

TOWN OF FORT FRANCES

AGENDA - JUNE 11, 2012

COMMITTEE OF THE WHOLE MEETING

Committee Room & Council Chambers

(Session No. 59) 5:30 p.m. to 6:32 p.m.

Page

Call to Order

Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

Disclosure of pecuniary interest and the general nature thereof.

In-Camera - 5:31 p.m. to 6:00 p.m.

- 4.1 Idylwild Drive Residents (W. Derksen, Town solicitor will be in attendance).
- 4.2 Honeywell Agreement.
- 4.3 Proposal for settlement of outstansding water service account - 1100 Scott Street

Non-agenda in-camera items

Public Session Resumes in Council Chambers - 6:05 p.m.

Consent Agenda - 6:11 p.m. to 6:20 p.m.

- | | | |
|-----|--|-------|
| 7.1 | April 2012 Drinking Water Systems Monthly Summary Report. | 3-10 |
| 7.2 | In-Kind Services for July 1st, 2012 Canada Day Celebrations (Fun in the Sun). | 11-16 |
| 7.3 | Selection of a New External Accreditation Body (Auditors) for the Town's Drinking Water Quality Management System. | 17-38 |
| 7.4 | Memorial Sports Centre Summer Maintenance Shutdown. | 39-40 |
| 7.5 | Senior Retirees Against Pension and Elder Abuse (SRAPEA). | 41 |
| 7.6 | RBC Golf Tournament Financial Request | 42-43 |

Consent Agenda - 6:11 p.m. to 6:20 p.m.

- 7.7 Town of Atikokan - Regional Branding of a Culturally-Themed Tourism Route Funding Request 44-47

Administration and Finance Division - 6:20 p.m. to 6:21 p.m.

- 8.1 Councillor Rick Wiedenhoeft - Hate Conference Per Diem 48-49

Operations and Facilities Division - 6:21 p.m. to 6:25 p.m.

- 9.1 Update on Capital Projects

Information -

- 10.1 Fort Frances Municipal Airport - Aircraft Landings and Fuel Sales as of June 1, 2012. 50-51
- 10.2 Sewer and Water Data (2012) - Updated June 1st, 2012. 52
- 10.3 2012 Tonnage at Landfill Site Statistics - Updated June 4th, 2012. 53
- 10.4 Waste Disposal site Monthly Inspection Form - April 2012. 54-55
- 10.5 Town of Fort Frances Operations (Environmental Area) Statistics - April 2012. 56-58
- 10.6 Ontario Clean Water Agency - Fort Frances Treatment Facility - April 2012 Monthly Report. 59-64
- 10.7 March 2012 Complaint Register (see attached).
- 10.8 April 2012 Complaint Register (see attached).

Non-agenda Items - 6:27 p.m.

May 23, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: April 2012 Drinking Water Systems Monthly Summary Report



Please find attached the April 2012 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the April 2012 report as presented.

Respectfully submitted,
Operations & Facilities Division

Doug Brown

Doug Brown, P. Eng.
Manager of Operations & Facilities

Council approval of this report will accept the April 2012 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.

c.c. – Doug Herr, Environmental & Facilities Supt.
Randy White, Senior WTP Operator

04 Council Water Report April 2012.doc

RECOMMENDED

MAY 23 2012

DIV. MNG.

Doug Brown

EXECUTIVE COMM.

R. Willenborg

April, 2012

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: May 10, 2012

1) **Introduction -**

This report contains the major maintenance activities and operational events that occurred during the month of April 2012 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

2) **Flow Data**

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

3) **Microbiological (Health Related) Water Analysis– Main Water System # 220000978**

Water Treatment Plant (treated): 4 samples taken no adverse results
Water Treatment Plant (raw): 4 samples taken no adverse results
Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

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

4) **Microbiological (Health Related) Water Analysis – Airport Groundwater Well # 26002736**

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

5) Free Available Chlorine Residual (FAC) – Main Water System – # 220000978

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

6) Free Available Chlorine residual (FAC) – Airport Groundwater Well System # 26002736

Signs posted, exempt from testing.

7) Maintenance Activities at the WTP

- April 02nd – Worked on clarifier # 2.
- April 04th – Worked on clarifier # 2.
- April 04th – Shut down plant and changed batteries in all U.P.F.S
- April 05th – Cleaned the four (4) check valves on the poly unit.
- April 05th – Cleaned the top and bottom tank on the poly unit.
- April 10th – Took # 2 clarifier off line.
- April 16th – Changed diaphragm on poly pump # 3.
- April 18th – Installed a new soda ash pump.
- April 19th – Cleaned out the soda ash solution tank.
- April 23rd – Added sludge from clarifier # 1 to clarifier # 2.
- April 26th – Cleaned the top and bottom tank on the poly unit.
- April 26th – Cleaned the four (4) check valves on the poly unit.
- April 30th – Added sludge from clarifier # 1 to clarifier # 2 and put # 2 back on line.

8) Water Complaints:

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

9) **Other Miscellaneous Information:**

April 02nd – Took weekly routine bacti samples.

April 10th – Took weekly routine bacti samples.

April 16th – Took weekly routine bacti samples.

April 18th – Hydrant installation samples 800 block Church St. - 1st set.

April 19th – Hydrant installation samples 800 block Church St. - 2nd set.

April 19th – Main valve replacement samples 710 Victoria Ave. - 1st set.

April 19th – Seasonal samples Ball Field 700 McIrvine Rd.

April 20th – Main valve replacement samples 710 Victoria Ave. - 2nd set.

April 20th – Temporary main samples Third St. E. - 1st set.

April 22nd – Temporary main samples Third St. E. - 2nd set.

April 23rd – Took weekly routine bacti samples.

April 23rd – Seasonal Facility samples.

April 24th – New main samples 816 Nelson Ave. - 1st set.

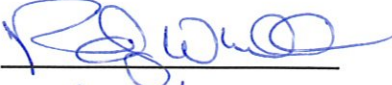
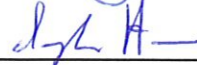


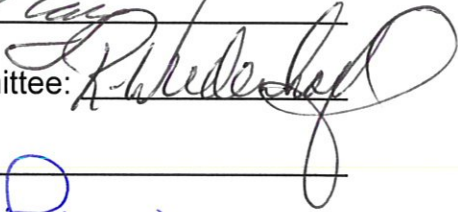

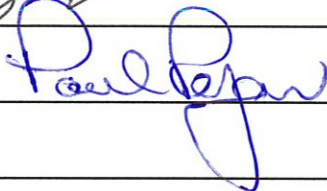
April 24th – Q.M.S. meeting.

April 25th – Q.M.S. meeting.

April 26th – New main samples 816 Nelson Ave. - 2nd set.

April 30th – Took weekly routine bacti samples.

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

- Randy White, ORO, Senior WTP Operator: 
- Doug Herr, Environmental & Facilities Supt.: 
- Doug Brown, Manager of Operations & Facilities: 
- Mark McCaig, CAO: 
- Rick Wiedenhoeft, Chair O&F Exec Committee: 
- Roy Avis, Mayor: 
- Paul Ryan, Councillor: 
- John Albanese, Councillor: _____
- Andrew Hallikas, Councillor: _____
- Sharon Tibbs, Councillor: _____
- Ken Perry, Councillor: _____

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

Monthly Report April 2012

Agenda Item # 7.1 ...

Town of Fort Frances - WTP - 220000978
 April 2010/2011 vs. April 2012
 Flow and Operating Data

Flow Data	APRIL	Units	2010	2011	2012
			Day of the Month	Day of the Month	Day of the Month
Total Raw Water	m ³		175200	153480	149680
Raw Maximum Day	m ³		7360 Thursday 29th	5270 Saturday 2nd	5350 Saturday 14th
Raw Minimum Day	m ³		5230 Monday 12th	4970 Saturday 23rd	4910 Thursday 5th
Raw Average Daily Consumption	m ³		5840	5120	5160
Total Treated Water	m ³		137470	120870	125040
Treated Water Maximum Day Consumption	m ³		5270 Saturday 24th	4400 Thursday 7th	4710 Monday 2nd
Treated Water Minimum Day Consumption	m ³		4000 Sunday 04th	3610 Sunday 10th	3400 Tuesday 17th
Treated Water Average Day Consumption	m ³		4580	4030	4170
Daily Average Per Household Consumption Rate	m ³		1.21	1.07	1.10
* Daily Average Per Person Consumption Rate	m ³		0.57	0.57	0.52
Monthly Averages - Operating Parameters WTP:					
FAC Residual - Treated Water	mg/L		2.01	1.82	2.01
Total Chlorine Residual - Treated Water	mg/L		2.30	2.12	2.21
Aluminum Sulphate - Raw Water	mg/L		32.1	34.8	34.5
Aluminum Sulphate - Treated Water Residual	mg/L		0.07	0.07	0.05
Fluoride - Treated Water	mg/L		0.59	0.62	0.62
Soda Ash - Raw Water	mg/L		35.0	34	34.3
PH - Adjusted	mg/L		7.21	7.13	7.17
Temperature	C		7.7	4	5.9
Quantity of Chemical Used:					
Aluminum Sulphate	kg		5628.9	5341.2	5346.1
Polyelectrolyte	kg		75	50	75
Chlorine Gas	kg		623	497	473
Soda Ash - Used for PH Adjustment	kg		6132.0	5218.3	5309.7
Fluoride	kg		497	475	415

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

* Population is 7986

* Number of Households is 3783

Town of Fort Frances - Water Treatment Plant - Water Works # 220000978
Monitoring Record
April 2012

Operating Data			Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
Flow rates																																				
Raw Water	10 ³ M ³ /d	17	5.28	5.07	5.16	5.15	4.91	5.16	5.04	5.27	5.24	5.24	5.17	5.17	5.21	5.16	5.35	5.18	4.98	5.17	5.18	5.14	5.21	4.98	5.31	5.25	5.15	5.19	5.19	5.18	5.33	5.24	4.94	149.68	5.16	
Peak Instantaneous - Raw Water	L/s	n/a	79.14	60.47	60.49	78.78			60.51	60.59	60.54	60.51	60.58	60.51	60.54	60.54	60.60	60.64	60.50	60.55	60.55	60.54	60.52	60.55	60.55	60.15	71.66	78.15	60.58	67.70	60.60	60.51	60.71	60.88	1768.03	63.14
Treated Water	10 ³ M ³ /d	17	4.35	4.71	4.32	4.29	4.35	4.34	4.55	4.08	4.32	4.32	4.64	3.97	4.31	4.37	4.45	4.28	4.54	3.40	3.86	4.28	3.82	3.82	3.74	4.11	3.96	4.46	4.11	3.65	4.28	3.69	3.99	125.04	4.17	
Peak Instantaneous - Treated Water	L/s	n/a	69.17	68.38	70.82	70.23			104.77	70.05	66.87	69.81	70.21	69.77	73.70	70.17	71.57	71.05	69.46	70.15	69.14	68.47	77.73	73.26	68.78	67.31	69.73	70.32	72.16	70.31	70.17	69.45	69.08	2074.29	71.53	
Backwash Water	10 ³ M ³ /d	n/a	0.497	0.240	0.491	0.497	0.494	0.504	0.499	0.504	0.482	0.482	0.758	0.497	0.583	0.502	0.495	0.237	0.270	0.500	0.506	0.496	0.506	0.501	0.503	0.500	0.506	0.502	0.506	0.501	0.506	0.540	0.507	14.612	0.487	
Fluoride Information																																				
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.61	0.60	0.62	0.61	0.62	0.60	0.61	0.60	0.61	0.59	0.59	0.60	0.62	0.61	0.64	0.65	0.62	0.64	0.65	0.63	0.64	0.63	0.64	0.64	0.64	0.64	0.61	0.63	0.64	0.61	0.64	0.62	18.67	0.62
Turbidity Information																																				
Raw Water	NTU	n/a	0.39	0.49	0.47	0.42	0.50	0.40	0.36	0.39	0.33	0.35	0.35	0.39	0.45	0.42	0.49	0.39	0.51	0.60	0.54	0.60	0.75	0.82	0.74	0.81	0.86	0.89	0.77	0.81	0.85	0.87	0.89	17.55	0.59	
Settled Water	NTU	n/a	0.12	0.10	0.09	0.07	0.07	0.06	0.06	0.06	0.12	0.09	0.07	0.07	0.09	0.10	0.07	0.06	0.07	0.06	0.06	0.07	0.09	0.09	0.10	0.08	0.08	0.09	0.09	0.09	0.06	0.08	0.09	2.43	0.08	
Treated Water	NTU	1	0.05	0.06	0.05	0.04	0.04	0.04	0.04	0.04	0.06	0.05	0.04	0.05	0.04	0.06	0.05	0.04	0.04	0.05	0.04	0.04	0.04	0.06	0.06	0.04	0.04	0.04	0.06	0.04	0.06	0.04	0.06	0.04	1.43	0.05
Other Operating Parameters																																				
pH - Treated Water	no units	6.5 to 8.5	7.10	7.12	7.34	7.21	7.27	7.17	7.11	7.09	7.15	7.10	7.15	7.10	7.15	7.10	7.01	7.11	7.10	7.06	7.11	7.09	7.36	7.40	7.36	7.41	7.30	7.38	7.25	7.20	7.04	7.00	7.01	7.10	215.20	7.17
pH - Settled Water	no units	n/a	5.99	6.00	5.97	5.99	5.96	5.91	5.97	5.99	6.00	5.99	6.00	5.99	5.92	5.99	6	5.89	5.91	5.96	5.90	5.99	6.04	6.08	6.06	6.06	6.00	6.08	5.99	6.00	5.88	5.99	5.99	6.01	179.31	5.98
pH - Raw Water	no units	n/a	7.00	7.10	6.87	7.00	7.02	7.01	7.00	6.96	7.10	7.05	7.10	7.15	7.10	7.05	7.05	7.01	7.05	7.01	7.00	6.88	7.13	7.16	7.19	7.16	7.10	7.11	7.15	7.10	7.05	7.1	7.05	211.75	7.06	
FAC - Treated Water	mg/l	0.2 to 4	1.91	1.86	1.98	1.99	2.00	2.06	2.03	2.06	2.05	2.01	2.10	2.00	1.92	2.00	1.90	2.00	2.03	2.04	2.06	2.02	2.11	2.16	2.16	2.00	2.00	2.00	2.10	2.00	1.89	1.92	2.00	60.20	2.01	
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.19	2.14	2.22	2.20	2.18	2.22	2.28	2.26	2.20	2.18	2.25	2.19	2.15	2.20	2.15	2.21	2.19	2.23	2.28	2.24	2.24	2.29	2.34	2.24	2.19	2.20	2.25	2.15	2.1	2.15	2.25	66.32	2.21	
Temperature	C	15	4.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	6.0	7.0	6.0	7.0	6.0	7.0	7.0	8.0	8.0	8.0	8.0	178.0	5.9		
Fluoride used (Total Daily Consumption)	kg	n/a	15.0	14.0	14.0	14.0	13.0	13.0	13.0	14.0	13.0	13.0	14.0	13.0	14.0	15.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	15.0	15.0	14.0	13.0	13.0	14.0	14.0	13.0	13.0	415.0	13.8	
Chlorine used (Total Daily Consumption)	kg	n/a	16.0	16.0	17.0	16.0	19.0	15.0	16.0	15.0	16.0	16.0	16.0	15.0	16.0	16.0	17.0	14.0	15.0	15.0	16.0	15.0	16.0	16.0	16.0	16.0	16.0	16.0	15.0	15.0	16.0	16.0	15.0	473.0	15.8	
Soda ash (Total Daily Consumption)	kg	n/a	184.8	177.5	180.6	180.3	171.9	180.6	176.4	184.5	178.2	175.8	175.8	177.1	175.4	181.9	176.1	176.1	169.3	175.8	176.1	174.8	177.1	169.3	169.3	169.3	172.3	172.3	172.3	172.3	172.3	172.3	172.3	559.7	172.3	
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1000.5	35.0	
Alum residual - (Total Daily Consumption)	kg	n/a	182.2	174.9	178.0	177.7	169.4	178.0	173.9	181.8	180.8	178.4	178.4	178.4	178.7	178.0	184.6	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	178.7	526.3	178.7	
Alum residual - Dosage	mg/l	n/a	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	1000.5	34.5	
Alum residual - Treated Water	mg/l	n/a	0.1	0.06	0.03	0.04	0.04	0.04	0.04	0.04	0.05	0.04	0.04	0.06	0.04	0.06	0.07	0.04	0.06	0.04	0.02	0.04	0.04	0.04	0.06	0.06	0.06	0.04	0.04	0.06	0.05	0.04	0.06	0.05	1.43	0.05
Poly bags added (25 kg bags)	kg	0.5														0.5									0.5									75.0		

