

TOWN OF FORT FRANCES

AGENDA - JULY 9, 2012

COMMITTEE OF THE WHOLE MEETING

Committee Room & Council Chambers

(Session No. 61) 5:30 p.m. to 7:20 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 - 5:32 p.m. to 6:34 p.m.

- 4.1 Potential Property Disposition.
- 4.2 The Future of Local Distribution Companies (D. McCaig, Board Chair and J. Ruppenstein, CEO Fort Frances Power Corporation will be in attendance).
- 4.3 Appointment to Boards and Committees:
 - a) Off-Leash Dog Park Steering Committee.

Non-agenda in-camera items

Public Session Resumes in Council Chambers: 6:40 p.m.

Consent Agenda 6:43 p.m. to 6:53 p.m.

- 7.1 Town Acquisition of Parts 23 & 24 on Plan RR-190 (lane between 4th & 5th Street East and Part 8 on Plan RR-164 (part of Shevlin Avenue) 3-5
- 7.2 May 2012 Drinking Water Systems Monthly Summary Report. 6-13
- 7.3 Tender No. 12-OF-09 - Rental Rates for Equipment and Vehicles. 14-21
- 7.4 Drinking Water Quality Management System - Operational Plan. 22-69

Consent Agenda 6:43 p.m. to 6:53 p.m.

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| 7.5 | Riverside Foundation for Health Care Financial Request. | 70-73 |
| 7.6 | Minutes of Settlement - Requests for Reconsideration re: 802 Second Street; 1028 Second Street East; 1017 Colonization Road West; 1216 Colonization Road West; 922 Victoria Avenue; 707 Victoria Avenue; 1319 Idylwild Drive. | 74-89 |
| 7.7 | Fort Frances Public Library Board - Amended Memorandum of Understanding. | 90-99 |
| 7.8 | 2013 Vacation Guide Map. | 100-103 |
| 7.9 | Rainy Lake Hotel Advisory Committee Presentation. | 104-114 |

Administration and Finance Division - 6:53 p.m. to 6:54 p.m.

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| 8.1 | Councillor Andrew Hallikas - Per Diem Claim. | 115-116 |
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Community Services Division - 6:54 p.m.to 6:59 p.m.

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| 9.1 | Ice for Kids - Ice Plant Failure. | 117-123 |
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Operations and Facilities Division - 6:59 p.m. to 7:04 p.m.

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| 10.1 | Update on Capital Projects | |
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General - 7:04 p.m. to 7:14 p.m.

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| 11.1 | Ontario Municipal Board - Decision and Order re: File No. PL120059. | 124-126 |
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Information -

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| 12.1 | May 2012 Operations and Facilities Division (Environmental Area) Operations Statistics. | 127-130 |
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Non-agenda Items - 7:15 p.m.

REPORT

To:	Mayor and Council	Municipal Planner Report #2012-009
From:	Faye Flatt, Municipal Planner	
Date:	27 June 2012	
Re:	Town acquisition of Parts 23 & 24 on Plan RR-190 (lane between 4 th & 5 th St. E.) and Part 8 on Plan RR-164 (part of Shevlin Avenue) (aka Perchaluk/Duoma)	

Purpose:

The purpose of this Report is to make a recommendation to acquire part of a laneway and road allowance that has been used by the public for a number of years but was never transferred to the municipality when the subdivision was completed.

Background:

In 1990 it was discovered that a lane located between 4th St. E. & 5th St. E. (between Shevlin & Frenette Avenues) and the west part of Shevlin Avenue (between 4th St. E & 5th St. E.) (see map attached) was privately owned. This laneway and road allowance were part of a subdivision in the 1970's by Joe Perchaluk and Ken Duoma. Roadways within subdivisions are designated as public domain following completion of the subdivision and are to be transferred to the municipality. In this case it appears that the 'paperwork' was never completed. Notwithstanding that the property was under private ownership it was not taxed as the Assessment Office (now MPAC) considered it to be part of the municipal road system.

In 2000 the Tax Collector contacted MPAC to request the property be shown separately on the taxable assessment roll. Over the next few years the property fell into tax arrears but no action was taken in regards to a tax sale because of potential ramifications should someone other than the Town acquire it. The matter resurfaced again in October of 2004 when the matter was referred to the Planning & Development Division.

I was able to contact Mr. Perchaluk's widow who, once the circumstances were explained to her, signed transfer documents to place the property into the Town's name. Mr. Duoma was more difficult to locate but upon so doing some time later, he indicated a willingness to transfer the property over to the Town in exchange for a charitable tax receipt for the fair market value. However the process was held up because of an ownership dispute between the parties. The matter remained in limbo until September of 2010 when approval was sought from the Administration & Finance Executive Committee to acquire the land in exchange for a charitable donation income tax receipt in the amount of the assess value (\$36,500).

Ownership of the property was still in dispute in April of 2011 when Council approved the recommendation of the Administration & Finance Executive Committee to acquire the property in exchange for a donation receipt of \$36,000 and that the taxes associated with the property be written off. Although email confirmation was received that Mr. Duoma was the sole owner, it was noted in the report of L. Witherspoon (dated April 1, 2011) that the solicitor was asked to provide direction as to the rightful owner of the property and clear indication as to who would benefit from the issuance of the charitable receipt.



On May 24th confirmation was received that Mr. Duoma had signed the transfer document and a few days later documentation was received to confirm that he was the sole owner of the property and the proper recipient of the charitable tax receipt.

Recommendation:

The last piece of the puzzle to be put into place to conclude this matter, and the recommendation herein, is that the property included in roll # 5912 030 004 09750 000 and legally described as:

PIN 56017-0327, being that part of River Range Lots 23 and 24, designated as Parts 23 and 24 on Plan RR-190 and Part 8 on Plan RR-164, being parcels 18448 lane and part Shevlin Ave.

be acquired by the Corporation of the Town of Fort Frances to form part of the municipal roads system and that the necessary by-law be prepared to authorize the acquisition and registration of the transfer document.

The Administration & Finance Executive Committee, at it's meeting held Tuesday, July 2, 2011 considered and supported the above recommendation.

Respectfully Submitted



F. Flatt, AMCT, ACST, CPT
Municipal Planner

Council Approval of this Report Will: Authorize the acquisition of property (Pin 56017-0327) by the Corporation of the Town of Fort Frances to form part of the municipal roads system and direct the authorizing by-law be prepared for execution by the Mayor and Clerk.





June 26, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: May 2012 Drinking Water Systems Monthly Summary Report

Please find attached the May 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 May 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 May 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 May 2012.doc

RECOMMENDED

JUN 26 2012

DIV. MNG.

Doug Brown

EXECUTIVE COMM.

R. Widenhoff

May, 2012

**Monthly Summary Report
Water Systems**

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

Dated: June 14, 2012

1) **Introduction -**

This report contains the major maintenance activities and operational events that occurred during the month of May 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

- May 01st - Cleaned the soda ash auger.
- May 02nd - Worked on Sunny Cove water system.
- Cleaned top of the soda ash elevator.
- May 03rd - Cleaned the top and bottom tank on the poly unit.
- Cleaned the four (4) check valves on the poly unit.
- May 04th - Worked on Sunny Cove water system.
- May 15th - Recalibrated distribution chlorine analyzer.
- May 17th - Hach at plant - annual calibrations.
- Changed batteries in U.P.S. as a power bump cooked them.
Shut down half the plant.
- May 22nd - Recalibrated soda ash feeder.
- May 24th - Recalibrated distribution chlorine analyzer.
- May 25th - Cleaned the top and bottom tank on the poly unit.
- Cleaned the four (4) check valves on the poly unit.
- May 29th - Hauled a load of potassium bags to Sunny Cove.
- Worked on chlorine hypo system at the Tower.

8) Water Complaints –

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

9) Other Miscellaneous Information:

- May 01st - Worked on monthly report.
- May 07th - Took weekly routine bacti samples.
- Took micro samples at Sunny Cove.
- Took micro samples at Sunny Cove.
- May 10th - Posted water advisory at Sunny cove.
- May 14th - Took weekly routine bacti samples.
- Customer service samples at 422 Third St. E. - 1st set.
- May 15th - Did D.W.S.P. samples at the plant.
- Water main repair samples Sixth St. E. at Bayview Ave. - 1st set.
- Customer service samples at 422 Third St. E. - 2nd set.
- May 16th - Water main repair samples Sixth St. E. at Bayview Ave. - 2nd set.
- May 17th - Received a load of alum.
- Seasonal samples taken at Lions Park.
- May 22nd - Took weekly routine bacti samples.
- New main installation Third St. E. - Portage Ave. to Victoria Ave. - 1st set.
- May 23rd - New main installation Third St. E. - Portage Ave. to Victoria Ave. - 2nd set.
- Took Quarterly samples taken at Sunny Cove.
- Took Quarterly samples taken at W.T.P. and water tower.
- May 25th - Adverse water sample on new main installation phoned M.O.E. & S.A.C & N.W H.U. did first round paper work.
- May 28th - Took weekly routine bacti samples.
- New water main Third St. E.; adverse resample - 1st set.
- May 29th - New water main Third St. E.; adverse resample - 2nd set.

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: Brad Webb
- Doug Herr, Environmental & Facilities Supt.: D-H
- Doug Brown, Manager of Operations & Facilities: Doug Brown
- Mark McCaig, CAO: _____
- Rick Wiedenhoeft, Chair O&F Exec Committee: R. Wiedenhoeft
- Roy Avis, Mayor: Roy Avis
- Paul Ryan, Councillor: Paul Ryan
- John Albanese, Councillor: John Albanese
- Andrew Hallikas, Councillor: _____
- Sharon Tibbs, Councillor: _____
- Ken Perry, Councillor: Ken Perry

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 May 12

Agenda Item # 7.2 ...

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

Flow Data	MAY	Units	2010		2011		2012	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m ³			185220		163900		158280
Raw Maximum Day	m ³		Saturday 22nd	7350	Tuesday 24th	5580	Saturday 19th	5480
Raw Minimum Day	m ³		Saturday 08th	5310	Monday 2nd	4980	Tuesday 8th	3290
Raw Average Daily Consumption	m ³			5970		5290		5110
Total Treated Water	m ³			145550		129730		121110
Treated Water Maximum Day Consumption	m ³		Saturday 22nd	6090	Wednesday 18th	4950	Saturday 19th	4900
Treated Water Minimum Day Consumption	m ³		Sunday 02nd	3600	Monday 2nd	3680	Saturday 12th	3200
Treated Water Average Day Consumption	m ³			4700		4180		3910
Daily Average Per Household Consumption Rate	m ³			1.24		1.10		1.03
* Daily Average Per Person Consumption Rate	m ³			0.59		0.52		0.49
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			1.81		1.75		1.75
Total Chlorine Residual - Treated Water	mg/L			2.08		2.01		2.03
Aluminum Sulphate - Raw Water	mg/L			32.0		34.0		34.4
Aluminum Sulphate - Treated Water Residual	mg/L			0.06		0.07		0.05
Fluoride - Treated Water	mg/L			0.58		0.63		0.63
Soda Ash - Raw Water	mg/L			34.5		34.0		34.1
PH - Adjusted	mg/L			7.19		7.20		7.31
Temperature	C			12.9		10.6		11.8
Quantity of Chemical Used:	kg							
Aluminum Sulphate	kg			5927		5575.3		5437.4
Polyelectrolyte	kg			62.5		62.5		50.0
Chlorine Gas	kg			681		562		539
Soda Ash - Used for PH Adjustment	kg			6388.0		5572.6		5391.8
Fluoride	kg			435		488		392

