

# TOWN OF FORT FRANCES

AGENDA - June 8, 2020

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[+1 807-701-5975](#) Canada, Thunder Bay (Toll)

Conference ID: 773 443 491#

## COMMITTEE OF THE WHOLE MEETING

held virtually

(Session No. 043) 5:30 PM

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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. **Council Reports on Board & Committee Activity:**
  - 4.1 Mayor June Caul - Verbal Update
  - Councillor Mike Behan - Verbal Update
  - Councillor Wendy Brunetta - Verbal Update
  - Councillor Andrew Hallikas - Verbal Update
5. **Consent Agenda:**
  - 5.1 Rainy River Vet Services. 4 - 5
    - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.
  - 5.2 Summer Programs 6
    - approval of this report will agree with the recommendation of the Community Services Executive Committee to cancel summer programs as outlined in this report.
  - 5.3 Memorial Sports Centre Stage 2 Grant Application 7 - 8
    - approval of this report will agree with the recommendation of the Community Services Executive Committee to support the NOHFC Stage 2 Grant Application and to cover any cost overruns the project may experience.
  - 5.4 Sewer Rooting - Requests for Reimbursement 9 - 23

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- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to reimburse two private invoices the difference between the costs, that each case be considered individually going forward and further that only works completed during the service reduction period related specifically to COVID-19.	
5.5 Award of RFP 20-OF-04 - Preparation of a Long Range Waste Management Plan	24 - 26
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to award RFP 20-OF-04 to Azimuth Environmental Consulting Inc. for a total cost of \$90,100.00 and further that a by-law be passed authorizing the Mayor and Clerk to execute the agreement on behalf of the Corporation.	
5.6 815 Williams Avenue request for consideration water account	27 - 30
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that March April water bill for 815 Williams Avenue not be adjusted.	
5.7 Airport Facility Lease Renewal - CBRE Maintenance Garage Bay November 1, 2020 to March 31, 2021	31 - 37
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to renew the lease with CBRE at \$109.50 per day for the five (5) month term commencing November 1, 2020 to March 31, 2021, and further that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.	
5.8 Request from Cornerstone Hangars for a hangar lot lease at the Fort Frances Airport	38 - 41
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that the area depicted in the map attached be allocated to Cornerstone Hangars for the development of a new hangar at the Fort Frances Airport and further that all costs associated with the development of the hangar be borne by Cornerstone Hangars as part of their development.	
<b>6. <u>Operations and Facilities Division:</u></b>	
6.1 Verbal Update on Capital Projects	
<b>7. <u>Information:</u></b>	
7.1 Fort Frances Fire and Rescue Services - April 2020 Report.	42 - 43
7.2 Fort Frances Fire and Rescue Services - 2019 Annual Report.	44 - 51

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7.3 Fort Frances Wastewater Treatment Facility - April 2020 Monthly Report	52 - 60
7.4 Sewer & Water Data for 2020 (updated May 27, 2020)	61
7.5 Tonnage at Landfill Site (updated March 26, 2020)	62
7.6 May 2020 Building Statistics	63
<b>9. <u>Non-agenda items:</u></b>	
<b>10. <u>ADJOURNMENT</u></b>	



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2020/33**

**TO:** Mayor Caul & Members of Council  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** June 3, 2020  
**SUBJECT:** Rainy River Vet Services Committee

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**BACKGROUND**

At the May 25, 2020 Council meeting, the letter of request for financial contribution from the Rainy River Vet Services Committee was referred to the Administration and Finance Executive Committee. As in previous years, the money goes towards the Vet Contracts that they have, which provides service to all farmers. If nobody pays, the farmer would be charged more as the contract covers mileage for the vets.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this Rainy River District project and has made annual contributions since 2002 (or earlier based on information provided by Kim Jo) and it has been expensed from the Council Public Relations budget line. In 2019, the committee felt that as a District initiative that indirectly supports Fort Frances.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council support the Rainy River Vet Services Committee's request for a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 funded from Council Public Relations expense.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.

Rainy River Veterinary Services Committee  
c/o Kim Jo Bliss  
R.R. # 2  
Emo, ON P0W 1E0  
807-275-9706 (cell)  
[kimjobliss@gmail.com](mailto:kimjobliss@gmail.com)

May 14<sup>th</sup>, 2020

Clerk-Treasurer  
Town of Fort Frances  
P.O. Box 38 320 Portage Avenue  
Fort Frances, ON P9A 3P9  
[town@fortfrances.com](mailto:town@fortfrances.com)

Dear Town of Fort Frances;

Hello! I hope this finds you all well.

This is your bill for the Vet Assistance Trust Fund. The fees are the same as they have been in the past.  
**Your portion of the fee is a flat fee of \$650.00.**

For your information, The Town of Rainy River, Atikokan and Fort Frances are charged a flat fee. Other Municipalities are charged .35cents per capita and farmers in the unincorporated townships are charged \$5.00 per farm. If these fees are not paid, the Veterinary Clinics are notified and can charge the producers the unsubsidized fees.

Thank you for your continued support towards this fund. We are excited that after many years of asking for our 2<sup>nd</sup> contract back we were successful this year. We are now fortunate that both Nor-West Animal Clinic and Kingsford Veterinary Service have a full contract.

If you have any question, please don't hesitate to reach out to me or our Chair of the Committee Tom Morrish.

Stay safe friends.

*Kim Jo*

Kim Jo Bliss  
Treasurer – Rainy River Veterinary Services Committee  
\*Cheques can be made payable to the Rainy River Vet. Services Committee

June 1, 2020

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Summer Programs**

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The Community Services Division has run the Summer Programs for the Youth in our Community for years. This year we made some changes to the program and expanded our offers to be more user friendly for Families and noticed great interest in the programs. Unfortunately, due to COVID-19 many things have changed in how we are able to operate and offer programming. Our Summer programs schedule to start on June 29, 2020 and run for 8 weeks are well over 70% filled at this time and we had to stop registration due to COVID-19 less than a week into our sign up. Due to the fact the Province has indicated it will not allow overnight camps, that daycare facilities are not yet open to the general public, gatherings up to a maximum of 5 people, I cannot see how we are able to provide this service in 2020. I know a lot of families rely on this service for child care and an activity for their children over the summer months but with the uncertain times we find ourselves in I believe it best we contact the families and let them know we are unable to supply this service at this time. This program is generally run with up to 4 high school or university aged students and placing the added responsibility on these individuals with the requirements bestowed upon us due to COVID-19 may not be a reasonable request. I believe it will be in the Town and its residents' best interest to cancel our 2020 Summer Programs and look to offer this service beginning in 2021 under better circumstances.

**Recommendation**

The Community Service Division recommends to Mayor & Council to cancel the 2020 Summer Programs and refund all participants who have already paid for their spots.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

<p><b>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to cancel Summer Programs as outlined in this report.</b></p>
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June 1, 2020

Report To: Community Services Executive Committee

From: Aaron Bisson, Recreation and Culture Manager

### **RE: Memorial Sports Center Stage 2 Grant Application**

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The Town has a grant application in for the Investing in Canada infrastructure Program to deal with rehabilitating the Memorial Sports Center, this is a needed upgrade to some structural issues the building is dealing with. In conjunction with this I have applied to several grants to increase our ability to serve a larger customer base and service our current customer base during the Investing in Canada Infrastructure Program Grant Renovations. We have several opportunities to attract large numbers of new members to the facility through new corporate subsidies being offered to workers of some large companies. The issue we are seeing is that we do not have a large enough facility to accommodate our current membership.

We have been fortunate enough to make it through to stage 2 of the application process. One of the requirements of this final stage is for council to pass a resolution supporting the project should it be funded by NOHFC and agree to cover any cost overruns the project may encounter.

The proposed expansion would allow the Town to achieve several objectives:

- The first objective would be to allow no interruption or a very minimal interruption to the pool activities we are currently offering. We have increased our offerings in the pool significantly and to shut the pool down for a four to six (4-6) month renovation could significantly hurt the progress and momentum we have created to this point.
- We currently have approximately 94 members that hold a membership exclusively for the reason of using our pool facility and the programs we run through the pool, if we shut it down for 6 months we would lose arguably all of those members for that period and it is uncertain how many would buy a membership again once the pool reopened
- The addition would allow for larger accessible washrooms/changerooms to be built so we can become compliant with accessibility standards
- A proper family/accessible changeroom could be added
- Increase the size of our weight room to eliminate the backlog and waiting for machines
- Add dedicated fitness areas so that we can begin to capitalize on the trend of providing fitness classes
- Increase the size of our cardio room for proper spacing of equipment and offer appropriate pieces of equipment.
- Increasing our facility size and accessibility would attract new members that have left due to the restrictive operating hours we currently offer
- It is also expected that updating our equipment and having a larger variety of machines would increase our membership because of our expanded offerings.
- Appropriately deal with humidity and temperature issues experienced in the current configuration
- Allow access to our gym members through an exterior door which would grant additional access outside of normal operating hours and fall in line with most other gym options.
- Allow our facility to offer programming/rehabilitation to people with disabilities by updating our facility to be able to accept such customers

<b>Projected project cost</b>	<b>\$ 4,675,000.00</b>	
<b>Funding Course</b>	<b>% Contribution</b>	<b>Estimated Funding Allocation</b>
Trillium (pending)	10.7%	\$ 500,000.00
Provincial	79.3%	\$ 3,707,500.00
Municipal	10%	\$ 467,500.00
Total contribution	100%	\$ 4,675,000.00

Note: The above scenario is a best case scenario. The provincial government generally provides support to a total of \$1,000,000.00 of funding but has recently funded beyond that level locally and is encouraging a project of this size for our region. We have spoken with the local representative for NOHFC and strengthened our case for a funding level greater than the standard funding levels normally given. FedNor was one of the possible other grant options we explored however they have indicated they will not fund this project, as it does not fit with their priorities at this time. There are other grants that we could stack with these two grants including Trillium for accessibility up to \$500,000.00. A worst case scenario could be a Town funding contribution in the \$1,000,000 to \$2,000,000 Range.

#### **Recommendation**

The Community Service Division recommends to Mayor & Council to support the proposed MSC Expansion Project subject to a successful NOHFC grant and agree to cover any cost overruns on the project.

Respectfully Submitted,

*Aaron Bisson*

Aaron Bisson  
Manager of Recreation and Culture

**Council approval of this report will agree to the recommendation of the Community Services Executive Committee to support the NOHFC Stage 2 grant application and to cover any cost overruns the project may experience.**

June 3, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Sewer Rooting – Requests for Reimbursement**

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In March of 2020 as a result of the COVID-19 Pandemic the Town of Fort Frances, in an attempt to protect the health and safety of its staff and limit risk of exposure stopped all in house sewer and water works including sewer rooting activities. As a result, we have been directing any calls received at the Town of Fort Frances to local contractors to complete the works.

Attached you will find a report from Mr. Craig Miller, P.Eng, Environmental Superintendent outlining two requests for reimbursement for recent sewer rodding works completed by a local contractor. It is Administration's recommendation to the Operations and Facilities Executive Committee that these costs should not be reimbursed.

The matter garnered a lengthy discussion at the June 3, 2020 Operations and Facilities Executive Committee where the committee made the following recommendations:

1. That the two private invoices be reimbursed the difference between the costs for the Town to complete the works (\$117.40) and the actual invoice (\$199.75) totalling \$82.35.
2. That each case be considered individually going forward.
3. And that only works completed during the service reduction period related specifically to COVID-19.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

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

1. That the two private invoices be reimbursed the difference between the costs for the Town to complete the works (\$117.40) and the actual invoice (\$199.75) totalling \$82.35.
2. That each case be considered individually going forward.
3. And that only works completed during the service reduction period related specifically to COVID-19.