June 5, 2012

Report To: Mayor & Council

From: Operations & Facilities Executive Committee



SUBJECT: In-Kind Services for July 1st, 2012 Canada Day Celebrations (Fun in the Sun)

The email dated June 5, 2012 from Randy Thoms; Chair of the Fun in the Sun Committee was referred to the Operations & Facilities Executive Committee for recommendations. Please find attached a copy of the email. Also another email from Randy was forwarded near the end of the day on June 5, 2012. See attached email.

- 1) **Picnic Tables & Garbage Cans at Pither's Point Park, Marina & Seven Oak portion of Pither's Point Park**– All spare garbage containers and picnic tables are transported to the Pither's Point Park and Marina areas by the Parks crew prior to July 1st, accordance with Randy's email. A couple of staff members work on July 1st emptying the garbage cans on a regular basis, picking up litter and cleaning the washrooms. No issue.
- 2) **Sand and Gravel to help anchor the mortars for the fireworks** – The Public Works deliver a couple of loads of sand for this purpose the week before the event takes place. No issue.
- 3) **Use of bobcat c/w attachment to help set-up the fireworks and clean up the following day** – Public Works delivers the bobcat the day before the event and the Parks crew along with the lawn sweeper attachment will assist with the clean up of fireworks paper on Tuesday July 3rd, 2012. No issue
- 4) **Ten (10) Tables and twenty (20) Chairs** – This is a Community Service Division issue, No comment.
- 5) **Tilling of the Existing Beach Volleyball Court** – The Parks crew perform this task the week before the event and also set-up the volleyball net. No issue.

- 6) **Snow Fencing and T-bar Poles for use by Laser tag group-** there is limited supply of snow fencing and t-bar poles. The existing snow fencing and poles is used on excavation site throughout the year. Thus difficult to supply this fencing material as requested.
- 7) **Relocating of Bleachers to Beach Volley ball Court** ^{PW} - This is something that should **not** be considered as the bleachers at the Vandura Baseball Park are quite old and could be damaged as a result of loading, and transporting to the volleyball court. Also some type of foundation support will be required at the Volleyball Court.
- 8) **Supply of Barricades for the Parade** - The Public Works crew usually set these barricades out at the end of the shift the day before the parade, where members of the Canada Day Celebrations Committee set-up them and take them down on the day of the parade. The Public Works crews will pick-up the barricades on Tuesday July 3rd, 2012 at the start of the shift. There are 9 locations to drop off barricades including 2 at the firework site. No issue.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 1 to 3, 5 and 8;
- 2) In regards to item No. 6 - **Supply of Snow Fencing and t-bar poles** – due to limited supply of fencing the Town is not in position to supply fencing as requested.
- 3) In regards to item No. 7 ^{PW} - **Relocating Bleacher to Volleyball Court** - The bleacher(s) at the Vandura Baseball Park are quite old and could be damaged as a result of loading, and transporting to the volleyball court this request is denied.

Respectfully submitted,
Operations & Facilities Division

Doug Brown

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure:

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 1 to 3, 5 and 8;
- 2) In regards to item No. 6 - **Supply of Snow Fencing and t-bar poles** – due to limited supply of fencing the Town is not in position to supply fencing as requested.
- 3) In regards to item No. 7 – **Relocating Bleacher to Volleyball Court** - The bleacher(s) at the Vandura Baseball Park are quite old and could be damaged as a result of loading, and transporting to the volleyball court this request is denied.

2012 June July 1st celebrations

RECOMMENDED

JUN 05 2012

DIV. MNG.

EXECUTIVE COMM.




Lori Pattison/Frances
06/05/2012 08:54 AM

To Doug Brown/Frances@Frances

cc

bcc

Subject Fw: CANADA DAY - Fun in the Sun Committee REQUEST

History:  This message has been forwarded.

Hi Doug

Can you please take this as a non agenda item to your O & F meeting on Wednesday as we are dealing with a very short time span

Thanks

----- Forwarded by Lori Pattison/Frances on 05/06/2012 08:53 AM -----



"Thoms, Randy"
<thoms.randy@radioabl.ca>
05/06/2012 07:49 AM

To "mmccaig@fort-frances.com" <mmccaig@fort-frances.com>,
"gtreftlin@fort-frances.com" <gtreftlin@fort-frances.com>,
"lpattison@fort-frances.com" <lpattison@fort-frances.com>
"Roy Avis (ravis@fort-frances.com)"
<ravis@fort-frances.com>, "sharontibbs@shaw.ca"
<sharontibbs@shaw.ca>, Andrew Hallikas
<hallikas@shaw.ca>, "lakracer@yahoo.ca"
cc <lakracer@yahoo.ca>, "dbrown@fort-frances.com"
<dbrown@fort-frances.com>, "exdir@cworks.ca"
<exdir@cworks.ca>, David Coats <dcoats@nwhu.on.ca>,
Anthony Mason <thefort@fortfranceschamber.com>
Subject CANADA DAY - Fun in the Sun Committee REQUEST

To members of council

As you are aware, Canada Day is fast approaching and once again the Fun in the Sun Committee is stepping in to help lead a variety of groups in staging events for residents of all ages in Fort Frances and surrounding area.

A newly reinvigorated group is working with the Boundary Waters Dragon Boat Festival, the Fort Frances Chamber of Commerce, among others and support from the town of Fort Frances to stage events this year. A complete schedule of events is still being finalized.

Last year, the Fun in the Sun Committee received your generous support of \$10,000 with a portion of those funds being in the form of a loan. It is still our intention to repay that loan back in the near future, and at this time, are seeking no additional funding support from the town other than your annual commitment of \$5,000, approved last year by resolution, towards the fireworks display.

However, the town has provided in-kind support for the parade, fireworks and other activities in the past and we seek similar support for this year, if possible.

Here is our list of requests.

1. Four to five picnic tables at Pither's Point Park near the beach volleyball court. Additional picnic tables in the area of the Sorting Gap Marina. Garbage cans at both the Park and Marina are required. A garbage can is also needed in the area where the fireworks will be lit off.
2. Sand and gravel to help anchor the mortars for the fireworks at Seven Oaks.
3. Use of a bobcat (and attachment) to help set up fireworks and clean-up of site the following day.
4. A total of 10 tables and twenty chairs from the Memorial Sports Centre.
5. Tilling of the existing beach volleyball court.
6. Snow fencing and poles for grass area near west entrance to Resolute Forest Products wood yard for use by Laser Tag group.
7. Organizers of the beach volleyball tournament are requesting the moving of at least one bleachers from ball diamond to the front of the volleyball court.
8. Barricades for parade and Front Street closure in the following areas
 - i) Victoria Avenue at Sinclair Street (south side) (2)
 - ii) Amrit Avenue at Nelson Street (south side) (2)
 - iii) Crowe Avenue at Nelson Street (south side) (2)
 - iv) Butler Avenue at Nelson Street (south side) (2)
 - v) Minnie Avenue at Front Street (south side) (2)
 - vi) Williams Avenue at Front Street (west side) (2)
 - vii) Front Street at west entrance of Resolute Forest Products wood yard (2)
 - viii) Front Street at east edge of Sorting Gap Marina (2)

If you need further clarification on any of our requests, please do not hesitate to call me at 274-5341 or 276-8767 (after 1 pm).

Thank you for your consideration and support to the Fun in the Sun Committee and its partner organizations.

Randy Thoms
Chair
Fun in the Sun Committee

This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its attachments without reading or forwarding it. Thank You.

THINK GREEN! before printing this email.



Lori Pattison/Frances
06/05/2012 02:09 PM

To Doug Brown/Frances@Frances
cc
bcc
Subject Fw: CANADA DAY - Fun in the Sun Committee REQUEST

----- Forwarded by Lori Pattison/Frances on 05/06/2012 02:08 PM -----



"Thoms, Randy"
<thoms.randy@radioabl.ca>
05/06/2012 11:01 AM

To "lpattison@fort-frances.com" <lpattison@fort-frances.com>
cc
Subject FW: CANADA DAY - Fun in the Sun Committee REQUEST

Hi Lori

Dave Coats forwarded over some requests that were not on list last year, but mentioned we got.

Can I add an amendment?

It would include 2 barricades for road at Seven Oaks, keeping people away from fireworks.

He also mentioned the town provided help from two employees on July 2nd to clean up site with a lawn tractor and some sort of brusher attachment. He said it help collect all of the small pieces of debris.

It's not a big issue, but doesn't help reduce clean-up time.

Randy Thoms
CFOB News and Sports Director
Fort Frances Ontario
Phone: 807-274-5341
Fax: 807-274-2033
Email: news@931theborder.ca
Website: www.931.theborder.ca

This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its attachments without reading or forwarding it. Thank You.

THINK GREEN! before printing this email.



June 1, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

Subject: Selection of a New External Accreditation Body (Auditors) for the Town's Drinking Water Quality Management System

In March of 2012, the Town was notified by the Canadian General Standards Board that the MOE will be transitioning to a new accreditation body (or bodies). See attached letter. The Town received a letter dated May 23, 2012 from the MOE in regards to two (2) new accreditation bodies under the municipal drinking water licensing program. See attached letter. As of June 30, 2012 the Canadian General Standards Board will no longer be the Town's accreditation body and the Town must notify the MOE prior to June 22, 2012 who the Town will be selecting as their new external auditor. The Town can either select NSF International Strategic Registrations or QMI-SAI Global to perform these audit services.

The Communities of Chapple, Rainy River and Emo will be selecting QMI-SAI Global based on two factors;

- 1) QMI-SAI Global has auditors living in Thunder Bay where NSF International Strategic Registrations nearest auditor personnel are located in Sudbury. Thus less costs for travel and accommodations.
- 2) Combining trips to the Rainy River District to complete audit services at several drinking water systems. Less travel costs.

See attached proposal from Bruno Samuel, Business Development Manager of QMI-SAI Global. The Town has been accredited with a limited scope - Entire DWQMS accreditation in July of 2011 where within a one year period (July of 2012) must submit an application for full scope – entire DWQMS. In regards to the implementation process for the Town's Drinking Water Quality Management System a few milestones have been completed in the last couple of months. Travis Rob has received training on performing an internal audit for municipal drinking water systems and has just completed the first internal audit of the Town's drinking water system as of May 23, 2012.