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

* Population is 7986

* Number of Households is 3783

May 2012 Drinking Water
Systems Monthly Summary

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	31	Total	Average
Flow Rates	Raw Water	10 ³ M ³	17	5.15	5.17	5.18	5.11	5.29	5.20	5.02	3.29	5.16	5.02	5.18	4.97	5.22	5.32	5.15	5.15	5.24	5.16	5.48	5.08	4.95	5.20	5.21	5.16	5.19	5.22	5.02	5.25	5.20	5.17	5.17	158.28	5.11
	Peak Instantaneous - Raw Water	L/s	n/a	60.09	60.02	60.52	60.56	60.09	60.65	60.56	60.57	60.51	60.09	60.09	60.53	60.51	60.56	60.48	60.76	60.76	60.53	60.49	60.51	60.44	60.53	60.51	60.55	60.53	60.56	62.93	60.60	60.79	60.71	1820.07	60.67	
	Treated Water	10 ³ M ³	17	4.17	4.00	4.01	3.67	4.14	3.81	3.65	3.86	3.50	4.00	4.13	3.20	4.00	3.97	4.59	4.04	4.26	4.36	4.90	3.33	3.63	4.21	3.60	4.00	3.69	3.50	3.83	3.40	4.00	3.76	3.90	121.11	3.91
	Peak Instantaneous - Treated Water	L/s	n/a	75.47	77.23	69.59	83.57	79.11	68.34	67.68	70.34	69.85	71.29	71.40	70.64	68.69	70.04	71.46	71.35	71.83	71.63	73.15	70.98	68.26	71.40	71.85	72.51	71.53	70.67	69.60	71.91	81.77	72.54	2235.08	72.10	
Chlorine Information	Backwash Water	10 ³ M ³	n/a	0.502	0.505	0.504	0.509	0.502	0.510	0.502	0.516	0.503	0.514	0.502	0.508	0.504	0.510	0.503	0.513	0.506	0.508	0.503	0.453	0.506	0.510	0.506	0.731	0.503	0.503	0.503	0.511	0.505	0.511	0.527	15.643	0.505
Fluoride Information	Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.64	0.63	0.65		0.69	0.75	0.67	0.67	0.69	0.66	0.66	0.66	0.67	0.67	0.65	0.67	0.65	0.67	0.66	0.65	0.67	0.54	0.51	0.52	0.51	0.50	0.51	0.52	0.63	0.67	0.62	18.76	0.63
Hardness Information	Raw Water	NTU	n/a	0.89	0.94	0.96	0.04	1.15	1.16	1.14	1.12	1.10	1.08	1.10	1.09	1.16	0.96	0.99	1.01	1.10	1.11	1.01	1.10	1.20	0.98	0.91	0.98	1.00	1.46	1.48	1.15	1.25	1.20	33.91	1.09	
	Settled Water	NTU	n/a	0.08	0.08	0.07	0.07	0.06	0.07	0.10	0.14	0.12	0.11	0.11	0.10	0.10	0.11	0.12	0.11	0.12	0.09	0.08	0.06	0.09	0.15	0.09	0.11	0.09	0.09	0.11	0.09	0.09	0.08	0.08	2.97	0.10
	Treated Water	NTU	1	0.04	0.04	0.04	0.03	0.04	0.03	0.05	0.04	0.06	0.04	0.04	0.04	0.04	0.04	0.03	0.05	0.06	0.07	0.05	0.05	0.06	0.07	0.05	0.06	0.05	0.05	0.05	0.06	0.04	0.05	0.04	1.48	0.05
Other Operating Parameters																																				
	pH - Treated Water	no units	6.5 to 8.5	7.22	7.29	7.32	7.36	7.43	7.71	7.70	7.74	7.00	7.38	7.42	7.39	7.41	7.32	7.28	7.25	7.19	7.25	7.01	7.10	7.07	7.16	7.23	7.19	7.34	7.43	7.51	7.46	7.35	7.38	226.58	7.31	
	pH - Raw Water	no units	n/a	5.99	5.92	5.97	5.92	6.23	6.54	6.65	5.94	5.99	6.06	5.99	5.96	6.05	6.07	6.10	6.01	5.99	5.89	5.89	6.00	6.01	6.15	6.6	6.68	6.41	6.63	6.36	6.27	6.19	6.10	6.08	190.04	6.15
	FAC - Treated Water	mg/l	0.2 to 4	1.86	1.80	1.84	1.89	1.77	1.80	1.86	1.65	1.65	1.64	1.68	1.69	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	216.16	1.75
	FAC - Raw Water	mg/l	0.3 to 7	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
	Total Chlorine Residual Treated	mg/l	15	8.0	9.0	9.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	11.0	12.0	12.0	12.0	12.0	13.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	365.0	14.0
	Temperature	°C	n/a	11.0	13.0	13.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0
	Fluoride used (Total Daily Consumption)	kg	n/a	11.0	13.0	13.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0
	Chlorine used (Total Daily Consumption)	kg	n/a	160.3	181.0	176.1	173.7	179.9	176.8	170.7	171.9	175.4	170.7	176.1	169.0	177.5	180.9	177.5	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1	175.1
	Soda ash (Total Daily Consumption)	kg	n/a	35.0	35.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0
	Soda Ash - Dosage	mg/l	n/a	35.0	35.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0
	Alum residual - (Total Daily Consumption)	mg/l	n/a	177.7	176.4	178.7	176.3	182.5	179.4	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2	173.2
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	34.5	34.5	
Alum residual - Treated Water	mg/l	n/a	0.04	0.06	0.04	0.03	0.04	0.03	0.01	0.03	0.03	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	
Post bulk added (25 kg bags)	kg																																			
Alum residual - Raw Water	mg/l	0.1																																		
Alum residual - Treated Water	mg/l	0.1																																		
Alum residual - Raw Water	mg/l	0.1																																		
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Alum residual - Raw Water	mg/l	0.1																																		

June 28, 2012

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Tender No. 12-OF-09 Rental Rates for Equipment & Vehicles



Please find attached report prepared by Milt Strachan, Transportation Superintendent outlining the hourly rental rates for various pieces of equipment and vehicles. Most pieces of equipment have several contractors who are able to supply the equipment, where the hourly rental rates vary among the contractors.

These hourly rental rates are in place until June 19, 2012 to June 18, 2015 (three year term).

It is recommended by the Operations & Facilities Executive Committee that Council approve the hourly rental rates for equipment and vehicles as submitted for a three-year period until June 18, 2015.

Respectfully submitted,
Operations & Facilities Division

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure that hourly rental rates for Construction Equipment and Vehicles are in place for a three (3) year period until June 18, 2015.

2012Junerentalequipment

RECOMMENDED

JUN 29 2012

DIV MNG.

EXECUTIVE COMM.

June 29, 2012

Report To: D. Brown, Manager of Operations & Facilities
From: Milt Strachan, Transportation Superintendent
Subject: Quotation For Equipment and Vehicle Rental
Tender No. 12-OF-09

Tenders were opened on Tuesday, June 19, 2012 at 2:00 p.m. in the Committee Room of the Civic Centre.

Several bids were received in many categories. Attached is the complete listing of all quotes received in order of price. Prices are per hour unless otherwise stated.

Five trucks did not supply Tare Weights and will have to do so before performing any work if we need them.

Only one truck owner, Joe Georgeson Ltd. agreed to work for our Winter Rates, which are \$45.00 for Tandem Trucks and \$55.00 for Trailers. I have discussed with the other owner who has always been available for us in the winter, Tom Veert Contracting, and he says that he can no longer afford to pay a driver, insurance and fuel for any less than \$65.00 an hour for a Tandem and \$80.00 an hour for a Trailer. We need to have at least 5 or 6 trucks available to us in the winter months. If we do not have Trucks willing to commit to a Winter Rate then we will have to pay the full rates that are quoted in the tender package when we need them, which in turn will be quite a bit more costly if the trucks are even available.

I recommend that we raise the winter price to \$65.00 per hour for tandems and \$80.00 per hour for trailers and that I give all those who gave us a price on trucks in the tender package a chance to reconsider making a commitment to work for our winter prices. This will assure that we have trucks available to us in the winter when required.



Milt Strachan,
Operations and Facilities Division

2012

**TOWN OF FORT FRANCES
OPERATIONS AND FACILITIES DIVISION**

**EQUIPMENT/VEHICLE RENTAL RATES
Effective June 19, 2012 to June 18, 2015**

***NOTE:** All prices are per hour with operator unless otherwise indicated.

ITEM #1 HYDRAULIC BACKHOE - CRAWLER

(A) Minimum Operating Weight - 15,000 kg.

Contractor	Description	Price
George Armstrong Co.	Cat 312 (2003) 1 c.m. – 60" ditching bucket	\$90.00
Tom Veert	Link Belt 210 X 2 (2008) – 1 ¾ yd, wrist twist	\$105.00
Tom Veert	Hitachi EX200 (2000) – 1 ¾ yd., wrist twist – 30 ft reach	\$105.00

(B) Minimum Operating Weight – 23,000 kg.

Contractor	Description	Price
Heikki Lampi	Hitachi FX300 (1997) - 2 ½ yd.	\$89.00
Heikki Lampi	John Deere 892 (1996) – 2 ½ yd. – ripper	\$89.00
George Armstrong Co.	Cat 325 (1997) – 2 yd. Quick detach – 72" bucket	\$118.00
Tom Veert	Hitachi EX270 (2007) – 2 ½ yd. – Ripper – Ditching bucket – 38' reach	\$125.00

(C) Minimum Operating Weight - 44,000 kg.

Contractor	Description	Price
Heikki Lampi	Kamatsu PC400-5 (1992) – 3 ½ yd.	\$99.00
Heikki Lampi	Kamatsu PC400-3 (1988) – 3 ½ yd.	\$120.00

George Armstrong Co.	Cat 235 C (1994) - 3 3/4 yd. & 72" clean up bucket	\$125.00
George Armstrong Co.	Cat 235 D (1993) - 3 3/4 yd. - 72" clean up bucket & Ripper	\$148.00

ITEM #2 HYDRAULIC BACKHOE - RUBBER

(A) Minimum Operating Weight - 11,000 kg.

No Bids Submitted

(B) Minimum Operating Weight - 18,000 kg.

No Bids Submitted**ITEM #3 FRONT END LOADER - CRAWLER**

(A) Minimum Operating Weight - 6500 kg.

Contractor	Description	Price
Daryl's Custom Landscapes	ASV PT70 (2008) - 3/4 yd.	\$85.00

(B) Minimum Operating Weight - 10,000 kg.

No Bids Submitted

(C) Minimum Operating Weight - 13,500 kg.

Contractor	Description	Price
Tom Veert	John Deere 755C (2006) - 4.5 yd.	\$125.00

No Bids Submitted**ITEM #4 TRACTOR BULLDOZER - CRAWLER**

(A) Minimum Net Flywheel Power 160 kw

Contractor	Description	Price
Heikki Lampi	Cat D7F (1976) 13' blade, winch, ripper	\$89.00

(B Minimum Net Flywheel Power 210kw)

Contractor	Description	Price
Tom Veert	Cat D8R (1999)	\$195.00

ITEM #5 - FRONT END LOADER - 4WD RUBBER

(A) Minimum Operating Weight - 10,500 kg

Contractor	Description	Price
Daryl's Custom Landscapes	Ford 9030 (1994) – 1 yd,	\$75.00
Tom Veert	Komatsu WA250 (2005) – 3 yd. – material arm, forks, broom	\$95.00

(B) Minimum Operating Weight - 14,000 kg

Contractor	Description	Price
Daryl's Custom Landscapes	Deere 544D (1986) – 3yd.	\$80.00
Daryl's Custom Landscapes	Deere 544G (1994) – 3 yd.	\$90.00
Tom Veert	Kamatsu WA400 (1992) – 5 yd.	\$120.00

(C) Minimum Operating Weight - 16,500 kg

Contractor	Description	Price
George Armstrong Co.	Cat IT28G (2000) – 4 yd. – forks, blade, arm	\$88.00
Daryl's Custom Landscapes	Cat 936E (1990) – 3 yd.	\$90.00

(D) Minimum Operating Weight - 20,000 kg

Contractor	Description	Price
Tom Veert	Cat 966F (1994) – 5 yd.	\$135.00
Tom Veert	John Deere 844J (2006)	\$135.00

(E) Minimum Operating Weight - 28,000 kg

Contractor	Description	Price
Heikki Lampi	Cat 966D (1984) - 6 yd.	\$83.90
Heikki Lampi	Cat 966D (1985) - 6 yd.	\$83.90
Tom Veert	John Deere 844J (2007)	\$150.00

ITEM #6 - MOTOR GRADER

(A) Minimum Operating Weight - 11,500 kg.

Contractor	Description	Price
Tom Veert	Champion 730 (1987) – 14' blade, wing – will rent w/o operator	\$95.00

(B) Minimum Operating Weight - 14,500 kg.

Contractor	Description	Price
Heikki Lampi	Cat 140G (1979) – 16' blade	\$79.00
George Armstrong Co.	Cat (1985) – 16' blade	\$88.00
Tom Veert	John Deere 772BH (1995)	\$95.00

ITEM #7 TANDEM TRUCKS - See back for Listing

ITEM #8 - LOADER/BACKHOE COMBINATION

(A) Minimum Power - 30 kw

No bids submitted

(B) Minimum Power - 45 kw

Contractor	Description	Price
Daryl's Custom Landscapes	Cat 416B (1993) – 1 yd.	\$75.00
Tom Veert	John Deere 310SJ (2010)	\$105.00

ITEM #9 FRONT END LOADER - SKID STEER

(A) Minimum Bucket Size - 0.5 Cu. M

Contractor	Description	Price
Tom Veert	Case 1845C (1994)	\$ 85.00

(B) Minimum Bucket Size - 0.75 Cu. M

Contractor	Description	Price
Daryl's Custom Landscapes	ASV RC50 (2003) - .75 yd.	\$75.00
Daryl's Custom Landscapes	ASV PT70 (2008) - .75 yd.	\$85.00
Tom Veert	Case 75XT (2003)	\$85.00

ITEM #10 - AIR COMPRESSOR WITH HAMMER

Contractor	Description	Price
Tom Veert	Sullair (1998) 10 lb to 150 lb hammer	\$200.00 per day

ITEM #11 - OTHER EQUIPMENT

Contractor	Description	Price
Tom Veert	Water Truck – Ford L9000 (1995)	\$80.00
Tom Veert	RingOMatic Vacuum Trailer (1999)	\$125.00
Tom Veert	Vac Star 500 Vacuum Trailer (2000)	\$125.00
Tom Veert	Float – Big Tow (2011) – 60 tonne	\$125.00
Tom Veert	Trench Box – Empire 814 (1993) 8' x 14'	\$300.00 per day
Tom Veert	Light Towers – x2- Allmand – 4 1000w	\$175.00 per day
Daryl's Custom Landscaping	Excavator – Kubota Kx41 (2007) – 2 cu.ft.	\$70.00
Daryl's Custom Landscaping	Excavator - Kubota Kx121 (2009) – 4 cu.ft.	\$90.00
Daryl's Custom Landscaping	Excavator – Cat 311 (1994) – 1 yd.	\$100.00
Daryl's Custom Landscaping	Top Soil Screener – Wally 39 (2012)	Price On Request
Daryl's Custom Landscaping	42 ft. Hi Ranger – GMC Kodiak (1999)	\$80.00
Daryl's Custom Landscaping	Skid Steer Attachment – Post Driver – Erskine (2012)	\$50.00 plus ASV
Daryl's Custom Landscaping	Skid Steer Attachment – 96" Power Broom – Quick Attach (2012)	\$50.00 plus 9030
Daryl's Custom Landscaping	Skid Steer Attachment – Stump Grinder – Quick Attach (2011)	\$40.00 plus ASV
Daryl's Custom Landscaping	Skid Steer Attachment – Tree Spade – Bradco (2011)	\$50.00 plus ASV
Heikki Lampi	Power Screener (1997) – Mark 2 – 60 hp	\$125.00
Heikki Lampi	John Deere Dewatering Unit (2004) – 6" diesel water pump – 60 hp	\$125.00

