

TOWN OF FORT FRANCES

AGENDA - March 9, 2020

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 038) 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 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Agency One Matters
 - 4.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Potential Risk
 - 4.3 Personal Matters about about an identifiable individual, including municipal or local board employees: MSC Staffing.
 - 4.4 Personal Matters about about an identifiable individual, including municipal or local board employees: Consulting Fees.
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 Fort Frances Royal Canadian Legion Ladies Aux. Branch 29. 4 - 8
- approval of this report will agree to the recommendation of Administration and Finance Executive Committee to receive the request with no further action.
 - 7.2 Letter dated February 18, 2020 from Minor Hockey re: Damage to 9 - 21

Sprinkler System.

- approval of this report will agree with the recommendation of Operations and Facilities Executive Committee that the invoice sent to Minor Hockey in response to the damages caused to the Memorial Sports Centre on January 15, 2020 remain unchanged.

7.3 Community Garden - Request for Water. 22 - 26

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

1) The Community Garden be provided with a water source on a hydrant at the corner of Fifth Street and Lillie Avenue for Community Garden use only whereby the materials be secured by the Town at the cost of the garden;

2) The fees associated with the consumption of water be waived in support of this community project;

3) That the Community Garden be charged annually for the certification of the backflow device.

7.4 January 2020 Drinking Water Systems Monthly Summary Report. 27 - 34

- approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to accept the January 2020 report prior to it being made available to the general public.

7.5 Declaring Building and Property Surplus - 1150 Portage Avenue North. 35 - 37

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

1) The property, being 1150 Portage Avenue North containing the former Children's Complex building and related out buildings be declared surplus;

2) A request for proposals be released soliciting interested parties to bring forward their development proposals; and

3) The Town intends to sell this property to an agency which would develop the property in a manner that would generate tax revenue for the corporation.

8. **Administration and Finance Division:**

8.1 Mayor June Caul - RRDMA Annual General Meeting Per Diem. 38 - 39

- 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 Mayor June Caul Brunetta

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for her attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.	
8.2 Northern Ontario Internship Program Agreement with the Northern Ontario Heritage Fund Corporation - approval of this report will agree that Mayor and Council execute agreement immediately.	40 - 54
9. <u>Operations and Facilities Division:</u>	
9.1 Reconsideration of Previous Report	
9.2 Clarification to report dated January 22, 2020 - Award of Tender 19-OF-18. - approval of this report will agree to accept the wording amendment to the administration report titled Award of Tender 19-OF-18 - 2020 Scott Street Reconstruction dated January 22, 2020 and accepts the revised wording as presented.	55 - 58
10. <u>General:</u>	
10.1 Request from J. Tupker re: Council resolution to stop cuts to health care - Council to consider resolution.	59 - 60
10.2 Discussion respecting Executive Committees led by Mayor Caul.	
11. <u>Information:</u>	
11.1 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - January 2020 Monthly Report.	61 - 68
11.2 Complaint Register - January 2020	
11.3 Fort Frances Fire and Rescue - January 2020 Report.	69 - 70
11.4 2020 Tonnage at Landfill Site - Updated January 16, 2020.	71
11.5 Airport Statistics 2020.	72 - 73
11.6 February Work Order Statistics 2020.	74 - 76
11.7 Building Statistics - February 2020	77
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/24**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: March 3, 2020

SUBJECT: Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

BACKGROUND

At the February 24, 2020 Council Meeting the letter received from the Fort Frances Royal Canadian Legion Ladies Aux. Branch #29 requesting sponsorship for the PJs and Pearls Gala was referred to the Administration & Finance Executive Committee for recommendation.

The Gala is geared to Ladies, with the goal to raise funds to do kitchen repairs in the Legion hall and to continue to support many local community programs.

A rate sheet is enclosed for consideration of sponsorship. This is a new request this year.

RECOMMENDATION

The Administration & Finance Executive Committee recommends receiving this request with no further action.

Council Approval of this Report will agree to the Administration & Finance Executive Committee to receive the request with no further action.

The Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

PJS & PEARLS GALA

Saturday, April 4th, 2020

To be held at the Royal Canadian Legion 250 Church St. Fort Frances, On

Cocktail & Appetizer Reception 5:30 p.m.

Dinner 7:00 p.m.

Entertainment to follow

**COME OUT AND JOIN US FOR A LADIES NIGHT OUT!
ENJOY A FREE WELCOME COCKTAIL, APPETIZERS,
DINNER, SWEETS, FUN GAMES, SILENT AUCTION,
RAFFLES, PJ CONTEST & ENTERTAINMENT!**

**EARLY BIRD
DRAW:
GUESS PURSE!**

\$60.00 BEFORE MARCH 15, 2020 (INCLUDES EARLY BIRD DRAW)

\$70.00 AFTER MARCH 15, 2020

ATTIRE: WEAR YOUR CUTEST PAJAMAS & PEARLS

LIMITED SEATING

R.S.V.P. by March 27, 2020

Royal Canadian Legion Ladies Aux. Br. #29
Christina McDougall, Fundraising Committee
(807) 271-4292 • email: pcmcdougall2018@outlook.com
420 First St. E. Fort Frances, ON P9A 1K8

*** ALL MONEY RAISED WILL GO TO UPGRADE THE F.F. LEGION HALL KITCHEN & HELP LOCAL CHARITIES & ORGANIZATIONS ***

The Royal Canadian Legion Ladies Aux. to Br. 29

PJS & Pearls Gala

Dear Friend of the Community,

The Fort Frances Legion Ladies Auxiliary Br. #29 is starting to campaign to raise funds to do kitchen repairs in the Legion hall and to continue to support many local community programs.

As you probably know, we cater monthly suppers, banquets and many funerals in our hall, the money we make during these functions is donated back into our community. Our kitchen needs repairs and updates to continue to provide comfort and safety to our patrons and volunteers. The Royal Canadian Legion Ladies Auxiliary Br. #29 raises funds to support our local veterans, health facilities and programs, school activities, and bursaries. Also, sponsorship of the Cadets, Local and Provincial Youth sport activities, Youth summer camp programs as well as several other local charitable organizations. Unfortunately, without the support of our community, our continued assistance would not be possible. Therefore, an April event is planned to raise funds to continue to help those in need in our community, and to make necessary repairs to our kitchen.

Volunteers of the Royal Canadian Legion Ladies Auxiliary Br. #29 have come together to host an 'ALL WOMEN PJS & PEARLS GALA' fundraising dinner at the Royal Canadian Legion on April 4, 2020. As a respected member of the community, if you would like to contribute to this worthy cause, you will find an enclosed list of sponsorship opportunities created exclusively for the night of the Gala. All contributions are welcome and we would be happy to work with you to find the perfect combination of giving and/or sponsorship. Your support of this fundraiser would be greatly appreciated. Thank you for your kind consideration.

If you wish to donate and support this event or have any further questions, please contact

Dorese Harrison 807-274-0722 - Josie Miller 807-276-3293 or Giselle Calder 807-276-1320

Sincerely,

Christina McDougall
Legion Ladies Aux. Fundraising Committee
420 First St. E
Fort Frances, Ontario P9A 1K8
Phone : 807-271-4292
Email : pcmcDougall2018@outlook.com

The Royal Canadian Legion Ladies Aux. Br. #29

PJS & Pearls Gala

Sponsorship

OPPORTUNITIES

PEARL SPONSOR

\$1000

Includes a reserved table with your Logo/Name · (8) VIP tickets to the Gala · Public recognition in media · Logo/Name on printed materials including Programs

OYSTER SPONSOR

\$750

Includes a reserved table with your Logo/Name · (6) VIP tickets to the Gala · Public recognition in media · Logo/Name on printed materials including Programs

SILK SPONSOR

\$500

Includes (4) tickets with reserved seating to the Gala , and your Logo/Name in the event program

PJ SPONSOR

\$250

Includes (2) tickets with reserved seating to the Gala, and your Logo/Name in the event program

Other OPPORTUNITIES

SILENT AUCTION DONATION

Donate an item to be auctioned at the Gala Dinner.

We kindly ask that auction items have a min. value of \$100.00. All donated items will be prominently displayed throughout the event with a sign bearing your company name and/or logo.

PENNY TABLE DONATION

Donate an item to be used at the Gala Dinner. All donated items will be prominently displayed throughout the event with a sign bearing your company name and/or logo.

CHARITABLE DONATION

Support the Legion Ladies Aux. Br. #29 with a monetary donation

LIMITED SEATING

R.S.V.P. by March 15, 2020

Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

Christina McDougall, Fundraising Committee

(807) 271-4292 • email: pcmcdougall2018@outlook.com

420 First St. E. Fort Frances, ON P9A 1K8



The Fort Frances Royal Canadian Legion Ladies Aux. Br. #29

PJS & Pearls Gala

R.S.V.P.

LIMITED SEATING • R.S.V.P. by March 27, 2020

Contact/Donor Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____

Phone: _____ Numbers of Guests: _____ @\$60.00 each (BEFORE MARCH 15) = _____

@\$70.00 each (AFTER MARCH 15) = _____

(If purchasing individual tickets only)

SPONSORSHIP OPPORTUNITIES

☐ PEARLS SPONSOR \$1000 ☐ SATIN SPONSOR \$500

☐ OYSTER SPONSOR \$750 ☐ PAJAMA SPONSOR \$250

DONATION OPPORTUNITIES

☐ Monetary Donation \$ _____

☐ Silent Auction Donation _____

Description: _____

Value of donated item: \$ _____

Please mail this completed form and payment to:
Royal Canadian Legion Ladies Aux. Br. #29
c/o Christina McDougall, Fundraising Committee
420 First St. E, Fort Frances, Ontario P9A 3M5
Phone: 807-271-4292
Email: pcmcdougall2018@outlook.com

Please Note: Items to be auctioned and penny table donations can be arranged to be picked up by calling
Dorese @ 807-274-0722,
Giselle @ 276-1320 or gcalder@hotmail.com
Josie @ 807-276-3293,
but no later than March 27, 2020.

Please make cheques payable to:

Royal Canadian Legion Ladies Auxiliary Br #29

March 4, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated February 18, 2020 from Minor Hockey RE Damage to Sprinkler System

At the February 24, 2020 meeting of Council a letter received from Fort Frances Minor Hockey was referred to the Operations and Facilities Executive Committee contesting a bill that was generated for the response to and repair of damages caused by member(s) of the Minor Hockey Organization to the Fort Frances Memorial Sports Centre on January 15, 2020.

At 7:08pm I received a call from Mr. Ray Calder, Facilities Superintendent informing me that a sprinkler line had been broken off in the Memorial Sports Centre, setting off the sprinkler system, fire alarm system and causing substantial flooding of the dressing room area in the Ice For Kids Arena. I attended the site shortly thereafter where additional staff had been called in to assist in the clean up as well as act as overnight fire watch as our sprinkler system was disabled due to the damage. The following date Vipond, our sprinkler system contractor, attended the site to replace the pipe hangers, pipe and sprinkler heads as well as purge and charge the system, re-certify it and place it back in operation. On February 3, 2020 a letter was sent from Lisa Slomke, Municipal Clerk to Minor Hockey informing them that they would be responsible for costs associated with the damage and giving an estimated cost of \$1247.00.

It was determined after the incident that there were a number of kids swinging on the sprinkler line that night in that dressing room, and the child who was swinging on the line at the time of it breaking was not the only one, just the unlucky one. We are thankful that no one was injured.

The letter from Minor Hockey notes that they were under contract for ice rental at that time, which is a correct statement and a copy of their contract is attached to this report. Under the General Waiver section of the contract with ice users there is a statement "I understand that I am responsible for my groups and/or parties actions and conduct during my reservation" and goes on further to say "My group will assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and/or destruction of the above named properties will result in repair and/or replacement fees billed directly to me." These provisions in the contract with Minor Hockey led the Town to bill costs incurred for additional staff time to clean up and provide fire watch as well as Vipond's invoice for repairing and recertifying the system directly to Minor Hockey.

The Letter from Minor Hockey also states that sprinkler hangers were damaged prior to the incident occurring. Staff were unaware of this condition and further in Minor Hockey's contract terms and conditions, item #3 states "I agree to be responsible for any wilful damages to the premise and report any damage to the Memorial Sports Centre staff immediately". If in fact a hanger was broken, Minor Hockey had a duty to report it to the staff and a heightened duty to ensure their patrons were not hanging on the line.

Minor Hockey claims in their letter, further, that these hangers are rated for 500 – 700 lb loading, NFPA 13 Fire Sprinkler System Standard stipulates a factored point load on the hangers for 1 ½" diameter steel sprinkler pipe fully charged with all fittings of 304.15lb. Attached you will see a cut sheet for the hangers in question stating a load rating of 400lb. The loading of the pipe, water, fittings and a 110lb child exceeds the working load rating of the hanger, further this loading would be increased by the movement

of the child on the line swinging or bouncing placing immense stress on the hanger. Overall 24' 6" of pipe was pulled down breaking 2 hangers, where the pipe failed just beyond the third hanger.

It is the recommendation of the Operations and Facilities Executive Committee that the invoice sent to Minor Hockey in response to the damages caused to the Memorial Sports Centre on January 15, 2020 remain unchanged.

Respectfully Submitted

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

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the invoice sent to Minor Hockey in response to the damages caused to the Memorial Sports Centre on January 15, 2020 remain unchanged.

Manager of Operations and Facilities

2020Mar4 Minor Hockey Damage to MSC.docx



FFMHA Fort Frances Minor Hockey Association

Box 306
Fort Frances, ON., P9A 3M7

February 18, 2020

Mr. Travis Rob,

Unfortunately, on January 15, 2020 at approximately 6:50 p.m. a sprinkler pipe in dressing room #3 was damaged while Fort Frances Minor Hockey Association (FFMHA) was under contract. FFMHA is aware that the sprinkler system in dressing room #3 was in a state of disrepair. Specifically, one or more of the sprinkler system hangers was broken prior to the incident. Our understanding of the sprinkler system suggests that the system is designed to withstand weights of 500 - 700 lbs. The child responsible for the damage weighs no more than 110 lbs. FFMHA questions the maintenance and inspection practices by the Town of Fort Frances of the sprinkler system ensuring the system was not vulnerable to damage.

FFMHA suggests three parties are equally responsible for the damage occurring in dressing room #3 on January 15, 2020:

- Town of Fort Frances is 1/3 responsible due to the disrepair of the sprinkler system
- FFMHA is 1/3 responsible due to a lack of adequate supervision
- The DeGagne/Wood family is 1/3 responsible due to the non-willful damage of the sprinkler system

Therefore, FFMHA requests the invoice dated be reduced by the 1/3 as a reflection of the Town of Fort Frances responsibility in the damage of the sprinkler system.