The entire QMS team has reviewed his report and findings on May 29, 2012 and is in the process of addressing the non-conformities. A management review meeting is scheduled to take place in the near future where a report will be prepared and forwarded to the Operations & Facilities Executive Committee for review and endorsement. This management review report will then be forwarded to Council for review and acceptance prior to July 8, 2012. Once this management review process is completed the new accreditation body, QMI-SAI Global will be requested to perform an external audit of the Town's drinking water quality management system.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Town enters into an agreement with QMI-SAI Global to provide auditing services over the next three (3) years.
- 2) That the Mayor and Clerk be authorized to execute the agreements on behalf of the Corporation of the Town of Fort Frances.
- 3) That the MOE -Transfer of Accreditation form be completed and emailed to both QMI-SAI Global and Ministry of the Environment prior to the June 22, 2012 deadline.

Respectfully Submitted,
Operations & Facilities Division

Doug Brown

D. Brown, P. Eng.
Manager of Operations & Facilities

Council approval of this report will ensure the following:

- 1) That the Town enters into an agreement with QMI-SAI Global to provide auditing services over the next three (3) years.
- 2) That the Mayor and Clerk be authorized to execute the agreements on behalf of the Corporation of the Town of Fort Frances.
- 3) That the MOE -Transfer of Accreditation form be completed and emailed to both QMI-SAI Global and Ministry of the Environment prior to the June 22, 2012 deadline.

2012JuneDWQMSauditors

RECOMMENDED

JUN 01 2012

DIV. MNG.

Doug Brown

EXECUTIVE COMM.

Page 18 of 64



Gouvernement
du Canada

Office des normes
générales du Canada

Place du Portage III – 6B1
Gatineau (Québec)
K1A 0S5

Government
of Canada

Canadian General
Standards Board

Place du Portage III – 6B1
Gatineau, Quebec
K1A 0S5

Wednesday, March 07, 2012

Owners and Operating Authorities
Municipal Drinking Water Systems of Ontario

**Re: Termination of CGSB Accreditation Program – Operating Authorities of Municipal
Drinking Water Systems of Ontario**

Dear Client,

This letter is to advise you that the Canadian General Standard Board (CGSB) has been informed by the Ontario Ministry of the Environment (MOE) that they will be transitioning to a new accreditation body (or bodies) over the next few months. We have been and will continue to work closely with the MOE to achieve an orderly winding down of our services and to help them transition your file to a new accreditation body.

As a result of this upcoming change to the program, please note the following:

- CGSB is not planning to conduct any new audits, but will ensure MOE is aware of the status of your file.
- CGSB will continue to work with you on Corrective Action Responses (CARs) to resolve as many as possible before the termination of our program. This will help the new accreditation body more easily take over your file and issue its own certificate of accreditation.
- CGSB will transfer all files to the MOE upon or before the termination of our program.

During the transition you are expected to continue to meet your accreditation obligations, and required to notify CGSB of any changes to your quality management system (see section 6.5 of Program Handbook), since we will have to assess these to keep your accreditation in effect until program termination. The outcome of that assessment will determine what actions or decisions need to be taken.

We will be providing you with information on any steps you need to take following the termination of our services, and ask that you contact MOE directly for any questions related to the review of the accreditation framework.

CGSB remains committed to its clients and welcomes any questions on your file, as well as any suggestions you may have to make this transition easier. We thank you for your continued support and cooperation over that last few years and hope that we can be of service to you in the future.

Regards,

Begonia Lojk
Acting Director CGSB
(819)956-0383 begonia.lojk@tpsgc-pwgsc.gc.ca

c.c. John Stager, Chief Drinking Water Inspector, ADM, Drinking Water Management Division,
Ministry of the Environment



Ministry of
the Environment

Drinking Water Management
Division

14th floor
135 St. Clair Avenue West
Toronto ON M4V 1P5

Ministère de
l'Environnement

Division de la gestion de la qualité de
l'eau potable

14^e étage
135, avenue St. Clair Ouest
Toronto (Ontario) M4V 1P5

May 23, 2012

To all operating authorities of municipal residential drinking water systems:

Re: New Accreditation Bodies under the Municipal Drinking Water Licensing Program

The ministry has designated two new accreditation bodies under the *Safe Drinking Water Act, 2002*: NSF International Strategic Registrations and QMI-SAI Global. Information about these accreditation bodies has been included for your reference. Both accreditation bodies are ready to receive your accreditation records from your former accreditation body.

Next Steps:

As of June 30, 2012, the Canadian General Standards Board will no longer be providing accreditation services to operating authorities of municipal residential drinking water systems. **To minimize any disruption to your current accreditation, you should complete and submit the attached form to one of the new accreditation bodies before June 22, 2012.** This should allow sufficient time to complete the transfer. If you are experiencing any difficulties in doing so, please notify the Ministry so that we may provide further direction.

While there will be no cost associated with the administrative transfer of your accreditation records, you will be expected to enter into an agreement with your selected accreditation body for a term that extends to the end of the current three-year cycle for your accreditation.

Your selected accreditation body will work with you to maintain your accreditation from the current stage in the accreditation process. The ministry has established maximum billing thresholds related to accreditation services to be provided by the new accreditation bodies. Information about these maximum thresholds and allowable exceedences to these thresholds has been included for your reference.

Please be assured of our continued support and guidance throughout this process. If you have any additional questions about the transition, please contact Paul Nieweglowski, Deputy Chief Drinking Water Inspector/Director, Drinking Water Management Division at 416-314-1977 or paul.nieweglowski@ontario.ca.

Regards,

John Stager
Chief Drinking Water Inspector/Assistant Deputy Minister
Drinking Water Management Division

cc:

All owners of municipal residential drinking water systems, Canadian General Standards Board, NSF International Strategic Registrations, QMI-SAI Global

Attachments:

Questions & Answers for Operating Authorities, Maximum Billing Rates for Accreditation Services, Reasons for Exceeding the Maximum Allowable Billing Rates, Information about QMI-SAI Global, Information about NSF International Strategic Registrations

**Questions & Answers for Operating Authorities
Transition to New Accreditation Providers**

Q	Will I have to start the accreditation process over?
A	No, your selected accreditation body will work with you to maintain your accreditation status from its current stage in the accreditation process.
Q	Is there any cost associated with transferring to a new accreditation body?
A	There will be no cost associated with the initial transfer of your accreditation from the Canadian General Standards Board to a new accreditation body. You will be expected to enter into an agreement with your selected new accreditation body for a term that extends to the end of the current three-year cycle for your accreditation.
Q	Why do I have to select a new accreditation body before June 22, 2012? What will happen if I have not selected a provider by that date?
A	Effective July 1, 2012, the Canadian General Standards Board will no longer be designated as an accreditation body under the <i>Safe Drinking Water Act, 2002</i> . Accreditations issued by the Canadian General Standards Board will no longer be valid as of this date. It is important to have a new accreditation body by June 22, 2012; otherwise, the owner of the municipal residential drinking water system risks non-compliance with subsection 13(1) of the <i>Safe Drinking Water Act, 2002</i> . The transfer of your accreditation records should begin as soon as possible and no later than June 22, 2012 in order to facilitate this process – please see the Transition Form.
Q	Who do I contact if I have questions about my quality management system, my current accreditation or this transition?
A	The ministry will be your point of contact during the transition from the Canadian General Standards Board to a new accreditation body. If you have any questions, please contact Paul Nieweglowski, Deputy Chief Drinking Water Inspector/Director, Drinking Water Management Division at 416-314-1977 or paul.nieweglowski@ontario.ca .

Maximum Billing Rates for Accreditation Services

Population Served	Limited Scope – Transitional	3 Year Audit Cycle		
		Surveillance Audit (year 1)	Surveillance Audit (year 2)	Re-Accreditation Audit (year 3)
1 to 1,000	\$1,650	\$1,650	\$1,650	\$2,475
1,001 to 10,000	\$2,145	\$2,145	\$2,145	\$2,970
10,001 to 100,000	\$2,805	\$2,805	\$2,805	\$4,125
100,001 to 500,000	\$3,300	\$3,300	\$3,300	\$6,105
Greater than 500,000	\$4,125	\$4,125	\$4,125	\$8,250
Each additional drinking water system	\$900	\$900	\$900	\$1,200

The maximum billing rates set out in this table are all inclusive for all accreditation and auditing services provided by an accreditation body to an operating authority.

With respect to the 'Each additional drinking water system' row, some municipalities have multiple, distinct, drinking water systems that are operated by the same operating authority. In such cases, an operating authority may choose to develop Quality Management System (QMS) components that are common for all of its drinking water systems. The operational plan for the system would contain these common components, or would reference separate documents that would be available to users of the operational plan. The common QMS components would be implemented at both the system and corporate levels. In such a case, the common QMS components would be reviewed once by an accreditation body.

When drinking water systems are grouped together in this way:

1. The 'population serviced' is the combined population serviced by all of the drinking water systems together.
2. The maximum billing rate may be increased by the fixed amount identified in the table for each additional system. The total maximum billing rate for the combined group of systems would be:
 - a. The amount identified for the population served; plus,
 - b. Per additional drinking water system, the amount for "each additional drinking water system" as identified in the table.

For example, the maximum billing rate for a surveillance audit for a group of three drinking water systems with a combined population serviced of 500 people would be \$1,650 + \$900 + \$900, for a total of \$3,450.

Note: The maximum billing rates allow for one full corrective action cycle. A full corrective action cycle includes the preparation of corrective action requests by an auditor and the subsequent review of the responses to those requests. For each additional corrective action cycle, an accreditation body may charge additional fees beyond the maximum billing rates, at an hourly rate.

REASONS FOR EXCEEDING MAXIMUM ALLOWABLE BILLING RATES

The Accreditation Body is required to make every effort to bill within the maximum billing rates outlined in Schedule G of the Agreement, but certain situations may occur that are beyond the control of the Accreditation Body.

The following list identifies the sole permissible reasons that the Accreditation Body may need to exceed the maximum billing rate for an Operating Authority. The Accreditation Body may not exceed the maximum billing rate, except for the reasons included in this list. To exceed the maximum billing rate for any of the listed reasons, the Accreditation Body must first obtain written approval from the affected Operating Authority.

Reasons for exceedance:

1. If the Operating Authority is not prepared at the time of an onsite audit, as agreed to by the Operating Authority during the audit planning stage:
 - a. Materials are not available at a central location; or,
 - b. Required Operating Authority personnel are not available.
2. If, during the course of an audit, an Auditor determines that the Operational Plan contains a significant number of non-conformities to warrant the revision and re-submission of the Operational Plan.
3. If the Operating Authority is not responsive to a request from the Accreditation Body within the timeframes identified in the Accreditation Protocol, and the Accreditation Body is required to spend additional time following-up with the Operating Authority for a response.
4. If an Operating Authority requests that the Accreditation Body change the date of a scheduled audit and:
 - a. The Accreditation Body has already spent time preparing for the audit; or,
 - b. An Auditor has already been booked and a non-cancellable fee is required to be paid by the Accreditation Body to the Auditor as agreed to by contract.
5. If an Operating Authority receiving services from the Accreditation Body for Subject Systems that are located in multiple municipalities elects to deal with non-conformities at a corporate level.

Notwithstanding any item on the above list, should the reason for the exceedance be caused by an emergency situation that is beyond the control of the Operating Authority, and the Operating Authority has taken appropriate measures to notify the Accreditation Body, the Accreditation Body should take reasonable actions to ensure that the maximum billing rate is not exceeded.



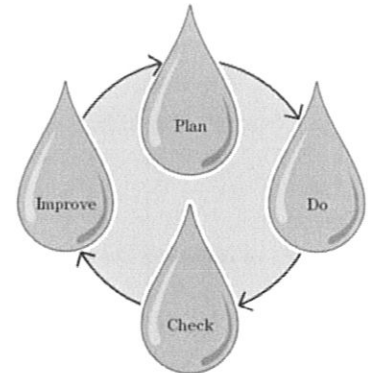
QMI-SAI Global

Headquartered in Toronto, ON, QMI-SAI Global is the Americas division of SAI Global. SAI Global is a public company traded on the Australian Stock Exchange and it is one of the world's leading organizations in publishing, compliance, training, business improvement and organization assessments. Our objective is to help organizations manage risk, achieve certification and drive improvement by providing audit and verification services, training, and supplier management programs.

Note: As of July 1st, 2012, QMI-SAI Global will trade under the name of SAI Global.

QMI-SAI Global offers:

- Over 20 years of management system auditing experience
- A dedicated full-service team
- Customized Training Services
- Capability to provide certification to over 20 internationally recognized management system standards, accredited with internationally recognized accreditation bodies
- Combined & scheduled assessments with other operating authorities to minimize cost and demonstrate economies
- English and French speaking local assessors, based in Kitchener, London, Ottawa, Thunder Bay, Sudbury, GTA and more
- Easy transfer for your accreditation from current accreditation body to QMI-SAI Global with minimum disruption. No matter where your organization is in the cycle
- Over 1,100 auditors world-wide



Highly experienced auditing force: With an average of 10 years auditing and 13 years of industry experience, including DWQMS, QMI-SAI Global auditors are ideally suited to fulfill your commitment to the Drinking Water Quality Management Standard by leveraging their industry knowledge during your audit. Many of the auditors on our team have already worked with you for the past several years.

Knowledge, skills and expertise: QMI-SAI Global has a wealth of experience working with both large and small, urban and rural municipalities or communities, with clients in the areas of water/wastewater and countless environmental organizations around the world, including: City of Welland, City of Fredericton, Ministry of Northern Development & Mines, Membertou First Nation, Sagamok Anishnawbek First Nation, Lake Huron Primary Water Supply System and The Mountain View Regional Water Services.