ITEM #7 Tandem Trucks

NAME	MAKE/MODEL	LIC PLATE NO.	INSPECTION CERT EXPIRY DATE	ALL GROSS WEIGHT (KG)	VEH. TARE WEIGHT (KG)	ALL. NET WEIGHT (KG)	PRICE/HOUR INCL. H.S.T.	PRICE/TONNE HOUR	WINTER OPERATION
Joe Georgeson	Ford LTS 9000 1995	427 3HE	13-06-12	34600	12410	22190	\$67.80	\$3.01	Yes
Tom Veert	Peterbuilt 365 2005	497 5YC		34500	12110	22390	\$90.40	\$4.04	Yes
Tom Veert	Peterbuilt 335 2005	591044		31200	11850	19350	\$90.40	\$4.67	Yes
Tom Veert	Ford LNT 8000 1996	577 ORX		23600	10730	12870	\$90.40	\$7.03	No
Tom Veert	Ford LNT 8000 1995	898 3LF		22900	10750	12150	\$90.40	\$7.44	No

INSUFFICIENT INFORMATION – Trucks Must Submit a Tare Weight if Needed for Work

Heikki Lampi	Ford L9000 1998	777 1DH		41600			\$95.23		No
Heikki Lampi	Sterling STE 2000	357 2JD		34700			\$79.18		NO
*Heikki Lampi	Same Trucks with 60 Ton Float						\$127.33		
Daryl's Custom Landscaping	Western 48642 1980	432 3XM		24788			\$79.10		No
Daryl's Custom Landscaping	GMC C8500 2001	343 6YM		35000			\$84.75		No
Daryl's Custom Landscaping	International 20S 2003	756 9ZC		35000			\$84.75		No

June 27, 2012



Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

Subject: Drinking Water Quality Management System – Operational Plan

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

- 1) Internal Audit completed by Mr. Travis Rob from April 9 to May 23, 2012.
- 2) Council approval of a new Accreditation body (External Auditors) – QMI – SAI Global on June 11, 2012.
- 3) Management Review Meeting held on June 27, 2012 that review the implementation of the DWQMS for the period May of 2011 to June 2012.

Please find attached the agenda package and associated documents which were reviewed at the June 27, 2012 Management Review meeting. Presently under the process outlined in Operational Plan Element No. 20- Management Review (See attached a copy of Element No. 20) - there were three (3) action items that Council (owner) must review and endorse at this time;

Action Item No. 1) **Hold Monthly DWQMS meetings to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan.** All water operators and management will attend these monthly meetings. The timeline for this action item is from June 2012 to June 2013.

Action Item No. 2) **Consideration be given to install a back-up electrical generator at the WTP to ensure potable drinking water can be manufactured during extended periods of time (greater than 24 hours) when there is no electrical power available.** The timeline is in accordance with the 2013 budget process where the O & F Division Management will prepare the cost estimate for a new generator and present this capital expenditure to Council (owner).

Action Item No. 3) **Consideration should be given to cross-training several of existing members of the Public works area to complete maintenance tasks on the water distribution system during periods of minimum staff** for example AV periods and extended medical leave. This item will be coordinated immediately among the O & F Division management team.

The Operations & Facilities Executive Committee recommends the following;

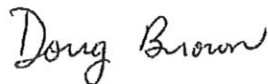
- 1) That the Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 27, 2012.
- 2) That the Council (owner) has reviewed and accepted the following three (3) action items as a result of the management review meeting held on June 27, 2012;

Action Item No. 1) **Hold Monthly DWQMS meetings to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan.** All water operators and management will attend the monthly meetings. The timeline for this action item is from June 2012 to June 2013.

Action Item No. 2) **Consideration be given to install a back-up electrical generator at the WTP to ensure potable drinking water can be manufactured during extended periods of time (greater than 24 hours) where there is no electrical power available.** The timeline is in accordance with the 2013 budget process where the O & F Division Management will prepare the cost estimate for a new generator present this capital expenditure to Council (owner).

Action Item No. 3) **Consideration should be given to cross-training several of existing members of the Public works area to complete maintenance tasks on the water distribution system during period of minimum staff** for example AV periods and extended medical leave. This item will be coordinated immediately among the O & F Division management team.

Respectfully Submitted,
Operations & Facilities Division



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

Council approval of this report will ensure the following:

Action Item No. 1) **Hold Monthly DWQMS meetings to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan.** All water operators and management will attend the monthly meetings. The timeline for this action item is from June 2012 to June 2013.

Action Item No. 2) **Consideration be given to install a back-up electrical generator at the WTP to ensure potable drinking water can be manufactured during extended periods of time (greater than 24 hours) where there is no electrical power available.** The timeline is in accordance with the 2013 budget process where the O & F Division Management will prepare the cost estimate for a new generator present this capital expenditure to Council (owner).

Action Item No. 3) **Consideration should be given to cross-training several of existing members of the Public works area to complete maintenance tasks on the water distribution system during period of minimum staff** for example AV periods and extended medical leave. This item will be coordinated immediately among the O & F Division management team.

2012JuneDWQMSmanagmentreviewreport

RECOMMENDED

JUN 28 2012

DIV. MNG.

Dong Boun

EXECUTIVE COMM.

R. Wiedenhoft

20 Management Review

20.1 Review Frequency

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

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

20.2 Review Participants

Management review participants shall include:

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

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

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

20.3 Review Input

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

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

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Management Review
QMS REFERENCE: ELEMENT NO. 20

REVISION #2
QMS REPRESENTATIVE:

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

20.4 Review Process

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

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

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

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

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

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

Fort Frances Drinking Water System Management Review - Meeting Agenda

Date: Wednesday June 27, 2012

Time: 1:15 p.m.

Location: Fort Frances Water Treatment Plant

A. Introduction:

Reference to Operational Plan - Element 20 Management Review
- See attached Element No. 20.

Period: May 2011 to June 2012

B. Review Items:

1. Incidents of regulatory non-compliance:

Ministry of the Environment (MOE) Annual Inspection Report (2011)
Date of Inspection: January 30 – 31, 2012
Non-compliance with Regulatory Requirements: None
Reported to O. & F. Executive Committee and Council

2011 Annual Summary Report (Schedule 22) – O. Reg. 170/03
Regulatory requirement: No later than March 31
Reported to O. & F. Executive Committee and Council.
Council Approval March 26, 2012.
Date submitted to Ministry of the Environment (MOE): March 29, 2012
Non-compliance with Regulatory Requirements: None

2011 Annual Report – O. Reg. 170/03
Regulatory requirement: Not later than February 28, 2012
Date submitted to Ministry of the Environment (MOE): February 28, 2012
Non-compliance with Regulatory Requirements: None

O. Reg. 450/07: Charges for Industrial and Commercial Water Users
Regulatory requirement: Not later than March 31, 2012
Date submitted to Ministry of the Environment (MOE): January 26, 2012
Non-compliance with Regulatory Requirements: None

Fort Frances Drinking Water System Management Review - Meeting Agenda

2. Incidents of adverse drinking water tests:

WTP:

No adverse treated water samples

Distribution:

Adverse water quality - review each

Where, when, why

See Attachment. – B.2.

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

Operator review:

No changes in limits.

Review SOP's with Operators on an annual basis.

Risks above threshold (Threshold – 8):

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

See Attachment – Element 8

4. The effectiveness of the risk assessment process:

Loss of pressure: Water main breaks – use SOP for Flushing of Water Mains (July 2004) and for Water Main Breaks and Repairs (December 2009).

Other SOPs – Process of being updated? See Item 6.

5. Internal and third party audit results:

Internal Audit results –

May 18, 2011 – Amended OP after an audit review from CGSB (Accreditation Program). Five (5) corrective actions identified and actions taken to resolve them. List CAR's and copies of Corrective Action Records are attached.

June 13, 2012 - Amended OP after an internal audit review. Ten (10) corrective actions identified and actions taken to resolve them.

Internal Audit document, list of CAR's and copies of Corrective Action Records are attached.

Fort Frances Drinking Water System Management Review - Meeting Agenda

See Attachment B.5.

External Audit results – None performed to date.

6. Results of emergency response testing:

Emergency Response Binder – Latest revision: January 14, 2010. Being updated. Scheduled to be approved at Council meeting on June 25, 2012.

Reviewed with operators June 12, 2012.

SOPs – In process of being updated:

1. Policy 4.15 – SOP No.3 – for water main breaks and repairs.
2. Policy 4.6 – SOP No. 4 – for breakdown of equipment at the Water Treatment Plant
3. Policy 4.5 – SOP No. 5 – for hydropower outage for operating the water system
4. Policy 4.4 – SOP No. 6 – for raw water source contamination

Emergency response training scheduled for this fall.

7. Operational performance:

WTP:

Actions & recommendations from MOE – No operational changes

Personnel – Temporary shortage of personnel, distribution operator on medical leave. Water Treatment Operator working in distribution system in the interim.

Plant performance – any issues? None

Maintenance issues – Blow down valve. Valve ordered.

Distribution System:

Actions & recommendations from MOE – No operational changes

Personnel – Temporary shortage of personnel, distribution operator on medical leave.

Maintenance issues – Fire hydrants scheduled for replacement. Construction scheduled for July 2012.

**Fort Frances Drinking Water System
Management Review - Meeting Agenda**

8. Raw water supply and drinking water quality trends:

Discussion:

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

First management review – No action

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

First management review – No action

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

Internal/External Audit

Management Review

Where to find – electronically: Revision Updates – Last version. Check electronic version (latest version) found in W:\QMS Documentation\QMS Operational Plan\...file name.

12. Consumer feedback:

Customer complaints?

Customer Complaint Processing form – See Attachment B.12

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

Council's commitment to provide the following:

Personnel

Financial

14. The results of infrastructure review:

Fort Frances Drinking Water System Management Review - Meeting Agenda

Six (6) year capital plan (In OP – Appendix I)
On an annual basis –
Proposed Infrastructure upgrades are discussed and reviewed with operators.
Council reviews and approves.

WTP:

On a monthly basis the WTP Overall responsible operator generate a report outlining operational and maintenance activities. The report is circulated and reviewed by the Environmental & Facilities Supt., Manager of O. & F., the O. & F. Executive Committee and Council.

Upgrades for this period:

Water Distribution System:

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

Upgrades during this period:

Water Main valve exercise program – 20% per year

Hydrants flushing – flushing annually

Water main replacement – Third St. E. (200 & 300 blk.)

Water main looping:- East of Butler Ave. from Nelson St. to Church St.

- Sixth St. E. from Portage Ave. to McKenzie Ave.

Water main valve replacements – 2012 Reconstruction

Water meters/backflow device installations – ICI sector

15. Operational plan currency, content and updates:

Current revision date – June 13, 2012

Content – brief overview of OP

Updates –

April 8, 2011 - Initial OP sent in to Canadian General Standards Board (CGSB)
the assigned accreditation body for Municipal Drinking Water Licensing Program.

May 18, 2011 – Amended OP after an audit review from CGSB. Five (5)
corrective actions identified and actions taken to resolve them.

Fort Frances Drinking Water System Management Review - Meeting Agenda

List CAR's and provide copies of Corrective Action Records – See Attachment B.12

June 13, 2012 - Amended OP after an internal audit review. Ten (10) corrective actions identified and actions taken to resolve them.

List CAR's and provide copies of Corrective Action Records. See Attachment B.12

16. Staff suggestions:

Any concerns from operators/staff.

Item B.2

Incidents of Adverse Drinking Water Tests
Distribution System

Location	Incident Date	Parameter	Work Being Done	Resolution/Corrective Action
1. 1414 Colonization Rd. W.	July 6, 2011	Total Coliform	Hydrant Replacement	July 11, 2011 - Keith Munro – Flushed service and re-sampled. Notified Ministry of the Environment (MOE), Spills Action Centre (SAC) and Northwestern Health Unit.
2. Chlorination Point Third St. at Portage Ave.	May 25, 2012	Total Coliform	New Water Main Installation	June 1, 2012 – Mike Allen – Flushed main and re-sampled. Notified Ministry of the Environment (MOE), Spills Action Centre (SAC) and Northwestern Health Unit.

8 Risk Assessment Outcomes

8.1 Introduction

The Town of Fort Frances has established, implemented and maintains this procedure to determine what potential hazards and critical control points exist in the Water Treatment and Distribution system.