Respectfully,

Chris Wielinga
President
Fort Frances Minor Hockey Association

cc.
Lori Flinders, Secretary Fort Frances Minor Hockey Association
Elizabeth Slomke, Municipal Clerk
Doug Brown, Town of Fort Frances CEO

Permit Contract

<https://anprodca.active.com/fortfrances/servlet/PennitDetail.sdi?id...>

Permit Contract

Memorial Sports Centre • Fort Frances
 740 Scott Street
 Fort Frances, ON P9A 1H8
 Phone: (807) 274-4561
 FAX: (807) 274-3799
 Email: sports@fortfrances.com

Company: Minor Hockey
 Box 306
 Fort Frances, ON P9A 3M3

Agent: David Coats
 Email: dcoats@nwlu.on.ca

Permit #2587, Approved
 Oct 30, 2019 12:02 PM



BOUNDLESS

Customer Type: Minor Hockey
 Prepared By: Melissa Belluz

Home: (807) 274-6487

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$12,508.88	\$1,626.16	\$0	\$14,135.04	\$0	\$0	\$0	\$0	\$14,135.04

RESERVATIONS

Event	Resource	Center		Notes	
Minor Hockey January Ice Type: Ice Rental Attend/Qty: 89	Multiple Resources Requested	Memorial Sports Centre 740 Scott St Fort Frances, ON P9A 1H8 (807) 274-4561			
Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Thursday (Ice for Kids Millennium)	Jan 2, 2020	6:15AM	1 hour	Jan 2, 2020	7:15 AM
Thursday (52 Canadians Arena)	Jan 2, 2020	4:30 PM	3 hours	Jan 2, 2020	7:30 PM
Thursday (Ice for Kids Millennium)	Jan 2, 2020	8:45 PM	1½ hours	Jan 2, 2020	10:15 PM
Friday (52 Canadians Arena)	Jan 3, 2020	5:00 PM	4 hours	Jan 3, 2020	9:00 PM
Saturday (52 Canadians Arena)	Jan 4, 2020	11:00AM	4 hours	Jan 4, 2020	3:00 PM
Saturday (52 Canadians Arena)	Jan 4, 2020	3:00 PM	2 hours	Jan 4, 2020	5:00 PM
Monday (52 Canadians Arena)	Jan 6, 2020	5:00 PM	4 hours	Jan 6, 2020	9:00 PM
Monday (Ice for Kids Millennium)	Jan 6, 2020	5:15 PM	2 hours	Jan 6, 2020	7:15 PM
Tuesday (52 Canadians Arena)	Jan 7, 2020	6:00 PM	4 ho11rs	Jan 7, 2020	10:00 PM
Wednesday (Ice for Kids Millennium)	Jan 8, 2020	6:15 PM	3 hours	Jan 8, 2020	9:15 PM
Wednesday (52 Canadians Arena)	Jan 8, 2020	9:00 PM	1 hour	Jan 8, 2020	10:00PM
Thursday (Ice for Kids Millennium)	Jan 9, 2020	6:15AM	1 hour	Jan 9, 2020	7:15AM
Thursday (52 Canadians Arena)	Jan 9, 2020	5:30 PM	4 ho11rs	Jan 9, 2020	9:30 PM
Thursday (Ice for Kids Millennium)	Jan 9, 2020	8:45 PM	W,ho11rs	Jan 9, 2020	10:15 PM
Friday (52 Canadians Arena)	Jan 10, 2020	5:00 PM	1½ hours	Jan 10,2020	6:30 PM
Saturday (52 Canadians Arena)	Jan 11, 2020	11:00AM	4hours	Jan 11, 2020	3:00 PM
Monday (52 Canadians Arena)	Jan 13, 2020	5:00 PM	4 hours	Jan 13, 2020	9:00 PM
Monday (Ice for Kids Millennium)	Jan 13, 2020	5:15 PM	2 ho11rs	Jan 13, 2020	7:15 PM
Tuesday (52 Canadians Arena)	Jan 14, 2020	6:15AM	1 hour	Jan 14, 2020	7:15AM
Tuesday (52 Canadians Arena)	Jan 14, 2020	6:00 PM	1 hour	Jan 14, 2020	7:00 PM
Wednesday (Ice for Kids Millennium)	Jan 15, 2020	6:15 PM	4 hours	Jan 15, 2020	10:15 PM

Penn it Contract

<https://anprodca.active.com/fortfrances/servlet/PemlitDe tail.sdi?id...>

Wednesday (52 Canadians Arena)	Jan 15, 2020	9:00 PM	1 hour	Jan 15, 2020	10:00 PM
Thursday (52 Canadians Arena)	Jan 16, 2020	5:30 PM	4 hours	Jan 16, 2020	9:30 PM
Thursday (Ice for Kids Millennium)	Jan 16, 2020	8:45 PM	1½ hours	Jan 16, 2020	10:15 PM
Friday (52 Canadians Arena)	Jan 17, 2020	5:00 PM	1½ hours	Jan 17, 2020	6:30 PM
Saturday (52 Canadians Arena)	Jan 18, 2020	11:00 AM	5 hours	Jan 18, 2020	4:00PM
Sunday (52 Canadians Arena)	Jan 19, 2020	11:00 AM	2 hours	Jan 19, 2020	1:00PM
Monday (52 Canadians Arena)	Jan 20, 2020	5:00 PM	2 hours	Jan 20, 2020	7:00 PM
Monday (Ice for Kids Millennium)	Jan 20, 2020	5:15PM	1½ hours	Jan 20, 2020	6:45 PM
Monday (52 Canadians Arena)	Jan 20, 2020	8:00 PM	1 hour	Jan 20, 2020	9:00 PM
Tuesday (52 Canadians Arena)	Jan 21, 2020	6:00PM	4 hours	Jan 21, 2020	10:00 PM
Wednesday (Ice for Kids Millennium)	Jan 22, 2020	5:15 PM	1 hour	Jan 22, 2020	6:15PM
Wednesday (Ice for Kids Millennium)	Jan 22, 2020	6:15 PM	3 hours	Jan 22, 2020	9:15 PM
Wednesday (52 Canadians Arena)	Jan 22, 2020	9:00 PM	1 hour	Jan 22, 2020	10:00 PM
Thursday (Ice for Kids Millennium)	Jan 23, 2020	6:15 AM	1 hour	Jan 23, 2020	7:15AM
Thursday (52 Canadians Arena)	Jan 23, 2020	5:30 PM	4 hours	Jan 23, 2020	9:30 PM
Thursday (Ice for Kids Millennium)	Jan 23, 2020	8:45 PM	1½ hours	Jan 23, 2020	10:15 PM
Friday (Ice for Kids Millennium)	Jan 24, 2020	4:45 PM	2 hours	Jan 24, 2020	6:45 PM
Friday (52 Canadians Arena)	Jan 24, 2020	5:00 PM	2 hours	Jan 24, 2020	7:00 PM
Saturday (52 Canadians Arena)	Jan 25, 2020	11:00 AM	3 hours	Jan 25, 2020	2:00 PM
Saturday (Ice for Kids Millennium)	Jan 25, 2020	11:15 AM	2 hours	Jan 25, 2020	1:15 PM
Sunday (Ice for Kids Millennium)	Jan 26, 2020	8:15AM	3 hours	Jan 26, 2020	11:15AM
Monday (52 Canadians Arena)	Jan 27, 2020	5:00 PM	4 hours	Jan 27, 2020	9:00 PM
Monday (Ice for Kids Millennium)	Jan 27, 2020	5:15 PM	2 hours	Jan 27, 2020	7:15 PM
Tuesday (52 Canadians Arena)	Jan 28, 2020	6:00 PM	4 hours	Jan 28, 2020	10:00 PM
Wednesday (Ice for Kids Millennium)	Jan 29, 2020	6:15PM	4 hours	Jan 29, 2020	10:15 PM
Wednesday (52 Canadians Arena)	Jan 29, 2020	9:00 PM	1 hour	Jan 29, 2020	10:00 PM
Thursday (Ice for Kids Millennium)	Jan 30, 2020	6:15 AM	1 hour	Jan 30, 2020	7:15AM
Thursday (52 Canadians Arena)	Jan 30, 2020	5:30 PM	3 hours	Jan 30, 2020	8:30 PM
Thursday (Ice for Kids Millennium)	Jan 30, 2020	8:45 PM	1½ hours	Jan 30, 2020	10:15PM
Friday (52 Canadians Arena)	Jan 31, 2020	5:00 PM	1½ hours	Jan 31, 2020	6:30 PM
Summary	Notes				
Total Number of Dates: 51					
Total time: 122½ hours					

T CHARGES

Description	Event/ Resource	Unit Fee	Units	Tax	Charge
Minor Hockey Prime Time 10-160-1634-0330-40651	Minor Hockey January Ice #2567 Ice for Kids Millennium 52 Canadians Arena	\$103.41	117.50	HST: \$1,579.59	\$13,730.27

Minor Hockey NonPrime Time AM10-160-1634-0330-40651

Minor Hockey January Ice #2587
Ice for Kids Millennium
52 Canadians Arena\$71.64 5.00 HST: \$46.57 \$404.77¹**Payment Schedule for Original Balance of \$14,135.04**

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Feb 15, 2020	\$14,135.04	\$0	\$0	\$14,135.04
			Current Balance	\$14,135.04¹

WAIVERS**Facilities Waiver**

Due Date: Jan 2, 2020

General Waiver When Renting All Facilities

I understand that I am responsible for my group and/or parties actions and conduct during my reservation. My current and future reservation requests may be cancelled if the following should occur: Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.) abuse of staff or property. Full payment is required at the time of the booking. I must provide at least two weeks notice of cancellation of my booking. If cancelled prior to two weeks I will receive a refund minus 10% of total. After the two week deadline a refund will NOT be issued. Regular contract users will not be subject to the 10% surcharge. Contract changes/cancellations will only be accepted from the individual originally booking the facility(s). My group will assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and/or destruction of the above named properties will result in repair and/or replacement fees borne by me. In all circumstances, the Town of Fort Frances retains full authority for final approval and denial of facility reservation request.

Signature: _____

TOFF Facility Rental Policy

Due Date: Jan 2, 2020

I have read and agree to abide by the terms and conditions of the Town of Fort Frances Facility Rental Policy.

TOFF Facility

Signature: _____

Rental Agreement Terms and Condition

Due Date: Jan 2, 2020

Rental Agreement Terms and Condition:

- 1) I have been provided with the Town of Fort Frances Smoking Policy. Alcohol Policy. Facility Rental Policy.
- 2) I understand and agree that in the case of a cancellation, two weeks notice is required at which time a refund request will be submitted minus a 10% administration fee.
- 3) I agree to be responsible for any wilful damage to the premise and report any damage to the Memorial Sports Centre staff immediately at (B07) 274-4561.
- 4) I agree to leave the facility clean and in good condition.
- 5) I agree to indemnify and save harmless the Town of Fort Frances, its officers, servants, and agents from and against all claims, demands, costs, actions, causes, of action, expenses whatsoever which may be taken or made against them by or any of them for any loss, damage, or injury, including deaths, of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omission of the Municipality, her servants or agents in relation to the operation of Auditorium.
- 6) I understand that I need Third Party Alcohol Liability Insurance: this program provides protection when lawsuits are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. A valid liquor permit or license must be in place for service of alcohol. The policy would be in the name of the individual or organization that has rented the facility, and has taken out the liquor permit.
- 7) I understand and agree to provide copies of Smart Serve Cards, Liquor License, and Third Party Liability Insurance to Melissa at least one week prior to my event. I understand that I will not be given keys until this is done.
- 8) I have provided Melissa with the room set up request.
- 9) I understand that ice is provided but I must supply my own Pepsi products for my event.
- 10) Page 7 of the TOFF Municipal Alcohol Policy must be filled out and returned completed with all documents.
- 11) The bar and all alcohol must be vacated by 1:45 a.m. (see alcohol policy)
- 12) All other belongings such as decorations and kitchen supplies must be removed by noon the next day.

I/we have read and agree to adhere to the terms and conditions of this agreement and its entire links with the Town of Fort Frances for the use of Auditorium.

Name: _____

Date: _____

Town of Fort Frances Alcohol Policy:**APPENDIX 7B? • AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER**

1. I have received and reviewed a copy of the Town of Fort Frances Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.

Pemit Contract

<https://anprodca.active.com/fortfrances/servlet/PemitDetail.sdi?id...>

3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Fort Frances staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.

4. I understand I can be held liable for injuries ~~and damages~~ arising from failure to adhere to the Liquor Licence Act of Ontario.

Name

Date

Signature: _____

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

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A3P9



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

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

email: town@fortfrances.com
www.fort-frances.com

03 February 2020

Fort Frances Minor Hockey Association
Box 306
Fort Frances, ON P9A 3M3
Attn: David Coats (e-mail dcoats@nwhu.on.ca)

To Whom It May Concern:

Subject: Damage to Town Property January 15, 2020 at Memorial Sports Centre

We are advised that on January 15, 2020 at approximately 6:50 p.m. a sprinkler pipe in dressing room #3 was broken due to 'one or more kids hanging off the sprinkler pipe'. The kids who caused the damage were using the facility under the Fort Frances Minor Hockey contract (copy attached). The contract clearly states that damage or destruction of the property that results in repair and or replacement fees will be billed directly to the user group. This incident caused damage and required the Town to incur extra costs to clean up the mess and provide firewatch for the facility as there was no functioning sprinkler system until repairs could be made.

At this time we are providing you this formal notice that the Town of Fort Frances will be seeking to recover damages from you estimated at \$1247.00.

We look forward to you attending to settlement of the damages when the Town sends you an invoice for the total amount of damages.

Yours truly,

ADMINISTRATION & FINANCE DIVISION



Elizabeth (Lisa) Slomke, AOMC
Municipal Clerk
/es

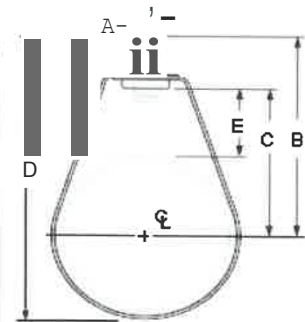
Cc: T. Rob, Operations and Facilities Manager
R. Calder Jr., Facilities Superintendent
A. Bisson, Recreation & Culture Manager
H. Hatch, Accounts Receivable

SWIVEL RING HANGER #41

- ☐ 1/2" through 8"
- ☐ Carbon Steel
- ☐ Pre-Galvanized c/w Zinc Insert Nut
- ☐ ULC, UL, and FM. Complies with MSS SP-58 & SP-69 (Type 10).
- ☐ Recommended for the suspension of non-insulated stationary pipe lines allowing for vertical adjustment.
- ☐ Specify pipe size, figure number and name.



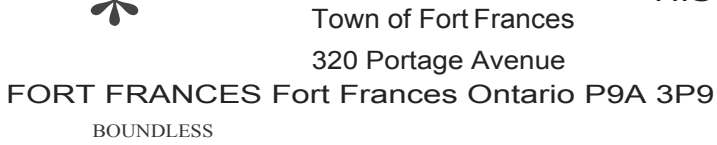
IRON PIPE SIZE	SPECIFICATION DATA					LOAD (LBS)	PER 100 (LBS)	PER PKG.
1/2	3/8	2 15/16	1 7/8	3 3/8	1 7/16	400	9	100
3/4	3/8	2 7/8	1 7/8	3 3/8	1 11/32	400	9	100
1	3/8	2 7/8	1 7/8	3 1/2	1 7/32	400	9	100
1 1/4	3/8	3 1/16	1 15/16	3 7/8	1 1/8	400	10	100
1 1/2	3/8	3 3/16	2 1/8	4 1/8	1 3/16	400	11	100
2	3/8	3 7/16	2 7/16	4 5/8	1 1/4	400	12	100
2 1/2	3/8	3 13/16	2 3/4	5 1/4	1 3/8	600	28	50
3	3/8	4	3	5 3/4	1 1/4	600	30	50
4	3/8	4 3/4	3 3/4	7	1 1/2	1000	37	25
5	1/2	6	4 3/4	8 3/4	1 15/16	1000	83	20
6	1/2	6 9/16	5 1/4	9 7/8	1 15/16	1250	95	15
8	1/2	7 13/16	6 5/8	12 1/8	2 5/16	1250	118	10



...
 <\$:>
 APPROVED

QWI 4.3.1 Issue Date Jun/13 Rev.4

Note: when referencing a printed copy of this specification page please insure it is the latest version as found on our website at www.taylorassociate.com



Customer ID	MINOR0001
INVOICE	IVC0000007171
Type	
Date	2020-02-10
Page	

MINOR HOCKEY ASSOCIATION
ATTN: DAVID COATS
PO BOX 306
FORT FRANCES ON P9A 3M?

HAT# 1nn R 411RRRTnnn1

February 7, 2020

MEMO TO: Heather Hatch, Tax Administrator/Accounts Receivable

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: **Recovery of costs for damages at ..SC**

Please invoice the Fort Frances Minor Hockey Association as outlined in the attached incident report from Ray Calder Jr. for damages incurred by the Town at the Memorial Sports Centre during FFMHA rental on January 15, 2020.

Rates used are in line with the 2020 User Fee by-law.

Costs to be invoiced out:

Call in - Bob Green	4 hours x \$45.10 = \$180.40
Call in and Overtime - Andrew Roth	.10 hours x \$67.70 = \$677.00
VIPOND repair costs (invoice attached)	\$611.59 x 1.0176 = \$622.35

TOTAL to be invoiced to Fort Frances Minor Hockey is \$1479.75.

Please credit the recovery to GL 10-160-1634-0430-40589.