Fees:

- **Management and Administrative Services:** \$100.00 per hour.
(Management, administrative, or other services undertaken in relation to an audit. This includes work not undertaken by a qualified auditor.)
- **Audit Services:** \$175.00 per hour.
(Any audit or related work undertaken by a qualified Auditor.)
- **Transfer Fees:** No Charge
- **Travel Time:** Over 25 km will be charged at \$87.50/hour
- **Travel Expenses** as per government rates

Cancellation Fees: Within 15 days of the Audit = 100% of the Audit Cost. Within 30 Days of the Audit = 50% of the Audit Cost. All fees detailed above exclude any relevant taxes and will not exceed maximum allowable billing as per MOE requirements.

QMI-SAI Global is committed to working with the government of Ontario to ensure accreditation to the Drinking Water Quality Management Standard. Safe drinking water is essential to our communities, and it's important to partner with a reputable organization that is committed to the advancement of these principles.

To see why QMI-SAI Global should be your choice for standards registration and download a copy of the standard, visit our DWQMS web page:

www.saiglobal.com/assurance/drinking-water



NSF International Strategic Registrations (NSF-ISR)

NSF-ISR is a division of NSF International, a not-for-profit global organization, head-quartered in Ann Arbor, Michigan, whose mission is protecting public health. Founded in 1944, NSF offers services for auditing, testing, certification, training, validation, risk management and standards development in areas including food safety, water quality, health sciences, consumer products, sustainability and management systems registration.

Widely recognized for its scientific and technical expertise in the health and environmental sciences, NSF is a World Health Organization Collaborating Centre for Food and Water Safety and Indoor Environment. NSF serves companies in more than 150 countries worldwide. Its 1,200-plus staff includes auditors, microbiologists, toxicologists, chemists, engineers, environmental and public health professionals.

Water and Utility Experience: NSF also has worked since 1984 to develop standards and certification programs for treatment chemicals, and treatment and distribution products for water systems. NSF has worked with water utility representatives and state and provincial regulators including the MOE and Health Canada to develop NSF/ANSI Standard 60: Drinking Water Treatment Chemicals – Health Effects and NSF/ANSI Standard 61: Drinking Water System Components – Health Effects. Today certification of products to those standards is required across North America, and Ontario has been a leader in enforcing these requirements. NSF provides testing and certification of products used by water systems from treatment chemicals to water meters. More recently NSF began providing validation testing for membrane filtration and UV systems for log reduction of microbial contaminants.

The NSF mark on drinking water distribution and treatment products is the most widely recognized and accepted in the industry.

NSF-ISR can offer:

- Twenty years of experience in management systems auditing
- Offices in Burlington, Guelph and Windsor to provide easily accessible local service support
- Highly experienced English and French speaking local auditors throughout the Ontario province
- Easy transfer process from your current accreditation body to NSF-ISR
- Complimentary management system audit services in quality, environmental and occupational health and safety systems, key risk management areas for utilities
- Expertise in HACCP-based auditing programs
- NSF Online, our proprietary, web-based information management system provides secure, 24/7 access to certificates, audits, corrective actions, invoices and management systems information. Management reports and graphical dashboards, help you make faster and better business decisions

Fees:

- Management and Administrative Services: \$100.00 per hour (support services related to managing the audit process)
- Auditing Services: \$200.00 per hour (audit time for systems, accreditation, surveillance and re-accreditation audits will be fixed)
- Transfer Process: No charge for accreditations in good standing. Transfer costs will be quoted if accreditations are not in good standing but will not exceed the Ministry Guidelines.
- Travel Time: Travel time in excess of 6 hours round trip will be charged at \$50.00 per hour.
- Cancellation Fees: If a confirmed audit is cancelled with less than 15 days notice then 50% of quoted audit time will be billed. 16-30 days notice – 25%. No charge for cancellations with 31 days or more notice. Any applicable non-reimbursable travel expenses will be charged in addition to the above cancellation fee.

General Contact Information: Phone: 1-866-261-0086; Direct 1-519-821-3334; Canada@nsf.org

Paul Beaudoin – Business Development Manager
Direct – 289-838-2204
pbeaudoin@nsf-isr.org

Brad Kitchen – Managing Director
Direct – 289-288-3930
bkitchen@nsf.org

For more information on NSF-ISR visit www.nsf-isr.org and
for information on NSF drinking water programs visit <http://www.nsf.org/info/drinkingwaterquality/>

Accreditation Program for Operating Authorities Transfer of Accreditation

Agenda Item # 7.3 ...

Pursuant to subsection 22(2) of the *Safe Drinking Water Act, 2002*, the Ministry of the Environment has designated two accreditation bodies for the purposes of administering programs for the accreditation of operating authorities for drinking water systems. The purpose of this form is to facilitate the transfer of an operating authority's accreditation records from one accreditation body to another.

Instructions:

1. This form should be completed and submitted to your selected accreditation body before June 22, 2012.
2. The completed and signed form should be submitted to your selected accreditation body, either:

NSF International Strategic Registrations

or

QMI-SAI Global

Email: canada@nsf.org

Email: dwqms@saiglobal.com

1030 Gordon Street, Unit 204,
Guelph ON, N1G 4X5

20 Carlson Court Suite 200, Toronto,
Ontario, M9W 7K6

With a copy to the Ministry of the Environment at: MDWLP@ontario.ca

Applicant Information

Name of Operating Authority

Town of Fort Frances

Name of Drinking Water System Owner

**The Corporation of the Town
of Fort Frances**

Operating Authority Number / OAP # (if known)

OAP – 224

Certificate of Accreditation Number (if known)

224-401

Certificate Expiry Date (dd/mm/yyyy)

27/07/2016

Drinking Water Systems *(attach a separate list if more space is required)*

Drinking Water System Name	Licence Number	Drinking Water System Name	Licence Number
Fort Frances Drinking Water System	224-101		

Selected Accreditation Body:

☐

NSF International Strategic Registrations

☒

QMI-SAI Global

I, the undersigned, hereby declare on behalf of the operating authority that the accreditation body indicated above has been selected by the operating authority to receive accreditation records for the purpose of entering into an agreement with the selected accreditation body.

Name of Signing Authority *(please print)*

Mr. Mark McCaig

Title

CAO

Telephone Number *(include area code & ext.)*

807-274-5323 EXT 233
ext.

E-mail Address

mmccaig@fort-frances.com

Signature

Date (dd/mm/yyyy)

12/06/2012

Selection of a New External Accreditation Body (Auditors) for the
Town's



Bruno Samuel
<Bruno.Samuel@qmi-saiglobal.com>

05/24/2012 12:56 PM


To "dbrown@fort-frances.com" <dbrown@fort-frances.com>

cc

bcc

Subject Accreditation to DWQMS

History:

 This message has been forwarded.

Hello Doug, my name is Bruno Samuel, I am a Business Development Manager at QMI – SAI Global.

Doug, as you probably know from the communication issued by the MOE, there has been a change in accreditation bodies to perform audits to the Drinking Water Quality Management System standard. We are one of the new accreditation bodies.

I have been in touch with folks from Chapple, Rainy River and Emo to discuss how we could combine audits and save you all money when doing on-site verification. I would appreciate a chance to have a quick conference call with you to discuss your current stage in the program, what your needs are, and help you in your selection of the new accreditation body, which needs to be done by June 22.

Please let me know when you have some time for a quick call.

Looking forward to hearing from you.

Sincerely,

Bruno Samuel

Business Development Manager

SAI Global

Toronto, Ontario - Canada

Mobile: (416) 460-2955

bruno.samuel@saiglobal.com - www.saiglobal.com

This message has been scanned for malware by Websense. www.websense.com



June 4, 2012

Mr. Doug Brown
Operations & Facilities Manager
The Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 2P9, Canada

Reference # DWQMS 0127: File #1631580

Dear Mr. Brown,

SAI Global is committed to working with the government of Ontario to ensure certification to the Drinking Water Quality Management Standard. Safe drinking water is essential to our communities, and it's important to partner with a reputable organization that is committed to the advancement of these principles.

SAI Global offers:

- Over 20 years of management system auditing experience
- A dedicated full-service team, Customized Training Services
- Capability to provide certification to over 20 internationally recognized management system standards, accredited with internationally recognized accreditation bodies
- Combined & scheduled assessments with other operating authorities to minimize cost and demonstrate economies
- English and French speaking local assessors, based in Kitchener, London, Ottawa, Thunder Bay, Sudbury, GTA and more
- Easy transfer for your accreditation from current accreditation body to QMI-SAI Global with minimum disruption. No matter where your organization is in the cycle
- Over 1,100 auditors world-wide

Highly experienced auditing force: With an average of 10 years auditing and 13 years of industry experience, including DWQMS, SAI Global auditors are ideally suited to fulfill your commitment to the Drinking Water Quality Management Standard by leveraging their industry knowledge during your audit. Many of the auditors on our team have already worked with you for the past several years.

Knowledge, skills and expertise: SAI Global has a wealth of experience working with both large and small, urban and rural municipalities or communities, with clients in the areas of water/wastewater and countless environmental organizations around the world.

Please feel free to contact me anytime at 416-460-2955 or bruno.samuel@saiglobal.com for further information or clarification of our services.

Sincerely,
QMI-SAI Global

Bruno Samuel
Business Development Manager

*SAI Global Certification Services Pty Ltd is the registrar providing services under the trading name QMI-SAI Global.

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Accreditation Program for Operating Authorities Quote for Service from SAI Global

Reference Number: DWQMS 0127 Date: June 4, 2012

Quote Reference Number - DWQMS 0127	Valid Until 09/04/2012
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OPERATING AUTHORITY:	The Corporation of the Town of Fort Frances (File No. 1631580)	PROVINCE:	ON, P9A 2P9
CONTACT:	Doug Brown / Operations & Facilities Manager	POSTAL CODE:	
ADDRESS:	320 Portage Avenue	TELEPHONE:	807.274.9893 x306
CITY:	Fort Frances	FAX:	
DATE ISSUED:	June 4, 2012	E-MAIL:	dbrown@fort-frances.com
STANDARD:	DWQMS	POPULATION SERVED:	Approx. 9,000
		ASSESSMENT TYPE:	Transfer

Additional Drinking Water System(s) Name	Licence Number
The Corporation of the Town of Fort Frances	OAP - 224
Additional Systems:	
• Fort Frances Drinking Water System	

Transferring your Accreditation to SAI Global

Transferring your Accreditation to SAI Global is an easy process, does not have any cost to the client, but is also a thorough assessment of your company's accreditation. Below is the process we follow when transferring accreditations to us:

- ✓ The Business Development Manager gathers information for the Pre-transfer Package.
- ✓ Once the application for Accreditation is signed, the Pre-transfer Review Package is forwarded to the Accreditation Review Team.
- ✓ This team reviews the package, including:
 - A review of the Facility Questionnaire to verify that the Operating Authorities Scope and activities
 - A review of the Certificate of Registration to verify:
 - Status of Accreditation in terms of authenticity and duration.
 - The validity of accreditation and the status of outstanding non-conformities should be verified with the issuing accreditation body or MOE.
 - A review of the last audit/re-audit reports, subsequent surveillances reports and any outstanding non-conformities arising there from.
 - The stage in the current accreditation cycle.

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In case of multiple systems, confirm receipt of full details of all systems and the operational plans. The results of the review are documented and sent back to the Business Development Manager and Account Manager. If the Audit Review Group determines that all requirements are met for an immediate transfer, the operating authority will be informed and the Account Manager will work internally with SAI Global's Operations Group to issue a certificate to the customer indicating the review completion date as the date of issuance, and an expiry date that is consistent with the original certificate.

A successful completion of a transfer process means that SAI Global will continue the accreditation cycle according to the cycle from the previous Accreditation Body.

Scope of Work and Fee Structure

	YEAR 1 - Re-Accreditation - Full Scope					
Table A: Population Served in Ontario	Systems Audit – Off Site (Hours)	Verification Audit – On Site (Hours) for Initial or Re-certification	Reporting (Pre-Post) (Hours)	Sub Total (Hours)	Admin & Mgmnt Services (Hours)	Total (Hours)
1,001 to 10,000	4	6	6	16	3	19
Additional Systems # 1 - Fort Frances Drinking Water System - Treatment and Distribution	System 1 - time/hours included above					0
SUB TOTALS (Hours) - Yr. 1	4	6	6	16	3	19
Admin & Mgmnt Services (Hours)	3		\$100.00		\$300.00	
Systems Audit (Hours)	4		\$175.00		\$700.00	
Verification Audit (Hours)	6		\$175.00		\$1,050.00	
Planning & Reporting (Hours)	6		\$175.00		\$1,050.00	
Total - Year 1					\$3,100.00	

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YEAR 2 - Surveillance 1 - Full Scope						
Table A: Population Served in Ontario	Systems Audit – Off Site (Hours)	Verification Audit – On Site (Hours) for Initial or Re-certification	Reporting (Pre-Post) (Hours)	Sub Total (Hours)	Admin & Mgmnt Services (Hours)	Total (Hours)
1,001 to 10,000	4	0	2	6	3	9
System # 1 - Fort Frances Drinking Water System - Treatment and Distribution	System 1 - time/hours included above					0
SUB TOTALS	4	0	2	6	3	9
Admin & Mgmnt Services (Hours)	3		\$100.00		\$300.00	
Systems Audit (Hours)	4		\$175.00		\$700.00	
Verification Audit (Hours)	0		\$175.00		\$0.00	
Planning & Reporting (Hours)	2		\$175.00		\$350.00	
Total - Year 2					\$1,350.00	

	YEAR 3 - Surveillance 2 - Full Scope					
Table A: Population Served in Ontario	Systems Audit – Off Site (Hours)	Verification Audit – On Site (Hours) for Initial or Re-certification	Reporting (Pre-Post) (Hours)	Sub Total (Hours)	Admin & Mgmnt Services (Hours)	Total (Hours)
1,001 to 10,000	4	0	2	6	3	9
System # 1 - Fort Frances Drinking Water System - Treatment and Distribution	System 1 - time/hours included above					0
SUB TOTALS	4	0	2	6	3	9
Admin & Mgmnt Services (Hours)	3		\$100.00		\$300.00	
Systems Audit (Hours)	4		\$175.00		\$700.00	
Verification Audit (Hours)	0		\$175.00		\$0.00	
Planning & Reporting (Hours)	2		\$175.00		\$350.00	
Total - Year 3					\$1,350.00	

**This proposal of cost is a projected estimate of cost only and may require additional time for verification depending on OA specific requirements and will be discussed at the time of the verification.

