

TOWN OF FORT FRANCES

AGENDA - February 10, 2020

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 034) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter
 - 4.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Agency One Matters
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor June Caul - Verbal Update
Councillor Douglas Judson - Verbal Update
Councillor John McTaggart - Verbal Update
Councillor Rick Wiedenhoeft - Verbal Update
7. **Consent Agenda:**
 - 7.1 Northern Ontario School of Medicine - CampMed Support. 6
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to receive the request with no further action.
 - 7.2 Northwestern Ontario Sports Hall of Fame Membership Request. 7
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the payment of a Business/Organization Membership Fee for 2020 in the amount of \$60.00 for the Northwestern Ontario Sports Hall of Fame and Museum.

	Page
7.3 Heart of the Continent Partnership Financial Request.	8
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to receive the Heart of the Continent Partnership (HOCP) financial request with no further action and further that the request be forwarded to the Municipal Accommodation Tax (MAT) Committee for consideration.	
7.4 Accounts Receivable Bed Debts Write Off Request.	9
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the write-off of accounts receivable in the amount of \$5,441.50.	
7.5 POA Write-Off Request.	10 - 11
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the write-off of 2013 POA accounts receivable in the amount of \$13,956.58 for accounting purposes, noting that this action does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and never forgiven.	
7.6 Accountability and Transparency Policy.	12 - 14
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to adopt the Accountability and Transparency Policy as presented.	
7.7 Doug Brown, CAO - ROMA Travel Expense Claim.	15 - 20
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense claim in the total amount of \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference in Ottawa, Ontario from January 18-21, 2020.	
7.8 Request dated January 9, 2020 - Installation of a memorial bench at McIrvine Park	21 - 24
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee as outlined in the report.	
7.9 Request dated January 22, 2020 to Stop up and Close Portions of Emo Road and Pit Road #2	25 - 28
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to develop a sale price for the road allowance, that the cost be relayed to the interested party and further that pending a sale, an appropriate by-law be developed to stop-up and close the associated road segments.	

	Page
7.10 Blue Box Program Transition - Preferred date of transition - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee as outlined in the report.	29 - 34
7.11 October 2019 Drinking Water Systems Monthly Summary Report - approval of this report will accept the October 2019 report prior to it being made available to the general public.	35 - 43
7.12 November 2019 Drinking Water Systems Monthly Summary Report - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the November 2019 report prior to it being made available to the general public.	44 - 52
7.13 December 2019 Drinking Water Systems Monthly Summary Report - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the December 2019 report prior to it being made available to the general public.	53 - 60
7.14 Deeming By-law Application - 814 & 820 Scott Street - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the application to deem property located at 814 and 820 Scott Street (PCL 411-1 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SP2679 EXCEPT SLT19234 & SLT30028; FORT FRANCES and PCL 411-2 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SLT19234, SLT52154, SLT99405; FORT FRANCES) as one lot of record known as 820 Scott Street through by-law brought forward at a future meeting.	61 - 63
8. <u>Administration and Finance Division:</u>	
8.1 Mayor June Caul - ROMA Travel Expense Claim. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense claim in the total amount of \$250.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.	64 - 79
8.2 Councillor Michael Behan - RRDMA Annual General Meeting Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Michael Behan for his attendance at the RRDMA Annual General Meeting on January	80 - 81

	Page
25, 2020 held in Devlin.	
8.3 Councillor Wendy Brunetta - ROMA Travel Expense Claim. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense Claim in the total amount of \$510.74 as submitted by Councillor Wendy Brunetta for her attendance at the ROMA Conference in Toronto, Ontario from January 19-21, 2020.	82 - 91
8.4 Councillor Wendy Brunetta - RRDMA Travel Expense Claim. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting On January 25, 2020 held in Devlin.	92 - 93
8.5 Councillor Andrew Hallikas - RRDMA Annual General Meeting Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Andrew Hallikas for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.	94 - 95
8.6 Councillor John McTaggart - ROMA Travel Expense Claim. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense claim in the total amount of \$241.90 as submitted by Councillor John McTaggart for his attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.	96 - 108
8.7 Councillor Rick Wiedenhoeft - RRDMA Annual General Meeting PerDiem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Rick Wiedenhoeft for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.	109
9. <u>General:</u>	
9.1 2020 NOMA Conference Registration. - Council will receive this information and authorize Councillor's	110 - 112

	Page
attendance at the 2020 NOMA Conference being held in Fort Frances April 29th, 2020 to May 1st, 2020.	
9.2 Executive Committee Meeting Changes	113
10. <u>Information:</u>	
10.1 Fort Frances Fire & Rescue - December 2019 Report.	114 - 115
10.2 January 2019 FIR Data.	116
10.3 Operations & Facilities Division - Public Works Area Operations Statistics (September, October, November and December 2019)	117 - 133
10.4 Operations & Facilities Division - Environmental Area Operations Statistics (May-December 2019)	134 - 143
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/14**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Northern Ontario School of Medicine- CampMed support

BACKGROUND

At the January 13, 2020 Council meeting, the request received from the Northern Ontario School of Medicine, requesting the Town to support a student from our community to CampMed summer camp, was referred to the Administration & Finance Executive Committee for recommendation.

Since students from Fort Frances would have additional costs associated with attending Camp in Thunder Bay, a pledge can be made to support a student. This is a new request for 2020.

RECOMMENDATION

The Administration and Finance Executive Committee recommend receiving the request with no further action.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to receive the request with no further action.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/15**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Northwestern Ontario Sports Hall of Fame Membership Request

BACKGROUND

At the January 13, 2020 Council meeting, the request received from the Northwestern Ontario Sports Hall of Fame and Museum, requesting financial assistance through a membership or donation was referred to the Administration & Finance Executive Committee for recommendation.

The Northwestern Ontario Sports Hall of Fame is a non-profit organization, raising of funds is needed to operate their regional sports museum and hall of fame, through their annual membership and fundraising drive.

The Town of Fort Frances has previously authorized a Business/Organization Membership Fee in the amount of \$60.00 in previous years.

RECOMMENDATION

The Administration and Finance Executive Committee recommend approval of the Northwestern Ontario Sports Hall of Fame and Museum 2020 Business/Organization Membership Fee in the amount of \$60.00.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to approve the payment of a Business/Organization Membership Fee for 2020 in the amount of \$60.00 for the Northwestern Ontario Sports Hall of Fame and Museum.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/16**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Heart of the Continent Partnership Financial Request

BACKGROUND

At the January 13, 2020 Council Meeting, the letter received from the Heart of the Continent Partnership (HOCP) requesting consideration of contributing to HOCP's voluntary annual dues was referred to the Administration & Finance Executive Committee for recommendation.

As indicated in the attached letter, the annual support allows HOCP to continue its mission of sustaining and celebrating the cross-border region through collaboration. All partners will participate on an equal basis in all HOCP efforts, decisions and initiatives. Annual dues level ranges from Participating Partner \$10 - \$99, Associate Partner \$100 - \$499, Sustaining Partner \$500 - \$999 and Supporting Partner \$1,000 - \$5,000 per year. In 2016, Council approved Associate Partner payment in the amount of \$150, but has not approved payment in 2017 to 2019.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that the Heart of the Continent Partnership (HOCP) financial request be received with no further action, but that the request be forwarded to the Municipal Accommodation Tax Committee for consideration.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to receive the Heart of the Continent Partnership (HOCP) financial request with no further action, but that the request be forwarded to the Municipal Accommodation Tax Committee for consideration.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/07**

TO: Mayor Caul & Council Members

FROM: Dawn Galusha, Treasurer

DATE: February 5, 2020

SUBJECT: Accounts Receivable Bad Debts Write-Off Request

BACKGROUND

There are currently two (2) bad debts in totaling \$5,441.50 in Accounts Receivable that have been sent to collections, but we do not anticipate seeing further payments. Please consider writing off these bad debts for December 31, 2019.

RECOMMENDATION

Administration & Finance Executive Committee recommends the write-off of accounts receivable in the amount of \$5,441.50.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the write-off of accounts receivable in the amount of \$5,441.50.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/08**

TO: Mayor Caul & Council Members

FROM: Dawn Galusha, Treasurer

DATE: February 5, 2020

SUBJECT: POA Write-Off Request

BACKGROUND

The Provincial Offences Act Collection/Write-Off Policy No. 1.13 provides guidelines for write-off of items deemed uncollectable when all appropriate collection steps as per policy have been exhausted and the fine has been in default for six (6) years. As stated in the policy, fines are written off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.

The Annual Write-off report, as compiled by POA Staff, included all records for 2013 convictions, underpayments of \$25 or less and deceased persons convictions and was presented to the Municipal Partners for perusal on November 27, 2019. The final write-off total as at December 31, 2019, is in the amount of **\$13,956.58**.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the write-off of 2013 POA accounts receivable in the amount of \$13,956.58 for accounting purposes. This does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and never forgiven.

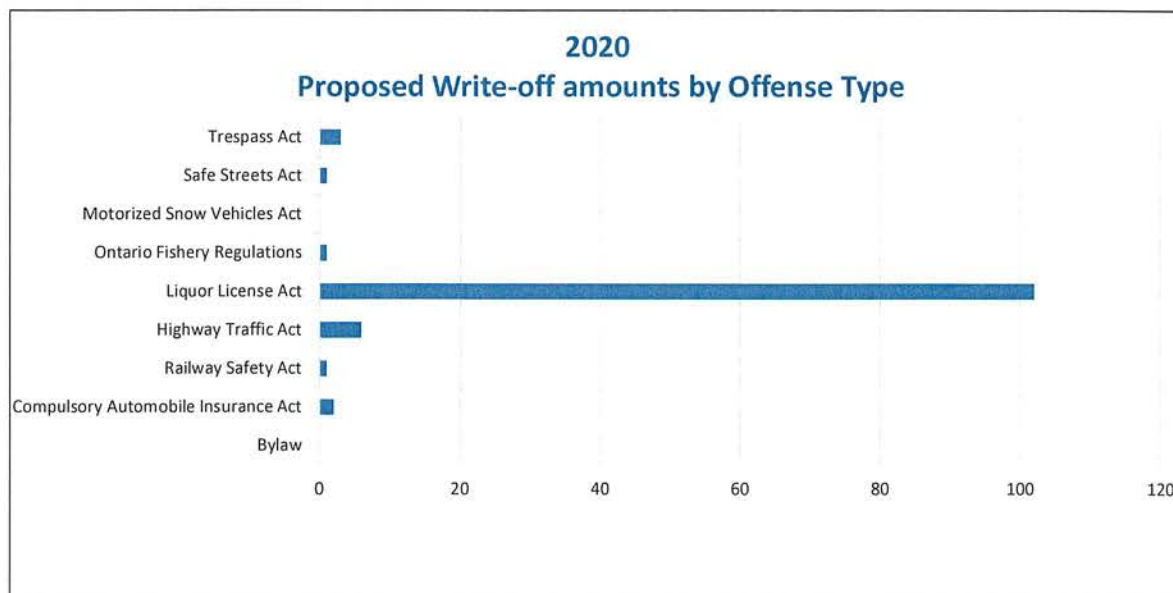
Fort Frances Court Services

Annual Write-Off Report Form
2013 Convictions to be written-off in 2020
as at December 31, 2019

Write-off Category	# of Records	Value
2013 Convictions under \$100	98	\$7,657.63
2013 Convictions between \$100-\$1000	7	\$1,345.62
2013 Convictions over \$1000	0	\$0.00
Underpayments \$25 or less	4	\$52.90
Deceased Persons	7	\$4,900.43
	116	\$13,956.58

Write-off Per Statute

Breakdown of above by Offence Category	# of Records	Value	Avg Fine Amount
Bylaw	0	\$0.00	\$0.00
Compulsory Automobile Insurance Act	2	\$3,235.43	\$1,617.72
Railway Safety Act	1	\$170.00	\$170.00
Highway Traffic Act	6	\$1,240.65	\$206.78
Liquor License Act	102	\$8,775.50	\$86.03
Ontario Fishery Regulations	1	\$180.00	\$180.00
Motorized Snow Vehicles Act	0	\$0.00	\$0.00
Safe Streets Act	1	\$90.00	\$90.00
Trespass Act	3	\$265.00	\$88.33
	116	\$13,956.58	



February 5, 2020

REPORT TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Town Clerk
SUBJECT: Accountability & Transparency Policy

BACKGROUND

The Municipal Act, section 270 requires that municipalities adopt and maintain a number of policies with respect to several matters. One of those being (5) *The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.*

The legislation is silent respecting the content of such a policy, which provides each municipality the ability to create one that best suits its needs. I have reviewed a number of similar size municipal policies and have crafted the attached draft for your consideration.

RECOMMENDATIONS

The Administration & Finance Executive Committee reviewed and recommends that the 'Accountability and Transparency Policy' be adopted as presented.

Approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to adopt the 'Accountability and Transparency' policy as presented.
--

THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Accountability and Transparency

Creation Date: February 2020

Revised Date:

Resolution Number:

Supersedes Resolution Number:

Policy Number: x.x

1. POLICY PURPOSE

To provide measures where the Town of Fort Frances will try to ensure that it is accountable to the public for its actions, and it will try to ensure that its actions are transparent to the public to meet current legislation.

2. DEFINITIONS

Accountability – The principle that the municipality will be responsible to its constituents for decisions made and policies implemented.

Transparency – The principle that a municipality actively encourages and fosters constituent participation and openness in its decision-making process. Additionally, transparency means that the municipality's decision-making process is open and clear to the public.

3. POLICY STATEMENT

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its constituents. In addition, wherever possible, the municipality will engage its constituents throughout its decision-making process which will be open, visible and transparent to the public.

4. POLICY REQUIREMENTS

The Town of Fort Frances demonstrates commitment to open government by applying the principles of accountability and transparency equally to the political process and decision making and to the administrative management of the municipality through various policies, procedures and practices that have been divided as follows:

Financial Matters

- External audit
- Financial reporting/statements
- Asset management plan
- Purchasing/procurement policy
- Sale of land policy
- Budget process
- User Fee by-law

Internal and Ethical Governance Standards

- Hiring policy
- Health and safety policy (ies)
- Benefit programs
- Accessibility standards
- Records and information management

Public Participation and Information Sharing

- Procedural by-law
- Council code of conduct
- Council / Staff Relations policy
- Strategic planning
- Notice policy
- Public meetings
- Municipal website / portal
- Closed meeting investigator
- Planning processes (Official Plan & Zoning By-law)
- Boards & Committees By-law

5. REVIEW PERIOD

This policy shall be reviewed once every term of Council.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/09**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Doug Brown, CAO – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$452.15 for attendance at the ROMA Conference held in Toronto, ON from January 18 – 21, 2020, as submitted by Doug Brown, CAO.

Conference Expenses

1. Taxi	\$188.25
2. Meals	195.00
3. Per Diem (3.5 days)	35.00
4. Baggage	<u>33.90</u>
5. Total Travel Expense Claims	<u>\$452.15</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held in Toronto, Ontario from January 18 – 21, 2020.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference in Toronto, Ontario from January 18 – 21, 2020.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	2020 ROMA Conference							
	Location (Facility and City)	Sheraton, Toronto							
	Dates	Sat Jan 18 to Tue. Jan 21/20							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	259.72	259.72	0				182.16	701.60
	Transportation	61.00		74.00				53.25	188.25
	Breakfast	20.00	0	0					20.00
	Lunch	25.00	0	25.00					50.00
	Dinner	45.00	45.00	0				35.00	125.00
	Per Diem	10	10	10				5	35
	Other EXTRA BAG	33.90							33.90
									1133.75
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		694.95		524.80		0		1219.75	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CRA rate =			n.a				n.a
6.	Approved	Total Expenses							2373.50
		Advance Received							0
		Balance Claimed							2373.50
		Balance Refunded							452.15

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Jan 22/20
Date

Doug Brown
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		0262 10-020-0290-1500-71531	
Date	Treasurer	A / P	Cashier

Doug Brown

AEROPORT TAXI & LIMOUSINE
849 WESTPORT CRES
MISSISSAUGA ON L5T1E7

10-020-0240-1500-71531
Merchant ID: 5665635
Term ID: 146
Ref #: 001

Sale

XXXXXXXXXXXX3059

VISA

Entry Method: Chip

01/19/20

08:36:49

Inv #: 000001

Appr Code: 025111

Apprvd

Batch#: 019001

Amount: \$ 56.00

Tip: \$ 5.00

Total: \$ 61.00

By entering a verified PIN, cardholder
agrees to pay issuer such total in
accordance with issuer's agreement with
cardholder (Merchant agreement if credit
voucher).

Retain this copy for statement
verification.

Application Label: VISA CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSI: 78 00

Customer Copy

10-020-0240-1500-71531

SHELL CANADA PRODUCTS
1110 WEST ARTHUR STREET
THUNDER BAY, ON P7E 6P9
(807) 473-4325

Tax Description

Qty

Amount

H Bronze No5
41.635 L @ \$1.279/ L \$53.25

Sub Total \$53.25
13.0% HST tax on \$0.00 \$0.00
5.0% HST-F tax on \$0.00 \$0.00

TOTAL \$53.25

VISA: \$53.25

Change \$0.00

Fuel Includes HST 13.0% \$6.13
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 137400032RT

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX3059

TERMINAL No. 89203442

PURCHASE

H

DATE: 2020/01/18

TIME: 19:28:11

INV No. 2034423498

FF/DT 20

APPROVAL No. 043311

VISA CREDIT

AID A0000000031010

NO SIGNATURE
TRANSACTION

IMPORTANT

retain this copy for your records

AGENDA ITEM #7.7

10-020-0240-1500-71531

BECK TAXI
1 CREDIT UNION DR
Toronto ON, M4A 2S6
www.becktaxi.com
(416)751-5555

SALE

MID: 5839181

TID: A5839181

REF#: 00000003

Batch #: 329

SEQ: 329001001003

01/21/20

13:00:47

CVC: Y

APPR CODE: 014241

VISA

*****3059C

AMOUNT \$74.00

00 - APPROVED - 001

VISA CREDIT

AID: A0000000031010

TVR: 80 80 00 80 00

TSI: 78 00

Thank You for Choosing
Beck Taxi
3 Ways to Order
PHONE-WEB-APP

SC
CAB 376

CUSTOMER COPY

RV44LV
YQTTB

AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO:



NAME: BROWN/DOUGLASMR
DATE OF ISSUE: 19 JAN 2020

PNR RECLOC:
ISSUED BY :

10-020-0262-1500-7153

FIRST BAGGAGE FEE
EMD 0144202350451

AMOUNT	TAX	TOTAL
30.00	03.90RC	33.90

GRAND TOTAL	30.00	03.90	33.90
-------------	-------	-------	-------

FORM OF PAYMENT: — IN CANADIAN DOLLARS VI*****3059
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE



0262
10 = 020 - ~~0240~~ - 1500 - 71231
AGENDA ITEM #7.7

Day
Jan 22/20

Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada
Brown, Douglas
Company Name: Township of Fort Frances

Room No. 520
Arrival : 01/18/20
Departure : 01/19/20
Invoice No. :
Conf. No. : 510364
Cashier No. : 43
Purchase :
Order :
A/R No. :

Group Name:

INVOICE

HST No.: 10009 4077 RT 0004

Date	Description	Charges	Credits
01/18/20	Room Charge	155.00	
01/18/20	Municipal Accommodation Tax (4%)	6.20	
01/18/20	HST on MAT (13%)	0.81	
01/18/20	Harmonized Sales Tax (13%)	20.15	
01/19/20	Visa - Front Desk		182.16
Total Charges		182.16	
Total Credits			182.16
Balance			0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



Douglas Brown
320 Portage Avenue
Fort Frances, ON, P9A3P9
Canada
AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209632
Guest Number : 7412624
Folio ID : A
Arrive Date : 19-JAN-20 08:56
Depart Date : 21-JAN-20 07:20
No. Of Guest : 1
Room Number : 915
Marriott Bonvoy Number :

Tax Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 07:20 BCHAY842

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT915	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT915	Room HST	28.73	
19-JAN-20	RT915	Municipal Tax	8.84	
19-JAN-20	RT915	HST Municipal Tax	1.15	
20-JAN-20	RT915	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT915	Room HST	28.73	
20-JAN-20	RT915	Municipal Tax	8.84	
20-JAN-20	RT915	HST Municipal Tax	1.15	
21-JAN-20	VI	Visa-3059		-259.72
For Authorization Purpose Only				
xxxxxx3059				
Date	Time	Code	Authorized	
19-JAN-20	08:56	08944I	336.98	
** Total			519.44	-519.44
*** Balance			-0.00	

Continued on the next page

February 5, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request dated January 9, 2020 – Installation of a memorial bench at the McIrvine Park

A letter was received from Ms. Shelly Gustafson requesting to have a bench installed in the McIrvine Road Park in honor of her late father, Mr. Dennis (Archie) Livingstone. See attached letter.