May 29, 2020

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

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

**SUBJECT:** Sewer Rooting – Request for Reimbursement

On May 22 and May 25, the Town received requests from Ms. Eleanor Morken (850 Third St. East) and Mr. Jackson Coran (935 Third St. East) for reimbursement of sewer rooting that they had done by Do-Rite Plumbing. Both invoices totalled \$175 + \$22.75 HST for a total bill of \$199.75.

Both invoices from Do-Rite Plumbing (o/o by John Markus) indicated that the blockage was on the town side of the property line and that roots were the cause of the blockage.

In both instances, the property owners had initially requested rooting services from the Town. Due to Covid-19 work restrictions, Town employees are not entering private buildings for work, including sewer rooting. Because of the Covid-19 work restrictions, we have been referring work out to local plumbers.

Town Bylaw 06/16 speaks to sewer blockages caused by tree roots, as follows:

### **2.6 Blockage – tree roots - liability**

Where a sewer service blockage is caused by tree roots and the tree is located on Town property, the Town may assume liability for costs involved in clearing such blockage. Where the tree is located on private property and causes the blockage of a sewer service then the Owner of the property shall be liable for all of the cost involved in clearing the blockage. The Engineer shall be the sole judge of the location of the problem and as to whether or not the Owner is to be charged with any of the cost.

### **2.19 Maintenance responsibility – service lateral – building sewer – charges**

When authorized by the property Owner the Town will perform maintenance work with respect to cleaning of the service lateral and/or building sewer only. The Owner or Authorized representative of the Owner shall give the Town written authorization to perform such work by executing the appropriate Work Requisition form. The charge for maintenance services shall be determined as follows:

- a) A minimum service charge as outlined in the current Town's User Fee By-law will be charged to the Owner for maintenance services.
- b) Where it is determined by the Town that the location of the obstruction is on the Owner's property all charges incurred, less the minimum service charge shall be paid by the Owner.

- c) Where it is determined by the Town that the location of the obstruction is on the Town's property. This only applies to normal service laterals, property line to main (normally approximately ten (10) metres or thirty-three (33) feet) and not those made under special agreement with the Town. The Town may assume all costs for maintenance services to clear the blockage, except for the minimum service charge.
- d) Where it is discovered that the service obstruction is the direct result of a person(s) discharging or depositing items, i.e. female hygiene products, paper towels, etc. other than those deemed normal every day usage, regardless of the location of the obstruction (Owner's or Town's property), the Owner shall be responsible for the costs of the work done to clear the obstruction.

When the Town's employees perform sewer rooting services, the following charges may be incurred (all based on work being done during normal working hours):

Minimum Charges (regardless of where the blockage is): \$26.50

Minimum Charge if blockage is on owner's property or owner is at fault: \$117.40 per hour. (A typical sewer rooting is a one-hour charge).

The town does not charge HST on sewer rooting work.

It is acknowledged that had the town performed the sewer rooting, based on the information on the invoices from Do-Rite Plumbing, the property owners would have been invoiced for the minimum amount of \$26.50. Instead, the property owners were invoiced \$199.75.

Town adapted to the Covid-19 pandemic in March and imposed work restrictions to ensure the safety of Town employees. Not entering private buildings for sewer work was one of the restrictions implemented. Unfortunately, this restriction has meant that the Town has not been able to offer sewer rooting services unless the property has an outdoor cleanout.

Because the work was completed by private contractors, we cannot validate the location of the blockage, if any foreign materials were found or if roots were also encountered on the property owner's side of the property line.

Neither property has a history of sewer rooting in the Town's property files, dating back to the mid-1980's. 935 Third St. East has no trees on the boulevard. 850 Third St. East has one tree in the boulevard and additional trees on private property.

It is my recommendation that the Town does not reimburse either of the property owner's for their expenses incurred as a result of having their sewer service lines privately rooted by Do-Rite Plumbing.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Craig Miller', is positioned above the typed name.

Craig Miller, P.Eng.  
Environmental Superintendent

Attached:

- Email correspondence between Town and Ms. Morken
- Invoice from Do-Rite Plumbing to Ms. Morken
- Imaging of 850 Third St. East
- Property File card for 850 Third St. East
- Email correspondence between Town and Mr. Coran
- Invoice from Do-Rite Plumbing to Mr. Coran
- Imaging of 935 Third St. East
- Property File card for 935 Third St. East
- Copy of Town of Fort Frances Sewer Maintenance Rates.

**Craig Miller**

---

**From:** Eleanor Morken <[eleanor.morken@gmail.com](mailto:eleanor.morken@gmail.com)>  
**Sent:** Monday, May 25, 2020 5:27 PM  
**To:** Craig Miller  
**Subject:** Re: [External] Plugged Sewer

Melvin Morken acted on the direction of the town. He was advised to call John from Do Rite Plumbing . Melvin was also told the town would not be looking into this due to Covid 19. John from Do Rite Plumbing came and found the sewer blockage was on town property. Melvin did not act regarding this until he was directed by the town.  
 Melvin and Eleanor Morken

Sent from my iPad

On May 25, 2020, at 3:12 PM, Craig Miller <[cmiller@fortfrances.ca](mailto:cmiller@fortfrances.ca)> wrote:

Ms. Morken –

Unfortunately, I am not empowered to accommodate your request as I must work within the boundaries of the Town's bylaws.

I am going to forward your request to the Operations and Facilities Executive Committee for consideration. I am hoping it will be on their agenda for June 3.

Thank you.

---

Craig Miller, P.Eng.  
 Environmental Superintendent  
 Tel: 807-274-9893 ext. 1313  
 Cell: 807-271-1661

**From:** Lori Pattison <[lpattison@fortfrances.ca](mailto:lpattison@fortfrances.ca)>  
**Sent:** Monday, May 25, 2020 9:19 AM  
**To:** Craig Miller <[cmiller@fortfrances.ca](mailto:cmiller@fortfrances.ca)>  
**Subject:** FW: [External] Plugged Sewer

This lady called on Friday and she said she is forwarding her bill to have her sewer unplugged by John Marcus as it was on town property where the problem was and she doesn't feel that she should have to pay for it

Lori

**From:** Eleanor Morken <[eleanor.morken@gmail.com](mailto:eleanor.morken@gmail.com)>  
**Sent:** Friday, May 22, 2020 1:31 PM  
**To:** Lori Pattison <[lpattison@fortfrances.ca](mailto:lpattison@fortfrances.ca)>  
**Subject:** [External] Plugged Sewer

[EXTERNAL] Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to [support@fortfrances.ca](mailto:support@fortfrances.ca).

In follow up to our phone conversation as per your request a picture of the bill paid in full by us due to the plugged sewer on town property. We are requesting reimbursement of the cost. Melvin and Eleanor Morken. We can be contacted at 274-9626.

<IMG\_2544.jpg>

Sent from my iPad



## Google Maps 850 Third St E



Map data ©2020, Map data ©2020 10 m



## 850 Third St E

Fort Frances, ON P9A 1S1



Directions



Save



Nearby

Send to your  
phone

Share

## Photos

# MAINTENANCE RECORD

ADDRESS: 850 THIRD STREET EAST

REMARKS

DATE

MAY 6/88

CLEANED PLUGGED SEWER - PLUGGED 55' FROM CO GREASE CHANGING OWNER -

## Craig Miller

---

**From:** Jackson Coran <jacksoncoran77@yahoo.ca>  
**Sent:** Tuesday, May 26, 2020 1:34 PM  
**To:** Craig Miller  
**Subject:** Re: [External] Sewer Line

Thank you.

Sent from my iPhone

On May 25, 2020, at 3:11 PM, Craig Miller <cmiller@fortfrances.ca> wrote:

Mr. Coran –

Unfortunately, I am not empowered to accommodate your request as I must work within the boundaries of the Town's bylaws.

I am going to forward your request to the Operations and Facilities Executive Committee for consideration. I am hoping it will be on their agenda for June 3.

Thank you.

---

Craig Miller, P.Eng.  
 Environmental Superintendent  
 Tel: 807-274-9893 ext. 1313  
 Cell: 807-271-1661

**From:** jackson Coran <jacksoncoran77@yahoo.ca>  
**Sent:** Monday, May 25, 2020 1:51 PM  
**To:** Lori Pattison <lpattison@fortfrances.ca>  
**Cc:** Craig Miller <cmiller@fortfrances.ca>  
**Subject:** [External] Sewer Line

**[EXTERNAL]** Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to [support@fortfrances.ca](mailto:support@fortfrances.ca).

Hello,

I reached to you May 25th asking if you guys could come and see about my water/sewer drain which was backing up and spilling into my basement. After I was told by the receptionist that the town employees could not come into my house she gave me John Markus's number. John came and began snaking out the drain line. He went out about 55-65 feet where he found the blockage to be on the towns end. He found roots and other such things on his router. Since it was on the towns end I have attached the bill seeing as this is a service I pay town taxes for and you weren't able to fulfill the service.

If you need any more information you can reach me at 807-276-2256, or email me at [jacksoncoran77@yahoo.ca](mailto:jacksoncoran77@yahoo.ca).

OUR NUMBER	294224
DATE	MAY 25 2020
CUSTOMER'S ORDER	

SOLD TO JACKSON CORAM  
ADDRESS 935 3RD ST E  
FORT FRANCES

SHIP TO DO RITE PLUMBING  
ADDRESS PO Box 565  
FORT FRANCES ONT

TAX REG. NO.	SALESPERSON	FOB	TERMS	VIA
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[illegible]

Google Maps 935 Third St E



Map data ©2020, Map data ©2020 10 m



## 935 Third St E

Fort Frances, ON P9A 1S2



Directions



Save



Nearby

Send to your  
phone

Share

## Photos

**MAINTENANCE RECORD**

ADDRESS:

935 THIRD STREET EAST

**REMARKS****DATE**

DEC 4/86

TURNED WATER OFF - TURNED WATER ON

## TOWN OF FORT FRANCES

### SEWER MAINTENANCE AUTHORIZATION

It is understood that the property owner is responsible for the sewer from his building to the street property line and will pay any charges, which may occur as a result of work required to be done by the Town forces in cleaning this sewer or attempting to do so.

The Town, under normal conditions, accepts the responsibility for the last approximately thirty-three (33) feet of service line. This only applies to normal service connections and not those made under special agreement with the Town. The employees who are on the job will determine the exact location of the blockage.

Where it is discovered that a sanitary sewer service blockage is the direct result of a person(s) discharging or depositing items other than those deemed normal everyday usage, regardless of the location of the blockage (Owner's or Town's property), the Owner will incur all costs of the work done to clear the blockage. (Town By-law 48/92).

**Minimum Charge** – for providing services to unplug a blockage in a sanitary sewer service line;

- a. During regular business hours - \$26.50
- b. Regular Overtime - \$39.50
- c. On a Statutory Holiday - \$53.00

**Charges for the work (if on Owners property) will be:**

- 1. The standard charges for work performed during regular working hours:
  - a) **\$117.40/hr** (includes 2 employees @ \$45.10/hr each, ½ ton truck and roto rooter @ \$27.15/hr).
- 2. Minimum charges for one (1) hour overtime:
  - a) **\$162.55/hr** (includes 2 employees @ \$67.70/hr each, ½ ton truck and roto rooter @ \$27.15/hr).
- 3. Minimum charges for any callout after regular working hours or on weekends
  - a) **\$387.95** - Four (4) hours labour for each of two employees (4 x 2 x \$45.10 = \$360.80), ½ ton truck and roto rooter 1 hour at \$27.15/hr.
- 4. Minimum charges on a statutory holiday:
  - a) **\$748.75** - Eight (8) hours labour for each of two employees (8 x 2 x \$45.10 = \$721.60), ½ ton truck and roto rooter 1 hour at \$27.15/hr.