Thanks



**VIPOND FIRE PROTECTION**

DIVISION OF VIPOND INC.
1124 WATERFORD ST
THUNDER BAY, ON P78 5R1
PHONE: (807) 623-1214

INVOICE

VFP106751

BILL TO FORT FRANCES SPORTCENTRE
740 SCOTT STREET
FORT FRANCES, ON P9A 1H8

JOB SITE FORT FRANCES SPORT CENTRE
740 SCOTT STREET
FORT FRANCES, ON P9A 1H8

Customer PO	Astea Reference No.	Our Job Number	Invoice Date	Customer No.	Terms
<u>Ray Calder</u>	<u>sy20011so1so@@1</u>	<u>623846</u>	<u>01-21-20</u>		<u>QUE ON REQEIPJ</u>

Job Description: FORT FRANCES SPORT CENTRE

Nature of the Call: 1/16/2020 8:44 AM KELLY CONNOR: REPLACE BROKEN PIPE

Problem Resolution: 1/16/2020 1:14 PM DION MCKENZIE: COMPLETE REPLACE BROKEN PIPE

Sales Person: KELLY CONNOR

Project Manager: KELLY CONNOR

Primary Field Tech: MCKENZIE, DION

Invoiced asperwork performed

Signed by:

DESCRIPTION

SPRINKLER SERVICE LABOUR
PIPE SCH. 40 1"
NIPPLE 1 X 4 1/2
ELL CI 90 1.25"
ELL CI 90 RED 1 X .75
TEE CI RED 1X1X1.25"
RING SWIVEL 1"

QUANTITY

6.00
2.00
1.00
1.00
1.00
2.00
12.00

AMOUNT

570.00
5.24
4.04
4.29
3.84
17.34
6.84

Gross Amount this Invoice

611.59

OHST 13% 892140880RT0001

79.51

Net Amount Due this Request

691.10

PLEASE REMIT PAYMENT TO:

95 PACIFIC AVE.
SUDBURY, ON P3C 3J1

Pay This Amount ...

691.10

//

Bu Calder Jr.

From: Ray Calder Jr.
Sent: Friday, January 31, 2020 8:59 AM
To: Ray Calder Jr.
Subject: FW: Broken Sprinkler Line in IFK Dressing Room

Hi Lisa,

As you are aware, we had an incident take place at MSC last Wednesday in regards to a broken sprinkler line. The following is a brief rundown of what occurred and associated costs.

On Wednesday, January 29th at approximately 6:50 p.m. I received a text that the fire alarm was "going off" at the Sports Centre. The Facility Attendant, Bruce Whalen, then phoned me to tell me that a water sprinkler was broken in dressing room# 3 on the IFK side which had, in effect triggered the activation of the fire alarm. At the time, Bruce was not aware of where the shut-off valve was for the sprinkler system, so I called Bob Green to meet me at the arena facility.

Upon my arrival the alarm was still going off and I was met by two Town of Fort Frances Firemen. Bruce Whalen then located the isolation valve for the sprinkler system and we de-activated the fire alarm. We then discovered that several kids from a minor hockey team had been in the dressing room preparing for a hockey game. One or more of the kids had been turning on the sprinkler, and the pipe broke at a joint along with two pipe supports. Bob Green then started cleaning up the facility.

In conversation with the firemen, I was told that since the sprinkler system was now out of service that I would require someone on "fire-watch" to monitor the facility until proper fire protection services were back in place. I then called another Facility Attendant, Andrew Roth, who came in for the night to help clean and perform the required fire-watch duties.

I then got in touch with a representative of our fire protection services company, "VIPOND", who said he would come to the facility first thing in the morning. He arrived as promised, and our system was back in service by 2:00 p.m. Thursday, January 30th. (I also had him go around and change out several other pipe support hangers while he was here.)

j

March 4, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from the Community Garden for a Water Supply

At the February 24, 2020 meeting of Council, the Community Garden Committee made a presentation requesting a water source for their activities. Currently they utilize a number of smaller stationary totes of water filled by neighbors from their houses to supply the water, that is a critical component to the success of the community garden activities.

Currently the closest point of water is a fire hydrant located at the corner of 5th Street and Lillie Avenue, approximately 95m from the garden. A meter and backflow device can be purchased and installed on the hydrant with a valve lock. It would be charged and ready for the garden's use by those with the valve key to fill the totes or tanks around the garden. In addition to the valve, the garden would have to procure about 150m of fire hose to get from the hydrant to the various tanks around the site, or less if they consolidated the tanks in one central location.

Attached is a report from Mr. Craig Miller, Environmental Superintendent outlining some options and prices for materials to make a connection to the Fire Hydrant and having ample hose to reach all areas of the garden.

A couple of questions that Council needs to be aware of in their determination are:

1. Is there a want to charge for the water used? Currently the water comes from a residential flat rate paying customer, so the Town is not seeing any additional revenue from this water consumption.
2. Annually when the hydrant is setup with the backflow device, there will be a fee for the testing and verifying of the backflow device. This fee is about \$200.00 annually, does Council want this fee charged back to the Community Garden?

The O&F Division met with members of the Community Garden to further understand their needs and discuss costs. It is our understanding that they plan to secure funding to purchase the necessary equipment to be installed by the Town on the hydrant. The garden would have the hose stored on site and connect it to the hydrant when needed to fill the tanks. The Town will be required to setup the backflow device, turn on the hydrant and certify the backflow device annually as well as shut down and winterize the hydrant at the end of the year. We currently use this hydrant to flush periodically and winterize annually so this work would not drastically impact our normal operations.

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

1. the Community Garden be provided with a water source on a hydrant at the corner of Fifth Street and Lillie Avenue for Community Garden Use only whereby the materials will be secured by the Town, at the cost of the garden,
2. The fees associated with the consumption of water be waived in support of this community project.
3. That the Community Garden be charged annually for the certification of the backflow device.

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 Community Garden be provided with a water source on a hydrant at the corner of Fifth Street and Lillie Avenue for Community Garden Use only whereby the materials will be secured by the Town, at the cost of the garden,**
- 2. The fees associated with the consumption of water be waived in support of this community project.**
- 3. That the Community Garden be charged annually for the certification of the backflow device.**

Manager of Operations and Facilities

2020Mar4 Community Garden Water Request.docx

February 28, 2020

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

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

SUBJECT: Community Garden Water Options

The organizers of the community garden have asked for better options for supplying water to the gardens. Currently, two residents are filling up water totes with garden hoses. This is time consuming and not overly practical to continue.

Accordingly, it is our recommendation that we utilize the fire hydrant located at the intersection of Lillie Avenue and Fifth Street West. We can apply a backflow protection device to the hydrant for the growing season and the garden organizers can deploy fire hose, as required, to supply water to the gardens.

Costs of this solution are as follows:

- 1) Backflow protection device - \$2,193.85 (not metered)
- 2) Backflow protection device - \$5,005.59 (metered)
- 3) Fire Hose 12 lengths (50 feet per length x \$198 per length) - \$2,376

The garden has not been paying for water usage up to this point, and it is my opinion that this practise should continue as it is a beneficial program for the community. This would make the unmetered backflow protection device the preferred choice.

Subtotal: $\$2193.85 + \$2376 = \$4,570$

Contingency for miscellaneous parts and adapters, etc: \$915 (approx. 20%)

Total Estimated Budget (excluding HST): \$5485

Respectfully submitted,



Craig Miller, P.Eng.
Environmental Superintendent

c:>FLOCOR

FLOCOR- WINNIPEG
 FLOCOR INC.
 777 CENTURY ST.
 WINNIPEG MB R3H 0M2
 Telephone (204) 774-3461
 Fax (204)786-5044
 Web Site WWW.FLOCOR.CA

QUOTATION
SOUSSION
 (**1581327**)

Sold To/ Vendu	
FORT FRANCES, TOWN OF	065055
320 PORTAGE AVE	
PORT FRANCES ON P9A 3J9	
Tel:(807) 274-2036	Fax:(807) 274-7360

Ship To / Livre à

Description		Job/Projet	Page
3" 994-HMB-CFM & 994-BLT			1
Quotation date/Date soumission Salesman/Commls		Ordered By/Commande par	
2/13/20 ITED MARKS			
Seq.	Qty/Qte	UIM Product No - Description / No Product - Description	UnitPrice/Prix unit. Dsc./Esc, Ext. Price/Prix ext.
10	1.00	TEM 994-HMB-CFM-3, 3" HYDRANT METER BACKFLOW PREVENTER #0437809	5,005.5900 5,005.59
40	1.00	TEM 994-BLT, 3" PORTABLE HYDRANT BACKFLOW PREVENTER #0437815 *4-5 WEEKS DELIVERY FROM THE *TIME OF ORDER BEING PLACED	2,193.8500 2,193.85
*- G.S.T. EXTRA *- P.S.T. EXTRA *- NET 30 DAY TERMS *- FOB OUR WAREHOUSE.WINNIPEG *- SUBJECT TO PRIOR SALE			
			Shipping/Transport .00
			Other Fees/ Autres frais .00
			Sub-total/ Sous-total 7,199.44
			GST /TPS 359.97
			PST/TVQ .00
			Total+ Taxes 7,559.41

DUE TO THE JULY 1, 2018 IMPOSITION OF TARIFFS ON SOME STEEL AND ALUMINUM GOODS MANUFACTURED IN THE US, AND PENDING ANTI-DUMPING LEGISLATION ON ERW PIPE ORIGINATING FROM PAKISTAN, VIETNAM, THE PHILIPPINES AND TURKEY, FLOCOR RESERVES THE RIGHT TO INCLUDE AN ADDITIONAL CHARGE ON MATERIALS DELIVERED AFTER JULY 1, 2018

Customer's signature:

Date:

Printed on / Imprime le: 2/13/20

Page 25 of 77

USOUPC - 201.W.I.;31

Craig Miller

From: dan@sunsetsystems.ca
Sent: Thursday, February 27, 2020 4:37 PM
To: Craig Miller
Subject: Fire hose
Attachments: NAFH IND600.pdf; NAFH IA800.pdf

As mentioned in my text, I recommend using a reducer to get from 65mm CSA to 38mm NPSH(IPT). This hose has less volume so that means there will be a higher turnover in water which means less time to heat up from the sun.

38mm Rubber (red) x SO' IND-600 \$198.00 Each

38mm Double Jacketed (white) x 50' IA-800 \$145.00 Each

I'm guessing there will be about \$50.00 shipping cost but wont be able to confirm to we place the order . Guaranteed it wont be higher than \$100 shipping.

See attached specs for reference.

There are a lot of other products but these will stand up to abuse from the elements.

Sincerely,

Dan DeGagne
 General Manager
 Sunset Protection Systems
 Cell: (807)275-9515
 Office (807)270-5625
www.sunset syst ems.ca



January 2020

**Monthly Summary Report
Water Systems**

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

Dated: February 03, 2020

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of January 2020 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 Monthly Usage 6.5 m3

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

Water Treatment Plant (treated): 5 samples taken no adverse results

Water Treatment Plant (raw): 5 samples taken no adverse results

Water Distribution System: 20 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. 720 Scott St. | 2. 1036 Victoria Ave. | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 943 Third St. E. | 6. 500 Keating Ave. | 7. 901 Wright Ave. | 8. W. Tower |
| 9. 1330 Woodward St. | 10. 1001 King's Hwy. | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 1109 Colonization Rd. W. | 14. 943 3rd St. E. | 15. 901 Wright Ave. | 16. W. Tower |
| 17. 940 3 rd St. East. | 18. 740 6 th St. West. | 19. 1324 King's Hwy. | 20. 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 29, 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:

- Jan. 3rd -cleaned all 4 check valves on the poly unit.
-cleaned top and bottom tanks on the poly unit.
-calibrated the distributor chlorine analyzer.
- Jan. 8th -cleaned troughs on clarifier #2.
- Jan. 9th - cleaned troughs on clarifier #1.
-cleaned flumes on filters.
-cleaned all 4 check valves on the poly unit.
-cleaned top and bottom tanks on the poly unit.
- Jan. 16th -cleaned all 4 check valves on the poly unit.
-cleaned top and bottom tanks on the poly unit.
- Jan. 21st -cleaned out bottom of soda ash bucket elevator.
- Jan. 22nd -changed hose on compressor # 2.
- Jan. 23rd -cleaned the check valves on the poly unit.
-cleaned top and bottom tanks on the poly unit.
- Jan. 27th -changed filters on soda ash dust collector.

Jan. 28th -ran the standby generator.

Jan. 29th -greased both clarifiers, chains, bearings and gears
 -greased bucket elevator.
 -greased air scour blower.
 -greased poly unit.

Jan. 30th -put new probe on chlorine analyzer # 2.

Jan. 31st -cleaned the check valves on the poly unit.
 -cleaned top and bottom tanks on the poly unit.

8) **Water Complaints:**

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

9) **Other Miscellaneous Information:**

Jan. 2nd -routine micro samples collection.

Jan. 7th -century cranes here to service our hoists.

Jan. 8th -routine micro sample collection.

Jan. 13th -Pryde's Plumbing here working on boiler.

Jan. 14th -routine micro sample collection.

Jan. 16th -M.E.C.P. here for annual inspection.

Jan. 17th -M.E.C.P. here for annual inspection.

Jan. 20th -routine micro sample collection.

Jan. 23rd -Cannect Electric here changing lights on outside of building.

Jan. 24th -cleaned top of soda ash bucked elevator.

Jan. 27th -routine micro sample collection.

Jan. 29th -took grab samples off the filters,
-calibrated fluoride analyzer.

Jan. 31st -received a load of Alum.

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, P.Eng. Environmental Superintendent: _____
- Travis Rob, P.Eng. 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 - WTP - 220000978
3 Year Comparison - January
Flow and Operating Data

Flow Data January	Units	2018	2019	2020
Total Raw Water	m ³	161760	160760	155620
Raw Maximum Day	m ³	5460	6200	5280
Raw Minimum Day	m ³	4930	4890	4720
Raw Average Daily Consumption	m ³	5220	5190	5020
Total Treated Water	m ³	119180	115440	108720
Treated Water Maximim Day Consumption	m ³	4110	4850	4240
Treated Water Minimim Day Consumption	m ³	3590	2810	3040
Treated Water Average Day Consumption	m ³	3850	3710	3520
Daily Average Per Household Consumption Rate	m ³	1.018	0.981	0.930
* Daily Average Per Person Consumption Rate	m ³	0.482	0.465	0.441
Monthly Averages - Operating Parameters WTP:				
FAC Residual - Treated Water	mg/L	2.22	2.24	2.12
Total Chlorine Residual - Treated Water	mg/L	2.41	2.46	2.35
Aluminum Sulphate - Raw Water	mg/L	35.0	35.0	35.0
Aluminum Sulphate - Treated Water Residual	mg/L	0.04	0.03	0.07
Fluoride - Treated Water	mg/L	0.55	0.62	0.75
Soda Ash - Raw Water	mg/L	35.0	35.0	35.0
pH - Adjusted	mg/L	7.18	7.19	6.98
Temperature	C	2.0	2.0	2.0
Quantity of Chemical Used:	kg			
Aluminum Sulphate	kg	5661.6	5626.6	5446.7
Polyelectrolyte	kg	62.5	75	62.5
Chlorine Gas	kg	623	621	617
Soda Ash - Used for PH Adjustment	kg	5661.6	5626.6	5446.7
Fluoride	kg	604	581	693

