$162.10	\$166.30	\$169.15	
		\$63.90	\$64.86	\$66.55	\$67.70	
		\$85.19	\$86.47	\$88.70	\$90.20	
		\$53.16	\$97.90	\$100.45	\$102.15	
		\$35.77	\$36.30	\$37.25	\$37.90	
		\$49.79	\$93.80	\$96.25	\$97.90	
cu. yd		\$25.83	\$26.20	\$26.90	\$27.35	
		Cost + 40	Cost + 40	Cost + 40	Cost + 40	
Year		\$1,159.28	\$1,176.66	\$1,207.25	\$1,227.75	
Days	335	\$7.90	\$8.02	\$8.25	\$8.40	\$50.25
		\$105.39	\$106.97	\$109.75	\$111.60	
		\$1.79	\$1.82	\$1.85	\$1.90	
		\$2.68	\$2.72	\$2.80	\$2.85	
		\$111.87	\$113.55	\$116.50	\$118.50	
		\$124.30	\$126.16	\$129.45	\$131.65	
		\$14.12	\$14.34	\$14.70	\$14.95	

\$4,566.21

Fees and Services Charges - all applicable taxes included unless otherwise expressed

Spreadsheet No. 1 - Updated November 6, 2019 - Parks & Cemeteries 2020 Proposed Fees - January 1st, 2020								Revenue
Fees and Services Charges - all applicable taxes included unless otherwise expressed								Increase
	Units	#Units	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%	2019 2018+2.6%	2020 2019+1.7%	2020 2019+1.7%
Cemeteries						2.6%	1.7%	

4.6.1 SALE OF LOTS - Plus applicable taxes

4.6.1.1	Adult Single		lots	11	\$514.81	\$522.53	\$598.80	\$598.80	\$604.20	\$59.40
4.6.1.2	Adult Double		lots	10	\$776.92	\$788.57	\$911.96	\$911.95	\$922.65	\$106.95
4.6.1.3	Child Single	8 years old or under	lot	1	\$255.94	\$259.78	\$296.01	\$296.01	\$298.15	\$2.14
4.6.1.4	Cremation		lot	1	\$229.43	\$232.87	\$264.35	\$264.35	\$266.00	\$1.65
4.6.1.5	Non-residents		Above Rates Plus 40% - plus GST							
4.6.1.6	Care and Maintenance Fund Contribution included in sale price -									

4.6.2 SALE OF COLUMBARIUM NICHES - Plus applicable taxes

			Niches	10						
			Sale price per Niche							
			Includes One (1)	Second						
			Interment	Interment						
4.6.2.1	Top 2 Rows		\$181.70	2	\$1,355.28	\$1,375.61	\$1,398.14	\$1,621.00	\$1,648.55	\$55.09
4.6.2.2	Middle 4 Rows		\$181.70	5	\$1,671.27	\$1,696.34	\$1,723.67	\$1,998.40	\$2,032.35	\$169.78
4.6.2.3	Bottom 2 Rows		\$181.70	3	\$1,118.27	\$1,135.04	\$1,153.94	\$1,337.85	\$1,360.60	\$68.26

Each Niche is classified as a double and will hold two cremated remains.

The Price Above includes:

- Purchase of Double Niche
- Bronze Plaque and Installation
- One Interment
- Required contribution to the care and maintenance fund

The second interment into the double niche will have an additional charge of \$137.42

4.6.2.4	Non-residents	Above Rates Plus 40% - plus applicable taxes								
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4.6.3 INTERMENTS - Plus applicable taxes

May 1st to October 31 Interment Rates

4.6.3.1	Adult		Burials	27	\$753.57	\$764.88	\$776.33	\$796.50	\$810.13	\$368.01
4.6.3.2	Adult with Vault		Vaults	6	\$838.34	\$850.92	\$863.67	\$886.11	\$901.15	\$90.26
4.6.3.3	Child	8 years old or under	Burials	0	\$303.42	\$307.97	\$312.61	\$320.75	\$326.20	
4.6.3.4	Child with Vault (8 years old or under)		Vaults	1	\$329.88	\$334.83	\$339.86	\$348.70	\$354.63	\$5.93
4.6.3.5	Extra Depth (10 Feet)		Extra Depth	0	\$834.34	\$846.86	\$863.67	\$886.11	\$901.15	
4.6.3.6	Saturday - No Holiday Burials									
	* Above Rates Plus		Saturday	4	\$509.65	\$517.29	\$525.04	\$538.67	\$547.83	\$36.64
	Sunday/Holiday - Above Rates Plus									

Fees and Services Charges - all applicable taxes included unless otherwise expressed

								Revenue
								Increase
				Units	#Units	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%
						2019 2018+2.6%	2020 2019+1.7%	2020 2019+1.7%

4.6.3.7	Cremated Remains (Cremains) * At a Size No Larger Than Twelve Inches (12") in diameter	Burials	42	\$276.96	\$281.11	\$285.31	\$292.74	\$297.70	\$208.32
4.6.3.8	Cremated Remains (Cremains) * At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size								
4.6.3.9	Saturday Cremains At a Size No Larger Than Twelve Inches (12") in diameter		2	\$276.96	\$281.11	\$285.31	\$292.74	\$297.70	\$9.92
4.6.3.10	Saturday Cremains At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size			\$435.83	\$442.37	\$448.98	\$460.66	\$468.50	
4.6.3.11	Cremains - Place into Monument Base			\$87.08	\$88.39	\$89.74	\$92.08	\$93.63	
4.6.3.12	Cremains at same time as casket interment * with no disinterment of cremains			\$54.64	\$55.46	\$56.28	\$57.74	\$59.69	
4.6.3.13	Non-residents	Above Rates Plus 40% - plus GST							
4.6.3.14	Disinterment	Above Rates plus 150% extra plus Interment Price - plus GST							
4.6.3.15	Funeral reaching cemetery outside of the hours of 9:00 a.m. and 3:00 p.m.			\$123.68	\$125.54	\$127.44	\$130.76	\$132.97	
4.6.3.16	Cremated Remains placed in monument with niche			\$68.74	\$69.77	\$70.80	\$72.66	\$73.89	

4.6.3 November 1st to April 30 Interment Rates

4.6.3.1	Adult		9	\$912.45	\$926.14	\$964.42	\$964.42	\$980.80	\$147.38
4.6.3.2		Adult with Vault	7	\$997.16	\$1,012.12	\$1,054.03	\$1,054.03	\$1,071.95	\$125.44
4.6.3.3	Child			\$435.83	\$442.37	\$460.66	\$460.66	\$468.50	
4.6.3.4		Child with Vault		\$520.55	\$528.36	\$550.22	\$550.22	\$559.56	
4.6.3.5	Extra Depth (10 Feet)		1	\$1,086.38	\$1,102.68	\$1,148.32	\$1,148.32	\$1,167.83	\$19.51
4.6.3.6	Saturday - No Holiday Burials * Above Rates Plus Sunday/Holiday - Above Rates Plus		2	\$509.65	\$517.29	\$538.67	\$538.67	\$547.83	\$18.32
4.6.3.7	Cremated Remains (Cremains) * At a Size No Larger Than Twelve Inches (12") in diameter								
4.6.3.8	Cremated Remains (Cremains) * At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size								
4.6.3.9	Saturday Cremains At a Size No Larger Than Twelve Inches (12") in diameter								
4.6.3.10	Saturday Cremains At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size								

Fees and Services Charges - all applicable taxes included unless otherwise expressed

Spreadsheet No. 1 - Updated November 6, 2019 - Parks & Cemeteries 2020 Proposed Fees - January 1st, 2020										Revenue	
Fees and Services Charges - all applicable taxes included unless otherwise expressed										Increase	
				Units	#Units	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%	2019 2018+2.6%	2020 2019+1.7%	2020 2019+1.7%
4.6.3.11	Cremains - Place into Monument Base										
4.6.3.12	Cremains at same time as casket interment										
	* with no disinterment of cremains										
4.6.3.13	Non-residents					Above Rates Plus 40% - plus applicable taxes					
4.6.3.14	Disinterment					Above Rates plus 150% extra plus Interment Price - plus applicable taxes					
4.6.3.15	Funeral reaching cemetery outside of the hours of 9:00 a.m. and 3:00 p.m.						\$123.66	\$125.52	\$127.40	\$130.76	\$132.97
4.6.3.16	Cremated Remains placed in monument with niche						\$68.72	\$69.75	\$70.80	\$72.66	\$73.89
4.6.4	SPECIAL CARE - Plus applicable taxes										
4.6.4.1	Single			singles	20	\$2,647.98	\$2,687.70	\$2,728.02	\$2,798.95	\$2,846.47	\$950.43
4.6.4.2	Double			doubles	3	\$5,295.94	\$5,375.38	\$5,456.01	\$5,597.88	\$5,693.05	\$285.52
4.6.4.3	Non-residents			Above Rates Plus 40% - plus applicable taxes	2						
4.6.5	ANNUAL CARE - Plus applicable taxes										
4.6.5.1	Adult				10	\$211.85	\$215.03	\$218.26	\$223.94	\$227.74	\$38.00
4.6.5.2	Child				6	\$79.43	\$80.62	\$81.83	\$83.94	\$85.35	\$8.48
4.6.5.3	Non-residents			Above Rates Plus 40% - plus applicable taxes							
4.6.5.4	ONTARIO LICENSING FEE - Plus applicable taxes										
4.6.7	UPRIGHT MEMORIALS - Plus applicable taxes										
4.6.6.1	Foundation size per square inch				21	\$0.29	\$0.29	\$0.30	\$0.31	\$0.31	
4.6.6.2	Non-Residential fee above rate plus 40%										
4.6.8	FLAT MARKERS - Plus applicable taxes										
4.6.7.1	Foundation size per square inch				27	\$0.27	\$0.27	\$0.28	\$0.29	\$0.29	
4.6.7.2	Non-Residential fee above rate plus 40%										
FOUNDATION ORDERS WILL ONLY BE ACCEPTED FROM 15TH JUNE TO 15 SEPTEMBER EACH YEAR.											
4.6.9	CARE AND MAINTENANCE FUND CONTRIBUTION - Plus applicable taxes										
4.6.9.1	Flat Markers measuring less than 173 sq. inches								\$0.00	\$0.00	
4.6.9.2	Flat Markers measuring at least 173 sq. inches								\$50.00	\$50.00	
4.6.9.3	Upright Monuments measuring 4 feet or less in height & length								\$100.00	\$100.00	
4.6.9.4	Upright Monuments measuring more than 4 feet in height or length including base								\$200.00	\$200.00	

Fees and Services Charges - all applicable taxes included unless otherwise expressed

Spreadsheet No. 1 - Updated November 6, 2019 - Parks & Cemeteries 2020 Proposed Fees - January 1st, 2020								Revenue
Fees and Services Charges - all applicable taxes included unless otherwise expressed								Increase
	Units	#Units	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%	2019 2018+2.6%	2020 2019+1.7%	2020 2019+1.7%

4.7 PARKS

Non-residential labour, equipment, vehicles rate

Labour Cost not included in the following:

4.7.1.1	Mower, Riding	Hours	14	\$15.61	\$15.85	\$16.09	\$16.50	\$16.80	\$4.20
4.7.1.2	Portable Generator			\$7.49	\$7.61	\$7.72	\$7.90	\$8.05	
4.7.1.3	Power Saw			\$7.49	\$7.61	\$7.72	\$7.90	\$8.05	
4.7.1.4	Trailer - Large			\$12.49	\$12.68	\$12.87	\$13.20	\$13.40	
4.7.1.5	Cement Mixer			\$12.49	\$12.68	\$12.87	\$13.20	\$13.40	

Labour Cost are included in the following:

4.7.2	4.7.2.1	Backhoe	Hours	0	\$74.95	\$76.07	\$77.21	\$79.20	\$80.55	
	4.7.2.2	4200 Tractor & Sweeper			\$52.46	\$53.25	\$54.05	\$55.45	\$56.40	
	4.7.2.3	Stumper (Chipper)		8	\$82.44	\$83.68	\$84.93	\$87.15	\$88.65	\$12.00
	4.7.2.4	Snowplow - Dodge			\$47.47	\$48.18	\$48.90	\$50.15	\$51.00	

4.7.3	Point Park Camping Rates - Plus Applicable Taxes -				Adjust for HST					2020 Rate + HST	2020 rate increase
	Full Hook-up - Water, Hydro										
4.7.3.1	& Sewage Dump Station	night	670	\$30.09	\$30.53	\$30.97	\$31.64	\$32.08	\$296.46	\$36.25	1.40%
4.7.3.2		7 days per week	16	\$150.45	\$152.71	\$154.87	\$158.85	\$161.50	\$42.48	\$182.50	1.67%
4.7.3.3		4 week	5	\$578.54	\$587.22	\$596.46	\$612.39	\$622.79	\$51.99	\$703.75	1.70%
4.7.3.4	Tenting Sites	night	52	\$15.04	\$15.49	\$15.93	\$16.37	\$16.59	\$11.50	\$18.75	1.35%
4.7.3.5		7 days per week	0	\$80.61	\$81.81	\$83.19	\$85.40	\$86.95		\$98.25	1.81%
4.7.3.6		4 week	0	\$313.46	\$318.15	\$323.01	\$331.42	\$337.17		\$381.00	1.74%
	Partial Hook-up - Hydro & Sewage Dump Station, but no Water service	night		\$24.18	\$24.34	\$24.78	\$25.44				
4.7.3.7		7 days per week		\$121.79	\$123.60	\$125.66	\$128.98				
4.7.3.8		4 week		\$469.28	\$476.30	\$483.19	\$496.02				
4.7.3.9											
4.7.3.10	Cost for Utilities per day- 4 - Agency 1 Band Members			\$7.16	\$7.27	\$7.08	\$7.26	\$7.30		\$8.25	0.56%

Fee Removed
from 2020 User
Fees

Total Parks & Cemeteries	\$3,194.06
Total Point Park	\$390.93
Total Parks	\$418.63
Total Parks & Cemeteries (less Point)	\$2,775.43

**TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "E"**

CEMETERY OPERATOR: TOWN OF FORT FRANCES

CURRENT PRICE LIST OF CEMETERY SUPPLIES & SERVICES - EFFECTIVE DATE January 1st, 2020

FOR TWO CEMETERIES: FORT FRANCES CEMETERY- 401 King's Hwy.

RIVERVIEW CEMETERY - 1319 COLONIZATION ROAD WEST

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm- 900 Wright Avenue

Day to Day Operation contact: Doug Brown Operations and Facilities Manager 274-9893 - 900 Wright Avenue

A. PRICE LIST PER LOT

A.1 Adult Single Lot

lot Size: 5' x 10' or 50 Square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

And up to six (6) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

	2019	Proposed 2020 Fees
Lot	\$279.91	\$284.69
Care & Maintenance	\$250.00	\$250.00
Sub-Total	\$529.91	\$534.69
HST	\$68.89	\$69.51
TOTAL	\$598.80	\$604.20

A.2 Adult Double Lot

lot Size: 10' x 10' or 100 Square feet

Four (4) Full Burials Allowed - Two (2) MUST be at extra depth (10')

And up to Twelve (12) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

Lot	\$557.04	\$566.50
Care & Maintenance	\$250.00	\$250.00
Sub-Total	\$807.04	\$816.50
HST	\$104.92	\$106.15
TOTAL	\$911.96	\$922.65

A.3 Child (8 years old or under)

lot Size: 3' x 2' or 6 Square feet

One (1) Full Burial Allowed plus two (2) cremations (depending on urn size)

side by side at foot only or One (1) cremation centred at head and up to

two (2) cremations (depending on urn size) side by side at foot only

Markers to be installed in accordance with the cemetery by-law

Lot	\$111.96	\$113.85
Care & Maintenance	\$150.00	\$150.00
Sub-Total	\$261.96	\$263.85
HST	\$34.05	\$34.30
TOTAL	\$296.01	\$298.15

A.4 Cremation lot

lot Size: 2' x 2' or 4 square feet

Up to Two (2) cremations (depending on size of urn)

Flat Markers only allowed on Cremation lots & No Flower Beds allowed due to size

Lot	\$83.94	\$85.40
Care & Maintenance	\$150.00	\$150.00
Sub-Total	\$233.94	\$235.40
HST	\$30.41	\$30.60
TOTAL	\$264.35	\$266.00

A.5 Veteran lot

lot Size: 5' x 10' or 50 square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

or Two (2) cremations (depending on size of urn) MAXIMUM 2 INTERMENTS

VETERAN AND SPOUSE ONLY

No charge for Veteran - Interment of Spouse will be the responsibility of the family

B. UNIT PRICE PER INTERMENT

B.1 SUMMER - May 1 to October 31

B.1.1 Adult Interment	\$796.50	\$810.13
HST	\$103.55	\$105.32
TOTAL	\$900.05	\$915.45

B.1.2 Adult with Vault	\$886.11	\$901.15
HST	\$115.19	\$117.15
TOTAL	\$1,001.30	\$1,018.30

B.1.3 Child (8 years old or under)	\$320.75	\$326.20
HST	\$41.70	\$42.41
TOTAL	\$362.45	\$368.60

B.1.4 Child (8 years old or under) with Vault	\$348.70	\$354.63
HST	\$45.33	\$46.10
TOTAL	\$354.80	\$354.80

B.1.5 Extra Depth 10 ft.	\$886.11	\$901.15
HST	\$115.19	\$117.15
TOTAL	\$1,001.30	\$1,018.30

B.1.6 Saturday (above rates +)	\$538.67	\$547.83
HST	\$70.03	\$71.22
TOTAL	\$608.70	\$619.05

B.1.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B. UNIT PRICE PER INTERMENT

B.2 WINTER - November 1st - April 30th

B.2.1 Adult Interment	\$964.42	\$980.80
HST	\$125.37	\$127.50
TOTAL	\$1,089.79	\$1,108.30

B.2.2 Adult with Vault	\$1,054.03	\$1,071.95
HST	\$137.02	\$139.35
TOTAL	\$1,191.05	\$1,211.30

B.2.3 Child (8 years old or under)	\$460.66	\$468.50
HST	\$59.89	\$60.90
TOTAL	\$520.55	\$529.40

B.2.4 Child (8 years old or under) with Vault	\$550.22	\$559.56
HST	\$71.53	\$72.74
TOTAL	\$621.75	\$632.30

B.2.5 Extra Depth 10 ft.	\$1,148.32	\$1,167.83
HST	\$149.28	\$151.82
TOTAL	\$1,297.60	\$1,319.65

B.2.6 Saturday (above rates +)	\$538.67	\$547.83
HST	\$70.03	\$71.22
TOTAL	\$608.70	\$619.05

B.2.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B.3 UNIT PRICE PER INTERMENT FOR CREMATED REMAINS

May 1 to October 31- Only

B.3.1 Cremation < 12" in diameter to Max. 24 inches	\$292.74	\$297.70
HST	\$38.06	\$38.70
TOTAL	\$330.80	\$336.40

B.3.2. Saturday Cremains < 12" diameter to Max. 24 " in diameter	\$460.66	\$468.50
HST	\$59.89	\$60.90
TOTAL	\$520.55	\$529.40

B.3.3 Cremains Placed in Private Marker/Monument Base	\$92.08	\$93.63
HST	\$11.97	\$12.17
TOTAL	\$83.68	\$105.80

B.3.4 Cremains placed in the ground at the same time as full burial interment	\$57.74	\$59.69
HST	\$7.51	\$7.76
TOTAL	\$65.25	\$67.45

B.3.5 Cremains placed in Monument Niche	\$72.66	\$73.89
HST	\$9.45	\$9.61
TOTAL	\$82.11	\$83.50