June 3, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of RFP 20-OF-04 – Preparation of a Long-Range Waste Management Plan**

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In February 2020 an RFP was issued by the Town for the development of a long-range waste management plan for the Town of Fort Frances as a lead up to the eventual expansion of the Town of Fort Frances Landfill site and operations. The RFP was closed on April 21, 2020 by conference call where a total of seven (7) proposals were received.

Attached is a report from Mr. Craig Miller, Environmental Superintendent summarizing the proposals and review procedure.

The 2020 Capital Budget allocation for this work was estimated at \$75,000.00. The work plan spans both 2020 and 2021 with the starting portions originally scheduled for early May. Given the delay in award and the proposed schedule it is suggested that we work with Azimuth to arrange the work to maintain the current budget forecast for 2020.

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

1. RFP 20-OF-04 be awarded to Azimuth Environmental Consulting, Inc for a total cost of \$90,100.
2. and that a by-law be passed authorizing Mayor and Clerk to execute the agreement on behalf of 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. RFP 20-OF-04 be awarded to Azimuth Environmental Consulting, Inc for a total cost of \$90,100.**
- 2. and that a by-law be passed authorizing Mayor and Clerk to execute the agreement on behalf of the corporation.**

Manager of Operations and Facilities

May 29, 2020

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

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

**SUBJECT:** RFP 20-OF-04 | Preparation of a Long Range Waste Management Plan

On February 14, 2020, RFP 20-OF-04 was issued by the Town of Fort Frances for the Preparation of a Long Range Waste Management Plan. An RFP Addenda was issued on March 31, 2020 and the tender process closed on April 21, 2020.

### **Background**

The Town of Fort Frances Landfill is nearing the end of its capacity. Accordingly, the Town is taking steps to plan for either a landfill expansion or a new landfill or some other option. The Town recognizes that planning for this next phase is a multi-year project and will require input from many different parties, including various levels of government, the public and First Nations.

The Town of Fort Frances sought proposals from “Qualified Persons” as defined under the Environmental Protection Act (Part XV.1) to conduct a study to submit proposals for the preparation of a comprehensive long-range waste management plan to ensure that adequate waste management capacity is available for Town of Fort Frances's citizens until at least 2060.

### **Proposals**

The town received a total of seven (7) proposals. The breakdown of costs is listed in the table below:

Step Description	TBT	Azimuth	EXP	Stantec / BW	KGS	GHD	Golder
Review Existing Docs	\$6,000	\$6,900	\$6,470	\$15,000	\$12,284	\$25,900	\$15,000
Assmt of Current and Future Requirments	\$22,000	\$18,500	\$14,510	\$12,000	\$31,829	\$31,720	\$7,000
Develop Alt. Methods for Meeting Future Demands	\$12,000	\$20,000	\$21,055	\$9,000	\$86,952	\$31,960	\$25,000
Develop Operating and Financial Models	\$12,000	\$15,400	\$6,880	\$9,000	\$11,393	\$63,480	\$20,000
Develop Landfill Transition and Closure Plan	\$27,500	\$5,200	\$11,040	\$20,000	\$41,192	\$25,520	\$20,000
Evaluate Alternatives - Preferred Method Selection	\$3,000	\$17,800	\$19,575	\$9,000	\$60,318	\$31,300	\$30,000
Preparation of ToR for EA	\$6,000	\$6,300	\$20,390	\$45,000	\$54,797	\$106,640	\$200,000
<b>Subtotal</b>	<b>\$88,500</b>	<b>\$90,100</b>	<b>\$99,920</b>	<b>\$119,000</b>	<b>\$298,765</b>	<b>\$316,520</b>	<b>\$317,000</b>
Completion of EA & Establishing Approval Reqmts	\$35,000	20000-100000	\$132,463	\$156,000	\$150,273	\$168,760	\$675,000
Prepare Draft and Final LRWMP Documents				\$15,000			

Both myself and Mr. Travis Rob evaluated the proposal based on cost, experience, past project history, team experience and regional work presence. Based on these criteria,

we short-listed the list to Azimuth Environmental Consulting, Inc., EXP Services Inc. and Stantec / Boundary Waters.

Upon a further, more in depth review, it was decided that EXP project experience was ranked them third out of the top 3 proposals.

Stantec / BW has relevant and significant experience in Northeastern / Northwestern Ontario. Stantec's partnership with Boundary Waters Engineering was also interesting given that we are expecting the Town to be requested to accept waste from local First Nations over the upcoming years.

Azimuth also has relevant and significant experience in Northeastern / Northwestern Ontario. They are a small, specialized consultant focused on landfill and similar environmental work. They work closely with Kenora which could create efficiencies if they are coming to Kenora and can also work with us.

For Steps 1-7, Stantec / BW is \$119,000 and Azimuth is \$90,100. For Step 8, Azimuth gave a range of \$20k-\$100k and Stantec / BW costed \$156k.

Either firm could successfully help us plan for the next phases of waste management in Fort Frances. Therefore, I think cost becomes a determining factor which puts Azimuth at #1 and Stantec / BW at #2.

It is my recommendation that the Town accept the proposal prepared by Azimuth Environmental Consulting, Inc. for a the Preparation of a Long Range Waste Management Plan and enter into an agreement with them for the services proposed.

Respectfully submitted,



Craig Miller, P.Eng.  
Environmental Superintendent

June 3, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: 815 Williams Avenue Request for consideration water account**

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On May 22, 2020 the Town received a letter from the owners of 815 Williams Avenue regarding their water bill.

Attached to this report is a outline of the events surrounding the increase in water consumption at 815 Williams compiled by Craig Miller, Environmental Superintendent.

As outlined in the letter from Mr. and Mrs. Knapp, it is apparent that there was an internal issue causing leaking water driving up the consumption. Given this leak, treated water was ran through the system and treated as wastewater. As a result of this, costs were incurred by the town as a result of the internal leak at 815 Williams Avenue.

As a result of the costs incurred, it is the recommendation of the Operations and Facilities Executive Committee that the March April water bill for 815 Williams Avenue not be adjusted.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that March April water bill for 815 Williams Avenue not be adjusted.**

Manager of Operations and Facilities

2020June3 Water Bill consideration 815 Williams.docx

May 22, 2020

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

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

**SUBJECT:** 815 Williams Avenue – Knapp Investments

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On May 7<sup>th</sup>, 2020, I received a call from Ms. Penny Knapp regarding the water bill received for 815 Williams Avenue (owned by Knapp Investments). Ms. Knapp expressed concern that the water bill they received for the March – April billing period was much higher than previous bills.

On May 8<sup>th</sup>, 2020, I made arrangements with Ms. Knapp to meet her and Mr. Knapp at 815 Williams to check the water meter and to investigate the high water bill.

In preparation, I reviewed the daily water meter data (see chart). The water showed an inconsistent usage pattern with several daily peaks around 3000 gallons per day.

I met the Knapp's at 815 Williams Avenue at approximately 11:30am on May 8<sup>th</sup>, 2020. We discussed the usage history and that the building was leased to another company but they were down to one staff that frequently worked from home and 815 Williams Avenue was frequently vacant. The infrequent use of the building matched the sporadic water usage from the daily meter reads.

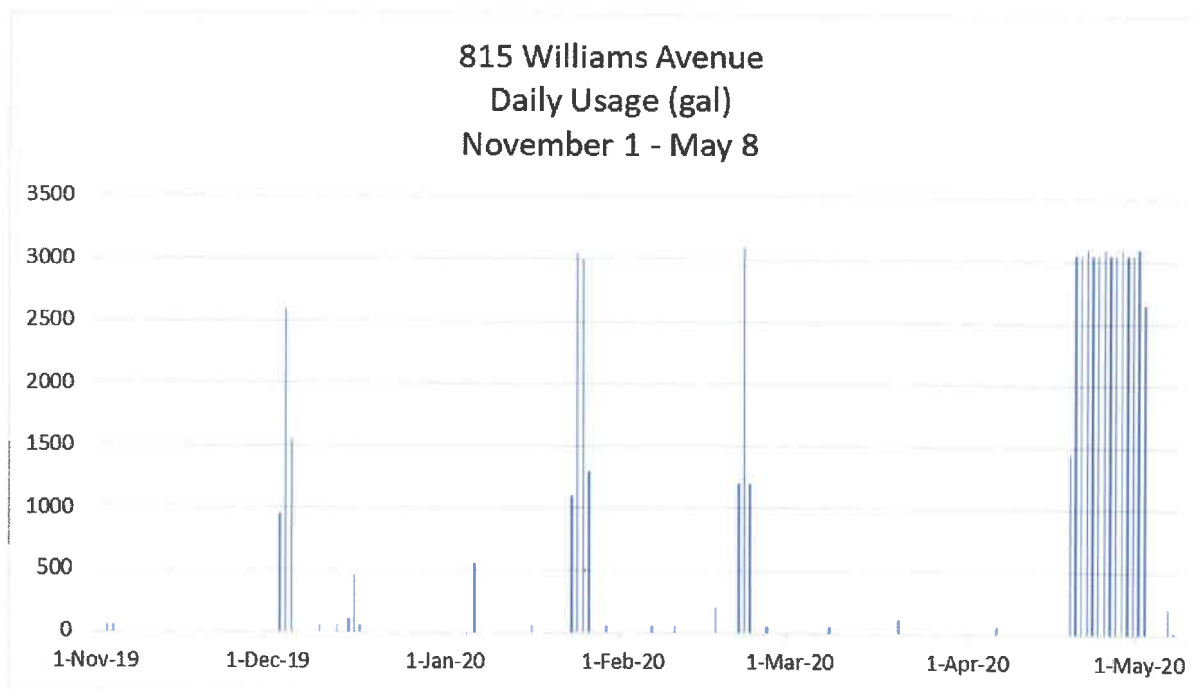
There were no signs of any broken water lines, the water meter flow indicator turned when water was running and the read on the meter matched the remote read.

Upon further investigation of the property, I checked the toilet internals. The internal lever attached to the flush handle had left a mark on the Styrofoam insulation inside the tank. There was a small chip on top of the insulation where it appeared that the lever would occasionally get stuck when flushed and the toilet would probably run until the next time used or someone heard it running or it just dropped off on its own. I did show this to Ms. and Mr. Knapp. Unfortunately, I did not get a picture of this.

Ms. and Mr. Knapp asked what I could do to help their bill and I explained that their only recourse to dispute the bill was to either have their water meter tested (at their cost) or write to the Mayor and Council.

Ms. and Mr. Knapp indicated that they would repair the toilet immediately and determine their next steps going forward.

It is my opinion that the water meter installed at 815 Williams Avenue is installed properly and is reading accurately. Further, the high water bill received by Knapp Investments is due excessive water usage caused by faulty toilet internals.



Respectfully submitted,

Craig Miller, P.Eng.  
Environmental Superintendent

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

Attn: Mayor and Town Council

To: Lisa Slomke : Town Clerk

lslomke@fortfrances.ca

**RE: Account 041161.00**

We are in receipt of the most recent water bill for 815 Williams Avenue in Fort Frances. Upon review of this invoice, we note that there has been a dramatic increase in the water consumption since 2019.