- * The Canadian Average is 450 Litres (0.45 m³) 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	4.99	5.08	5.03	4.93	5.02	5.11	5.02	5.01	5.01	5.01	4.72	5.04	5.25	5.05	5.00	5.02	5.05	5.12	4.86	5.03	5.09	5.02	5.03	5.00	5.28	4.94	4.86	4.99	5.07	4.97	5.02	155.62	5.02
Peak Instantaneous - Raw Water	L/s	n/a	58.71	58.68	58.63	58.69	58.68	58.74	58.53	58.55	58.60	58.63	58.65	58.61	58.58	58.79	58.80	58.80	58.80	58.78	58.80	58.88	58.78	58.83	58.90	58.80	58.77	58.75	58.80	58.73	58.73	58.81	58.73		58.73
Treated Water	10^3 M^3	17	3.47	3.05	3.52	3.04	3.37	3.67	3.40	3.19	3.41	3.48	3.05	3.29	3.73	3.62	3.59	3.30	3.66	4.24	3.21	3.77	3.72	3.66	3.64	3.70	3.51	3.51	3.55	3.61	3.97	3.63	3.16	108.72	3.52
Peak Instantaneous - Treated Water	L/s	n/a	62.90	62.70	63.16	62.11	64.13	62.86	63.50	63.34	64.37	63.68	64.01	64.57	63.00	64.15	64.78	62.71	63.71	66.35	63.81	63.17	64.55	63.48	64.37	64.15	64.24	64.18	63.01	64.47	64.90	65.19	63.39		63.84
BackWash Water	10^3 M^3	n/a	0.29	0.27	0.24	0.29	0.27	0.24	0.29	0.27	0.24	0.29	0.27	0.23	0.29	0.27	0.24	0.29	0.27	0.24	0.29	0.27	0.25	0.29	0.26	0.25	0.29	0.26	0.25	0.28	0.27	0.249	0.284	8.253	0.266
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.73	0.75	0.74	0.74	0.74	0.74	0.77	0.75	0.74	0.77	0.75	0.74	0.72	0.75	0.76	0.74	0.75	0.76	0.76	0.75	0.76	0.78	0.77	0.78	0.78	0.78	0.78	0.77	0.78	0.71	0.72		0.75
Turbidity Information																																			
Raw Water	NTU	n/a	0.93	0.88	0.83	0.88	0.93	0.90	0.55	0.86	0.60	0.54	0.58	0.67	0.54	0.66	0.65	0.56	0.53	0.65	0.71	0.73	0.49	0.39	0.60	0.42	0.14	0.92	0.76	0.81	0.88	0.59	0.71		0.67
Settled Water	NTU	n/a	0.19	0.17	0.17	0.18	0.17	0.17	0.18	0.15	0.28	0.14	0.11	0.13	0.10	0.19	0.23	0.14	0.11	0.18	0.13	0.14	0.13	0.09	0.09	0.07	0.01	0.09	0.16	0.13	0.14	0.12	0.12		0.14
Treated Water	NTU	1	0.16	0.14	0.14	0.15	0.13	0.13	0.17	0.17	0.15	0.20	0.17	0.19	0.23	0.23	0.23	0.21	0.22	0.20	0.19	0.18	0.20	0.10	0.14	0.22	0.22	0.19	0.23	0.22	0.20	0.17	0.15		0.18
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	6.96	6.96	6.98	6.99	7.01	7.01	6.98	6.99	6.99	6.99	6.93	6.95	6.96	7.07	7.07	7.03	6.99	7.03	6.93	6.97	6.97	6.97	6.98	6.99	6.94	6.94	6.95	6.97	6.84	6.93	7.00		6.98
pH - Settled water	no units	n/a	6.35	6.37	6.37	6.36	6.41	6.43	6.45	6.44	6.41	6.40	6.36	6.18	6.40	6.29	6.43	6.34	6.45	6.45	6.38	6.36	6.40	6.39	6.37	6.42	6.43	6.39	6.37	6.36	6.22	6.3	6.25		6.37
pH - Raw Water	no units	n/a	6.97	6.93	6.96	6.95	6.91	6.93	7.03	6.97	7.08	7.02	6.91	6.93	7.03	6.96	7.16	7.08	7.14	6.90	6.93	6.98	6.90	6.89	6.89	6.87	6.86	6.89	6.88	6.86	6.79	6.86	6.85		6.95
FAC - Treated Water	mg/l	0.2 to 4	2.18	2.15	2.24	2.26	2.30	2.28	2.28	2.26	2.34	2.44	2.38	2.28	2.21	2.01	1.77	1.95	2.08	2.07	1.98	2.02	2.08	2.00	2.02	2.00	1.97	2.00	2.00	2.03	2.11	2.01	2.00		2.12
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.36	2.28	2.38	2.42	2.42	2.48	2.56	2.48	2.96	2.84	2.76	2.56	2.84	2.30	1.85	2.36	2.32	2.26	2.16	2.26	2.22	2.20	2.18	2.22	2.16	2.14	2.10	2.24	2.20	2.16	2.12		2.35
Temperature	C	15	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		2.0
Fluoride used (Total Daily Consumption)	kg	n/a	21.0	22.0	21.0	21.0	20.0	21.0	22.0	23.0	23.0	24.0	21.0	23.0	24.0	23.0	22.0	22.0	22.0	22.0	19.0	22.0	21.0	23.0	24.0	24.0	25.0	24.0	22.0	24.0	23.0	23.0	22.0	693.00	22.4
Chlorine used (Total Daily Consumption)	kg	n/a	22.0	21.0	22.0	21.0	21.0	22.0	22.0	21.0	24.0	19.0	21.0	22.0	25.0	15.0	17.0	18.0	19.0	20.0	17.0	20.0	19.0	19.0	19.0	19.0	20.0	18.0	18.0	19.0	19.0	19.0	19.0	617.00	19.9
Soda ash (Total Daily Consumption)	kg	n/a	174.7	177.8	176.1	172.6	175.7	178.9	175.7	175.4	175.4	175.4	165.2	176.4	183.8	176.8	175.0	175.7	176.8	179.2	170.1	176.1	178.2	175.7	176.1	175.0	184.8	172.9	170.1	174.7	177.5	174.0	175.7	5446.70	175.7
Soda Ash - Dosage	mg/l	n/a	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35		35.0
Alum residual - (Total Daily Consumption)	kg	n/a	174.7	177.8	176.1	172.6	175.7	178.9	175.7	175.4	175.4	175.4	165.2	176.4	183.8	176.8	175.0	175.7	176.8	179.2	170.1	176.1	178.2	175.7	176.1	175.0	184.8	172.9	170.1	174.7	177.5	174.0	175.7	5446.70	175.7
Alum residual - Dosage	mg/l	n/a	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35		35.0
Alum residual - Treated Water	mg/l	0.1	0.06	0.06	0.05	0.05	0.05	0.05	0.07	0.08	0.06	0.05	0.08	0.05	0.08	0.07	0.08	0.08	0.08	0.08	0.05	0.05	0.05	0.06	0.06	0.06	0.07	0.07	0.08	0.07	0.07	0.08	0.09		0.07
Poly bags added (25 kg bags)	kg				0.5					0.5							0.5							0.5						0.5				62.5	

March 4, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Declaring Buildings and Property Surplus – 1150 Portage Avenue North

Background

After the closure of the Fort Frances Children's Complex, the property and building were offered to the Sister Kennedy Centre as an option to relocate the centre. At the February 24, 2020 meeting of Council, a report was brought forward from the Sister Kennedy Centre Board informing Council that they did not wish to move locations. At this time, we need to move forward now with the disposal of this facility.

The Children's complex sits on a piece of property bound to the south by additional Town property, to the north by 8th Street, to the east by vacant property then a public lane and to the west by Portage Avenue. The property is 87.02m fronting Portage Avenue and 61.15m deep. The Town has the opportunity to sell some or all of this property and could also consider, for the right development proposal, the inclusion of the North End Rink property to the south and/or the vacant property to the east. Attached to this report you will find a map of the current property layout.

Next Steps

With the property now vacant and some of the contents redistributed to other Town departments as needed, the Town needs to begin the process of selling that building and associated property. There are a tremendous amount of contents still remaining in the building which will be dealt with separately. For the building we plan to advertise a request for proposal looking for interested parties to purchase the property. The intent is to restrict this to development proposals that would result in tax paying entity owning that property.

This property contains a 10kW roof top solar system on it under contract for a period of 20 years whereby we generate \$0.80 per kWh of generated power. Since this system was commissioned in late 2011 we have generated 62.64 MWh and \$56,155.38 in revenue towards paying off this system. The nature of the agreement is such that it can not be transferred to another building, however we can apply to transfer the agreement to another owner. A second option that the Town has would be to relocate the solar system from that building onto another building to reduce the consumption on that building but getting into another generation contract will not be possible as the program has ended. Administration is looking into the costs associated with moving the system to determine the viability of that. The most suitable candidate building at this point is the Civic Centre. The intent is to outline both options in the RFP, sale with and without the solar system.

At this point, administration has discussed the future Town use of the property and there is no internal need for this building. Council now has to declare the property surplus so that the process to sell the property can begin as soon as possible to minimize the carrying costs imposed by the corporation. This type of action is typically handled by the Clerk, however due to the timeliness of this request and upcoming vacation, I have taken the liberty to cover this process.

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

1. The property, being 1150 Portage Avenue North containing the former Children's Complex building and related out buildings be declared surplus,

2. A request for proposals be released soliciting interested parties bring forward their development proposals and,
3. The Town intends to sell this property to an agency which would develop the property in a manner that would generate tax revenue for the corporation.

Respectfully Submitted



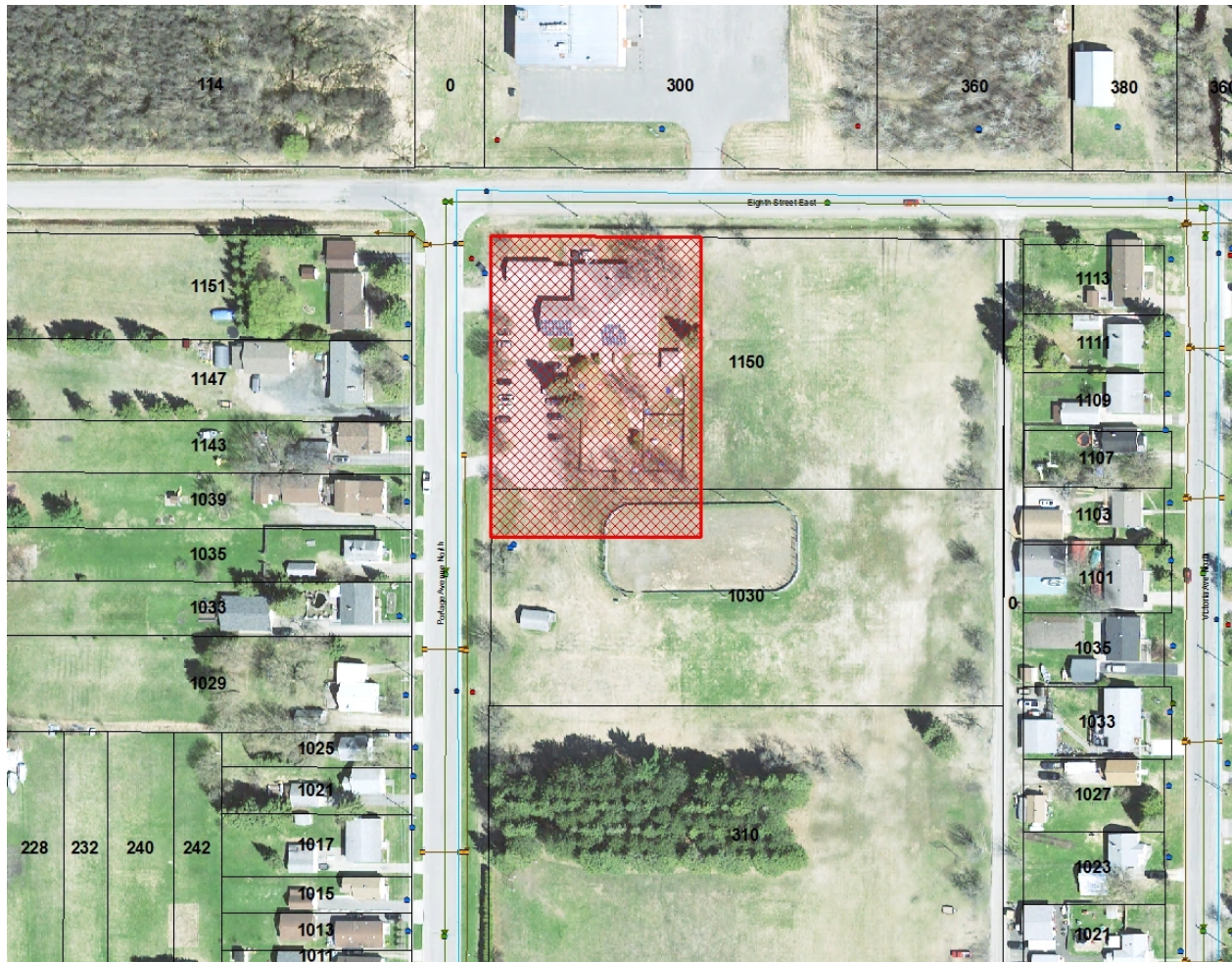
Travis Rob, P.Eng

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

- 1. The property, being 1150 Portage Avenue North containing the former Children's Complex building and related out buildings be declared surplus,**
- 2. A request for proposals be released soliciting interested parties bring forward their development proposals and,**
- 3. The Town intends to sell this property to an agency which would develop the property in a manner that would generate tax revenue for the corporation.**

Manager of Operations and Facilities

2020Mar4 Declaration of Daycare Property Surplus.docx





**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/25**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: March 3, 2020
SUBJECT: Mayor June Caul– 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 Mayor June Caul.

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 Mayor June Caul 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 Mayor June Caul 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	June Caul
Conference / Seminar Attended	RRDMA General Meeting
Location	Devlin, ON
Dates	Jan. 31, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan. 25/20		160.00
Amount								

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

To be submitted to Payroll for processing when approved by Council

Date: March 3rd, 2020

To: Mayor and Council

From: Jeremy Hughes, Information Technology Manager

Subject: Northern Ontario Internship Program Agreement with the Northern Ontario Heritage Fund Corporation

Purpose

In 2019, an application was submitted through the Northern Ontario Heritage Fund Corporation (NOHFC) for a 1-year internship grant to fund an *Information Technology Coordinator Intern* (now *Junior Information Technology Specialist*) position at the Town of Fort Frances.

We received notification that we were successful in our application on June 6th, 2019.

Mr. Mason Whatley was employed with us in this position starting on September 26th, 2019. The internship funding from NOHFC approves \$31,500 of funding toward this position until September 25th, 2020.

Attachments

Attached is the approval letter from the Northern Ontario Heritage Fund Corporation (1 page).

Attached is the agreement with the Northern Ontario Heritage Fund Corporation (13 pages). It is recommended that this agreement be executed immediately by Mayor and Clerk.

Council approval of this report will authorize Mayor and Clerk to execute an agreement and an authorizing By-law with NOHFC for the 1-year internship grant to fund an Information Technology Coordinator Intern at the Town of Fort Frances.

Board of Directors

June 6, 2019

File #8502750

Honourable Greg
Rickford - Chair

David Sinclair,
Vice Chair

Robert Fontaine

Robert Norris

Marielle Brown

Michael Fox

James Caicco

James Beatty

John Simperl

Jeff Perry

Genevieve Knauff

Theresa Mudge

Fred Slade

Shane Freamo
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Shane Freamo:

I am pleased to advise that your request for financial assistance from the Northern Ontario Heritage Fund Corporation (NOHFC) under the Northern Ontario Internship Program has been approved for an amount not to exceed \$31,500. This funding is a conditional contribution toward your Information Technology Coordinator Intern placement for 52 weeks of employment to be completed within a 24-month time frame commencing on date of this approval letter.

You may now proceed with hiring an eligible employee. A project officer will contact you regarding placing the job advertisement, the employee verification process and the legal and contractual requirements for disbursement and administration of the contribution. If you have not selected, hired, and advised your project officer of an eligible candidate within 12 months of the date of this approval letter, your approval will expire, and your file will be closed. However, you may submit a new funding application under the Northern Ontario Internship Program, which will be evaluated in the normal course in accordance with NOHFC's usual guidelines and criteria.

On behalf of the Board of Directors, please accept my best wishes.

Sincerely,



The Honourable Greg Rickford
Chair, Northern Ontario Heritage Fund Corporation
Minister of Energy, Northern Development and Mines

Internship Project Number: 8502750

**Northern Ontario Heritage Fund Corporation
Northern Ontario Internship Program Agreement**

THIS AGREEMENT is made effective as of **January 18, 2019** (the “Agreement”)

B E T W E E N: **Northern Ontario Heritage Fund Corporation (“NOHFC”)**

A N D: **THE CORPORATION OF THE TOWN OF FORT FRANCES (the
“Employer”)**

WHEREAS the Employer is a municipality existing under the laws of Ontario and wishes to obtain financial assistance from NOHFC to enable it to hire a post-secondary graduate to fill an internship Position, as more fully described in Schedule B;

AND WHEREAS further to the approval letter from the Minister of Energy, Northern Development and Mines dated as of **June 6, 2019**, (the “**Approval Letter**”), NOHFC wishes to provide financial assistance towards the costs of the Position in the form of a conditional contribution that would not need to be repaid by the Employer provided that the terms and conditions of this Agreement are satisfied;

NOW THEREFORE in consideration of mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows:

A. The Agreement

The following Schedules are attached to, and form part of, this Agreement:

- Schedule A - Terms and Conditions
- Schedule B - Position Description and Financial Information
- Schedule C - Form of Request for Reimbursement
- Schedule D - Final Report

Capitalised terms not otherwise defined in this document shall have the meanings ascribed to them in Schedule A.