B.3.6 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering equipment

C UNIT PRICE FOR A COLUMBARIUM NICHE

C.1 Top Two Rows	\$1,247.40	\$1,268.60	Purchase Price of Columbarium Niche includes
Care & Maintenance	\$187.11	\$190.29	Purchase of Double Niche
Sub-Total	\$1,434.51	\$1,458.89	Bronze Plaque and installation
HST	\$186.49	\$189.66	One Urn Placement or interment
TOTAL	\$1,621.00	\$1,648.55	
C.2 Middle Four Rows	\$1,537.82	\$1,563.95	Interior shelf space of a niche is 13" wide
Care & Maintenance	\$230.67	\$234.59	x 10" deep x 8" high, therefore urns to be
Sub-Total	\$1,768.49	\$1,798.54	placed in the columbarium can be no bigger
HST	\$229.90	\$233.81	than 6.5" wide x 10" deep x 8" high.
TOTAL	\$1,998.40	\$2,032.35	
C.3 Bottom Two Rows	\$1,029.51	\$1,047.02	
Care & Maintenance	\$154.43	\$157.05	
Sub-Total	\$1,183.94	\$1,204.07	
HST	\$153.91	\$156.53	
TOTAL	\$1,337.85	\$1,360.60	
C.4 2nd Urn Placement in Niche	\$158.11	\$160.80	
HST	\$20.54	\$20.90	
TOTAL	\$178.65	\$181.70	

D. UNIT PRICE FOR FLOWER CARE PER LOT

D.1 Special Care Single - Flowers	\$2,798.95	\$2,846.47	Single Special Care: The flower bed is
HST	\$363.85	\$370.03	centred to the monument 3 rows of 6 flowers
TOTAL	\$3,162.80	\$3,216.50	- 18 flowers
D.2 Special Care Double - Flowers	\$5,597.88	\$5,693.05	Double Special Care: is two (2) singles
HST	\$727.72	\$740.10	2 single beds are planted 3 rows x 6 = 18
TOTAL	\$6,325.60	\$6,433.15	flowers - 2 x 18 = 36 flowers
D.3 Annual Care - Adult -Flowers	\$223.94	\$227.74	Single Pillow: Exact same size as single but
HST	\$29.11	\$29.61	turned in such a way that the bed is wider
TOTAL	\$236.54	\$257.35	across the base 3 rows x 6 = 18 flowers
D.4 Annual Care - Child - Flowers	\$83.94	\$85.35	Double Pillow: Is positioned along the base
HST	\$10.91	\$11.10	the same as a single pillow but is larger in
TOTAL	\$94.85	\$96.45	in 4 rows x 6 = 24 flowers
			Annual Care paid for and planted each year
			Special Care is paid for once and is planted
			every year

E. UNIT PRICE FOR A FOUNDATION FOR A UPRIGHT MONUMENT (MARKER)

For the Supply, Installation and Inspection of Concrete Foundations for Upright Markers or Monuments	\$ 0.30 per square inch plus HST	Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the Marker or Monument. The Town will only accepted foundation orders from June 15th to September 15th of each year.
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F. UNIT PRICE FOR A FOUNDATION FOR A FLAT MARKER

For the Supply, Installation and Inspection of Concrete Foundations for Flat Markers	\$ 0.28 per square inch plus HST	Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the flat Marker . The Town will only accepted foundation orders from June 15th to September 15th of each year.
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G. CARE & MAINTENANCE FOR A FLAT MARKER OR UPRIGHT MONUMENT (MARKER)

G.1 Flat Markers that measure less than 1116.13 square centimetres or 173 sq. inches	\$0.00
G.2 Flat Markers that measure at Least 1,116.13 square centimetres or 173 sq. inches	\$50.00

G.3 Upright Monument that measure less than 1.22 meters or 4 feet in height and/or length including the base	<u><u>\$100.00</u></u>
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G.4 Upright Monument measuring more than 1.22 meters or 4 feet in height and/or length including the base	<u><u>\$200.00</u></u>
---	------------------------

H. MISCELLANEOUS CEMETERIES FEES

		Note the only exception to applying the 40% increase for non-residents is care and maintenance fees for markers and lots, these rates are established under <i>the Funeral, Burial and Cremation Services Act, 2002</i> and regulations, as amended from time to time
H.1 For non-residents customers the above list rates plus 40% mark-up and all applicable taxes		
H.2 Funeral Arriving before 9 am and after 3:00 pm	\$130.76	\$132.97
HST	\$16.99	\$17.28
TOTAL	\$147.75	\$150.25
H.3 Issue of new Interment Rights Certificate as a result of revisions to intended occupant(s) or ownership change	\$111.96	\$115.81 per change
HST	\$14.54	\$15.04
TOTAL	\$126.50	\$130.85
H.4 Rental of Artifical Grass for off-site interments	\$11.19	\$11.37 per off-site interment
HST	\$1.45	\$1.48
TOTAL	\$12.64	\$12.85
H.5 Hourly labour per cemetery worker	\$44.38	\$45.13
HST	\$5.77	\$5.87
TOTAL	\$50.15	\$51.00

General Notes:
1) Payment is due at the time of purchase - no financing
2) For any additional information or clarification , please feel free to contact the cemetery operator as per the contact information outlined at the top of each page of the current price list

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: 2020/2021 Connecting Link Program – Kings Highway 11/71

The Town of Fort Frances has two different sections of Connecting Link Highway dividing at Central Avenue. Under the Connecting Link program, we are eligible to apply annually for funding for each section of highway independently. For the 2020/2021 intake the Town is applying to resurface and widen Kings Highway from Pit Road #1 to Oakwood Road.

In May 2019, the Town applied for funding under the 2019/2020 Connecting Link program for this project and was funded a portion of the costs relating specifically to the detailed design works for this project. The Town engaged Hatch Corporation to undertake the design works and geotechnical evaluation for this project. On October 3, 2019 the Province opened the application for 2020/2021.

This road segment is the next most critical road segment to be reconstructed under the Connecting Link program to the west side of town and an application is being prepared for submission prior to the November 22 deadline. The work will consist of tendering in spring 2020, reconstruction of road base and subbase and binder course asphalt in 2020 and surface course paving in 2021 at a total estimated cost of \$3,684,610.80 including engineering, contingency and the Town's portion of HST where the Connecting Link program will fund \$3,000,000.00.

For Connecting Link program applications, all applications are required to be accompanied by a council resolution.

The Operations and Facilities Executive Committee recommends that a separate resolution be passed by council supporting the application to the Ministry of Transportation 2020/2021 Connecting Link program for the reconstruction of Kings Highway from Pit Road #1 to Oakwood Road.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that a separate resolution be passed by council supporting the application to the Ministry of Transportation 2020/2021 Connecting Link program for the reconstruction of Kings Highway from Pit Road #1 to Oakwood Road.

Manager of Operations and Facilities

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: 2020/2021 Connecting Link Program – Scott Street

In 2019 the Town of Fort Frances received funding under the 2019/2020 Connecting Links program for the reconstruction of Scott Street from west of Colonization Road East to Reid Avenue. The next section of roadway in poor condition, due to be replaced on this segment of Connecting Link Highway is Scott Street from Reid Avenue to Armit Avenue.

Currently the Town has not undertaken any work for the design of this section of roadway so is not in a position to tender for this work. On October 3, 2019 the province announced an intake for the 2020/2021 Connecting Link program. For the eastern portion of our Connecting Link highways, this road segment is the next most critical road segment to be reconstructed. The Town will be submitting an application to the 2020/2021 Connecting Links Program for the design portion of the works for the reconstruction of Scott Street from Reid Avenue to Armit Avenue. The work will consist of a pickup survey, geotechnical investigation, detailed design, and tender drawings and specifications. The total estimated cost for this work is \$85,000.00 and the Town's portion of HST where the Connecting Link program will fund \$3,000,000.00.

Under the Connecting Links program, a council resolution is required to accompany any application.

The Operations and Facilities Executive Committee recommends that a separate resolution be passed by council supporting the application to the Ministry of Transportation 2020/2021 Connecting Link program for the detailed design of the reconstruction of Scott Street from Reid Avenue to Armit Avenue.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that a separate resolution be passed by council supporting the application to the Ministry of Transportation 2020/2021 Connecting Link program for the detailed design of the reconstruction of Scott Street from Reid Avenue to Armit Avenue.

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Drinking Water Quality Management System - Management Review

Over the past 12 months a couple of significant milestones have been completed in regards to the Drinking Water Quality Management System and are summarized below:

- 1) **External Surveillance Audit** (on-site verification) completed by SAI Global on November 20, 2018 - Auditor Mr. Rod Seabrook
- 2) **8th Internal Audit**, third audit completed by Mr. Tyson Dennis from May 13 to May 29, 2019.
- 3) **8th Management Review Meeting** held on Monday October 21, 2019 to review the implementation of the DWQMS for the period July 1, 2018 to June 30, 2019.

Please find attached the agenda package plus the associated documents which were reviewed at the October 21, 2019 Management Review meeting. Presently under the process outlined in the Operational Plan Element No. 20 - Management Review (See pages No. 75 & 76 of Operational Plan), there were five (5) action items, **rated in priority**, that Council (owner) must review and endorse at this time:

Action Item No. 1) **Train a new Internal Auditor**. Tyson Dennis is no longer employed by the Corporation and therefore we need to train a new internal auditor. It was discussed to train two internal staff to provide coverage in the case that someone leaves the organization and provide relief should one staff not be able to undertake the audit on any given year.

Action Item No. 2) **Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue**. The timeline is in accordance with the 2020 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 3) **Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street**. The timeline is in accordance with the 2020 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 4) **Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street**. The timeline is in accordance with the 2020 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 5) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued** In 2016 a letter was sent to Riverside Healthcare requesting that their internal plumbing be upgraded or upsized to ensure proper fire flow protection can be achieved from the water supplied from either Sinclair or Front Street watermains prior to the installation of two additional isolation valves along Sinclair Avenue. To date no response has been received.

Administration recommends the following:

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on October 21, 2019.
- 2) That Council (owner) has reviewed and accepted the following five (5) action items as a result of the management review meeting held on October 21, 2019

Action Item No. 1) **Train two new Internal Auditors.**

Action Item No. 2) **Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue.**

Action Item No. 3) **Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street.**

Action Item No. 4) **Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street.**

Action Item No. 5) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.**

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

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

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on October 21, 2019.**
- 2) That Council (owner) has reviewed and accepted the following five (5) action items as a result of the management review meeting held on October 21, 2019**

Action Item No. 1) Train a new Internal Auditor.

Action Item No. 2) Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue.

Action Item No. 3) Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street.

Action Item No. 4) Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street.

Action Item No. 5) Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.

October 2, 2019

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities

From: Craig Miller, P.Eng., Environmental Superintendent

SUBJECT: DWQMS Management Review

On Monday, October 21, 2019 in the Water Treatment Plant (WTP) Control Room at 1:00 pm local time, the DWQMS Management Review took place for the period of July 1, 2018 through June 30, 2019. Attached are the minutes from the meeting, as well as the review package.

There were some non-conformances identified. These non-conformances and their explanations, as well as other highlights, are:

- 1) The Management Review was to take place prior to June 30, 2019. The management review was delayed due to staffing issues (retirement and subsequent re-structuring of staffing at the WTP). These issues are now behind us and I expect the Management Review will be on schedule in 2020.
- 2) Late submission of O.Reg. 387/04 - Water Taking Report (May 14) and O.Reg. 450/07 -Industrial and Commercial Users Report (April 9) to the MECP. Both reports were due March 31, 2019. Both reports were not known to myself as required submissions. Upon notification from the Ministry of being past due, the reports were prepared and submitted and the Ministry was satisfied. No future late report submissions to the MECP are expected in 2020.
- 3) The annual WTP inspection by the MECP resulted in one non-conformance. Form 1 (notice of changes to the distribution system) was not on file. Our construction consultant (Hatch Engineering) had not prepared the form for the Town for the 2018 construction season. The Form 1 has since been completed for 2018 and is on file, along with Form 1 for the 2019 construction season. Again, I do not anticipate this recurring as a non-conformance going forward.
- 4) One distribution system water sample returned an adverse test result. With direction from the MECP, re-samples were taken and the re-samples returned no adverse results. It is suspected that the original sample was contaminated which lead to the adverse test result.
- 5) Succession Planning. Environmental Superintendent Doug Herr retired June 20, 2018 and I took over for Doug mid-July 2018. Overall Responsible Operator

Randy White retired on May 31, 2019. Brad Webb successfully bid to replace Randy. Greg Wiedenhoefte subsequently bid into the Operator In Charge role and is training towards his Class 3 Water Treatment License and is expected to be the Overall Responsible Operator upon Brad Webb's retirement in 2-3 years. The WTP staffing was restructured such that the third employee at the WTP is rotating in on a weekly basis to cross train the entire Water Distribution team at the WTP. The early indications is that this has been favourably received by the majority of our staff.

- 6) The DWQMS Operational Plan was updated in 2019 to fully align with the DWQMS 2.0 standard. The Operational Plan will have an external audit in November 2019 by SAI Global.
- 7) Previous external and internal audits in 2018 and 2019 have resulted in zero non-conformances.
- 8) Two (2) customer complaints were identified in the Management Review. Upon discussion, it was determined that we can do a better job at tracking and documenting customer complaints to ensure that they are being resolved and closed.
- 9) Staff suggestions included having 2 trained internal auditors for the DWQMS system and to utilize them on a rotating basis. Other items are identified in the minutes. It is important to note that the staff recognized that their suggestions are acted upon and are often included in the next year's capital program.

Overall, the Water Treatment Plant and Water Distribution Teams experienced a significant turnover in the period covered by the Management Review. The teams are now fully staffed and training is ongoing. The DWQMS Management Review identified areas that we can improve upon and I expect the 2019 – 2020 Management Review will reflect this continuous improvement.

Respectfully submitted,



Craig Miller, P.Eng.
Environmental Superintendent



Town of Fort Frances
Fort Frances Drinking Water System
Management Review Meeting Minutes

Date: Monday October 21, 2019

Time: 1:00 P.M.

Location: Fort Frances Water Treatment Plant

In Attendance: Doug Brown, CAO, Craig Miller, Paul Lemesurier, Jay Bruyere, Brad Webb, Joel Nicolay, Eric Gustafson and Travis Rob.

Absent: Greg Wiedenhoeft and Bryan Patterson

Part of the QMS Operational Plan requires that management shall review the QMS once every twelve (12) months to assess and ensure the continuing suitability, adequacy and effectiveness of the QMS. Element 20 – Management Review was discussed. Management Reviews shall be included in the internal audit schedule.

Introduction:

Reference to Operational Plan – Element 20 Management Review

Period June 1, 2018 to May 31, 2019

The Environmental Superintendent red through Element 20 with the committee members and there were no concerns or changes that needed to be made.

Item 1 – Incidents of regulatory non-compliance:

Ministry of the Environment (MOE) Annual Inspection Report (2018/2019)

Date of Inspection: February 11th and 12th, 2019

Non-compliance with regulatory requirements – One (1)

Form 1 not on record for looping of DWS at Frenette between First and Second Street

Actions Taken: Form 1 was submitted to MECP on March 19, 2019 in order to correct non-compliance

2018 Annual Summary Report (Schedule22) O. Reg. 170/03

Regulatory requirement: No later than March 31, 2019

Reported to O & F Executive Committee and Council

Council Approval was received March 25, 2019

Date submitted to MECP – April 4, 2019

Letter were sent out on April 4, 2019 to the Owners that connect and receive water from the Town's Water Distribution System

Non Compliance with Regulatory Requirements: None

2018 Annual Report – O. Reg. 170/03

Regulatory Requirement: Not later than February 28, 2019

Date submitted to MECP: February 28, 2019

Non Compliance with Regulatory Requirements: None

O. Reg 450/07: Charges for Industrial and Commercial Water Users

Regulatory Requirement: Not later than March 31, 2019

Date submitted to MECP: April 9, 2019

Non Compliance with Regulatory Requirements: Late submission

O. Reg. 387/04: Water Taking and Reporting

Regulatory Requirement: Not later than March 31, 2019

Date submitted to MECP: May 14, 2019

Non-compliance with Regulatory Requirements: Late submission

Item 2 – Incidents of adverse drinking water tests:

WTP:

No adverse treated water samples

Water Distribution System:

One Adverse Sample – Sample Collected February 25, 2019 with results being received on February 27, 2019 (From the Grind Up)

Item 3 – Deviations from critical control-point limits and response actions:

The QMS Team had undertaken a Risk Assessment Review of the risks and their critical control-point/response actions between March 5, 2019 and April 15, 2019

Two hazards were added, to align with DWQMS 2.0: “Treatment – Sustained Extreme Heat (Score of 7)” and “Distribution – sustained Extreme Cold (Score of 5)”. There were no other changes in limits or existing response actions.

Risks with a threshold above or equal 8 (Threshold – 8)

1. Railway activity (Spill of chemical or contamination)
2. Loss of Pressure: water main break, major fire
3. Cross connection

Item 4 – The effectiveness of the risk assessment process:

The Operators reviewed the Risk Assessment Process between March 5, 2019 and April 15, 2019. Added two (2) new potential risks to the listing. Refer to item 3 above.

Reviewed on a yearly basis in accordance with Element 7.

Item 5 – Internal and third party audit results:

Internal Audit Results:

Latest Internal Audit:

Issued May 29, 2019 – undertaken by Tyson Dennis.

No Corrective Actions were identified.

Previous Audits:

Issued May 22, 2018 – undertaken by Tyson Dennis

No Corrective Actions were identified.

External Audit Results:

Latest External Audit:

Re-Accreditation Systems Audit

On site (November 20,2018) – undertaken by SAI GLOBAL – Accreditation Program for Operating Authorities

No non-conformances were identified.

Previous Off-Site External Audit

12 month surveillance audit

Off site (November 1, 2017) – undertaken by SAI GLOBAL – Accreditation Program for Operating Authorities

No non-conformances were identified.

Item 6 – Results of emergency response testing:

Standard Operating Procedures identified in the Emergency Response Binder had been reviewed with the Water System Operators on April 4, 2018.

Emergency SOP's Reviewed:

1. Policy 4.24 – SOP No. 1 – for the Destruction (bombing/major fire) of Water Treatment Plant or Water Tower.
2. Policy 4.23 – SOP No. 2 – for Pandemic Situation – affecting the Water Treatment Plant Operators and Community.
3. Policy 4.15 – SOP No. 3 – for Water Main Breaks and Repairs.
4. Policy 4.8 – SOP No. 4 – for breakdown of equipment at the Water Treatment Plant.
5. Policy 4.4 – SOP No. 5 – for Raw Water Source Contamination
6. Policy 4.27 – SOP No. 6 – for Standby Generator – WTP (New)

Item 7 – Operational Performance:**WTP:**

Actions and recommendation from MECP

As a result of the 2018/19 MECP Inspection – 1 non compliance due to a late submission.

Personnel

ORO Randy White retired on May 31, 2019

Brad Webb successfully bid into ORO position

Maintenance issues:

No other issues

Distribution System:

Actions and recommendations from MECP

No issues.

Personnel – Water Distribution Operators:

Linda Carmody left July 13, 2018

Addition: Joel Nicolay as of July 16, 2018

Full Complement of staff as of May 31, 2019.

Maintenance Issues:

Numerous water main/service breaks through the Town since the last Management Review.

Frozen Waters – 39 residences

Valve Replacements done in 2018 as part of the roadway/infrastructure replacement on”

1. Sinclair Street and Armit Avenue (VAL331)
2. Nelson Street and Armit Avenue (VAL332)
3. Wright Avenue and Third Street West (VAL118)
4. Reid Avenue and First Street East (VAL454)

Six (6) valves were scheduled for replacement in 2018 but due to costs, only four (4) were changed, per the list above.

Some existing fire hydrants are obsolete and we have no parts in order to maintain them. Six (6) fire hydrants were scheduled for replacement in 2018 but once again due to costs, only four (4) were changed.

Fire Hydrant Replacement completed in 2018:

1. First Street East and Crowe Avenue (HYD226)
2. Third Street East and Reid Avenue (HYD265)
3. 400 Block of Keating Avenue (HYD135)
4. 1300 Block of Fifth Street East (HYD318)

Item 8 – Raw water supply and drinking water quality trends:

No changes in raw water supply and drinking water quality trends.