8.2 Town of Fort Frances Risk Assessment

DESCRIPTION	LIKELIHOOD OF HAZARD OCCURRING	RATING
RARE	May occur in exceptional circumstances, or has not occurred.	1
UNLIKELY	Could occur at some time, historically has occurred annually or less than annually.	2
POSSIBLE	Has occurred once or more per year.	3
LIKELY	Has occurred on a monthly or quarterly basis.	4
VERY LIKELY	One or more occurrences on a monthly or more frequent basis.	5

DESCRIPTION	SEVERITY OF HAZARD OCCURRING	RATING
INSIGNIFICANT	Insignificant impact, little disruption to normal operation.	1
MINOR	Minor impact for small population, some manageable operation disruption, some increase in operational requirements.	2
MODERATE	Minor impact for small population, significant modifications to normal operations but manageable. Increase monitoring and operational requirements.	3
MAJOR	Major impact for small population, system significantly compromised and abnormal operation of it all.	4
CATASTROPHIC	Major impact for large population, complete failure of all systems.	5

DESCRIPTION	DETECTABILITY OF HAZARD	RATING
VERY DETECTABLE	Very easy to detect SCADA monitored.	1
MODERATELY DETECTABLE	Moderately detectable, problem is indicated promptly by testing results.	2
NORMALLY DETECTABLE	No alarm present, visually detectable on rounds or regular maintenance.	3
POORLY DETECTABLE	Poorly detectable, visually detectable but not inspected on a regular basis; would not be detectable before a problem was evident; lab tests that are not done on a regular basis.	4
UNDETECTABLE	Undetectable, cannot detect.	5

The Town's Threshold Number is 8

<p>The Town of Fort Frances Water System General QMS Administration</p>	
<p>PROCEDURE TITLE: Risk Assessment Outcomes QMS REFERENCE: ELEMENT NO. 8</p>	<p>REVISION #2 QMS REPRESENTATIVE:</p>

TOWN OF FORT FRANCES RISK ASSESSMENT

Drinking Water Quality Management System - Element	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency Procedure or Contingency Plan	Likelihood	Severity	Detectability	RISK PRIORITY NUMBER	CRITICAL CONTROL POINT	Control Procedure
Source Water	Rail car derailment (Spill of chemical or contaminant)	Chemical/Biological contamination of source water	Depends on location and type of contamination	Notification to MOE Spills Action Centre of the spill and potential for contamination of source water.	Shut off raw water intake line valve. Stop producing water until plume passes. Run off water tower. Implement water restriction. Haul water, if necessary. Test water raw & treated.	1	4	3	8	YES	Refer to Emergency Response Binder (ERB) – S.O.P. #6 for Raw Water Source Contamination
	Highway Accident (Spill of chemical or contaminant)	Chemical/Biological contamination of source water	Depends on location and type of contamination	Notification to MOE Spills Action Centre of spill and potential for contamination of source water.	Shut down intake. Stop producing water until plume passes. Run off water tower. Implement water restriction. Haul water, if necessary. Test water raw & treated.	1	2	1	4	NO	
	Proximity of septic fields on Rainy Lake	Biological contamination of source water		Conventional water treatment operations to treat source water. Weekly bacteriological testing of raw & treated water. Continuous monitoring for chlorine & filtered water turbidity.		1	1	5	7	NO	
	Collapse or breakage of single intake pipe	Quantity/Quality		Low lift pumps shut down on low-level alarm.	Run off water tower. Implement water restriction and haul water, if necessary.	1	4	1	6	NO	

<p>The Town of Fort Frances Water System General QMS Administration</p>	
<p>PROCEDURE TITLE: Risk Assessment Outcomes QMS REFERENCE: ELEMENT NO. 8</p>	<p>REVISION #2 QMS REPRESENTATIVE:</p>

TOWN OF FORT FRANCES RISK ASSESSMENT

Drinking Water Quality Management System - Element or Process Step	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency procedure or contingency plan	Likelihood	Severity	Detectability	RISK PRIORITY NUMBER	CRITICAL CONTROL POINT	Control Procedure
Treatment	Failure of SCADA	Quantity/Quality			Run on manual.	2	2	1	5	NO	
	High lift pump Failure	Quantity/Quality		Low Pressure.	Back up pumps.	2	1	1	4	NO	
	Loss of Coagulant – Plugging of lines, pump failure.	Biological & Chemical contamination	Crypto/ Giardia not removed with out coagulant	Pump failure alarm. Pump overload alarms. Critical Control limit for filter effluent turbidity is <1.0 NTU for 10 min., shuts down filter & sends alarm.	If main coagulant is not applied, restore as soon as possible with back up system. Monitor turbidities and chlorine residuals for any exceedance. Report to MOH and MOE SAC as per O. Reg. 170/03.	2	3	1	6	NO	Switch to backup system, which is on-line and ready to go.
	Loss of Polymer Plugging of lines, pump failure.	Shorter filter runs		Backwash alarm. Visual inspections throughout the day.	Repair polymer feed system. Note: if turbidity exceeds 1.0 NTU for 15 min. Report to MOH & MOE SAC per O. Reg. 170/03.	3	2	1	6	NO	
	Floculator failure	Shorter filter runs		Backwash alarm. Visual inspections throughout the day Alarms on rake drive & mixer.	Repair parts on hand. Note: if turbidity exceeds 1.0 NTU for 15 min. Report to MOH & MOE SAC per O. Reg. 170/03.	1	3	1	5	NO	
	Filter breakthrough or Under drain failure	Biological contamination	Crypto/ Giardia not removed with out coagulant	On –line filter effluent turbidity meters. Critical control limit for filter effluent turbidity is <1.0 NTU for 10 min., shuts down filter & sends alarm.	If reaches a turbidity of 1.0 NTU for 15 min shuts down filter & sends alarm. Report to MOH & MOE SAC per O. Reg. 170/03.	2	4	1	7	NO	Once alarmed take filter off line. Repair filter
	Backwash pump failure	Quantity/Quality		Alarm on backwash pump and filter backwash alarms.	Spare backwash motor & ability to use high lift pumps.	1	1	1	3	NO	

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Risk Assessment Outcomes
QMS REFERENCE: ELEMENT NO. 8

REVISION #2
QMS REPRESENTATIVE:

TOWN OF FORT FRANCES RISK ASSESSMENT

Element of System -	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency procedure or contingency plan	Likelihood	Severity	Detectability	RISK PRIORITY #	CRITICAL CONTROL POINT	Control Procedure
Treatment	High Turbidity off filters	Biological & Chemical contamination		Filter shuts down if turbidity reaches set point of <1.0 NTU for 10 minutes	Take filter off line and repair.	2	2	1	5	NO	Take filter off line and repair.
	Vandalism	Quantity/Quality		Plant Alarms	Visual monitor	1	2	1	4	NO	
	Fire	Quantity/Quality		Plant Alarms	Refer to Emergency Response Binder (ERB) – S.O.P. #1 for the Destruction (Bombing/Major Fire) of Water Treatment Plant or Water Tower	1	5	1	7	NO	
	Power Failure	Quantity/Quality		Plant Alarms	Refer to Emergency Response Binder (ERB) – S.O.P. #5 for Hydro Power Outage for Operating the Water System	1	5	1	7	NO	
	Chemicals - Poor Quality	Quantity/Quality	Guaranteed by supplier	Plant Alarms Upsets process	Stop using and order replacement	1	5	1	7	NO	All chemicals are NSF/ANSI certified
	Chemicals - Unavailability	Quantity/Quality	Keep in stock two (2) week supply		Contact alternate suppliers	1	3	2	6	NO	
	Chlorinator failure	Biological contamination	Bacteria & Viruses not inactivated without chlorine	On line chlorine analyzer alarm. Critical control limit 1.10 mg/l.	Switch to standby chlorinator & spare parts to make repairs. Note: if CT requirements not met report to MOH & MOE SAC per O.Reg 170/03.	1	5	1	7	NO	Switch to standby chlorinator & spare parts to make repairs

The Town of Fort Frances Water System
General QMS Administration

REVISION #2
QMS REPRESENTATIVE:

PROCEDURE TITLE: Risk Assessment Outcomes
QMS REFERENCE: ELEMENT NO. 8

TOWN OF FORT FRANCES RISK ASSESSMENT

Element or Process Step	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency procedure or contingency plan	Likelihood	Severity	Detectability	RISK PRIORITY #	CRITICAL CONTROL POINT	Control Procedure
Reservoir	Loss of structural integrity of reservoir-leakage into reservoir.	Biological & Chemical contamination		On line chlorine analyzer. Weekly bacteriological testing. Daily treated water analysis.	Isolate one (1) reservoir. Notify MOH & MOE SAC. Drain, repair, clean and disinfect per AWWA procedures, increase chlorine dosage and issue water restrictions.	1	4	1	6	NO	
	Breakage of single pipe from plant to distribution system	Quantity/Quality	Run from water tower as long as possible	Fire pump start alarm. Low level tower alarm.	If system pressure compromised. Report to MOH & MOE SAC. Repair, flush distribution system, increase chlorine and conduct sampling in distribution system.	1	5	1	7	NO	Refer to Emergency Response Binder (ERB) – S.O.P. #3 for Water Main Breaks and Repairs
	Loss of chlorine residual (Secondary disinfection)	Biological contamination	Legislated under O.Reg. 170/03	Daily residual at water tower, weekly monitoring at locations in town.	Report to MOH & MOE SAC as required by O. Reg. 170/03. Flush system increase chlorine dosage and resample.	2	3	2	7	NO	See O Reg. 170/03 requirements for corrective actions
	Loss of pressure watermain break, major fire	Biological & Chemical contamination		Customer Complaints, low level alarm at water tower. Fire pump runs alarm at plant.	If system pressure compromised and potential for backflow exists, report to MOH & MOE SAC. Follow procedure for water main breaks and repairs. Refer to Emergency Response Binder (ERB) – S.O.P. #3 for Water Main Breaks and Repairs.	3	2	3	8	YES	See Appendix "E" Standard Operating Procedure for Flushing of Water Mains
	Cross Connection	Biological & Chemical contamination	Backflow prevention devices	Visual / high risk.	If backflow suspected, report to MOH & MOE SAC. Isolate area, flush the system and sample as needed. Re-pressurize system.	1	3	4	8	YES	See Appendix "E" Standard Operating Procedure for Flushing of Water Mains

TOWN OF FORT FRANCES RISK ASSESSMENT

Element of Process	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency procedure or contingency plan	Likelihood	Severity	Detectability	RISK PRIORITY #	CRITICAL CONTROL POINT	Control Procedure
Distribution	Water Tower Structural / Contaminated	Quantity/ Quality Biological & Chemical contamination		Low pressure/Low level.	Isolate water tower.	1	2	3	6	NO	
	Hypo Pump Failure (Plugged)	Biological & Chemical contamination		Low chlorine residual in distribution system.	Switch lines, repair/replace defective pump with spare pump at water plant/tower.	3	1	3	7	NO	
	Bio-film	Quantity/ Quality		Weekly checks	Refer to Appendix "E" S.O.P. for Flushing of Water Mains	1	3	3	7	NO	

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

Major / Majeure ☐ Minor / Mineure ☒

<p>1. To – À : Doug Brown P.Eng The Corporation of the Town of Fort Frances</p>	<p>2. From – De: Canadian General Standards Board / Office des normes générales du Canada Gatineau, Canada K1A 1G6</p>	<p>3. Ref. No. - N° de réf. 1004 4. Date : March 11, 2011</p>	
<p>5. The following nonconformance requires corrective action – La non-conformité suivante doit être corrigée :</p> <p>Standard Requirement / Exigence de norme : Element 5 of the standard requires a procedure which indicates how documents are kept current. OP Procedure Document and Records Control The Document and Records Control procedure does not specifically indicate how documents will be maintained / reviewed to ensure they are kept current.</p>			
<p>6. Reply required by: Réponse demandée pour le : April 11, 2011</p>	<p>7. Signature, Name and Title- Signature, Nom et Titre : <i>Daniel Lamothe</i> Daniel Lamothe Conformity Assessment Specialist</p>	<p>Tel./tél. : 819-956-0407 Fax/télé. : 819-956-5740 E-Mail/courriel : daniel.lamothe@tpsgc-pwgsc.gc.ca</p>	
<p>8. Action Taken (to be Completed by Client) – Mesures prises (à remplir par le client)</p> <p>Immediate short term action / Action immédiate à court terme : Operational Plan has been revised by amending element No. 5. See pages No. 9 & 11.</p> <p>Root Cause/Cause fondamentale : Oversight when preparing original Operational plan</p> <p>Corrective action / Mesures correctives : As indicated above</p> <p>Evidence/Preuves : See highlighted yellow section of Element No. 5 in revised Operational Plan. See pages No. 9 & 11.</p> <p>Note : Use attachments as required / Joindre des documents au besoin.</p>			
<p>Date April 8, 2011</p>	<p>Signature Name – Nom Doug Brown <i>Doug Brown P.Eng</i></p>	<p>Tel. No. – N° de tél. 807-274-9893</p>	<p>Title – Titre Operations & Facilities Manager</p>
<p>9. Statement of Accreditation Body Follow-up Action N/A</p> <p>Next Audit Date / Date du prochain audit : _____ [] Year –2 Partial audit [] Full audit [] Surveillance #1 [] Surveillance #2 [] Re-Accreditation [] Follow-up</p>			