B. Agreement Term and Internship Work Term

This Agreement shall be in effect until the earliest of:

- (i) the final day of the Work Term;
- (ii) the 24-month anniversary of the date of the Approval Letter, and
- (iii) the date this Agreement is otherwise terminated in accordance with its terms.

The Employer shall cause the Position to be filled and paid for during the Work Term. The Work Term must last for a period of 52 weeks and must be completed within 24 months after the date of the Approval Letter. No financial assistance will be provided for any employment after such date.

C. Contribution

The Contribution is limited to the lesser of:

- (i) ninety percent (**90%**) of Eligible Costs incurred and paid by the Employer to the Intern during the Work Term (Note: this percentage is based on the weekly wage set out in Schedule B; if the Employer pays the Intern more or less than that wage, NOHFC will adjust the percentage accordingly), and
- (ii) **thirty one thousand five hundred dollars** (\$31,500.00)

D. Specific Terms and Conditions

NOHFC's obligation to pay some or all of the Contribution to the Employer at any time during the term of this Agreement is conditional upon the Employer recruiting, hiring, training and paying the Intern in accordance with this Agreement and complying with all other provisions of this Agreement, including the additional terms set out in this section D, if any.

E. Contact

The contact information for the parties is as follows:

	NOHFC	THE CORPORATION OF THE TOWN OF FORT FRANCES
Full Legal Name	Northern Ontario Heritage Fund Corporation	THE CORPORATION OF THE TOWN OF FORT FRANCES
Address	70 Foster Drive, Suite 200 Sault St. Marie, Ontario P6A 6V8	320 Portage Avenue Fort Frances ON P9A 3P9
Contact Name	Melanie Muncaster	Shane Freamo
	Executive Director	IT Manager
Telephone	1 (800) 461-8329; 1 (705) 945-6700	807-274-5323
Facsimile	1 (705) 945-6701	
E-mail	nohfc@ndm.gov.on.ca	sfreamo@fortfrances.ca

[Signature page follows]

F. Agreement to be Bound.

The parties to this Agreement acknowledge and agree that they have read it, understand it, have the authority to enter into it and agree to be bound by it. The signatories certify that they have the power and authority to bind the party on behalf of which they are executing this Agreement.

THE CORPORATION OF THE TOWN OF FORT FRANCES

By: _____ Date Signed: _____

Name (Print): _____ Title: _____

NORTHERN ONTARIO HERITAGE FUND CORPORATION

By: _____ Date Signed: _____
Melanie Muncaster, Executive Director

Internship Project Number: 8502750

SCHEDULE A
TERMS AND CONDITIONS

1. Interpretation

- 1.1. In this Agreement, the following capitalized terms have the meanings set out below:
- (a) “Contribution” means the conditional contribution payable by NOHFC to the Employer in accordance with this Agreement;
 - (b) “Eligible Candidate” means an individual who (i) is a graduate of a college or university from any country with qualifications in a field of study that is related to the employment offered by the Employer and is eligible to work in Canada, and (ii) not an immediate family member or relative of the Employer;
 - (c) “Eligible Costs” means the actual salary or wages paid to the Intern which were incurred by the Employer during the Work Term, but does not include:
 - (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
 - (ii) the Employer’s portion of statutory remittances, including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums;
 - (d) “Intern” means an Eligible Candidate hired to fill the Position, and
 - (e) “Northern Ontario” means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming;
 - (f) “Position” means the internship position described in Schedule B;
 - (g) “Work Term” means the timing and duration of the Position set out in Schedule B. The Work Term may not commence prior to the date of the Employer’s application to NOHFC in respect of this Agreement.
- 1.2. In the event of conflict between the provisions of the different components of this Agreement, the main body of this Agreement shall prevail over the Schedules, and Schedule A shall prevail over Schedule B.

2. Position and Hiring

- 2.1. The Employer shall fulfill its obligations under this Agreement with due diligence and in a businesslike manner. At all times, the Employer shall be responsible for (i) the identification and recruitment of Eligible Candidates, and (ii) the hiring, training, supervision and payment of the Intern. The Employer shall have provided (and shall

provide upon request) such information to the assigned project officer about the Intern as NOHFC may reasonably require (but not personal information, as defined in the Freedom of Information and Protection of Privacy Act, unless the disclosure of such personal information has been consented to by the prospective Intern) to satisfy NOHFC that the Intern meets the applicable eligibility criteria set out in the definition of Eligible Candidate, above. NOHFC has no responsibility for, no relationship with, and no liability for the actions of, any Intern.

- 2.2. The Employer agrees that it is responsible for recruiting Eligible Candidates through a fair selection process and will work through career centres of post-secondary educational institutions, where reasonably possible.
- 2.3. The Employer shall not alter any element of a Position (as described in its application for a Contribution) or permit or cause any other material change to the Position, without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.
- 2.4. The Employer shall notify NOHFC promptly when the Intern leaves the Position. If the Position becomes vacant for any reason prior to the end of the Work Term, the Employer must immediately notify NOHFC and indicate whether or not the Employer wishes to hire a replacement Intern for the Position. If the Employer wishes to hire a replacement Intern for the position, NOHFC will agree to contribute towards the replacement Intern's salary or wages, provided that all of the following conditions are satisfied:
 - (a) The Employer is not in default under this Agreement;
 - (b) The departing Intern has left the Position within the first 9 months of the Work Term;
 - (c) NOHFC is satisfied, in its sole discretion, that the Employer will offer the same suitable employment to the replacement Intern that was previously offered to the departing Intern;
 - (d) The Employer informs the assigned project officer promptly of a replacement Intern whom it wishes to hire, and NOHFC is satisfied, acting reasonably, that the replacement Intern is suitably qualified to fill the Position;
 - (e) The Employer shall have entered into a new written agreement with NOHFC with respect to a 52-week work term for the replacement Intern (the "Replacement Agreement") on substantially the same terms and conditions as this Agreement, with the following exceptions:
 - (i) the maximum aggregate amount of funding payable by NOHFC under the Replacement Agreement shall not exceed the maximum amount of the Contribution;
 - (ii) if the replacement Intern leaves the Position before the end of the replacement's work term, NOHFC will not provide funding for a subsequent Intern to fill the Position.

This Agreement shall terminate upon the entry into any such Replacement Agreement by NOHFC and the Employer.

Despite the foregoing, if the Employer wishes to hire a new intern for any position at any time, the Employer may submit a new funding application under the Northern Ontario Internship Program, which will be evaluated in the normal course in accordance with NOHFC's usual guidelines and criteria.

3. Contribution Conditions

- 3.1. NOHFC makes the Contribution on the basis of reimbursement for Eligible Costs incurred. On expiry or termination of this Agreement or termination of a Position, NOHFC may recover any excess of funds provided to the Employer and such amount is considered to be a debt immediately due and payable to NOHFC.
- 3.2. The amount of the Contribution paid to the Employer shall be used only to reimburse actual expenditures on Eligible Costs during the Work Term.
- 3.3. In no event will NOHFC be responsible for funding any cost overruns related to a Position.
- 3.4. Before advancing any part of the Contribution, NOHFC shall have received a completed electronic funds transfer information form which will enable NOHFC to deposit the funds into the Employer's designated bank account by way of electronic funds transfer.

4. Additional Assistance

- 4.1. The Employer shall notify NOHFC if the Employer receives additional assistance towards the cost of a Position from sources other than NOHFC. NOHFC may in its sole discretion reduce the amount of the Contribution by an amount equal to the amount of any new funding received by the Employer, to ensure that there is no duplication in funding.

5. Pre-disbursement Requirements

- 5.1. Prior to the first disbursement of the Contribution under this Agreement, the Employer shall provide to the assigned project officer: (i) copies of its resolution(s), by-law(s) or other documentation satisfactory to NOHFC, evidencing that the Position and the application for a conditional contribution have been properly authorised, and (ii) any additional authorisations identified in section D of the main body of this Agreement, "Specific Terms and Conditions", and (iii) the insurance certificate(s) or other documents provided for in section 9.

6. Default

- 6.1. If the Employer is in default under this Agreement or any other agreement between it and NOHFC, in its sole discretion NOHFC may recover any funds advanced or an amount equal to the advanced funds and may refrain from making further payments of the Contribution. The Employer agrees that if it is in default under this Agreement, NOHFC may refuse to consider any future applications by the Employer for NOHFC funding.
- 6.2. The following constitute events of default under this Agreement:
 - (a) the Employer becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or in the sole opinion of NOHFC, otherwise faces other serious financial difficulty;
 - (b) an order is made or resolution passed for the winding up of the Employer, or the Employer is dissolved or in the sole opinion of NOHFC, the Employer ceases to operate;

- (c) the Employer has submitted false or misleading information to NOHFC, or otherwise makes a false representation in this Agreement;
- (d) the Employer has failed to perform one or more of its obligations under this Agreement; or
- (e) in the opinion of NOHFC, there is a material adverse change in risk.

7. Payment of Contribution

- 7.1. The Contribution will be paid semi-annually on a reimbursement basis. At the end of each 6-month period during the Work Term, the Employer shall submit to the assigned project officer a completed Request for Reimbursement (in the form of Schedule C hereto), including a Statement of Account, and any other semi-annual reports or deliverables required herein. A final payment at the end of the Work Term will not be made until NOHFC has received a final Request for Reimbursement (including Statement of Account) and a Final Report. "Statement of Account" and "Final Report" are described in subsections 7.4 and 7.5 below, respectively.
- 7.2. Subject to the terms and conditions of the Agreement, NOHFC shall issue a cheque in the Employer's name or deposit the Funds electronically into an account designated by the Employer in writing, provided that the account resides at a Canadian financial institution and is in the name of the Employer.
- 7.3. In the event of a debt owing to NOHFC by the Employer, the Employer shall pay the amount of the debt, if any, by cheque payable to the "Northern Ontario Heritage Fund Corporation" and the said cheque shall accompany the final Statement of Account.
- 7.4. Every Statement of Account required under this Agreement shall include:
 - (a) details of expenditures on Eligible Costs to date in the form set out in Schedule C;
 - (b) a statement that the Intern meets the applicable eligibility criteria set out in paragraph 1.1(b) and that all expenditures are in accordance with this Agreement;
 - (c) a signature by a person with signing authority for the Employer, verifying the information in paragraphs 7.4 (a) and (b) above; and
 - (d) if requested by NOHFC, original receipts or other evidence of payment of salary, wages and employee benefits, which upon request by the Employer may be returned to the Employer after the Statement of Account has been paid.
- 7.5. The Final Report shall be in the form set out in Schedule D to this Agreement.

8. Records and Monitoring

- 8.1. The Employer shall maintain financial records and books of account respecting the Position in accordance with generally accepted accounting procedures.

- 8.2. NOHFC and the Auditor General of Ontario and their employees and agents shall be allowed access to the Employer's premises and to the Intern's work site to inspect and assess the progress and results of the Position and the Position records, both during and following the term of this Agreement.
- 8.3. The Employer shall supply, on request, such information in respect of the Position and its results as NOHFC may require for the purpose of monitoring the Position or the Northern Ontario Internship Program.
- 8.4. If NOHFC or the Auditor General of Ontario believes that there are material inaccuracies in or inconsistencies between the Statements of Account and the Employer's financial records and books of account, NOHFC or the Auditor General of Ontario may request and the Employer must provide at its own expense an audit report from a public accountant licensed under the laws of Ontario. The audit report must be satisfactory to NOHFC in form and content and address:
 - (a) NOHFC funds received to date;
 - (b) expenditures made to date;
 - (c) whether the expenditures were made in accordance with this Agreement; and
 - (d) other financial information pertaining to this Agreement as may be reasonably specified in the request.

9. Indemnity and Insurance

- 9.1. The Employer hereby agrees to indemnify and hold harmless Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives from and against any and all liability, losses, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Employer or otherwise in connection with the Agreement.
- 9.2. The Employer represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out obligations similar to the obligations required of the Employer under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
 - (a) Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
 - (b) a cross-liability clause;

- (c) contractual liability coverage; and
- (d) a thirty (30) day written notice of cancellation.

- 9.3. The Employer shall provide to the assigned project officer with valid certificates of insurance, or other proof as may be requested by NOHFC, that confirms the insurance coverage as provided in section 9.2. Upon the request of NOHFC, the Employer shall make available to NOHFC a copy of each insurance policy.
- 9.4. If the Employer is subject to the *Workplace Safety and Insurance Act, 1997*, the Employer is registered with the Workplace Safety and Insurance Board (WSIB), shall at all times throughout the employment of the Intern pay all amounts payable under the Act to the WSIB when they are due and, upon the request of NOHFC, shall deliver to NOHFC a copy of a current compliance certificate issued by the WSIB.

10. Compliance with Laws

- 10.1. The Employer shall, and shall require its directors, officers, partners, employees, agents, contractors and volunteers, if any, at all times to comply with any and all federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders applicable to the performance of this Agreement, the employment of the Intern and the Position. The Employer shall obtain, at its own expense, all permits from public authorities which may be required in connection with the performance of this Agreement, the employment of the Intern and the Position.

11. Information and Acknowledgement

- 11.1. The Contribution shall be acknowledged by the Employer on all reports, press releases, public statements, and publications pertaining to the Position or the Intern.
- 11.2. Subject to the *Freedom of Information and Protection of Privacy Act*, all information pertaining to the Contribution and the Employer's obligations under this Agreement is public information and may be released to third parties upon request.

12. Notices

- 12.1. Any notices to be given, and all reports and statements of account, and correspondence, under the provisions of this Agreement, shall be in writing and shall be given by personal delivery, prepaid registered mail, facsimile transmission, or courier service, and subject to change by either party with written notice, shall be addressed to the party at the address set out in this Agreement. Notices shall be deemed to have been effectively given on the date of delivery by personal service, facsimile transmission, or courier, or in the case of service by registered mail five business (5) days after the date of mailing.

13. Other Terms and Conditions

- 13.1. Corporate Changes. The Employer shall not alter its legal or corporate structure, ownership, control, financing or objects without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.

- 13.2. Assignment. The Employer shall not assign this Agreement, nor any part hereof, without the prior written approval of NOHFC. Such approval may be withheld by NOHFC in its sole discretion, or given on such terms and conditions as NOHFC may require.
- 13.3. Third Parties. The Employer shall take reasonable measures to ensure that its officers, directors, partners, employees, agents, contractors and volunteers shall be bound to observe the provisions of this Agreement.
- 13.4. Financial Assistance Only. This Agreement is not an employment agreement. This Agreement is a contract for conditional financial assistance only and nothing in it, or done pursuant to it, is to be construed as constituting the Employer as NOHFC's agent, employee, partner or joint venturer.
- 13.5. Waiver. The failure by NOHFC to insist in one or more instances upon the performance by the Employer of any of the terms or conditions of the Agreement shall not be construed as a waiver of NOHFC right to require future performance of any such terms or conditions, and the obligations of the Employer with respect to such future performance shall continue in full force and effect.
- 13.6. Force Majeure. A party to this Agreement shall not be responsible for failures in performance resulting from matters beyond the reasonable control of the party, including acts of God, riots or other civil insurrection, war, or strikes and lock-outs.
- 13.7. Severability. The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provision or covenant in it and the invalid provision or covenant shall be deemed to be severable.
- 13.8. Amendment. This Agreement may be amended only by written agreement between the parties. An amendment may (i) be prepared by NOHFC for signature by the Employer, or (ii) consist of a written request for one or more changes to this Agreement which the Employer submits to NOHFC by facsimile transmission ("fax"), e-mail or lettermail, and if approved without modification by NOHFC, has been signed or, in the case of e-mails, approved by NOHFC and faxed, e-mailed or mailed back to the Employer.
- 13.9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 13.10. Time is of the Essence. Time is of the essence in the performance of the obligations under this Agreement.
- 13.11. Entire Agreement. This Agreement, including the Schedules, embodies the entire agreement between the Employer and NOHFC with respect to its subject matter and supersedes any previous understanding or agreement, collateral, oral or otherwise, between them in the event of conflict.
- 13.12. Survival. The following provisions shall survive the termination or expiration of the Agreement: sections 2.0 - Position and Hiring, 7.0 - Payment of Contribution, 8.0 - Monitoring, 9.0 - Indemnity and Insurance, 11.0 - Information and Acknowledgement, and this subsection 13.12.