Regular seasonal water turnover of Rainy Lake.

Item 9 – Follow up on action items from previous management review:

2018 Management Review Items

Four (4) follow up items identified

1. Replacement of approximately 500 meters of 150 mm diameter water main along Colonization Road West (from 1302 Colonization Road West to 1448 Colonization Road West):

Status: Due to lack of funding the project has been postponed to 2019 – to go through the 2020 Capital Budget Process. Construction Season.

2. 400 Block of Armit Avenue

Status: No capital funding available in 2019

3. 400 Block of Nelson Street

Status: No capital funding available in 2019.

4. Ensure both cemetery irrigation systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.

Status: No capital fund available in 2019. The Riverview Cemetery works can take place at the same time as item 1 above.

Item 10 – The status of management action items identified between reviews:

No management action items were identified between reviews.

Item 11 – Changes that could affect the Quality Management System (QMS)

Internal/External Audit: No issues

Management Review: No issues.

Any new business development upstream of water intake could potentially contaminate raw water source or supply. No concerns at this time.

Information only:

Where to find – electronically: Revision updates – Last version – check electronic version (latest version) found in W:\QMS Operational Plan\...file name (April 12, 2019; Revision No. 12).

Item 12 - Consumer Feedback:

Customer complaints: Last period – 4 complaints – this period 2 complaints.

Notes:

Typical root causes of complaints

1. Construction projects creating dead-end mains can cause stagnate and discoloured

water issues.

2. Result of water main breaks
3. Maintenance – valve exercising and flushing

Status: Ongoing

Item 13 – The Resources needed to maintain the Quality Management System (QMS):

Council's commitment to provide the following:

Personnel – No issues

Financial – No issues

Item 14 – The results of infrastructure review:

Six (6) year capital plan (In OP – Appendix 1)

On an annual basis

Proposed infrastructure upgrades are discussed and reviewed with operators.

Council reviews and approves.

WTP:

On a monthly basis the WTP Overall Responsible Operator generates a report outlining operational and maintenance activities. The report is circulated and reviewed by the Environmental and Facilities Superintendent, Manager of Operations and Facilities, the O & F Executive Committee and Council.

Upgrades for this period:

Installed two new soda ash pumps

Received upgraded SCADA computers from Lakeside Process Control

New polymer line to clarifier #1

Installed new recirculation pump on boiler

Installed new filtered water sample pump

Painted pipe stands on low level

Water Distribution System:

On a monthly basis, Environmental and Facilities Superintendent generates a report outlining maintenance activities. The report is circulated and reviewed by the Manager of O & F and the O & F Executive Committee and Council.

Upgrades during this period:

Water main valve exercise program – 20% per year – Area 3

Hydrant flushing: Flushing annually

Fire hydrant replacements: see section 7 for a detailed list

Water main isolation valve replacements: see section 7 for a detailed list

Water main replacement (Construction projects):

1200 Block of Third Street East

Colonization Road East/Millroad from Elizabeth Street to Lake Road

Water meters/backflow device installations – ICI sector, ongoing

Scheduled for 2019 Construction:

Replacements/new installation of water mains and services along the following streets:

- a) 300 Block of Second Street East including intersection of Victoria Avenue and Second Street East.

Item 15 – Operational plan currency, content and updates:

Current revision date: April 12, 2019 – Revision 12

Updates – since previous period

Audits – amended OP after the audit review

Document Request Change (DRC) – document changes to Operational Plan such as spelling, grammar, personnel change, etc.. A result of conducting staff meetings to

review the Elements within the Operational Plan - these Elements were amended as follows:

1. D. Herr retired in mid 2018.
2. Element 3 was updated to current Council and Management Team
3. Element 6 – updated distribution list.
4. Element 7 updated to align with DWQMS 2.0
5. Element 8 – updated to align with DWQMS 2.0
6. Element 9 – included entire staff of water department as part of DWQMS Team
7. Element 10 – grammar corrections and clarification to match O. Reg. 128/04
8. Element 12 – grammar corrections
9. Element 13 – updated to match current work processes
10. Element 14 – updated to ensure all applicable documents are reviewed
11. Element 15 – updated to match current work processes
12. Element 21 – full revision of Continuous Improvement section to align with DWQMS 2.0
13. Appendices – updated to match current contact information
14. Element 16 – updated to match plant configuration and current process

Item 16 – Staff Suggestions:

1. Have two (2) trained auditors for the DWQMS and utilize on a rotating basis
2. Maintain four (4) valve intersections
3. When a dead end is created ensure there is a flushing point created as well
4. Remodel the water system
5. Review SOP #3 – new disinfection procedure



Town of Fort Frances

Fort Frances Drinking Water Quality Management System

Management Review Meeting Notice

Date of Notice: Thursday, October 10, 2019
Date of Meeting: Monday, October 21, 2019
Time of Meeting: 1:00 PM
Location of Meeting: Fort Frances Water Treatment Plant

DWQMS Team Members:

Please find attached your agenda packages for the Management Review meeting that is scheduled per above.

Along with your agenda package, you find a copy of the management review minutes from the 2018 Management Review meeting as well as a copy of the report that was submitted to Mayor and Council for their approval.

A handwritten signature in blue ink, appearing to read "Craig Miller".

Craig Miller, P.Eng.
Environmental Superintendent

Fort Frances Drinking Water System Management Review - Meeting Agenda

Date: Monday, October 21, 2019

Time: 1:00 pm

Location: Fort Frances Water Treatment Plant

A. Introduction:

Reference to Operational Plan - Element 20 Management Review

- See attached Element No. 20.

Period: June 01, 2018 to May 31, 2019

B. Review Items:

1. Incidents of regulatory non-compliance:

Ministry of the Environment (MECP) Annual Inspection Report (2018/2019)

Date of Inspection: February 11th – 12th, 2019

Non-compliance with Regulatory Requirements: One (1)

- Form 1 not on record for for looping of DWS @ Frenette between First and Second St.
- Submitted Form 1 to MECP on March 19, 2019 to correct non-compliance

2018 Annual Summary Report (Schedule 22) – O. Reg. 170/03

Regulatory requirement: No later than March 31

Reported to O. & F. Executive Committee and Council.

Council Approval March 25, 2019

Date submitted to Ministry of the Environment (MECP): April 4, 2019

Letters sent April 4, 2019 to the Owners that connect and receive water from the Town's Water Distribution System:

Non-compliance with Regulatory Requirements: None

2018 Annual Report – O. Reg. 170/03

Regulatory requirement: Not later than February 28

Date submitted to Ministry of the Environment (MECP): February 28, 2019

Non-compliance with Regulatory Requirements: None

Fort Frances Drinking Water System Management Review - Meeting Agenda

O. Reg. 450/07: Charges for Industrial and Commercial Water Users
Regulatory requirement: Not later than March 31
Date submitted to Ministry of the Environment (MECP): April 9, 2019
Non-compliance with Regulatory Requirements: Late Submission

O. Reg. 387/04: Water Taking and Reporting
Regulatory requirement: Not later than March 31
Date submitted to Ministry of the Environment (MECP): May 14, 2019
Non-compliance with Regulatory Requirements: Late Submission

2. Incidents of adverse drinking water tests:

Water Treatment Plant:

No adverse treated water samples.

Water Distribution System:

One Adverse Sample – Sample Collected 2/25/2019

See Attachment. – B.2.

3. Deviations from critical control-point limits and response actions:

The QMS Team had undertaken a Risk Assessment review of the risks and their critical control-points/response actions between March 5, 2019 and April 15, 2019.

Two hazards were added, to align with DWQMS 2.0: “Treatment – Sustained Extreme Heat (Score of 7)” and “Distribution – Sustained Extreme Cold (Score of 5)”. There were no other changes in limits or existing response actions.

Risks with a threshold above or equal 8 (Threshold – 8):

1. Railway Activity (Spill of chemical or contamination)
2. Loss of pressure: water mains break, major fire
3. Cross connection

Reference - Element 7/8

Fort Frances Drinking Water System Management Review - Meeting Agenda

4. The effectiveness of the risk assessment process:

Operators reviewed the Risk Assessment process between March 5, 2019 and April 15, 2019. Added two (2) new potential risks to listing. See Item 3, above.

(Reviewed on a yearly basis in accordance with Element 7).

5. Internal and third-party audit results:

Internal Audit results:

Latest Internal Audit:

May 29, 2019 - undertaken by Tyson Dennis.

No corrective actions identified.

List CAR's and copies of Corrective Action Records are attached.
Operational Plan to be amended reflecting non-conformances.

Previous Audit:

May 22, 2018 - undertaken by Tyson Dennis.

No corrective actions identified.

External Audit results:

Latest External Audit:

Re-Accreditation Systems Audit –

On-site (November 20, 2018) - undertaken by SAI GLOBAL - Accreditation
Program for Operating Authorities.

No non-conformances were identified.

Previous Off-Site External Audit:

12-Month Surveillance Audit –

- Off site (November 1, 2017) - undertaken by SAI GLOBAL - Accreditation
Program for Operating Authorities.

No non-conformances were identified

See Attachment B.5.

Fort Frances Drinking Water System Management Review - Meeting Agenda

6. Results of emergency response testing:

Standard Operating Procedures identified in the Emergency Response Binder was reviewed by the Water System Operators in Q1 2019.

Emergency SOP's Reviewed:

1. Policy 4.24 – SOP No. 1 – for the Destruction (Bombing/Major Fire) of Water Treatment Plant or Water Tower.
2. Policy 4.23 – SOP No. 2 – for Pandemic Situation – Affecting the Water Treatment Plant Operators & Community.
3. Policy 4.15 – SOP No.3 – for Water Main Breaks and Repairs.
4. Policy 4.6 – SOP No. 4 – for breakdown of equipment at the Water Treatment Plant
5. Policy 4.4 – SOP No. 6 – for Raw Water Source Contamination
6. Policy 4.27 – SOP for Standby Generator – WTP

See Attachment B.6.

7. Operational performance:

WTP:

Actions & Recommendations from MECP:

As a result of the 2018/19 MECP inspection, no non-compliances identified.

Personnel:

ORO Randy White retired on May 31, 2019

Brad Webb successfully bid into ORO position.

Maintenance issues:

No other issues.

Fort Frances Drinking Water System Management Review - Meeting Agenda

Distribution System:

Actions & Recommendations from MECP:

No issues.

Personnel:

Water Distribution Operators:

Other employment – Linda Carmody left July 13, 2018.

Addition – Joel Nicolay as of July 16, 2018.

Full complement of staff as of May 31, 2019.

Maintenance issues:

Numerous water main & service breaks throughout the Town since the last Management Review.

See Attachment B.7.

Frozen water services to report – 39 residences

Valve replacements done in 2018 – as part of the roadway/infrastructure replacement on:

- 1) Sinclair Street & Armit Avenue (VAL331)
- 2) Nelson Street & Armit Avenue (VAL332)
- 3) Wright Avenue & Third Street West (VAL118)
- 4) Reid Avenue & First Street East (VAL454)

Six (6) valves were scheduled for replacement in 2018, but due to costs, only four (4) were changed, per the list above.

Fort Frances Drinking Water System Management Review - Meeting Agenda

Some existing fire hydrants are obsolete, no parts to maintain them. Six (6) fire hydrants were scheduled for replacement in 2018, but due to costs, only four (4) were changed.

Fire hydrant replacements done in 2018:

- 1) First Street East and Crowe Avenue (HYD226)
- 2) Third Street East and Reid Avenue (HYD265)
- 3) 400 Block of Keating Avenue (HYD135)
- 4) 1300 Block of Fifth Street East (HYD318)

8. Raw water supply and drinking water quality trends:

No changes in raw water supply and drinking water quality trends.

Regular seasonal water turnover of Rainy Lake.

See Chart - Attachment B.8. (Information obtained from DWSP sampling).

9. Follow-up on action items from previous management reviews:

2018 Management Review Items:

Four (4) follow-up items identified.

1. Replacement of approximately 500 metres of 150 mm diameter water main along Colonization Road West (from 1302 Colonization Rd. W. to 1448 Colonization Rd. W.)

Status: Due to lack of funding in 2018, the project has been postponed to 2019. Funding has been received from the Federal and Provincial Governments.

2. 400 Block of Armit Avenue

Status: No capital funding available in 2019.

3. 400 Block of Nelson Street

Status: No capital funding available in 2019.

Fort Frances Drinking Water System Management Review - Meeting Agenda

4. Ensure both cemetery irrigation systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.

Status: No capital funding available in 2019. The Riverview Cemetery works can take place at the same time as item 1 above.

10. The status of management action items identified between reviews:

No management action items identified between reviews.

11. Changes that could affect the Quality Management System (QMS):

Internal/External Audit: No issues.

Management Review: No issues.

Any new business development upstream of water intake could potentially cause contamination of raw water source or supply. No concerns at this time.

Information Only:

Where to find – electronically: Revision Updates – Last version. Check electronic version (latest version) found in W:\QMS Documentation\QMS Operational Plan\...file name. (April 12, 2019; Revision No. 12)

12. Consumer feedback:

Customer complaints: Last period – **4 complaints; this period 2 complaints.**

Notes:

Typical root causes of complaints:

1. Construction projects creating dead-end mains can cause stagnate and discoloured water issues.
2. Water main breaks.
3. Maintenance activities – valve exercising and flushing

Customer Complaint Processing form – See Attachment B.12

Fort Frances Drinking Water System Management Review - Meeting Agenda

13. The resources needed to maintain the Quality Management System (QMS):

Council's commitment to provide the following:

Personnel – No issues.

Financial – No issues.

14. The results of infrastructure review:

Six (6) year capital plan (In OP – Appendix I)

On an annual basis –

Proposed Infrastructure upgrades are discussed and reviewed with operators.

Council reviews and approves.

WTP:

On a monthly basis the WTP Overall Responsible Operator generates a report outlining operational and maintenance activities. The report is circulated and reviewed by the Environmental Superintendent., O&F Manager, the O&F Executive Committee and Council.

Upgrades for this period:

Installed two new soda ash pumps

Received upgraded SCADA computers from Lakeside Process Control

New polymer line to clarifier #1

Installed new recirculation pump on boiler

Installed new filtered water sample pump

Painted pipe stands on lower level

Water Distribution System:

On a monthly basis, the Environmental Superintendent generates a report outlining maintenance activities. The report is circulated and reviewed by the O&F Manager and the O&F Executive Committee and Council.

Upgrades during this period:

Water main valve exercise program: 20% per year (Area 3)

Fort Frances Drinking Water System Management Review - Meeting Agenda

Hydrant flushing: flushing annually

Fire hydrant replacements – 4 – see Section 7 for detailed list.

Water main isolation valve replacements – 4 – See Section 7 for detailed list.

Main Replacement (Construction Projects):

- 1200 Block of Third Street East
- Colonization Road East / Mill Road from Elizabeth St. to Lake Road

Water meters/backflow device installations – ICI sector, on going.

Scheduled for 2019 Construction:

Replacement/new installation of water mains and services along the following streets:

- a. 300 Block of Second Street East including intersection of Victoria Avenue and Second Street East

15. Operational plan currency, content and updates:

Current revision date – April 12, 2019, Rev. 12

Updates (since previous period):

Audits - Amended OP after the audit review.

List CAR's and provide copies of Corrective Action Records. See Attachment B.5

Document Request Changes (DRC) – document changes to Operation Plan other than the CAR changes as described above. (Spelling, grammar, personnel change, etc.). A result of conducting staff meetings to review the Elements within the Operation Plan these Elements were amended as follows:

1. All elements – updated to reflect new Environmental Superintendent after D. Herr retired in mid – 2018
2. Element 3 – updated to current council and management team
3. Element 6 – Updated distribution lists.

Fort Frances Drinking Water System Management Review - Meeting Agenda

4. Element 7 – Updated to align with DWQMS 2.0
5. Element 8 – Updated to align with DWQMS 2.0
6. Element 9 – Included entire staff of water department as part of DWQMS team
7. Element 10 – Grammar corrections and clarification to match O.Reg. 128/04
8. Element 12 – Grammar corrections
9. Element 13 – Updated to match current work processes
10. Element 14 – Updated to ensure all applicable documents are reviewed.
11. Element 15 - Updated to match current work processes
12. Element 21 – Full revision of Continuous Improvement section to align DWQMS 2.0
13. Appendices - Updated to match current contact information
14. Element 16 – Updated to match plant configuration and current process

16. Staff suggestions:

Any concerns from operators/staff.

Attachment A

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Management Review

REVISION #5

QMS REFERENCE: ELEMENT NO. 20

QMS REPRESENTATIVE: 

20 Management Review

20.1 Review Frequency

Top management shall review the QMS once every twelve (12) months to assess and ensure the continuing suitability, adequacy and effectiveness of the QMS.

Management review(s) shall be included in the internal audit schedule.

20.2 Review Participants

Management review participants shall include:

- CAO
- Operations & Facilities Manager
- Environmental Superintendent (QMS Representative)
- Overall Responsible Operator
- Operator In Charge (Water Distribution System)

The Operations & Facilities Manager may include other personnel at his discretion.

Attendees shall be notified of the management review meeting by e-mail and/or internal memo.

20.3 Review Input

The QMS Representative and the Secretary/Receptionist shall provide a summary of the following information in a suitable format to the management review meeting attendees at least seven (7) days prior to the meeting:

- Incidents of regulatory non-compliance.
- Incidents of adverse drinking-water tests.
- Deviations from critical control-point limits and response actions.
- The effectiveness of the risk assessment process.
- Internal and third-party audit results.
- Results of emergency response testing.
- Operational performance.
- Raw water supply and drinking water quality trends.
- Follow-up on action items from previous management reviews.
- The status of management action items identified between reviews.
- Changes that could affect the QMS.

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Management Review

REVISION #5

QMS REFERENCE: ELEMENT NO. 20

QMS REPRESENTATIVE: _____

- Consumer feedback.
- The resources needed to maintain the QMS.
- The results of the infrastructure review.
- Operational plan currency, content and updates.
- Staff suggestions.

20.4 Review Process

The QMS Representative shall prepare a meeting agenda and distribute the meeting agenda with the management review data.

The management review participants shall review all data presented, and where necessary, identify opportunities for improvements. These may include opportunities for improvement related to the:

- Effectiveness of the QMS and related procedures.
- Ability of the Operating Authority to implement the QMS
- Provision of adequate human and financial resources.
- The level of consumer satisfaction.

For all opportunities identified, the management review participants shall identify action items, personnel responsible for implementing action items and timelines for action items.

Records of management reviews, recommendations, decisions, action items, personnel responsibilities, and timelines shall be forwarded to the Operations & Facilities Executive Committee upon completion for acceptance and then forward to Council (Owner) of the Town of Fort Frances for review and acceptance.

Records shall be maintained by the QMS Representative. The records shall reflect all new action items and any decisions made by the Management Review Team, deficiencies, personnel responsible for action items, and timelines.

Attachment B.1

**Ministry of the Environment
Conservation and Parks**

Northern Region
Kenora Area Office
808 Robertson Street
Kenora, ON P9N 1X9
Fax: (807) 468-2735
Telephone: (807) 468-2718

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Direction régionale du Nord
Bureau du secteur de Kenora
808 rue Robertson
Kenora, ON P9N 1X9
Télécopieur: (807) 468-2735
Téléphone: (807) 468-2718



February 28, 2019

Town of Fort Frances
320 Portage Ave.
Fort Frances, ON
P9A 3P9

Attention: Craig Miller, Environmental and Facilities Superintendent

Dear Mr. Miller:

Re: Fort Frances Drinking Water System Inspection Report (2018/2019)

Please find attached the 2018/2019 municipal water works inspection report. The unannounced inspection was conducted on February 11 and 12, 2019. The time and co-operation of all operators involved was greatly appreciated.

One non-compliance issue was identified during the inspection. Actions required to address the non-compliance is included on pages 11 of the inspection report. Please note that "Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch.