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

Major / Majeure ☐ Minor / Mineure ☒

Date 06 / Jul / 2011	Name & Signature (Accreditation Body Conformity Assessment Specialist) – Nom & Signature DANIEL LAMOTHE <i>Daniel Lamothe</i>
10. Agreed by / Accepté par :	Name & Signature (Accreditation Body Team Lead) – Nom & Signature KIRK ALBERT <i>Kirk Albert</i> Date: 07/06/11

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

Major / Majeure ☐ Minor / Mineure ☒

1. To – À : Doug Brown P.Eng The Corporation of the Town of Fort Frances		2. From – De: Canadian General Standards Board / Office des normes générales du Canada Gatineau, Canada K1A 1G6		3. Ref. No. - N° de réf. 1005	
				4. Date : March 11, 2011	
5. The following nonconformance requires corrective action – La non-conformité suivante doit être corrigée :					
Standard Requirement / Exigence de norme : Element 8 of the standard requires the documentation of the identified drinking water hazardous events and associated hazards.					
Section 8 of the OP - Risk Assessment Outcomes					
Several potentially hazardous events were not identified/considered.					
6. Reply required by: Réponse demandée pour le : April 11, 2011		7. Signature, Name and Title- Signature, Nom et Titre : <i>Daniel Lamothe</i> Daniel Lamothe Conformity Assessment Specialist		Tel./tél. : 819-956-0407 Fax/télé. : 819-956-5740 E-Mail/courriel : daniel.lamothe@tpsgc-pwgsc.gc.ca	
8. Action Taken (to be Completed by Client) – Mesures prises (à remplir par le client)					
Immediate short term action / Action immédiate à court terme : Operational Plan has been revised by amending Element No. 8. See pages 32 & 34.					
Root Cause/Cause fondamentale : Oversight when preparing original Operational plan					
Corrective action / Mesures correctives : As indicated above					
Evidence/Preuves : See highlighted yellow section of element No. 8 in the revised Operational Plan. See pages 32 & 34.					
Note : Use attachments as required / Joindre des documents au besoin.					
Date April 8, 2011	Signature Name – Nom Doug Brown <i>Doug Brown</i>		Tel. No. – N° de tél. (807) 274-9893		Title –Titre Manager Operations & Facilities
9. Statement of Accreditation Body Follow-up Action N/A					
Next Audit Date / Date du prochain audit : _____ [] Year –2 Partial audit [] Full audit [] Surveillance #1 [] Surveillance #2 [] Re-Accreditation [] Follow-up					

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

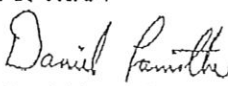
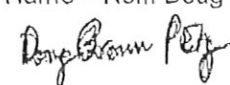
Major / Majeure ☐ Minor / Mineure ☒

<p>Date</p> <p>06 / Jul / 2011</p>	<p>Name & Signature (Accreditation Body Conformity Assessment Specialist) – Nom & Signature</p> <p>DANIEL LAMOTHE <i>Daniel Lamotte</i></p>
<p>10. Agreed by / Accepté par :</p>	<p>Name & Signature (Accreditation Body Team Lead) – Nom & Signature</p> <p>KIRK ALBERT <i>[Signature]</i> Date: 07/06/11</p>

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

Major / Majeure ☐ Minor / Mineure ☒

1. To – À : Doug Brown P.Eng The Corporation of the Town of Fort Frances		2. From – De: Canadian General Standards Board / Office des normes générales du Canada Gatineau, Canada K1A 1G6		3. Ref. No. - N° de réf. 1006	
				4. Date : March 11, 2011	
5. The following nonconformance requires corrective action – La non-conformité suivante doit être corrigée :					
Standard Requirement / Exigence de norme : Element 9 of the standard requires a description of the organizational structure.					
Sections 7 and 9 of the OP - Risk Assessment and Organizational Structure, Roles, Responsibilities and Authorities					
Section 7 of the OP mentions a QMS team. The makeup and responsibilities of the QMS team are not outlined in Section 9 of the OP.					
6. Reply required by: Réponse demandée pour le : April 11, 2011		7. Signature, Name and Title- Signature, Nom et Titre :  Daniel Lamothe Conformity Assessment Specialist		Tel./tél. : 819-956-0407 Fax/télé. : 819-956-5740 E-Mail/courriel : daniel.lamothe@tpsgc-pwgsc.gc.ca	
8. Action Taken (to be Completed by Client) – Mesures prises (à remplir par le client)					
Immediate short term action / Action Immédiate à court terme : Operational Plan has been revised by amending elements No. 4 & 9. See pages 8, 35, 37, 38, 39, 40 & 41.					
Root Cause/Cause fondamentale : Oversight when preparing original Operational plan					
Corrective action / Mesures correctives : As indicated above					
Evidence/Preuves : See highlighted yellow section of Elements No. 4 & 9 In revised Operational Plan. See pages 8, 35, 37, 38, 39, 40 & 41.					
Note : Use attachments as required / Joindre des documents au besoin.					
Date April 8, 2011	Signature Name – Nom Doug Brown 	Tel. No. – N° de tél. 807-274-9893	Title –Titre Operations & Facilities Manager		
9. Statement of Accreditation Body Follow-up Action N/A					
Next Audit Date / Date du prochain audit : _____ [] Year –2 Partial audit [] Full audit [] Surveillance #1 [] Surveillance #2 [] Re-Accreditation [] Follow-up					

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives


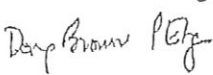
Major / Majeure ☐ Minor / Mineure ☒

Date 06 / Jul / 2011	Name & Signature (Accreditation Body Conformity Assessment Specialist) – Nom & Signature DANIEL LAMOTHE <i>Daniel Lamotte</i>
10. Agreed by / Accepté par :	Name & Signature (Accreditation Body Team Lead) – Nom & Signature KIRK ALBERT <i>[Signature]</i> Date: 07/06/11

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

Major / Majeure ☐ Minor / Mineure ☒

1. To – À : Doug Brown P.Eng The Corporation of the Town of Fort Frances	2. From – De: Canadian General Standards Board / Office des normes générales du Canada Gatineau, Canada K1A 1G6	3. Ref. No. - N° de réf. 1007 4. Date : March 11, 2011		
5. The following nonconformance requires corrective action – La non-conformité suivante doit être corrigée : Standard Requirement / Exigence de norme : Element 11 of the standard requires the OP to include a procedure which indicates how personnel coverage will be ensured. Section 11 of the OP The OP does not include non-standard situations were personnel may not be available.				
6. Reply required by: Réponse demandée pour le : April 11, 2011	7. Signature, Name and Title- Signature, Nom et Titre :  Daniel Lamothe Conformity Assessment Specialist	Tel./tél. : 819-956-0407 Fax/télééc. : 819-956-5740 E-Mail/courriel : daniel.lamothe@tpsgc-pwgsc.gc.ca		
8. Action Taken (to be Completed by Client) – Mesures prises (à remplir par le client) Immediate short term action / Action Immédiate à court terme : Operational Plan has been revised by amending element No. 11. See page 48. Root Cause/Cause fondamentale : Oversight when preparing original Operational plan Corrective action / Mesures correctives : As indicated above Evidence/Preuves : See highlighted yellow section of Element No. 11 in revised Operational Plan. See page 48. Note : Use attachments as required / Joindre des documents au besoin.				
Date April 8, 2011	Signature Name – Nom Doug Brown 	<table border="1"> <tr> <td data-bbox="820 1581 1144 1753"> Tel. No. – N° de tél. 807-274-9893 </td> <td data-bbox="1156 1581 1510 1753"> Title –Titre Operations & Facilities Manager </td> </tr> </table>	Tel. No. – N° de tél. 807-274-9893	Title –Titre Operations & Facilities Manager
Tel. No. – N° de tél. 807-274-9893	Title –Titre Operations & Facilities Manager			
9. Statement of Accreditation Body Follow-up Action N/A Next Audit Date / Date du prochain audit : _____ [] Year –2 Partial audit [] Full audit [] Surveillance #1 [] Surveillance #2 [] Re-Accreditation [] Follow-up				

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives


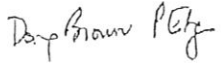
Major / Majeure ☐ Minor / Mineure ☒

<p>Date</p> <p>06 / Jul / 2011</p>	<p>Name & Signature (Accreditation Body Conformity Assessment Specialist) – Nom & Signature</p> <p>DANIEL LAMOTHE <i>Daniel Lamothe</i></p>
<p>10. Agreed by / Accepté par :</p>	<p>Name & Signature (Accreditation Body Team Lead) – Nom & Signature</p> <p>KIRK ALBERT <i>Kirk Albert</i> Date: 07/06/11</p>

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

Major / Majeure ☐ Minor / Mineure ☒

1. To – À : Doug Brown P.Eng The Corporation of the Town of Fort Frances	2. From – De: Canadian General Standards Board / Office des normes générales du Canada Gatineau, Canada K1A 1G6	3. Ref. No. - N° de réf. 1008 4. Date : March 11, 2011	
<p>5. The following nonconformance requires corrective action – La non-conformité suivante doit être corrigée :</p> <p>Standard Requirement / Exigence de norme : Element 15 of the standard requires a summary of infrastructure rehabilitation and renewal programs.</p> <p>Section 15 of the OP</p> <p>The OP does not include a summary of currently planned infrastructure rehabilitation and renewal programs.</p>			
6. Reply required by: Réponse demandée pour le : May 19, 2011	7. Signature, Name and Title- Signature, Nom et Titre :  Daniel Lamothe Conformity Assessment Specialist	Tel./tél. : 819-956-0407 Fax/télé. : 819-956-5740 E-Mail/courriel : daniel.lamothe@tpsgc-pwgsc.gc.ca	
<p>8. Action Taken (to be Completed by Client) – Mesures prises (à remplir par le client)</p> <p>Immediate short term action / Action immédiate à court terme : Operational Plan has been revised by amending element No. 15 -see page 60. Also added in appendix J pages 2 & 3 of the most recent 5-year capital budget for the water system (water distribution system & water treatment plant) as it relates to rehabilitation and renewal items.</p> <p>Root Cause/Cause fondamentale : Oversight when preparing CAR 1008.</p> <p>Corrective action / Mesures correctives : As indicated above</p> <p>Evidence/Preuves : See highlighted yellow section of Element No. 15 in revised Operational Plan. See page 60 and appendix J.</p> <p>Note : Use attachments as required / Joindre des documents au besoin.</p>			
Date May 18, 2011	Signature Name – Nom Doug Brown 	Tel. No. – N° de tél. 807-274-9893	Title –Titre Operations & Facilities Manager
<p>9. Statement of Accreditation Body Follow-up Action</p> <p>N/A (There is an opportunity for improvement to provide additional data in this area.)</p> <p>Next Audit Date / Date du prochain audit : _____ [] Year –2 Partial audit [] Full audit</p> <p>[] Surveillance #1 [] Surveillance #2 [] Re-Accreditation [] Follow-up</p>			

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES

Corrective Action Record / Fiche de mesures correctives

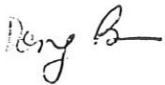

Major / Majeure ☐ Minor / Mineure ☒

<p>Date</p> <p>06 / Jul / 2011</p>	<p>Name & Signature (Accreditation Body Conformity Assessment Specialist) – Nom & Signature</p> <p>DANIEL LAMOTHE <i>Daniel Lamotte</i></p>
<p>10. Agreed by / Accepté par :</p>	<p>Name & Signature (Accreditation Body Team Lead) – Nom & Signature</p> <p>KIRK ALBERT <i>[Signature]</i> Date: 07 / 06 / 11</p>

Fort Frances Drinking Water System

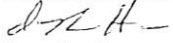
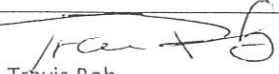
DWQMS FORM

CORRECTIVE ACTION

CAR #	1009
Date	May 23, 2012
Element	Element #5 – Document and Records Control
Description of Nonconformance	The Operational Plan fails to specify the length of time records are to be retained and fails to establish a commitment to prohibit records from being changed.
Root Cause	An oversight of the QMS team when initially developing the Town's operational plan and not fully understanding the requirements of MOE Standard No. 5 - Document & Record Control.
Description of Corrective Action Taken	Element No. 5 currently outlined in the operational plan will be reviewed and revised by Doug Brown & Doug Herr, the QMS team members who initially developed the element. The proposed changes to element No. 5 will be reviewed by the QMS Team and accepted. The up-date element No. 5 will be changed in the Town's operational plan in accordance with the established procedure in the operational plan.
Sign-off - Corrective Action Complete	Name and Date Doug Brown,  June 4, 2012
Long-Term Corrective Action	If applicable <i>none</i>
Validation Sign-off - Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

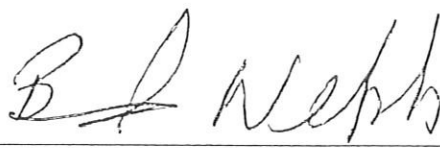
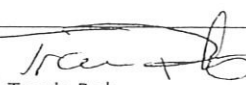
Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1010
Date	May 23, 2012
Element	Element #5 – Document and Records Control
Description of Nonconformance	Documents are not being maintained and updated. The copy of the Operational Plan at the Water Treatment Plant was incomplete and not the most recent revision.
Root Cause	The Operational Plan at the Water Treatment Plant was removed from the facility to complete revision updates.
Description of Corrective Action Taken	Updated (Revision - May 18, 2011) Operational Plan and returned to Water Treatment Plant May 22, 2012.
Sign-off - Corrective Action Complete	Name and Date  Douglas Herr, June 4, 2012
Long-Term Corrective Action	Revision updates to the Town's Operational Plan are to be made at the Water Treatment Plant without removing the document from the facility. Any obsolete documents are to be destroyed or recycled.
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