In 2019, there were 5 employees working at 815 Williams up until May 2019. After May, there were only 2 employees working, and most recently in January, only 1 employee at this address.


Due to COVID19, the one employee working at this premises has been working from home since March 2020. This employee has been in the office sporadically, for an hour here and an hour there. As this is a leased building, with Claimspro, we are not authorized to visit the premises on a daily basis.

Upon review of the billings, and historic usage, we note that there have been substantial increases in the water usage, with less employees in the building, which has led to this letter and our meeting with Craig Miller at 815 Williams Avenue. Mr. Miller inspected the water meter to ensure it was working correctly. Mr. Miller also checked the taps and the toilet. Mr. Miller pointed out that the toilet was most likely the culprit, as there was a significant indentation on the Styrofoam where the chain may have been getting stuck. Due to the fact that the 1 employee was there very sporadically since March, and he was the only employee in the building since January, we can assume that he did not notice that the toilet was running.

We are writing this letter in hopes that you can revise this most recent water bill. As you are aware, due to COVID, this building has remained for the most part, empty for the period in which the most recent bill pertains to. It would have been impossible for 1 person to consume that much water in that time period. As you are also aware, due to COVID, our tenants have elected to delay rent payments, and as a household, we are all unemployed. I am certain you can appreciate our predicament.

We would appreciate if you would reduce our bill to our average billing, even though there is only 1 person occasionally in the building. Please advise as soon as possible as the billing payment due date is May 29, 2020.

Thank you for your time,

  
 Keith and Penny Knapp  
 Knapp Investments

June 3, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Airport Facility Lease Renewal – CBRE Maintenance Garage Bay November 1, 2020 to March 31, 2021**

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For a number of years, CBRE on behalf of the Ministry of Natural Resources and Forestry Conservation Officers has entered into a lease agreement with the Town of Fort Frances for the rental of one bay of the Fort Frances Airport Maintenance Garage for the storage of their equipment as required, but to a maximum of 3 days per week. Attached is a letter from CBRE exercising their right to extend the term of the lease. The lease extension is for one term of 5 months from November 1, 2019 to March 31, 2020, the rate will be \$7117.50 per year or \$109.50 per day and 3 days per week.

It is recommended by the Operations & Facilities Executive Committee that Council renew the lease rate with MNRF at \$109.50 per day for the next five (5) months and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng.

**Council approval of this report will ensure that Council renew the lease with CBRE at \$109.50 per day for the five (5) month term commencing November 1, 2020 to March 31, 2021, and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.**

Manager of Operations and Facilities

2020June3 Airport CBRE Lease term extension.docx



2020-05-22

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Lease for Garage Bay for MNR

Please find attached the rental lease agreement for the MNR to use the garage bay located at the airport. This lease will result in a revenue stream to the airport in the amount of \$7117.50 based on the 3 days per week. This lease will be paid in equal monthly installments to the airport in the amount of \$1423.50 for the term of November 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021. This will not affect the airport operation in any capacity. It is my recommendation that we execute this agreement and commence business with the MNR to utilize this space as laid out in the attached agreement.

Kind Regards,

Tom Batiuk  
Airport Supervisor

L12249

**SIXTH LICENCE EXTENSION AND AMENDING AGREEMENT**

**THIS LICENCE** made in duplicate as of November 1, 2020.

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF FORT FRANCES**

(the “**Licensor**”)

- and -

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE  
MINISTER OF GOVERNMENT AND CONSUMER SERVICES**

(the “**Licensee**”)

**WHEREAS:**

- A. By a licence agreement dated February 15, 2015, (the “Original Licence”), the Licensor did license unto Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure (“MEDEI”) for a term of three (3) months commencing on February 15, 2015 and ending on May 14, 2015 (the “Original Term”), the premises more particularly described as eight hundred (800) square feet as set out in Schedule “C” attached thereto (the “Licensed Premises”), in the building municipally known as 1300 Frog Creek Road (the “Building”), in the unorganized township of Miscampbell, also in the Town of Fort Frances, in the Province of Ontario (the “Lands”), as more particularly described in Schedule “A” attached thereto, in addition to other terms and conditions as set out therein.
- B. By a licence extension and amending agreement dated November 1, 2015 (the “First Licence Extension and Amending Agreement”), the Licensor and the MEDEI agreed to extend the Original Term in accordance with the terms of the Original Licence, with an extension term commencing on January 1, 2016 and expiring on March 31, 2016 (the “First Extension Term”), in addition to other terms and conditions as set out therein.
- C. Pursuant to the terms of the First Licence Extension and Amending Agreement, the MEDEI was entitled to extend the First Extension Term for three (3) additional terms of five (5) months each.
- D. The MEDEI exercised its right to extend the First Extension Term by a second licence extension and amending agreement dated November 1, 2016 (the “Second Licence Extension and Amending Agreement”) with an extension term commencing on November 1, 2016 and expiring on March 31, 2017 (the “Second Extension Term”), in addition to other terms and conditions as set out therein.
- E. Pursuant to the terms of the Second Licence Extension and Amending Agreement, the MEDEI was entitled to extend the Second Extension Term for one (1) additional term of five (5) months.
- F. By Order in Council No. 1342/2016, approved and ordered September 14, 2016, all of the powers and duties previously assigned and transferred to the MEDEI under Order in Council No. 219/2015 in respect of infrastructure and other matters are assigned and transferred to the MOI.
- G. The MOI exercised its right to extend the Second Extension Term by a third licence extension and amending agreement dated November 1, 2017 (the “Third Licence Extension and Amending Agreement”) with an extension term commencing on November 1, 2017 and expiring on March 31, 2018 (the “Third Extension Term”), in addition to other terms and conditions as set out therein.

- 2 -

- H. Pursuant to the terms of the Third Licence Extension and Amending Agreement, the MEDEI was entitled to extend the Third Extension Term for two (2) additional terms of five (5) months each.
- I. The MOI exercised its right to extend the Third Extension Term by a fourth licence extension and amending agreement dated November 1, 2018 (the "Fourth Licence Extension and Amending Agreement") with an extension term commencing on November 1, 2018 and expiring on March 31, 2019 (the "Fourth Extension Term"), in addition to other terms and conditions as set out therein.
- J. Pursuant to the terms of the Fourth Licence Extension and Amending Agreement, the MOI was entitled to extend the Fourth Extension Term for three (3) additional terms of five (5) months each, and the parties agreed that the three (3) additional options to extend the Fourth Extension Term would supersede any remaining options to extend contained in the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement and the Third Licence Extension and Amending Agreement.
- K. By Order in Council No. 1152/2018, approved and ordered October 22, 2018, certain responsibilities in respect of government property under the Ministry of Infrastructure Act, 2011, S.O. 2011, c. 9, Sched. 27 and other responsibilities were assigned and transferred from the MOI to the Minister of Government and Consumer Services.
- L. The Licensee exercised its first right to extend the Fourth Extension Term by a fifth licence extension and amending agreement dated November 1, 2019 (the "Fifth Licence Extension and Amending Agreement") with an extension term commencing on November 1, 2019 and expiring on March 31, 2020 (the "Fifth Extension Term"), in addition to other terms and conditions as set out therein.
- M. Pursuant to the terms of the Fifth Licence Extension and Amending Agreement, the Licensee was entitled to extend the Fifth Extension Term for one (1) additional terms of five (5) months.
- N. By a letter dated January 30, 2020, the Licensee exercised its right to extend the Fifth Extension Term in accordance with the terms of the Fifth Licence Extension and Amending Agreement, with an extension term commencing on November 1, 2020 and expiring on March 31, 2021 (the "Sixth Extension Term").
- O. The Original Licence, the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement, the Third Licence Extension and Amending Agreement, the Fourth Licence Extension and Amending Agreement, the Fifth Licence Extension and Amending Agreement and this sixth licence extension and amending agreement (the "**Sixth Licence Extension and Amending Agreement**") are hereinafter collectively referred to as the "**Licence**", except as specifically set out herein.
- P. The parties have agreed to extend and amend the Licence on the following terms and conditions:

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT** in consideration of the sum of Two Dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The parties hereto confirm that the foregoing recitals are true in substance and in fact.
2. The Licence is hereby extended for a further term of five (5) months commencing on November 1, 2020 and ending on March 31, 2021 (the "**Sixth Extension Term**"), at an annual licence fee of Seven Thousand, One Hundred and Seventeen Dollars and Fifty Cents (\$7,117.50) (the "**Licence Fee**"), payable in advance in equal monthly instalments of One Thousand, Four Hundred and Twenty-Three Dollars and Fifty Cents (\$1,423.50) on the first day of each month during the Sixth Extension Term.

The annual Licence Fee is based on sixty-five (65) days of use per annum (being three (3) days of use per week) at a rate of One Hundred and Nine Dollars and Fifty Cents (\$109.50) per day. Any additional days of use will be paid for by the Licensee at the above-mentioned

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daily rate upon receipt of an invoice from the Licensor for such additional use, such invoice to be issued once a year at the end of the calendar year in which such charges were incurred.

Any additional days are to be invoiced to the following:

Ministry of Natural Resources and Forestry  
300 Water Street, 3<sup>rd</sup> Floor N  
Peterborough, Ontario K9J 8M5  
Attention: Facilities Manager

3. The Licensee shall continue to have the right to terminate this Licence at any time, by giving the Licensor not less than fourteen (14) days' prior written notice of termination without penalty, compensation, damages or bonus.

In the event the Licensee exercises such right of termination, the Licensor shall promptly refund the Licensee any prepaid Licence Fee with respect to the period following the effective date of the early termination, calculated on a pro rata basis based on the remaining number of days in the current licence period.

4. The extension contemplated pursuant to this Licence is subject to all the covenants and agreements contained in the Licence, as amended, renewed and extended from time to time, save and except:

- (a) The Licensee shall be entitled to extend the Licence for one (1) further term of five (5) months (the "**Further Extension Term**"). The Further Extension Term shall be upon the same terms and conditions of the Licence except that there shall be no further right of extension and except for the Licence Fee, which shall for the Further Extension Term be based upon the market licence rate as determined by the parties as of the date which is not less than sixty (60) days prior to the commencement of the Further Extension Term, or failing such agreement, by arbitration in accordance with the *Arbitration Act*, 1991, S.O. 1991, c.17, as amended, or any successor act. The Licensee shall give written notice to the Licensor of its extension of this Licence not less than sixty (60) days prior to the end of the Sixth Extension Term or Further Extension Term, as the case may be.

The Licensor and Licensee acknowledge and agree that the extension right granted in subsection 4(a) of this Sixth Licence Extension and Amending Agreement shall be granted in addition to the two (2) remaining extension rights contained in the Fourth Licence Extension and Amending Agreement and the two (2) remaining extension rights shall continue to survive and remain in full force and effect, for a total of three (3) extension rights.