Internship Project Number: 8502750

SCHEDULE B**POSITION DETAILS/JOB DESCRIPTION AND FINANCIAL INFORMATION****A. POSITION DETAILS/JOB DESCRIPTION – REFER TO SECTION E OF APPLICATION****JOB TITLE:** Information Technology Coordinator Intern**JOB DESCRIPTION:**

The Town of Fort Frances intends to expand its Information Technology (IT) department to support increased demand for service. This internship will help manage key projects that will be undertaken by the IT department such as the deployment of fibre optic cable to town facilities, deployment of network equipment, and implementation of accounting software applications.

The duties and responsibilities the intern will undertake during the placement are the following:

- Implementation of Virtual City Hall (ratepayer portal);
- Office 365 plan and implement email migration from on premise mail server to the cloud;
- Enable Multifactor Authentication and rollout to organization;
- Assist with support for cybersecurity functions including ongoing monitoring, and updates;
- Move all PCs to Windows 10 and upgrade common software applications as required;
- Disaster Recovery Plan Development, including review of best practices and completion of implementation plan; and,
- Determine requirements for a disaster recovery site and develop an implementation budget.

Educational background being sought is a degree or diploma in Bachelor of Information Technology, Bachelor of Commerce (with focus in Information Technology), Network Technician, Software Engineering, Computer Engineering or Application Developer.

B. FINANCIAL INFORMATION

START DATE	2019-09-26	END DATE:	2020-09-25
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# OF WEEKS	HOURS PER WEEK	HOURLY RATE	WEEKLY RATE	TOTAL WAGES	NOHFC CONTRIBUTION	NOHFC % OF ELIGIBLE COSTS*
52	35	\$25.00	\$875.00	\$45,500.00	\$31,500.00	69.2%

* **Note:** "NOHFC's % of Eligible Costs" is based on the weekly rate set out above. If the Employer pays the Intern more or less than that weekly wage, NOHFC will adjust the percentage accordingly so that in any event the maximum NOHFC contribution per week does not exceed the weekly rate set out above multiplied by the percentage set out above.

SCHEDULE C**Request for Reimbursement under the Northern Ontario Internship Program**

This request for reimbursement form should be completed by the Employer and returned to the project officer assigned to the Employer by NOHFC. A Statement of Account must accompany this form. If this is a final request for reimbursement, then a Statement of Account and a Final Report (Schedule D attached) must accompany this request form.

General Information		Internship Claim		
NOHFC Number: 8502750		1st Claim <input type="checkbox"/>	Final Claim <input type="checkbox"/>	
Job Title: Information Technology Coordinator Intern		Pay Period covered From: _____ To: _____	Pay Period covered From: _____ To: _____	
Employment Start Date:			Last Date Intern Worked: _____	
Employer Profile				
Employer Name: THE CORPORATION OF THE TOWN OF FORT FRANCES		Contact Name:		
Contact Number(s):				
Funding Calculations				
Maximum NOHFC Funding Approved: \$		Claims to Date: \$		
Claim Calculation (reference note below for eligible costs)				
Total Weeks Worked:	Total Hours per Week:	Hourly Rate Paid: \$	Weekly Rate Paid: \$	Total Paid (this claim): \$
Declaration by Employer				
<p><i>The undersigned hereby declares that all expenditures reported in this claim form are Eligible Costs under NOHFC's Internship program, as defined below. Funds provided by NOHFC shall be used solely by the undersigned for the reimbursement of salary costs incurred through the employment of the Intern under the Internship program. Evidence of reported expenditures will be provided if requested. The Employer has fulfilled all applicable terms and conditions of the Northern Ontario Internship Agreement between the Employer and NOHFC.</i></p>				
By: _____		_____		
Authorized Signature		Date		
_____		_____		
Name (Print)		Title		

Note: "Eligible Costs" means the actual salary or wages paid to an Intern, which were incurred by the Employer during the Work Term, but do not include:

- (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
- (ii) the Employer's portion of any deductions including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums

For Office Use Only

Eligible Costs on this Claim: \$	x	Percentage of Eligible Costs payable by NOHFC: %	=	Amount Claimed from NOHFC: \$
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SCHEDULE D

Final Report

NOHFC Project Number: 8502750

Employer: THE CORPORATION OF THE TOWN OF FORT FRANCES

Job Title: Information Technology Coordinator Intern

Please provide an assessment of the Internship program

Have the objectives of the Position been met? (Please use Schedule B as a reference)

What is the employment status of the intern hired under the program?

- ☐ Intern was hired by our organization
- ☐ The intern has secured employment at another organization:
- ☐ In northern Ontario
☐ Outside northern Ontario
- ☐ None of the above – please explain: _____

Supervisor signature: _____

Date: _____

Name (Print) _____

March 9, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Clarification to Report Dated January 22, 2020 – Award of Tender 19-OF-18

At the January 27, 2020 meeting of Council an administration report from myself was brought forward for the award of Tender 19-OF-18 – 2020 - 2021 Roadway Reconstruction of Scott Street Reid Avenue to Colonization Road East. See attached copy of the January 22nd, 2020 report. Paragraph 7 of my report (in which town administration have discovered two typographical errors), stated:

“In accordance with the Town’s procurement policy, Administration has an obligation to point out to Council any tender irregularities. All tenders submitted were complete and compliant. The original tender form included a credit for the use of sand bedding instead of stone bedding in their total. The actual credit amount would be based on amount of sand used so should not be considered in the tender total. See Spreadsheet No. 1, which outlines details on the four (4) tender bids received and the associated costs for each individual project. Also, highlighted in “green” indicates the lowest unit bid price and “red” indicates the highest unit bid price and the 2019 works are shown in “blue” text.”

The yellow highlighted section of this paragraph contains the typographical errors. KGS has advised that per our past practice and the past practice of KGS, the total tender price is calculated including all credit items. Therefore, the sentence in that paragraph starting with “The original tender form...” must be struck from that report. I regret that this typographical error occurred and want to ensure that council and the public are aware of this and are provided the proper wording. In addition, the year, “2019” (also highlighted in yellow) should have read 2021 to reflect the duration of this specific contract. The correct wording of Paragraph 7 should be as follows:

“In accordance with the Town’s procurement policy, Administration has an obligation to point out to Council any tender irregularities. All tenders submitted were complete and compliant. See Spreadsheet No. 1, which outlines details on the four (4) tender bids received and the associated costs for each individual project. Also, highlighted in “green” indicates the lowest unit bid price and “red” indicates the highest unit bid price and the 2021 works are shown in “blue” text.”

Regardless of the typographical errors in the January 22th, 2020 report, the recommendation for the award of Tender 19-OF-18 to 1876118 Ontario Ltd o/a Makkinga Contracting has not changed and the other two recommendations remain the same as originally approved as outlined in the January 22nd, 2020 report.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will accept the wording amendment to the administration report titled Award of Tender 19-OF-18 – 2020 Scott Street Reconstruction dated January 22, 2020 and accepts the revised wording as presented.

January 22, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 19-OF-18 – 2020 Scott Street Reconstruction

During the week of November 28, 2019, the Town advertised for a Tender Call for the reconstruction of Scott Street from Colonization Road East to Reid Avenue with the tender closing on Tuesday, January 14, 2020. Advertisements were placed in the Fort Frances Times, Chronicle Journal, Thunder Bay Construction Association, Winnipeg Construction Association and on the Town of Fort Frances website.

Four (4) tender packages were distributed to construction contractors and/or suppliers with for (4) Contractors submitting tender bids;

Contractor	Price (HST Included plus \$150,000.00 Contingency Allowance)
Bay City Contractors	\$5,489,144.50
George Armstrong Co.	\$5,051,359.90
Tom Veert Contracting	\$5,019,634.26
1876118 Ontario Ltd.	\$5,007,764.50

The works tendered consisted of two (2) individual projects, one to be completed in 2020, and one in 2021. The projects are as follows:

2020 Construction Program

1. Reconstruction of Scott Street from Colonization Road East to Reid Avenue

Full recondition of Scott Street including the replacement of sanitary sewer main, watermain, asphalt binder surface, storm sewer.

2021 Construction Program

2. Surface Coarse paving of Scott Street

Installation of the Surface Coarse paving on Scott Street from Colonization Road East to Reid Avenue including line painting and sidewalk replacement.

The 2020 work is scheduled to begin ASAP in May and to be completed by October 16, 2020 with the 2021 work to be completed by July 16, 2021.

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. All tenders submitted were complete and compliant. The original tender form included a credit for the use of sand bedding instead of stone bedding in their total. The actual credit amount would be based on amount of sand used so should not be considered in the tender total. **See Spreadsheet No. 1**, which outlines details on the four (4) tender bids received and the associated costs for each individual project. Also, highlighted in "green" indicates the lowest unit bid price and "red" indicates the highest unit bid price and the 2019 works are shown in "blue" text.

The low tender bid was 1876118 Ontario Ltd. o/a Makkinga Contracting with a total cost of \$5,007,764.50 which includes a \$150,000 contingency allowance for the 2020 works and \$75,000

contingency allowance for the 2021 works and HST. Please review the attached **Spreadsheet No. 2** - outlining the 2020 capital budget allocations for each project vs. the lowest tender bid from 1876118 Ontario Ltd. plus KGS Group engineering costs (10%) and all funding allocations.

Please find attached a letter report from KGS Group recommending that 1876118 Ontario Ltd. o/a Makkinga Contracting be awarded this tender as they are the low tender and, in the past, have performed well on similar projects in our community.

It is recommended by Administration that the following be approved:

- That Tender 19-OF-18 – 2020 – 2021 Roadway Reconstruction of Scott Street Reid Avenue to Colonization Road East be awarded to 1876118 Ontario Ltd. o/a Makkinga Contracting for a total tender price of \$5,007,764.50 including HST and a total contingency allowance of \$225,000.00.
- That prior to construction start, an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge of these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.
- That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

Council approval of this report will ensure:

- **That Tender 19-OF-18 – 2020 – 2021 Roadway Reconstruction of Scott Street Reid Avenue to Colonization Road East be awarded to 1876118 Ontario Ltd. o/a Makkinga Contracting for a total tender price of \$5,007,764.50 including HST and a total contingency allowance of \$225,000.00.**
- **That prior to construction start, an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge of these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.**
- **That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**



**Kontzamanis Graumann
Smith MacMillan Inc.**
3rd Floor - 865 Waverley St
Winnipeg, MB R3T 5P4

**P 204-896-1209
F 204-896-0754
kgsgroup.com**

January 15, 2020

Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

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

**Re: Tender 19-OF-18 – 2020 – 2021 Roadway Reconstruction of Scott Street
Reid Avenue to Colonization Road East – Tender Tabulation**

Dear Mr. Rob:

Bids for the above project closed on January 14, 2020 at 2:00 PM, Fort Frances Time. Four bidders participated with the following total evaluated bid prices:

	Total
1876118 Ontario Limited o/a Makkinga Contractors	\$5,007,764.50
Tom Veert Contracting	\$5,019,634.26
George Armstrong Co. Ltd.	\$5,049,015.15
Bay City Contractors Inc.	\$5,390,043.50

The pre-bid engineer's estimate was \$5,479,669.45, and all of the bids above, including the pre-bid engineer's estimate, are including HST.

We have reviewed the bid of 1876118 Ontario Limited o/a Makkinga Contractors. All the required information is satisfactory, and the calculations are correct. We recommend award of the work to 1876118 Ontario Limited o/a Makkinga Contractors at an amount of \$5,007,764.50.

Enclosed is one (1) copy of the bid tabulation for this project and one (1) copy of the original bid submissions.

Yours truly,

Burton Mikolayenko, P.Eng.
Municipal Engineer

BJM/ei
Enclosure

From: jtupker@tbaytel.net
To: [Town](#)
Subject: Municipal Council resolution to stop the cuts to health care
Date: Thursday, February 13, 2020 10:30:46 AM
Attachments: [Municipal Council Resolution - Fort Frances.docx](#)

Dear Mayor Caul,

Health Care in Ontario has been struggling to meet the needs of citizens for years and now is under attack by the current provincial government with planned cuts and closures of public health care services.

The Ontario Health Coalition has for years fought to bring these health care issues to the attention of Ontario citizens and has now undertaken a campaign to raise its concerns to premier Doug Ford and his Conservative government.

I am writing [today](#) as Chair of the Thunder Bay Health Coalition and a Board member of the Ontario Health Coalition to ask you and your council to help us in this campaign.

We are asking municipalities across the province to pass a resolution (attached) that calls for the Ontario government to halt the closures, mergers and cuts to local health care services that our communities have spent almost a century or more building.

We hope that with the support of over 400 municipal governments that the government will reconsider its actions and stop the planned cuts, mergers and closures.

You can contact me at jtupker@tbaytel.net or at (807) 577-5946 for further information on this issue and to let me know if you and your Council has or has not passed the resolution.

I hope that you and your council can pass this resolution and support our campaign.

Sincerely,

Jules Tupker

Municipal Council Resolution to Save Local Health Care Services

WHEREAS public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities, and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

THEREFORE BE IT RESOLVED:

That the Council of the Town of Fort Frances calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.



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

February 10, 2020

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

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
January 2020 Monthly Report**

As per the operating agreement, the attached document is the January 2020 monthly report for the Fort Frances Wastewater Treatment Facility.

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

If you have any questions regarding this report do not hesitate to contact Mr. Brad McMahon, Senior Operations Manager.

Yours truly,

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

Kelly Cunningham
Team Lead

For Brad J. McMahon
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
January 2020 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of January 2020; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

JANUARY 2020 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.9 mg/L	25 mg/L	15 mg/L	16.4 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	4.9 mg/L	25 mg/L	15 mg/L	28.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.14 mg/L	1.0 mg/L	0.9 mg/L	0.82 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	12.48 mg/L 4.68 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		44.6 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 6.3 to 6.6; average pH was 6.5		
Temperature degrees C				Temperatures ranged from 8.5 to 10.0 C; average temperature of effluent was 8.9 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for January was 5733.8 m³ /day. This represents 64% of the design average flow. Total treated flow for the month was 177747 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above as outlined in the Environmental Compliance Approval.

**The Town of Fort Frances accepted an additional 191 m³ of sewage from the New Gold mine site into the collection system in January. Lab analyses have not been provided.

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Drained and inspected teacup, hosed snail
- Changed oil blowers 3 and 4
- Thawed alum line
- Replaced tubing influent auto sampler
- Repaired main gate
- Cleaned all UV sleeves banks A, B and C
- Replaced belt head works air handler
- Replaced UV sensor bank B

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Removed grease from Boundary Road wet well
- Replaced UPS units at White Pine and Boundary Road lift stations
- Pulled and cleaned pump 1 at Boundary Road lift station

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 113.2 m³ (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 16.2% TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 132.3 hours in January.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 481 (x 180 multiplier) kWh.

The main building garage door opener was repaired.

Crane and lifting device inspections were completed.