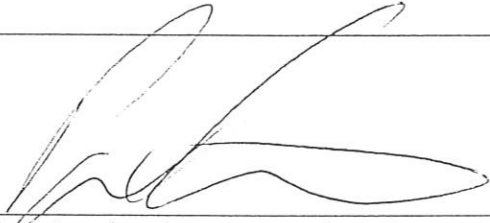
DWQMS FORM

CORRECTIVE ACTION

CAR #	1011
Date	May 23, 2012
Element	Element #6 – Drinking Water System
Description of Nonconformance	The Operating Authority of the local subsystems are not specified in the Operational Plan. These sub systems need to be fully described in the Operational Plan, including the names of the Owners and Operating Authorities.
Root Cause	An oversight of the QMS team when initially developing the Town's operational plan.
Description of Corrective Action Taken	Added names and operating authority to Operational Plan: Lakeview Trailer Park: Owner and Operating Authority – Cheryl Elaine Armstrong Walleye Trailer Park: Owner and Operating Authority – Walleye Trailer Park Ltd. (Carl Felix & Norma May Piotrowski) Couchiching First Nation Reserve: Partnership – Couchiching First Nation and Federal Government
Sign-off - Corrective Action Complete	Name and Date Brad Webb, June 7, 2012 
Long-Term Corrective Action	None
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012


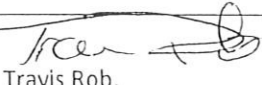
Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1012
Date	May 23, 2012
Element	Element #6 – Drinking Water System
Description of Nonconformance	The current Operational Plan does not contain a map of the distribution system. This is necessary to insure all operators and staff are aware of the extents of the distribution network and can better understand the risk to the system.
Root Cause	The QMS document did not contain a clear overview of the water distribution system that was understandable at a glance.
Description of Corrective Action Taken	A single map was created showing the entire water distribution system, which was further broken down into sections (5) showing more detail.
Sign-off - Corrective Action Complete	Name and Date Paul LeMesurier, June 8, 2012 
Long-Term Corrective Action	As the document is reviewed or changes are made to the water distribution system, the maps should be updated.
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

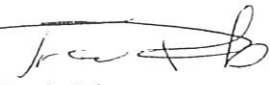
Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1013
Date	May 23, 2012
Element	Element #7 – Risk Assessment, And Element #8 – Risk Assessment Outcomes
Description of Nonconformance	A Rail Car Derailment has been assigned a risk level 8, which was determined by the Town of Fort Frances as their threshold level, however there is no associated Critical Control Point.
Root Cause	An oversight of the QMS team when initially developing the Town's operational plan.
Description of Corrective Action Taken	Added Control Procedure: Refer to Emergency Response Binder (ERB) – S.O.P. #6 for Raw Water Source Contamination.
Sign-off - Corrective Action Complete	Name and Date Brad Webb,  June 7, 2012
Long-Term Corrective Action	None
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012


Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1014
Date	May 23, 2012
Element	Element #7 – Risk Assessment, And Element #8 – Risk Assessment Outcomes
Description of Nonconformance	The staff is unfamiliar with the risks to the water system. They are also unfamiliar with the critical control points. This would result in the possibility of a critical control point being missed in the event of an emergency, or delays in action while the staff are familiarizing themselves with the terms of the Operational Plan.
Root Cause	Staff not reviewing Operational Plan on a regular basis so that they become familiar with the critical control points.
Description of Corrective Action Taken	Read, as a group Elements 7 & 8 and amended, where applicable.
Sign-off - Corrective Action Complete	Name and Date All Team Members, <i>DOUGLAS HERR</i> June 13, 2012 <i>Sgt H</i>
Long-Term Corrective Action	Operation Plan states that the QMS Team shall meet once every calendar year to review the validity of the assumptions and the currency of the information used in the risk assessment. In order for staff to come familiar with the critical control points Element 7 & 8 will be reviewed quarterly until staff is familiar.
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1015
Date	May 23, 2012
Element	Element #9 – Organizational Structure, Roles, Responsibilities & Authorities.
Description of Nonconformance	The staff is unfamiliar with their roles, responsibilities, and authorities with respect to the Operational Plan. This could result in staff passing duties off from person to person because no one is sure who's responsibility it is.
Root Cause	Staff not reviewing Operational Plan on a regular basis so that they become familiar with their roles, responsibilities, and authorities with respect to the Operational Plan.
Description of Corrective Action Taken	Read, as a group Element 9 and amended, where applicable.
Sign-off - Corrective Action Complete	Name and Date All Team Members, <i>DOUGLAS HERR</i> June 13, 2012 <i>D. H.</i>
Long-Term Corrective Action	The Operation Plan outlines the roles, responsibilities and authorities of staff. In order for staff to come familiar with content Element 9 will be reviewed quarterly until staff is familiar.
Validation Sign-off - Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

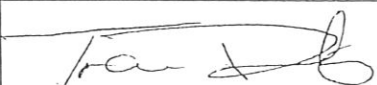
Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1016
Date	May 23, 2012
Element	Element #17 – Measurement & Recording Equipment Calibration and Maintenance
Description of Nonconformance	The measurement and recording equipment is not being properly checked and calibrated in house at regular intervals. This can result in readings being incorrect and effect water quality.
Root Cause	Equipment had been properly checked and calibrated, but wasn't recorded on a regular basis.
Description of Corrective Action Taken	A new electronic maintenance management program makes it easier to record and track work being done to the equipment. From the maintenance program a monthly report is generated and filed at the Water Treatment Plant. Wording pertaining to the above is added to this Element.
Sign-off - Corrective Action Complete	Name and Date Mike Allen, June 5, 2012 
Long-Term Corrective Action	As long as the maintenance program indicates the proper calibration intervals equipment will be checked and recorded.
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

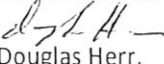

Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1017
Date	May 23, 2012
Element	Element #18 – Emergency Management
Description of Nonconformance	There is a lack of emergency response training. The Emergency response binder contains a wealth of information, however an annual independent review of the binder lacks a commitment to maintaining an understanding of its contents.
Root Cause	Staff not reviewing Emergency Response binder on a regular basis so that they become familiar with its content, especially the Standard Operating Procedures for potential emergencies.
Description of Corrective Action Taken	Read, as a group through each of the six (6) SOPs for the Potential Emergency Situations within the water system and amended (where applicable). Some SOPs needed updating where Council approval is required.
Sign-off - Corrective Action Complete	Name and Date All Team Members, <i>DOUGLAS HEER</i> June 13, 2012 <i>D-J H-</i>
Long-Term Corrective Action	Operation Plan states that staff shall review within the water system the Emergency Response Binder and the six (6) SOPs for the potential emergency situations on an annual basis. In order for staff to come familiar with the content with the Emergency Response Binder it will be reviewed quarterly until staff is familiar.
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

Fort Frances Drinking Water System DWQMS FORM

CORRECTIVE ACTION

CAR #	1018
Date	May 23, 2012
Element	Element #13/16 – Essential Supplies & Services OR Sampling, Testing, and Monitoring
Description of Nonconformance	There is no mention to the annual agreement that the Town of Fort Frances has with ALS Laboratories to complete the testing of samples provided from the Water Treatment Plant and distribution system.
Root Cause	An oversight of the QMS team when initially developing the Town's operational plan.
Description of Corrective Action Taken	Element No. 13 currently lists in 13.2 Suppliers and Services; ALS Laboratory, an Accredited Laboratory as providing laboratory services. Subsequently, Element No. 16 - 16.1 Water Treatment Plant Sampling, Testing & Monitoring Procedures. The following statement has been added: "In accordance with O. Reg. 170/03 – Laboratory Services Notification (Schedule 6, subsection 6-9 (4)) ALS Laboratory is identified as being the licensed laboratory that will perform laboratory testing for the Town of Fort Frances Drinking Water System."
Sign-off - Corrective Action Complete	Name and Date  Douglas Herr, June 5, 2012
Long-Term Corrective Action	None
Validation Sign-off – Corrective Action Effective	 Travis Rob, QMS Internal Auditor June 13, 2012

CAR LOG

CAR NUMBER	ELEMENT	DESCRIPTION	DATE ISSUED	ASSIGNED TO	REPLY REQUIRED BY	DATE RESOLVED	COMMENTS
1004	5	Procedure Document and Records Control: Does not specifically indicate how documents will be retained/reviewed to ensure they are kept current.	March 11, 2011	Doug Brown	April 11, 2011	April 8, 2011	Issued by the Canadian General Standards Board - Accreditation Program for Operating Authorities
1005	8	Risk Assessment Outcomes: Several potential hazardous events were not identified/considered.	March 11, 2011	Brad Webb	April 11, 2011	April 8, 2011	Issued by the Canadian General Standards Board - Accreditation Program for Operating Authorities
1006	7 & 9	Risk Assessment and Organizational Structure, Roles, Responsibilities and Authorities: Section 7 of the OP mentions a QMS team. The makeup and responsibilities of the QMS team are not outlined in Section 9.	March 11, 2011	Doug Herr	April 11, 2011	April 8, 2011	Issued by the Canadian General Standards Board - Accreditation Program for Operating Authorities
1007	11	Personnel Coverage: The OP does not include non-standard situations where personnel may not be available.	March 11, 2011	Randy White/Doug Brown	April 11, 2011	April 8, 2011	Issued by the Canadian General Standards Board - Accreditation Program for Operating Authorities
1008	15	Infrastructure Rehabilitation and Renewal Programs: The OP does not include a summary of currently planned infrastructure rehabilitation and renewal programs.	March 11, 2011	Doug Brown	April 11, 2011	April 8, 2011	Issued by the Canadian General Standards Board - Accreditation Program for Operating Authorities
1008	15	Infrastructure Rehabilitation and Renewal Programs: The OP does not include a summary of currently planned infrastructure rehabilitation and renewal programs.	March 11, 2011	Doug Brown	May 19, 2011	May 18, 2011	Issued by the Canadian General Standards Board - Accreditation Program for Operating Authorities (Further information required - Does not fully meet the requirements of the OP)
1009	5	Procedure Document and Records Control: The OP fails to specify the length of time records are to be retained and fails to establish a commitment to prohibit records from being changed.	May 23, 2012	Doug Brown	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.
1010	5	Procedure Document and Records Control: Documents are not being maintained and updated. The copy of the OP at the WTP was incomplete and not the most recent revision.	May 23, 2012	Doug Herr	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.
1011	6	Drinking Water System: The Operating Authority of the local subsystems are not in the OP. These subsystems need to be fully described in the OP, including the names of the Owners and Operating Authorities.	May 23, 2012	Brad Webb	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.
1012	6	Drinking Water System: The current OP does not contain a map of the distribution system. This is necessary to insure all operations and staff are aware of the extents of the distribution network and can understand the risk to the system.	May 23, 2012	Paul LeMesurier	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.

CAR NUMBER	ELEMENT	DESCRIPTION	DATE ISSUED	ASSIGNED TO	REPLY REQUIRED BY	DATE RESOLVED	COMMENTS
1013	7 & 8	Risk Assessment and Risk Assessment Outcomes: A Rail Car Derailment has been assigned a risk level 8, which was determined by the Town of Fort Frances as their threshold level, however there is no associated Critical Control Point.	May 23, 2012	Brad Webb	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.
1014	7 & 8	Risk Assessment and Risk Assessment Outcomes: The staff is unfamiliar with the risks to the water system. They are also unfamiliar with the critical control points. This would result in the possibility of a critical control point being missed in the event of an emergency, or delays in action while the staff are familiarizing themselves with the terms of the OP.	May 23, 2012	All Team Members	June 13, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob. Read, as a group Elements 7 & 8 and amended, where applicable.
1015	9	Organizational Structure, Roles, Responsibilities and Authorities: The staff is unfamiliar with their roles, responsibilities and authorities with respect to the OP. This could result in staff passing duties from person to person because no one is sure who's responsibility it is.	May 23, 2012	All Team Members	June 13, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob. Read, as a group Element 9 and amended, where applicable.
1016	17	Measurement & Recording Equipment Calibration and Maintenance: The measurement and recording equipment is not being properly checked and calibrated in house at regular intervals. This can result in readings being incorrect and effect water quality.	May 23, 2012	Mike Allen	June 8, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.
1017	18	Emergency Management: There is a lack of emergency response training. The Emergency response binder contains a wealth of information, however an annual independent review of the binder lacks a commitment to maintaining an understanding of its contents.	May 23, 2012	All Team Members	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob. Read through and amended (where applicable) each of the six (6) SOPs for the Potential Emergency Situations within the water system. Some SOPs needed to be revised where Council approval is required.
1018	13 & 16	Essential Supplies & Services or Sampling, Testing and Monitoring: There is no mention to the annual agreement that the Town of Fort Frances has with ALS Laboratories to complete the testing of samples provided from the WTP and Distribution System.	May 23, 2012	Doug Herr	June 12, 2012	June 13, 2012	First Internal Audit - Auditor Travis Rob.

Agenda Item # 7.4 ...