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Other Fees	
▪	Transfer Fees – No Charge
▪	Travel Time – Over 25 km will be charged at \$87.50
▪	Travel Expenses as per government rates
▪	Cancellation Fees
▪	Within 15 days of the Audit 100% of the Audit Cost
▪	Within 30 Days 50% of the Audit Cost
▪	All fees detailed above exclude any relevant taxes
▪	Will not exceed maximum allowable billing as per MOE requirements

Application for Registration: I have read, understand and accept this Proposal for Service including all the Terms & Conditions herein.			
Signed (duly authorized agent):			
Name and Title:	Doug Brown – Operations & Facilities Manager		
Phone Number:	807.274.9893 x306	Fax:	
Purchase Order:		Date:	

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The QMI-SAI Global Accreditation Process

General information regarding elements of the registration process is described below. A degree of flexibility and options in the accreditation process are available so please feel free to contact us to discuss how we can better serve your organization.

QMI-SAI Global Full Service Team

Upon selection of QMI-SAI Global as your Accreditation Body and submission of the signed Application for Accreditation, QMI-SAI Global will assign your dedicated service team.

Your service team will be selected to suit your specific industry and will consist of an Account Manager, a Regional Account Representative, a Lead Auditor and other team members as needed to support your registration. The roles of each member of your service team are as follows; your Account Manager will manage the business relationship, including contract negotiation and changes to your certification requirements; your Regional Account Representative will manage the back office processes including scheduling and customer service related to certificates and invoicing; your Lead Auditor will manage the delivery relationship. As your primary contact with QMI-SAI Global, the Lead Auditor assigned provides you with ongoing industry developments and interpretations and ensures coordination of all audit-related activities for your company. If additional audit team members are required, they are selected from our experienced auditor base. Your audits will be consistent in approach, technically sound and relevant to your business needs.

Accreditation Audit

The goal of the Accreditation audit is to assess the effective implementation of your management system to the requirements of the Drinking Water standard and your management system documentation.

All audit activities are mutually planned with your assigned Auditor prior to the audit. An audit plan is provided detailing the scope and objectives of both the verification, the audit team members, the processes to be audited and the timelines. While onsite your audit team will work to verify that the management system meets the requirements of the Drinking Water standard and your system documentation by assessing objective evidence. At the conclusion of the onsite audit, you will be immediately informed of the results. A formal audit report will be issued after the audit. The report is designed to facilitate business improvements by reporting on your status relative to the requirements of the standard and includes information relative to positive aspects of the system, opportunities for improvement and system non-conformances.

Certificate Issuance

Upon successful completion of the accreditation process (including resolution of non-conformances if applicable), your Team Leader will recommend you for accreditation and will forward the accreditation Package for review by our Accreditation Team. With completion of the review, the Accreditation Team prepares and forwards your Certificate of Accreditation. Your certificate will include details such as: legal company name, site address, standard, scope of registration, the initial accreditation date and the expiry date.

Systems Audits

Surveillance audits are periodic audits of your documentation to ensure no significant changes have been made. The purpose of system audits is to ensure the management system is being maintained during the effective period of accreditation.

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QMI-SAI Global Terms and Conditions for Accreditation Services

1.0	Applicability
1.1	These terms and conditions govern the supply of Registration Services by QMI-SAI Global to the Client and shall prevail over any other terms that may be communicated by the Client in writing or orally, whether in an order, letter, other document, in negotiations or otherwise. No person acting or purporting to act on behalf of QMI-SAI Global shall have authority to waive or change these terms orally. Waivers or changes shall have effect only if made in writing and signed by a duly authorized officer of QMI-SAI Global.
1.2	If the requirements applying to the services covered by this Agreement are modified, QMI-SAI Global shall inform the Client stating at what date the modified requirements will become effective, and advise the Client of any need for a supplementary assessments that are subject to this Agreement. Such communication may include directions from QMI-SAI Global from accreditation body authorities.
1.3	This Agreement shall commence upon submission of the Application for Registration by the Client and continue in effect in accordance with the Registration process unless terminated as provided in these terms and conditions.
2.0	Definitions
	'Client' means the company, organization or individual, or more than one company, organization or individual acting in partnership, seeking Registration;
	'Contract' means the contract between QMI-SAI Global and the Client resulting from the Client's application for Registration services
	'Normative Document' means the applicable management system document for which registrations services has been requested by the Client.
	'Program' - means the documents, equipment, environment, processes, personnel and procedures constituting the Client's management system implemented at the site;
	'Postponement Fee' means a fee in respect of cancellation or postponement of audit as specified in the schedule of fees or otherwise by SAI Global.
	'QMI-SAI Global' means QMI-SAI Canada Limited, SAI Global INC. and SAI Global Mexico S. DE R.L. DE C.V.
	'QMI-SAI Global Partner' means an organization with which QMI-SAI Global has an independent contractual relationship for the provision of Services to the Client under this Agreement. The terms and conditions described herein apply in full when QMI-SAI Global elects to utilize a QMI-SAI Global Partner to perform the requested Registration Services.
	'Registration' - refers to a management system which has been found by QMI-SAI Global to comply with the requirements and for which a Certificate of Registration has been issued by QMI-SAI Global.
	'Registration Certificate' - means the Certificate of Registration issued under Registration.
	'Registration Mark or Logo' means a symbol, word(s) or other sign that signifies that a management system has been found to be in conformance with a normative document.
	'Registration Procedures' means procedures developed by QMI-SAI Global. These terms and conditions override any inconsistent direction in such Registration Procedures;
	'Registration Services' means assessment of a management system in accordance with QMI-SAI Global Registration Procedures, as described in Assessment Types, whether or not a registration certificate is issued.
	'Registered' refers to a Program which has been found by QMI-SAI Global to comply with the Requirements and for which a Certificate of Registration has been issued by QMI-SAI Global
	'Significant change' means any material changes that affect the activities and operation such as, in ownership management, organization, policy, technology, personnel, product and services, facilities, equipment, procedures, change of address of any relevant sites or other premises, subcontracting or outsourcing of processes or if an analysis of a complaint or any other information indicates that the Client no longer complies with this Agreement.
	'Site' means the location of manufacture of product or of performance of a process or service;
3.0	Fees
3.1	The Client agrees to pay QMI-SAI Global's fees related to all services provided under this Agreement, whether or not the Client's Program is Registered by QMI-SAI Global. Failure to pay any fee charged by QMI-SAI Global under this Agreement is considered to be a breach of this Agreement.
3.2	For proposals extended beyond one year, the proposal assumes an estimated annual cost of living increase of 3%.

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3.3	The fees payable under clause 4.1 are those set out in the Proposal of Costs and as applicable and described below. Such fees may be amended from time to time or as otherwise agreed by SAI Global and the Client.
3.4	The preliminary assessment fee includes the costs associated with the assessment and the generation of a report. The document review fee includes the costs associated with the review of documentation and report generation by QMI-SAI Global for the Participant
3.5	The registration/certification audit fee (s) includes the costs associated with the document review, stage 1 and stage 2 registration/certification audit, planning and report generation and issuance of the Certificate of Registration for eligible management systems as detailed in the Proposal of Costs
3.6	The surveillance audit fee includes the costs associated with the surveillance audit, and report generation.
3.7	The annual Project Management fee includes all costs associated with scheduling activities, project administration, technical file review, certificate fees and dedicated account management support.
3.8	A Postponement fee will not be applied for a postponement or cancellation of a confirmed Registration Services date provided QMI-SAI Global receives not less than thirty (30) days notice. Changes to scheduled and confirmed audit dates with less than twenty-nine (29) days but greater than seven (7) days notice will be subject to a postponement fee of 25% of the audit fee. Changes to scheduled and confirmed audit dates with less than seven (7) days notice will be subject to a postponement fee of 50% of the audit fee. In addition, confirmed and non-refundable travel related expenses may be applied.
3.9	Travel related expenses for personnel performing Registration service audits will be at cost plus 10% administration fee, or as described in the Proposal of Costs. Personal Transportation will be at current mileage rate plus 10% administration fee.
3.10	Where registration services result in the use of the provider's personal motor vehicle, such charges will be in accordance with those specified by the governing authority, as applicable.
3.11	QMI-SAI Global invoices upon completion of the service rendered as per the line items in the Proposal of Costs and described above, and will include applicable taxes. The Client must pay the invoiced amount to QMI-SAI Global in the currency specified upon receipt. QMI-SAI Global shall be under no liability to refund fees paid by the Client in the event of suspension or termination of Registration by QMI-SAI Global or the Client.
3.12	QMI-SAI Global reserves the right to periodically update and revise this Agreement, including its fees, and to issue a new Agreement or fee structure which will become the binding Agreement between the Participant and QMI-SAI Global after thirty (30) days notice.
4.0	Registration Services
4.1	Under the Contract, QMI-SAI Global agrees to provide and the Client agrees to accept the Registration Services requested by the Client. The Client warrants that all information made available to QMI-SAI Global is, to the best of its knowledge and belief, complete and accurate.
4.2	The Client agrees to provide QMI SAI Global's employees, agents, contractors, or partners with all co-operation and assistance required by the applicable Registration Procedures necessary to enable SAI Global to provide the Registration Services requested by the Client, including reasonable access to the premises, facilities, documents and records of the Client and the Client's contractors and agents. Such access shall, upon request by QMI-SAI Global, include respective accreditation body's assessment team, the respective sector specific OEMs auditors and regulators, to witness the QMI-SAI Global's audit team performing an audit at their site or a QMI-SAI Global Auditor performing assessment, or to investigate, validate or otherwise resolve a complaint against the management system. QMI-SAI Global representatives shall not be asked to sign any agreement as a condition of site entry.
4.3	The Client agrees to comply with the applicable QMI-SAI Global Registration Procedures.
4.4	Except as required by the normative document, QMI-SAI Global will perform registration assessments during the Client's normal business hours and will perform registration services so as not to interfere with the performance of any work by the Client, except to verify conformance with requirements.
4.5	The Client accepts responsibility for the safety of QMI-SAI Global's employees, agents and contractors in activities required under the applicable Certification Procedures, including the provision of all relevant safety or protective clothing and/or equipment and advising QMI-SAI Global, its employees, agents or contractors appropriately of any safety hazards or special training requirements. If specialized training is necessary for QMI-SAI Global staff to enter the site, all costs associated with such training are not included in the proposal unless specifically noted and will be billed to the Client separately
5.0	Registration
5.1	The Client acknowledges that QMI-SAI Global will only issue a Certificate of Registration where the Client's management system has successfully fulfilled the requirement for registration as set out in this agreement and in the applicable normative document.
5.2	Providing all such conditions of 6.1 are met, QMI-SAI Global will grant registration and provide a registration certificate to the normative document. In granting the registration, QMI-SAI Global approves the use of the relevant QMI-SAI Global marks and logos, subject to the provision outlined in QMI-SAI Global's marketing guidelines and Registration procedures