Best practice issues and associated recommendations, for the continued improvement of operations of the Fort Frances drinking-water system, are provided on pages 12 and 13 of the inspection report. "*Recommended Actions*" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

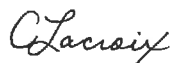
In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles on the Inspection, Investigation &

Enforcement (II&E) Secretariat and advice in internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix B of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Dave Manol, Drinking Water Program Supervisor, at (807) 475-1689.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

If you have any questions or comments in regards to this inspection, or if you would like to discuss Ontario's drinking water legislation, please contact Carolyn Lacroix at (807) 468-2727.

Sincerely,



Ministry of the Environment, Conservation and Parks
Northern Region - Kenora Area Office

CL/cl

cc. Northwestern Health Unit
21 Wolsley Street
Kenora, Ontario
P9N 3W7

Attention: Thomas Nabb, Program Manager

cc. Ministry of Natural Resources and Forestry
922 Scott Street
Fort Frances, Ontario
P9A 6S7

Attention: Greg Chapman, District Manager

cc. Ministry of the Environment, Conservation and Parks
435 James Street South
Suite 331
Thunder Bay, Ontario
P7E 6S7

Attention: Dave Manol, Drinking Water Supervisor

cc. Kenora Area Office
File Number: DK DY WI – 540



Ministry of the Environment, Conservation and Parks

**FORT FRANCES DRINKING WATER SYSTEM
Inspection Report**

Site Number:	220000978
Inspection Number:	1-I4TQ4
Date of Inspection:	Feb 04, 2019
Inspected By:	Carolyn Lacroix

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Ministry of the Environment, Conservation and Parks Inspection Report

OWNER INFORMATION:

Company Name:	FORT FRANCES, THE CORPORATION OF THE TOWN OF		
Street Number:	320	Unit Identifier:	
Street Name:	PORTAGE Ave		
City:	FORT FRANCES		
Province:	ON	Postal Code:	P9A 3P9

CONTACT INFORMATION

INSPECTION DETAILS:

Site Name:	FORT FRANCES DRINKING WATER SYSTEM
Site Address:	901 COLONIZATION RD E FORT FRANCES P9A 3P9
County/District:	Fort Frances
MECP District/Area Office:	Kenora Area Office
Health Unit:	NORTHWESTERN HEALTH UNIT
Conservation Authority:	
MNR Office:	Fort Frances District Office
Category:	Large Municipal Residential
Site Number:	220000978
Inspection Type:	Unannounced
Inspection Number:	1-14TQ4
Date of Inspection:	Feb 04, 2019
Date of Previous Inspection:	Jan 22, 2018

COMPONENTS DESCRIPTION

Site (Name):	MOE DWS Mapping	Sub Type:	
Type:	DWS Mapping Point		

Site (Name):	SOURCE	Sub Type:	Surface
Type:	Source		

Comments:

The raw water supply for the Fort Frances municipal drinking water system is taken from the Rainy River at the outflow of Rainy Lake. The source water is generally of good quality, however it can be subject to elevated levels of colour, turbidity, and dissolved organic carbon.

Source water is gravity-fed into a low-lift pump well located within the plant. It is then drawn through a 630 mm diameter, 190 m long intake line that is equipped at the terminal end with a stainless steel screen. Coarse material is screened at the initial intake point and again through a set of screens within the raw water well.

Site (Name):	TREATED WATER	Sub Type:	Pumphouse
Type:	Treated Water POE		

Comments:

Three (3) vertical turbine low lift pumps deliver raw water through a common header equipped with alum and soda



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ash injection points, an in-line mixer, and a flow meter. Alum is added at all times when water is being produced; soda ash is added only when needed based on the pH of the raw water supply. Polymer is then injected as the water passes into two solids contact clarifiers. The clarifiers are equipped with blow-down devices to remove excess sludge, which is discharged to the municipal sanitary sewer. Clarified water passes through one of four dual media (anthracite coal/sand) filters. Each filter effluent line is monitored for pH and turbidity. Water is disinfected in a baffled contact chamber by the addition of chlorine gas. Soda ash, used for pH adjustment is added to the clearwell, as well as hydrofluosilicic acid. Treated water flows are measured using an in-line flow meter.

Four high lift pumps (rated at 63.1 L/s (2), 94.7 L/s and 126.2 L/s) pressurize treated water as it is directed to the distribution system. Distribution system pressure is also maintained by the elevated storage tank located in the southwest portion of Fort Frances.

A complete description of the treatment system can be found in Drinking Water Works Permit No. 224-201.

Site (Name): DISTRIBUTION (WATER INSPECTION)

Type: Other

Sub Type: Other

Comments:

The Fort Frances distribution system services a population of approximately 8,000 in Town, and another 300 people in the neighbouring community of Couchiching First Nation. The distribution system is comprised of ductile steel, cast iron, and PVC piping. The original system was installed in the early 1900's. As older pipes are replaced, PVC piping comprises an increasing proportion of the works. Some sections of the distribution system have been looped at the recommendation of a consulting engineer, however several dead ends still remain. The distribution system is 70.73 kilometres in length and contains 399 fire hydrants.

A 4,500 cubic meter elevated storage tower is located in the southwest portion of the town. A telemetry system is used to maintain water levels in the tower. A paced-to-flow chlorination system injects liquid calcium hypochlorite at the outflow from the storage tower to maintain adequate chlorine residuals in the distribution system.



INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

This unannounced, focused inspection was conducted on February 4 and 5, 2019, by Water Inspector, Carolyn Lacroix. The inspection included a tour of the Drinking Water System (DWS) components, document review and interview with DWS personnel. The inspection review period is the period of time from the date of the previous Ministry of the Environment Conservation and Parks (MECP) inspection conducted on January 22 and 23, 2018, to the date of this inspection, unless otherwise stated.

Text highlighted in bold-type is computer-generated based on yes/no responses to standard questions answered during the inspection. Supporting information, in regular font, has been added by the undersigned Water Inspector to qualify standard responses and to provide additional guidance/information.

Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

Conditions 2.1.1 and 2.1.2, Schedule C, Municipal Drinking Water Licence (MDWL) #224-101, requires continuous measurements and recording of the flow rate and daily volume of raw water flowing into the water treatment plant (WTP) and of treated water flowing from the WTP into the distribution system. The Fort Frances WTP is equipped with one raw water flow meter and one treated water flow meter.

There were no losses of flow data during the inspection review period.

- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

Condition 1.1, Schedule C, MDWL #224-101, identifies the rated capacity of the Fort Frances WTP as 17,000 m³/day. This represents the maximum daily volume of treated water that is allowed to be directed to the distribution system from the WTP.

During the review period, the highest volume of treated water pumped to the distribution system in a single day was 5780 m³, in August 2018. This represents 34 % of the rated capacity of the plant.



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Capacity Assessment

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

During the inspection, the undersigned Water Inspector toured the WTP and the water tower.

The following discrepancy was noted in Schedule A of Drinking Water Works Permit (DWWP) #224-201:

- The alum chemical metering pump is described as "having a calibration cylinder controlled automatically on the basis of the raw water flow". A new chemical metering pump has been installed and the new pump does not have a calibration cylinder. The instrument is now calibrated manually by weighing a sample.

During the next Drinking Water Works Permit and Municipal Drinking Water License renewal, the above item is to be updated.

- The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

Municipal Water Works Permit (MWWP) # 224-201 allows for the Fort Frances drinking water system to be altered by adding, modifying, replacing or extending a watermain within the distribution system if certain conditions are met. These conditions are outlined in MWWP in Schedule B, section 3.0.

During the review period, Frenette Ave. was looped between 1st St. E. and 2nd St. E. and a Form 1 was not generated prior to the work being completed.

- Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.

In accordance with O. Reg. 170/03, Schedule 1-2(2), surface water systems must have chemically assisted filtration and disinfection and achieve an overall performance of at least a 2-log (99%) removal/inactivation of *Cryptosporidium* oocysts, a 3-log (99.9%) removal/inactivation of *Giardia* cysts, and a 4-log (99.99%) removal/inactivation of viruses, by the time the water is delivered to the first consumer.

The Fort Frances WTP achieves the above performance criteria using conventional treatment consisting of coagulation, flocculation, sedimentation filtration, and chlorine disinfection.

Trends on the SCADA system were reviewed to ensure that minimum chlorine residuals were met continuously. Under worst case conditions (temp 0.5 degrees Celsius, pH 7.5, clearwell level 60% capacity, treated water flow 17 000 cubic meters per day), the plant must maintain their chlorine residual above 0.85 mg/L. Records reviewed during the inspection confirmed that the system was providing the required level of treatment throughout the inspection review period. If the treated water chlorine residual dropped below the alarm set point, the high lift pumps will shut down and stop the flow of water to the distribution system. At the time of the inspection, the treated water low level chlorine alarm was set to 1.2 mg/L.

Daily chemical feed and feed output reports were reviewed and demonstrated the consistent use of alum at all times the plant was treating water.

Monthly turbidity summaries were reviewed to ensure that the filtered water turbidity was less than or equal to 0.3 NTU in 95% of the measurements taken each month. This was met throughout the inspection review period.

- Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Distribution chlorine levels must be maintained at or above 0.05 mg/L at all times. The lowest recorded chlorine level in the distribution system during the inspection review period was 0.24 mg/L.

Treatment Process Monitoring



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- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**
The treated water chlorine residual is monitored by a continuous analyzer at the point where treated water enters the distribution system.
- **Continuous monitoring of each filter effluent line was being performed for turbidity.**
All four filters in the WTP are equipped with turbidity analyzers. Continuous turbidity data from each filter is printed daily, reviewed by operators and filed in the WTP office. There were no gaps in continuous data during the review period.
- **The secondary disinfectant residual was measured as required for the distribution system.**
Daily chlorine residuals are collected from the water tower, meeting the requirements of O. Reg. 170/03, Schedule 7, subsections 7-2(3),(4). Chlorine residuals are also collected during bacteriological sampling.
- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
Upon arrival at the WTP each morning, operators observe chlorine residuals from the previous 24 hour period on the circle chart recorder which is located next to the continuous chlorine analyzer.
The circle chart recorder will hold up to a week of chlorine data. Operators then review a printout of the turbidity readings off each filter for the previous 24 hour period. These printouts display turbidity in 15 minute intervals; each 15 minute data set includes the minimum, maximum and mean turbidity value for the prior 15 minute time period. Operators then review continuous data for the previous 24 hour period on the SCADA computer.
The operations manual has a standard operating procedure for "Reviewing Continuous Monitoring Turbidity Test Results".
- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**
Currently, the alarm set points for chlorine and turbidity are as follows:
 - Final Effluent Low Chlorine Alarm = 1.20 mg/L - If final effluent chlorine levels drop below this set point, an alarm will sound immediately and the high lift pumps will shut down. The system will run off of the water tower.
 - Final Effluent High Chlorine Alarm = 3.2 mg/L - calls out operator on duty
 - Filter Effluent Turbidity High Alarm = 0.3 NTU - plant alarm sounds, if the filter effluent turbidity continues to exceed the set point for more than 10 min, the filter that is exceeding will shut down and a call out will be made to the on-call operator
 - Filter Effluent Turbidity High High Alarm = 0.80 NTU - plant immediately alarms, calls out the on-call operator and filter shuts down
 - Filter Effluent Turbidity Low Alarm = - 0.1 mg/L
- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**
Final effluent chlorine residuals and filter effluent turbidity from of each filter, are read and recorded in the SCADA system every 60 seconds. Final effluent chlorine residuals are also documented on a chart recorder.
Daily, the SCADA system prints out a summary of all the filter effluent turbidity data. Based on the data collected every 60 seconds, every 15 minutes, the mean, maximum and average values of the previous 15 minutes of data are recorded.



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- All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

O. Reg. 170/03, Schedule 6, section 6-5(1)8, requires that the continuous monitoring equipment must be checked and calibrated in accordance with the manufacturer's instructions.

The Rosemont Chlorine Residual Analyzer is used to continuously monitor the treated water chlorine residual. The instruction manual for this instrument does not state how frequently the instrument is to be calibrated; therefore, O. Reg. 170/03, Schedule 6, section 6-5(1)10 applies. This section requires that the instrument be checked and calibrated as frequently as necessary to ensure that the margin of error for free chlorine residual test results are within 0.05 mg/L, if the concentrations usually measured by the equipment are less than or equal to 1.0 mg/L, and proportionally higher if the concentrations usually measured are greater than 1.0 mg/L.

Documentation shows that the analyzer was last calibrated by an outside party on August 21, 2018 and had been previously calibrated on August 21, 2017. In addition, manual chlorine residuals are taken daily and compared to the on-line analyzer. If the analyzer starts to drift, an in-house calibration is completed.

Rosemount Clarity II Turbidity Analyzers are used to continuously monitor the filter effluent turbidity on each filter. The instruction manual, for these instruments requires that they be calibrated annually. Documentation shows that the filter 1, 3 and 4 turbidity analyzers were calibrated on August 23, 2018 and had been previously calibrated on August 21, 2017 (filter #2 was not calibrated because it is currently off-line and there are no plans to bring it back on-line at this time). In addition, in-house calibrations of the # 1, 3 and 4 filter effluent turbidity analyzers are completed monthly.

Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

The Operations Manual contains computer generated print outs from the SCADA system, of the components of the drinking water system, as well as a complete process diagram for the entire system.

- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Logbooks

- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

Only certified operators make entries in the logbook.

Security

- The owner had provided security measures to protect components of the drinking water system.

Security measures provided at the WTP include:

- "No Trespassing" signs;
- alarm system; and
- locked doors when employees are not present.

Security measures provided at the water tower include:

- "No Trespassing" signs; and
- a fence around the water tower that is gated and locked

There are a limited number of keys available for the WTP and the water tower.

Certification and Training



Ministry of the Environment, Conservation and Parks Inspection Report

- The overall responsible operator had been designated for each subsystem.

The Fort Frances WTP is a Class 3 subsystem and the distribution system is a Class 2 subsystem. Two operators operated as the ORO for both subsystems during the review period. The ORO's hold valid certificates that are at the same level or higher than both subsystems.

The ORO listed in the distribution log book on Friday, remains the ORO for the subsystem throughout the weekend. The ORO for the WTP is listed in the WTP log book daily.

- Operators in charge had been designated for all subsystems which comprised the drinking-water system.

Only operators with the appropriate level of certification were designated as the OIC for the review period. The OIC for the WTP is listed in the WTP log book daily. The OIC's for the distribution system is listed in the distribution log book daily, except for on weekends. The OIC's documented on Friday remains the OIC's for the weekend.

- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples were being met.

O. Reg. 170/03, Schedule 10, section 10-2 requires owners and operating authorities of DWS's that serve 100,000 people or fewer to ensure that at least eight distribution samples plus one additional distribution sample for every 1,000 people served by the system are taken each month.

At least one of the samples must be taken each week. The samples must be tested for E. coli and total coliform bacteria with at least 25% of the required samples to be tested for general bacteria measured using heterotrophic plate counts (HPC).

The Fort Frances DWS serves a population of approximately 8,000 people; therefore, at least 16 distribution samples must be taken every month. This requirement was met throughout the inspection review period, except for in December 2018. During this month, weekly microbiological samples were taken; however, due to a snow storm, the courier service was unable to deliver the December 27, 2018 samples to the lab, prior to them expiring. On December 31, 2018, operators became aware that the samples arrived at the lab past their holding time and notified the local ministry office to discuss. Since it was the end of the month, there was not enough time to re-take the expired samples.

- All microbiological water quality monitoring requirements for treated samples were being met.

Section 10-3, Schedule 10, O. Reg. 170/03 requires at least one treated water sample to be taken every week from the point of entry to the distribution system and tested for total coliform bacteria, E. coli and HPC. This requirement was met throughout the inspection review period except for during the week of December 27, 2018. During this week, a treated water sample was taken on December 27, 2018, but due to a snow storm, the courier service was unable to deliver this sample prior to it expiring. Operators became aware of this issue on December 31, 2018 and notified the local ministry office. Operators resumed weekly sampling later this week.

- All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Treated water samples must be taken at least once every 12 months (+/- 30 days from the anniversary of the previous sampling date) and tested for the inorganic parameters listed in O. Reg. 170/03, Schedule 23. These parameters were last sampled for on March 6, 2018 and had been previously sampled on March 7, 2017.

- All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.



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Water Quality Monitoring

Treated water samples must be taken at least once every 12 months (+/- 30 days from the anniversary of the previous sampling date) and tested for organic parameters listed in O. Reg. 170/03, Schedule 24. These parameters were last sampled for on March 6, 2018, and had been previously sampled on March 7, 2017.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

In accordance with section 13-6.1, Schedule 13, O. Reg. 170/03, a sample from the distribution system or plumbing is required to be taken and tested for Haloacetic acid (i.e. HAAs) once in each calendar quarter, from a location that is likely to have an elevated potential for the formation of HAA's.

During the inspection review period, HAA samples were collected from the water tower in each calendar quarter.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

In accordance with section 13-6, Schedule 13, O. Reg. 170/03, a sample from the distribution system or plumbing is required to be taken and tested for Trihalomethanes (i.e. THMs) once in each calendar quarter, from a location that is likely to have an elevated potential for the formation of THM's.

During the inspection review period, THM samples were collected from the water tower, in each calendar quarter. The running annual average THM concentration at the time of the inspection was 54.65 ug/L, the maximum acceptable concentration is 100 ug/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Treated water samples must be taken every three months for analysis of nitrate and nitrite, in accordance with O. Reg. 170/03, Schedule 13, section 13-7. During the inspection review period, samples were collected in each calendar quarter. All nitrate and nitrite samples were collected from the WTP at the point of entry to the distribution system.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Sodium samples must be collected from the WTP at the point of entry to the distribution system at least once every 60 months to meet the requirements of O. Reg. 170/03, Schedule 13, section 13-8. A sodium sample was last collected from the Fort Frances WTP on March 9, 2015 and the result was 16.4 mg/L. It had been previously sampled on March 8, 2010.

- **The required daily samples were being taken at the end of the fluoridation process.**

Schedule 7, section 7-4 of O. Reg. 170/03 requires that if a drinking water system provides fluoridation, the owner of the system and the operating authority for the system shall ensure that a water sample is taken at the end of the fluoridation process at least once every day and is tested for fluoride. Fluoride residuals were being recorded daily by operators. Fluoride is monitored by a continuous analyzer at the same location as the treated water chlorine analyzer, after treatment, prior to water leaving the plant.

During the review period, the highest observed fluoride residual observed from the daily recording of fluoride residuals was 0.81mg/L. The limit for fluoride is 1.5 mg/L.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

Suspended solids are required to be monitored quarterly at the point of discharge to the Rainy River. Records indicate that manual composite samples were collected quarterly during the inspection review period and were tested for suspended solids.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same**



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Water Quality Monitoring

location that microbiological samples were obtained.

Water Quality Assessment

- Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

Reporting & Corrective Actions

- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

On average, it takes an operator approximately 10 minutes to respond to an alarm call out. Only certified operators responded to alarms during the inspection review period.