A little history on the benches installed in Town, historically benches were installed along the Waterfront Parkway; in 2003 & 2004 several citizens and organizations purchased a bench at a price of \$1600 which included the cost of the plaque. The bench & plaque were installed for the commemoration of the Town of Fort Frances 100th anniversary. The last bench purchased was in May of 2004 by the Evergreen Chapter No. 80 – order of the Eastern Star. The paperwork was handled out of the CAO's office where the park's crew installed the plaque. Since Fort Frances 100th Birthday event, six additional benches (Mr. & Mrs. Allison 2013 & Bob Ward 2014 & Tammy Wihnan, Anne Gladu (Boon) 2016, and Mr. & Mrs. Cupp 2017, Mr. & Mrs. Weir 2017) have been approved by Council where the requests were directed to the O & F executive committee.

Since the last request in February of 2017, the manufacturer of the benches has gone out of business and those benches are no longer available. The costs for the benches and shipping were around \$1100.00. I have sourced a new bench, constructed of cast aluminum with slats of recycled plastic composite made by a Canadian Company called Barco Products. We have ordered composite picnic tables from this company in the past and the product quality is excellent. There are a number of colour choices for these benches so we can match the colour to other aspects of the location where the bench will be located. The bench cost is \$1110.89 plus shipping.

Historically these benches have been limited to installation along the Riverfront, however we are at a point where there is limited space left along the riverfront for additional benches to be installed without the benches being crowded, the Town's parks are the next logical location for the installations of these types of benches.

The Operations & Facilities Executive Committee recommends the following;

- 1) That Ms. Shelly Gustafson would be responsible for all the costs of the following materials;
 - "Sterling Bench" complete with Composite slats manufactured by Barco Products
 - Freight costs to transport the bench materials to Fort Frances.
 - The plaque supplied by General Supply-purchased on her own.
- 2) That the Town will supply the labour & materials to construct the foundation for the bench.
- 3) That the Town will supply the labour to install the new Sterling Bench and plaque.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1) Ms. Shelly Gustafson would be responsible for all the costs of the following materials;**
 - “Sterling Bench” complete with Composite slats manufactured by Barco Products**
 - Freight costs to transport the bench materials to Fort Frances.**
 - The plaque supplied by General Supply-purchased on her own.**
- 2) The Town will supply the labour & materials to construct the foundation for the bench.**
- 3) The Town will supply the labour to install the new Sterling Bench and plaque.**

Manager of Operations and Facilities

2020Feb5 Request for Bench at McIrvine Park

31.5% Off

[Home](#) | [Outdoor Furniture](#) | [Tables & Seating](#) | [Park Benches](#) | Product SKU # KBC1350-GY

Sterling Bench/ 6' Bench/ Gray

AS LOW AS
\$878.85

SAVE 21% (~~1110.89~~)



January 9, 2020

To Whom It May Concern

Attention: Travis Rob

I am writing to you in regards to purchasing a bench for McIrvine Park in memory of my late father Dennis (Archie) Livingstone. The park is located on Colonization Road West and Daniel Avenue. Dennis grew up in the McIrvine area which is now a part of Fort Frances. He attended McIrvine School and his mother Bertha Livingstone taught at that school. Dennis had lived the majority of his life in the McIrvine area. He bought his last home on Colonization Road West and Daniel Avenue overlooking McIrvine School which is now the park. That is the reason we have chosen that location.

If you have any questions we can be reached by e-mail at greatbear.greg@gmail.com Shelly's cell 807-275-9461 or home 807-274-9461.

Any mail correspondence to

Shirley Livingstone
1036 Colonization Road West
Fort Frances, Ontario P9A 2T4

Looking forward to hearing from you. Thank you in advance from the Livingstone Family.

Sincerely

Shelly Gustafson

February 5, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request Dated January 22, 2020 to Stop up and Close Portions of Emo Road and Pit Road #2

On January 22, 2020 a request was received from George Armstrong Company to stop up and close a portion of Emo Road, from Oakwood Road to Pit Road #2 and Pit Road #2 from the South property line of 300 Pit Road #2 south to Emo Road.

This roadway is a gravel road servicing primarily George Armstrong Company as well as a second business and one residential property, the road segments in question service Armstrong's shop, office, storage yard and it is their primary access to their property on the west side of Oakwood Road.

George Armstrong Company, when asked would be interested, as well, in purchasing a portion of the stopped-up roadway as well as putting up gates to control access. Given that the road area in question's sole purpose is to access their properties, it is suggested that the condition placed on stopping up this road is that George Armstrong Co purchase all of the stopped-up roadway. Fort Frances Power Corporation has some infrastructure down that roadway and the Town has 2 streetlight fixtures, arms and associated wiring that would have to be considered as we move forward.

Currently the Town plows the snow, grades the road and adds gravel as required to maintain the road. The closing of this roadway would reduce our ongoing operating costs; however, provision would have to be made to ensure that the drainage infrastructure in place is maintained on the sold portions of the roadway so as to not impact adjacent property owners.

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

1. A sale price be developed for the sale of the road allowance
2. George Armstrong Company be advised of the cost and that the road would only be stopped up and closed providing they would buy the property.
3. Pending a sale, a By-Law be passed to stop-up and close the associated road segments.

Respectfully Submitted



Travis Rob, P.Eng

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

1. A sale price be developed for the sale of the road allowance
2. George Armstrong Company be advised of the cost and that the road would only be stopped up and closed providing they would buy the property.
3. Pending a sale, a By-Law be passed to stop-up and close the associated road segments.

Manager of Operations and Facilities

From: [Travis Rob](#)
To: [Lisa Slomke](#)
Subject: FW: CLOSEURE OF EMO RD. AND AND A SECTION OF PIT RD 2
Date: Wednesday, January 22, 2020 1:48:24 PM
Attachments: [Screen Shot 2020-01-22 at 1.07.36 PM.png](#)
[Logo.png](#)

Hi Lisa,

Can you please place this request on the council agenda for OFEC as well.

Thanks

Travis

Travis Rob P.Eng.
Manager of Operations & Facilities
Town of Fort Frances
P: (807)274-9893 ext 1316
C: (807)275-9757

From: Larry Armstrong <army1@shaw.ca>
Sent: Wednesday, January 22, 2020 1:22 PM
To: Travis Rob <trob@fortfrances.ca>
Cc: Shane Armstrong <army2@shaw.ca>; Jim Armstrong <stubby35@jam21.net>
Subject: CLOSEURE OF EMO RD. AND AND A SECTION OF PIT RD 2



Regards,

Hi Travis on reading your letter to council on your reasons to not open Keating on our request so to do away with unnecessary roads in town we are asking you to close 2000 feet of road that saves no purpose than a HOT RODDERS RACE TRACK AND THEY RIP UP THE ROAD AND TEAR OUR PARKING LOT UP, we use it to get to our property in ALBERTON SO WE WILL LOOK AFTER THAT SO I THINK IT IS A GREAT IDEA AND GET RID OF THE RACEING AT NIGHT.we hope you will approve this request and we would look after the gates.

Larry Armstrong
President



George Armstrong Co. Limited
Office: 807.274.3294
Fax: 807.274.8469
Cell: 807.275.9900
email: larry@georgearmstrong.ca

THIS MESSAGE IS INTENDED FOR THE USE OF THE PERSON TO WHOM IT IS ADDRESSED. IT MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. If you are not the intended recipient, your use of this message for any purpose is strictly prohibited.



Regards,

Hi Travis on reading your letter to council on your reasons to not open Keating on our request so to do away with unnecessary roads in town we are asking you to close 2000 feet of road that saves no purpose than a HOT RODDERS RACE TRACK AND THEY RIP UP THE ROAD AND TEAR OUR PARKING LOT UP, we use it to get to our property in ALBERTON SO WE WILL LOOK AFTER THAT SO I THINK IT IS A GREAT IDEA AND GET RID OF THE RACING AT NIGHT. we hope you will approve this request and we would look after the gates.

Larry Armstrong
President



George Armstrong Co. Limited
Office: 807.274.3294
Fax: 807.274.8469
Cell: 807.275.9900
email: Jan.v@gem.geannstrong.ca

THIS MESSAGE IS INTENDED FOR THE USE OF THE PERSON TO WHOM IT IS ADDRESSED. IT MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. If you are not the intended recipient, your use of this message for any purpose is strictly prohibited.

February 5, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Blue Box Program Transition – Preferred date of transition

Over the past number of years, the government has been working through the transition of the Blue Box program to full producer responsibility. The Operations and Facilities Executive Committee and Council have been getting updates on the progress periodically from both administration and AMO.

At this point a new regulation has not been developed or released in Draft to municipalities, but the likely regulation will look similar to that of the new Tire recycle regulation, Household Hazardous and Special Waste and Waste Electronic regulation. These regulations require producers to not only collect a prescribed percentage of materials they produce but require that any program in existence at the time of the passing of the regulation must remain at the current service level. What this will mean for the Town of Fort Frances is that the Blue Box program post transition will look, to the residents, the same as it does now. From the Town's perspective what the program will look like is unknown. Likely producers will band together and form an organization to look after the collecting and producing of all of their products because it will be too costly for each producer to try to look after their products independently. The Town will, at some point be in negotiations with this entity to determine what our role in blue box will be post transition. This component of the Blue Box transition is all still evolving currently.

One of the questions that AMO is asking, to better understand the current state of municipalities Blue Box programs and capacities is, will our municipality be interested in continuing to provide some of the component services related to Blue Box in the future. For the Town of Fort Frances, given our location and the distance of haulage and limited service providers, our blue box program is very costly to run. Under the current Blue Box Program we should be funded at 50% of cost recovery. Given the high cost for our program, our funding only covers about 34% of our true costs. In addition, the Town owns few assets relating to blue box, 2 stationary compactors and related bins at our depot and a garage for material drop off. Given these facts, it is not in the Town's best interest to remain in the Blue Box business post transition.

Further, AMO has asked Municipalities, in an effort to streamline the transition, to declare their preferred date of transition by council resolution between January 1, 2023 and December 30, 2025. Attached to this report you will find information correspondence from AMO surrounding the request.

Currently the Town has contracts with two parties affecting blue box:

1. Asselin Transportation – Curbside Collection - November 1, 2019 to October 31, 2024
2. Emterra Group – Blue Box material transportation – September 14, 2015 to September 13, 2020
3. Emterra Group – Blue Box material processing - September 14, 2015 to September 13, 2020

Our new agreement for curbside collection includes a clause relating specifically to the upcoming transition and affords the Town the ability to sever that contract in the event of a transition before the ending of the agreement upon suitable notice by the Town. However, given the forecasted transition horizon from AMO and our upcoming current contract expiries, we are well situated to, as we tender for the transportation and processing services, align all of our contracts to expire on October 31, 2024 and transition at that time.

Given the remote nature of Fort Frances, the act of declaring a preferred date of transition will be helpful in our negotiations, however our transition date will likely be tied with the transition of other similar programs in the area, such as Dryden and Kenora.

It is the recommendation of the Operations and Facilities Executive Committee that a separate resolution be passed by Council addressed to AMO and the Ministry of Environment Conservation and Parks stating the following:

1. The Town's preferred date of transition of their blue box program to full producer responsibility is October 31, 2024.
2. This transition date has been selected as it is the current termination of our collection contract and we will be able to align our transportation and processing contracts to that date when put out to tender this year.
3. The Town of Fort Frances is not interested in continuing to provide services beyond the Blue Box transition date.
4. Any questions regarding the resolution be directed to the Manager of Operations and Facilities.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1. The Town's preferred date of transition of their blue box program to full producer responsibility is October 31, 2024.**
- 2. This transition date has been selected as it is the current termination of our collection contract and we will be able to align our transportation and processing contracts to that date when put out to tender this year.**
- 3. The Town of Fort Frances is not interested in continuing to provide services beyond the Blue Box transition date.**
- 4. Any questions regarding the resolution be directed to the Manager of Operations and Facilities.**

Manager of Operations and Facilities

2020Feb5 Preferred Date of Blue Box transition

December 18, 2019

Attachment 1: Background on Transition to Full Producer Responsibility

Municipal governments have been advocating for over a decade for producers to have full fiscal and operational responsibility for end of life management of their packaging, printed paper and paper products. Producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

In August 2019, Minister Yurek announced that municipal Blue Box programs will be transitioned to full producer responsibility over a three-year period based on the recommendations from the Special Advisor's report titled, "Renewing the Blue Box: Final report on the blue box mediation process." Municipal governments played a key role in helping to develop the recommendations within this report. These recommendations broadly reflected the positions advocated by AMO and there was also a great deal of alignment with producers on how the Blue Box should be transitioned.

The municipal transition is proposed to occur between 2023 and the end of 2025, as shown in the table below:

Date	Description
Sept. 2019 → Dec. 2020	Blue Box wind-up plan developed for Stewardship Ontario
	Development of a Regulation under the <i>Resource Recovery and Circular Economy Act</i> , 2016
Jan. 2021 → Dec. 2022	Producers prepare to assume control and operation of system and work with municipal governments and service providers
Jan. 1, 2023 → Dec. 31, 2025	Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over three years with a rolling total of up to one-third of the Provincial program transitioning annually

The Minister wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents. AMO and municipal representatives are involved in the consultation process to develop a new regulation for the Blue Box. The Province's intent is to finalize a Regulation by the end of 2020.

AMO staff held in-person workshops on the Blue Box transition across the Province through October and November 2019 to discuss this topic with municipal waste management staff. Over 165 staff and elected officials attended the sessions in Vaughan, London, Smiths Falls, North Bay and Dryden. The workshops provided an opportunity to engage directly with our sector to build understanding about this transition process and the level of engagement from attendees was excellent.

We also began the discussion about what municipal governments should take into consideration about how to prepare for this change and what factors might be considered as to when a Council might want to transition.

HOW YOUR RESOLUTION WILL HELP INFORM THE DISCUSSION:

The resolutions will be used to map out an ideal transition timeline, and determine whether there are years that are over or under subscribed, as it has been dictated that a rolling total of up to one-third of Blue Box programs can transition each year. This information will also allow AMO and the Province to better understand whether there are conflicts. If there are too many conflicts, the Province may still need to retain a third-party expert to develop a methodology as to how municipal Blue Box programs will transition.

However, rather than deferring to the Province to retain an expert immediately, we think this information would provide a good basis for a more informed decision to be made.

Attachment 2: Sample Resolution

Your Council's stated preference may not be the final determination of your transition date, nor are you obligated in any way by the date that is specified. The resolution will be used to map out an ideal transition timeline, and determine whether there are years that are over or under subscribed, as it has been dictated that a rolling total of up to one-third of Blue Box programs can transition each year. This information will also allow AMO and the Province to better understand whether there are conflicts. If there are too many conflicts, the Province may still need to retain a third-party expert to develop a methodology as to how municipal Blue Box programs will transition.

Resolution on Transition to Full Producer Responsibility

WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

WHEREAS reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

WHEREAS the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

WHEREAS the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

WHEREAS the **Municipality of X** is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

THEREFORE BE IT RESOLVED:

THAT the **Municipality of X** would like to transition their Blue Box program to full producer responsibility [month] [date], [year] (between January 1, 2023 and December 31, 2025).

AND THAT this decision is based on the following rationale:

1. **Insert rationale based on analysis of contracts, assets, integrated waste management system or other considerations (e.g., our collection contract for Blue Box material expires December 31, 2024 and our processing contract for Blue Box material also expires December 31, 2024.)**

AND THAT the **Municipality of X** would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms.

AND FURTHER THAT any questions regarding this resolution can be directed to **Jane Doe, City Manager at xxx-xxx-xxxx or jane.doe@municipalityx.ca**

AND FURTHER THAT the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

EXAMPLE

December 3, 2019

Report To: Mayor & Council

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

SUBJECT: October 2019 Drinking Water Systems Monthly Summary Report

Please find attached the October 2019 Summary Report on the drinking water systems, prepared by Brad Webb, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the October 2019 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the October 2019 report prior to it being made available to the general public.
--

c.c. – Craig Miller, P.Eng., Environmental Superintendent
Brad Webb, ORO, Senior WTP Operator

October 2018

Monthly Summary Report
Water Systems

Prepared by: Brad Webb, ORO
Senior Water Treatment Plant Operator

Dated: November 01, 2019

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of October 2019 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well :

Estimated Daily Usage	0.21 m3
Estimated December Usage	6.5 m3

3) **Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:**

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

1. 901 Wright Ave.	2. 746 6 th St. West.	3. 1533 King's Hwy.	4. W. Tower
5. 901 Wright Ave.	6. 401 King's Hwy.	7. 320 Portage Ave.	8. W. Tower
9. 1111 First St. E.	10. 746 6 th St. West.	11. 901 Wright Ave.	12. W. Tower
13. 1111 First St. E.	14. 940 Third St. E.	15. 921 6 St. W.	16. W. Tower

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken August 22, 2019 – no adverse results.

5) Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) Maintenance Activities at the WTP:

Oct 01st Installed new filtered water sample pump.

Oct 02nd Changed filters in soda ash dust collector.

Oct 03rd - Cleaned top and bottom tanks on poly unit
Cleaned all 4 check valves on the poly unit

Oct 04th -Honeywell installed data loggers on high lifts #1 & # 4.
-Changed oil and filters on both compressors.

Oct 10th -Cleaned top and bottom tanks on the poly unit.
- Cleaned all 4 check valves on the poly unit.

Oct 15th -Canect Electric & Pryde's Plumbing here working on boiler.

Oct 17th -Calibrated the distribution chlorine analyzer.
-Cleaned top and bottom tanks on the poly unit.
- Cleaned all 4 check valves on the poly unit.
-Received a load of Alum.

Oct 22nd - Greased both clarifier's chains, bearings and gears.

Oct 24th -Changed out compressor # 1.

Oct 30th -Changed poly water mixing valve.

Oct 31st -Cleaned top and bottom tanks on the poly unit.
- Cleaned all 4 check valves on the poly unit.

8) **Water Complaints:**

- Poor Pressure – 0 complaints.
- Water quality – 0 complaints.

9) **Other Miscellaneous Information**

Oct 01st - Lead sampling.

Oct 02nd - Lead sampling.

Oct 03rd -Sunny Cove Monthly samples.

Oct 03rd -Hydrant replacement samples for Huffman Court. 1st set.

Oct 03rd -Bacti samples for new O.P.P. station.

Oct 07th - Routine micro sample collection
-Hydrant replacement samples for Huffman Court. 2nd set.
-Hydrant replacement samples for Frenette Ave. 1st set.
-Valve replacement samples Scott& Mosher Ave. 1st set.

Oct 08th -Hydrant replacement samples for Frenette Ave. 2nd set.
-Valve replacement samples Scott& Mosher Ave. 2nd set.

Oct 09th -Hydrant replacement samples for Nelson & Armit Ave. 1st set.

Oct 10th -Hydrant replacement samples for Nelson & Armit Ave. 2nd set.

Oct 15th -Routine micro sample collection.
-Received a load of soda ash.

Oct 22nd ESA Inspection (Electrical Safety Authority).

Oct 22nd - Routine micro sample collection.

Oct 23rd -Started winterizing Sunny Cove Camp.

Oct 24th -Winterizing Sunny Cove Camp.
-Lakeside here doing computer upgrade.

Oct 28th - Took grab samples off filters.
-Calibrated fluoride meter.

Oct 29th -Routine micro sample collection.

Oct 31st -Ran back up generator for 1 hour.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Brad Webb, ORO, Senior WTP Operator: _____
- Craig Miller, Environmental Superintendent: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, P. Eng. CAO: _____
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Brad Webb, Senior WTP Operator at 274-2325.