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5.3	In the event that the requirements for registration have not been fulfilled by the Client, QMI-SAI Global will notify the Client in writing, including any necessary actions to achieve fulfillment of the requirement, within the limitations of this agreement.
5.4	QMI-SAI reserves the right to withhold issue of the Certificate of Registration until payment for services is received in full
6.0	Conditions of registration
6.1	After and during the period of registration, the Client acknowledges full responsibility to operate and maintain the management system at the site (or sites) in conformance with the requirements of the Normative document and QMI-SAI Global Registration Procedures. The registration shall continue throughout the period identified by the Registration Certificate expiry date or as terminated in accordance with the requirements of this agreement. The Client must promptly inform QMI-SAI Global in writing of any Significant change in relation to the organization, process or service that is likely to substantially affect the Registration.
6.2	After registration any request to modify the scope of registration as it appears on the Certificate may require QMI-SAI Global to conduct an on-site assessment to validate the request. Such assessments may occur in conjunction with scheduled activities or as a separate activity with cost and fees to be determined at the time of the request. Any request for change shall not result in a change to the expiry date of the Certificate.
6.3	In addition to the Registration Service activities identified in the Proposal of Costs, QMI-SAI Global may require the performance of a short notice audit to resolve the following: <ul style="list-style-type: none"> • Evaluate the impact of significant changes in the organization as it relates to the registered management system. Cost for such audits will be in accordance with the rates identified in the proposal. • Notification of an external complaint, either directly by a complainant or from QMI-SAI Global's accreditation body. Costs for such audits will be determined at the time of notification
6.4	QMI-SAI Global will endeavour to perform such audits as described in these terms and conditions with the exception that normal notification and scheduling practices may not be applicable.
7.0	Publication of registration
7.1	Subject to these terms and conditions, the Client may publicize that Registration has been granted and use the Certificate as evidence of Registration including display at the site listed on the certificate. The Certificate does not imply that the Registration is approved by any accreditation or governmental authority. The Client may copy the Certificate provided that each copy is clearly identified as such. Except as permitted by QMI-SAI Global, the Client must not alter, modify, deface or destroy the Certificate. The original and any copies of the Certificate remain the property of QMI-SAI Global and must be returned immediately upon request.
7.2	QMI-SAI Global permits the Client's non-exclusive use of references to QMI-SAI Global in accordance with QMI-SAI Global's advertising guidelines, which may be amended or supplemented by QMI-SAI Global from time to time. The Client shall not hold the management system or itself out as Registered with QMI-SAI Global except as confirmed by QMI-SAI Global throughout the Registration process.
7.3	QMI-SAI Global shall have the right to maintain in its public listings such information about the Client and the Registered management system as is consistent with accreditation requirements and QMI-SAI Global Registration Procedures
7.4	The client must not engage in any conduct which might mislead, deceive or confuse any person in relation to or otherwise misrepresent the nature, status, scope or effect of its Registration by QMI-SAI Global. The Client must promptly comply with any directions given by QMI-SAI Global to correct any conduct or misrepresentation.
8.0	Suspension
8.1	Suspension of the Registration may occur under the following conditions: <ul style="list-style-type: none"> • QMI-SAI Global gives notice to the Client that it considers that registration is no longer appropriate; • the Client is in breach of these Terms and Conditions; or • a substantial change in the management system of the Client occurs without the Client notifying the change to QMI-SAI Global for its review
8.2	Within 30 days QMI-SAI Global will notify the Client of the suspension, furnish the Client with information outlining the steps that must be taken by the Client to enable the suspension to be removed. The Client must acknowledge its management system registration is temporarily invalid, immediately take all steps necessary to enable the suspension of its Registration to be removed and refrain from further promotion of Registration.
8.3	Client failure to resolve the issues that have resulted in the suspension in a time established by QMI-SAI Global shall result in withdrawal or reduction of the scope of certification. Any such reduction shall be in accordance with the requirements of the standard used for certification. Upon satisfactory resolution of the conditions that caused the suspension, QMI-SAI Global will notify the Client when the suspension has been removed. In the event the conditions for suspension can not be resolved. QMS-SAI Global may take further action up to and including termination of Registration per the requirements of these terms and conditions.
9.0	Confidentiality
9.1	QMI-SAI Global shall not voluntarily disclose proprietary information received from the Client without the Client's authorization. In specific cases

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	where information is requested by a regulatory authority or by a court order, the Client will be advised of this request prior to QMI-SAI Global's response.
9.2	The Client must treat as confidential and not disclose to any third party without the prior written consent of QMI-SAI Global any proprietary or confidential information belonging to QMI-SAI Global.
9.3	The Client must not solicit any QMI-SAI Global officers, employees, agents or contractors during or for six months after the termination of the Contract
10.0	Intellectual Property Rights
	The Client acknowledges that QMI-SAI Global is the owner or licensee of copyright, know-how and other intellectual property rights in the Registration Procedures and any associated documentation and no right, title or interest in the Registration Procedures or that documentation is transferred to the Client under the Contract.
11.0	Indemnity
	Except for negligent action or omission of QMI-SAI Global, the Client agrees to indemnify and hold harmless QMI-SAI Global, its members, directors, officers, employees and agents against any liability sustained in consequence of: (i) Registration of the Client's Program, (ii) the Client's use of the Program, the Standards, and Certificate, or (iii) any other act or omission of the Client in respect of the provisions of this Agreement.
12.0	Termination
12.1	The Client may terminate this Agreement without refund or prejudice to QMI-SAI Global's rights, at any time upon thirty (30) days written notice to QMI-SAI Global.
12.2	QMI-SAI Global may terminate this Agreement upon thirty (30) days written notice if the Client: fails to comply with any of the provisions of this Agreement and fails to remedy such non-compliance within a reasonable period of time; becomes insolvent or bankrupt.; changes ownership; or for non-payment of outstanding accounts from QMI-SAI Global or QMI-SAI Global Partner.
12.3	QMI-SAI Global may also terminate this agreement upon reasonable notice if the particular Registration process is withdrawn.
12.4	QMI-SAI Global shall not be liable for any damages arising from termination, including direct or indirect or special damages, or damages for economic loss and termination shall not relieve the Client of its obligation to pay all outstanding accounts and to indemnify QMI-SAI Global under the terms of this Agreement.
12.5	Upon termination of this Agreement, the Client must stop all claims and statements that their Program is Registered by QMI-SAI Global as follows: <ul style="list-style-type: none"> • Cease using any mark or logo in connection with the Client's registration (if any); • Withdraw from public display and, as required by SAI Global, return the original and all copies of the Certificate; • Cease all advertising, promotions or other publication of the fact of Registration • Take steps to remove signage, posting or other indications on the Client's premises, property, plant or uniforms which infer, directly or indirectly, a registered management system. • Take all other necessary steps to ensure third parties are not misled to believe that the Registration has not expired or cancelled.
13.0	Appeals
	QMI-SAI Global has documented systems on handling appeals, complaints and disputes, which are available on request.
14.0	Assignability
	This Agreement, including the Certificate of Registration and the right to use the QMI-SAI Global trade-mark, shall not be assigned or amended by the Client, without QMI-SAI Global's prior written consent. This Agreement shall be binding upon and for the benefit of the Client and QMI-SAI Global and their respective successors, heirs, executors, administrators and personal representatives
15.0	Severability
	If all or any part of the Contract is found by a Court of competent jurisdiction to be illegal, void or unenforceable, the illegal, void or unenforceable part(s) may be severed from the Contract and the remaining parts of the Contract shall continue in force.
16.0	Waiver
	The failure of QMI-SAI Global at any time to require performance of any obligation under the Contract is not a waiver of its right at any other time to require performance of that or any other obligation under the Contract.
17.0	Relationship
	The contract does not create any fiduciary, employment, agency or partnership relationship between QMI-SAI Global and the Client.

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18.0	Communications
18.1	A party giving notice or notifying under the Contract must do so in writing directed to the recipient's address for correspondence as nominated in the Application or varied by any notice; and hand delivered or sent by prepaid post or facsimile to that address
18.2	A notice given is taken to be received: <ul style="list-style-type: none"> • If hand delivered, on delivery • if sent by prepaid post, three days after the date of posting; or • if sent by facsimile, when the sender's facsimile system generates a message confirming successful transmission of the total number of pages of the notice
19.0	Force Majeure
	No party is liable for any failure to perform or delay in performing its obligations under the Contract if that failure or delay is due to flood, fire, earthquake or other occurrence beyond that party's reasonable control. If that failure or delay exceeds 60 days, the other party may terminate the Contract with immediate effect by giving notice to the other party.
20.0	Applicable Law
	This Agreement shall be deemed to have been made in, and shall be governed in accordance with, the laws of the following countries/states/provinces and the courts identified herein shall have exclusive jurisdiction. <ul style="list-style-type: none"> • Canada - Province of Ontario, Canada, courts of Toronto • United States - State of New Jersey and the courts of New Jersey • Mexico – the Republic of Mexico and the courts of the Republic of Mexico
21.0	English Language
	QMI-SAI Global and the Client acknowledge that they have required that this Agreement and all documentation, notices and judicial proceedings entered into, given or instituted pursuant hereto or relating directly or indirectly hereto be drawn up in English. Les parties aux présentes reconnaissent avoir exigé que la présente convention ainsi que tous documents, avis et procédures judiciaires qui pourront être exécutés, donnés ou intentés à la suite des présentes ou se rapportant directement ou indirectement à la présente convention, soient rédigés en anglais.
22.0	Sector Specific Terms and Conditions
	The terms and conditions detailed in Addendum A, B and C is considered integral to these terms and conditions in accordance with the requirements of the relevant standard.

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May 31, 2012

Report to: Mayor and Council

From: Jason Kabel, Manager of Community Services

Re: **Memorial Sports Centre Summer Maintenance Shutdown**

We are in the process of setting contractors in place to use the approved \$25,000 capital budget for the routine summer maintenance in the pool/fitness area at the Memorial Sports Centre. The budget addressed the following:

- mens change room floor replacement
- bench replacement/relocation around perimeter of change room
- urinal replacement to bring them into alignment with current code

The estimates for each component are:

Floor	\$10,421.88	Tompkins Home Hardware	- capital budget
Benches	\$5,395.75	Ed Halvorsen Construction	- capital budget
Urinal (2 x 6 wall)	\$2,483.74	Ed Halvorsen Construction	- capital budget
Urinal (plumbing)	\$7,345.00	Pryde's Plumbing & Heating	- maintenance budget

The cost of the floor replacement has come in lower than expectations so we are currently looking at \$18,301.37 of our \$25,000 budget being accounted for. This leaves us with a \$6,698.63 surplus in the capital budget. The renovation plan is to relocate the lockers to the centre of the change room and have benches around the perimeter walls. We have undertaken to get specifications on new lockers as well for the change rooms, as they were not specified as part of the original capital plan. The intent being to make a more comprehensive improvement within the budget. It seems unfortunate to relocate the rusty, somewhat dented existing lockers over the new floor and benches. Preliminary estimates indicate that lockers can be supplied for \$9,040 including taxes. In consideration of this, our budget would surpass the \$25,000 slightly as follows:

Budgeted reno's	\$18,301.37
Lockers	<u>\$9,040.00</u>
Total	\$27,341.37
Less Budget	<u>\$25,000.00</u>
Shortfall	\$2,341.37

The lockers were originally being considered as a capital item for 2013 but from a practical perspective it would be tremendous if we did not have to inconvenience our members again next year with a locker room shut-down; being that we are so close to

being able to make a significant improvement to the area for the little extra (\$2,342.37) that would be required to complete the job this year in its entirety.

The Community Services executive committee is recommending to Council that the \$25,000 capital expense to renovate the change rooms at the Memorial Sports Centre be increased to \$27,341.37. In so doing, we will avoid erecting the old, rusty, dented lockers currently being used.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', written over a horizontal line.

Jason Kabel

Manager of Community Services

Council's approval of this report will:

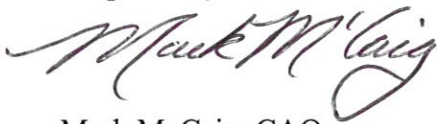
Approve the \$2,341.37 increase in capital budget to complete the change rooms renovation at the Memorial Sports Centre. The budget will increase from \$25,000 to \$27,341.37.

Report To: Mayor and Council
From: Mark McCaig, CAO
Date: June 6, 2012
Subject: Seniors Retirees Against Pension & Elder Abuse (SRAPEA)

At the regular meeting of May 28th 2001, Mayor and Council heard presentations from Seniors Retirees Against Pension & Elder Abuse (SRAPEA) regarding government budget cuts to OAS (Old Age Security) and changes in pension legislation.

The Administration and Finance Executive Committee reviewed the written presentations from SRAPEA at the meeting of June 5th. The executive committee agreed with the fundamental elements put forward by SRAPEA as they pertain to the changes to OAS and the protection of private pension plans and funds. The A & F executive committee shared the concerns put forward by SRAPEA regarding the pension uncertainty of our local workers and pensioners. The executive committee is recommending that a letter of support be sent from Mayor Roy Avis to SRAPEA regarding these important issues.

Respectfully Submitted,



Mark McCaig, CAO

Council approval of this report will authorize Mayor Roy Avis to write a letter of support to SRAPEA in regards to private pension plans and reductions in old age security.





TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURER'S REPORT 2012/60

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 6, 2012
SUBJECT: RBC Golf Tournament Financial Request

BACKGROUND

At the May 28, 2012 Council meeting the attached letter requesting support for the RBC Golf Tournament was referred to the Administration & Finance Executive Committee for recommendation.

The RBC Golf Tournament will be held on Saturday, June 23, 2012 with proceeds designated for KidSport-Fort Frances. Similar requests for donations were approved for 2009, 2010 and 2011 for the RBC Charity Golf Classic in the amount of \$100.00 with proceeds designated for Riverside Foundation for Health Care Chemotherapy Program and Community Chest. Any authorized donations would be expensed as Council Public Relations.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council support the RBC Golf Tournament being held on June 23, 2012 and contribute a \$100.00 donation.

Council Approval of This Report Will Agree to the recommendation from the Administration & Finance Executive Committee to authorize a \$100.00 donation to the RBC Golf Tournament to be held on June 23, 2012, and of which proceeds from this event will be designated for KidSport-Fort Frances.



May 10, 2012

Mr. Mark McCaig
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Royal Bank of Canada
Fort Frances Branch
343 Scott Street
PO Box 754
Fort Frances, ON P9A 3N1

Tel.: 807-274-7758
Fax: 807-274-8775
Toll-free: 1-800-ROY-AL11

Dear, Mr. Mark McCaig

This is to request your support for the **RBC Golf Tournament** being held on June 23, 2012 at the Kitchen Creek Golf Course. Our goal is to raise \$5000.00 for KidSport-Fort Frances. KidSport-Fort Frances wants all children to experience the benefits of sports and recreation in our community. Sports give a child a chance to be part of a team, gain self-confidence, develop self-esteem and learn new skills.

RBC would be delighted if you choose to partner with us to profile your Product/Company to this desirable target audience. We will, of course, ensure you are properly recognized for your partnership. Participation levels include:

- Donation ~ A cash donation.
- Gifts / Prizes ~ Promotional items for tee gifts and prizes.
- Hole Sponsorship ~ A sponsorship of a specific hole for \$300.00.
- Foursome ~ A foursome for a fee of \$400.00.