Other Inspection Findings

- The following issues were also noted during the inspection:
 - O. Reg. 170/03, Schedule 13, section 13-6.1(1) requires that in each calendar quarter, a sample be taken and tested for HAA's from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of HAA's. In 2017, HAA samples were taken from the water tower, a location toward the end of the distribution system. In 2018, HAA samples were taken as follows:
 - Quarter 1 - location in middle of distribution system
 - Quarter 2 - location near the water treatment plant
 - Quarter 3 - water tower
 - Quarter 4 - water tower

On May 9, 2018, the MECP distributed a letter to municipalities, clarifying ministry guidance on HAA sampling. The guidance provided in the letter differs from how the Town of Fort Frances is choosing their HAA sampling locations.
 - Although the Fort Frances WTP has calculated a worst case scenario CT calculation and the calculation is kept in a filing cabinet at the water treatment plant office, it is not included in the operations manual. Operators may not be aware that the sample CT calculation can be found in the filing cabinet location.
 - For the majority of the review period, the same operator was designated as the distribution ORO and two other operators were designated as distribution OIC's. This was written in the log book daily, except for on weekends. There was an understanding amongst operators that these same individuals would remain designated as the ORO and OIC's over the weekend.
 - On occasion, it was not always made clear during maintenance or repair of the distribution system, who determined the category/level of contamination of the maintenance or repair. This determination is to be made by the OIC.
 - On occasion, an entry was made by an operator in the WTP log book and was directly followed by another operator's log book entry, with no space between the entries. This made it challenging to distinguish who made the entry because the entries were not written as two separate entries, by two separate operators.
 - On June 30, 2018, filter #3 was taken off-line at approximately 21:30 and was brought back into service on July 5, 2018. During this time the monthly filter effluent turbidity reading summaries for June 30, 2018 and July 1, 2018, did not reflect that this filter was off-line. This error impacts the accuracy of the monthly filter effluent turbidity calculation. The monthly calculations for June and July 2018 have been re-calculated and demonstrate this criteria was met for the review period.
 - Some of the operations manual content are not up to date i.e. contact information, watermain break repair procedure.



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NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Municipal Water Works Permit (MWWP) # 224-201 allows for the Fort Frances drinking water system to be altered by adding, modifying, replacing or extending a watermain within the distribution system if certain conditions are met. These conditions are outlined in MWWP in Schedule B, section 3.0.

During the review period, Frenette Ave. was looped between 1st St. E. and 2nd St. E. and a Form 1 was not generated prior to the work being completed.

Action(s) Required:

By April 5, 2019, the owner is to submit to the undersigned officer a completed Form 1, for the loop on Frenette Ave. between 1st. E and 2nd St. E. The documentation is to include written verification from:

- a Professional Engineer stating that the watermain loop meets the requirements of condition 3.1.1 of MWWP #224-201, Schedule B, section 3 and
- the owner of the drinking water system stating that the watermain loop meets the requirements of conditions 3.1.2 to 3.1.6 of MWWP # 224-201, Schedule B, section 3.



SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

1. To date, the majority of HAA samples have been taken from the water tower.
2. The Fort Frances WTP worst case scenario CT calculation is kept in a filing cabinet in the plant office and not the operations manual.
3. For the majority of the review period, the same operator was designated as the distribution ORO and two other operators were designated as distribution OIC's. This was written in the log book daily, except for on weekends. There was an understanding amongst operators that these same individuals would remain designated as the ORO and OIC's over the weekend.
4. On occasion, it was not always made clear during maintenance or repair of the distribution system, who determined the category/level of contamination of the maintenance or repair. This determination is to be made by the OIC.
5. On occasion, an entry was made by an operator in the WTP log book and was directly followed by another operator's log book entry, with no space between the entries. This made it challenging to distinguish who made the entry because the entries were not written as two separate entries, by two separate operators.
6. On June 30, 2018, filter #3 was taken off-line at approximately 21:30 and was brought back into service on July 5, 2018. During this time the monthly filter effluent turbidity reading summaries for June 30, 2018 and July 1, 2018, did not reflect that this filter was off-line. This error impacts the accuracy of the monthly filter effluent turbidity calculation. The monthly calculations for June and July 2018 have been re-calculated and demonstrate this criteria was met for the review period.
7. Some of the operations manual content are not up to date i.e. contact information, watermain break repair procedure.

Recommendation:

1. On May 9, 2018, the ministry sent a letter to all municipal drinking water system owners clarifying the ministry's guidance for HAA sampling. This letter suggests that in each year leading up to implementation of the HAA standard, HAA's are to be sampled annually from different locations (i.e. beginning, middle and end of distribution system). Attached in Appendix C is a copy of this letter. It is recommended that the details of this letter be reviewed and compared to where HAA samples have already been taken, in each calendar quarter, when determining the HAA sampling locations for 2019.
2. In addition to keeping a copy of the CT calculation in the WTP office filing cabinet, a copy should also be kept in the operations manual. The calculation should also include a description of the process used to achieve primary and secondary disinfection.
3. It is recommended that it be indicated in the log book, who is designated as the ORO and OIC over the weekend. This may be documented and clarified in the Friday log book entry.
4. It is recommended that the template that is used to track the details pertaining to watermain maintenance/repair, be updated to include a section that prompts the individual who made the determination of the category of the watermain maintenance/repair, to document their name. This determination is to be made by an OIC.
5. It is recommended that if an operator makes a new entry in the log book that they leave a space between their entry and the previous entry made by another operator. All entries made by an officer are to be signed off on by the operator who made the entry.
6. It is recommended that the computer technician re-assess how filter effluent turbidity data points are summarized



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in the monthly filter effluent print out and ensure the monthly calculation is being completed accurately.

7. It is recommended that the content of the operations manual be reviewed and updated where necessary. Particular attention shall be made to the contact information and the watermain break procedure.



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SIGNATURES

Inspected By:
Carolyn Lacroix

Signature: (Provincial Officer)

A handwritten signature in cursive script, appearing to read "CLacroix".

Reviewed & Approved By:
Dave Manol

Signature: (Supervisor)

A handwritten signature in cursive script, appearing to read "DManol".

Review & Approval Date: February 28, 2019

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Item B.2

Incidents of Adverse Drinking Water Tests
Distribution System
 (June 01, 2018 to May 31, 2019)

Location	Incident Date	Parameter	Work Being Done	Resolution/Corrective Action
1. From The Grind Up	02/27/2019	Total Coliforms	Weekly Routine Samples	* Re-sampled twice and passed. * DWA issued for sample location for duration of retesting and successful results.

CAR LOG

Attachment B.5

CAR NUMBER	ELEMENT	DESCRIPTION (Non-conforming situation)	DATE ISSUED	ASSIGNED TO	REPLY REQUIRED BY	DATE RESOLVED	COMMENTS	OPERATIONAL PLAN REV. NUMBER
November 1, 2017 - External S2 Surveillance Audit by SAI Global - Accreditation Program for Operating Authorities. No non-conformances reported.								
May 22, 2018 - Internal Audit by Tyson Dennis (Auditor) - No non-conformances reported.								
November 20, 2018 - On-site Audit - Re-accreditation Audit by SAI Global - Accreditation Program for Operating Authorities. No non-conformances reported.								
May 29, 2019 - Internal Audit by Tyson Dennis (Auditor) - No non-conformances reported.								
								10
								11
								11
								12

EMERGENCY BINDER RECORD SHEET

PERSON	DATE	TIME	ACTIVITY OR DESCRIPTION OF WORK
David W. Webb	Nov 20, 2018	3:30 am	SOP 1-6
Alan E. Mesurite	23 Nov 2018	14:00	REVIEW
David Webb	Apr 20, 2019	12:00	SOP 1-6
Randy DeLoe	Feb 21, 2019	12:00 pm	SOP 1-6
David Webb	Feb 21, 2019	12:00 pm	SOP 1-6
David Webb	March 5, 2019	3:30 pm	SOP 1-6
David Webb	March 5, 2019	4:10 pm	SOP 1-6
David Webb	March 7, 2019	3:30 am	SOP 1-6
David Webb	March 12, 2019	3:46 pm	SOP 1-6
David Webb	May 13, 2019	10:03 am	Full Binder Review
David Webb	May 14, 2019	11:02 am	SOP 1-6
David Webb	May 13, 2019	1:00	SOP 1-6

PERSON	DATE	TIME	ACTIVITY OR DESCRIPTION OF WORK
Lois Pattison	Nov 2, 2015	10:30 am	Update Public Works Emergency Contact Listing
Travis George	March 24/16	1:00 pm	Read SOP's 1 to 6
Doug Brown	March 28/16	1:00 to 2:00 pm	Read all the SOP No # 1 to 6
Jeff Baugwell	Apr 1/2016	1:00 pm - 2:00 pm	Read SOP # 1-6
Lois Pattison	September 1/16	10:00 am	Read SOP # 1-6 in house
Doug Hise	September 10/16	5:30 am	SOP 1 thru 6
Greg Wiedenhoeff	Sept. 14/16	1:00 pm	Reviewed SOP 1 to thru 6
Brad Webb	Oct 3/16	11:00 am	SOP 1-6
Rebecca White	Oct 3/16	11:30 am	SOP 1-6
Paul Larneguer	Sep 14/16	09:00	Read SOP 1-6
Doug Hise	FEB. 8/2017	1:20 pm	Reviewed SOP 1 to 6
Travis George	March 1/17	1:50	Read SOP 1-6
Lois Pattison	March 03/17	1:00 pm	Read Binder
Travis Rob	March 23, 2017	2:35 pm	Read Binder
Greg Wiedenhoeff	Apr 5/2017	9:45 am	Read Binder
Lois Pattison	June 2/17	1:00 pm	Read Binder
Paul Larneguer	June 5/17	1:00 pm	Read Binder
Greg Wiedenhoeff	August 2017	10:00	REVIEWED SOP 1-6
Brad Webb	Sept 27/17	7:30 am	SOP 1-6
Douglas Hise	FEB. 27/18	2:30 pm	SOP - 1 through 6
Travis Rob	March 8, 2018	2:26 pm	SOP - 1 through 6
Lois Pattison	March 9/2018	11:30 am	SOP - 1 through 6
Travis George	March 9/2018	3:00 pm	SOP - 1 through 6
Doug Brown	April 4/2018	3:00 pm	SOP - 1-6
Greg Wiedenhoeff	June 4/2018	8:30 am	SOP - 1-6

PERSON	DATE	TIME	ACTIVITY OR DESCRIPTION OF WORK
Doug Brown	June 12/12	1:30 to 3:30	Read - SOP No. 1, 2, 3, 4, 5 & 6 with the following staff: Randy White, Brad Webb, Mike Allen, Paul Lemenager & Travis Rob Davis Here
Doug Brown	June 13/12	8:30 am	up dated / Revised public Works Emergency Contact List
Doug Brown	June 13/12	10:20 am	Replaced SOP No. 3, 4, 5 & 6 with unapproved or Draft policies
DOUGLAS HERR	JUNE 27, 2012	1:00 P.M.	REPLACED DRAFT SOPs No. 3, 4, 5 & 6 WITH APPROVED SOPs
DOUGLAS HERR	JUNE 28, 2012	8:35 AM	REPLACED COMMUNITY CONTROL GROUP CONTACT LISTING WITH AN UPDATED EMERGENCY MANAGEMENT PROGRAM COMMITTEE LISTING.
Sandra Robertson	Nov 26, 2012	1:45 pm	Updated Suppliers of Bottle Drinking Water, removed outdated Resource Contacts and updated Table of Contents
Grey Wiedenhoeft	Dec 19, 2012	7:30 AM - 9:30 AM	Read - SOP No. 1, 2, 3, 4, 5 & 6
Sandra Robertson	Jan 21, 2013	12:20 pm	Updated Public Works Emergency Contact Listing
DOUGLAS HERR	FEB. 19, 2013		EMERGENCY RESPONSE TRAINING - SOP No. 3 - COMPLETED.
DOUGLAS HERR	FEB. 21, 2013	9:30 a.m.	UPDATED SOP No. 3 (JUNE 2012 to FEBRUARY 2013)
PAUL MCARTHUR	APRIL 24/13	3:00 pm	Read Sop 1-6
DOUG HERR	SEPT. 26, 2013	8:00 a.m.	Read - Sop 1, 2, 3, 4, 5 & 6 WITH THE FOLLOWING STAFF: RANDY WHITE, MIKE ALLEN, PAUL LEMENAGER, RANDY MAGNUSON & GREG WIEDENHAFT AND LORI PATTISON
Lori Pattison	OCT 16/2013	1:00 pm	Public emergency contact listing

EMERGENCY BINDER RECORD SHEET				ACTIVITY OR DESCRIPTION OF WORK	
PERSON	DATE	TIME			
Brad Webb	Dec 16/13	10:00 AM	Read SOP # 1-6		
Doug Brown	May 12/14	7:45 AM	Read SOP # 1, 2, 3, 4, 5 & 6		
Brad Webb	May 26/14	3:00 PM	Read SOP 1-6 and rest of book		
Lin Pattison	May 28/14	11:45 AM	Replaced Municipal Emergency Management Listing		
Doug HEAR	SEPT. 25. 2014	2:30 P.M.	READ SOPs 1-6 WITH THE FOLLOWING STAFF:		
			MIKE ALLEN, PAUL LEMESURIER, GREG WICKHAMBERT,		
			TRAVIS GEORGE, DOUG WEBB, DOUG HEAR & LIN PATTISON.		
Randy White	Sept 29/14	2:00 PM	Read SOPs 1 to 6 Randy White		
Doug Brown	March 11/15	12:00 noon	Read SOP No. 1, 2, 3, 4, 5 & 6.		
Travis George	March 27/15	7:30 AM	Read SOP # 1, 2, 3, 4, 5, 6		
Lin Pattison	March 24/15	9:00 AM	Replaced Municipal Emergency Management Listing		
Lin Pattison	March 31/15	10:45 AM	Read SOP # 1-6		
Lin Pattison	19 Sept 27/15	4:00 PM	Read SOP # 1-6		
Doug HEAR	SEPT. 24/15	4:20 PM	Read SOPs 1 through 6.		
Greg Wickhambert	Sept 25/15	8:10 AM	Read SOP. 1-6		
PAUL LEMESURIER	25 SEPT 2015	09:00	READ SOP 1-6		
Brad Webb	25 Sept 15	2:00	Read SOP 1-6		
Randy White	Sept 28/2015	9:00 AM	Read S.O.P.s 1 to 6		

Attachment B.7

Location	Date	Type	Main System	Subcategory
Sixth St. W - 500 block	2018-06-27	Water	Main Break/Repairs	Repair water main break - crack in pipe. Installed repair clamp.
Sixth St. W - 416	2018-09-20	Water	Water Service Breaks/Repairs	Repair broken service goose neck
Mowat Ave - Intersecting Nelson	2018-12-12	Water	Main Break/Repairs	Repair water main on Nelson
Idylwild Dr - Along Point Park Playground	2019-01-08	Water	Main Break/Repairs	Main Break Repair
Calder Dr. - 1301	2019-01-09	Water	Main Break/Repairs	Repair broken water main at point park. 2 bolt joint.
Holmes Ave - 384	2019-01-24	Water	Main Break/Repairs	Main Break Repair
Armit Ave - 714	2019-02-13	Water	Water Service Breaks/Repairs	Repair broken service between main stop and c/s
Victoria - 907	2019-02-19	Water	Water Service Breaks/Repairs	Repair split water service
Armit Ave - 428	2019-03-14	Water	Main Break/Repairs	Applied repair clamp around circumferential crack
Armit - 200 Block	2019-05-06	Water	Main Break/Repairs	Main Break along Armit between Sinclair and Front

Attachment B.8

Raw Water Supply and Drinking Water Quality Trends

Raw Water Quality Trends:

Date Sampled	Parameters			
	Alkalinity (mg/L)	Colour (TCU)	pH	THMs (ug/L)
Feb. 13, 2012	21	28.1	7.36	0.5
May 15, 2012	20.1	25.3	7.37	0.5
Aug. 28, 2012	20.5	25.5	7.56	0.5
Aug. 19, 2013	16.9	38.6	7.52	0.1
Oct. 29, 2013	20.4	30.4	7.46	0.1
Feb. 11, 2014	Samples Froze			
April 29, 2014	20.1	25.3	7.37	0.5
July 22, 2014		40.7	6.91	0.1
Nov. 24, 2014	Samples Froze			
April 8, 2015	15	41.9	7.13	0.1
May 25, 2015	Data not received from lab			
August 4, 2015	17.2	38.0	7.35	0.1
October 26, 2015	16.1	32.9	7.28	0.1
March 9, 2016	16.3	38.0	7.37	0.1
May 16, 2016	16.3	38.0	7.37	0.1
October 7, 2016		38.0	7.05	0.1
February 28, 2017		32.9	7.37	0.1
August 9, 2017	Data not received from lab			
November 8, 2017	21.5	33.8	7.53	0.1
January 17, 2018		32.4	7.22	0.1
May 7, 2018	15.8	35.4	6.97	0.1
July 26, 2018		38.8	6.86	0.2
October 30, 2018	17.2	34.9	7.12	0.1
March 11, 2019		36.3	6.97	0.1
May 8, 2019	17.8		6.92	0.1
July 23, 2019			7.03	

No colour data

Alkalinity - defined as its capacity to neutralize acid. (pH less than 7)

pH - A measure of the acidity or alkalinity of a solution (Neutral is 7)

THMs (Trihalomethanes) - Are created when chlorine is added to water. They are toxic chemical substances that consist of a methane molecule and one of the halogen elements.

Data collected from other sources

Attachment B.8

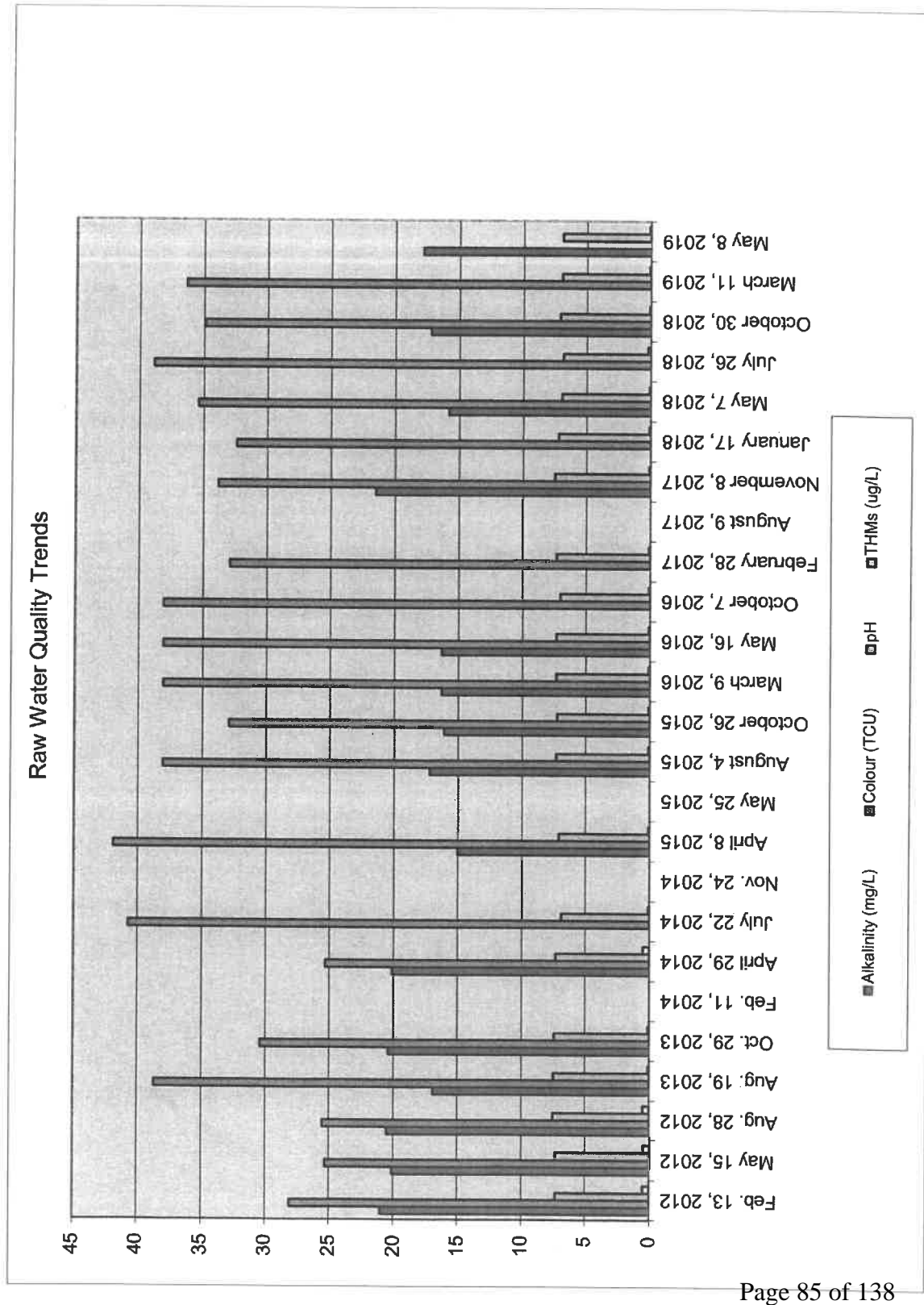
Treated Water Quality Trends:

Date Sampled	Parameters			
	Alkalinity (mg/L)	Colour (TCU)	pH	THMs (ug/L)
February 13, 2012	35.2	1.0	7.59	49
May 15, 2012	30.5	3.5	7.46	53.5
August 28, 2012	25.6	1.2	7.63	71
Nov. 14, 2012	33.9	0.2	7.73	42.3
May 6, 2013	29.3	2.6	7.59	43.5
August 19, 2013	22.6	1.1	7.43	68.3
October 29, 2013	27.2	1.1	7.49	56
February 11, 2014	Samples Froze			
April 29, 2014	30.5	3.5	7.46	53.5
July 22, 2014	33.4	1.5	7.09	95.0
Nov. 24, 2014	Samples Froze			
April 8, 2015	31.3	1.8	7.43	53.7
May 25, 2015	Data not received from lab			
August 4, 2015	27.4	1.6	7.38	86.5
October 26, 2015	29.1	1.0	7.39	61.3
March 9, 2016	24.0	1.8	7.36	50.1
May 16, 2016	24.0	1.8	7.36	50.1
October 7, 2016		1.0	7.18	81.7
February 28, 2017		1.7	7.28	44.1
August 9, 2017	Data not received from lab			
November 8, 2017	35.5	1.3	7.75	54.0
January 17, 2018		1.1	6.87	48.3
May 7, 2018	29.3	1.8	7.09	51.9
July 26, 2018		1.6	6.94	92
October 30, 2018	31.4	1.0	7.14	32
March 11, 2019		0.8	6.99	53
May 8, 2019	30.7		7.01	56
July 23, 2019			7.24	

No colour data

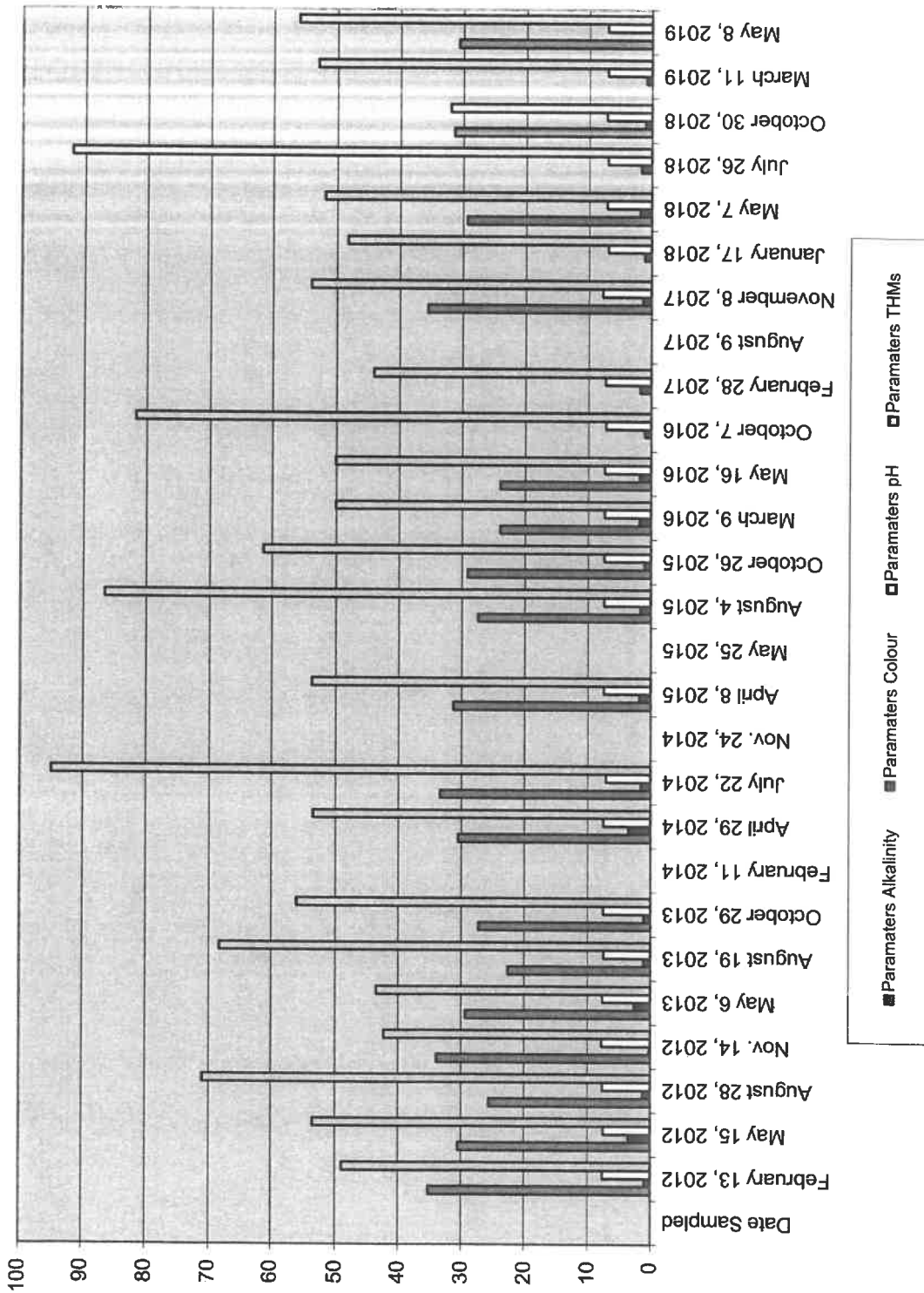
Alkalinity - defined as its capacity to neutralize acid. (pH less than 7)
 pH - A measure of the acidity or alkalinity of a solution (Neutral is 7)
 THMs (Trihalomethanes) - Are created when chlorine is added to water. They are toxic chemical substances that consist of a methane molecule and one of the halogen elements.
 Data collected from other sources

Attachment B.8



Attachment B.8

Treated Water Quality Trends



Attachment B.12**Customer Complaints**
(June 01, 2018 to May 31, 2019)

	Location	Received	Resolved	Complaint	Resolution
1.	1213 Second St. E	9/21/2018	9/21/2018	Foul Odour and Taste	Problem had rectified itself prior to same day arrival. Advised customer to run cold water if problem recurred and to call back. 0.69 free chlorine residual.
2.	811 Armit Ave	12/4/2018	12/11/2019 2018	Foul Odour in bathroom	Took water sample. Advised customer to flush. 1.77 free chlorine residual. Bacti test results returned with no issues.

Page 1 of 1

DOCUMENT CHANGE REQUEST (DCR) REVISION SUMMARY

NUMBER	ELEMENT	REQUESTED BY	DATE ISSUED	DESCRIPTION	DATE APPROVED	DATE OPERATIONAL PLAN UPDATED	OPERATIONAL PLAN REV. NUMBER
1	11	QMS Team	July 26, 2012	Refer to 2012 DCR 1 (1 page)		November 26, 2012	4
2	13	QMS Team	September 27, 2012	Refer to 2012 DCR 2-5 (4 pages)		November 26, 2012	4
3	16	QMS Team	October 11, 2012	Refer to 2012 DCR 6-8 (3 pages)		November 26, 2012	4
4	19	QMS Team	October 30, 2012	Refer to 2012 DCR 9-10 (2 pages)		November 26, 2012	4
5	6	QMS Team	November 22, 2012	Refer to 2012 DCR 11-14 (4 pages)		November 26, 2012	4
6	16, 4, 5, 9, 18 & 20	QMS Team	April 15, 2013	Refer to 2013 DCR 1-7 (7 pages)	April 16, 2013	May 29, 2013	5
7	3	QMS Team	April 16, 2013	Refer to 2013 DCR 8 (1 page - Page 1 of 2 only)		Not Approved	
8	17	QMS Team	April 16, 2013	Refer to 2013 DCR 9 (1 page - Page 2 of 2 only)	April 16, 2013	May 29, 2013	5
9	6 & 9	Doug Brown	April 17, 2013	Refer to 2013 DCR 10 (1 page)	May 28, 2013	May 29, 2013	5
10	All	Doug Herr	April 18, 2013	Refer to 2013 DCR 11 (1 page)	May 28, 2013	May 29, 2013	5
11	6, 9, 10, 11, 13 & 14	QMS Team	April 25, 2013	Refer to 2013 DCR 12-17 (6 pages)	May 28, 2013	May 29, 2013	5
12	15 & 16	QMS Team	April 26, 2013	Refer to 2013 DCR 18-19 (2 pages)	May 28, 2013	May 29, 2013	5
13	5	QMS Team	May 7, 2013	Refer to 2013 DCR 20 (1 page)	May 28, 2013	May 29, 2013	5
14	5	QMS Team	May 15, 2013	Refer to 2013 DCR 21 (1 page)	May 28, 2013	May 29, 2013	5
15	1 & 5	QMS Team	November 28, 2013	Refer to 2013 DCR 22 - 24 (3 pages)	November 28, 2013	September 26, 2014	6
16	6	QMS Team	December 17, 2013	Refer to 2013 DCR 25 (2 pages)	December 17, 2013	September 26, 2014	6
17	15	Doug Herr	May 1, 2014	Refer to 2014 DCR 1 (1 page)	May 1, 2014	September 26, 2014	6
18	15, 16 & 18	QMS Team	May 28, 2014	Refer to 2014 DCR 2 (6 pages)	May 28, 2014	September 26, 2014	6
19	7	Doug Herr	July 18, 2014	Refer to 2014 DCR 3 (1 page)	July 18, 2014	September 26, 2014	6
20	16	Doug Herr	September 25, 2014	Refer to 2014 DCR 4 (1 page)	September 25, 2014	September 26, 2014	6
21	6	Doug Herr	April 6, 2015	Refer to 2015 DCR 1 (2 pages)	July 17, 2015	July 17, 2015	7
22	15	Doug Herr	April 6, 2015	Refer to 2015 DCR 2 (1 page)	July 17, 2015	July 17, 2015	7
23	7	Doug Herr	July 15, 2015	Refer to 2015 DCR 3 (1 page)	July 17, 2015	July 17, 2015	7
24	Cover Page, Appendices & 2	Doug Herr	March 9, 2016	Refer to 2016 DCR 1 (4 pages - Page 1 of 4)	March 30, 2016	March 31, 2016	8
25	5	Doug Herr	March 9, 2016	Refer to 2016 DCR 1 (2 pages - Page 2 of 4)	March 30, 2016	March 31, 2016	8
26	6	Doug Herr	March 9, 2016	Refer to 2016 DCR 1 (4 pages - Page 3 of 4)	March 30, 2016	March 31, 2016	8
27	6	Doug Herr	March 9, 2016	Refer to 2016 DCR 1 (8 pages - Page 4 of 4)	March 30, 2016	March 31, 2016	8
28	8	Doug Herr	March 15, 2016	Refer to 2016 DCR 2 (3 pages - Page 1 of 1)	March 30, 2016	March 31, 2016	8
29	13	Doug Herr	March 30, 2016	Refer to 2016 DCR 3 (6 pages - Page 1 of 2)	March 30, 2016	March 31, 2016	8
30	15	Doug Herr	March 30, 2016	Refer to 2016 DCR 3 (5 pages - Page 2 of 2)	March 30, 2016	March 31, 2016	8
31	6	Doug Herr	June 7, 2016	Refer to 2016 DCR 4 (3 pages - Page 1 of 1)	June 8, 2016	June 30, 2016	9
32	5	QMS Team	March 1, 2017	Refer to 2017 DCR 1 (2 pages - Page 1 of 1)	March 22, 2017	March 24, 2017	10
33	6	QMS Team	March 8, 2017	Refer to 2017 DCR 2 (4 pages - Page 1 of 2)	March 22, 2017	March 24, 2017	10
34	8	QMS Team	March 8, 2017	Refer to 2017 DCR 2 (3 pages - Page 2 of 2)	March 22, 2017	March 24, 2017	10
35	13	QMS Team	March 9, 2017	Refer to 2017 DCR 3 (2 pages - Page 1 of 1)	March 22, 2017	March 24, 2017	10
36	16	QMS Team	March 15, 2017	Refer to 2017 DCR 4 (4 pages - Page 1 of 2)	March 22, 2017	March 24, 2017	10
37	Cover Page & Appendices (Schedule "C")	QMS Team	March 15, 2017	Refer to 2017 DCR 4 (3 pages - Page 2 of 2)	March 22, 2017	March 24, 2017	10
38	18	QMS Team	March 17, 2017	Refer to 2017 DCR 5 (3 pages - Page 1 of 2)	March 22, 2017	March 24, 2017	10
39	18 (cont'd)	QMS Team	March 17, 2017	Refer to 2017 DCR 5 (3 pages - Page 2 of 2)	March 22, 2017	March 24, 2017	10

Attachment B.15

40	15	QMS Team	March 20, 2017	Refer to 2017 DCR 6 (3 pages - Page 1 of 1)	March 22, 2017	March 24, 2017	10
41	8	QMS Team	April 12, 2018	Refer to 2018 DCR 1 (9 pages - Page 1 of 1)	April 17, 2018	April 20, 2018	11
42	13	QMS Team	April 17, 2018	Refer to 2018 DCR 2 (1 page - Page 1 of 2)	April 17, 2018	April 20, 2018	11
43	13 (cont'd)	QMS Team	April 17, 2018	Refer to 2018 DCR 2 (6 pages - Page 2 of 2)	April 17, 2018	April 20, 2018	11
44	16	QMS Team	April 19, 2018	Refer to 2018 DCR 3 (3 pages - Page 1 of 1)	April 20, 2018	April 20, 2018	11
45	All	QMS Team	April 12, 2019	Refer to 2019 DCR 1	April 15, 2019	April 12, 2019	12
46	3	QMS Team	April 12, 2019	Refer to 2019 DCR 2	April 15, 2019	April 12, 2019	12

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: *[Signature]*

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Replace references to "Doug Herr" with "Craig Miller"
2. Replace references to "Environmental and Facilities Superintendent" with "Environmental Superintendent"
3. Replace references to MOE and/or MOECC with MECP to reflect the proper name of the Ministry responsible for Environmental Legislation within the Province of Ontario.

Justification for Changes:

The "Environmental & Facilities Superintendent" Doug Herr retired in June 2018 and the role was backfilled by Craig Miller as "Environmental Superintendent".

The Ministry of Environment was renamed to the Ministry of Environment, Conservation and Parks (MECP).

Proposed Changes:

Global replacement of the above referenced terms throughout the QMS Operational Plan Document Revision No

Approval:

QMS Representative: *[Signature]*Date: 4/15/19

Comments: 2019 DCR #1 – Applicable to all sections

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 19-12-18

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document**Create New Document****Delete Document**

Changes Requested:

1. Update page 7 to reflect current council and administration as of April 2019.

Justification for Changes:

The existing listing is out of date due to Municipal Elections in October 2018 and retirements from administration.

Proposed Changes:

Existing	Proposed	Position
Roy Avis	June Caul	Mayor
Rick Wiedenhoeft	Rick Wiedenhoeft	Councilor
Paul Ryan	John McTaggart	Councilor
John Albanese	Michael Behan	Councilor
Sharon Tibbs	Douglas Judson	Councilor
Andrew Hallikas	Andrew Hallikas	Councilor
Ken Perry	Wendy Brunetta	Councilor
Mark McCaig	Doug Brown, P.Eng.	CAO
Doug Herr	Craig Miller, P.Eng.	Environmental Superintendent
Doug Brown	Travis Rob, P.Eng.	Operations & Facilities Manager

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #2 – Applicable to Element #3 page 7.

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document**Create New Document****Delete Document**

Changes Requested:

1. Update first sentence from "The Town of Fort Frances ..." to "The Town of Fort Frances, as the owner and operator of the ...".
2. Add Friesen 5 (c/o George Friesen) immediately after Walleye Trailer Park
3. Add list of sites connected to the Town, located on Agency 1 lands.
4. Add clarification to the paragraph immediately following item 2 above.

Justification for Changes:

Clarification of the role of the Town of Fort Frances.

Proposed Changes:

1. The Town of Fort Frances, as the owner and operator of the water supply system, ...
2. d. Friesen 5 (c/o George Friesen): 121 Oakwood Drive
3. Also connected to the Town's water systems are 5 sites, located on Agency 1 federal lands. These are:
 - a. Rusty Myers Flying Service Ltd.
 - b. Treaty 3 Police Station
 - c. Nanicost Ltd.
 - d. Gizhewaadiziwin Health Access Centre
 - e. Seven Generations Educational Institute
4. The water treatment facility consists of

Page 1 of 1

Approval:

QMS Representative: Date: 4/18/19

Comments: 2019 DCR #3 – Applicable to Element #6 page 17

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Update 7.2 to reflect consideration of "Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment" document issued by MECP.
2. Update last paragraph of 7.2 on page 29 to reflect change from "...once a year..." to "...once per calendar year..."

Justification for Changes:

Requirement for DWQMS 2.0

Proposed Changes:

Update 7.2 as per below:

In general, the procedure will:

- Identify and rank potential hazards to the water system
- Identify control measures to address hazards
- Identify Critical Control Points (CCPs) and associated methods of monitoring and controlling them.
- Consider potential hazardous events as identified in MECP document, issued February 2017, "Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment".

&

"...the QMS Team shall meet once per calendar year to review..."

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #4 – Applicable to Element #7 pages 27, 28

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: *194-1* *done*

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Update "reservoir" element item on page 34 to change from AWWA to Ontario Provincial Standard.
2. Add "Treatment – Sustained Extreme Heat" element on page 36.
3. Add "Distribution – Sustained Extreme Cold" element on page 36.

Justification for Changes:

1. Update in Ontario Provincial Standards.
2. Requirement for DWQMS 2.0
3. Requirement for DWQMS 2.0

Proposed Changes:

1. Isolate one (1) reservoir. Notify MOH & MECP SAC. Drain, repair, clean and disinfect per "Procedure for Disinfection of Drinking Water in Ontario", increase chlorine dosage and issue water restrictions. – page 34
2. See attached – page 36

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #5 – Applicable to Element #8 pages 34 and 36

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Update "Operators" and "Operators in Training" responsibilities to include as QMS Team Members.

Justification for Changes:

1. Entire Water Distribution and Water Treatment staff are part of QMS team.

Proposed Changes:

1. Add "QMS Team Member" to final line under each role responsibility on page 44.

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #6 – Applicable to Element #9 page 44

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Update "Over All" to "Overall" in section 10.1 on page 45.
2. Update "AWWA" to "Procedure for Disinfection of Drinking Water in Ontario" in section 10.1 page 47.
3. Update Class I, Class II and Class III Operators on pages 47 and 48.

Justification for Changes:

1. Grammatical correction
2. Update to Ontario Standards.
3. Clarification to match Ontario Regulation 128/04.

Proposed Changes:

1. The Overall Responsible Operator (OROs)...
2. Safely repair and maintain distribution system in accordance with the "Procedure for Disinfection of Drinking Water in Ontario" standard and Town of Fort Frances policies.
3. An Operator-In-Training may progress to become a Class I Operator after completing the necessary training, education, examinations and experience as required by the MECP, in accordance with Ontario Regulation 128/04.
4. A Class I Operator may progress to become a Class II Operator after completing the necessary training, education, examinations and experience as required by the MECP, in accordance with Ontario Regulation 128/04.
5. A Class II Operator may progress to become a Class III Operator after completing the necessary training, education, examinations and experience as required by the MECP, in accordance with Ontario Regulation 128/04.