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
October 2019

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	10^3 M^3	17	5.00	4.90	5.00	5.00	5.00	5.10	4.86	4.99	4.97	5.13	4.94	4.88	5.00	4.96	4.84	4.80	5.04	4.96	4.82	4.97	5.22	4.94	4.80	4.91	4.54	5.20	5.00	4.60	5.08	4.91	4.94	153.30	4.95
Peak Instantaneous - Raw Water	L/s	n/a	57.78	57.67	58.16	58.17	58.11	58.71	58.64	58.69	58.67	58.25	58.23	57.90	57.93	57.99	57.93	57.98	57.95	57.87	57.80	57.83	57.78	57.80	57.85	57.83		57.80	57.71	57.80	57.65	57.68	57.51	1739.67	57.99
Treated Water	10^3 M^3	17	3.20	3.20	3.40	2.80	3.30	3.20	2.98	3.48	3.25	3.62	3.33	3.18	2.95	3.23	2.90	3.11	3.37	2.82	3.11	2.93	3.24	3.20	2.97	2.92	3.23	3.65	2.81	2.98	3.24	3.01	3.03	97.64	3.15
Peak Instantaneous - Treated Water	L/s	n/a		65.67	65.48	67.68	64.34	66.38	63.44	64.47	68.18	65.03	75.53	64.00	65.32	64.81	63.02	64.21	63.44	63.34	63.72	63.45	62.58	62.86	63.52	64.09		61.35	62.69	64.41	63.96	63.34	63.29	1873.60	64.61
BackWash Water	10^3 M^3	n/a	0.250	0.280	0.260	0.250	0.280	0.270	0.250	0.267	0.251	0.287	0.268	0.254	0.289	0.271	0.254	0.288	0.271	0.252	0.289	0.271	0.259	0.288	0.268	0.249	0.288	0.270	0.250	0.289	0.270	0.252	0.288	8.323	0.268
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.73	0.73	0.73	0.72	0.73	0.74	0.74	0.74	0.74	0.75	0.74	0.74	0.74	0.74	0.74	0.74	0.74	0.75	0.75	0.76	0.75	0.75	0.75	0.75	0.75	0.75	0.76	0.75	0.75	0.74	23.04	0.74	
Turbidity Information																																			
Raw Water	NTU	n/a	1.71	1.42	1.61	1.39	1.51	1.41	1.42	1.38	1.44	1.47	1.50	1.38	1.44	1.30	1.26	1.78	1.16	1.47	1.28	1.35	1.23	1.53	1.22	1.37	1.47	1.18	1.32	1.24	1.19	1.14	1.93	43.50	1.40
Settled Water	NTU	n/a	0.26	0.09	0.08	0.05	0.06	0.09	0.12	0.11	0.10	0.11	0.11	0.11	0.12	0.11	0.11	0.07	0.08	0.12	0.08	0.10	0.12	0.13	0.11	0.07	0.10	0.09	0.09	0.05	0.09	0.06	0.04	3.03	0.10
Treated Water	NTU	1	0.09	0.09	0.05	0.06	0.08	0.07	0.03	0.04	0.04	0.04	0.05	0.05	0.05	0.04	0.05	0.03	0.04	0.04	0.04	0.04	0.07	0.09	0.08	0.05	0.09	0.10	0.10	0.09	0.05	0.08	0.01	1.83	0.06
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.38	7.50	7.55	7.54	7.52	7.54	7.50	7.48	7.52	7.53	7.47	7.42	7.44	7.52	7.48	7.48	7.49	7.53	7.49	7.55	7.31	7.40	7.34	7.36	7.34	7.34	7.36	7.51	7.59	7.56	7.55	231.59	7.47
pH - Settled water	no units	n/a	6.49	6.48	6.37	6.40	6.47	6.43	6.41	6.38	6.36	6.41	6.43	6.41	6.37	6.41	6.43	6.32	6.40	6.35	6.37	6.18	6.45	6.45	6.38	6.40	6.33	6.34	6.31	6.39	6.46	6.42	6.45	198.25	6.40
pH - Raw Water	no units	n/a	7.34	7.38	7.38	7.37	7.34	7.36	7.20	7.31	7.24	7.27	7.30	7.22	7.26	7.14	7.19	7.18	7.19	7.19	7.19	7.20	7.35	7.30	7.28	7.16	7.19	7.19	7.18	7.19	7.04	7.06	6.96	224.15	7.23
FAC - Treated Water	mg/l	0.2 to 4	2.14	2.08	2.16	2.26	2.26	2.16	2.38	2.30	2.36	2.32	2.27	2.36	2.28	2.20	2.17	2.34	2.26	2.32	2.38	2.38	2.80	2.26	2.18	2.10	2.44	2.36	2.32	2.40	2.08	2.26	2.28	70.86	2.29
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.40	2.42	2.46	2.46	2.48	2.60	2.62	2.52	2.56	2.58	2.48	2.52	2.42	2.44	2.32	2.60	2.56	2.56	2.68	2.56	3.00	2.56	2.54	2.60	2.80	2.72	2.50	2.72	2.78	2.74	2.78	79.98	2.58
Temperature	C	15	14.0	14.0	13.0	13.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	11.0	11.0	11.0	11.0	10.0	10.0	11.0	11.0	11.0	10.0	10.0	10.0	10.0	10.0	9.0	8.0	7.0	7.0	340.0	11.0
Fluoride used (Total Daily Consumption)	kg	n/a	21.0	21.0	21.0	20.0	22.0	25.0	23.0	24.0	24.0	24.0	23.0	22.0	23.0	22.0	22.0	22.0	22.0	21.0	21.0	22.0	20.0	19.0	21.0	30.0	26.0	24.0	21.0	24.0	23.0	22.0	696.0	22.5	
Chlorine used (Total Daily Consumption)	kg	n/a	22.0	23.0	23.0	24.0	22.0	24.0	23.0	23.0	23.0	24.0	23.0	23.0	23.0	23.0	22.0	24.0	22.0	22.0	23.0	24.0	23.0	23.0	23.0	21.0	24.0	24.0	21.0	24.0	23.0	23.0	712.0	23.0	
Soda ash (Total Daily Consumption)	kg	n/a	175.0	171.5	175.0	175.0	175.0	178.5	170.1	174.7	174.0	179.6	172.9	170.8	175.0	173.6	169.4	168.0	176.4	173.6	168.7	174.0	182.7	172.9	168.0	171.9	158.9	182.0	175.0	161.0	177.8	171.9	172.9	5365.5	173.1
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	175.0	171.5	175.0	175.0	175.0	178.5	170.1	174.7	174.0	179.6	172.9	170.8	175.0	173.6	169.4	168.0	176.4	173.6	168.7	174.0	182.7	172.9	168.0	171.9	158.9	182.0	175.0	161.0	177.8	171.9	172.9	5365.5	173.1
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.04	0.05	0.04	0.06	0.06	0.03	0.05	0.05	0.03	0.03	0.03	0.01	0.02	0.01	0.01	0.05	0.05	0.04	0.05	0.06	0.03	0.03	0.03	0.04	0.04	0.05	0.05	0.02	0.06	0.06	0.05	1.23	0.04
Poly bags added (25 kg bags)	kg			0.5							0.5		0.6									0.5					0.5							64.5	

Flow Data	October	Units	2017		2018		2019	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m ³			173660		167050		153300
Raw Maximum Day	m ³		Oct 10th	5990	Oct 6th	5720	Monday 21st	5220
Raw Minimum Day	m ³		Oct 13th	5280	Oct 29th & 31st	5010	Friday 25th	4540
Raw Average Daily Consumption	m ³			5600		5390		4950
Total Treated Water	m ³			109480		103780		97640
Treated Water Maximum Day Consumption	m ³		Oct 7th	4280	Oct 8th	4450	Saturday 26th	3650
Treated Water Minimum Day Consumption	m ³		Oct 22nd	3110	Oct 4th	2930	Friday 04th	2800
Treated Water Average Day Consumption	m ³			3530		3350		3150
Daily Average Per Household Consumption Rate	m ³			0.93		0.89		0.83
* Daily Average Per Person Consumption Rate	m ³			0.44		0.42		0.39
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			2.27		2.15		2.29
Total Chlorine Residual - Treated Water	mg/L			2.47		2.42		2.58
Aluminum Sulphate - Raw Water	mg/L			35.0		35.0		35
Aluminum Sulphate - Treated Water Residual	mg/L			0.02		0.02		0.04
Fluoride - Treated Water	mg/L			0.56		0.70		0.74
Soda Ash - Raw Water	mg/L			35.0		35.0		35
PH - Adjusted	mg/L			7.24		7.09		7.47
Temperature	C			11.9		8.6		11
Quantity of Chemical Used:								
Aluminum Sulphate	kg			6078.1		5846.8		5365.5
Polyelectrolyte	kg			75.0		75.0		64.5
Chlorine Gas	kg			807		707		712
Soda Ash - Used for PH Adjustment	kg			6078.1		5846.8		5365.5
Fluoride	kg			686		617		696

* The Canadian Average is 450 Litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

December 3, 2019

Report To: Mayor & Council

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

SUBJECT: November 2019 Drinking Water Systems Monthly Summary Report

Please find attached the November 2019 Summary Report on the drinking water systems, prepared by Brad Webb, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the November 2019 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

<p>Council approval of this report will accept the November 2019 report prior to it being made available to the general public.</p>
--

c.c. – Craig Miller, P.Eng., Environmental Superintendent
Brad Webb, ORO, Senior WTP Operator

November 2019

**Monthly Summary Report
Water Systems**

**Prepared by: Brad Webb, ORO
Senior Water Treatment Plant Operator**

Dated: December 02, 2019

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of November 2019 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage	0.21 m3
Estimated December Usage	6.5 m3

3) **Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:**

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

1. 601 Reid Ave.	2. 1001 King's Hwy.	3. 800 Sixth St.	4. W. Tower
5. 500 Keating Ave.	6. 1509 School Rd.	7. 800 Fifth St.	8. W. Tower
9. 1111 First St. E.	10. 746 Sixth St.	11. 901 Wright Ave.	12. W. Tower
13. 943 Third St.	14. 1324 Kings Hwy.	15. 901 Wright Ave.	16. W. Tower

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken August 22, 2019 – no adverse results.

5) Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) Maintenance Activities at the WTP:

Nov. 1st - Calibrated distribution chlorine analyzer.

Nov. 4th - Calibrated distribution chlorine analyzer.

Nov. 7th - Cleaned top and bottom tanks on poly unit.
Cleaned all 4 check valves on the poly unit.

Nov. 10th - Calibrated distribution chlorine analyzer.

Nov. 13th - Calibrated the distribution chlorine analyzer.

Nov. 14th - Cleaned top and bottom tanks on poly unit.
Cleaned all 4 check valves on the poly unit.

Nov. 15th - Repaired coupler on clarifier #1 mixer.

Nov. 18th - Cleaned top and bottom tanks on poly unit.
Cleaned all 4 check valves on the poly unit.

Nov. 20th - Calibrated the distribution chlorine analyzer.

Nov. 21st - Cleaned top and bottom tanks on poly unit.
Cleaned all 4 check valves on the poly unit.

Nov. 26th -Took grab samples off the filters.

Nov. 26th -calibrated fluoride analyzer.

Nov. 27th -calibrated # 3 poly pump.

Nov. 28th - Cleaned top and bottom tanks on poly unit.
Cleaned all 4 check valves on the poly unit.

Nov. 28th - Ran standby generator for 1 hour

Nov. 29th -changed soda ash pump # 7 to pump # 3.

8) **Water Complaints:**

- Poor Pressure – 0 complaints.
- Water quality – 0 complaints.

9) **Other Miscellaneous Information:**

Nov. 4th - Routine micro samples collection.

Nov. 4th -Canect electric here working on alarm system.

Nov. 5th -Fire and Security here forking on fire alarms.

Nov. 5th - Landfill site samples taken.

Nov. 5th- Took DWSP samples

Nov. 12th - Routine micro sample collection

Nov. 14th -shipped back 8 fluoride barrels to Clear-Tech.

Nov. 18th -shipped back 8 fluoride barrels to Clear-Tech.

Nov. 18th - Routine micro sample collection.

Nov. 19th -Received 4 tonners of chlorine.

Nov. 25th - Routine micro sample collection.

Nov 27th -Munich RE inspected boiler, generator and high lift # 3.

Nov. 28th - ESA Inspection (Electrical Safety Authority). At water tower.

Nov. 29th - Prydes Plumbing here changing out hot water tank.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Brad Webb, ORO, Senior WTP Operator: _____
- Craig Miller, Environmental Superintendent: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Brad Webb, Senior WTP Operator at 274-2325.

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
November 2019

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
		or Range																																
Flow rates																																		
Raw Water	10^3 M^3	17	4.93	4.96	5.12	4.91	4.80	4.95	4.93	4.97	4.88	4.92	4.91	4.94	5.06	4.95	4.90	4.78	4.97	5.08	5.00	5.04	4.96	4.81	5.12	5.08	4.80	5.05	5.02	4.99	5.02	5.17	149.02	4.97
Peak Instantaneous - Raw Water	L/s	n/a	57.66	57.67	57.57	57.56	57.63	57.55	57.57	57.50	57.66	57.51	57.55	57.86	57.80	57.67	57.60	59.32	58.36	58.31	58.30	58.25	58.24	58.23	58.13	58.04	58.06	58.59	58.78	58.58	58.59	58.83	1740.97	58.03
Treated Water	10^3 M^3	17	3.22	2.69	3.28	3.00	2.96	3.10	3.01	3.38	2.65	3.21	3.38	2.76	3.29	2.98	3.26	3.02	3.28	3.08	3.26	3.37	2.79	3.06	3.41	2.99	3.12	3.18	3.22	2.87	3.25	2.75	92.82	3.09
Peak Instantaneous - Treated Water	L/s	n/a	63.96	63.40	62.82	62.05	64.03	63.84	63.58	64.07	64.65	63.69	62.48	62.78	63.78	63.75	63.25	64.84	63.48	63.48	63.45	63.51	63.72		63.35	62.44	62.28	63.87	63.37	62.91	63.46	63.83	1840.12	63.45
BackWash Water	10^3 M^3	n/a	0.270	0.252	0.288	0.273	0.258	0.288	0.273	0.258	0.289	0.275	0.261	0.289	0.273	0.259	0.288	0.273	0.264	0.289	0.275	0.258	0.290	0.276	0.268	0.288	0.272	0.255	0.290	0.275	0.258	0.291	8.216	0.274
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.74	0.74	0.75	0.76	0.75	0.75	0.74	0.75	0.74	0.74	0.74	0.72	0.71	0.71	0.70	0.70	0.70	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.72	0.72	0.72	0.71	0.71	0.71	21.70	0.72
Turbidity Information																																		
Raw Water	NTU	n/a	1.26	0.91	0.91	1.22	1.27	1.23	1.33	1.26	1.29	1.32	1.36	1.05	1.05	1.28	1.04	0.99	1.06	1.31	1.05	1.27	1.12	1.14	0.90	0.96	1.20	0.85	1.35	1.11	1.01	0.89	33.99	1.13
Settled Water	NTU	n/a	0.18	0.15	0.11	0.10	0.12	0.11	0.12	0.11	0.14	0.11	0.12	0.17	0.14	0.16	0.29	0.16	0.16	0.13	0.18	0.14	0.17	0.20	0.18	0.23	0.23	0.13	0.29	0.18	0.21	0.22	4.94	0.16
Treated Water	NTU	1	0.16	0.10	0.10	0.13	0.11	0.11	0.10	0.10	0.10	0.1	0.10	0.11	0.13	0.15	0.20	0.16	0.17	0.16	0.13	0.14	0.15	0.15	0.13	0.22	0.14	0.13	0.17	0.20	0.01	0.17	4.03	0.13
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.43	7.53	7.51	7.48	7.41	7.27	7.38	7.37	7.44	7.42	7.35	7.35	7.39	7.44	7.36	7.35	7.44	7.39	7.52	7.49	7.50	7.44	7.40	7.38	7.31	7.44	7.41	7.37	7.36	7.31	222.24	7.41
pH - Settled water	no units	n/a	6.50	6.52	6.46	6.45	6.39	6.42	6.41	6.40	6.43	6.39	6.31	6.66	6.47	6.59	6.69	6.67	6.52	6.66	6.89	6.46	6.20	6.42	6.54	6.54	6.62	6.49	6.54	6.66	6.45	6.60	195.35	6.51
pH - Raw Water	no units	n/a	7.02	7.19	7.02	7.00	7.17	7.14	7.21	7.19	7.21	7.19	7.18	7.31	7.40	7.39	7.39	7.35	7.33	7.26	7.29	7.27	7.29	7.28	7.38	7.27	7.30	7.17	7.29	7.21	7.17	7.23	217.10	7.24
FAC - Treated Water	mg/l	0.2 to 4	2.28	2.32	2.20	2.30	2.26	2.22	2.20	2.26	2.30	2.34	2.44	2.42	2.68	2.70	2.68	2.58	2.44	2.40	2.42	2.28	2.24	2.28	2.24	2.28	2.26	2.28	2.30	2.24	2.32	2.12	70.28	2.34
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.86	2.64	2.62	2.64	2.58	2.48	2.50	2.48	2.56	2.62	2.60	2.98	3.00	3.00	2.90	3.04	2.92	2.72	2.86	2.46	2.66	2.68	2.64	2.52	2.64	2.56	2.64	2.46	2.44	2.42	80.12	2.67
Temperature	C	15	7.0	7.0	7.0	7.0	6.0	5.0	5.0	5.0	4.0	4.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	98.0	3.3	
Fluoride used (Total Daily Consumption)	kg	n/a	24.0	21.0	23.0	22.0	21.0	21.0	21.0	24.0	22.0	23.0	23.0	23.0	23.0	23.0	22.0	21.0	21.0	22.0	22.0	21.0	21.0	23.0	25.0	25.0	24.0	24.0	24.0	23.0	23.0	24.0	679.0	22.6
Chlorine used (Total Daily Consumption)	kg	n/a	23.0	23.0	24.0	23.0	23.0	23.0	23.0	21.0	22.0	24.0	23.0	22.0	23.0	23.0	22.0	22.0	24.0	22.0	22.0	21.0	21.0	22.0	22.0	20.0	22.0	22.0	22.0	22.0	22.0	22.0	671.0	22.4
Soda ash (Total Daily Consumption)	kg	n/a	172.6	173.6	179.2	171.9	168.0	173.3	172.6	174.0	170.8	172.2	171.9	172.9	177.1	173.3	171.5	167.3	174.0	177.8	175.0	176.4	173.6	168.4	179.2	177.8	168.0	176.8	175.7	174.7	175.7	181.0	5215.7	173.9
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	172.6	173.6	179.2	171.9	168.0	173.3	172.6	174.0	170.8	172.2	171.9	172.9	177.1	173.3	171.5	167.3	174.0	177.8	175.0	176.4	173.6	168.4	179.2	177.8	168.0	176.8	175.7	174.7	175.7	181.0	5215.7	173.9
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.07	0.09	0.06	0.06	0.05	0.06	0.05	0.06	0.03	0.03	0.02	0.05	0.04	0.06	0.09	0.02	0.04	0.05	0.07	0.05	0.05	0.04	0.07	0.05	0.09	0.07	0.05	0.07	0.07	0.04	1.65	0.06
Poly bags added (25 kg bags)	kg									0.5						0.5							0.5										50.0	

Flow Data November	2017		2018		2019	
	Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		162010		153490		149020
Raw Maximum Day	Sunday 05th	5720	Saturday 17th	5520	Saturday 30th	5170
Raw Minimum Day	Thursday 30th	4760	Friday 16th	4770	Saturday 16th	4780
Raw Average Daily Consumption		5400		5120		4970
Total Treated Water		102850		101430		92820
Treated Water Maximim Day Consumption	Monday 13th	4000	Thursday 27th	4350	Saturday 23rd	3410
Treated Water Minimim Day Consumption	Thursday 16th	3040	Friday 16th	3020	Saturday 09th	2650
Treated Water Average Day Consumption		3430		3380		3090
Daily Average Per Household Consumption Rate		0.907		0.893		0.817
* Daily Average Per Person Consumption Rate		0.430		0.423		0.387
Monthly Averages - Operating Parameters WTP:						
FAC Residual - Treated Water		2.18		2.24		2.34
Total Chlorine Residual - Treated Water		2.42		2.50		2.67
Aluminum Sulphate - Raw Water		35.00		35.00		35
Aluminum Sulphate - Treated Water Residual		0.03		0.02		0.06
Fluoride - Treated Water		0.56		0.72		0.72
Soda Ash - Raw Water		35.00		35.00		35
PH - Adjusted		7.28		7.15		7.41
Temperature		3.60		3.70		3.3
Quantity of Chemical Used:						
Aluminum Sulphate		5670.40		5372.20		5215.7
Polyelectrolyte		75.00		100.00		50
Chlorine Gas		674.00		648.00		671
Soda Ash - Used for PH Adjustment		5670.40		5372.20		5215.7
Fluoride		545.00		559.00		679

- * The Canadian Average is 450 Litres (0.45 m³) per day.
- * Population is 7986
- * Number of Households is 3783

December 2019

**Monthly Summary Report
Water Systems**

**Prepared by: Brad Webb, ORO
Senior Water Treatment Plant Operator**

Dated: January 06, 2020

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of December 2019 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) Flow Data:

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage	0.21 m3
Estimated December Usage	6.5 m3

3) Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

1. 1227 Fifth St. E.	2. 601 Reid Ave.	3. 901 Wright Ave.	4. W. Tower
5. 1104 Church St.	6. 1111 First St. E.	7. 921 6 th St W.	8. W. Tower
9. 943 3 rd St. E.	10. 740 6 th west.	11. 1330 Woodward Ave.	12. W. Tower
13. 1111 First St. E.	14. 1324 King's Hwy.	15. 901 Wright Ave.	16. W. Tower

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken November 21, 2019 – no adverse results.

5) Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:

New drinking water system put online August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) Maintenance Activities at the WTP:

Dec 4th -Flushed poly lines to clarifiers.

Dec 05th - Cleaned top and bottom tanks on the Poly Unit.
-Cleaned all 4 check valves on the Poly Unit.

Dec 11th - Calibrated Distribution Chlorine Analyzer.

Dec 12th - Cleaned top and bottom tanks on the Poly Unit.
-Cleaned all 4 check valves on the Poly Unit.

Dec 16th -Wayjax here doing annual load test on generator.

Dec 19th -Cleaned top and bottom tanks on the Poly Unit.
-Cleaned all 4 check valves on the Poly Unit.

Dec 25th -calibrated cl2 analyzer.
-calibrated fluoride analyzer.