We hope that you will be able to help RBC achieve our goal and make this event an outstanding success.

We will be in touch soon to confirm your involvement. Alternatively, you can contact Lisa Plourde directly at (807) 274-7271 or myself for more information.

Sincerely,

Heather Johnson
Branch Manager
(807) 274-7175



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURER'S REPORT 2012/62

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 6, 2012
SUBJECT: Town of Atikokan – Regional Branding of a Culturally-Themed Tourism Route Funding Request

BACKGROUND

At the May 28, 2012 Council meeting the financial request to participate in the develop a regional branding for a culturally-themed tourism route received form the Town of Atikokan was referred to the Administration & Finance Executive Committee for recommendation with input from the Economic Development Advisory Committee.

As indicated in Mayor Dennis Brown's letter, the Town of Atikokan is requesting support of two projects being the coordination & marketing of the many diverse cultural and recreational assets in the region and to retain a consultant to develop a branding package for the route. Atikokan is applying for funding of these projects and has committed to a contribution of \$3,000 and is asking Fort Frances to consider a financial contribution of \$3,000.

Mark McCaig, CAO informed that the Economic Development Advisory Committee (EDAC) reviewed the request for financial support and recommend that the group be invited to make a presentation at an EDAC meeting.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the funding request from the Town of Atikokan for Regional Branding of a Culturally-Themed Tourism Route and that the group be invited to make a presentation at an Economic Development Advisory Committee meeting to further discuss the proposed project.

Council Approval of This Report Will Agree to the recommendation from the Administration & Finance Executive Committee to receive the funding request from the Town of Atikokan for Regional Branding of a Culturally-Themed Tourism Route and that the group be invited to make a presentation at an Economic Development Committee meeting to further discuss the proposed project.



Town of Atikokan

Box 1330, 120 Marks Street
Atikokan, Ontario P0T 1C0

Agenda Item #7.7

Office of the Mayor
807-597-1234 x235
Administration/Accounting
807-597-1234
Community Services
807-597-1234 x232 or x229
Director of Public Works
807-597-1234 x231
Fire/Building
807-597-1234 x228
Office Fax: 807-597-6186
www.atikokan.ca

May 18, 2012

Mayor Roy Avis
Town of Fort Frances
Civic Centre
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9



As you know, since 2005, Atikokan has been working with communities throughout this area on the Path of the Voyageur, a project to develop a regional branding for a culturally-themed tourism route to increase the number of visitors coming to our area. We are proposing a project to proceed with this concept. This project will be a great enhancement of the existing MOM's route that has been in place for many years. We are looking at using a cultural theme to strengthen the connections between Winnipeg and Thunder Bay, both of which include significant attractions related to voyageur and First Nations history and identifying related attractions in other communities along this route. In so doing, it is anticipated that visitors will slow down and spend more time in our area as they travel through the corridor between Winnipeg and Thunder Bay.

In 2011 a group of agencies and communities contributed funds towards an intern to work on this project under the Northern Ontario Youth Internship Program. The intern, Amy Holzwarth collected information about attractions in this area and developed a map of the route. In January 2012, the steering committee agreed that the work that was started by the intern should be advanced and that the community of Atikokan should seek the required funding.

We have identified two projects for which we are applying for funding. Both of these projects are directed at taking advantage of the GoTourOntario programme for Motorcycle and RV touring that is being developed by the Ontario Tourism Marketing Partnership Corporation (OTMPC).

The first of these projects is to undertake the coordination and marketing of the many diverse cultural and recreational assets in the region and integrate them with the tourism industry through the Regional Tourism Organizations (RTO's) and OTMPC. It is anticipated that this project will cost about \$100,000. In order to proceed with our application for this project, we will need to secure contributions of \$10,000 as the community partners share.

Mayor Roy Avis
Page 2
May 18, 2012

The second project is to retain a consultant to develop a branding package for the route. This project will cost about \$45,000. We will require contributions of \$20,000 as a share from community partners in order to proceed with an application to fund this project.

In total, therefore, we are seeking a minimum of \$30,000 in order to advance the development of a regional tourism route. Atikokan has committed to contributing \$3,000 towards this project. We are asking that you consider a contribution of \$3,000. We will also need a commitment from our partners to devote some time and human resources to the project. This would include a contact person to work with the coordinator and consultant in identifying local attractions and working with local businesses and agencies. Donations in kind such as accommodation for community visits would be another contribution that would be most appreciated.

Your assistance in helping to move these two projects forward is necessary and will be much appreciated. We would appreciate a response by June 18, 2012.

Yours truly



Dennis Brown
Mayor

COUNCIL

MAY 28 2012

Referred by Council to
ACTION
Admin & Fin. Ex. Committee
for recommendation with input
from Econ. Dev. Advisory
Committee

Administration & Finance Division
Civic Centre

Operations & Facilities Division
Fifth Street & Wright Avenue
Phone: 807-274-9893
Fax: 807-274-7360

Civic Centre
320 Portage Avenue
Phone: 807-274-5323
Fax: 807-274-8479
email: town@fort-frances.com



Planning & Development Division
Civic Centre

Community Services Division
740 Scott Street P9A 1H8
Phone: 807-274-4561

Mailing Address:
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

www.fort-frances.com

May 31, 2012

Town of Atikokan
Box 1330, 120 Marks Street
Atikokan, Ontario
P0T 1C0

Attn: Mayor Dennis Brown

Dear Mayor Brown:

At their meeting May 28, 2012, Council referred the financial request dated May 18, 2012 from the Town of Atikokan re: Funding for advancement of a regional tourism route to the Administration and Finance Executive Committee for recommendation with input from the Economic Development Advisory Committee.

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

Please direct any questions you may have to Ms. Laurie Witherspoon, Treasurer, at 274-4561.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION



G.W. Treftlin, AMCT, Clerk

GWT/kl

- c.c. Administration and Finance Executive Committee
-Attn: L. Witherspoon, Treasurer
L. Pattison (att'd – for agenda)
Economic Development Advisory Committee
-Attn: G. Rogozinski, Chairperson(att'd)
L. Pattison (att'd – for agenda)

H:\OFFICE\LETTERS AND CORRESPONDENCE\Administration and Finance\2012 Matters and Reports\Town of Atikokan Funding Request - Development of Regional Tourism.doc



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/61**

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: June 6, 2012
SUBJECT: Councillor Rick Wiedenhoeft – Hate Conference Per Diem

BACKGROUND

Attached is a copy of the Travel Statement – Mayor /Council Honorarium claim in the total amount of \$150.00 in regard to attendance at the Hate Conference held on May 28, 2012 as submitted by Councillor Rick Wiedenhoeft.

The per diem claim is in compliance with By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$150.00 for attendance at the Hate Conference held in Fort Frances on May 28, 2012 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to Administration's recommendation to approve the per diem claim as submitted by Councillor Rick Wiedenhoeft in the amount of \$150.00 to attend the Hate Conference held in Fort Frances on May 28, 2012
--

**Town of Fort Frances
Travel Statement - Mayor/Council Honorarium**

Attendee Rick Wiedenhoef
 Conference/Seminar Attended "Hate Conference"
 Location Rendezvous Fort Frances
 Dates Monday May 28, 2012

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	May 28							
Amount	150.00							150.00

Submitted by: R. Wiedenhoef

Date: Tuesday May 29, 2012

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____

Aircraft Landings 2012

As of June 1st, 2012 - Airport Statistics - Page 1

Month	Bearskin Flights			Bearskin Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance 2012-2011
	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	
January	90	87	93	447	364	354	1	0	0	4	0	3	41	35	44	3	3	5	50	49	45	188	175	190	-2
February	90	83	80	465	384	380	0	0	0	16	3	7	45	39	45	5	10	4	41	44	40	197	179	176	21
March	89	88	97	469	377	381	5	12	4	8	6	21	44	36	45	4	9	9	56	61	56	206	212	232	-26
1/4 Total	269	258	270	1381	1125	1115	5	13	4	28	9	31	130	110	134	12	22	18	147	154	141	591	566	598	-7
April	87	92	77	408	375	329	2	10	0	18	5	26	36	43	30	13	7	4	50	83	55	206	240	192	14
May	90	95	96	402	446	374	7	9	13	14	14	38	59	42	46	35	41	37	73	82	83	278	283	313	-35
June	98	92	92	328	429	429	6	5	5	8	64	64	48	47	47	69	104	69	99	95	95	0	328	407	-407
1/2 Total	446	543	535	2191	2274	2247	14	38	22	60	36	159	225	243	257	60	139	163	270	418	374	1075	1417	1510	-428
July	96	92	92	381	389	389	10	2	2	34	52	38	39	35	42	70	97	70	75	72	72	0	324	350	-350
August	98	90	90	395	373	373	17	0	0	28	38	42	39	42	42	53	62	53	81	71	71	0	316	303	-303
September	93	88	88	389	312	312	5	4	4	8	42	42	52	42	42	38	53	38	94	80	80	0	290	309	-309
3/4 Total	446	830	805	2191	3439	3321	14	70	28	60	106	291	225	373	376	60	300	375	270	668	597	1075	2347	2472	-962
October	93	88	88	412	371	371	17	5	5	27	36	36	31	61	61	20	19	20	55	72	72	0	243	281	-281
November	92	93	93	425	492	492	4	2	2	19	9	9	34	46	46	3	4	3	60	52	52	0	212	206	-206
December	82	78	78	289	325	325	0	0	0	5	4	4	51	39	39	1	6	1	45	46	46	0	184	173	-173
Total	446	1097	1064	2191	4565	4509	14	91	35	60	157	340	225	489	522	60	324	404	270	828	767	1075	2986	3132	-660



Fort Frances Airport- Page 2 - Fuel Sales - As of June 1st, 2012																			
Fuel Sales Recap - 2012																			
Month	100LL		Jet Trk		Jet Cab		Month		Year	2011 per month	2011 year Total	2010 per month	2009 per Month	2008 per Month	2007 per month	5 year Average 2011 to 2007	Variance 2012-2011 per month	Variance 2012-2011 per year	
	Liters	Total	Liters	Total	Liters	Total	Total	Total											
January	0	0	10,252	10,252	0	0	10,252	10,252		7,308	7,308	10,971	15,989	29,926	16,283	16,095	2,944	2,944	
February	435	435	6,483	16,735	0	0	6,918	17,170		3,687	10,995	5,782	13,135	21,134	11,782	11,104	3,231	2,944	
March	544	979	8,785	25,520	0	0	9,329	26,499		10,390	21,385	15,539	9,612	27,435	19,969	16,589	-1,061	5,114	
April	748	1,727	7,503	33,023	0	0	8,251	34,750		5,294	26,679	24,825	10,676	22,466	28,609	18,374	2,957	8,071	
May	1,178	2,905	20,713	53,736	0	0	21,891	56,641		19,790	46,469	25,375	24,033	30,287	47,258	29,349	2,101	10,172	
June										25,723	72,192	27,768	22,395	35,995	40,736	30,523	-25,723		
July										19,124	91,316	30,455	24,925	33,390	44,875	30,554	-19,124		
August										21,467	112,783	33,139	28,250	40,177	41,630	32,933	-21,467		
September										22,511	135,294	23,363	18,937	28,822	30,341	24,795	-22,511		
October										13,677	148,971	15,033	21,304	16,631	28,020	18,933	-13,677		
November										6,785	155,756	17,747	10,754	16,951	16,842	13,816	-6,785		
December										2,446	158,202	7,641	7,596	13,083	14,733	9,100	-2,446		



Sewer & Water data for 2012
up-dated June 1st, 2012

Month	Days per month	2012 Total Sewage STP cu. meters monthly	2012 daily Sewage STP cu. meters daily	2012 Couch. Wastewater Meters monthly	2012 Couch. Wastewater Meters daily	2012 Couch. 2 Water Meters monthly	2012 Couch. 2 Water Meters daily	2012 Couch. WW-W cu. meters monthly	2012 Total Treated WTP cu. meters monthly	2012 daily Treated WTP cu. meters daily	2012 Difference STP-WTP monthly	2012 Infiltration daily average
2012												
January	31	155729	5023.5	7469	240.9	7677.50	247.66	-208.50	144850	4672.58	10879	350.94
February	29	140772	4854.2	7650	263.8	7677.50	264.74	-27.50	132070	4554.14	8702	300.07
March	31	173999	5612.9	9543.97	307.9	7452.50	240.40	2091.47	140800	4541.94	33199	1070.94
April	30	200771	6692.4	9565	318.8	7452.50	248.42	2112.50	125040	4168.00	75731	2524.37
May	31	193394	6238.5	9940	320.6		0.00	9940.00	121110	3906.77	72284	2331.74
June	30		0.0		0.0		0.00	0.00		0.00	0	0.00
July	31		0.0		0.0		0.00	0.00		0.00	0	0.00
August	31		0.0		0.0		0.00	0.00		0.00	0	0.00
September	30		0.0		0.0		0.00	0.00		0.00	0	0.00
October	31		0.0		0.0		0.00	0.00		0.00	0	0.00
November	30		0.0		0.0		0.00	0.00		0.00	0	0.00
December	31		0.0		0.0		0.00	0.00		0.00	0	0.00
Total	366	864665		44167.97	391.5	30260	256.20		663870		200795	1315.61
Monthly Average			5684							4369		1316
daily Average												