- (b) Section 7.13, Notices, of the Original Licence is hereby amended to provide the following addresses for notice to the Licensee:

Ontario Infrastructure and Lands Corporation  
3767 Highway 69 South, Suite 9  
Sudbury, Ontario P3G 0A7  
Attention: Vice President, Asset Management  
Fax: (705) 564-7570

With a copy to:

Ontario Infrastructure and Lands Corporation  
1 Dundas Street West, Suite 2000  
Toronto, Ontario M5G 1Z3  
Attention: Director, Legal (Leasing and Contract Management)  
Fax: (416) 327-3376

And an additional copy to:

CBRE Limited  
18 King Street East, Suite 1100

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Toronto, Ontario M5C 1C4

Attention: Global Workplace Solutions – Director, Lease Administration – OILC

Fax: (416) 775-3989

**5. GENERAL**

- (a) The Licensor and the Licensee hereby mutually covenant and agree that during the Sixth Extension Term they shall each perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Licence.
- (b) The Licensor and any of its successors, assigns, directors, officers, employees, agents, servants, and representatives shall not engage in any activity where such activity creates a conflict of interest, actual or potential, in the sole opinion of the Licensee, with the Licence or the exercise of any of the rights or obligations of the Licensor hereunder. The Licensor shall disclose to the Licensee in writing and without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

For clarification, a “conflict of interest” means, in relation to the performance of its contractual obligations pursuant to this Licence, the Licensor's other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations pursuant to this Licence.

- (c) Except as otherwise specifically provided in this Sixth Licence Extension and Amending Agreement, all words and expressions used in the Original Licence, as extended and amended, shall apply to and be read as applicable to the provisions of this Licence.
- (d) The provisions of this Licence shall be interpreted and governed by the laws of the Province of Ontario.
- (e) The Licensor acknowledges and agrees that the commercial and financial information in the Licence is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, as amended and the Open Data Directive as amended. This acknowledgement shall not be construed as a waiver of any right to object to the release of the Licence or of any information or documents.
- (f) This Licence shall be binding upon and enure to the benefit of the administrators, successors and/or assigns of the respective parties hereto.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

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6. This Licence shall not be binding upon the Licensee until it has been executed by or on behalf of the Licensee.

**EXECUTED** by each of the parties hereto under seal on the dates written below.

**SIGNED, SEALED AND DELIVERED**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

**THE CORPORATION OF THE TOWN  
OF FORT FRANCES**

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

**HER MAJESTY THE QUEEN IN RIGHT  
OF ONTARIO AS REPRESENTED BY  
THE MINISTER OF GOVERNMENT  
AND CONSUMER SERVICES, AS  
REPRESENTED BY ONTARIO  
INFRASTRUCTURE AND LANDS  
CORPORATION**

Per: \_\_\_\_\_  
Name:  
Title:

Authorized Signing Officer

June 3, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Request from Cornerstone Hangars for a hangar lot lease at the Fort Frances Airport**

---

Back in October 2019 the Town received a request from Cornerstone Hangars for a hangar lot lease at the Fort Frances Airport. Since that time many discussions have been had between Cornerstone Hangars and the Town around hangar size and suitable locations. Until recently the hangar size was unknown so choosing a suitable location was near impossible. The Town conversed with Transport Canada to ensure that any requirements that they would have would be met by the Town and developer. On April 28, 2020 the Town received a proposed hangar drawing from Cornerstone Hangars (attached) to be able to reasonably situate on site at the Airport.

Attached you will find a map of the most 'build ready' site for a development of this size currently available at the Fort Frances Airport. This site would have some specific work required to be ready for the hangar to be built:

1. Installation of a culvert crossing from Taxiway B (Estimated Cost \$5000.00)
2. Asphalt repair of heaved Pipe Crossing on Taxiway B (Estimated Cost \$8000.00)
3. Reopening Taxiway B (estimated cost \$0)

Further the Town would have to work with the developer to determine if the existing wildlife fence could but to the side of the hangar to maintain continuity without large additional costs to the developer. Site servicing would be additional to this and solely at the cost of the developer.

This site is directly adjacent to an existing roadbed, which has over time grown in with weeds and grass but remains firm and dry.

It is the recommendation of the Operations and Facilities Executive Committee that the area depicted in the attached map be allocated to Cornerstone Hangars for the development of a new hangar at the Fort Frances Airport and further that all costs associated with the development of the hangar be borne by Cornerstone Hangars as part of their development.

Respectfully Submitted



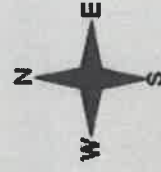
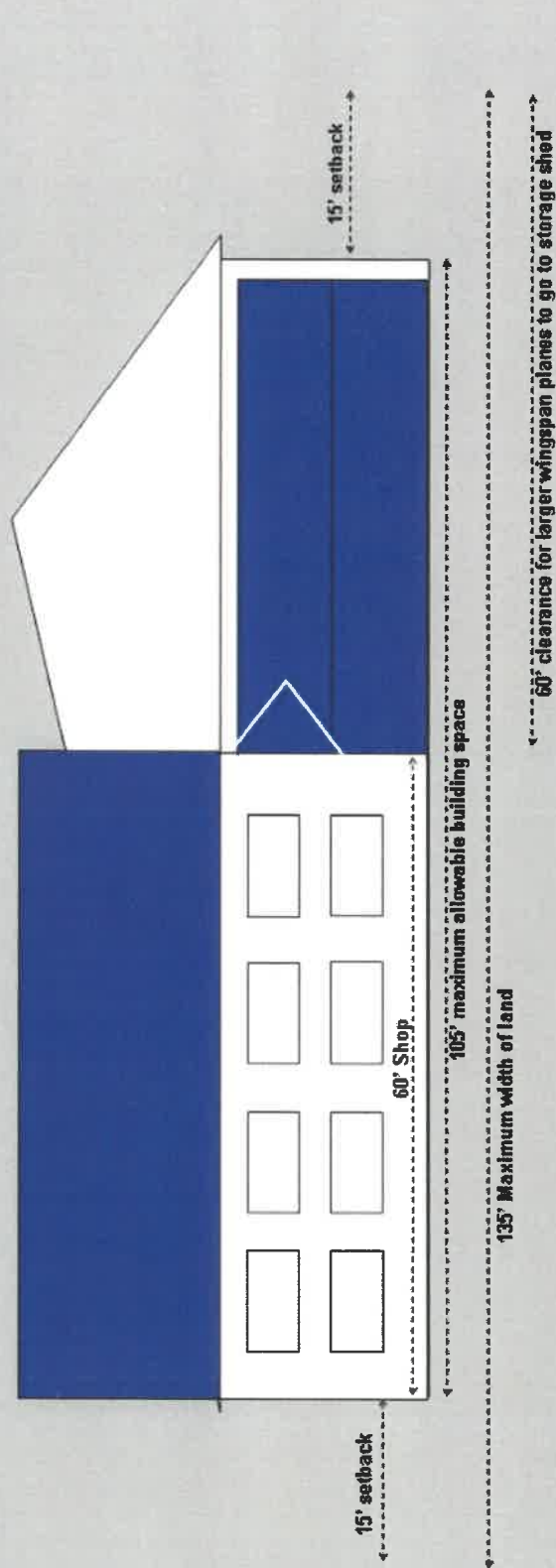
Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the area depicted in the attached map be allocated to Cornerstone Hangars for the development of a new hangar at the Fort Frances Airport and further that all costs associated with the development of the hangar be borne by Cornerstone Hangars as part of their development.**

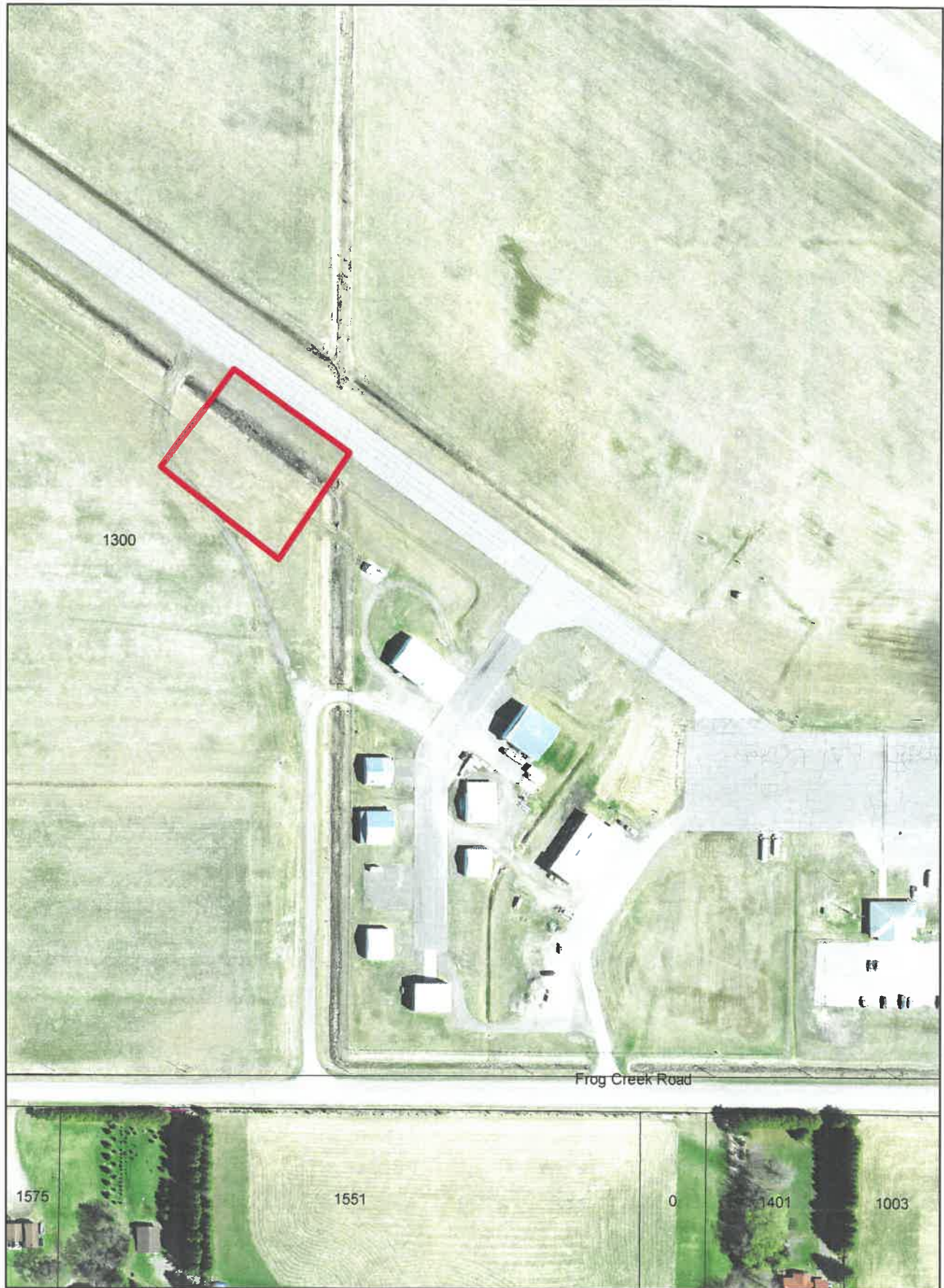
Manager of Operations and Facilities

2020June3 Cornerstone Hangars Site.docx

## View Facing North



- Shop in foreground, roofline running east / west.
- 'Steep' side of roofline facing south.
- 50' bi-fold on shop in foreground shown partially open.
- Storage building in background, roofline running north / south.
- 'Steep' side of roofline facing east.
- 60' bi-fold on storage shed partly obscured by building in foreground.
- Total width of land, 135' with 15' setbacks to east and west. Maximum use of land space east and west.





# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## APRIL 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
10.6	0	0	43	0	0	4	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
4	0	1	2	0	0	0	0

TEAM MEMBERS RESPONDED TO ONLY 11 EMERGENCY RESPONSE CALLS DURING APRIL 2020.