Dec 27th -checked calibration of alum pump.
-Took grab samples off the filters.

8) Water Complaints:

- Poor Pressure – 0 complaints.
- Water quality – 0 complaints.

9) Other Miscellaneous Information:

Dec 2nd - Routine Micro Sample Collection.

Dec 03rd -received a load of Alum.

Dec 4th -Canect Electric her to work on boiler circ. Pump.

Dec 09th -Routine micro sample collection.

Dec 16th - Quarterly samples at Plant and Water Tower.
- TSS samples taken off the filters.
-Sunset protection here working on fire alarm system.
-Prydes & Canect electric here working on boiler.

Dec 18th -Routine micro sample collection.
-Received a shipment of Fluoride.
-topped up generator with fuel.
-received shipment of poly.

Dec 23rd -changed cl2 tonner.

Dec 27th-Routine micro samples collection.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Brad Webb, ORO, Senior WTP Operator: _____
- Craig Miller, Environmental Superintendent: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Brad Webb, Senior WTP Operator at 274-2325.

January 6, 2019

Report To: Mayor & Council

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

SUBJECT: December 2019 Drinking Water Systems Monthly Summary Report

Please find attached the December 2019 Summary Report on the drinking water systems, prepared by Brad Webb, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the December 2019 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

<p>Council approval of this report will accept the December 2019 report prior to it being made available to the general public.</p>
--

c.c. – Craig Miller, P.Eng., Environmental Superintendent
Brad Webb, ORO, Senior WTP Operator

Flow Data	DECEMBER	Units	2017		2018		2019	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m^3			160800		159820		155250
Raw Maximum Day	m^3		Sunday 10th	5830	Dec 2nd and 25th	5480	Sunday 15th	5410
Raw Minimum Day	m^3		Saturday 02nd	4750	Dec 8th	4790	Saturday 14th	4700
Raw Avgerage Daily Consumption	m^3			5190		5160		5010
Total Treated Water	m^3			105970		104790		102220
Treated Water Maximim Day Consumption	m^3		Thursday 07th	3800	Dec 21st	3760	Saturday 21st	3680
Treated Water Minimim Day Consumption	m^3		Friday 08th	2850	Dec 22nd	2940	Sunday 08yh	2770
Treated Water Average Day Consumption	m^3			3420		3380		3300
Daily Average Per Household Consumption Rate	m^3			0.90		0.89		0.87
* Daily Average Per Person Consumption Rate	m^3			0.43		0.42		0.41
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			2.30		2.21		2.2
Total Chlorine Residual - Treated Water	mg/L			2.45		2.42		2.44
Aluminum Sulphate - Raw Water	mg/L			35.0		35.0		35
Aluminum Sulphate - Treated Water Residual	mg/L			0.04		0.02		0.06
Fluoride - Treated Water	mg/L			0.55		0.65		0.74
Soda Ash - Raw Water	mg/L			35.0		35.0		35
PH - Adjusted	mg/L			7.28		7.17		7.14
Temperature	C			2.0		2.0		1.8
Quantity of Chemical Used:	kg							
Aluminum Sulphate	kg			5628.0		5593.7		5433.8
Polyelectrolyte	kg			75.0		100.00		62.5
Chlorine Gas	kg			616		644		672
Soda Ash - Used for PH Adjustment	kg			5628.0		5593.7		5433
Fluoride	kg			659.0		572		705

- * The Canadian Average is 450 Litres (0.45 m^3) per day.
- * Population is 7986
- * Number of Households is 3783

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	10^3 M^3	17	5.02	4.85	5.03	5.04	4.99	5.06	5.00	5.00	5.11	5.05	5.04	5.02	5.00	4.70	5.41	4.92	5.01	5.01	5.04	4.98	5.14	5.00	4.90	5.02	5.13	5.06	4.89	4.88	5.02	4.91	5.02	155.25	5.01
Peak Instantaneous - Raw Water	L/s	n/a	58.93	58.66	58.75	58.78	58.79	58.80	58.75	58.77	58.79	58.66	58.68	58.73	58.71	58.69	58.58	58.57	58.55	58.72	58.69	58.79	58.74	58.81	58.83	58.80	58.75	58.79	58.77	58.88	58.88	58.93	58.80	1821.37	58.75
Treated Water	10^3 M^3	17	3.21	3.20	2.94	3.33	2.98	3.28	3.34	2.77	3.51	3.36	3.26	3.30	3.43	2.90	3.57	3.48	3.13	3.53	3.58	3.16	3.68	3.25	3.39	3.51	3.47	3.21	3.04	3.57	3.46	2.99	3.39	102.22	3.30
Peak Instantaneous - Treated Water	L/s	n/a	63.17	61.58	62.65	63.79	62.57	63.44	63.48	62.89	62.15	62.90	63.12	62.46	63.83	63.17	63.13	62.13	64.50	64.06	64.03	63.50	64.84	63.33	63.93	63.15	62.94	60.85	62.91	63.06	62.13	63.43	62.52	1955.64	63.09
BackWash Water	10^3 M^3	n/a	0.274	0.253	0.291	0.273	0.252	0.288	0.273	0.253	0.289	0.272	0.245	0.288	0.271	0.247	0.290	0.270	0.247	0.289	0.269	0.244	0.287	0.267	0.239	0.287	0.369	0.287	0.273	0.247	0.287	0.267	0.245	8.433	0.272
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.71	0.71	0.71	0.72	0.73	0.72	0.74	0.74	0.73	0.74	0.74	0.74	0.74	0.75	0.75	0.72	0.72	0.75	0.75	0.75	0.75	0.76	0.76	0.76	0.78	0.76	0.76	0.76	0.77	0.75	0.76	23.03	0.74
Turbidity Information																																			
Raw Water	NTU	n/a	1.24	1.60	1.63	1.55	1.59	1.38	1.45	1.50	1.47	0.89	0.84	0.88	0.83	1.01	0.89	0.94	1.01	0.83	0.78	0.91	0.74	1.07	1.14	0.87	0.89	0.72	0.77	0.78	0.61	0.84	0.86	32.51	1.05
Settled Water	NTU	n/a	0.24	0.24	0.25	0.22	0.24	0.20	0.18	0.16	0.16	0.13	0.14	0.12	0.11	0.24	0.14	0.13	0.13	0.25	0.18	0.22	0.28	0.29	0.20	0.20	0.19	0.11	0.30	0.18	0.10	0.22	0.17	5.92	0.19
Treated Water	NTU	1	0.27	0.24	0.19	0.17	0.16	0.12	0.12	0.13	0.12	0.11	0.12	0.12	0.11	0.09	0.15	0.12	0.15	0.14	0.14	0.19	0.14	0.14	0.13	0.09	0.11	0.16	0.24	0.16	0.17	0.19	0.16	4.65	0.15
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.31	7.27	7.23	7.20	7.24	7.27	7.21	7.26	7.28	7.32	7.26	7.19	7.22	7.20	7.18	7.15	7.05	7.11	7.16	7.19	7.05	6.99	7.02	7.04	7.10	7.05	6.95	7.03	7.03	6.98	6.94	221.48	7.14
pH - Settled water	no units	n/a	6.59	6.56	6.64	6.58	6.50	6.43	6.57	6.41	6.38	6.64	6.62	6.56	6.54	6.56	6.66	6.44	6.56	6.63	6.69	6.75	6.59	6.51	6.47	6.46	6.44	6.46	6.47	6.34	6.45	6.38	6.27	202.15	6.52
pH - Raw Water	no units	n/a	7.21	7.23	7.28	7.25	7.22	7.30	7.23	7.27	7.31	7.30	7.36	7.24	7.30	7.15	7.12	7.22	7.07	7.16	7.01	7.12	6.99	6.96	6.96	6.97	6.89	6.85	7.06	6.94	6.94	6.93	6.92	220.76	7.12
FAC - Treated Water	mg/l	0.2 to 4	2.18	2.30	2.34	2.18	2.22	2.24	2.22	2.18	2.19	2.34	2.16	2.14	2.20	2.12	2.06	2.26	2.26	2.30	2.26	2.20	2.20	2.16	2.18	2.10	2.12	2.18	2.26	2.14	2.26	2.20	2.15	68.30	2.20
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.28	2.58	2.52	2.38	2.50	2.44	2.38	2.36	2.42	2.68	2.62	2.46	2.44	2.36	2.32	2.52	2.42	2.56	2.62	2.54	2.56	2.52	2.54	2.26	2.22	2.40	2.40	2.36	2.34	2.40	2.36	75.76	2.44
Temperature	C	15	2.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	57.0	1.8	
Fluoride used (Total Daily Consumption	kg	n/a	23.0	22.0	23.0	22.0	22.0	22.0	21.0	21.0	21.0	21.0	22.0	24.0	24.0	22.0	26.0	24.0	23.0	24.0	23.0	22.0	23.0	22.0	21.0	22.0	25.0	23.0	23.0	26.0	23.0	22.0	23.0	705.0	22.7
Chlorine used (Total Daily Consumption	kg	n/a	23.0	21.0	22.0	22.0	22.0	21.0	22.0	22.0	22.0	22.0	22.0	22.0	22.0	20.0	24.0	23.0	20.0	22.0	22.0	21.0	22.0	22.0	21.0	20.0	22.0	22.0	21.0	21.0	21.0	21.0	672.0	21.7	
Soda ash (Total Daily Consumption)	kg	n/a	175.7	169.8	176.1	176.4	174.7	177.1	175.0	175.0	178.9	176.8	176.4	175.7	175.0	164.5	189.4	172.2	175.4	175.4	176.4	174.3	179.9	175.0	171.5	175.7	179.6	177.1	171.2	170.8	175.7	171.9	175.7	5433.8	175.3
Soda Ash - Dosage	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0
lum residual - (Total Daily Consumption	kg	n/a	175.7	169.8	176.1	176.4	174.7	177.1	175.0	175.0	178.9	176.8	176.4	175.7	175.0	164.5	189.4	172.2	175.4	175.4	176.4	174.3	179.9	175.0	171.5	175.7	179.6	177.1	171.2	170.8	175.7	171.9	175.7	5433.8	175.3
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.04	0.07	0.04	0.04	0.05	0.05	0.04	0.04	0.05	0.07	0.06	0.05	0.05	0.07	0.05	0.06	0.07	0.07	0.09	0.07	0.06	0.07	0.05	0.08	0.05	0.05	0.04	0.08	0.08	0.08	0.05	1.82	0.06
Poly bags added (25 kg bags)	kg				0.5						0.5				0.5							0.5							0.5					62.5	

Date: February 6, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: **Deeming By-Law Application – 814 & 820 Scott Street**

The property owner of 814 & 820 Scott Street (abutting lots) has applied to deem the two separate lots as one, through an **APPLICATION TO DEEM LOTS NOT TO BE ON A REGISTERED PLAN OF SUBDIVISION**.

The two lots stated in the application are:

- **814 Scott Street: PCL 411-1 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SP2679 EXCEPT SLT19234 & SLT30028; FORT FRANCES**
 - Contains existing structure
- **820 Scott Street: PCL 411-2 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SLT19234, SLT52154, SLT99405; FORT FRANCES**
 - Vacant lot

Once a by-law to deem the lots not to be on a registered plan of subdivision has been passed, it will then be registered on title as one lot of record known as 820 Scott Street.

This matter was considered at the February 3, 2020 session of the Planning and Development Executive Committee with recommendation to pass a by-law to deem **PCL 411-1 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SP2679 EXCEPT SLT19234 & SLT30028; FORT FRANCES** and **PCL 411-2 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SLT19234, SLT52154, SLT99405; FORT FRANCES** as one lot of record known as 820 Scott Street.

Respectfully submitted,



Cody Vangel, EIT
Chief Building Official & Municipal Planner

Council approval of this report will: Agree to the recommendation of the Planning and Development Executive Committee to approve the application to deem lots **PCL 411-1 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SP2679 EXCEPT SLT19234 & SLT30028; FORT FRANCES** and **PCL 411-2 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SLT19234, SLT52154, SLT99405; FORT FRANCES** as one lot of record known as 820 Scott Street through by-law, and that same by-law will be approved at a future meeting of council.

APPLICATION TO DEEM LOTS NOT TO BE
ON A REGISTERED PLAN OF SUBDIVISION
SECTION 50(4), ONTARIO PLANNING ACT, R.S.O. 1990, C.P. 13

Subject Property: Municipal Address(es):

Lots: 814 Scott St
820 Scott St

Registered Plan:

R D 3885 #3
R D 3885 #3

814: PCL 411-1 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SP2679 EXCEPT
SLT 19234 & SLT 30028; FORT FRANCES

820: PCL 411-2 SEC ALBTP; PT LT 411 TOWN PLOT ALBERTON AS IN SLT 19234,
SLT 52154, SLT 99405; FORT FRANCES

I, the undersigned Owner(s) of the above-noted property, hereby apply to the Corporation of the Town of Fort Frances for the enactment of a By-Law to deem the above-noted lots deemed not to be on a registered plan of subdivision for the purposes of Section 50 (3) of the Planning Act.

I acknowledge that full lots on a registered plan of subdivision are separately conveyable from one another; that the enactment and registration of the deeming by-law will merge them to be one lot of record; that conveyance of part of the lot of record will require approval of the Town of Fort Frances through the Consent process; and that this process does not consolidate the properties under the Land Titles Act.

Purpose of Application:

*To create one lot from the two lots
to construct a 18 plex apartment building*

I/We submit with this application the following:

- ☒ Evidence of ownership (original deed/s or copy of parcel register/s)
- ☒ Site Plan of property
- ☒ Required Fees as per User Fee By-Law

Owner's Name(s):

Wade Friesen
Kyle Firth

Owner's Signature:

[Signature]
[Signature]

George Friesen

[Signature] Yulia Korunnaya

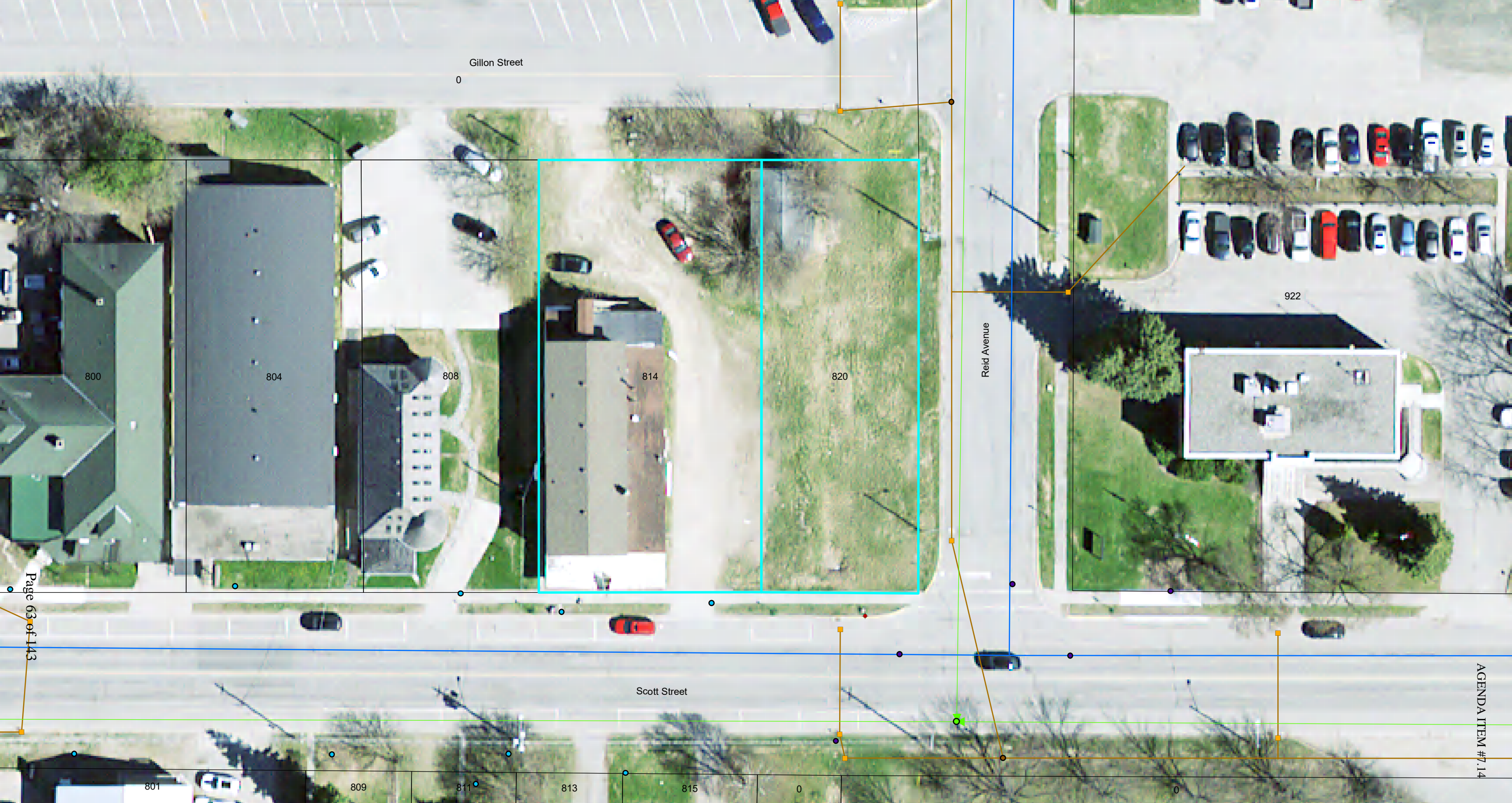
Mailing Address:

PO Box 15, Fort Frances
ON P9A 3N5

Phone: (807) 861-1994

Dated: Jan 30/2020

FOR OFFICE USE ONLY		
Application Received: <u>JAN 30, 2020</u>	Receipt No.: <u>44045</u>	RECOMMENDED BY PLANNER <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - reasons below
Registration Date of Plan No: <u>Greater than 8 yrs</u>		
Ownership Confirmed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
By-Law No.	Enacted:	
Date Registered:	Document No.	



Gillon Street

0

800

804

808

814

820

922

Reid Avenue

Scott Street

801

809

811

813

815

0

0



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/12**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Mayor June Caul – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$250.00 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the ROMA Conference held in Toronto, ON from January 18 – 21, 2020, as submitted by Mayor June Caul.

Conference Expenses

1. Meals	<u>\$250.00</u>
----------	------------------------

The registration fee of \$694.95, flight of \$652.67 and hotel accommodations of \$701.60 was paid by the Town resulting in the total cost of \$2,859.22 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and per diem claim in the total amount of \$810.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference held in Toronto, Ontario from January 18 – 21, 2020.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and per diem claim in the total amount of \$810.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference in Toronto, Ontario from January 18 – 21, 2020.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1. Attendee	June Caul							
2. Conference/Seminar Attended	ROMA 2020							
Location (Facility and City)	Toronto							
Dates	Jan. 18 - 21 (inclusive)							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	20.00	20.00	—					40.00
Lunch	25.00	—	25.00					50.00
Dinner	45.00	45.00	95.00				35.00	160.00
Per Diem	160.00	160.00	160.00				80.00	560.00
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved				Total Expenses				\$ 810.00
				Advance Received				\$ —
				Balance Claimed				\$ 810.00
				Balance Refunded				

The agenda must be attached to process payment

① - 560.
250.00

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Jan. 23, 2020
 Date

June Caul
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	June Caul
Conference / Seminar Attended	ROMA 2020
Location	Toronto
Dates	Jan. 18 - 21 (inclusive)

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan. 20	Jan 21				Monday Jan. 18	Jan. 19	3 1/2
Amount	160.-	160.-				80.-	160.-	560.-

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date

To be submitted to Payroll for processing when approved by Council

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>June Caul</i>	Signature <i>June Caul</i>
Approved	Date

2020 ROMA CONFERENCE - PROGRAM



Rural Ontario: Moving Forward promises a dynamic and educational program. While the program continues to be developed, please see below for what you can expect at the conference this year.