Item B.12

Customer Complaints

	Location	Received	Resolved	Complaint	Resolution
1.	Armit Ave.	Apr. 19, 2012	Apr. 19, 2012	Discoloured Water	Told complainant to run water till clear.
2.	Memorial Sportsplex	Mar. 12, 2012	Mar. 13, 2012	Water quality	Flushed hydrants at each end of building.
3.	OPP – 302 Portage Ave.	Jan. 13, 2012	Jan. 13, 2012	Solids in water	Ran water, cloudy with air, cleared.
4.	1316 Sixth St. E.	Jan. 13, 2012	Jan. 13, 2012	Water taps – air/sediment	Water main repair. Cleaned taps.
5.	819 Church St.	Jan. 13, 2012	Jan. 13, 2012	Low water pressure – dead end	Turned down hydrant, tampered with.
6.	1341 Woodward St.	Jan. 10, 2012	Jan. 11, 2012	Water coming out of manhole (Water main break)	Water main break - Repaired
7.	OPP – 302 Portage Ave.	Dec. 20, 2011	Dec. 21, 2011	Milky water – lunch room	Air in lines, run water to release air.
8.	657 Third St. E.	Dec. 16, 2011	Dec. 16, 2011	Noise on water service	Service leak between main & curb stop
9.	610 First St. W.	Dec. 9, 2011	Dec. 9, 2011	Sounds in water line	Leaking service – Town side. Repaired.
10.	804 Scott St.	Dec. 8, 2011	Dec. 8, 2011	Low water pressure in building	Opened valve inside building, Metercor (water meter installer) left valve partially closed.
11.	814 Church St.	Dec. 7, 2011	Dec. 7, 2011	Discoloured water	Flushed hydrant at end of block (Dead end water main)
12.	400 Portage Ave.	Dec. 6, 2011	Dec. 6, 2011	Water meter leaking	Recently installed by Metercor. Tightened up bolts.
13.	242 Scott St.	Nov. 18, 2011	Nov. 18, 2011	No water	Metercor changing water meter at 240 Scott St., shared with 242 Scott St.
14.	Resolute F. P.	Nov. 4, 2011	Nov. 4, 2011	Loss of water pressure	Hose left running, internally. Turn off pressure came up.
15.	Resolute F. P.	Nov. 4, 2011	Nov. 4, 2011	Water break – Mowat Ave.	Frozen puddles, water dumped previous day – no break.
16.	819 Church St.	Nov. 2, 2011	Nov. 2, 2011	Discoloured water	Flushed hydrant at end of block (Dead end water main)
17.	819 Church St.	Oct. 11, 2011	Oct. 11, 2011	Water quality issues	Delay in looping water system. Flushed hydrant.
18.	111 Lyndy Pl. S.	Oct. 3, 2011	Oct. 3, 2011	Water taste musty	Flushed hydrant -105 Lyndy Pl. S. & tested cl2. Called owner Oct. 4, 2011 – better.
19.	Third St. E. (300 blk.)	Sept. 28, 2011	Sept. 28, 2011	DWA rec'd, is water safe to drink	DWA handed out by contractor, no knowledge of Town. Never under an advisory – on temporary service line. Safe to drink.
20.	319 Third St. E.	Sept. 13, 2011	Sept. 13, 2011	Discoloured water	Flushed main using hydrant at McKenzie Ave. (South of tracks)
21.	Arena	Sept. 9, 2011	Sept. 9, 2011	Discoloured water	Flushed hydrant at Gillon St./Frenette Ave. until water cleared.
22.	Third St. E. (300 blk.)	Sept. 7, 2011	Sept. 8, 2011	Sewer smell	Flushed hydrant until clear, checked cl2

Page 1 of 1

23.	1014 York Ave. N.	Sept. 6, 2011	Sept. 8, 2011	Taste & odour in water	Flushed hydrant (new) on Eighth St. W.
24.	#22 Elm Crescent	Sept. 6, 2011	Sept. 6, 2011	Water tastes like algae	Notified Bill Whalen, takes care of trailer park for Cheryl Armstrong (Owner).
25.	Scott St. at Mosher Ave.	Aug. 29, 2011	Aug. 29, 2011	Discoloured water	Flushed hydrant at Scott St. at Mosher Ave. until clear.
26.	622 Third St. E.	Aug. 25, 2011	Aug. 25, 2011	Water Taste minerally	Told Owner to flush hot water tank. Checked cl2.
27.	211 Third St. E.	Aug. 12, 2011	Aug. 12, 2011	Odd taste – chemical/metal	Flushed temporary service, told Owner to flush as well. Checked cl2.

Town of Fort Frances Fort Frances Drinking Water System Meeting Minutes

DATE: Wednesday June 27, 2012

TIME: 1:15 p.m.

LOCATION: Fort Frances Water Treatment Plant

IN ATTENDANCE: Mark McCaig, Doug Brown, Doug Herr, Brad Webb, Travis Rob, Randy White, Mike Allen, Paul Lemesurier

Part of the QMS Operational Plans requires that management shall review the QMS once every twelve (12) months to assess and ensure the continuing suitability, adequacy and effectiveness of the QMS, this being the first review.

Item #	Item Discussed	Action Taken
1.	<p>Incidents of regulatory non-compliance:</p> <p>Ministry of the Environment (MOE) Annual Inspection Report (2011)</p> <p>2011 Annual Summary Report (Schedule 22) – O. Reg. 170/03</p> <p>2011 Annual Report – O. Reg. 170/03</p> <p>O. Reg. 450/07: Charges for Industrial and Commercial Water Users</p>	<p>None to Report</p> <p>None to Report</p> <p>None to Report</p> <p>None to Report</p>
2.	<p>Incidents of adverse drinking water tests:</p> <p>WTP: No adverse treated water samples</p> <p>Distribution: Adverse water quality – Total Coliform</p> <ul style="list-style-type: none"> - 1414 Colonization Road West - Third St. at Portage Avenue 	<p>Resolved in a Timely Fashion</p>

Regular Meeting Minutes

3.	<p>Deviations from critical control-point limits and response actions:</p> <p>Operator review: No changes in limits.</p> <p>Review SOP's with Operators on an annual basis.</p> <p>Risks above threshold (Threshold – 8):</p> <ol style="list-style-type: none"> 1. Rail car derailment (Spill of chemical or contamination): 2. Loss of pressure: water mains break, major fire 3. Cross connection 	On Going Process
4.	<p>The effectiveness of the risk assessment process:</p> <p>Loss of pressure: Water main breaks – use SOP for Flushing of Water Mains (July 2004) and for Water Main Breaks and Repairs (December 2009)</p> <p>Other SOPs</p> <ol style="list-style-type: none"> 1. Policy 4.15 – SOP No.3 – for water main breaks and repairs. 2. Policy 4.6 – SOP No. 4 – for breakdown of equipment at the Water Treatment Plant 3. Policy 4.5 – SOP No. 5 – for hydropower outage for operating the water system 4. Policy 4.4 – SOP No. 6 – for raw water source contamination 	Updated June 27, 2012
5.	<p>Internal and third party audit results:</p> <p>Internal Audit results – May 18, 2011 – (Accreditation Program - CGSB). and June 13, 2012 – (Travis Rob – Town of Fort Frances)</p> <p>External Audit results – Audit will be done possibly in August or September 2012</p>	<p>All Corrective Actions have been dealt with</p> <p>To be Announced</p>
6.	<p>Results of emergency response testing:</p> <p>Emergency Response Binder reviewed with staff/operators - June 12, 2012</p> <p>Emergency response training to take place this Fall through Emergency Services</p>	Updated June 27, 2012

7.	<p>Operational performance:</p> <p>WTP: Actions & recommendations from MOE</p> <p>Personnel – Temporary shortage of personnel, distribution operator on medical leave. Water Treatment Operator working in distribution system in the interim.</p> <p>Plant performance -</p> <p>Maintenance issues – Blow down valve.</p> <p>Distribution System: Actions & recommendations from MOE</p> <p>Personnel – Temporary shortage of personnel, distribution operator on medical leave.</p> <p>Maintenance issues – Fire hydrants scheduled for replacement. Construction scheduled for July 2012.</p>	<p>No Changes</p> <p>No Issues</p> <p>Valve Ordered</p> <p>No Changes</p> <p>Scheduled to be done during Construction beginning July 3, 2012</p>
8.	<p>Raw water supply and drinking water quality trends:</p> <p>Discussion was held and came to the conclusion that most problems that are dealt with are as a result of Construction or Water Breaks</p>	
9.	<p>Follow-up on action items from previous management review:</p>	<p>No Action as this is the first Management Review</p>
10.	<p>The status of management actions items identified between reviews:</p>	<p>No Action as this is the first Management Review</p>
11.	<p>Changes that could affect the Quality Management System (QMS):</p> <p>Internal Audit, Management Review and External Audit:</p> <p>Where to find OP – latest version - found in W:\QMS Documentation\QMS Operational Plan\...file name.</p>	<p>No Action as this is the first Management Review</p>

12.	<p>Consumer feedback:</p> <p>Customer complaints: Reviewed Customer Complaint Processing form</p>	Handled in a Timely Fashion
13.	<p>The resources needed to maintain the Quality Management System (QMS):</p> <p>Council's commitment to provide the following:</p> <p>Personnel</p> <p>Financial</p>	
14.	<p>The results of infrastructure review:</p> <p>Six (6) year capital plan (In OP – Appendix I) On an annual basis – Proposed Infrastructure upgrades are discussed and reviewed with operators. Council reviews and approves.</p> <p>WTP: On a monthly basis the WTP Overall responsible operator generate a report outlining operational and maintenance activities. The report is circulated and reviewed by the Environmental & Facilities Supt., Manager of O. & F., the O. & F. Executive Committee and Council.</p> <p><u>Upgrades for this period:</u></p> <p>Water Distribution System: On a monthly basis Environmental & Facilities Supt. generates a report outlining maintenance activities. The report is circulated and reviewed by the Manager of O. & F. and the O. & F. Executive Committee and Council.</p> <p>Upgrades during this period: Water Main valve exercise program – 20% per year Hydrants flushing – flushing annually Water main replacement – Third St. E. (200 & 300 blk.) Water main looping:</p> <ul style="list-style-type: none"> - East of Butler Ave. from Nelson St. to Church St. - Sixth St. E. from Portage Ave. to McKenzie Ave. <p>Water main valve replacements – 2012 Reconstruction Water meters/backflow device installations – ICI sector</p>	

15.	<p>Operational plan currency, content and updates:</p> <p>Current revision date – June 13, 2012 Web Site and Binder</p> <p>Content – brief overview of OP</p> <p>Updates – April 8, 2011 - Initial OP sent in to Canadian General Standards Board (CGSB) the assigned accreditation body for Municipal Drinking Water Licensing Program.</p> <p>May 18, 2011 – Amended OP after an audit review from CGSB. Five (5) corrective actions identified and actions taken to resolve them.</p> <p>List CAR's and provide copies of Corrective Action Records</p> <p>June 13, 2012 - Amended OP after an internal audit review. Ten (10) corrective actions identified and actions taken to resolve them.</p> <p>List CAR's and provide copies of Corrective Action Records.</p>	
16.	<p>Action Item No. 1) Hold Monthly DWQMS meetings to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan. All water operators and management will attend the monthly meetings. The timeline for this action item is from June 2012 to June 2013.</p> <p>Action Item No. 2) Consideration be given to install a back-up electrical generator at the WTP to ensure potable drinking water can be manufactured during extended periods of time (greater than 24 hours) where there is no electrical power available. The timeline is in accordance with the 2013 budget process where the O & F Division Management will prepare the cost estimate for a new generator present this capital expenditure to Council (owner).</p> <p>Action Item No. 3) Consideration should be given to cross-training several of existing members of the Public works area to complete maintenance tasks on the water distribution system during period of minimum staff for example AV periods and extended medical leave. This item will be coordinated immediately among the O & F Division management team.</p>	<p>QMS Representative Date to be announced</p> <p>Doug Brown Operations and Facilities Manager</p> <p>Doug Brown O&F Manager and Doug Herr Environmental & Facilities Supt.</p>
	<p>Meeting Adjourned 2:15 p.m. Please report any errors or omissions. Minutes prepared by: Sherin Hagen</p>	

Regular Meeting Minutes



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURER'S REPORT 2012/68**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 3, 2012
SUBJECT: Riverside Foundation for Health Care Financial Request

BACKGROUND

At the June 25, 2012 Council Meeting, the Riverside Foundation for Health Care made a presentation with regard to their Together We Can campaign. The financial request for their fundraising campaign was referred to the Administration & Finance Executive Committee for their recommendation.

The Riverside Foundation for Health Care is organizing a capital campaign to raise \$650,000.00 for Digital Mammography equipment for the Rainy River District. The Foundation is requesting that Council consider a donation of \$15,000.00 over three years for this worthy campaign.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve a \$15,000.00 commitment over 3 years (2012, 2013, & 2014) for the Riverside Foundation for Health Care Digital Mammography fundraising campaign and reserve the right to review on an annual basis for year 2 & 3 commitments during the budget process.

Council Approval of This Report Will Agree to the recommendation from the Administration & Finance Executive Committee to authorize a commitment of \$15,000.00 over 3 years to the Riverside Foundation for Health Care's Digital Mammography fundraising campaign. Further, that the Town reserves the right to review on an annual basis the year 2 and 3 commitments during the budget process.



*Copied to Mayor, Council
Agenda Item #7.5...
June 26/12
GJF*

110 Victoria Avenue
Fort Frances, Ontario
P9A 2B7

June 25, 2012

The Town of Fort Frances

Dear Mayor Roy Avis and Council,

The Riverside Foundation for Health Care is in the process of organizing a capital campaign to raise funds for Digital Mammography equipment for the Rainy River District. Our intention is to raise \$650,000 dollars within a six month time frame.