The Fournier press has been operated 132.3 hours in 2020.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)

Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

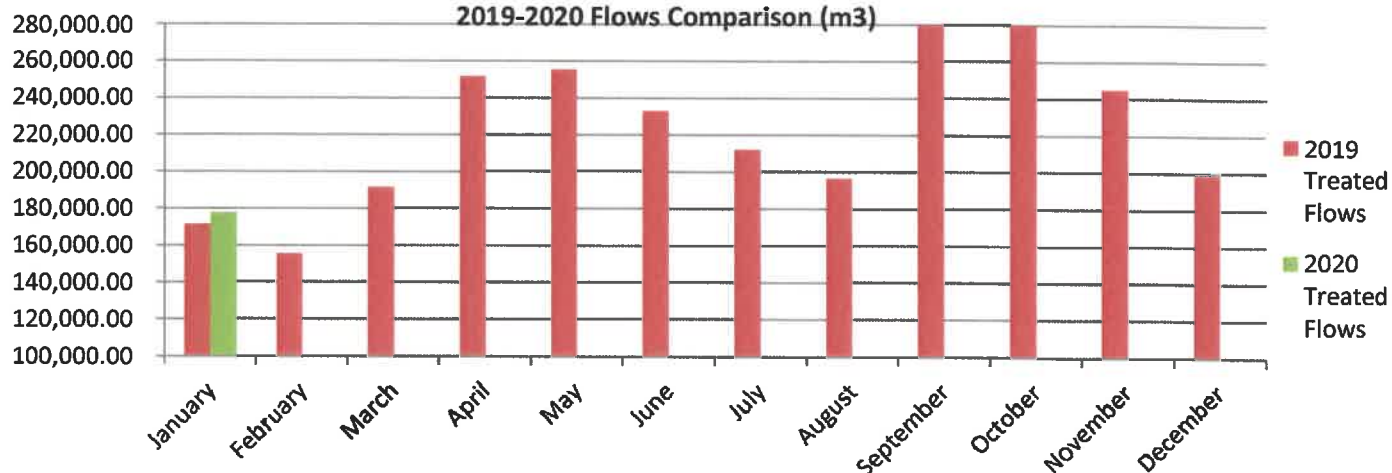
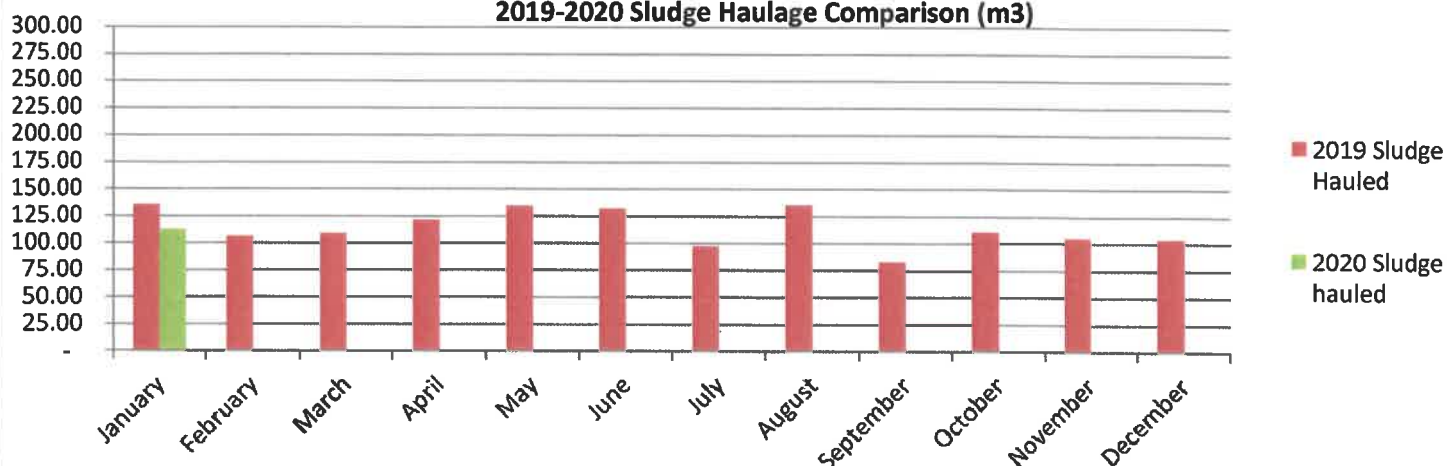
Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2020					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	MaxDay	Total	Total	Total	%Plant	Volume	Bins	CBODS 0,96868250	
	Flow	Flow	Treated	ByPass	Volume	Coactiv	Hauled	Hauled	Suspended Solids 0,97079857	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0,94594594	
January	5733.8	6060	177747		177747	64%	113.2	12		
February						0%				
March						0%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	177747		113.2	12		
Average	5734		177747		177747	64%	113.2	12.0		
Max		6060	177747		177747			12		
ECA	9000	18000								

Month	BOD5/CBDD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli	pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean	Monthly	Monthly
	800	CBDD	CBDD	S,S	S,S	S.S	T.P	T.P	T.P	TKN	Total N	Counts	Minimum	Maximum
	(mg/ L)	(mg/L)	(kg/day)	(mg/L)	Img/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/ 100ml		
January	92.6	2.9	16.4	167.8	4.9	28.2	2.59	0.14	0.82	16.2	12.5	44.6	6.3	6.6
February														
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
Average	92.6	2.9	16.4	167.8	4.9	28.2	2.6	0.14	0.82	16.2	12.5	44.6	6.3	6.6
Max	92.6	2.9	16.4	167.8	4.9	28.2	2.6	0.14	0.82	16.2	12.5	44.6	6.3	6.6
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

2019-2020 Comparison Chart

Month	2019 Treated Sewage	2020 Treated Sewage	% Variance 2019 to 2020	2019 Hauled Sludge	2020 Hauled Sludge	% Variance 2019 to 2020
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	171,621.00	177,747.00	3%	136.00	113.20	-17%
February	155,707.00		#DIV/0!	106.70		-100%
March	191,603.00		#DIV/0!	109.20		-100%
April	251,711.00		#DIV/0!	121.60		-100%
May	255,574.00		#DIV/0!	135.00		-100%
June	233,001.00		#DIV/0!	132.60		-100%
July	212,351.00		#DIV/0!	97.70		-100%
August	196,772.00		#DIV/0!	136.00		-100%
September	315,918.00		#DIV/0!	83.10		-100%
October	441,076.00		#DIV/0!	111.10		-100%
November	245,097.00		#DIV/0!	105.70		-100%
December	199,047.00		#DIV/0!	104.50		-100%
Totals	2,869,478.00	177,747.00	-1514%	1,379.20	113.20	-92%

2019-2020 Flows Comparison (m3)**2019-2020 Sludge Haulage Comparison (m3)**

Workorder Summary Report

Report Start Date: Jan 1, 2020 12:00 AM
 Report End Date: Jan 31, 2020 11:59 PM
 Location: 1103*
 Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					WorkLog Detail
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
1579048	0000227376	PANEL ALARM/DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	1/1/20 12:00 AM	1/30/20 02:55 PM	1/30/20 02:55 PM	
1579052			1103, Fort Frances WPCP	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Gensets Inspection/Functional Tests (1m) 1103	COMP	1/1/20 12:00 AM	1/27/20 09:00 AM	1/27/20 11:00 AM	Monthly Gensets -I ran all gensets under load for 1 hour.
1579069			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	1/1/20 12:00 AM	1/27/20 07:00 AM	1/27/20 08:00 AM	Monthly H&S -No issues at this time.
1579080			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	1/1/20 12:00 AM	2/2/20 03:35 PM	2/2/20 03:35 PM	
1579450			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	1/1/20 12:00 AM	1/30/20 08:00 AM	1/30/20 09:00 AM	Monthly Blower Maint. -I changed oil and greased in blowers 3 & 4.
1579458	0000246402	CENTRIFUGE GS2-2-1 TEACUP/GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103	COMP	1/1/20 12:00 AM	1/27/20 08:00 AM	1/27/20 09:00 AM	Teacup Inspection -I hosed the unit.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



JANUARY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
40.92	5	0	16	1	2	1	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	2	0	0	0	0	1	0

TEAM MEMBERS RESPONDED TO 8 EMERGENCY RESPONSE CALLS DURING JANUARY 2020.

Total Hours:

- **11.5 Hours** or **55.72 Worker Hours** was spent on responding to emergency incidents.
- **28 Hours** or **116 Worker Hours** was spent on training.
- **1.42 Hours** was spent on Fire Drills.

Time of Day:

During this month, **88%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **12%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

16 inspections / re-inspections were completed in January. The re-inspections included multiple visits to one specific location, which involved providing advice and direction.

Fire Response Calls: **1** call, which involved a dumpster on fire. Two on duty team members responded and quickly extinguished the fire. Meanwhile, there is an update on another fire last December, which involved a natural gas fireplace; it was reported as pre-fire conditions no fire. In fact, there was a fire and the wood framing supporting the fireplace had been partially consumed with charring evidence and glowing embers were present.

Fire Alarms: **2** False Fire Alarm Calls.

Other Calls: **1** call due to a child causing damage to a fire sprinkler pipe as a result of hanging from it.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



JANUARY 2020 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

MVC (Motor Vehicle Crashes): 2 calls. 1 call in the Town of Fort Frances. Meanwhile, there was 1 call that had six team members and two of our rescue vehicles attended a serious Motor Vehicle Crash up Highway 502. Multiple extrication tools had to be utilized during this emergency response call.

EMS Calls: 2 calls. One was a First Responder Call as the Paramedics in Fort Frances were on another call and were unavailable. Our team members had to respond; the paramedics from Emo responded to this call.

Fire Drills: 1 Fire Drill was conducted at the new St. Mary School.

Training:

Two separate 2-hour training sessions were completed.

As well, I attended a Fire and Life Safety Educators course in Emo on January 24th to 26th along with two other team members: Doug Wright and Gavin Payne. Josh Colling, Fire Chief of Alberton, Chapple, Emo, and La Valle was one of the instructors along with Tim Beebe from the Office of the Ontario Fire Marshal Emergency Management. The gentlemen did an excellent job in delivering the course!

Public Fire Safety Education:

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.

This month we thank John Homer of Causeway Insurance for his continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done John!

FORT FRANCES FIRE & RESCUE SERVICE
Weekly Fire Safety Tip

**Test all your
Smoke Alarms!**

Test all smoke alarms at least once
a month. Press the test button to be
sure the alarm is working!





Causeway...
where second
opinions
become first
choices.
**John
Homer**



Causeway
General Insurance Brokers Ltd.
Affiliate of Sun Life of Canada
www.causewayinsurance.com
229 Scott St, Fort Frances 274-6688

2020 - Tonnage at Landfill Site - Updated January 16, 2020

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2019			2020				
								2019	Average last	2020	Total	Average last	Total	2020-2019 Tonnes	2020-2019 Fees
								Total Tonne	10 years Total Tonne	Total Tonne	Total Fees	10 years Fees 2010 to 2019	Total Fees		
JAN	155.55	36.11	264.88	61.50	10.30	2.39	0.00	548.19	395.44	430.73	\$27,590.90	\$21,533.59	\$27,424.15	-117.46	-\$166.75
FEB		#DIV/0!		#DIV/0!		#DIV/0!		360.69	317.98	0.00	\$21,887.90	\$17,034.00		-360.69	-\$21,887.90
MAR		#DIV/0!		#DIV/0!		#DIV/0!		485.71	426.17	0.00	\$76,269.12	\$23,642.71		-485.71	-\$76,269.12
APRIL		#DIV/0!		#DIV/0!		#DIV/0!		740.62	580.93	0.00	\$49,329.50	\$32,712.97		-740.62	-\$49,329.50
MAY		#DIV/0!		#DIV/0!		#DIV/0!		854.39	729.67	0.00	\$50,989.10	\$39,340.52		-854.39	-\$50,989.10
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		757.98	827.61	0.00	\$46,821.00	\$39,940.83		-757.98	-\$46,821.00
JULY		#DIV/0!		#DIV/0!		#DIV/0!		769.45	604.11	0.00	\$47,024.80	\$36,877.55		-769.45	-\$47,024.80
AUG		#DIV/0!		#DIV/0!		#DIV/0!		732.28	678.70	0.00	\$49,303.70	\$37,960.82		-732.28	-\$49,303.70
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		662.16	673.32	0.00	\$42,611.05	\$38,481.31		-662.16	-\$42,611.05
OCT		#DIV/0!		#DIV/0!		#DIV/0!		673.40	834.68	0.00	\$44,233.50	\$43,709.40		-673.40	-\$44,233.50
NOV		#DIV/0!		#DIV/0!		#DIV/0!		677.40	576.61	0.00	\$41,877.80	\$30,714.80		-677.40	-\$41,877.80
DEC		#DIV/0!		#DIV/0!		#DIV/0!		433.30	428.15	0.00	\$26,849.40	\$22,463.35		-433.30	-\$26,849.40
Average per monthly	155.55	#DIV/0!	264.88	#DIV/0!	10.30	#DIV/0!	0.00		589.45	35.89	\$43,732.31	\$32,034.32	\$27,424.15	-1,704.48	-245,463.37
Total	155.55		264.88		10.30		0.00		7073.37	430.73	\$524,787.77	\$384,411.84	\$27,424.15	-7264.84	-\$497,363.62
Town of Fort Frances Tonnage	420.43										\$524,787.77 Actual		\$27,424.15		
											\$407,271.00 Budget		\$414,194.00		
Total Tonnage	430.73										\$524,787.77 Forecasted		\$329,089.80		
Residential Tonnage	155.55	36.11%													
ICI Tonnage	264.88	61.50%													
Coverage material	0.00														

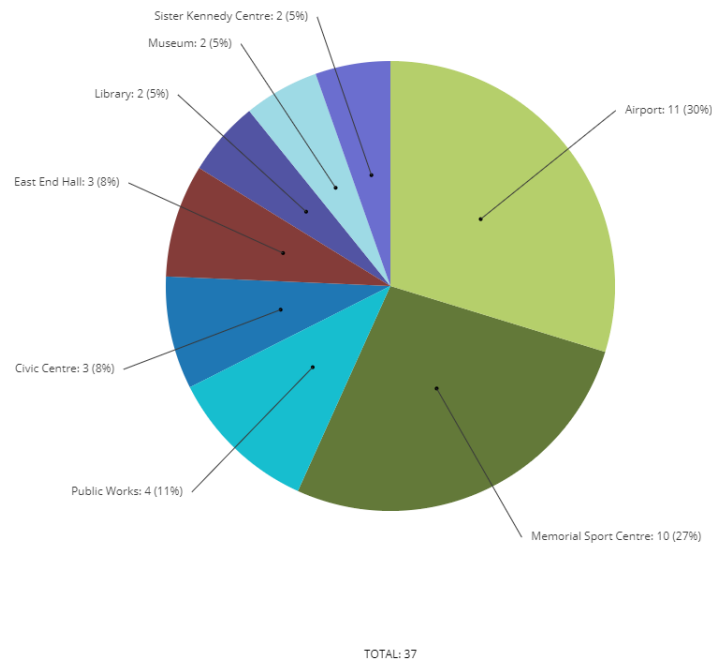
Aircraft Landings 2020
As of January 31, 2020

Month	Bearskin Flights			Bearskin Passengers			Air Bravo Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020-2019
January	56	54	68	140	160	198	8	8	0	2	0	0	15	4	3	50	60	55	0	0	2	45	42	73	168	160	201	8
February		56	66		197	187		15	0		13	0		1	2		43	57		0	3		38	56	0	151	184	-151
March		61	73		160	249		11	0		13	0		10	5		52	43		2	6		42	57	0	180	184	-180
1/4 Total	56	171	207	140	517	634	8	34	0	2	26	0	15	15	10	50	155	155	0	2	11	45	122	186	168	491	569	-323
April		59	77		197	270		7	0		5	0		9	7		57	42		3	6		40	42	0	173	174	-173
May		67	77		196	276		5	2		14	4		19	19		63	35		25	28		43	54	0	231	229	-231
June		61	68		208	219		9	4		13	4		48	24		57	36		81	70		39	49	0	299	273	-299
1/2 Total	56	358	429	140	1118	1399	8	55	6	2	58	8	15	91	60	50	332	268	0	111	115	45	244	331	168	1194	1211	-1026
July		61	74		173	228		10	7		4	10		28	40		54	38		69	79		42	41	0	258	282	-258
August		69	69		236	219		5	5		10	6		33	41		57	41		64	65		40	44	0	273	266	-273
September		62	66		180	197		12	2		8	29		14	33		52	44		46	45		34	37	0	216	254	-216
3/4 Total	56	550	638	140	1707	2043	8	82	20	2	80	53	15	166	174	50	495	391	0	290	304	45	360	453	168	1941	2013	-1773
October		66	68		219	254		13	8		5	5		22	18		57	37		8	8		44	43	0	202	179	-202
November		61	71		180	209		17	1		0	2		6	5		56	41		1	1		37	40	0	161	160	-161
December		47	55		111	197		13	7		0	0		13	7		43	41		3	0		38	34	0	144	137	-144
Total	56	724	832	140	2217	2703	8	125	36	2	85	60	15	207	204	50	651	510	0	302	313	45	479	570	168	2448	2489	-2280