SUNDAY, JANUARY 19

11:00 am - 6:00 pm

REGISTRATION OPEN TO DELEGATES

- Sponsored by Smart Serve

1:00 - 6:00 pm

EXHIBIT HALL OPEN

1:00 - 2:15 pm

CONCURRENT SESSIONS A

- Cannabis in Your Community: Medical Grows - Challenges and Opportunities
- Sustainable Economic Development
- Slow Down
- Environmental Assessment Reform - New Opportunities for Streamlining Approvals and Local Control
- Asset Management in Action: Success Stories from Rural Ontario

2:45 - 4:30 pm

PLENARY PROGRAMMING

2:45 - 3:00 pm

- Welcome Remarks

3:00 - 3:20 pm

- ROMA Update and AGM
 - Allan Thompson, ROMA Chair
 - Afshin Majidi, Secretary Treasurer

3:20 - 3:45 pm

- Using Foresight to Foster Discussion of Rural Challenges
 - Norman Ragetlie, Executive Director, Rural Ontario Institute

3:45 - 4:30 pm

- **The Power of Storytelling**
 - Opening Keynote: Terry O'Reilly

4:30 - 6:00 pm

ROMA Welcome Reception**MONDAY, JANUARY 20**

7:00 am - 5:00 pm

REGISTRATION OPEN TO DELEGATES

- Sponsored by Smart Serve

7:30 am - 3:00 pm

EXHIBIT HALL OPEN

8:30 - 9:45 am

PLENARY PROGRAMMING

8:30 - 8:45 am

- AMO President, Jamie McGarvey

8:45 - 9:00 am

- The Hon. Christine Elliott, Ministry of Health

9:00 - 9:15 am

- Laurie Swami, President and CEO, NWMO

9:15 - 9:30 am

- The Hon. Ernie Hardeman, Minister of Agriculture, Food, and Rural Affairs

9:30 - 9:45 am

- The Hon. Doug Ford, Premier of Ontario

10:15 - 11:45 am

CONCURRENT SESSIONS B:

- Connecting Communities: The Importance of Broadband Access
- Issues in Rural Health Care

12:00 - 12:45 pm

SPONSORED LEARNING LUNCHES

- MPAC Values Ontario. Sponsored by MPAC
- Virtual Care: Making a Difference in Rural Ontario. Sponsored by OMA
- Building your Community through Smart Energy Choices. Sponsored by IESO
- Improving Community Healthcare: A Regional Approach to EMS. Sponsored by Medavie
- Autonomous Driving - Challenges Ahead. Sponsored by Frank Cowan

12:45 - 1:15 pm

Dessert with Exhibitors

- Sponsored by 4S

1:15 - 2:30 pm

CONCURRENT SESSIONS C

- New Types of Housing
- Comply When you Buy! Sponsored by LAS
- Preserving Home Values in a Time of Climate Change. Sponsored by Insurance Bureau of Canada
- Sea Change: The Blue Box under Full Producer Responsibility
- What Does Senior Leadership Support for Psychological Health and Safety Really Mean?

2:30 - 3:00 pm

Coffee Break with Exhibitors

3:00 - 5:15 pm

PLENARY PROGRAMMING

3:00 - 3:15 pm

- Andrea Horwath, Leader of the Official Opposition

3:15 - 3:45 pm

- An Overview of the Grand River Conservation Authority - Building Resiliency through Collaboration

3:45 - 4:10 pm

- Preparing for Ontario's 2020-21 Provincial Budget

4:10 - 4:25 pm

- The Honourable Steve Clark, Minister of Municipal Affairs and Housing

4:25 - 5:30 pm

- Ministers' Forum

5:30 - 6:30 pm

Ontario Reception**TUESDAY, JANUARY 21**

7:00 - 10:00 am

REGISTRATION OPEN TO DELEGATES

7:30 - 8:15 am

SPONSORED LEARNING BREAKFASTS

- Making More Possible through Investments. Sponsored by ONE Investment
- Cybersecurity and Closed Meetings. Sponsored by LAS
- Funding for Growth. Sponsored by Mitacs
- Investing your Communities and Planning for the Future. Sponsored by Hydro One
- Municipalities, The Unsung Heroes for Broadband Connectivity. Sponsored by Shaw Communications

8:30 - 11:45 am

PLENARY PROGRAMMING

8:30 - 9:30 am

- Rural Social Policy Panel

9:30 - 9:45 am

- John Fraser, Interim Leader, Ontario Liberal Party

9:45 - 10:45 am

- Michael J. Smither Question Box Panel

10:45 - 11:00 am

- Mike Schreiner, Leader, Green Party of Ontario

11:00 - 11:45 am

- Closing Keynote: Andrew Coyne
 - The Political Landscape: Where are we Headed?

11:45 am

Closing Remarks and Wrap Up Prize Draw

- Sponsored by Air Canada

> 2020 ROMA Conference

[Program](#)[Registration](#)[Hotels](#)[Exhibitors](#)[Delegations](#)[Sponsorship](#)[Speaker Presentation Upload Form](#)

> 2019 ROMA Conference

ROMA Conference Coordinator

events@roma.on.ca

T 416.971.9856 x315

TF 1.877.426.6527

F 416.971.6191

[Connect](#) | [Contact Us](#) | [Newsroom](#) | [Accessibility](#) | [Privacy](#)

© 2020 Rural Ontario Municipal Association

Ontario Images © 2020 Ontario Tourism Marketing Partnership Corporation



Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada

Caul, June

Company Name: Township of Fort Frances

Group Name:

INFORMATION INVOICE

HST No.: 10009 4077 RT 0004

Room No. 516
 Arrival : 01/18/20
 Departure : 01/19/20
 Invoice No. :
 Conf. No. : 510362
 Cashier No. : 43
 Purchase :
 Order :
 A/R No. :

Date	Description	Charges	Credits
01/18/20	Room Charge	155.00	
01/18/20	Municipal Accommodation Tax (4%)	6.20	
01/18/20	HST on MAT (13%)	0.81	
01/18/20	Harmonized Sales Tax (13%)	20.15	
01/19/20	Visa - Front Desk		182.16
Total Charges		182.16	
Total Credits			182.16
Balance			0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



June Caul
 320 Portage Avenue
 Fort Frances, ON, P9A3P9
 Canada
 AS1830 - ROMA AGM AND ANNUAL CONFERENCE

Page Number : 1 Invoice Nbr : 1209638
 Guest Number : 7412610
 Folio ID : B
 Arrive Date : 19-JAN-20 08:51
 Depart Date : 21-JAN-20 12:03
 No. Of Guest : 1
 Room Number : 2319
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-22-2020 11:34 KDRUM080

19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT2319	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT2319	Room HST	28.73	
19-JAN-20	RT2319	Municipal Tax	8.84	
19-JAN-20	RT2319	HST Municipal Tax	1.15	
20-JAN-20	RT2319	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT2319	Room HST	28.73	
20-JAN-20	RT2319	Municipal Tax	8.84	
20-JAN-20	RT2319	HST Municipal Tax	1.15	
21-JAN-20	VI	Visa-8250		-259.72

For Authorization Purpose Only

xxxxxx8250

Date	Time	Code	Authorized
21-JAN-20	12:40	028114	259.72

** Total	519.44	-519.44
*** Balance	-0.00	

Continued on the next page

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



June Caul
 320 Portage Avenue
 Fort Frances, ON, P9A3P9
 Canada
 AS1830 - ROMA AGM AND ANNUAL CONFERENCE

Page Number	:	2	Invoice Nbr	:	1209638
Guest Number	:	7412610			
Folio ID	:	B			
Arrive Date	:	19-JAN-20	08:51		
Depart Date	:	21-JAN-20	12:03		
No. Of Guest	:	1			
Room Number	:	2319			
Marriott Bonvoy Number	:				

HST Summary

Amount (CAD)

HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Bring the Sheraton sleep experience home with you. Visit SheratonStore.com.

Kathy Lawson

From: events@amo.on.ca
Sent: Thursday, November 21, 2019 10:10 AM
To: Kathy Lawson
Subject: Transaction Confirmation

Transaction Confirmation

200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Dear Kathryn of Town of Fort Frances,

A transaction has been made on our website using your log-in credentials. The details of this transaction are below. If you did not make this transaction please contact events@amo.on.ca as soon as possible to cancel. If this is a valid transaction an official confirmation and receipt will be sent to you shortly. **If this is a valid transaction an official confirmation will be sent to all individuals registered.** Thank you for your support of our educational programming.

Order Number: 78806

Order Date: Nov 21, 2019 11:03 AM

Bill To: Kathryn Lawson

Order Total: 694.95

Payment Method: Visa (ROMA) *****8250

Name on Card: Kathryn Lawson

Item	Price	Qty	Total
2020 ROMA AGM and Annual Conference - June Caul	615.00	1	615.00
<i>When:</i> Jan 19, 2020 - Jan 21, 2020			
<i>Where:</i> Sheraton Toronto Centre Hotel 123 Queen Street Toronto, ON Canada			
<i>Registration option:</i> Jan 18, 2020 - (REG) Full Conference			

Item Total	615.00
Shipping	0.00
Handling	0.00
Tax	79.95
Item Grand Total	694.95
Transaction Grand Total	694.95

1/22/2020

TripCase - eInvoice

AGENDA ITEM #8.1

INTERNATIONAL TRAVEL
Phone: 807-274-9895
PHERR@SHAW.CA

Invoice paid prior
to flight changes.

Electronic Invoice

Prepared For:

CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON	66
INVOICE NUMBER	0054643
INVOICE ISSUE DATE	07 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1513			
From	THUNDER BAY ON, CANADA	Departs	11:00am
To	TORONTO ON, CANADA	Arrives	1:00pm
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A321 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE			
From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others	
	THUNDER BAY ON AIR CANADA REFERENCE IS RV44LV/SI-NON REFUNDABLE/SI- CHANGE FEES APPLY/SI- BAGGAGE FEES MAY APPLY

Serv Chgs 012

V.A.T./G.S.T./H.S.T.

CAD 40.00

CAD 6.50

Ticket Information

Ticket Number	AC 3733447461	Passenger	CAUL JUNE MS	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447462	Passenger	MCTAGGART JOHN MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447463	Passenger	BROWN DOUGLAS MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46

SubTotal CAD 1273.75

Total V.A.T./G.S.T./H.S.T. CAD 166.88

Total Amount Due CAD 1440.63

INVOICE NOTES:

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL.
 ALL TIMES LOCAL AND SUBJECT TO CHANGE.
 ENSURE VALID PASSPORT IN YOUR POSSESSION.
 TRIP CANCELLATION/OUT OF CANADA MEDICAL INSURANCE
 HAS BEEN DECLINED OR STATED
 OTHERWISE. LIVING STANDARDS AND PRACTICES AT THE DESTINATION
 MAY DIFFER FROM THOSE IN CANADA. ENTRY TO ANOTHER COUNTRY MAY
 BE REFUSED EVEN WITH COMPLETED TRAVEL DOCUMENTS. HAVE A SAFE
 AND ENJOYABLE TRIP. ANY QUESTIONS PLEASE CALL ABOVE NUMBER.
 HST REGISTRATION R106346745
 TICO REGISTRATION 2392278

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

INTERNATIONAL TRAVEL SERVICES

*Addition Invoice to cover
flight charges.*
Invoice

TOWN OF FORT FRANCES

Invoice No: 54666
Invoice Date: 13 Jan 2020
Client No: 171
Agent: MAC MACHINE
PNR: VFDWTN

Passenger(s) BROWN/DOUGLAS MR
CAUL/JUNE MS
MCTAGGART/JOHN MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01511	19Jan20 06:00 am	19Jan20 08:00 am	THUNDER BAY - TORONTO PEARSON
AC	01512	21Jan20 02:20 pm	21Jan20 04:20 pm	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447505 for CAUL/JUNE MS	153.00	19.89	0.00	172.89
Ticket # 3733447506 for MCTAGGART/JOHN MR	153.00	19.89	0.00	172.89
Ticket # 3733447507 for BROWN/DOUGLAS MR	153.00	19.89	0.00	172.89
Total Fares:				499.00
Total Taxes:				0.00
Total GST/HST:				64.87
Invoice Total:				563.87
Payment(s):				
Balance Due (CAD):				563.87

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

Thank you for booking with INTERNATIONAL TRAVEL SERVICES.
We wish you a safe and enjoyable trip.

INTERNATIONAL TRAVEL

Phone: 807-274-9895

PHERR@SHAW.CA

Electronic Invoice

Prepared For:

CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON

PH

INVOICE NUMBER

0054666

INVOICE ISSUE DATE

13 Jan 2020

RECORD LOCATOR

VFDWTN

Client Address

TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1511

From	THUNDER BAY ON, CANADA	Departs	6:00am
To	TORONTO ON, CANADA	Arrives	8:00am
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE

From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others

THUNDER BAY ON
AIR CANADA
RV44LV/SI/NON
REFUNDABLE/SI-
CHANGE FEES
APPLY/SI-
BAGGAGE FEES
MAY APPLY/SI-
CHANGE OF TIME
ON 19 JAN/SI-CRF



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/17**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Councillor Michael Behan– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Michael Behan.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Michael Behan for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Mike Behan for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	RROMA AGM
Location	TOWNSHIP OF La Vallée
Dates	Jan. 25/2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan. 25/20		
Amount						160 ⁰⁰		

Name (Please Print)	Signature
MICHAEL BEHAN	Michael Behan
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/10**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Councillor Wendy Brunetta – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$510.74 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$480.00 for attendance at the ROMA Conference held in Toronto, ON from January 19 – 21, 2020, as submitted by Councillor Wendy Brunetta.

Conference Expenses

1. Taxi	\$ 61.60
2. Meals	235.00
3. Flight Change	169.50
4. Baggage	<u>44.64</u>
5. Total Travel Expense Claims	<u><u>\$510.74</u></u>

The registration fee of \$694.95, flight of \$577.71 and hotel accommodations of \$519.44 was paid by the Town resulting in the total cost of \$2,302.84 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and per diem claim in the total amount of \$990.74 as submitted by Councillor Wendy Brunetta for her attendance at the ROMA Conference held in Toronto, Ontario from January 19 – 21, 2020.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and per diem claim in the total amount of \$990.74 as submitted by Councillor Wendy Brunetta for her attendance at the ROMA Conference in Toronto, Ontario from January 19 – 21, 2020.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	ROMA CONFERENCE
Location	TORONTO
Dates	Jan. 19-21, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan 20	Jan 21					Jan 19	
Amount	160.00	160.00					160.00	480.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Jan. 27/20

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "B"

TRAVEL EXPENSE STATEMENT

1. Attendee	Wendy Brunetta							
2. Conference/Seminar Attended	ROMA CONFERENCE							
Location (Facility and City)	TORONTO							
Dates	Jan 19-21/20							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation	Flight Chg	Bag	Taxi					
Transportation	169.50	44.64	61.60					275.74
Breakfast	20.00	20.00	20.00					60.00
Lunch	25.00		25.00					50.00
Dinner	45.00	45.00	35.00					125.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved				Total Expenses				
				Advance Received				
				Balance Claimed				510.74
				Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Jan 27/20
Date

Wendy Brunetta
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

porter

PASSENGER RECEIPT

Reservation: 0266JL

GST/HST: 841583271 QST/TVQ: 1212573775

BRUNETTA/WENDY

Issue Date: 19Jan20

Agent: 49040

☐ PD 534 N 19Jan20 TSBY TZ 11:55-12:57

Passenger Fees

Payments

☐ FLY 169.50 CAD

19Jan20 MC XXXXXXXXXXXX4158 169.50 CAD

☐ 1BAG 44.64 CAD

19Jan20 MC XXXXXXXXXXXX4158 44.64 CAD

www.flyporter.com

NOT VALID FOR TRAVEL

Master Card Details

5191-2301-5506-4158

Current Balance is as of the last business day only, and does not include pending interest charges, transactions that have been authorized but not yet posted to your account, or transactions that have been posted since the last business day.

If you see a charge that does not match your records [please let us know](#). Disputed items must be reported within 30 days of the statement date.

Latest Credit Card Details		Jan 7, 2020 Statement		Interest Rates	
Current Balance:	\$9,976.63	Statement Balance:	\$8,535.48	Purchases	19.99000 %
Last Payment:	\$2,863.28	Minimum Payment Due:	\$10.00	Cash Advances	22.99000 %
Last Payment Date:	Dec 27, 2019	Payment Due Date:	Jan 28, 2020	Balance Transfers	22.99000 %
Credit Limit:	\$19,700.00				
Available Credit:	\$9,723.37				

[Lock this card](#)

Additional Card Information

[Transactions](#) [Reward Details](#)

Use the drop-down menus below to view transactions since your last statement, view one of your last three statements or to sort your transactions by account access if applicable.

Transaction amounts displayed for pending transactions may differ from actual purchase amounts. This is common with merchants such as hotels, gas stations or car rental companies who charge a pre-authorized amount. The final purchase amount will display when the transaction is posted to your account, usually within 3-5 business days.

[Download Account Details](#) [Request a Statement Copy](#)

Recent Transactions Account Access

Pending

Transaction Date	Description	Amount
------------------	-------------	--------

No transactions available for this period.

Posted

Transaction Date	Posting Date	Description	Amount
------------------	--------------	-------------	--------

Card Number: 5191-2301-5506-4158

08/01/2020	09/01/2020	EXPEDIA 7511284676582 EXPEDIA.CA ON	\$129.84
09/01/2020	12/01/2020	ALLEGRETTA RENT A CAR LTD TORONTO	\$132.20

09/01/2	LOCKERBY TAXI INC. SUDBURY ON
12/01/2	\$ 61.60

18/01/2	Transaction date
19/01/2	Jan 19, 2020

19/01/2	Date posted
19/01/2	Jan 21, 2020

21/01/2	Credit Card # charged
21/01/2	5191-2301-5506-4158

23/01/2 [Dispute this transaction](#)

Kathy Lawson

From: events@amo.on.ca
Sent: Thursday, November 21, 2019 10:18 AM
To: Kathy Lawson
Subject: Transaction Confirmation

Transaction Confirmation

200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Dear Kathryn of Town of Fort Frances,

A transaction has been made on our website using your log-in credentials. The details of this transaction are below. If you did not make this transaction please contact events@amo.on.ca as soon as possible to cancel. If this is a valid transaction an official confirmation and receipt will be sent to you shortly. **If this is a valid transaction an official confirmation will be sent to all individuals registered.** Thank you for your support of our educational programming.

Order Number: 78808

Order Date: Nov 21, 2019 11:16 AM

Bill To: Kathryn Lawson

Order Total: 694.95

Payment Method: Visa (ROMA) *****8250

Name on Card: Kathryn Lawson

Item	Price	Qty	Total
2020 ROMA AGM and Annual Conference - Wendy Brunetta	615.00	1	615.00
<i>When:</i> Jan 19, 2020 - Jan 21, 2020			
<i>Where:</i> Sheraton Toronto Centre Hotel 123 Queen Street Toronto, ON Canada			
<i>Registration option:</i> Jan 18, 2020 - (REG) Full Conference			

Item Total	615.00
Shipping	0.00
Handling	0.00
Tax	79.95
Item Grand Total	694.95
Transaction Grand Total	694.95

INTERNATIONAL TRAVEL SERVICES

AGENDA ITEM #8.3

Invoice paid prior to
flight changes
Invoice

TOWN OF FORT FRANCES

Invoice No: 54651
Invoice Date: 9 Jan 2020
Client No: 171
Agent: PAULA
PNR: FTPFAN

Passenger(s) BRUNETTA/WENDY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00538	19Jan20 06:00 pm	19Jan20 07:02 pm	SUDBURY - TORONTO TORONTO IS
AC	01510	22Jan20 08:05 am	22Jan20 10:05 am	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447475 for BRUNETTA/WENDY MS	185.00	29.79	44.12	258.91
Ticket # 3733447476 for BRUNETTA/WENDY MS	210.00	31.48	32.12	273.60
Total Fares:				435.00
Total Taxes:				76.24
Total GST/HST:				66.47
Invoice Total:				577.71
Payment(s):				
Balance Due (CAD):				577.71

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

Thank you for booking with INTERNATIONAL TRAVEL SERVICES.
We wish you a safe and enjoyable trip.



English ▼

12 hrs display ▼



Save as PDF



Print eInvoice

Electronic Invoice

Prepared For:

BRUNETTA/WENDY MS

SALES PERSON	66
INVOICE NUMBER	0054651
INVOICE ISSUE DATE	09 Jan 2020
RECORD LOCATOR	FTPFAN

Client Address

TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: PORTER AIRLINES 538

From	SUDBURY ON, CANADA	Departs	6:00pm
To	TORONTO B BISHOP, CANADA	Arrives	7:02pm
Duration	1hr(s) 2min(s)		
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		

DATE: Wed, Jan 22

Flight: AIR CANADA 1510

From	TORONTO ON, CANADA	Departs	8:05am
To	THUNDER BAY ON, CANADA	Arrives	10:05am
Departure Terminal	1		
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Wed, Jan 22

Others

THUNDER BAY ON
AIR CANADA
REFERENCE IS
WZ6X5Y AND
PORTER IS
O2G6JL/SI-NON
REFUNDABLE/SI-
CHANGE FEES

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



Wendy Brunetta
 AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209634
 Guest Number : 7412621
 Folio ID : A
 Arrive Date : 19-JAN-20 13:50
 Depart Date : 21-JAN-20
 No. Of Guest : 1
 Room Number : 2436
 Marriott Bonvoy Number : 1122

Information Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 02:30 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT2436	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT2436	Room HST	28.73	
19-JAN-20	RT2436	Municipal Tax	8.84	
19-JAN-20	RT2436	HST Municipal Tax	1.15	
20-JAN-20	RT2436	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT2436	Room HST	28.73	
20-JAN-20	RT2436	Municipal Tax	8.84	
20-JAN-20	RT2436	HST Municipal Tax	1.15	
JAN-21-2020	VI	Visa		-259.72
** Total			519.44	-519.44
*** Balance			-0.00	

Continued on the next page

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



Wendy Brunetta
 AS1830 - ROMA AGM And Annual Conference

Page Number	:	2	Invoice Nbr	:	1209634
Guest Number	:	7412621			
Folio ID	:	A			
Arrive Date	:	19-JAN-20	13:50		
Depart Date	:	21-JAN-20			
No. Of Guest	:	1			
Room Number	:	2436			
Marriott Bonvoy Number	:	1122			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

HST Summary

	Amount (CAD)
HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Bring the Sheraton sleep experience home with you. Visit SheratonStore.com.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/19**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Councillor Wendy Brunetta– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Wendy Brunetta.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	RRDMA AGM
Location	Devlin
Dates	Jan. 25/20

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 25		
Amount						160.00		160.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Jan. 27/20

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/18**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor Andrew Hallikas– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Andrew Hallikas.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Andrew Hallikas for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.


Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Andrew Hallikas for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

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

Attendee	Andrew Hallikas
Conference / Seminar Attended	RRDMA meeting -
Location	Lavallee Township
Dates	Jan 25 / 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 25		
Amount						\$160. ⁰⁰		

Name (Please Print) Andrew Hallikas	Signature 
Approved	Date Jan 30 / 2020

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/11**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 4, 2020
SUBJECT: Councillor John McTaggart – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$241.90 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the ROMA Conference held in Toronto, ON from January 18 – 21, 2020, as submitted by Councillor John McTaggart.

Conference Expenses

1. Meals	\$208.00
2. Baggage	<u>33.90</u>
3. Total Travel Expense Claims	<u><u>\$241.90</u></u>

The registration fee of \$694.95, flight of \$652.67 and hotel accommodations of \$701.60 was paid by the Town resulting in the total cost of \$2,851.12 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and per diem claim in the total amount of \$801.90 as submitted by Councillor John McTaggart for his attendance at the ROMA Conference held in Toronto, Ontario from January 18 – 21, 2020.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and per diem claim in the total amount of \$801.90 as submitted by Councillor John McTaggart for his attendance at the ROMA Conference in Toronto, Ontario from January 18 – 21, 2020.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1. Attendee	JOHN M. TAGGART							
2. Conference/Seminar Attended	ROMA							
Location (Facility and City)	TORONTO							
Dates	JAN 18 - 21 2020							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	13 ⁰⁰	20 ⁰⁰	0					33 ⁰⁰
Lunch	25 ⁰⁰	0	25 ⁰⁰					50 ⁰⁰
Dinner	45 ⁰⁰	45 ⁰⁰	0				55 ⁰⁰	145 ⁰⁰
Per Diem	160 ⁰⁰	160 ⁰⁰	160 ⁰⁰				50 ⁰⁰	560 ⁰⁰ ①
Other	33 ⁰⁰							33 ⁰⁰
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved				Total Expenses				
				Advance Received				
				Balance Claimed				801.90
				Balance Refunded				

The agenda must be attached to process payment

① (560.00)
241.90

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

JAN 22/20

 Date

 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier



AIRPORT FEE RECEIPT
TICKET NO:

NAME: MCTAGGART/JOHNMR
DATE OF ISSUE: 19JAN2020

PNR RECLOC:
ISSUED BY :

RV44LV
YQTTB

	AMOUNT	TAX	TOTAL
FIRST BAGGAGE FEE END 0144202350452	30.00 03.90RC		33.90

GRAND TOTAL	30.00	03.90	33.90
-------------	-------	-------	-------

FORM OF PAYMENT: IN CANADIAN DOLLARS CA*****4852
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

AIR CANADA

MCTAGG/JOHN

LR ☐

YOT19 JAN 05:08
TO/A:TORONTO

ZX 1511 YYZ



0014 AC096117

2020 ROMA CONFERENCE - PROGRAM



Rural Ontario: Moving Forward promises a dynamic and educational program. While the program continues to be developed, please see below for what you can expect at the conference this year.

SUNDAY, JANUARY 19

11:00 am - 6:00 pm

REGISTRATION OPEN TO DELEGATES

- Sponsored by Smart Serve

1:00 - 6:00 pm

EXHIBIT HALL OPEN

1:00 - 2:15 pm

CONCURRENT SESSIONS A

- Cannabis in Your Community: Medical Grows - Challenges and Opportunities
- Sustainable Economic Development
- Slow Down
- Environmental Assessment Reform - New Opportunities for Streamlining Approvals and Local Control
- Asset Management in Action: Success Stories from Rural Ontario

2:45 - 4:30 pm

PLENARY PROGRAMMING

2:45 - 3:00 pm

- Welcome Remarks

3:00 - 3:20 pm

- ROMA Update and AGM
 - Allan Thompson, ROMA Chair
 - Afshin Majidi, Secretary Treasurer

3:20 - 3:45 pm

- Using Foresight to Foster Discussion of Rural Challenges
 - Norman Ragetlie, Executive Director, Rural Ontario Institute

2:30 - 3:00 pm

Coffee Break with Exhibitors

3:00 - 5:15 pm

PLENARY PROGRAMMING

3:00 - 3:15 pm

- Andrea Horwath, Leader of the Official Opposition

3:15 - 3:45 pm

- An Overview of the Grand River Conservation Authority - Building Resiliency through Collaboration

3:45 - 4:10 pm

- Preparing for Ontario's 2020-21 Provincial Budget

4:10 - 4:25 pm

- The Honourable Steve Clark, Minister of Municipal Affairs and Housing

4:25 - 5:30 pm

- Ministers' Forum

5:30 - 6:30 pm

Ontario Reception**TUESDAY, JANUARY 21**

7:00 - 10:00 am

REGISTRATION OPEN TO DELEGATES

7:30 - 8:15 am

SPONSORED LEARNING BREAKFASTS

- Making More Possible through Investments. Sponsored by ONE Investment
- Cybersecurity and Closed Meetings. Sponsored by LAS
- Funding for Growth. Sponsored by Mitacs
- Investing your Communities and Planning for the Future. Sponsored by Hydro One
- Municipalities, The Unsung Heroes for Broadband Connectivity. Sponsored by Shaw Communications

8:30 - 11:45 am

PLENARY PROGRAMMING

8:30 - 9:30 am

- Rural Social Policy Panel

9:30 - 9:45 am

- John Fraser, Interim Leader, Ontario Liberal Party

9:45 - 10:45 am

- Michael J. Smither Question Box Panel

10:45 - 11:00 am

- Mike Schreiner, Leader, Green Party of Ontario

11:00 - 11:45 am

- Closing Keynote: Andrew Coyne
 - The Political Landscape: Where are we Headed?

11:45 am

Closing Remarks and Wrap Up Prize Draw

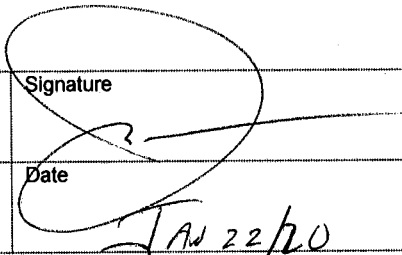
- Sponsored by Air Canada

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

Attendee	JOHN McTAGGART
Conference / Seminar Attended	ROMA.
Location	TORONTO
Dates	JAN 18-21 / 20

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	1/20/20	1/21/20				1/18/20	1/19/20	
Amount	160 ⁰⁰	160 ⁰⁰				160 ⁰⁰	80 ⁰⁰	560 ⁰⁰

Name (Please Print)	Signature
JOHN McTAGGART	
Approved	Date
	JAN 22 / 20

To be submitted to Payroll for processing when approved by Council



Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada

McTaggart, John

Company Name: Township of Fort Frances

Group Name:

INFORMATION INVOICE

HST No.: 10009 4077 RT 0004

Room No. : 512
 Arrival : 01/18/20
 Departure : 01/19/20
 Invoice No. :
 Conf. No. : 510363
 Cashier No. : 43
 Purchase :
 Order :
 A/R No. :

Date	Description	Charges	Credits
01/18/20	Room Charge	155.00	
01/18/20	Municipal Accommodation Tax (4%)	6.20	
01/18/20	HST on MAT (13%)	0.81	
01/18/20	Harmonized Sales Tax (13%)	20.15	
01/19/20	Visa - Front Desk		182.16
Total Charges		182.16	
Total Credits			182.16
Balance			0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



John McTaggart
 AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209635
 Guest Number : 7412616
 Folio ID : A
 Arrive Date : 19-JAN-20 09:01
 Depart Date : 21-JAN-20 12:31
 No. Of Guest : 1
 Room Number : 4044
 Marriott Bonvoy Number : 1413

Information Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 02:30 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT4044	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT4044	Room HST	28.73	
19-JAN-20	RT4044	Municipal Tax	8.84	
19-JAN-20	RT4044	HST Municipal Tax	1.15	
20-JAN-20	RT4044	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT4044	Room HST	28.73	
20-JAN-20	RT4044	Municipal Tax	8.84	
20-JAN-20	RT4044	HST Municipal Tax	1.15	
JAN-21-2020	VI	Visa		-259.72
** Total			519.44	-519.44
*** Balance			-0.00	

I agreed to pay all room & incidental charges.

Continued on the next page

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



John McTaggart
 AS1830 - ROMA AGM And Annual Conference

Page Number	:	2	Invoice Nbr	:	1209635
Guest Number	:	7412616			
Folio ID	:	A			
Arrive Date	:	19-JAN-20	09:01		
Depart Date	:	21-JAN-20	12:31		
No. Of Guest	:	1			
Room Number	:	4044			
Marriott Bonvoy Number	:	1413			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

HST Summary

Amount (CAD)

HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Bring the Sheraton sleep experience home with you. Visit SheratonStore.com.

INTERNATIONAL TRAVEL
Phone: 807-274-9895
PHERR@SHAW.CA

*Invoice paid prior
to flight changes.*

Electronic Invoice

Prepared For:

CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON	66
INVOICE NUMBER	0054643
INVOICE ISSUE DATE	07 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1513

From	THUNDER BAY ON, CANADA	Departs	11:00am
To	TORONTO ON, CANADA	Arrives	1:00pm
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A321 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE

From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others

THUNDER BAY ON
AIR CANADA
REFERENCE IS
RV44LV/SI-NON
REFUNDABLE/SI-
CHANGE FEES
APPLY/SI-
BAGGAGE FEES
MAY APPLY

Serv Chgs 012

V.A.T./G.S.T./H.S.T.

CAD 40.00

CAD 6.50

Ticket Information

Ticket Number	AC 3733447461	Passenger	CAUL JUNE MS	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447462	Passenger	MCTAGGART JOHN MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447463	Passenger	BROWN DOUGLAS MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46

SubTotal CAD 1273.75

Total V.A.T./G.S.T./H.S.T. CAD 166.88

Total Amount Due CAD 1440.63

INVOICE NOTES:

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL.
 ALL TIMES LOCAL AND SUBJECT TO CHANGE.
 ENSURE VALID PASSPORT IN YOUR POSSESSION.
 TRIP CANCELLATION/OUT OF CANADA MEDICAL INSURANCE
 HAS BEEN DECLINED OR STATED
 OTHERWISE. LIVING STANDARDS AND PRACTICES AT THE DESTINATION
 MAY DIFFER FROM THOSE IN CANADA. ENTRY TO ANOTHER COUNTRY MAY
 BE REFUSED EVEN WITH COMPLETED TRAVEL DOCUMENTS. HAVE A SAFE
 AND ENJOYABLE TRIP. ANY QUESTIONS PLEASE CALL ABOVE NUMBER.
 HST REGISTRATION R106346745
 TICO REGISTRATION 2392278

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

INTERNATIONAL TRAVEL SERVICES

AGENDA ITEM #8.6

*Addition Invoice to cover
flight charges.*
Invoice

TOWN OF FORT FRANCES

Invoice No: 54666
Invoice Date: 13 Jan 2020
Client No: 171
Agent: MAC MACHINE
PNR: VFDWTN

Passenger(s) BROWN/DOUGLAS MR
CAUL/JUNE MS
MCTAGGART/JOHN MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01511	19Jan20 06:00 am	19Jan20 08:00 am	THUNDER BAY - TORONTO PEARSON
AC	01512	21Jan20 02:20 pm	21Jan20 04:20 pm	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447505 for CAUL/JUNE MS	153.00	19.89	0.00	172.89
Ticket # 3733447506 for MCTAGGART/JOHN MR	153.00	19.89	0.00	172.89
Ticket # 3733447507 for BROWN/DOUGLAS MR	153.00	19.89	0.00	172.89
Total Fares:				499.00
Total Taxes:				0.00
Total GST/HST:				64.87
Invoice Total:				563.87
Payment(s):				
Balance Due (CAD):				563.87

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

**Thank you for booking with INTERNATIONAL TRAVEL SERVICES.
We wish you a safe and enjoyable trip.**

INTERNATIONAL TRAVEL
Phone: 807-274-9895
PHERR@SHAW.CA

Electronic Invoice

Prepared For:
CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON	PH
INVOICE NUMBER	0054666
INVOICE ISSUE DATE	13 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1511			
From	THUNDER BAY ON, CANADA	Departs	6:00am
To	TORONTO ON, CANADA	Arrives	8:00am
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE			
From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21


Others	
	THUNDER BAY ON AIR CANADA RV44LV/SI-NON REFUNDABLE/SI- CHANGE FEES APPLY/SI- BAGGAGE FEES MAY APPLY/SI- CHANGE OF TIME ON 19 JAN/SI-CRF

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

Attendee	Rick WIEBENHOFF
Conference / Seminar Attended	R.R.O.M.A. AGM.
Location	DEVLIN, ON.
Dates	Saturday Jan 25, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan. 25		
Amount						160.00		

Name (Please Print) Rick WIEBENHOFF	Signature 
Approved	Date Tuesday Jan 28, 2020

To be submitted to Payroll for processing when approved by Council

From: admin@noma.on.ca
To: [Kristen Oliver](#); ["Brian MacKinnon"](#); ["Cheryl Fort"](#); ["Christine Goulet"](#); ["City of Dryden"](#); ["Clerk Treasurer"](#); ["Daryl Skworchinski"](#); ["Dawson Township"](#); ["Don McArthur"](#); [Doug Brown](#); ["Erika Kromm"](#); ["Gabrielle Lecuryer"](#); ["Gail Jaremy"](#); ["Gillies Township"](#); ["Heather Kasprick"](#); ["Jackie Trenholm"](#); ["Jason Young"](#); ["Judy Jacobson"](#); [Kathy Lawson](#); ["Krista Power"](#); ["Lindsay Manilla"](#); [Lisa Slomke](#); ["Lorna Buob"](#); ["Louise Lees"](#); ["Margaret Hartling"](#); ["Mark Vermette"](#); ["Mark Wright"](#); ["Marshallina Reader"](#); ["Maureen Hanson"](#); ["Mavis Harris"](#); [mayor.lucy@tbaytel.net](#); ["Michelle Larose"](#); ["Municipality of Machin"](#); ["Municipality of Shuniah"](#); ["Municipality of Sioux Lookout"](#); ["Patricia Maxwell"](#); ["Paul Greenwood"](#); ["Peggy Johnson Township of Chapple"](#); ["Rainy River"](#); ["Red Rock"](#); ["Rodney Swarek"](#); ["Roger Nesbitt"](#); ["Roger Shott"](#); ["Rosalie Evans"](#); ["Shelly Lafleur"](#); ["Stephanie Bandola"](#); ["Sue Bates"](#); ["Terrace Bay"](#); [Town](#); ["Township of Albertain"](#); ["Township of Ear Falls"](#); ["Township of Emo"](#); ["Township of La Vallee"](#); ["Township of Morley"](#); ["Veldron Vogan"](#); ["Wanda Kabel"](#); ["Wayne Hanchard"](#); ["White River"](#)
Subject: NOMA Conference
Date: Tuesday, January 28, 2020 3:59:32 PM

Good Afternoon,

Please find attached the link to register for the NOMA Conference taking place in Fort Frances, April 29 to May 1, 2020.

<http://events.constantcontact.com/register/event?llr=iglitjfab&oeidk=a07egvweqhq8c793ac3>

Hotel Information:

Rooms have been blocked at the following hotel. Please indicate that you are booking a room from the NOMA block.

La Place Rendez-Vous 1-800-544-9435

Super 8 – (807) 788-0917

Sleepy Owl - (807) 274-5500

The conference agenda is still underway. The government has asked that I hold confirming times as they await options to get Minister's to Fort Frances. I can tell you that we plan to start the conference on Wednesday, April 29 at 2:00 pm (CST) and finish Friday, May 1 at 12:00 pm (CST).

Thanks,
 Kristen

Kristen Oliver, Executive Director
Northwestern Ontario Municipal Association (NOMA)
PO Box 10308
Thunder Bay, ON
P7B 6T8
P. (807) 683-6662
C. (807) 627-2036



When

Wednesday, April 29, 2020 at 2:00 PM CDT
-to-

Friday, May 1, 2020 at 12:00 PM CDT

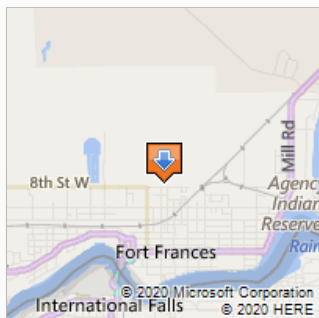
[Add to Calendar](#)

Where

Fort Frances Curling Club

8th Street East

Fort Frances, ON P9A 3M5



[Driving Directions](#)

NOMA Conference and Annual General Meeting 2020

Thursday April 29, 2020 - Friday May 1, 2020

* Required information

Personal Information

Title

* First Name:

* Last Name:

Municipality/Ministry/Company

Address 1:

City:

ZIP Code:

* Email Address:

* Confirm Email Address:

Phone:

Please list any special dietary requirements below.

Fee

Type	Fee
<input checked="" type="radio"/> Full Conference- Member/Ministry	\$500.00 CAD

Type	Fee
<input type="radio"/> Full Conference- Non- Member	\$750.00 CAD
<input type="radio"/> Exhibit Booth	\$750.00 CAD
<input type="radio"/> Additional Exhibit Staff	\$250.00 CAD
<input type="radio"/> Thursday Night Dinner only	\$75.00 CAD

Associate Information

You may add a maximum of 30

Add

Payment Information

Should you wish to pay by cheque, please make cheque payable to the Northwestern Ontario Municipal Association and mail it to PO Box 10308 Thunder Bay ON P7B 6T8.

Should you wish to pay via credit card you do not need to have a PayPal account. You only need to have a valid credit card

Questions or Concerns

Please direct all questions or concerns to NOMA Executive Director, Kristen Oliver at 807 683-6662 or admin@noma.on.ca

Payment

- Payment Method
- ☒ Pay with PayPal or Credit Card
 - ☐ Pay By Check

Payment Summary

Name	Type	Quantity	Fee	Total
	Full Conference- Member/Ministry	1	\$500.00	\$500.00
			Total	\$500.00

[Emails are serviced by Constant Contact.](#)

Continue

You will be taken to PayPal to complete payment.
No PayPal account is required.

[Mobile View](#)

From: Doug Brown

To: Rick Wiedenhoef; Lisa Slomke; Dawn Galusha; Travis Rob; Aaron Bisson; Jordan Forbes; Jeremy Hughes; Andrew Hallikas; Douglas Judson; John McTaggart; June Caul; Michael Behan; Wendy Brunetta

Cc: Kathy Lawson

Subject: RE: Administration Input into Scheduling Executive Committee Meetings

Date: Tuesday, January 28, 2020 12:00:53 PM

Hi All, further to our productive discussion last night at the COW meeting in regards to the scheduling and/or adjusting of the weekly executive committee meetings. Administration reviewed the concerns raised by Council and proposes the following schedule.

All senior managers except Aaron had input into the proposed schedule and have endorsed it going forward. Aaron is on holidays.

All Executive Committee Meetings are scheduled on one day during the work week during regular working hours and it is **Tuesday**

The Deputy Clerk (Kathy Lawson) position will be preparing agendas and taking minutes for P&D Executive Committee meetings and A&F Executive meetings, thus meetings should be back to back on Tuesdays. Melissa Belluz will be preparing agendas and taking minutes for CS executive committee meetings & Lori Patterson be preparing agendas and taking minutes for O & F executive committee meetings.

All agendas will be published on Fridays by noon under most circumstances.

The weekly senior management team meetings will take place once every second week on Tuesday morning at 8:30 am following the Monday night COW /Council meetings and there will be no senior management team meetings during the executive committee meeting weeks.

There is one and half hours scheduled between executive committee meetings.

The meetings are as follows;

TUESDAYS

- 1) P&D Executive Committee meeting – 8:30 am- agenda/minutes – Kathy Lawson- members – John, Wendy & Doug – Mayor Caul -2019 average length of time – 49 minutes
- 2) A&F Executive committee meeting - 10:00 am – agenda/minutes – Kathy Lawson - members – Doug, Andrew & Wendy- Mayor Caul-2019 average length of time- 30 minutes
- 3) CS Executive committee meeting – 11:30 am – agenda/minutes - Melissa Belluz – members – Michel, Rick and Andrew – Mayor Caul- 2019 average length of time- 38 minutes
- 4) O & F Executive Committee meeting – 2:00 pm – agenda/minutes - Lori Patterson- Michael, Rick and John- Mayor Caul- 2019 average length of time- 87 minutes

Councilor Mc Taggart has the worst schedule but everyone else aligns well to the proposed schedule.