### Total Hours:

- **10.6 Hours** was spent on responding to emergency incidents.

### Time of Day:

During this month, **73%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **27%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

### Fire Prevention Inspections / Re-inspections:

Since March 13, 2020, fire prevention inspections have been suspended due to the COVID-19 pandemic.

### Fire Response Calls: 4 Fire Calls.

One fire call was caused by ashes from a woodstove, which caught some grass on fire. Another fire call was the result in water backing up into a basement, which caused a furnace motor to short out.

We also responded to a fire call, which involved the careless disposal of smoking materials in a garbage can inside a residence.

Meanwhile, our team responded to a structure fire on Kings Highway, which saw 5 full-time firefighters, 8 volunteer (part-time) firefighters, the Fire Chief, and two pumper trucks respond to the scene. As well, due to the quick response of our team members, the fire was quickly knocked down. Thanks goes out to all team members who responded. Well done!



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## APRIL 2020 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

**Fire Alarms:** 4 False Fire Alarm Calls.

**(CO) Carbon Monoxide / Gas Leak Calls:** 1 False Natural Gas Call, and 1 actual Natural Gas Leak.

**Water Related Rescue Calls:** 1 Call, which ended up being cancelled.

### 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 Dan DeGagne of Sunset Protection Systems for his continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done Dan!

**FORT FRANCES & FIRE RESCUE SERVICE**

## TOTAL FIRE BAN

**The Chief Fire Official has declared a Restricted Fire Zone - Total Fire Ban in the Town of Fort Frances.**

This Fire Ban applies to all open-air fires including all fire pits, cook stoves, and campfires that use solid fuels such as wood or charcoal.

This action is in response to the **COVID-19 pandemic** and the need to maintain **physical distancing**.

**SUNSET PROTECTION SYSTEMS**

**Dan DeGagne**

PHONE 807-270-5625 [www.sunsetsystems.ca](http://www.sunsetsystems.ca)

Fire Alarms • Fire Extinguishers  
Suppression Systems • Cameras  
Security Alarms • Access Control



# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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



## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### Message from the Fire Chief/CEMC



It is a true honour to present the Fort Frances Fire Rescue Service 2019 Annual Report. 2019 was a productive year for our community's Fire Rescue Service; I am proud of all the hard work our team members have put in, and the many accomplishments we have achieved throughout the course of the year.

As we look towards 2020 as being a very challenging year, we must look back at 2019 as being a successful year.

We could not provide our level of service without the aid and assistance of all our community partners and Town Divisions. I would like to thank everyone who was a part of helping us serve our Town residents, businesses, and visitors in 2019.

Our Fire Rescue Service Team Members are truly committed to safely protecting life, property, the environment, and the economy of the Town of Fort Frances through Public Fire Safety Education, Fire Safety Inspections and Initiatives, and when all else fails ... Emergency Response.

This report provides a glimpse into the daily operations of our Fire Rescue Service. It is always an honour and a privilege to open the doors of our organization to the people we serve with Pride & Honour.

Meanwhile, I am a long-time resident of the Town of Fort Frances. My roots and background run deep within our town's Fire Rescue Service; I have truly enjoyed serving my community for over 33-plus-years.

Sincerely,

Tyler Moffitt



# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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



## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### 2019 Team Members – Fort Frances Fire Rescue Service

Name	Rank
Tyler Moffitt	Fire Chief/CEMC
Dave Crichton	Captain of Apparatus and Equipment
Wayne Riches	Captain of Fire Prevention and Education
Rob Dokuchie	Captain of Training
Doug Wright	1st Class Firefighter
Gavin Payne	2nd Class Firefighter
Brad Townson	3rd Class Firefighter
Daryl Eyolfson	Part Time Firefighter
Greg Wiendenhoeft	Part Time Firefighter
Real DeGagne	Part Time Firefighter
Rob Smith	Part Time Firefighter
Mike Barlow	Part Time Firefighter
Tim Beaulne	Part Time Firefighter
Tyler Yatchuk	Part Time Firefighter
Jarid Sandelovich	Part Time Firefighter
Kyle Pace	Part Time Firefighter
Jeff Rousseau	Part Time Firefighter
Kevin Douse	Part Time Firefighter
Andrew Roth	Probationary Part Time Firefighter
Marc-Andre Michon	Probationary Part Time Firefighter
Richard Levesque	Probationary Part Time Firefighter

### Emergency Response Calls for 2019

**Note:** The Miscellaneous Fire category includes cooking or pot/pan on stove fires, electrical equipment fires, electrical pole fires, ignition of fumes, dumpster fires, chimney or flue fires, grass, and rubbish fires. The Miscellaneous Calls category includes power lines down, and/or arcing, flood in buildings, public assistance, gas, fuel, oil leaks, etc. The following two graphs shows the Total Incidents Per Year (2014 – 2019) and our 2019 Emergency Response Calls by event type.



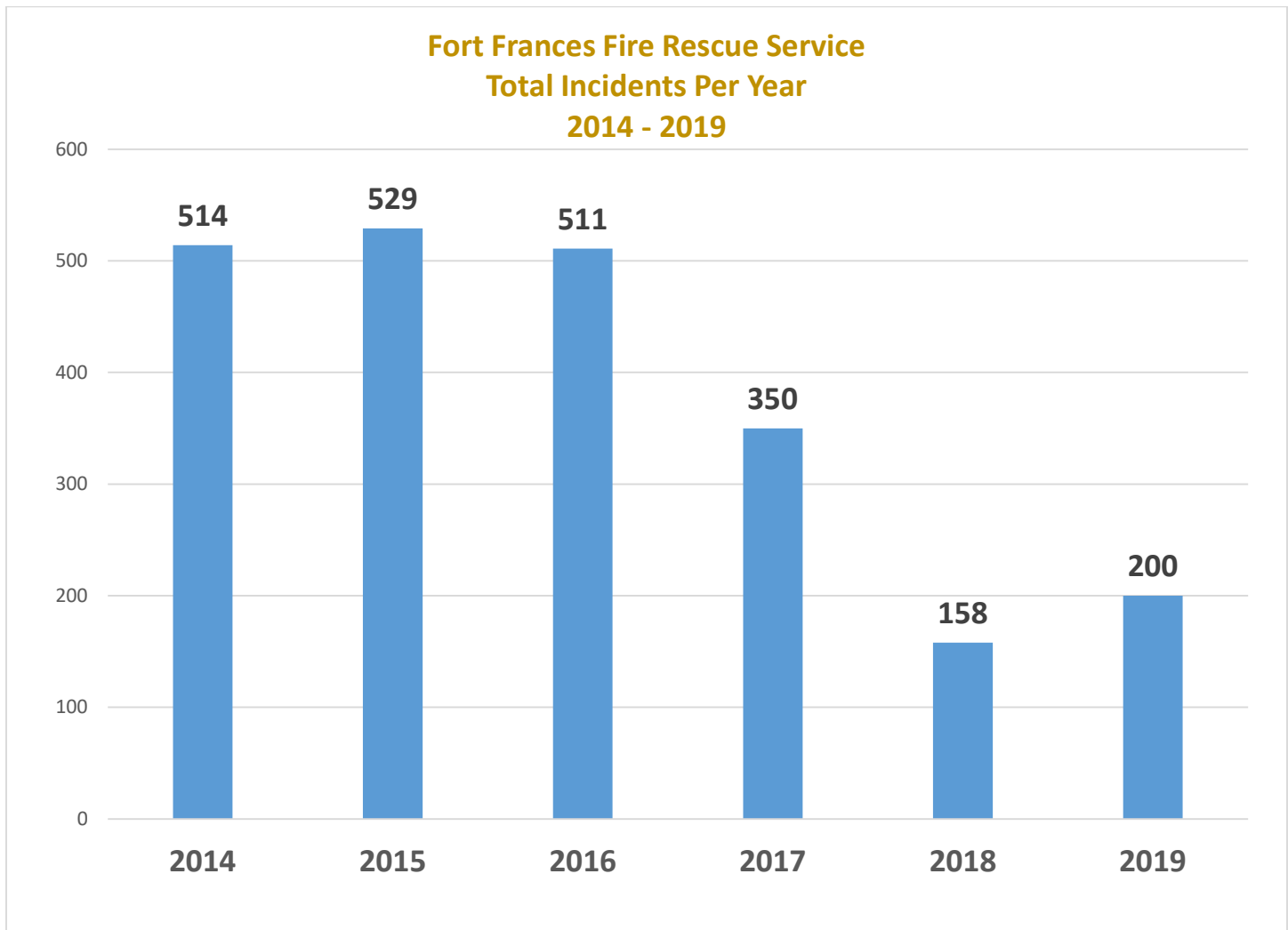
# FORT FRANCES FIRE RESCUE SERVICE

**"PRIDE & HONOUR"**

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## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



**Note:** The 3-year average for **Total Incidents** from **2014 – 2016** was **518 Total Incidents**. As you can see, after serving as Fire Chief/CEMC for just over 3-years ... the 3-year average for **Total Incidents** from **2017 – 2019** dropped significantly to **236 Total Incidents**. Our Fire Rescue Service has reduced our **Total Incidents** by **120%** ... as compared to the previous 3-years. This achievement is the result of new leadership, as well as dedicated people (team members) who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.



# FORT FRANCES FIRE RESCUE SERVICE

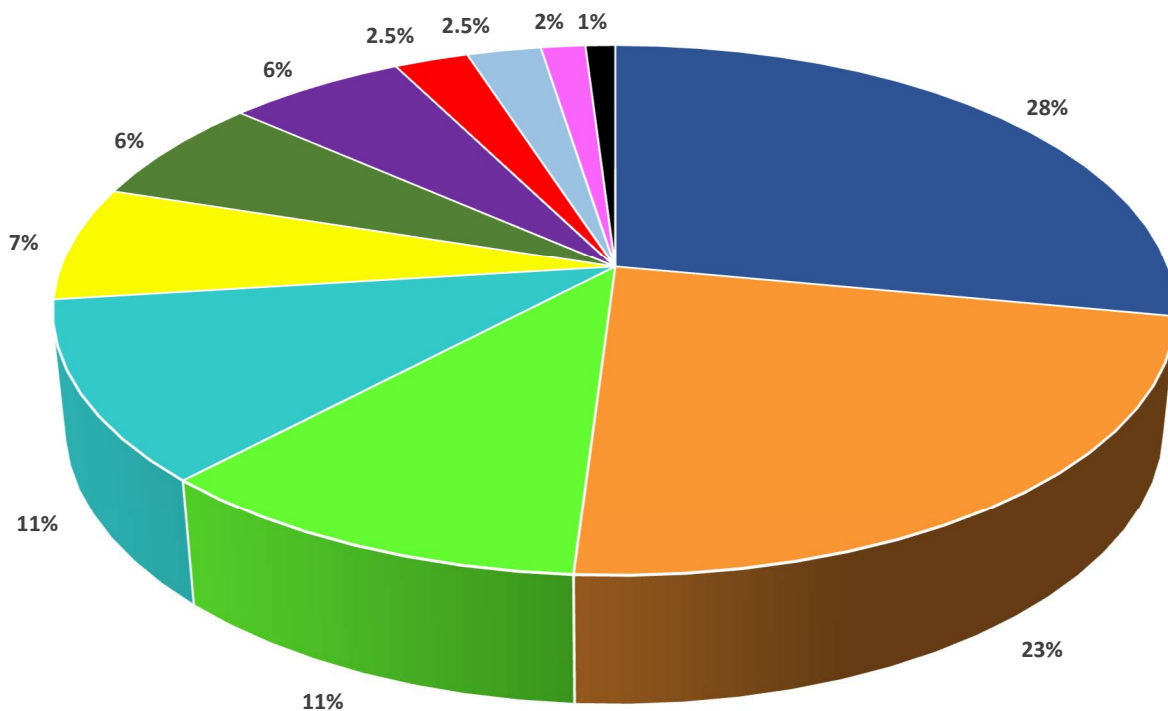
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## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### 2019 EMERGENCY RESPONSE CALLS



- EMS Calls
- False Alarms
- Miscellaneous Fires
- Vehicle Crashes
- Miscellaneous Calls
- Carbon Monoxide Calls
- Natural Gas Leaks
- Structure Fires
- Water Related Calls
- Vehicle Fires
- Hazardous Materials Calls



# FORT FRANCES FIRE RESCUE SERVICE

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## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

2019 Breakdown of 200 Emergency Response Calls	
EMS (Emergency Medical Services) Calls	56
False Alarm Calls	46
Miscellaneous Fires	22
Vehicle Crashes	22
Miscellaneous Calls	14
Carbon Monoxide Calls	13
Natural Gas Leaks	12
Structure Fires	5
Water Related Calls	5
Vehicle Fires	3
Hazardous Materials Calls	2

### 2019 Percentage Breakdown of 200 Emergency Response Calls

In **2018**, our team members responded to **158** Emergency Response Calls. For **2019**, we responded to **200** Emergency Response Calls, which is a **26%** increase in calls as compared to **2018**. **Note:** In **2018**, there were no structure fires, which was a historic accomplishment for the Town of Fort Frances. Unfortunately, in **2019** there were **five structure fires**.