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #7 – Applicable to Element #10 pages 45, 47, 48

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE:

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Edits to paragraph 12.4. Remove "Essential", add "as outlined in element 13"

Justification for Changes:

1. To ensure all suppliers receive communications.

Proposed Changes:

1. *QMS Communication Method* – Suppliers, as outlined in Element 13, will receive information from the Environmental Superintendent regarding the QMS if and when it relates to them either by phone, fax or e-mail.

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #8 – Applicable to Element #12 page 52

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Edits to 13.2 page 54. Update re-order points for Aluminum Sulphate and *Poly. Correct spelling of Aluminum.
2. Add Metcon Engineering as a supplier of Water Meters on page 57.

Justification for Changes:

1. To ensure re-order points match daily practice.
2. To ensure supplier list is accurate.

Proposed Changes:

1. Aluminum Sulphate – at low level
*Poly – when supply is one-half depleted (Qty 15 x 25 kg bags)
3. Metcon Sales and Eng'g
3 – 15 Connie Cres
Concord, ON
L4K 1L3
905-738-2355

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #9 – Applicable to Element #13 pages 54 and 57

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 4/15/19

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Add "risk assessment outcomes" to first paragraph

Justification for Changes:

1. To ensure all applicable documents are being reviewed.

Proposed Changes:

1. At this meeting the water quality consumer complaints records, risk assessment outcomes, equipment and machinery breakdown records, process control data, GIS database and the monthly reports will be reviewed.

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #10 – Applicable to Element #14 page 58

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document**Create New Document****Delete Document**

Changes Requested:

1. Removed reference in 15.1 to ORO experience on page 60.
2. Change final sentence in 15.1 to reflect use of City Wide software package.
3. Update 15.4 to reflect "once per calendar year" on page 62.

Justification for Changes:

1. Senior staff will be retiring in upcoming years and citing years of experience is not required for this section.
2. Update to reflect use of "City Wide" software package
3. Required per DWQMS 2.0.

Proposed Changes:

1. The water operators at the Town's Water Treatment Plant (WTP) perform daily, weekly, quarterly and annual maintenance activities as per the operations/maintenance schedules outlined in Appendix "C". Equipment manufacturers and/or suppliers originally define scheduled maintenance tasks.
2. The town has selected a preventative maintenance software program called "City Wide" to manage the Town's tangible assets.
3. Once per calendar year, the O & F Division Manager prepares a 5-year capital budget document for the entire O & F Division. Included in this budget document is a summary of all major rehabilitation and renewal capital expenditures planned for the water system for the next 5 years.

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #11 – Applicable to Element #15 pages 60 and 62

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: 16 4**DOCUMENT CHANGE REQUEST FORM****Requested By:** QMS Team**Date:** April 12, 2018**Department:** O. & F. Division**Type of Change:****Edit Existing Document****Create New Document****Delete Document****Changes Requested:**

1. Full revision of Element 21

Justification for Changes:

1. Overhaul of Element 21 required per changes to DWQMS 2.0.

Proposed Changes:

1. See attached revisions to Element 21.

Page 1 of 1

Approval:**QMS Representative:****Date:**4/15/19**Comments:** 2019 DCR #12 – Applicable to Element #21

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE:

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS TeamDate: April 12, 2018Department: O. & F. Division

Type of Change:

Edit Existing Document

Create New Document

Delete Document

Changes Requested:

1. Updated cellular phone numbers and contacts listed in Appendix E and Schedule C

Justification for Changes:

1. Outdated information

Proposed Changes:

1. See attached revisions.

Page 1 of 1

Approval:

QMS Representative: Date: 4/15/19

Comments: 2019 DCR #13 – Applicable to Appendix E and Schedule C

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form

REVISION #4

QMS REFERENCE: Element No. 5 - APPENDIX "A"

QMS REPRESENTATIVE: *A. L.***DOCUMENT CHANGE REQUEST FORM**Requested By: QMS TeamDate: April 22, 2018Department: O. & F. Division**Type of Change:****Edit Existing Document****Create New Document****Delete Document****Changes Requested:**

1. Add reference in notes on p.67 to reflect possibility of reduced lead sampling under the "Lead" heading.
2. Correct the specified location for fluoride and alum sampling in section 16.1 page 68
3. Add "chlorine residual" to list of items that the operator records in section 16.2 page 69

Justification for Changes:

1. The town can ask the MECP for reduced lead sampling requirements after a series of successful lead tests, as specified by the MECP.
2. The sampling locations for fluoride and alum are switched.
3. Chlorine residual is one of the items that the operators record on a regular basis.

Proposed Changes:

1. In every third 12-month period samples are to be taken in each sampling periods (December 15 to April 15 and June 15 to October 15). Require for two consecutive periods. (3 samples to be taken at each location and tested for lead, total alkalinity & pH). At the MECP's discretion, reduced lead sampling can be applied after satisfactory compliance. This reduces the sampling requirements to 20 residential plumbing samples; 2 business plumbing samples and 4 hydrant samples from the distribution system.
2. ...
 - Fluoride residual is measured on the treated water.
 - Alum residual is measured on the filtered water.
3. The water distribution system operator records water sampling information, i.e., location, date, time, chlorine residual and operator name taking the sample and signs off within a logbook.

Page 1 of 1

Approval:QMS Representative: Date: 4/15/19

Comments: 2019 DCR #14 – Applicable to Element #16 pages 67-69



Town of Fort Frances

Fort Frances Drinking Water System

Meeting Minutes

Date: Wednesday June 13, 2018

Time: 10:00 A.M.

Location: Fort Frances Water Treatment Plant

In Attendance: Doug Brown, CAO, Doug Herr, Paul Lemesurier, Jay Bruyere, Greg Wiedenhoeft, Linda Carmody, Brad Webb, Bryan Patterson and Travis Rob.

Part of the QMS Operational Plan requires that management shall review the QMS once every twelve (12) months to assess and ensure the continuing suitability, adequacy and effectiveness of the QMS. Element 20 – Management Review was discussed. Management Reviews shall be included in the internal audit schedule.

Item 1 – Incidents of regulatory non-compliance:

Ministry of the Environment (MOE) Annual Inspection Report (2017/2018)

Date of Inspection: January 22nd and January 23rd, 2018.

Non-compliance with regulatory requirements – No items identified.

Actions Required:

None.

Item 2 – Incidents of adverse drinking water tests:

WTP:

No adverse treated water samples

Water Distribution System:
No adverse treated water samples.

Item 3 – Deviations from critical control-point limits and response actions:

The QMS Team had undertaken a Risk Assessment Review of the risks and their critical control-point/response actions on January 29, 2018 and April 4, 2018.

No changes in limits or existing response actions.

New

The Ministry of the Environment and Climate Change approved revisions to the DWQMS Standard covering “Potential Hazardous Events for Municipal Residential Drinking Water Systems” which came into effect on April 6, 2017. The hazards identified in the document are to be considered at the time of the next scheduled Risk Assessment.

All the hazards identified in the “Potential Hazardous Events for Municipal Residential Drinking Water Systems” were considered by the team and the following hazards were added to the Town’s Risk Assessment:

- i) Long Term Impacts of Climate Change
- ii) Source Water Supply Shortfall
- iii) Extreme Weather Events
- iv) Algal Blooms

Reference – Element 7/8

Item 4 – The effectiveness of the risk assessment process:

The Operators reviewed the Risk Assessment Process on January 29, 2018 and April 4, 2018. We added four (4) new potential risks to listing. See item 3 above.

Reviewed on a yearly basis in accordance with Element 7.

Item 5 – Internal and third party audit results:

Internal Audit Results:

Latest Internal Audit:

Issued May 22, 2018 – undertaken by Tyson Dennis.
No Corrective Actions were identified.

Previous Audits:

Issued May 29, 2017 – undertaken by Tyson Dennis
No Corrective Actions were identified.

External Audit Results:

Latest off-site External Audit:

12 Month Surveillance Audit (November 1, 2017) – undertaken by SAI Global – accreditation program for operating authorities – No non-conformances were identified.

Previous Off-Site External Audit

Re-Accreditation Systems Audit

Off Site November 9, 2016 – undertaken by SAI Global – Accreditation Program for Operating Authorities

No non-conformances were identified.

On Site – November 4, 2015 – undertaken by SAI Global – Accreditation Program for Operating Authorities

No non-conformances were identified,

Item 6 – Results of emergency response testing:

Standard Operating Procedures identified in the Emergency Response Binder had been reviewed with the Water System Operators on April 4, 2018.

Emergency SOP's Reviewed:

1. Policy 4.24 – SOP No. 1 – for the Destruction (bombing/major fire) of Water Treatment Plant or Water Tower.
2. Policy 4.23 – SOP No. 2 – for Pandemic Situation – affecting the Water Treatment Plant Operators and Community.
3. Policy 4.15 – SOP No. 3 – for Water Main Breaks and Repairs.
4. Policy 4.8 – SOP No. 4 – for breakdown of equipment at the Water Treatment Plant.
5. Policy 4.4 – SOP No. 5 – for Raw Water Source Contamination
6. Policy 4.27 – SOP No. 6 – for Standby Generator – WTP (New)

Updated Municipal Emergency Management Listing in the Emergency Response Binder March 7, 2018.

Item 7 – Operational Performance:**WTP:**

Actions and recommendation from MOE
As a result of the October 2017/18 MOE Inspection.

No non-compliances identified.

Personnel – Full complement

No other issues.

Distribution System:

Actions and recommendations from MOE
As a result of the October 2017/18 MOE Inspection

No issues.

Personnel – Water Distribution Operators:
Other employment – Travis George left April 6, 2018.

Addition – Bryan Patterson as of Tuesday April 24, 2018.

Full complement.

Maintenance Issues:

Numerous water main/service breaks through the Town since the last Management Review.

Frozen Waters – 35 residences

Valve Replacements done in 2017 as part of the roadway/infrastructure replacement on:

- a) Nelson Street – Crowe Avenue to Mosher Avenue – half block
- b) Second Street East – Mowat Avenue to Portage Avenue

During valve exercising some of the isolation valves began leaking or were very hard to turn. Replacement of these valves is recommended. Six (6) valves were scheduled for replacement in 2017, but due to costs only three (3) will be changed. These are over and above those to be replaced during the roadway/infrastructure reconstruction projects.

Main Valves replacements done in 2017:

- 1. Fifth Street West at Cornwall Avenue – East Side (VAL 181)
- 2. Fifth Street East at Smith Street – East Side (VAL372)
- 3. Strachan Place at Williams Avenue – East Side (VAL550)

Some existing fire hydrants are obsolete, no parts to maintain them. Six (6) fire hydrants were scheduled for replacement in 2017, but due to costs only three (3) will be changed. These are over and above those to be replaced during the roadway/infrastructure reconstruction projects.

Fire Hydrant Replacements done in 2017:

1. Sixth Street East at Frenette Avenue (HYD252)
2. Second Street East at Shevlin Avenue (HYD283)
3. King's Highway approximately 100 m west of Pit Road No. 1 9HYD055)

Item 8 – Raw water supply and drinking water quality trends:

No changes in raw water supply and drinking water quality trends.

Regular seasonal water turnover of Rainy Lake.

Item 9 – Follow up on action items from previous management review:

2017 Management Review Items

Four (4) items were identified in the last management review:

1. Replacement of approximately 500 meters of 150 mm diameter water main along Colonization Road West (from 1302 Colonization Road West to 1448 Colonization Road West):

Status: Due to lack of funding the project has been postponed to 2018 – to go through the 2018 Capital Budget Process. Construction Season.

2. Installation of two additional valves along Sinclair Avenue between Victoria Avenue and Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.

Status: Letter sent to Riverside Healthcare requesting that their internal plumbing be upgraded to ensure adequate flow for fire protection from either Sinclair Street or Front Street. To date no response.

3. Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.

Status: Due to lack of funding the project has been postponed to 2018 – to go through the 2018 Capital Budget Process. Construction Season.

4. Complete the installation of a watermain along Frenette Avenue between First Street East and Second Street East. First Street East is a dead end which causes water quality issues for customers and the Memorial Sports Centre.

Status: Scheduled to be completed in the 2018 Capital Construction Works.

Item 10 – The status of management action items identified between reviews:

No management action items were identified between reviews.

Item 11 – Changes that could affect the Quality Management System (QMS)

Internal/External Audit: No issues

Management Review: No issues.

Any new business development upstream of water intake could potentially contaminate raw water source or supply. No concerns at this time.

Information only:

Where to find – electronically: Revision updates – Last version – check electronic version (latest version) found in W:\QMS Operational Plan\...file name (April 20, 2018; Revision No. 11).

Item 12 - Consumer Feedback:

Customer complaints: Last period – 8 complaints – this period 4 complaints.

Notes:

1. Construction projects last year and in 2017, therefore dead-end mains have been temporarily created as a result – causes stagnate and discoloured water issues.
2. Result of water main breaks
3. Maintenance – valve exercising.

Status: Ongoing

Item 13 – The Resources needed to maintain the Quality Management System (QMS):

Council's commitment to provide the following:

Personnel – No issues

Financial – No issues

Status: Ongoing

Item 14 – The results of infrastructure review:

Six (6) year capital plan (In OP – Appendix 1)

On an annual basis

Proposed infrastructure upgrades are discussed and reviewed with operators.

Council reviews and approves.

WTP:

On a monthly basis the WTP Overall Responsible Operator generates a report outlining operational and maintenance activities. The report is circulated and reviewed by the Environmental and Facilities Superintendent, Manager of Operations and Facilities, the O & F Executive Committee and Council.

Upgrades for this period:

Interior painting of floors and process piping – in progress

Replaced bucket elevator on Soda Ash System.

Installed a new soda ash dust collector motor.

Water Distribution System:

On a monthly basis, Environmental and Facilities Superintendent generates a report outlining maintenance activities. The report is circulated and reviewed by the Manager of O & F and the O & F Executive Committee and Council.

Upgrades during this period:

Water main valve exercise program – 20% per year – Area 2

Hydrant flushing: Flushing annually

Fire hydrant replacements:

- 2017 – Nelson Street Reconstruction (Bay City) – 1 of 1 hydrants
 - Second Street East (Bay City) – 1 of 1 hydrants
 - Various locations (Bay City) – 3 of 6 hydrants

Water main isolation valve replacements:

- 2017 – Nelson Street Reconstruction (Bay City) – 3 of 3 valves
 - Second Street East (Bay City) – 0 of 0 valves
 - Various locations (Bay City) – 3 of 6 valves

Water main replacement (Construction projects):

- Nelson Street: Mosher Avenue to Butler Avenue – half block
- Second Street East: Mowat Avenue to Portage Avenue

Water meters/backflow device installations – ICI sector, ongoing

Scheduled for 2018 Construction:

Replacements/new installation of water mains and services along the following streets:

- a) Third Street East: Williams Avenue to Colonization Road East
- b) Colonization Road East/Mill Road; Elizabeth Street to Lake Road

Item 15 – Operational plan currency, content and updates:

Current revision date: April 20, 2018 – Revision 11

Updates – since previous period

Audits – amended OP after the audit review

Document Request Change (DRC) – document changes to Operational Plan such as spelling, grammar, personnel change, etc.. A result of conducting staff meetings to review the Elements within the Operational Plan - these Elements were amended as follows:

1. Element 8 – Risk Assessment Outcomes – revisions to the DWQMS Standard covering “Potential Hazardous Events for Municipal Residential Drinking Water Systems.”
2. Element 13 – Essential Suppliers and Services: Equipment supplier and services update.

3. Element 16 – Sampling, Testing and Monitoring – include testing for Haloacetic Acid (HAA) in drinking water systems and correction regarding in-house daily testing for fluoride and alum.

Status – ongoing

Item 16 – Staff Suggestions:

1. Replace approximately 500 meters of 150 mm diameter water main along Colonization Road West (from 1302 Colonization Road West to 1448 Colonization Road West).
2. 400 Block of Armit Avenue
3. 400 Block of Nelson
4. Mowat Avenue from Second Street to Church Street.
5. Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place. The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner) . The Riverview Cemetery Irrigation System modifications can take place at the same time as completing action item No. 1.

Update – Revision to the Drinking Water Quality Management Standard

Revisions have been made by the Ministry of the Environment and Climate Change to the Drinking Water Quality Management Standard, which came into effect April 6, 2017. As part of the revisions a supplementary document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” was introduced. The hazards identified within this document were addressed and included in the Town’s present DWQMS Operational Plan. As for the remaining changes, they must be incorporated in the Operational Plan before the first audit taking in 2019.

June 21, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Drinking Water Quality Management System - Management Review

Over the past 12 months a couple of significant milestones have been completed in regards to the Drinking Water Quality Management System and are summarized below:

- 1) **External Surveillance Audit** (off-site table top verification) completed by SAI Global on November 1, 2017 - Auditor Ms. Krisi McLandress
- 2) **7th Internal Audit**, second audit completed by Mr. Tyson Dennis from May 1 to May 22, 2018.
- 3) **7th Management Review Meeting** held on Wednesday June 13, 2018 to review the implementation of the DWQMS for the period June 1 2017 to May 31, 2018.

Please find attached the agenda package plus the associated documents which were reviewed at the June 13, 2018 Management Review meeting. Presently under the process outlined in the Operational Plan Element No. 20 - Management Review (See pages No. 75 & 76 of Operational Plan), there were six (6) action items, **rated in priority**, that Council (owner) must review and endorse at this time:

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2019 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 2) **Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue**. The timeline is in accordance with the 2019 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 3) **Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street**. The timeline is in accordance with the 2019 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 4) **Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street**. The timeline is in accordance with the 2019 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 5) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued** In 2016 a letter was sent to Riverside Healthcare requesting that their

internal plumbing be upgraded or upsized to ensure proper fire flow protection can be achieved from the water supplied from either Sinclair or Front Street watermains prior to the installation of two additional isolation valves along Sinclair Avenue. To date no response has been received.

Action Item No. 6) Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place. The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). The Riverview Cemetery Irrigation system modifications can take place at the same time as completing action item No. 1

Administration recommends the following:

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on June 13, 2018.
- 2) That Council (owner) has reviewed and accepted the following six (6) action items as a result of the management review meeting held on June 13, 2018

Action Item No. 1) Replace approximately 500 meters of 150mm diameter water main along Colonization Road West

Action Item No. 2) Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue.

Action Item No. 3) Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street.

Action Item No. 4) Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street.

Action Item No. 5) Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued

Action Item No. 6) Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.



Travis Rob, P.Eng.
Manager of Operations and Facilities

Council Approval of this report will ensure the following:

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on June 13, 2018.
- 2) That Council (owner) has reviewed and accepted the following six (6) action items as a result of the management review meeting held on June 13, 2018

Action Item No. 1) Replace approximately 500 meters of 150mm diameter water main along Colonization Road West

Action Item No. 2) Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue.

Action Item No. 3) Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street.

Action Item No. 4) Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street.

Action Item No. 5) Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued

Action Item No. 6) Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.

2018June 2018 DWQMS Management Review

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Geospatial Data Share Agreement with Telecon

Please find attached a report prepared by Trisha Law, GIS Expert outlining all the background information and the request from the Telecon for certain portions of the Town's Geospatial Data

It is our understanding that the geospatial data is going to be utilized by this firm to assist with the design of a fibre optic network within the Town of Fort Frances. It is not immediately clear as to who will be the end user of this network. The cost for the data being requested, as outlined in the 2019 User Fee By-Law, would be \$291.50 plus HST.

The O & F executive committee recommends the following:

1. That the Town enter into a geospatial data license agreement with Telecon.
2. That the associated fees relating to the data as outlined in the User Fee By-Law be imposed on Telecon, and
3. That the Mayor and Clerk be authorized execute the agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

The O & F executive committee recommends the following:

- 1. That the Town enter into a geospatial data license agreement with Telecon.**
- 2. That the associated fees relating to the data as outlined in the User Fee By-Law be imposed on Telecon, and**
- 3. That the Mayor and Clerk be authorized execute the agreement on behalf of the Corporation.**

2019Nov Telecon GIS Datashare Agreement

October 24, 2019.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request Telecon

On October 3, 2019 I was contacted by Mathavan Jaya, Project Manager at Telecon to obtain current base-mapping from the Town to for use in designing aerial and underground plant for their client, FlexNetworks. Mathavan requested a copy of our basemap with addresses and property lines. I forwarded a copy of the current Geospatial Data Share Agreement to Mathavan on October 4th.