Sorry Councilor McTaggart. 😊

It makes the most sense to schedule the O & F executive committee meetings at the end of the day as it is averaging the longest time of any executive committee meeting in 2019.

This information was prepared to have another discussion at the next COW meeting on February 10th.

Hope this helps.

Douglas DC Brown P Eng
CAO
Town of Fort Frances



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



DECEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2019:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
94.2	12	2	231	1	7	2	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
5	1	1	4	0	0	0	0

TEAM MEMBERS RESPONDED TO 20 EMERGENCY RESPONSE CALLS DURING DECEMBER 2019.

Total Hours:

- **8.7 Hours** was spent on responding to emergency incidents.
- **84 Hours** was spent on training.
- **1.5 Hour** was spent on public service.

Time of Day:

During this month, **70%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **30%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

34 inspections / re-inspections were completed in December. Meanwhile, our Captain of Fire Prevention and Education completed a detailed review of our inspections / re-inspections ... he found that there were more re-inspections that were not accounted for. Therefore, for 2019 we finished the year with a total of **231** inspections / re-inspections, which is an **8.5 % increase** in inspections / re-inspections as compare to our 2018 numbers.

Fire Response Calls: **2** calls, which involved pre-fire conditions (no actual fire). One was cooking related and another involved a natural gas fireplace.

Fire Alarms: **5** False Fire Alarm Calls.

MVC (Motor Vehicle Crashes): **1** in the Town of Fort Frances

(CO) Carbon Monoxide / Gas Leak Calls: **1** false CO call, and **3** false Natural Gas calls.

EMS Calls: **7**

Fire Drills: **1**



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



DECEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Water Related Rescue Calls: 1, which was an actual water related rescue near the hospital. This was our 5th Water Related Rescue Call-Out for 2019. A big thank you goes out to the Team Members of our OPP for their quick response. As well, a big thank you also goes out to the Team Members of our Paramedic Service and Fire Rescue Service for their quick response.

Training:

Two separate 2-hour training sessions. As well, we had 10 separate 8-hour training sessions for a Part Time (Volunteer) Firefighter training for a Relief Firefighter position.

Public Fire Safety Education / Public Events / Public Service / Community Spirit / Highlights:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

Giving Back to Our Community (Salvation Army Christmas Hampers): Our Team continued onward with our annual tradition of giving back to our community. We put together **150-plus Christmas Hampers** for the local Salvation Army.



Fort Frances Christmas Parade – December 7, 2019:

Once again, our Team Members participated in the annual Christmas Parade.



Our 1988 Aerial Ladder Truck ... just before heading out to the Christmas Parade

Financial Indicators

2018 Households:
2018 Population:
Median Household Income:
2019 MFCI Index:
Taxable Residential Assessment as a
% of Total Taxable Assessment:
Own Purpose Taxation:
Taxation Revenue per household

Fort FrancesRed LakeMarathonSioux LookoutGreenstoneDrydenKenora

3801	1,938	1,643	2,677	2,930	3,541	7,519
7739	4,107	3,273	5,488	4,636	7,743	15,096
\$62,928	\$106,411	\$82,816	\$85,146	\$63,488	\$70,493	\$73,331
7.4	0.3	6.3	2.7	7.1	6.4	3.9
64.30%	55.7	57.8	76.7	28	52.4	71.7
\$10,511,661	\$8,709,188	\$4,819,822	\$9,929,406	\$14,404,674	\$13,692,112	\$24,406,971
\$2,765	\$4,494	\$2,934	\$3,709	\$4,916	\$3,867	\$3,246

North Population
2500<=10000

Fort FrancesRed LakeMarathonSioux LookoutGreenstoneDrydenKenora

SUSTAINABILITY INDICATORS

Total Taxes Receivable less Allowance for
Uncollectibles as a % of Total Taxes Levied

Net Financial Assets or Net Debt as a % of Own
Purpose Taxation Plus User Fees

Total Reserves and Discretionary Reserve
Funds as a % of Operating Expenses

Cash Ratio (Total Cash and Cash Equivalents as a % of Current
liabilities)

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Operating
Revenue

Asset Consumption Ratio

Annual Surplus /(Deficit) as a % of own purpose taxation, user fees
and service charges (operating Surplus Ratio)

Ranges	Year	Median and Average	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge
Low: < 10% Mod: 10% to 15% High: > 15%	2012	9.3%- 11.8%	6.4%	low	7.9%	low	19.8%	high	15.9%	high	19.7%	high	9.6%	low	2.4%	low
	2013	10.4% 13.8%	9.2%	low	10.7%	moderate	25.4%	high	17.6%	high	18.2%	high	25.7%	high	2.0%	low
	2014	12.5% 14.5%	6.3%	low	15.7%	high	27.1%	high	11.3%	moderate	18.3%	high	19.1%	high	2.4%	low
	2015	10.3% 14.2%	6.3%	low	16.4%	high	30.4%	high	10.3%	moderate	18.6%	high	22.0%	high	1.5%	low
	2016	9.3% 13.4%	4.7%	low	11.3%	moderate	30.9%	high	12.5%	moderate	16.2%	high	8.4%	low	1.4%	low
	2017	9.7% to 11.7%	2.8%	low	15.2%	high	12.0%	moderate	12.6%	moderate	12.9%	moderate	8.4%	low	1.0%	low
	2018	8.4% to 10.7%	1.7%	low	0.5%	low	8.4%	low	11.8%	moderate	14.0%	moderate	8.0%	low	1.2%	low
Low: > -50% Mod: -50% to -100% High: < -100%	2012	-49.5% -32.2%	59.9%	low	-145.0%	high	43.3%	low	-83.6%	moderate	-116.3%	high	-203.3%	high	82.9%	low
	2013	-15.1% -17.0%	64.7%	low	-120.3%	high	53.3%	low	-67.2%	moderate	-117.3%	high	-181.7%	high	86.8%	low
	2014	-3.5% -8.2%	80.8%	low	-110.0%	high	54.5%	low	-42.9%	low	-89.8%	high	-115.2%	high	88.5%	low
	2015	1.1% -10.3%	84.2%	low	-106.3%	high	60.8%	low	-37.1%	low	-73.0%	moderate	-98.2%	moderate	207.4%	low
	2016	-17.2% -10.5%	76.0%	low	-117.6%	high	61.3%	low	-33.2%	low	-59.3%	moderate	-80.5%	moderate	202.6%	low
	2017	12.9% -7.4%	89.2%	low	-111.0%	high	68.7%	low	-33.6%	low	-47.7%	moderate	-71.9%	moderate	191.7%	low
	2018	6.6%-1.4%	88.5%	low	-73.4%	high	70.0%	low	-29.6%	low	-28.0%	moderate	-59.7%	moderate	163.8%	low
Low: > 20% Mod: 10% to 20% High: < 10%	2012	30.2% 29.3%	45.3%	low	16.2%	moderate	45.3%	low	17.0%	moderate	13.0%	moderate	10.2%	moderate	63.2%	low
	2013	29.9% 34.7%	42.0%	low	19.1%	moderate	58.0%	low	19.2%	moderate	13.2%	moderate	30.3%	low	63.4%	low
	2014	32.5% 37.9%	57.6%	low	22.9%	low	57.2%	low	19.7%	moderate	15.4%	moderate	31.2%	low	63.5%	low
	2015	32.9% 39.5%	59.4%	low	24.1%	low	68.0%	low	28.5%	low	20.4%	low	34.4%	low	69.1%	low
	2016	32.8% 37.3%	48.2%	low	26.5%	low	61.6%	low	30.7%	low	20.7%	low	31.0%	low	67.2%	low
	2017	35.8% 40%	55.8%	low	32.1%	low	68.1%	low	35.8%	low	21.7%	low	28.5%	low	66.9%	low
	2018	35.3% to 40.1%	56.0%	low	29.2%	low	62.9%	low	38.2%	low	35.2%	low	23.7%	low	57.9%	low
Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: 0.25:1	2013	1.69:1 2.82:1	0.3:1	low	3.8:1	low	5.55:1	low	1.12:1	low	0.3:1	moderate	0.14:1	high	4.92:1	low
	2014	1.84:1 2.55:1	1.84:1	low	1.48:1	low	4.95:1	low	0.09:1	high	0.28:1	moderate	0.65:1	low	4.04:1	low
	2015	1.78:1 2.35:1	0.2:1	low	1.78:1	low	2.89:1	low	0.72:1	low	1.17:1	low	0.84:1	low	6.55:1	low
	2016	1.73:1 2.34:1	0.14:1	low	1.13:1	low	1.99:1	low	0.34:1	moderate	1.73:1	low	1.33:1	low	5.25:1	low
	2017	2.16:1 3.18:1	0.36:1	moderate	1.37:1	low	2.99:1	low	0.85:1	low	2.16:1	low	1.52:1	low	6.25:1	low
	2018	2.39:1 2.7:1	0.36:1	moderate	2.55:1	low	3.79:1	low	2.39:1	low	2.29:1	low	1.67:1	low	5.38:1	low
Low: < 5% Mod: 5% to 10% High: >10%	2012	4.3% 6.0%	3.8%	low	17.3%	high	1.7%	low	5.0%	low	7.3%	moderate	12.3%	high	1.7%	low
	2013	4.4% 5.8%	4.1%	low	16.5%	high	2.0%	low	7.1%	moderate	7.4%	moderate	14.3%	high	1.9%	low
	2014	5.2% 6.7%	3.3%	low	11.8%	high	1.9%	low	6.1%	moderate	8.4%	moderate	11.0%	high	1.4%	low
	2015	5.2% 10.8%	2.6%	low	11.9%	high	1.6%	low	4.6%	low	8.1%	moderate	10.6%	high	0.0%	low
	2016	4.9% 5.3%	2.5%	low	14.6%	high	9.2%	moderate	3.4%	moderate	6.9%	moderate	11.7%	high	0.0%	low
	2017	4.0% 4.7%	2.4%	low	14.0%	high	1.6%	low	3.1%	low	7.5%	moderate	10.3%	high	0.0%	low
	2018	4% to 4.7%	1.5%	low	16.1%	high	1.5%	low	4.5%	low	7.3%	moderate	13.4%	high	0.0%	low
Low: < 50% Mod: 50% to 75% High: > 75%	2012	41.8% 42.6%	41.8%	low	37.1%	low	46.8%	low	38.6%	low	47.7%	low	53.2%	moderate	35.9%	low
	2013	42.9% 44.2%	43.0%	low	39.5%	low	47.9%	low	41.3%	low	49.0%	low	50.8%	moderate	36.8%	low
	2014	43.8% 44.5%	44.6%	low	39.7%	low	49.3%	low	43.3%	low	50.3%	moderate	43.8%	low	44.1%	low
	2015	44.6% 45.3%	44.8%	low	41.2%	low	47.4%	low	42.5%	low	52.6%	moderate	45.6%	low	49.2%	low
	2016	46.1% 46.1%	44.6%	low	42.6%	low	48.3%	low	44.6%	low	54.1%	moderate	47.0%	low	46.9%	low
	2017	46.9% 47.1%	45.3%	low	56.3%	moderate	49.6%	low	44.7%	low	55.1%	moderate	47.9%	low	46.8%	low
	2018	47.4% 47.3%	45.8%	low	46.6%	low	50.5%	moderate	45.3%	low	56.2%	moderate	50.1%	moderate	47.3%	low
Low: < -1% Mod: -15% to -30% High: < -30%	2012	4.8% 2.5%	4.6%	low	-12.4%	moderate	5.2%	low	18.5%	low	-11.9%	moderate	-68.7%	low	4.8%	low
	2013	7.7% 15.8%	2.1%	low	-3.7%	moderate	5.4%	low	1.5%	low	-1.4%	moderate	15.6%	low	16.8%	low
	2014	10.8% 15.8%	21.5%	low	36.0%	low	30.0%	low	70.0%	low	1.2%	moderate	20.7%	low	22.6%	low
	2015	8.3% 3.0%	23.6%	low	4.2%	low	56.2%	low	4.4%	low	1.9%	low	7.9%	low	4.9%	low
	2016	9.3% 20.4%	18.7%	low	-5.9%	moderate	2.3%	low	41.7%	low	8.9%	low	14.3%	low	8.9%	low
	2017	5.2% 9.0%	21.40%	low	10.30%	low	-1.80%	moderate	57.30%	low	16.50%	low	0.9%	low	3.80%	low
	2018	8.1% to 9.2%	22.90%	low	7.29%	low	0.90%	low	6.1%	low	8.10%	low	-35.4%	high	11.30%	low

Average 2014 to 201821.6%

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
September 2019

STAFFING

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

	2018	2019
WSIB	0.00	0.00
WI/LTD	20.00	0.00
SICK DAYS	6.59	6.50
COMPASSIONATE LEAVE	3.00	0.00
FLOATERS	2.00	3.00
VACATION	14.00	35.63
BANKED TIME USED	6.38	19.13
OFF	0.00	0.00
STATUTORY HOLIDAYS	23.00	24.00
TOTAL	74.97	88.26

OVERTIME HOURS

Equivalent Straight Time Hours:

	2018	2019	2018	2019
	Sept	Sept	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	5.00	5.00	48.00	27.50
ENGINEERING	0.00	0.00	6.00	0.00
INTERDEPARTMENTAL	18.75	18.00	43.50	84.25
PRIVATE WORK	0.00	12.00	3.00	25.00
RECYCLE/GARBAGE	15.25	8.00	41.50	35.50
ROADS	5.25	36.50	271.75	731.00
SEWER COLLECTION	14.00	6.00	245.75	193.88
SIDEWALKS	0.00	0.00	18.00	144.00
STORES	0.00	0.00	6.00	5.50
VEHICLE & EQUIPMENT	0.00	0.00	24.00	38.00
WATER TREATMENT PLANT	26.75	49.25	206.50	222.75
WATER DISTRIBUTION	39.25	3.00	489.25	422.50
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	124.25	137.75	1403.25	1929.88

TRANSPORTATION REPORT

September 2019

ROADS:

Storm Water Management – Urban:

- Cleaned debris from catch basins during rain events
- Flushed storm sewer laterals and cleaned catch basin sumps
- Lowered a catch basin on the 1100 block of Scott Street

Storm Water Management - Rural:

- Cut brush along ditches with Trackless
- Dug out beaver dams as required
- Lowered a catch basin at Cornwall Avenue and Sixth Street to catch water from the ditch on Cornwall Avenue
- Dug ditches along the west side of Cornwall Avenue North from mid-block to Sixth Street West

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – downtown area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded all loose top roads twice
- Graded lanes as required

Roadside Maintenance:

- Cut grass at all deadends and CN crossings
- Trimmed trees along sidewalks and boulevards

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, parking stalls, stop bars and no parking areas.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works building and all yards
- Cleaned up debris in all yards before the winter season

Private Work:

- Installed a private crossing at 1108 Second Street East.
- Installed an extension to a private crossing at 430 Fourth Street East.
- Installed a culvert for a private crossing at 1018 Cornwall Avenue North.
- Installed a culvert for a private crossing at 1009 Cornwall Avenue North.

Sidewalks – Winter:**Sidewalks – Summer:**

- Swept sidewalk and bike path along waterfront once weekly
- Continue with sidewalk replacement and repairs

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Installed a concrete pad and sign at the tennis courts on September 23, 2019.

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Replaced curb and gutter and sidewalk and installed a private crossing at 508 Nelson Street to finish up new Sewer and Water service installations.

Interdepartmental:

- Moved furniture from the Day Care to the Civic Centre and Public Works building.
- Jeff Bragg provided coverage for vacation at the Airport on September 1, 2019.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

Training:**Health & Safety:**

- A workplace inspection was done at the Public Works building on September 25, 2019.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA OPERATIONS STATISTICS

October 2019

STAFFING

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

	2018	2019
WSIB	14.00	0.00
WI/LTD	23.00	0.00
SICK DAYS	10.06	16.88
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	3.00	0.25
VACATION	40.50	23.75
BANKED TIME USED	5.31	15.25
OFF	3.25	8.97
STATUTORY HOLIDAYS	24.00	24.00
TOTAL	123.12	89.10

OVERTIME HOURS

Equivalent Straight Time Hours:

	2018	2019	2018	2019
	Oct	Oct	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	48.00	27.50
ENGINEERING	0.00	0.00	6.00	0.00
INTERDEPARTMENTAL	0.75	0.75	44.25	85.00
PRIVATE WORK	0.75	6.00	3.75	31.00
RECYCLE/GARBAGE	0.00	0.00	41.50	35.50
ROADS	17.25	5.25	289.00	736.25
SEWER COLLECTION	24.38	19.50	270.13	213.38
SIDEWALKS	0.00	0.00	18.00	144.00
STORES	0.00	0.00	6.00	5.50
VEHICLE & EQUIPMENT	0.00	0.00	24.00	38.00
WATER TREATMENT PLANT	16.00	18.25	222.50	241.00
WATER DISTRIBUTION	15.25	10.50	504.50	433.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	74.38	60.25	1477.63	1990.13

TRANSPORTATION REPORT

October 2019

ROADS:

Storm Water Management – Urban:

- Cleaned debris from catch basins during rain events
- Flushed storm sewer laterals and cleaned catch basin sumps
- Repaired a leak in the storm sewer main at the Sports Field.

Storm Water Management - Rural:

- Cleaned up debris along ditches in North End.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – downtown area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded all loose top roads twice
- Completed a grading of all lanes before the winter season.

Roadside Maintenance:

- Touched up the landscaping at all of the summer repairs and curb and gutter, sidewalk, culvert and private crossing installations.
- Removed several large stumps in boulevards around town with the large backhoe.

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing

Traffic Operations (cont'd)

- Removed signs for directing USA traffic on October 8, 2019.
- Removed bike racks from the downtown area on October 8, 2019.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required

Private Work:

- Installed an extension to a culvert for a private crossing at 1034 Cornwall Avenue North.
- Street Sweeper went to Emo on September 23 to do some sweeping for the day.

Sidewalks – Winter:**Sidewalks – Summer:**

- Swept sidewalk and bike path along waterfront once weekly

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Delivered barricades to the Library for the Trunk or Treat event on Halloween.

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.

Sewer and Water (cont'd)

- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Interdepartmental:

- Swept day care parking lot on October 4.
- Hauled furniture from Day Care to designated buildings the week of October 7th to 11th
- Delivered 2 bear proof garbage cans to the Memorial Sports Centre
- Hauled several loads of used asphalt to the Landfill Site for road base.
- Installed concrete pad for the Emergency Generator at the High School.
- Winterized the sprinkler system at the Civic Centre on October 23.
- Vacuum excavated for pole installations on the 800 block of Williams Avenue (FFPC)
- Pulled docks out of the water and removed a large rock from under the roadway at Sunny Cove on October 29.
- Moved files from Day Care to Civic Centre on October 30.
- Moved waste electronics from Civic Centre to Asselin’s on October 30.
- Moved files for shredding from the Landfill Site to the Public Works building on October 30.
- Jeff Bragg provided coverage for vacation at the Airport from October 1st to 3rd and again from October 11th to 21st.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

Training:

Health & Safety:

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
November 2019

STAFFING

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

	2018	2019
WSIB	0.00	0.00
WI/LTD	21.00	0.00
SICK DAYS	14.00	13.50
COMPASSIONATE LEAVE	0.00	5.00
FLOATERS	0.00	6.29
VACATION	32.00	49.00
BANKED TIME USED	9.88	11.50
OFF	4.63	4.00
STATUTORY HOLIDAYS	29.00	28.00
TOTAL	110.51	117.29

OVERTIME HOURS

Equivalent Straight Time Hours:

	2018	2019	2018	2019
	Nov	Nov	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	2.50	48.00	30.00
ENGINEERING	1.50	0.00	7.50	0.00
INTERDEPARTMENTAL	3.00	6.75	47.25	91.75
PRIVATE WORK	0.00	0.00	3.75	31.00
RECYCLE/GARBAGE	0.00	0.00	41.50	35.50
ROADS	136.00	135.75	425.00	872.00
SEWER COLLECTION	20.75	5.50	290.88	218.88
SIDEWALKS	0.00	0.00	18.00	144.00
STORES	0.00	0.00	6.00	5.50
VEHICLE & EQUIPMENT	4.00	16.00	28.00	54.00
WATER TREATMENT PLANT	20.00	28.00	242.50	269.00
WATER DISTRIBUTION	20.00	1.50	524.50	434.50
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	205.25	196.00	1682.88	2186.13

TRANSPORTATION REPORT

November 2019

ROADS:

Storm Water Management – Urban:

- Flushed storm sewer laterals and cleaned catch basin sumps.