**EMS Calls:** Accounted for **28%** of our calls. In comparison, for 2017 there were 208 EMS calls. For 2018, there were 28 (180 less than in 2017) EMS calls. For 2019, our EMS calls doubled as compared to 2018.

**False Alarms:** Accounted for **23%** of our calls.

**Miscellaneous Fires:** Accounted for **11%** of our calls.

**Vehicle Crashes:** Accounted for **11%** of our calls.

**Miscellaneous Calls:** Accounted for **7%** of our calls.

**Carbon Monoxide Calls:** Accounted for **6%** of our calls.

**Natural Gas Leaks:** Accounted for **6%** of our calls.

**Structure Fires:** Accounted for **2.5%** of our calls.

**Water Related Calls:** Accounted for **2.5%** of our calls.

**Vehicle Fires:** Accounted for **2%** of our calls.

**Hazardous Materials Calls:** Accounted for **1%** of our calls.



# FORT FRANCES FIRE RESCUE SERVICE

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## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### Fire Safety Inspections ... we inspect to correct

A total of **231** Inspections / Re-inspections were completed in 2019, which is an **8.5% increase** from last year 2018 (213 Inspections / Re-inspections). In comparison, 2019 stats were a **34% increase** from 2017 (172 Inspections / Re-inspections), and a **172% increase** from 2016 (85 Inspections / Re-inspections).

### 2019 Achievements & Accomplishments

1. Continuously improved our Fire Safety Inspection Program.
2. Placed six new breathing apparatus air cylinders into service.
3. Placed new Air Monitors & Testing/Charging Station into service.
4. Brad Townson achieved his NFPA 1002 Pump Operator certification.
5. Fulltime Team Members re-certified their First Responder certification.
6. Successfully tendered for a new pumper fire truck to be delivered in 2020.
7. Had a successful Fire Safety Education Program for the year and Fire Prevention Week.
8. Mike Barlow and Tyler Yatchuk achieved their NFPA 1041 Fire Instructor Level I certification.
9. Successfully received and placed the new back-up generator at the Fort Frances High School.
10. Completed fire safety inspections and supervised fire drills at all vulnerable and care occupancies.
11. Brad Townson, Mike Barlow, and Tyler Yatchuk achieved their NFPA 1021 Fire Officer Level I certification.
12. Installed bunker gear washer-extractor and bunker gear drying machine to ensure that contaminated bunker gear is safely and properly cleaned and decontaminated.
13. Last August 2018, Wayne Riches and Doug Wright attended the Grimsby Regional Training Centre in Grimsby, Ontario for a NFPA 1033 Fire Investigator course. It was a lengthy process as we needed actual structure fires to investigate, which in 2018 we did not have any. In 2019, we had five structure fires to investigate. Wayne Riches and Doug Wright submitted their final assignments to the Ontario Fire College and were both successful in attaining their NFPA 1033 - Fire Investigator certification.

### Public Fire Safety Education / Public Events / Public Service / Highlights

Weekly Fire Safety Tips were printed in the Thursday edition of the Fort Frances Times Bulletin. As well, Fire & Life Safety Tips were posted on our towns official Facebook Page on a weekly basis. Meanwhile, the following are some photos of our team members engagement with the people within our community ... who we serve with Pride & Honour:



**Team members partnered with the Watten Fire Department and visited the local Sparks and Brownies**



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## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Business & Community Expo 2019 – Fort Frances Curling Club



July 1<sup>st</sup> Parade



Recreation Program Crew – Fort Frances Fire Hall



# FORT FRANCES FIRE RESCUE SERVICE

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## 2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Fire Prevention Week and Fire Safety Day – Canadian Tire



November 11<sup>th</sup> Ceremonies



Christmas Hampers – Salvation Army



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

May 13, 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  
April 2020 Monthly Report**

As per the operating agreement, the attached document is the April 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 positioned above the typed name.

Kelly Cunningham  
Team Lead

For Brad J. McMahon  
Senior Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
April 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 April 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 <sup>3</sup> /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

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

## **LABORATORY**

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

**APRIL 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 <sub>5</sub>	2.9 mg/L	25 mg/L	15 mg/L	24.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	5.1 mg/L	25 mg/L	15 mg/L	45.8 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.11 mg/L	1.0 mg/L	0.9 mg/L	0.96 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	10.13 mg/L 3.98 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		49 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.0 to 7.4; average pH was 7.2		
Temperature degrees C				Temperatures ranged from 7.0 to 7.5 C; average temperature of effluent was 7.1 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 April was 8705.3 m<sup>3</sup>/day. This represents 97% of the design average flow. Total treated flow for the month was 261159 m<sup>3</sup>.

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

## **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
- Replaced belt on sludge room air handler
- Checked Fournier scrapers for wear
- Repaired PVC line for scum hose
- Cleaned and inspected deflector assemblies channels 1,2 and 3 on Fournier rotary press
- Replaced shear pins long collector 1

### **Pump Stations:**

- Ran gensets
- Changed seal water strainers

## **PROCESS AND OPTIMIZATION ISSUES**

### **SLUDGE SUMMARY**

Dennis Robinson Limited hauled a calculated total of 149.3 m<sup>3</sup> (15 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 16.1% TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 155.2 hours in April.

### **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 444 (x 180 multiplier) kWh.

The Fournier press has been operated 538.8 hours in 2020.

Acute lethality Rainbow Trout annual testing was completed and there was no sign of injury to the fingerlings.

## **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)

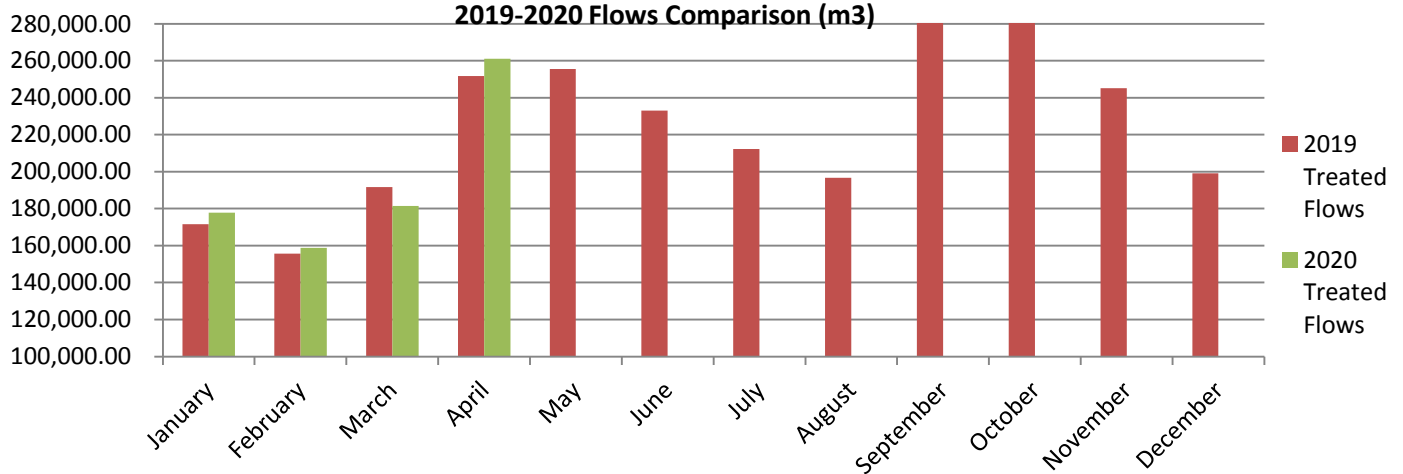
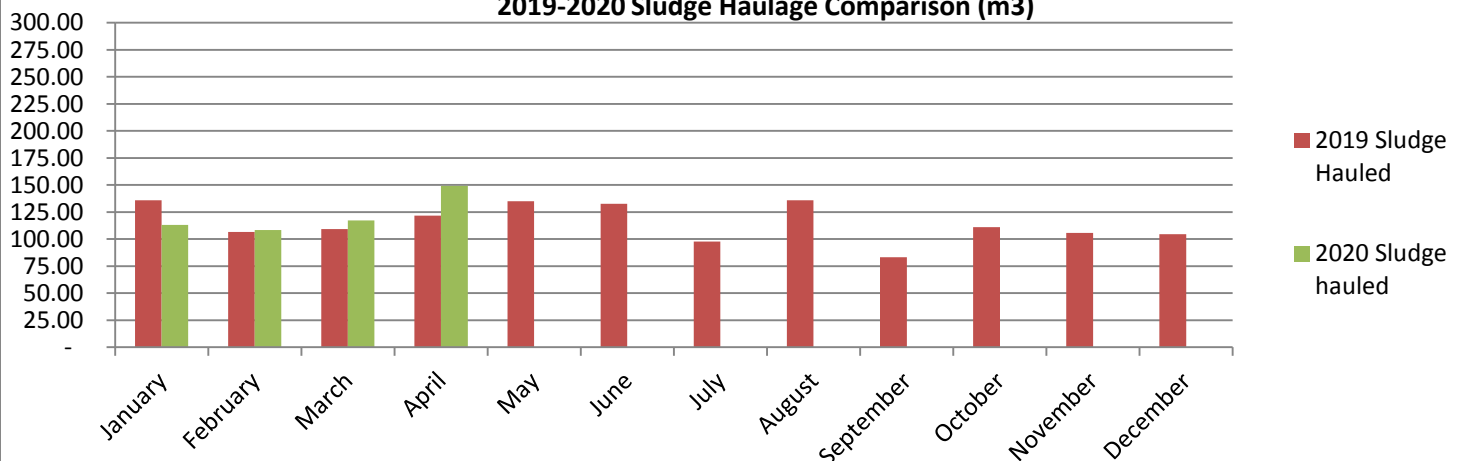
2020 Fort Frances Wastewater