The data currently being requested from the Town for use by the Telecon is basemap with addresses. The cost of the layers requested is 1 @ 291.50 plus HST for vector data as per the current User Fee schedule.

For references purposes, this is a listing of current Geospatial License Agreements with the Town:

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC
- TBAYTEL/Telecon - paid \$639.40 (including HST)
- Fire Underwriters (2017) - \$0 request approved by Council
- OPP (2018) - \$0 request approved by Council
- Infratech Services (2019) - \$0 request approved by Council, working for TOFF
- Fire Underwriters Survey - \$0 request, currently in progress

After consideration of this request, I recommend the Town entering into a Geospatial Data License Agreement with Telecon for the requested data, and that the data be billed out at the current fees set forth under the User Fee schedule.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Trisha Law". The signature is written in a cursive, flowing style.

Trisha Law, MGIS
GIS Expert



Alex Spiro
Telecon Design Inc
7777 Weston Rd
Vaughan, ON,
L4L 0G9
Alex.Spiro@Telecon.ca

Trisha Law
Town of Fort Frances
900 Wright Ave
Fort Frances, ON
P9A 3J9

Hello Trish,

Telecon has been engaged to prepare engineering and construction plans on behalf of FlexNetworks (BH Telecom), whose looking to install new fibre lines and provide telecommunication services to clients within the Town of Fort Frances.

This letter is being submitted to indicate Telecon is looking to obtain GIS data (land base/ base map) which includes details with land boundaries, addresses (if available), any additional information that will be of value. The GIS data obtained from the Town of Fort Frances will be used for preparing aerial and underground engineering plans which will be submitted to Town of Fort Frances and Fort Frances Power for construction permitting.

If there's any questions or concerns, please feel free to contact me at Alex.Spiro@Telecon.ca or 905-466-3192.

Sincerely,

A handwritten signature in black ink that reads "Alex Spiro". The signature is written in a cursive, flowing style.

Alex Spiro
Senior Manager, Aerial & Tower Structure Engineering Services

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 24 day of 10 2019
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
("The Town of Fort Frances")

- and -

Telecon Design Inc
("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.
2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

3. Licensed data: All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. Maintenance: The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. Reserved Rights: The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. Copyright: Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. Warranty: The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. Data Delivery: Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. Fees: The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

***Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.*

LICENSEE

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: VP Design

Name (Print): Kathy Zengola

Date: Oct 24 2019

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

DATA LICENSE INFORMATION:Data Available:

Infrastructure (separate layers): Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines

Base Data: base map (with or without addresses), aerial photography (colour, April 2007 .ecw format only)

Data Requested:

Base data: base map (property lines and address numbers only)

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2019 Fee Schedule:

Hard Copy Maps: 8 ½" X 11" - \$6.00; 11" X 17" - \$11.95; 24" X 36" \$29.90

2007 Digital Aerial Photography: \$1196.20 (.ecw format only)

Shapefiles: \$299.10 per infrastructure shapefile layer
\$299.10 – base map (property lines and address numbers only)

*prices do not include applicable H.S.T.

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Geospatial Data Share Agreement with Fire Underwriters

Please find attached a report prepared by Trisha Law, GIS Expert outlining all the background information and the request from the Fire Underwriters for certain portions of the Town's Geospatial Data

It is our understanding that the geospatial data is going to be utilized by this firm to provide mapping to be utilized by insurance companies to determine the level of fire protection provided to dwellings and businesses within the Town of Fort Frances. The cost for the data being requested, as outlined in the 2019 User Fee By-Law, would be \$1457.50 plus HST, however the Fire Underwriters have asked for these fees to be waived. In 2017, Fire Underwriters entered into a similar agreement whereby Council waived the fees at that time.

The O & F executive committee recommends the following:

1. That the Town enter into a geospatial data license agreement with Fire Underwriters.
2. That the associated fees relating to the data as outlined in the User Fee By-Law be waived, and
3. That the Mayor and Clerk be authorized execute the agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

The O & F executive committee recommends the following:

- 1. That the Town enter into a geospatial data license agreement with Fire Underwriters.**
- 2. That the associated fees relating to the data as outlined in the User Fee By-Law be waived, and**
- 3. That the Mayor and Clerk be authorized execute the agreement on behalf of the Corporation.**

2019Nov Fire Underwriters GIS Datashare Agreement

October 22, 2019.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request Fire Underwriters Survey

On October 3, 2019 I was contacted by Leon Zhong, GIS Analyst for the Fire Underwriters Survey to obtain current base-mapping and water distribution system information from the Town to update the data used by the Fire Underwriters Survey to compute Canadian Fire Insurance Protection Grades. Leon requested a copy of the Town's hydrants, parcel lines and addresses. I forwarded a copy of the current Geospatial Data Share Agreement to Leon on October 4th, to which he has since asked additional data in the form of watermains, mainline valves and roads, and as well as for the associated data cost to be waived (letter dated October 8th, 2019).

The data currently being requested from the Town for use by the Fire Underwriters survey is: watermains, fire hydrants, water valves, road centerlines and basemap with addresses. The cost of layers requested is 5 @ 291.50 plus HST for vector data as per the current User Fee schedule.

For references purposes, this is a listing of current Geospatial License Agreements with the Town:

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC
- TBAYTEL/Telecon - paid \$639.40 (including HST)
- Fire Underwriters (2017) - \$0 request approved by Council
- OPP (2018) - \$0 request approved by Council
- Infratech Services (2019) - \$0 request approved by Council, working for TOFF

After consideration of this request, I recommend the Town entering into a new Geospatial Data License Agreement with the Fire Underwriters Survey for the

requested data. As the Fire Underwriters Survey has previously held a Data Share Agreement with the Town (back in 2017), I also recommend that the data be distributed at \$0 as this is a community benefit.

Respectively Submitted,

A handwritten signature in black ink that reads "Trisha Law". The signature is written in a cursive, flowing style.

Trisha Law, MGIS
GIS Expert



Fire Underwriters Survey™

October 08, 2019

Trisha Law, GIS Expert
Town of Fort Frances
Public Works Department
320 Portage Avenue
Fort Frances, ON P9A 3P9

Fire Underwriters Survey – GIS Data Request

Dear Ms. Law,

Fire Underwriters Survey (FUS) is a national organization administered by OPTA Information Intelligence that provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. Subscribers of Fire Underwriters Survey represent approximately 85 percent of the private sector property and casualty insurers in Canada.

FUS provides a standardized measure of the ability of the protective facilities of a community to prevent and control the major fires that may be expected to occur. It does so by evaluating in detail the adequacy, reliability, strength, and efficiency of the protective facilities and comparing the level of protection against the level of fire risk in the built environment. Specifically, Fire Insurance Grades measure: risk levels, fire suppression, water supplies, emergency communications, and fire prevention.

Fire Underwriters Survey maintains the Canadian Fire Insurance Grading Index where all Fire Insurance Grades are published for communities across Canada. Fire Insurance Grades are derived from multiple layers of data including, but not limited to, hydrant location data, civic address, and parcel GIS data. Ensuring that the most recent data is displayed on the Fire Insurance Grading Index results in property owners receiving the benefits for public fire protection resources when applying for insurance.

As the community receives a benefit from updated Fire Insurance Grades, Fire Underwriters Survey does not pay for GIS data. This is the case for all communities and municipalities across Canada. The system of fire insurance grading in Canada is set up to reward communities that



Fire Underwriters Survey™

make investments in managing fire risk and maintaining the capacity to respond to structure fires effectively. For communities to receive full credit for these investments the communities must report the levels of investment through the FUS data collection program. Note that the system is entirely voluntary, and communities are not required to participate, however the fire insurance grades determined with this system impact insurance line capacities and property insurance premiums.

As included in the Geospatial Data Share Agreement, the specific ESRI shapefile layers FUS is requesting with standard fee waived include water distribution system mains, water distribution system hydrants, water distribution system main valves, road center lines, and civic address data and lot lines.

Please contact our office if there are any questions or comments regarding the intent or content found throughout this letter.

Regards,

David Wilson
Public Fire Protection Specialist
Fire Underwriters Survey

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 08 day of 10 2019
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
("The Town of Fort Frances")

- and -

Fire Underwriters Survey

("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.
2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

3. Licensed data: All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. Maintenance: The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. Reserved Rights: The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. Copyright: Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. Warranty: The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. Data Delivery: Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. Fees: The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

***Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.*

LICENSEEBy (Signature): Robert McGuinness

I have the authorization to bind the Corporation

Position/Title: DirectorName (Print): Robert McGuinnessDate: October 10, 2019

DATA LICENSE INFORMATION:Data Available:

Infrastructure (separate layers): Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines

Base Data: base map (with or without addresses), aerial photography (colour, April 2007 .ecw format only)

Data Requested:

Water distribution system mains

Water distribution system hydrants

Water distribution system main valves

Road centre lines

Civic address data and lot lines

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2019 Fee Schedule:

Hard Copy Maps: 8 ½" X 11" - \$6.00; 11" X 17" - \$11.95; 24" X 36" \$29.90

2007 Digital Aerial Photography: \$1196.20 (.ecw format only)

Shapefiles: \$299.10 per infrastructure shapefile layer

\$299.10 – base map (property lines and address numbers only)

*prices do not include applicable H.S.T.

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Application to the Investing in Canada Infrastructure Program – Memorial Sports Centre

On August 26, 2019 the province announced a new funding program aimed at recreation and cultural facilities within Municipalities. Total eligible costs are maxed at \$5,000,000.00 and the project completion date can be no later than March 31, 2027.

Please see attached report from Adam Mitchell, Asset Management Coordinator outlining the proposed project we will be submitting for this important grant.

Unlike some grant applications, there does not need to be a Council resolution to accompany the application, however due to the large nature of the project, it is important for council to understand what the scope of works is and what the Town's portion of the costs will be. Further it is beneficial to show that Council supports the project going forward.

It is the recommendation of the Operations and Facilities Executive Committee to endorse the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream for capital upgrades to the Memorial Sports Centre in advance of the November 12 deadline.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to endorse the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream for capital upgrades to the Memorial Sports Centre in advance of the November 12 deadline.

Membership Usage Report

Package: Adult 10 Daily Admittance, Adult 5 Daily Admittance, Adult Membership 1 Month, Adult Membership 3 Month, Adult Membership 6 Month, Adult Membership Annual, Fitness Instructor Membership, Fort Frances Taxi Card, Family Membership Annual, Senior 5 Daily Admittance, Senior Membership 1 Month, Senior Membership 3 Month, Senior Membership 6 Month, Senior Membership Annual, Student 5 Daily Admittance, Student Membership 1 Month, Student Membership 3 Month, Student Membership 6 Month, Student Membership Annual, Child 5 Daily Admittance...(first 20 selections shown)

Membership Usage Date: From Jan 1, 2019 through Oct 31, 2019

Package Name	% of Total	Entries
Adult 10 Daily Admittance -	0.56	115
Adult 5 Daily Admittance -	0.22	45
Adult Membership 1 Month -	4.77	989
Adult Membership 3 Month -	12.81	2653
Adult Membership 6 Month -	6.74	1397
Adult Membership Annual -	28.97	6003
Child 5 Daily Admittance -	0.00	1
Child Membership Annual -	1.70	353
Family Membership Annual -	8.45	1750
Fitness Instructor Membership -	0.28	58
Senior 5 Daily Admittance -	0.06	12
Senior Membership 1 Month -	1.93	399
Senior Membership 3 Month -	4.75	985
Senior Membership 6 Month -	3.28	679
Senior Membership Annual -	17.33	3591
Student 5 Daily Admittance -	0.04	9
Student Membership 1 Month -	1.27	263
Student Membership 3 Month -	3.76	778
Student Membership 6 Month -	0.73	152
Student Membership Annual -	2.35	486
Total Entries:		20718
Total Unvoided:		20718
Total Voided:		0
Total Unique Members :		617

RS II

Activities Totals Report

Activity Site: Memorial Sports Centre - Fort Frances
Activity Start Date: From Jan 1, 2019 To Oct 31, 2019
Activity Status: Open

Number - Name	Start Date - End Date Day and Time	Season	Term	Metrics				Enrollments			Drop-In	Percent	Holds	Waits	Team	Open
				Min	Max	Hours	Days	Res	Non Res	Total	Total					
6143 - Aqua Lite	Oct 16, 2019 - Dec 20, 2019 M W F at 10:00 AM	Fall 2019		2	15	21.00	28	11	0	11	0	4.9%	0	0	0	4
6130 - Aquafitness Eye Opener	Oct 16, 2019 - Dec 20, 2019 M W F at 06:15 AM	Fall 2019		2	25	21.00	28	13	2	15	0	6.7%	0	0	0	10
6160 - Crocodile	Oct 20, 2019 - Dec 15, 2019 Su at 02:40 PM	Fall 2019		2	3	4.50	9	1	0	1	0	0.4%	0	0	0	2
6149 - Duck	Oct 20, 2019 - Dec 15, 2019 Su at 10:40 AM	Fall 2019		2	4	4.50	9	3	2	5	0	2.2%	0	11	0	0
6150 - Duck	Oct 15, 2019 - Dec 10, 2019 Tu at 10:00 AM	Fall 2019		2	9	4.50	9	1	1	2	0	0.9%	0	0	0	7
6136 - FITT	Oct 17, 2019 - Dec 19, 2019 Th at 06:00 PM	Fall 2019		2	15	7.50	10	8	1	9	0	4.0%	0	0	0	6
6137 - FITT	Oct 17, 2019 - Dec 19, 2019 Th at 12:10 PM	Fall 2019		2	15	7.50	10	11	4	15	0	6.7%	0	0	0	0
6139 - Get Fit With Sarah	Oct 21, 2019 - Dec 16, 2019 M at 05:15 PM	Fall 2019		2	15	6.00	8	3	1	4	0	1.8%	0	0	0	11
6177 - Masters Swim	Oct 21, 2019 - Dec 16, 2019 M at 06:00 PM	Fall 2019		0	20	0.00	0	8	6	14	0	6.3%	0	0	0	6
6156 - Salamander	Oct 20, 2019 - Dec 15, 2019 Su at 02:00 PM	Fall 2019		2	5	4.50	9	5	0	5	0	2.2%	0	1	0	0
6157 - Salamander	Oct 17, 2019 - Dec 19, 2019 Th at 05:15 PM	Fall 2019		2	5	5.00	10	4	1	5	0	2.2%	0	2	0	0
6152 - Sea Otter	Oct 17, 2019 - Dec 19, 2019 Th at 04:35 PM	Fall 2019		2	5	5.00	10	3	2	5	0	2.2%	0	1	0	0
6153 - Sea Otter	Oct 20, 2019 - Dec 15, 2019 Su at 02:40 PM	Fall 2019		2	5	4.50	9	4	1	5	0	2.2%	0	6	0	0
6154 - Sea Otter	Oct 20, 2019 - Dec 15, 2019 Su at 03:50 PM	Fall 2019		2	5	4.50	9	3	2	5	0	2.2%	0	2	0	0
6155 - Sea Otter	Oct 20, 2019 - Dec 15, 2019 Su at 04:25 PM	Fall 2019		2	5	4.50	9	2	2	4	0	1.8%	0	1	0	0
6151 - Sea Turtle	Oct 20, 2019 - Dec 15, 2019 Su at 10:40 AM	Fall 2019		2	5	4.50	9	4	1	5	0	2.2%	0	8	0	0
6174 - Squash	Sep 17, 2019 - Mar 10, 2020 Tu at 04:30 PM	Fall 2019		2	10	64.00	48	8	2	10	0	4.5%	0	0	0	0
6175 - Squash	Sep 18, 2019 - Mar 11, 2020 W at 06:30 PM	Fall 2019		2	10	64.00	48	3	0	3	0	1.3%	0	0	0	7
6176 - Squash	Sep 19, 2019 - Mar 12, 2020 Th at 05:10 PM	Fall 2019		2	10	64.00	48	4	0	4	0	1.8%	0	0	0	6
6147 - Starfish	Oct 15, 2019 - Dec 10, 2019 Tu at 09:15 AM	Fall 2019		2	10	4.50	9	2	3	5	0	2.2%	0	0	0	5

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AGENDA ITEM #

Activities Totals Report

Activity Site: Memorial Sports Centre - Fort Frances
Activity Start Date: From Jan 1, 2019 To Oct 31, 2019
Activity Status: Open

Number - Name	Start Date - End Date Day and Time	Season	Term	Metrics				Enrollments		Drop-In		Percent	Holds	Waits	Team	Open
				Min	Max	Hours	Days	Res	Non Res	Total	Total					
6148 - Starfish	Oct 20, 2019 - Dec 15, 2019 Su at 10:05 AM	Fall 2019		2	10	4.50	9	4	5	9	0	4.0%	0	0	0	1
6158 - Sunfish	Oct 20, 2019 - Dec 15, 2019 Su at 02:00 PM	Fall 2019		2	5	4.50	9	2	3	5	0	2.2%	0	0	0	0
6159 - Sunfish	Oct 17, 2019 - Dec 19, 2019 Th at 04:00 PM	Fall 2019		2	5	5.00	10	2	0	2	0	0.9%	0	0	0	3
6162 - Swim Kids 1	Oct 20, 2019 - Dec 15, 2019 Su at 03:15 PM	Fall 2019		2	5	4.50	9	2	3	5	0	2.2%	0	9	0	0
6163 - Swim Kids 2	Oct 17, 2019 - Dec 19, 2019 Th at 05:20 PM	Fall 2019		2	5	5.00	10	2	3	5	0	2.2%	0	4	0	0
6164 - Swim Kids 3	Oct 20, 2019 - Dec 15, 2019 Su at 03:15 PM	Fall 2019		2	5	4.50	9	3	2	5	0	2.2%	0	0	0	0
6165 - Swim Kids 4	Oct 20, 2019 - Dec 15, 2019 Su at 03:50 PM	Fall 2019		2	5	4.50	9	4	1	5	0	2.2%	0	2	0	0
6166 - Swim Kids 4	Oct 24, 2019 - Dec 19, 2019 Th at 04:00 PM	Fall 2019		2	5	4.50	9	2	0	2	0	0.9%	0	0	0	3
6167 - Swim Kids 5	Oct 20, 2019 - Dec 15, 2019 Su at 04:25 PM	Fall 2019		2	8	4.50	9	1	0	1	0	0.4%	0	0	0	7
6168 - Volunteer Leadership 1	Oct 15, 2019 - Dec 10, 2019 Tu at 05:00 PM	Fall 2019		2	8	6.75	9	7	0	7	0	3.1%	0	0	0	1
6169 - Volunteer Leadership 2	Oct 17, 2019 - Dec 19, 2019 Th at 04:35 PM	Fall 2019		2	8	7.50	10	6	1	7	0	3.1%	0	0	0	1
6141 - Water Spin Bike Class	Oct 17, 2019 - Dec 19, 2019 Th at 09:00 AM	Fall 2019		2	10	7.50	10	9	1	10	0	4.5%	0	8	0	0
6142 - Water Spin Bike Class	Oct 21, 2019 - Dec 16, 2019 M at 07:00 PM	Fall 2019		2	10	6.00	8	10	0	10	0	4.5%	0	4	0	0
6161 - Whale	Oct 20, 2019 - Dec 15, 2019 Su at 02:40 PM	Fall 2019		1	2	4.50	9	0	0	0	0	0.0%	0	0	0	2
6138 - Yogafit	Oct 15, 2019 - Dec 17, 2019 Tu at 12:10 PM	Fall 2019		2	25	7.50	10	18	1	19	0	8.5%	0	0	0	6
Grand Totals:				67	312	386.75	468	173	51	224	0		0	59	0	88