Storm Water Management - Rural:

- Cleaned up debris along ditches North of CN Tracks.
- Extended a culvert from the corner of Sixth Street and Cornwall Avenue to catch water from the ditch on the west side of Cornwall.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

Roadside Maintenance:

- Trimmed trees along sidewalks, boulevards and lanes that were a hazard for our equipment.
- Cleaned up some piles of branches and debris from the lane on the 300 block of Fourth Street West.
- Moved pile of organic material from North Yard to the black dirt pile on McIrvine Road.

Winter Control:

- Two (2) events November 21st and 25th.
- Plowed all roadways and lanes as required.
- Sanded/salted roads as required.
- Plowed all downtown parking lots and Civic Centre parking lot.
- Plowed OPP parking lot.

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing

Traffic Operations (cont'd)

- Painted 20 new barricades
- Had Busch's make legs for 20 new barricades
- Moved digital speed sign from Colonization Road West to Kings Highway on November 27th.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required

Private Work:

- Installed an extension to a culvert at 262 Fifth Street East for a private crossing.

Sidewalks – Winter:

- Cleaned snow and ice from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from underpass sidewalk and downtown corners and applied ice melt or sand/salt as required.
- Plowed all sidewalks as required.

Sidewalks – Summer:**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required
- Converted equipment from summer mode to be ready for Winter Control.

Public Relations:

- Delivered barricades for the annual OPP Trunk or Treat at the Library on October 31st.
- Put out cords for Christmas lights at the Civic Centre on November 29th.
- Put out barricades to block off the 400 block of Portage Avenue to light the Christmas Tree November 29th.

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required.

Interdepartmental:

- Completed installation of concrete pad for Emergency Generator at the High School on November 1st.
- Moved boxes at the Civic Centre for shredding and then at Public Works building on November 6th.
- Hauled cover material to Landfill Site from Shevlin Yard and Yard behind Scott Street.
- Moved cover material at Landfill Site.
- Winterized Sorting Gap Marina on November 14th.
- Cleaned drain at the Fire Hall on November 18th.
- Hauled Zamboni snow from the Memorial Sports Centre to the snow dump twice.
- Moved cabinets from JW Walker Day Care to Civic Centre on November 26th.
- Jeff Bragg provided coverage for vacation at the Airport for November 8th, 9th, and 10th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

Training:

- Walter Slusarchuk received training on Tandem Dump Trucks, Sand Truck, Plow Truck and sidewalk plow.

Health & Safety:

A handwritten signature in blue ink, appearing to read "Milt Strachan". The signature is fluid and cursive, with the first name "Milt" and last name "Strachan" clearly distinguishable.

**Milt Strachan,
Superintendent of Transportation**

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
December 2019

STAFFING

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

	2018	2019
WSIB	0.00	19.00
WI/LTD	10.00	0.00
SICK DAYS	3.81	9.44
COMPASSIONATE LEAVE	4.00	0.00
FLOATERS	5.00	4.00
VACATION	64.38	79.88
BANKED TIME USED	23.91	15.22
OFF	0.72	1.97
STATUTORY HOLIDAYS	90.00	87.00
TOTAL	201.82	216.51

OVERTIME HOURS

Equivalent Straight Time Hours:

	2018	2019	2018	2019
	Dec	Dec	YearTo	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.50	0.00	50.50	30.00
ENGINEERING	0.00	0.00	7.50	0.00
INTERDEPARTMENTAL	0.00	8.25	47.25	100.00
PRIVATE WORK	1.50	0.00	5.25	31.00
RECYCLE/GARBAGE	0.75	0.00	42.25	35.50
ROADS	185.50	302.75	610.50	1174.75
SEWER COLLECTION	16.50	7.50	307.38	226.38
SIDEWALKS	36.00	43.50	54.00	187.50
STORES	13.50	22.00	19.50	27.50
VEHICLE & EQUIPMENT	10.00	8.50	38.00	62.50
WATER TREATMENT PLANT	12.00	20.00	254.50	289.00
WATER DISTRIBUTION	12.00	0.00	536.50	434.50
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	290.25	412.50	1973.13	2598.63

TRANSPORTATION REPORT

December 2019

ROADS:

Storm Water Management – Urban

Storm Water Management - Rural:

- Cleaned up branches, fallen trees and debris from ditches.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

Roadside Maintenance:

- Continued trimming trees along sidewalks, boulevards and lanes.
- Cleaned up fallen trees and branches along ditches in rural areas
- Removed several problem trees with the help of FFPC.

Winter Control:

- Five (5) events – December 5, 10, 14, 26 and 28.
- Plowed all roadways and lanes as required.
- Sanded/salted roads as required.
- Six employee night shift for Winter Control into effect on December 2nd.
- Removed snow from downtown area twice
- Removed snow from municipal parking lots twice
- Removed snow from OPP parking lot twice
- Removed snow from businesses and churches outside of the downtown area
- Removed snow piles from cul-de-sacs
- Removed snow from intersections and lane piles along priority routes.

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Plowed snow in all yards after events.

Private Work:**Sidewalks – Winter:**

- Cleaned snow and ice from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from underpass sidewalk and downtown corners and applied ice melt or sand/salt as required.
- Plowed all sidewalks as required
- Sanded all sidewalks as required

Sidewalks – Summer:**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Put out truck route signs and delivered barricades for the annual Christmas Parade on December 6th
- Picked up truck route signs and barricades from the Christmas Parade on December 9th.

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.

Sewer and Water (cont'd)

- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Cleared snow from fire hydrants with sidewalk plows
- Shoveled snow from around fire hydrants.

Interdepartmental:

- Eric Onichuk assisted Parks with a burial on December 20th and 23rd
- Removed Zamboni snow from Memorial Sports Centre twice
- Jeff Bragg provided coverage for vacation at the Airport on December 6th, 7th and 8th and again from December 17th to December 22nd.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

Training:

- Nick Wreggitt received training on the plow truck on December 4th.

Health & Safety:

- A workplace inspection was done at the Public Works building on December 4th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
May-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 Gavin Richardson Started - GIS / Engineering Summer Student. May 21.
 Garret Cain Started - Water Summer Student. May 6.
 Installed new residential service on Cornwall Ave (McFee)
 Repaired water main break on Armit @ Front Street
 Repaired sewer service line on 900 block of Russell Bay
 Fire hydrant hit in car accident @ 2nd St. E & Frenette - taken out of service.
 Repaired water main break on 1300 block of Colonization Road W
 Makkinga tied in Great Canadian Oil Change sanitary service on King's Hwy

WATER TREATMENT PLANT:

In receipt of the Water Treatment Plant Monthly Report
 All operators and Craig Miller attended Chlorine Gas training (3 day course)
 Greg Wiedenhoef obtained Water Treatment Class 2 License
 Randy White retired at the end of May
 Internal Audit of DWQMS completed by Tyson Dennis
 Round 1 of Lead Testing done (reduced frequency per MECP)

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 Garbage not picked up- 25 houses
- Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill /Waste Disposal Site:

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
 - 339,830 kg
- Amount of ICI waste delivered to the landfill:
 - 502,510 kg

Recycling:

- Number of complaints regarding recycled materials:
 Recycle not picked up - 38
- Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - 48.22 MT Emterra

Prepared by **B Cra M. Heu, P.Eng.**

Environmental Superintendent

Date:

2019/01/30

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
June-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Craig Miller wrote OIT exams.

Repaired water main break on 300 block of Scott St.

Installed new multi-residential service at 520 Scott St.

WATER TREATMENT PLANT:

In receipt of the Water Treatment Plant Monthly Report

Brad Webb started as ORO of Water Treatment Plant on June 1

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 Garbage not picked up - 35 houses
 - Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill /Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
 - 277,930 kg
- Amount of ICI waste delivered to the landfill:
 - 413,750 kg

Recycling:

- Number of complaints regarding recycled materials:
 Recycle not picked up - 25 houses
 - Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - 36.64 MT Emterra

Prepared By: Craig Miller, P.Eng.

Environmental Superintendent

Date: June 14, 2019

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
July-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Repaired water main / service break on 1700 block of Colonization Road W

Repaired sewer main on 300 block of Armit

Repaired leaking water service on 400 block of Church St.

Erik Gustafson joined Water Department. July 3.

Jay Bruyere Interim ORO of Wastewater Collection System

Greg Wiedenhoeft bid out of water department to Class 11 Operator

Fire Hydrant at Huffman Court hit by semi-truck at taken out of service.

WATER TREATMENT PLANT:

In receipt of the Water Treatment Plant Monthly Report

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 Garbage not picked up - 28 houses
- Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
 - 332,519 kg
- Amount of ICI waste delivered to the landfill:
 - 392,230 kg

Recycling:

- Number of complaints regarding recycled materials:
 Recycle not picked up - 19 houses
- Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - 34.38 MT Emterra

Prepared By: Craig Miller, P.Eng.

CILA

Environmental Superintendent

Date:

1 h21>{U>

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
August-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Garret Cain Finished - Water Summer Student. August 29.

Gavin Richardson Finished - Water Summer Student. August 12.

St. Mary School water service tied in.

WATER TREATMENT PLANT:

In receipt of the Wastewater Treatment Facility Monthly Report.

Greg Wiedenhoef accepted OIC job at Water Treatment Plant

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

Fine bubble diffusers installed at WWTP - energy savings

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 Garbage not picked up - 21 houses
 - Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
 - 286,740 kg
- Amount of ICI waste delivered to the landfill:
 -434,429 kg

Recycling:

- Number of complaints regarding recycled materials:
 Recycle not picked up - 49 houses
 - Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - 44.22 MT Emterra

Prepared By: Craig Miller, P.Eng.

Cw\.

Environmental Superintendent

Date: ____ Aug ____ 1-10-19

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

See Monthly Summary (Attached)

Erik Gustafson attended OIT Course and wrote OIT exams.

Craig Miller completed JHSC Part 2 training and became certified JHSC member

Bryan Patterson attended course and wrote Water Treatment Class 1 exam and Wastewater collection Class 1 exam.

In receipt of the Wastewater Treatment Facility Monthly Report.

Started new rotation system at Water Treatment Plant to cross-train employees

In receipt of the Wastewater Treatment Facility Monthly Report.

- Number of complaints regarding garbage collection:
 - Garbage not picked up - 28 houses
 - Town - 0 complaints, Asselin's - 0 complaints

- Number of complaints regarding recycled materials:
 - Recycle not picked up - 29 houses
 - Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - 42.54 MT Emterra

Prepared By: Craig Miller, P.Eng.

Environmental Superintendent

Date: - - - - 4/11/2024

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
October-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Erik Gustafson attended Entry Level Course for Drinking Water Operators

Bryan Patterson attended MaintenanceFest in Thunder Bay and NWOWWC Conference

Jay Bruyere attended MaintenanceFest in Thunder Bay and NWOWWC Conference

Paul LeMesurier attended MaintenanceFest in Thunder Bay and NWOWWC Conference

TravisRob attended NWOWWC Conference in Thunder Bay

New fire hydrant installed at Huffman Court

New fire hydrant installed at 2nd St. E & Frenette

New Service installed for OPP Station on Colonization Road W.

WATER TREATMENT PLANT:

In receipt of the Wastewater Treatment Facility Monthly Report.

DWQMS Management Review completed October 21

Brad Webb attended MaintenanceFest in Thunder Bay and NWOWWC Conference

Greg Wiedenhoef attended continuing education courses in Dryden (3 day)

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

Very high flows - stopped accepting New Gold Sewage

Installed new fire hydrant at WWTP.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 Garbage not picked up - 34 houses
- Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
 - 261,903 kg
- Amount of ICI waste delivered to the landfill:
 - 400,428 kg

Recycling:

- Number of complaints regarding recycled materials:
 Recycle not picked up - 35 houses
- Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
 - 21.10 MT Emterra

Prepared By: Craig Miller, P.Eng.

Cau Environmental Superintendent

Date: 1/30/20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
November-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Joel Nicolay attended Water Distribution 1 Course and wrote WDI exam.

Jay Bruyere attended Wastewater Collection 2 Course and wrote WWC2 exam.

Installed new service for UNFC daycare on McIrvine Road

WATER TREATMENT PLANT:

In receipt of the Wastewater Treatment Facility Monthly Report.

Completed and passed external DWQMS audit.

Greg Wiedenhoft and Paul LeMesurier accepted interim ORO job at Water Treatment Plant

Round 2 of lead testing done per MECF.

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

Started accepting New Gold Sewage at the end of November

Repaired garage entry door at WWTP.

WASTE MANAGEMENT:

Awarded new 3 year garbage tender to Asselin's

Garbage Collection:

- Number of complaints regarding garbage collection:

Garbage not picked up - 20 houses

- Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:

- 217,810 kg

- Amount of ICI waste delivered to the landfill:

- 451,660 kg

Recycling:

- Number of complaints regarding recycled materials:

Recycle not picked up - 13 houses

- Town - 0 complaints, Asselin's - 0 complaint

- Amount of recycled waste diverted from the landfill:

- 55.22 MT Emterra

Prepared By: Craig Miller, P.Eng.

C@J

Environmental Superintendent

Date: ----- 1-t- { 1-7)

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
December-19

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Jay Bruyere obtained Wastewater Collection Class 2 License

Jay Bruyere ORO of Wastewater Collection System

Utilized Asselin's to clean out Central and 5th Street Lift Stations

WATER TREATMENT PLANT:

In receipt of the Wastewater Treatment Facility Monthly Report.

Randy White accepted interim ORO job at Water Treatment Plant

Awarded new 3 year chemical bids for water treatment to various vendors.

Recommended new 5 year SCADA support contract with Lakeside Process Controls.

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

Recommended new 5 year SCADA support contract with Lakeside Process Controls.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
Garbage not picked up - 28 houses
- Town - 0 complaints, Asselin's - 0 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

- Amount of residential waste delivered to the landfill:
-134,350 kg
- Amount of ICI waste delivered to the landfill:
- 290,330 kg

Recycling:

- Number of complaints regarding recycled materials:
Recycle not picked up - 26 houses
- Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
- 45.03 MT Emterra

Prepared By: Craig Miller, P.Eng.

Environmental Superintendent

Date: 1/30/20

Water Works		Years	
DATE	WORK	2018	2019
Jan	THAW FROZEN WL	1	6
	TURN WATER OFF	1	6
	TURN WATER OFF/ON	4	5
	TURN WATER ON	5	
Jan Total		11	17
Feb	THAW FROZEN WL	27	11
	TURN WATER OFF	3	3
	TURN WATER OFF/ON		5
	TURN WATER ON	3	
Feb Total		33	19
Mar	THAW FROZEN WL	3	27
	TURN WATER OFF		2
	TURN WATER OFF/ON	3	3
	TURN WATER ON	12	7
Mar Total		18	39
Apr	SET UP HYDRANT		1
	THAW FROZEN WL		5
	TURN WATER OFF	3	2
	TURN WATER OFF/ON	1	1
	TURN WATER ON	16	24
Apr Total		20	33
Ma v	CHECK WATER SERVICE		1
	CONNECTION INSPECTION	1	1
	TRACE SERVICES		1
	TURN WATER OFF	3	3
	TURN WATER OFF/ON	1	3
	TURN WATER ON	15	14
	TURN WATER ON	1	
Mav Total		21	23
Jun	RAISE CS TO GRADE	1	
	TRACE SERVICES		1
	TURN WATER OFF	4	3
	TURN WATER OFF/ON	3	3
	TURN WATER ON	4	6
Jun Total		12	13
Jul	CONNECTION INSPECTION	3	1
	LIVE TAP SERVICE	1	
	REPAIR CURBSTOP		3
	TERMINATE WATER	1	
	TRACE SERVICES	2	2
	TURN WATER OFF		1
	TURN WATER OFF/ON	4	4
	TURN WATER ON	2	4
Jul Total		13	15
Aug	TRACE SERVICES	1	1
	TURN WATER OFF	2	1
	TURN WATER OFF/ON	3	
	TURN WATER ON	2	1
Aug Total		8	3
Sep	CONNECTION INSPECTION	4	
	TEST BACKFLOW	1	
	TRACE SERVICES	1	
	TURN WATER OFF	4	4
	TURN WATER OFF/ON	2	2
	TURN WATER ON	4	
SeP Total		16	6
Oct	CONNECTION INSPECTION	1	
	TURN WATER OFF	13	15
	TURN WATER OFF/ON	3	4
	TURN WATER ON	3	7
Oct Total		20	26
Nov	CONNECTION INSPECTION	1	
	TURN WATER OFF	14	11
	TURN WATER OFF/ON	1	3
	TURN WATER ON	4	2
Nov Total		20	16
Dec	EXPOSE WATERLINE	1	
	TURN WATER OFF	7	10
	TURN WATER OFF/ON	3	2
	TURN WATER ON	2	1
Dec Total		13	13
Grand Total		205	223

Sewer Works		Years	
DATE	WORK	2018	2019
Jan	CCTV SEWER SERVICE	1	1
	UNPLUG SANITARY SEWER	20	21
Jan Total		21	22
Feb	CCTV SEWER SERVICE	2	2
	THAW FROZEN SEWER	1	
	UNPLUG SANITARY SEWER	20	10
Feb Total		23	12
Mar	CCTV SEWER SERVICE	1	1
	CONNECTION INSPECTION		1
	UNPLUG SANITARY SEWER	12	9
Mar Total		13	11
Apr	CCTV SEWER SERVICE	3	6
	UNPLUG SANITARY SEWER	15	7
Apr Total		18	13
Ma y	CCTV SEWER SERVICE	1	
	CONNECTION INSPECTION	1	1
	THAW FROZEN SEWER	1	
	UNPLUG SANITARY SEWER	15	10
Mav Total		18	11
Jun	CCTV SEWER SERVICE		4
	CONNECTION INSPECTION		1
	TRACE SERVICES		2
	UNPLUG SANITARY SEWER	14	3
Jun Total		14	10
Jul	CCTV SEWER SERVICE		1
	CONNECTION INSPECTION	3	2
	TRACE SERVICES		4
	UNPLUG SANITARY SEWER	6	9
	VAC OUT SEWER MAIN		1
Jul Total		9	17
Aug	CCTV SEWER SERVICE	5	2
	TRACE SERVICES	2	2
	UNPLUG SANITARY SEWER	11	8
Aug Total		18	12
Sep	CCTV SEWER SERVICE	2	4
	CONNECTION INSPECTION	4	
	TRACE SERVICES		1
	UNPLUG SANITARY SEWER	5	11
	VAC OUT SEWER MAIN		1
SeP Total		11	17
Oct	CCTV SEWER SERVICE	2	2
	CONNECTION INSPECTION	2	1
	TRACE SERVICES		1
	UNPLUG SANITARY SEWER	11	12
Oct Total		15	16
Nov	CCTV SEWER SERVICE	2	
	PREVENTATIVE ROOTING	1	
	UNPLUG SANITARY SEWER	17	12
Nov Total		20	12
Dec	UNPLUG SANITARY SEWER	3	4
Dec Total		3	4
Grand Total		183	157

Svstem Renairs		Years	
DATE	TYPE	2018	2019
Jan	CURBSTOP		1
	WATERMAIN	1	1
Jan Total		1	2
Feb	CLEANOUT		2
	CURBSTOP		8
	SEWER SERVICE		1
	WATER SERVICE		2
Feb Total			13
Mar	CLEANOUT		2
	CURBSTOP		2
	WATER SERVICE	2	
Mar Total		2	4
Apr	CLEANOUT		1
	CLEANOUT/CURBSTOP	1	
	CURBSTOP	1	9
	MANHOLE		2
	SEWER MAIN		1
	WATER MAIN	1	
	WATER SERVICE	1	
Apr Total		4	13
Mav	CLEANOUT	3	4
	CLEANOUT/CURBSTOP	1	
	CURBSTOP	4	8
	MANHOLE		1
	SEWER SERVICE		2
	WATER SERVICE		1
	WATERMAIN	4	1
Mav Total		12	17
Jun	CURBSTOP		5
	MANHOLE	1	
	WATER SERVICE		2
	WATERMAIN	1	1
Jun Total		2	8
Jul	CURBSTOP	3	10
	WATER SERVICE		1
Jul Total		3	11
Aug	CLEANOUT	1	2
	CURBSTOP	3	18
	WATER/SEWER	1	
Aug Total		5	20
SeP	CLEANOUT	2	
	CURBSTOP	26	
	WATER SERVICE	1	
	WATERMAIN	1	
Seo Total		30	
Oct	CURBSTOP	7	1
	MANHOLE	1	
	SEWER SERVICE	1	
	WATER SERVICE	1	
Oct Total		10	1
Nov	CLEANOUT	1	
	CURBSTOP	1	2
	WATER SERVICE	1	
Nov Total		3	2
Dec	CURBSTOP	1	1
	WATER SERVICE	1	
Dec Total		2	1
Grand Total		74	92

Valves Turned In 2019	
Months	Total
Jan	3
Feb	0
Mar	3
Apr	6
May	4
Jun	26
Jul	24
Aug	37
Sep	7
Oct	20
Nov	1
Dec	0
Grand Total	131

Water Lines Flushed in 2019	
Months	Total
Jan	2
Feb	0
Mar	3
Apr	5
May	6
Jun	19
Jul	17
Aug	41
Sep	15
Oct	22
Nov	1
Dec	1
Grand Total	132