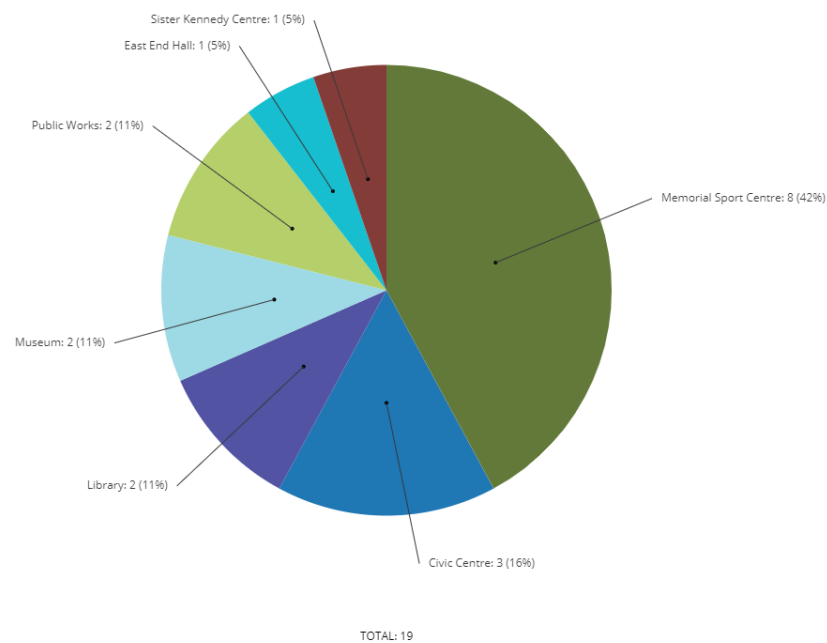
Fort Frances Airport - Page 2/2 - Fuel Sales - January 31st 2020																			
Fuel Sales Recap - 2020									2020	2019	2018	2017	2016	2015	2014	2013	2012	9 year	Variance
	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	2020-2019
Month	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2020 to 2012	month
January	435	435	7,527	7,527		0	7,962	7,962	7,962	8,050	16,597	25,675	7,528	8,692	11,543	7,216	10,252	11,082	-88
February		435		7,527		0	0	7,962		7,991	16,286	12,503	11,904	11,231	12,304	6,197	6,918	9,891	-7,991
March		435		7,527		0	0	7,962		13,716	9,798	21,928	13,255	17,795	10,508	12,077	9,329	13,200	-13,716
April		435		7,527		0	0	7,962		13,010	10,398	13,102	8,592	13,219	8,377	4,453	8,251	9,411	-13,010
May		435		7,527		0	0	7,962		18,667	24,839	21,362	24,681	16,161	29,753	18,350	21,891	21,722	-18,667
June		435		7,527		0	0	7,962		31,063	27,380	27,380	26,015	45,698	30,789	22,786	23,537	28,930	-31,063
July		435		7,527		0	0	7,962		17,146	23,461	24,642	29,002	28,150	14,441	19,232	32,650	23,094	-17,146
August		435		7,527		0	0	7,962		17,024	30,430	23,029	21,119	36,638	20,450	20,075	30,783	24,557	-17,024
September		435		7,527		0	0	7,962		16,543	25,191	13,489	21,325	24,238	21,837	18,005	19,431	20,286	-16,543
October		435		7,527		0	0	7,962		9,076	10,769	16,604	30,655	8,216	15,472	13,109	11,325	14,323	-9,076
November		435		7,527		0	0	7,962		2,202	10,748	9,924	22,349	11,616	7,238	6,398	8,170	9,492	-2,202
December		435		7,527		0	0	7,962		5,852	13,243	6,560	13,797	7,592	6,849	2,028	8,179	7,394	-5,852
Total	435		7,527		0		7,962		7,962	160,340	219,140	216,198	230,222	229,246	189,561	149,926	190,716	193,381	-152,378

Lowest month in last 9 years
Highest month in last 9 years
Highest month
lowest month

February Work Order Distribution



February General Maintenance Work Orders



ID	Origin ID	Department	Work Order Type Group	Work Order Type	Work Order Subtype	Status	Assigned To	Created Date	Completed Date	Most Recent Note	Asset ID
WO-3719		Com Serv - East End Hall	East End Hall	Daily Inspection		In Progress	Jim Garvie	2/28/2020 15:36		Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station. and the old daycare.	
WO-3718		Civic Centre	Civic Centre	General Maintenance - Civic Centre	Carpentry	In Progress	Jim Garvie	2/28/2020 11:15		Repair desk for I.T, folks	
WO-3717		Civic Centre	Civic Centre	General Maintenance - Civic Centre	Carpentry	In Progress	Jim Garvie	2/26/2020 11:12		Move desks from old daycare to civic center	
WO-3716		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/25/2020 15:24	2/26/2020 11:11	Repair the floor mats in the 52 change room hall way	
WO-3715		Com Serv - Museum	Museum	General Maintenance-Museum	HVAC Maintenance	Completed	Jim Garvie	2/25/2020 15:21	2/25/2020 15:22	Clean drain valve for the Honeywell humidifier in the basement	
WO-3714		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/24/2020 14:27	2/27/2020 15:31	Replace 2 fire extinguisher cabinets in the 52 lobby	
WO-3713		Com Serv - Library	Library	General Maintenance - Library	Carpentry	Completed	Jim Garvie	2/24/2020 12:46	2/24/2020 12:47	Replace the sharps container in the woman's handicap washroom	
WO-3712		Ops & Fac - Public Works	Public Works	General Maintenance-PW	Electrical Maintenance	In Progress	Jim Garvie	2/24/2020 11:07		Replace burnt light bulbs in the garage	
WO-3711	PM-3591	Com Serv - Sister Kennedy	Sister Kennedy Centre	Preventative Maintenance-Sister Kennedy	HRV Filter Wash	Not Started	Jim Garvie	2/20/2020 8:55			22677
WO-3710		Com Serv - East End Hall	East End Hall	General Maintenance-East End Hall		Completed	Jim Garvie	2/13/2020 11:21	2/13/2020 11:21	Repair door latch	
WO-3709		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		In Progress	Jim Garvie	2/13/2020 10:17		Various jobs	
WO-3708		Com Serv - Library	Library	General Maintenance - Library	Plumbing Maintenance	Completed	Jim Garvie	2/13/2020 7:31	2/13/2020 10:07	Repair the toilet in the men's washroom	
WO-3707		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/12/2020 14:58	2/19/2020 14:46	Remove old piping from the 52 rink compressor room	
WO-3706		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/11/2020 11:18	2/12/2020 14:55	Repair various items in the pool chemical room	
WO-3705		Com Serv - Museum	Museum	General Maintenance-Museum	HVAC Maintenance	In Progress	Jim Garvie	2/10/2020 8:54		T/S low humidity on the main and upper floors	
WO-3704	PM-3586	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:17			22678
WO-3703	PM-3585	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:16			21835
WO-3702	PM-3584	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:16			21836
WO-3701	PM-3583	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:15			21837
WO-3700	PM-3582	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:15			21838
WO-3699	PM-3581	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:14			21842
WO-3698	PM-3580	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:14			21843
WO-3697	PM-3579	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Check Oil Level, Drain Water	Not Started	Mike Beyak	2/9/2020 15:14			21841
WO-3696	PM-3578	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:13			21845
WO-3695	PM-3577	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:13			21840
WO-3694	PM-3576	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Not Started	Mike Beyak	2/9/2020 15:12			21839
WO-3693		Com Serv - MSC	Memorial Sport Centre	Bench Monthly Detail Inspection		Completed	Jim Garvie	2/7/2020 15:32	2/10/2020 12:03	Replace the double sink drain pipes for the snack kitchen	
WO-3692		Ops & Fac - Public Works	Public Works	General Maintenance-PW		Completed	Jim Garvie	2/7/2020 7:34	2/7/2020 11:00	Replace burnt out bulbs in the front conference room lights.	
WO-3691		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/6/2020 15:43	2/7/2020 15:30	Repair lifted flooring in the weight room	
WO-3690		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/6/2020 14:49	2/6/2020 14:49	Replace 5 toilet paper dispensers	
WO-3689		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/5/2020 12:05	2/6/2020 14:45	Repair the entry way hand rail	
WO-3688		Civic Centre	Civic Centre	General Maintenance - Civic Centre	Carpentry	Completed	Jim Garvie	2/4/2020 12:05	2/4/2020 13:32	Repair the middle garage door for the OPP garage	
WO-3687		Com Serv - Sister Kennedy	Sister Kennedy Centre	General Maintenanc-Sister Kennedy	Carpentry	Completed	Jim Garvie	2/4/2020 9:05	2/4/2020 15:23	Install dead bolt for the carpenter shop	
WO-3686	PM-3575	Ops & Fac - Public Works	Public Works	Preventative Maintenance	HRV Filter Change	Not Started	Jim Garvie	2/3/2020 11:04			22696
WO-3685	PM-3574	Ops & Fac - Public Works	Public Works	Preventative Maintenance	Hot Water Tank Inspection	Not Started	Jim Garvie	2/3/2020 9:14			22605

ID	Origin ID	Department	Work Order Type Group	Work Order Type	Work Order Subtype	Status	Assigned To	Created Date	Completed Date	Customer Name	Most Recent Note	Asset ID
WO-3716		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/25/2020 15:24	2/26/2020 11:11		Repair the floor mats in the 52 change room hall way	
WO-3715		Com Serv - Museum	Museum	General Maintenance-Museum	HVAC Maintenance	Completed	Jim Garvie	2/25/2020 15:21	2/25/2020 15:22		Clean drain valve for the Honeywell humidifier in the basement	
WO-3714		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/24/2020 14:27	2/27/2020 15:31		Replace 2 fire extinguisher cabinets in the 52 lobby	
WO-3713		Com Serv - Library	Library	General Maintenance - Library	Carpentry	Completed	Jim Garvie	2/24/2020 12:46	2/24/2020 12:47		Replace the sharps container in the woman's handicap washroom	
WO-3710		Com Serv - East End Hall	East End Hall	General Maintenance-East End Hall		Completed	Jim Garvie	2/13/2020 11:21	2/13/2020 11:21		Repair door latch	
WO-3708		Com Serv - Library	Library	General Maintenance - Library	Plumbing Maintenance	Completed	Jim Garvie	2/13/2020 7:31	2/13/2020 10:07		Repair the toilet in the men's washroom	
WO-3707		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/12/2020 14:58	2/19/2020 14:46		Remove old piping from the 52 rink compressor room	
WO-3706		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/11/2020 11:18	2/12/2020 14:55		Repair various items in the pool chemical room	
WO-3693		Com Serv - MSC	Memorial Sport Centre	Bench Monthly Detail Inspection		Completed	Jim Garvie	2/7/2020 15:32	2/10/2020 12:03		Replace the double sink drain pipes for the snack kitchen	
WO-3692		Ops & Fac - Public Works	Public Works	General Maintenance-PW		Completed	Jim Garvie	2/7/2020 7:34	2/7/2020 11:00		Replace burnt out bulbs in the front conference room lights.	
WO-3691		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/6/2020 15:43	2/7/2020 15:30		Repair lifted flooring in the weight room	
WO-3690		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/6/2020 14:49	2/6/2020 14:49		Replace 5 toilet paper dispensers	
WO-3689		Com Serv - MSC	Memorial Sport Centre	General Maintenance - MSC		Completed	Jim Garvie	2/5/2020 12:05	2/6/2020 14:45		Repair the entry way hand rail	
WO-3688		Civic Centre	Civic Centre	General Maintenance - Civic Centre	Carpentry	Completed	Jim Garvie	2/4/2020 12:05	2/4/2020 13:32		Repair the middle garage door for the OPP garage	
WO-3687		Com Serv - Sister Kennedy	Sister Kennedy Centre	General Maintenanac-Sister Kennedy	Carpentry	Completed	Jim Garvie	2/4/2020 9:05	2/4/2020 15:23		Install dead bolt for the carpenter shop	
WO-3684		Com Serv - East End Hall	East End Hall	Daily Inspection		Completed	Jim Garvie	1/31/2020 7:30	2/28/2020 15:37		Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station. and the old daycare.	
WO-3683		Com Serv - MSC	Memorial Sport Centre	Bench Monthly Detail Inspection		Completed	Jim Garvie	1/31/2020 7:28	2/5/2020 12:02		Install 2 cabinets for the I. T. folks	
WO-3644	PM-3534	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Check Oil Level, Drain Water	Completed	Mike Beyak	1/20/2020 17:18	2/9/2020 15:14			21841
WO-3643	PM-3533	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:18	2/9/2020 15:13			21839
WO-3642	PM-3532	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:17	2/9/2020 15:13			21840
WO-3641	PM-3531	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:17	2/9/2020 15:14			21845
WO-3640	PM-3530	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:17	2/9/2020 15:14			21843
WO-3639	PM-3529	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:16	2/9/2020 15:15			21842
WO-3638	PM-3528	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:16	2/9/2020 15:15			21838
WO-3637	PM-3527	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:16	2/9/2020 15:16			21837
WO-3636	PM-3526	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:15	2/9/2020 15:16			21836
WO-3635	PM-3525	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:15	2/9/2020 15:16			21835
WO-3634	PM-3524	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	1/20/2020 17:14	2/9/2020 15:17			22678
WO-3608	PM-3520	Com Serv - Sister Kennedy	Sister Kennedy Centre	Preventative Maintenance-Sister Kennedy	HRV Filter Wash	Completed	Jim Garvie	12/20/2019 8:46	2/20/2020 8:56			22677
WO-3599	PM-3491	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	HRV Washable Pre-Filter Vacuum and Wash/ Furnace Filter Inspection	Completed	Mike Beyak	12/4/2019 16:04	2/9/2020 15:17			21848
WO-3598	PM-3490	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	HRV Washable Pre-Filter Vacuum and Wash/ Furnace Filter Inspection	Completed	Mike Beyak	12/4/2019 16:04	2/9/2020 15:17			21849
WO-3597	PM-3489	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	HRV Washable Pre-Filter Vacuum and Wash/ Furnace Filter Inspection	Completed	Mike Beyak	12/4/2019 16:04	2/9/2020 15:18			21846
WO-3596	PM-3488	Ops & Fac - Fort Frances Muni Airport	Airport	Monthly Inspection-Airport	HRV Washable Pre-Filter Vacuum and Wash/ Furnace Filter Inspection	Completed	Mike Beyak	12/4/2019 16:04	2/9/2020 15:18			21847
WO-3521	PM-3463	Ops & Fac - Public Works	Public Works	Preventative Maintenance	HRV Filter Change	Completed	Jim Garvie	11/12/2019 10:48	2/3/2020 11:04			22696
WO-3330	PM-3332	Ops & Fac - Public Works	Public Works	Preventative Maintenance	Hot Water Tank Inspection	Completed	Jim Garvie	8/6/2019 14:25	2/3/2020 9:14			22605

Permit #	Roll #	Owner	Owner Address	Owner City	Applicant P	Property Address	Legal Description	Work Description	Building Co	Work Code	Units/Area	Value	Dwellings C	Dwellings Lost
								Demolish existing garage and remove.						
PRM-2020-0001	591203000207000.00					629 SECOND ST E	PLAN M94 LOT 47 E PT LOT 46;PCL12838	Construct new 16' by 24' garage slab on grade Complete interior renovation/repair from basement to top floor due to roof leak. New plumbing, hvac, insulation, finishes.	110	01, 02, 03	384 Sq. Ft	\$25,000.00	0	0
PRM-2020-0002	591203000613700.00					400 MINNIE AV	PLAN SM44 S PT LOTS 44 TO 47;PCL 44-3	Add 6' by 10' addition on north side of dwelling supported on helical piles	110	01, 02, 03	810 Sq. Ft	\$180,000.00	0	0
PRM-2020-0004	591201000608870.00	THE TRUSTEES FOR THE EVANGELICAL FELLOWSHIP CHURCH	605 MCIRVINE RD	Fort Frances	ON	605 MCIRVINE RD	LOT 41 RIV RGE PTN PLAN;48R3747 PART 2 PCL 26018	Remove and relocate non-load bearing partition walls to create larger learning center/activity rooms			3 760 Sq. Ft 1954	\$18,000.00 223000	0 0	0 0