152
JanCFN&town2011waterdata

Estimated total

1321



2012- tonnage at landfill site- up-dated June 4, 2012

5 Year Average 2011 5 Year Average 2012

Non Community

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Waste tonnes	Non Com %	Covering Material tonnes	2011 Total Tonnes	2012 Total Tonnes	2007 to 2011 Total Waste Tonnes	2012 Total Tonnes	2011 Total Fees	2007 to 2011 Fees	Total Fees	2012-2011 Tonnes	Fees
JAN	142.26	36.32	238.74	60.95	10.69	2.73	0.00	418.43	391.69	346.33	391.69	\$20,714.03	\$15,588.52	\$20,495.48	-26.74	-\$218.55
FEB	115.26	34.45	210.66	62.96	8.66	2.59	0.00	311.33	334.58	289.64	334.58	\$15,825.13	\$13,528.30	\$17,382.70	23.25	\$1,557.57
MAR	187.40	39.28	250.52	52.51	39.14	8.20	28.20	400.14	477.06	427.20	477.06	\$21,246.91	\$20,622.52	\$24,375.00	76.92	\$3,128.09
APRIL	215.08	38.78	326.87	58.94	12.64	2.28	1196.04	513.17	554.59	614.25	554.59	\$27,639.06	\$29,898.82	\$31,190.56	41.42	\$3,551.50
MAY	256.11	42.22	335.80	55.35	14.72	2.43	1664.39	765.97	606.63	725.95	606.63	\$40,902.27	\$35,046.32	\$35,933.82	-159.34	-\$4,968.45
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		672.28	0.00	721.62	0.00	\$32,497.41	\$35,851.73		-672.28	-\$32,497.41
JULY		#DIV/0!		#DIV/0!		#DIV/0!		553.77	0.00	712.57	0.00	\$30,279.15	\$36,493.50		-553.77	-\$30,279.15
AUG		#DIV/0!		#DIV/0!		#DIV/0!		806.88	0.00	646.08	0.00	\$45,033.12	\$32,517.70		-806.88	-\$45,033.12
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		613.97	0.00	619.27	0.00	\$33,605.87	\$30,007.48		-613.97	-\$33,605.87
OCT		#DIV/0!		#DIV/0!		#DIV/0!		612.80	0.00	623.34	0.00	\$33,130.66	\$31,195.82		-612.80	-\$33,130.66
NOV		#DIV/0!		#DIV/0!		#DIV/0!		692.64	0.00	567.74	0.00	\$33,980.90	\$27,502.39		-692.64	-\$33,980.90
DEC		#DIV/0!		#DIV/0!		#DIV/0!		421.30	0.00	383.14	0.00	\$19,811.03	\$20,929.91		-421.30	-\$19,811.03
Average per monthly	183.22	36.68	272.52	58.81	17.17	4.51	577.73	565.22	401.11	556.43	401.11	\$29,555.46	\$27,431.92	\$25,875.51		\$1,489.04
Total	916.11		1362.59		85.85		2888.63	6782.68	2364.55	6677.13	2364.55	\$354,665.54	\$329,183.01	\$129,377.56	73.43	\$4,467.11
Town of Fort Frances Tonnage	2278.70								2012	Forecasted						
Total Tonnage	2364.55								2012	Budgeted						
									2012	Difference						
Residential Tonnage	916.11	38.74%														
ICI Tonnage	1362.59	57.63%														
Coverage material	2888.63	122.16%														

f/in:p: 2010Janlandfillsitedata2010

WASTE DISPOSAL SITE MONTHLY INSPECTION FORM

MONTH: April 2012 INSPECTION DATE/TIME: May 07, 2012 @ 11:00 a.m.

OPERATOR: Tom Veert

TOWN OF FORT FRANCES REPRESENTATIVE: Douglas Herr



	YES	NO
1) Adequate signs posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Scavaging	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3) Operating According to Conditions on Certificate of Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	SATISFACTORY	UNSATISFACTORY
4) Compaction of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5) Cover of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Housekeeping of Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7) Working Face	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8) Number of Dumping Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9) Segregation of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10) Controlling Litter	<input type="checkbox"/>	<input checked="" type="checkbox"/>

GENERAL COMMENTS:

1. Garbage Disposal Area – Keep garbage covered on a regular basis. Resolute Forest Products hauling of sludge for cover material. Garbage turn around area is in satisfactory condition. Town to haul cover material for garbage once construction project begin.

2. Steel Refuge Area: Turn around area in satisfactory condition. Sign (existing) to be re-instated, knocked over.

3. Propane tank disposal area: satisfactory condition.

4. Appliance Refuge Area: satisfactory condition.

5. Wood Refuge: Wood refuge turn around area in satisfactory condition.
6. Weigh scale operating well since the last inspection.
7. Wireless credit card machine be used at the landfill still having some signal issues, functioning better since booster was installed.
8. Contractor to arrange to have blow paper and plastics cleaned up.

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(April 2012)

STAFFING:

See Operations Statistics (April) 2012 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (April) 2012 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:

Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of main valve repairs: One (1)
 - 133 Fourth St. W. (VAL 107)

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water main valve repairs: One (1)
 - 901 Second St. E.

Water Service Terminations:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Twenty Seven (27)
 - 244 Second St. E., 605 Riverview Dr., 1007 Williams Ave., 919 Frenette Ave., 928 Frenette Ave.,
 - 1213 Elizabeth St. E., 1113 Church St., 241 Third St. E., 625 Third St. W., 1002 River Rd. W.,
 - 838 Third St. E., 601 King's Hwy., 417 Crowe Ave., 401 King's Hwy., 800 Calder Dr., 1301 Calder Dr.,
 - 700 McIrvine Rd., 1000 Calder Dr., 1107 Third St. E., 622 Third St. E., 8 Armstrong Pl., 1101 Front St.,
 - 1025 River Rd. W., 565 Church St. (2), 210 Butler Ave. and 901 Second St. E.



Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
 - 225 Scott St.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
 - 225 Scott St.

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Five (5)
 - 225 Scott St., 500 King's Hwy., 203 Scott St., 840 King's Hwy. and 1037 First St. E.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Replaced missing markers on fire hydrants.
- April 4, 2012 - Checked vacant unoccupied apartments.
- April 16, 2012 - Wagner began construction - completing the water main looping between Church St. and Nelson St. (Through the Mill Wood Yard)
- April 18, 2012 - Wagner began construction - Third St. E. between Portage Ave. and Victoria Ave.
- Worked in conjunction with Wagner Construction to isolate the water main for the installation of a new water main (Third St. E. - Portage Ave. to Victoria Ave.).
- April 18, 2012 - Fire & Security Centre completed the annual fire alarm inspection and exit/emergency lighting.

WATER TREATMENT PLANT:

- April, 2012 - In receipt of the Water Treatment Facility Monthly Report.
- April 18, 2012 - Fire & Security Centre completed the annual fire alarm inspection.
- April 18, 2012 - Completed workplace inspections at the Water Treatment Plant & Water Tower.

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Main Repairs:

- Number of sewer main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: One (1)
 - 1728 Colonization Rd. W.

Sewer Service Terminations:

- Number of sewer service repairs: None

Sewer Service Replacements:

- Number of sewer service repairs: One (1)
- 1028 Cornwall Ave. N.

Other Information:

- Cleaned eight (8) plugged sewer services at the following locations:
 - 1012 Second St. E., 524 First St. E., 307 Minnie Ave., 314 Second St. E., 613 Third St. W.,
 - 319 Third St. W., 346 Church St. and 843 Third St. E.
- Traced various building sewer services.
- CCTV inspected various building sewer services.
- Sewer main flushing (Dead Ends) - Area 4.
- Private Work: April 18, 2012 - traced forcemain on Couchiching F.N. for T. Veert Contracting.

WASTE-WATER TREATMENT FACILITY:

- April, 2012 - Received the Wastewater Treatment Facility Monthly Report.
- April 10 & 11, 2012 - Excavated and repaired broken scum return line at the sewage treatment plant.

WASTE MANAGEMENT:

Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 3 complaints

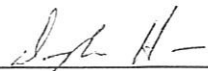
Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 215,080 kgs (215.08 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 326,870 kgs (326.87 tonnes)
- April 3, 2012 - Hauled asphalt chunks to landfill - turn around area for garbage.
- April 11, 12, 25, 26 and 27, 2012 - Hauled mill sludge material to landfill - cover garbage.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 2 complaints
- Amount of recycled waste diverted from the landfill:
 - 53,590 kgs (53.59 tonnes) Metro

Prepared By: 

Environmental & Facilities Superintendent

Date: 24-05-2012



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Fort Frances WPCP
200 McIrvine Rd
PO Box 712
Fort Frances, Ontario
P9A 3N1
Tel: 807-274-3121
Fax: 807-274-8381



May 15, 2012

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

Re: Fort Frances Wastewater Treatment Facility
April 2012 Monthly Report

As per the operating agreement, the attached document is the April 2012 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. Larry Wachter – Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly Cunningham'.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
April 2012 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 2012; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

The Fort Frances Sewage Treatment Plant received and operates its operation under *Certificate of Approval Number 3-0049-96-006*, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval 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 2012 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.5 mg/L	25 mg/L	15 mg/L	16.7 kg/d	225 kg/d	135 kg/d
Suspended Solids	10.7 mg/L	25 mg/L	15 mg/L	74.6 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.27 mg/L	1.0 mg/L	1.0 mg/L	1.85 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.95 mg/L					
Nitrite as N	2.30 mg/L					
Nitrate as N	3.41 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		16.6 count/100 ml (geometric mean)		200 cnt/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH			pH range 6.9 to 7.6; average pH was 7.3			
Temperature degrees C			Temperatures ranged from 9.0-10.5 average temperature of effluent at 9.7			

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

WASTEWATER LIQUID PROCESS

The average daily flow for April was 6,692.4 m³/day; representing 74% of the design average flow. Total treated flow for the month was 200,771 m³. The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Certificate of Approval.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	300 +/- @ 8.0% + 410 @ 11%	Litres
Alum	17.5 +/- @ 65 %	Cubic meters
Polymer	23 Bags (575 kg)	Bags (25 kg/bag)

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to headcell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Hot water flushed alum lines
- Regular cleaning of head works EW basket strainer
- Exercised portable generators
- Pulled and cleaned scum pump and replaced lifting shackles
- Greased all blowers
- Regular cleaning of seal water strainer TFP 9-5
- Replaced sprayer in scum well
- Replaced tubing and calibrated auto samplers
- SCBA tanks were refilled
- Replaced 6" butterfly valve in blower 4 outlet piping
- Some yard bollards were given a fresh coat of paint
- A new cable was installed from scum well level sensor to head works electrical room

Pump Stations:

- Ran all gen sets
- Cleaned all seal water strainers
- Pulled and cleaned pump 1 at Central avenue lift station, isolation valves exercised
- Repaired broken wire connection on genset battery at White Pine lift station

OPERATIONAL ISSUES

On April 30th it was necessary to drain a clarifier because of a cross collector failure in clarifier 1. The plant did not meet the compliance criteria for effluent suspended solids or total phosphorous on April 30th but monthly averages were well within the compliance criteria and performance objectives for all parameters.

SLUDGE SUMMARY

The volume directed to the gravity belt thickener totaled 542.7 m³ for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 177.7 m³ (average 11.1 m³/load) to the agricultural drying bed. The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31. A modified blower and decant valve operation strategy has been necessary since the failure of recirculation and transfer pumps in the secondary digester.

COMPLAINTS

BY-PASS REPORT(S)

There were no by-pass events during the report period.

COMMENTS

Plant power consumption for the month was 603 (x 180 multiplier) kWh.
The ESA inspected the new flow meter installations for Boundary road lift station and the grit pumps.
The scum line was dug up and repaired by a Town of Fort Frances crew.
The John Deere tractor is back from Parks and Rec. in fine shape.

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)

Month	Sewage Flows Year 2012					Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency	
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML			Suspended Solids	Total Phosphorus
January	5023.5	5582	155729		155729	56%	186.2		
February	4854.2	5248	140772		140772	54%	210.5		
March	5612.9	8655	173999		173999	62%	244		
April	6692.4	7984	200771		200771	74%	177.7		
May						0%			
June						0%			
July						0%			
August						0%			
September						0%			
October						0%			
November						0%			
December						0%			
Sum	5546		167818	0	671271		818.4		
Average		8655	200771		167818	55%			
Max		18000			200771				
C of A									

Month	CBOD5				Suspended Solids				Total Phosphorus				E. Coli		pH	
	Avg Raw CBOD (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 T.P. (mg/L)	Avg Eff. T.P. (mg/L)	Avg Load T.P. (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum	
January	67.4	2.3	11.3	144.5	7.5	37.7	2.5	0.19	0.93	2.5	0.19	0.93	10.1	6.6	7.9	
February	70.6	2.6	12.5	147.7	8.1	39.3	2.3	0.22	1.09	2.3	0.22	1.09	8.8	7.1	7.8	
March	75.3	3.4	18.5	139.1	7.9	44.8	2.1	0.26	1.44	2.1	0.26	1.44	12.3	7.1	7.6	
April	51.9	2.5	16.7	123.8	10.7	74.6	1.8	0.27	1.85	1.8	0.27	1.85	16.6	6.9	7.6	
May																
June																
July																
August																
September																
October																
November																
December																
Average	66.3	2.7	14.8	138.8	8.6	49.1	2.2	0.2	1.3	2.2	0.2	1.3	12.0	6.9	7.7	
Max	75.3	3.4	18.5	147.7	10.7	74.6	2.5	0.27	1.85	2.5	0.27	1.85	16.6	7.1	7.9	
C of A		25	225		25	225		1	9				150	6	9.5	