Month	Sewage Flows Year 2020						Usage		Calculated		Sludge		Removal Efficiency	
	Avg. Day Flow m3	Max Day Flow m3	Treated Volume ML	Total Volume ML	Bypass Volume ML	Total Volume ML	% Plant Capacity	Hauled M3	Volume Hauled	Bins Hauled			CBOD5 0.933426124	Suspended Solids 0.965423267
January	5733.8	6060	177747	177747		177747	64%	113.2	108.2	12				
February	5477.0	5861	158832	158832		158832	61%	108.2	117.1	11				
March	5852.1	8845	181415	181415		181415	65%	117.1	149.3	12				
April	8705.3	12162	261159	261159		261159	97%			15				
May							0%							
June							0%							
July							0%							
August							0%							
September							0%							
October							0%							
November							0%							
December							0%							
Sum					0	779153		487.8		50				
Average	6442	12162	194788	194788		194788	64%	122.0		12.5				
Max			261159	261159						15				
ECA	9000	18000												

	BOD5/CBOD5						Suspended Solids						Total Phosphorus						Nitrogen						E. Coll Geo Mean Counts /100ml	pH													
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S (mg/L)	Avg. Eff. S.S (mg/L)	Avg. Load S.S (kg/day)	Avg. Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)							Monthly Minimum	Monthly Maximum																				
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	112.0	9.0	15.9	163.1	5.0	27.2	3.38	0.12	0.67	16.4	13.0	22.1	6.4	7.5																									
March	99.2	2.6	16.2	149.8	5.3	31.4	2.68	0.11	0.68	21.9	12.4	33.1	7.0	7.6																									
April	69.8	2.9	24.2	106.4	5.1	45.8	1.88	0.11	0.96	14.5	10.1	49.0	7.0	7.4																									
May																																							
June																																							
July																																							
August																																							
September																																							
October																																							
November																																							
December																																							
Average	93.4	4.4	18.2	146.8	5.1	33.2	2.6	0.12	0.78	17.3	12.0	37.2	6.7	7.3																									
Max	112	9	24.2	167.8	5.3	45.8	3.4	0.14	0.96	21.9	13	49	7	7.6																									
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	158,832.00	2%	106.70	108.20	1%
March	191,603.00	181,415.00	-6%	109.20	117.10	7%
April	251,711.00	261,159.00	4%	121.60	149.30	23%
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%
<b>Totals</b>	<b>2,869,478.00</b>	<b>779,153.00</b>	<b>-268%</b>	<b>1,379.20</b>	<b>487.80</b>	<b>-65%</b>

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

Workorder Summary Report

Report Start Date: Apr 1, 2020 12:00 AM

Report End Date: Apr 30, 2020 11:59 PM

Location: 1103\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class: All Workorder Class

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">1701969</a>	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	4/1/20 12:00 AM	4/27/20 11:00 AM	4/27/20 12:00 PM	Monthly Dialer -We test every day at 11 am. Dale Hughes
<a href="#">1701973</a>			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	4/1/20 12:00 AM	4/16/20 12:53 PM	4/16/20 12:53 PM	Monthly Genset Maint. -I run all lift station and plant gensets underload for 1 hour.
<a href="#">1701989</a>			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	4/1/20 12:00 AM	4/27/20 08:00 AM	4/27/20 09:00 AM	Monthly H&S -I didn't notice anything during a plant walk around. Dale Hughes
<a href="#">1702000</a>			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	4/1/20 12:00 AM	5/3/20 02:42 PM	5/3/20 02:42 PM	
<a href="#">1702362</a>			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	4/1/20 12:00 AM	4/26/20 09:30 AM	4/26/20 10:30 AM	Monthly Blower Maint. -I greased all blowers and checked air filters. Dale Hughes
<a href="#">1702370</a>	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	4/1/20 12:00 AM	4/26/20 01:00 PM	4/26/20 02:00 PM	Teacup Maint. -I removed the teacup lid and inspected for debris and minimal buildup was found. I then returned the unit to service. Dale Hughes

Workorder Summary Report

Report Start Date: Apr 1, 2020 12:00 AM

Report End Date: Apr 30, 2020 11:59 PM

Location: 1103\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class: All Workorder Class

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">1706792</a>	0000246414	TANK PROCESS CLARIFIER SECONDARY CELL #1	1103, Fort Frances WPCP, Process, Secondary Treatment	CALL	Refurbish/ Replace/Repair	0		Clarifier collector fail call in April 3 1103	COMP		4/3/20 07:45 PM	4/3/20 09:15 PM	Clarifier collector fail call in April 3 1103 -  I was called by the auto dialer at 1945 hours for a clarifier collector failure. I called Communique Action and drove to the plant where I acknowledged the alarm and investigated the failure. The shearpin for longitudinal collector 1 was broken so I replaced it and was able to restart the equipment successfully. Closed ticket and left for home.  The shearpin for this collector drive has failed multiple times already in 2020. The other 3 drives have had virtually no incidents. This may very well be indicating that replacement of the chain, sprockets and other parts prone to wear is required in the very near future.

Sewer & Water Data for 2020

up-dated May 27, 2020

Month	Days per month	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020-2019	2020-2019	2020	2020	Monthly
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average	US Gallons
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP			
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily						
January	31	177747	5733.77	8544	275.61	4.81%	108720	3507.1	5985	193.1	5.50%	-6720.0	6126.0	69027.0	2226.7	18,235,001
February	28	158832	5672.57	8340	297.86	5.25%	101900	3639.3	5985	213.8	5.87%	-10520.0	3125.0	56932.0	2033.3	15,039,840
March	31	181415	5852.10	10364	334.32	5.71%	105300	3396.8	6480	209.0	6.15%	-16080.0	-10188.0	76115.0	2455.3	20,107,452
April	30	261159	8705.30	12327	410.90	4.72%	96350	3211.7	6480	216.0	6.73%	-9920.0	9448.0	164809.0	5493.6	43,537,923
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-101260.0	-255574.0	0.0	0.0	-
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-110860.0	-233001.0	0.0	0.0	-
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-122360.0	-212351.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-118250.0	-196772.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-100160.0	-315918.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-173967.0	-441076.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-174097.0	-245097.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-182137.0	-199047.0	0.0	0.0	-
Total	365	779153		39575			412270.0		24930.0			-1126331.0	-2090325.0	366883.0	1005.2	96,920,216
Monthly Average		194788.3	2163.65	9893.75	109.89		103067.5	1146.2	6232.5	69.3		-93860.9	-174193.8	30573.6	1017.4	8,076,685

2020 - Tonnage at Landfill Site - Updated March 26, 2020

2020 - Tonnage at Landfill Site - Updated March 26, 2020										2019		2020			
MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2019	Average last 10 years	2020	Total Fees	Average last 10 years	Total Fees	2020-2019 Tonnes	2020-2019 Fees
								Total Tonne	Total Tonne	Total Tonne		Fees 2010 to 2019			
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	127.99	32.35	238.46	60.27	29.20	7.38	0.00	360.69	317.98	395.65	\$21,887.90	\$17,034.00	\$23,407.65	34.96	\$1,519.75
MAR	192.66	43.40	243.75	54.90	7.54	1.70	9.30	485.71	426.17	443.95	\$76,269.12	\$23,642.71	\$29,051.15	-41.76	-\$47,217.97
APRIL	284.22	46.49	315.97	51.68	11.15	1.82	36.90	740.62	580.93	611.34	\$49,329.50	\$32,712.97	\$42,244.30	-129.28	-\$7,085.20
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	190.11	34.23	265.76	60.88	14.55	4.89	11.55		589.45	156.81	\$43,732.31	\$32,034.32	\$30,531.81	-253.54	-150,760.27
Total	760.42		1063.06		58.19		46.20		7073.37	1881.67	\$524,787.77	\$384,411.84	\$122,127.25	-5813.90	-\$402,660.52
Town of Fort Frances Tonnage	1823.48										\$524,787.77	Actual	\$122,127.25		
											\$407,271.00	Budget	\$414,194.00		
Total Tonnage	1881.67										\$524,787.77	Forecasted	\$366,381.75		
Residential Tonnage	760.42	40.41%													
ICI Tonnage	1063.06	56.50%													
Coverage material	46.20														

Building Statistics - Town of Fort Frances - May 2020

Permit #	Contractor	Contractor Address	Contractor City	Property Address	Legal Description	Work Description	Value
PRM-2019-0084				842 SECOND ST E	PLAN SM180 LOT 11 PCL 11-1	Demolish existing garage and remove old slabConstruct new 30' by 28' garage - slab on grade	\$28,000.00
PRM-2020-0009				918 THIRD ST E	PLAN SM180 LOT 66 E1/2 65;PCL 17720	Construct 14' by 26' addition to north side of existing dwelling	\$60,000.00
PRM-2020-0013				316 VICTORIA AV	PLAN ALB LOT 242 PCL 1275;1275 9252	Construct two new dwelling units in re-zoned church	\$31,000.00
PRM-2020-0015				1008 VICTORIA AV N	PSM265 LOT 8 TO 8A PCL13045	Construct strip footing and pwf foundation wall under existing rear entry	\$10,000.00
PRM-2020-0016				1124 THIRD ST E	PLAN SM50 LOT 135 & 136 PCLS;135-1 & 136-1	Construct new single detached dwelling	\$285,000.00
PRM-2020-0017				1105 FIRST ST E	PLAN SM44 LOT 20 W13FT LOT;21 PCL12913	Demolish and remove from site front 17.5 ft of existing building	\$500.00
PRM-2020-0018				902 PORTAGE AV N	PLAN SM58 N30FT LOT 17 PCL;17-2	Material Change - install metal roofing with strapping over existing roof	\$1,000.00
PRM-2020-0019				1106 SCOTT ST	PLAN SM44 LOT 26 LOT 37 PCL;13814	Install weeping tile and water proofing membrane around foundation perimeter. Tie weeping tile into existing sump.	\$5,000.00
PRM-2020-0020	Friesen Five Inc.	P.O. Box 15	Fort Frances	814 SCOTT ST	PALB W PT LOT 411 PCL 1593 RIVER RANGE PT LOT 41	Demolish and remove from site existing accessory building	\$1,000.00
PRM-2020-0021	Matt Veldhuisen	119 Emo Road	Emo	821 MCIRVINE ROAD	PCL;5768 MCIRVINE TWP PLAN SM113 PT BLK B	Construct a 15' by 18' accessory building	\$20,000.00
PRM-2020-0022				920 WILLIAMS AV	RR#13;PART 3 PCL 23446	Construct roof covering over existing front deck	\$15,000.00
PRM-2020-0023	Ryan Mason	100 Mason Point Road	Fort Frances	1353 IDYLWILD DR	PLAN SM88 W PT LOT 26 PCL 26;-2, E 33' LOT 26 PCL 26-4	Construct a 14' by 14' gazebo	\$6,000.00
PRM-2020-0024				602 THIRD ST W	PLAN SM166 LOT 5 PCL 5-1	Construct a 28' by 26' accessory building	\$14,000.00
PRM-2020-0026				1004 PATCIN AV	SEC;SM 166 PLAN SM 322 LOT 3 PCL 3-1	Construct a 16' by 24' detached deck	\$7,300.00
PRM-2020-0027				920 PORTAGE AV N	PLAN SM58 LOT 7 TO 8 PCL 7-1;SEC SM58	Construct a 12' by 23' attached deck	\$5,000.00
PRM-2020-0028				137 SIXTH ST E	PT HB RES PCL 12776,12688	Construct a 24' by 32' accessory building	\$20,000.00
						508800	