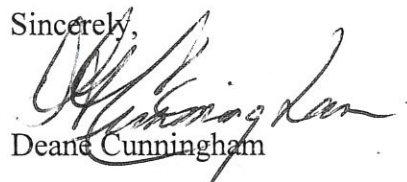
The Digital Mammography machine is an essential part of breast cancer detection and survival. Our current equipment is over fourteen years old and still requires the development of film for reading. The new machine will be digital and will be able to detect breast abnormalities at an earlier stage.

As municipal representatives, your commitment, support and leadership will be integral to the Foundations' fund-raising efforts in order to make this campaign a success. The Town of Fort Frances have always been great advocates and supporters of the Foundation, giving \$436,800 in the past to other initiatives and we hope you will consider making a pledged gift of \$15,000 over three years to this campaign.

If you have any other questions please don't hesitate to call Nicke Baird, Foundation Director, at 807-274-4803 or email at n.baird@rhcf.on.ca.

Thank you for your time.

Sincerely,


Deane Cunningham

Riverside Foundation Chairman

COUNCIL

JUN 25 2012

*Recommendation from D Cunningham
+ N. Baird rec'd.
Request referred to Admin. r
Finance Ex. Comm. for
recommendation*

Saving Lives Through Early Detection



Riverside Breast Health Programs For Women of All Ages

**Breast Health Education
&
Breast Screening**

(807)-274-1900

Riverside Health Care Facilities Inc.
Connecting Communities, Committed to Caring



The Riverside Breast Health Programs

Ontario Breast Screening Program

Working together to provide services for women of all ages.

Ontario Breast Screening Program

Is one of the highest quality breast screening program in the world.

This program offers Breast Screening for women who

- ❖ Are 50 years old and over
- ❖ Live in Ontario
- ❖ Have never had breast cancer or breast implants
- ❖ Have not had a mammogram within the past year

Breast Screening in this program includes:

1. A clinical breast exam by a specially trained nurse and breast education
2. A mammogram

Women are automatically recalled every two years. Some women will need to be screened every year, depending on family history, breast density, family physician recommendation.

MAMMOGRAPHY

Mammography is a type of x-ray that finds changes inside your breast that are too small to feel. It also helps your doctor to check any changes in your breast you might find during your breast self-examination.

Is Mammography Safe? Yes

- ❖ Riverside uses a machine that is very safe
- ❖ The machine uses a very low dose of radiation.
- ❖ Riverside is accredited (has been approved) by the Canadian Association of Radiologists

The Riverside Breast Education Clinic

This program is for women who:

- ❖ Want to learn good breast health habits
- ❖ For women of all ages
- ❖ Been diagnosed with a prior breast cancer

Breast Screening in this program includes:

- ❖ A clinical breast exam by a specially trained nurse
- ❖ A mammogram (x-ray of the breast) if needed.
- ❖ Breast Education or Breast Awareness Teaching

Good Breast Health Habits:

- ❖ Breast Awareness Teaching
- ❖ Breast exam every year by your doctor or specially trained nurse.
- ❖ Mammogram as needed.

Most breast problems can be treated if they are found early.
Most lumps in the breast are not cancer.

**Make these habits a part of your life!
Breast Education & Breast Screening Life Saving Measures!**



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2012/66

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 3, 2012
SUBJECT: MOS – Requests for Reconsideration

Re:	802 Second Street E.	(2012)	Roll # 5912 030 004 00100 0000
	1028 Second Street E.	(2012)	5912 030 005 07400 0000
	1017 Colonization Rd. W.	(2012)	5912 010 005 04700 0000
	1216 Colonization Rd. W.	(2012)	5912 010 006 00800 0000
	922 Victoria Ave.	(2012)	5912 020 006 08500 0000
	707 Victoria Ave.	(2012)	5912 020 003 08000 0000
	1319 Idylwild Drive	(2012)	5912 030 007 19400 0000

BACKGROUND

Attached are the Minutes of Settlement for the 2012 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to properties located at 802 Second St. E. resulting from changed value due to condition of structure(s), 1028 Second St. E. resulting from changed value due to condition of structure(s), 1017 Colonization Rd. W. resulting from updated structure data, 1216 Colonization Rd. W. resulting from updated structure data, 922 Victoria Ave. resulting from changed value due to condition of structure(s), 707 Victoria Ave. resulting from updated structure data, and 1319 Idylwild Drive resulting from changed value due to condition of structure(s).

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for properties located at 802 Second St. E., 1028 Second St. E., 1017 Colonization Rd. W., 1216 Colonization Rd. W., 922 Victoria Ave., 707 Victoria Ave., and 1319 Idylwild Drive in Fort Frances for the 2012 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located at 802 Second St. E., 1028 Second St. E., 1017 Colonization Rd. W., 1216 Colonization Rd. W., 922 Victoria Ave., 707 Victoria Ave., and 1319 Idylwild Drive in Fort Frances.

2012 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	BIA	TOTAL
T10	2012	3.4.001	-60,000	RTEP	0.01648896	0.00221	-989.34	-132.60								-1,121.94
	2012	3.5.074	-20,000	RTEP	0.01648896	0.00221	-329.78	-44.20								-373.98
	2012	1.5.047	-27,000	RTES	0.01648896	0.00221	-445.20		-59.67							-504.87
	2012	1.6.008	-55,000	RTEP	0.01648896	0.00221	-906.89	-121.55								-1,028.44
	2012	2.6.085	-17,000	RTEP	0.01648896	0.00221	-280.31	-37.57								-317.88
	2012	2.3.080	-3,000	RTEP	0.01648896	0.00221	-49.47	-6.63								-56.10
	2012	3.7.194	-26,000	RTEP	0.01648896	0.00221	-428.71	-57.46								-486.17
							-3,429.70	-400.01	-59.67	0.00	0.00	0.00	0.00	0.00	0.00	-3,889.38
Minutes of Settlement																

Minutes of Settlement - Requests
for Reconsideration re: 802

MOS-2012-00001
Agenda Item # 7.6 ...



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Request for Reconsideration Minutes of Settlement 2012 Tax Year

Questions?

Call 1 866 296 - 6722
1 877 889 (TTY) - MPAC (6722)
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297 - 6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

DOLYNY EDITH
LUNDON LIVIA MARY ANN
802 SECOND ST E
FORT FRANCES ON P9A 1N7

MPAC
RECEIVED
MAR 20 2012
DATA PROCESSING
FACILITY

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-030-004-00100-0000	
Property Location and Description	802 SECOND ST E PLAN SM180 LOT 1 PCL 14685	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$231,000	\$171,000
2005 Current Value	\$197,000	\$197,000
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$231,000	\$171,000

Reason(s) why your Property Assessment changed • Changed value due to condition of structure(s)

Please check the appropriate box and sign below
I ☒ accept or ☐ reject my revised assessment.

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to the number above.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

I understand that:

- if I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by May 30, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>[Signature]</i>	Print Name X <i>Livia Lumbord</i>	Date (yyyy/mm/dd) <i>2012/03/05</i>
Signature of MPAC representative X <i>Walter Veneruzzo</i> Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North		Date (yyyy/mm/dd) 2012/02/20
Objection by Municipality		
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)

Last date for a Municipal Appeal:

JUL 11 2012

Tax Year: 2012 Roll Number: 59-12-030-004-00100-0000

MOS 2012-00102
Agenda Item # 7.6 ...



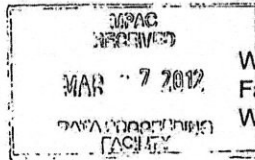
**MUNICIPAL
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 CORPORATION**

Request for Reconsideration Minutes of Settlement 2012 Tax Year

Questions?

Call 1 866 296 - 6722
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 Fax 1 866 297 - 6703
 Write P.O. Box 9808 Toronto, ON M1S 5T9

DUPUIS RHONDA MAUREEN
 BEKESI SHANE KENNETH
 SITE 216-62
 RR 2 STN MAIN
 FORT FRANCES ON P9A 3M3



If you have any accessibility needs,
 please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-030-005-07400-0000	
Property Location and Description	1028 SECOND ST E PLAN SM48 LOT 13 PCL 13-3	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$62,000	\$42,000
2005 Current Value	\$57,000	\$57,000
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$62,000	\$42,000

Reason(s) why your Property Assessment changed • Changed value due to condition of structure(s)

Please check the appropriate box and sign below
 I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

I understand that:

- if I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by May 30, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to the number above.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>R. Dupuis</i>	Print Name X Rhonda Dupuis	Date (yyyy/mm/dd) ⁽²³⁾ 2012/MAR/01
Signature of MPAC representative X <i>Walter Veneruzzo</i>		Date (yyyy/mm/dd) 2012/02/20
Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North		
Objection by Municipality		
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)

Last date for a Municipal Appeal:

JUL 02 2012

Tax Year: 2012 Roll Number: 59-12-030-005-07400-0000



**MUNICIPAL
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ASSESSMENT
CORPORATION**

**Request for Reconsideration
Minutes of Settlement 2012 Tax Year**

MOS - 2012-00003
Agenda Item # 7.6 ...

COLE JULIE DIONE
COLE JOHN PAUL
1017 COLONIZATION RD W
FORT FRANCES ON P9A 2T5

Questions?

Call 1 866 296 - 6722
1 877 889 (TTY) - MPAC (6722)
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297 - 6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-010-005-04700-0000	
Property Location and Description	1017 COLONIZATION RD W PLAN SM59 LOT 55 PCL 55-2	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$165,000	\$138,000
2005 Current Value	\$146,667	\$146,667
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$165,000	\$138,000

**Reason(s) why your
Property Assessment changed**

• Updated structure data

Please check the appropriate box and sign below

I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

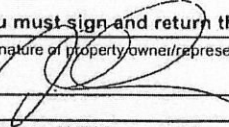
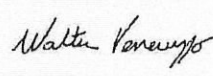
I understand that:

- if I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by May 30, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

To finalize your RfR, your
signed Minutes can be
mailed in the prepaid
envelope provided or
faxed to the number
above.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X 	Print Name X JOHN COLE	Date (yyyy/mm/dd) 2012/02/24
Signature of MPAC representative X 	Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North	Date (yyyy/mm/dd) 2012/02/20
Objection by Municipality		
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)

Last date for a Municipal Appeal:

JUL 02 2012

Tax Year: 2012 Roll Number: 59-12-010-005-04700-0000

Mos 2012-00004
Agenda Item # 7.6 ...



**MUNICIPAL
 PROPERTY
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 CORPORATION**

**Request for Reconsideration
 Minutes of Settlement 2012 Tax Year**

Questions?

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 1 877 889 (TTY) - MPAC (6722)
 Monday to Friday - 8 a.m. to 5 p.m.
 Web www.mpac.ca
 Fax 1 866 297 - 6703
 Write P.O. Box 9808 Toronto, ON M1S 5T9

SLETMOEN ROBERT
 SLETMOEN LINDA
 1216 COLONIZATION RD W
 FORT FRANCES ON P9A 2T8

If you have any accessibility needs,
 please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-010-006-00800-0000	
Property Location and Description	1216 COLONIZATION RD W PLAN SM51 PT LOT 11 PT LOT 13 PCL5534 & 4913	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$266,000	\$211,000
2005 Current Value	\$239,400	\$239,400
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$266,000	\$211,000

**Reason(s) why your
 Property Assessment changed**

- Updated structure data

Please check the appropriate box and sign below

I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

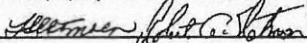
I understand that:

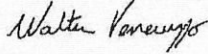
- If I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- If I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by May 30, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

To finalize your RfR, your
 signed Minutes can be
 mailed in the prepaid
 envelope provided or
 faxed to the number
 above.

Please see reverse

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X 	Print Name ROBERT A. SLETMOEN X LINDA F. SLETMOEN	Date (yyyy/mm/dd) 2012/03/12
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Signature of MPAC representative X 	Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North	Date (yyyy/mm/dd) 2012/02/20
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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Last date for a Municipal Appeal:

JUL 02 2012

Tax Year: 2012 Roll Number: 59-12-010-006-00800-0000



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

**Request for Reconsideration
Minutes of Settlement 2012 Tax Year**

*MoS - 2012 - 0005
Agenda Item # 7.6 ...*

GEPP CLAUDE ROBERT
922 VICTORIA AVE N
FORT FRANCES ON P9A 2E5

Questions?

Call 1 866 296 - 6722
1 877 889 (TTY) - MPAC (6722)
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297 - 6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-020-006-08500-0000	
Property Location and Description	922 VICTORIA AVE N PLAN SM55 LOT 7 TO 8 PCL 7-1 & PT AVE	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$89,000	\$72,000
2005 Current Value	\$84,000	\$67,955
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$89,000	\$72,000

Reason(s) why your Property Assessment changed • Changed value due to condition of structure(s)

Please check the appropriate box and sign below

I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

I understand that:

- if I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by June 13, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to the number above.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>Claudio Zapp</i>	Print Name X CLAUDIO R GLENN	Date (yyyy/mm/dd) 2012/03/12
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Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North	Date (yyyy/mm/dd) 2012/03/05
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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Last date for a Municipal Appeal: **JUL 02 2012**

Tax Year: 2012 Roll Number: 59-12-020-006-08500-0000



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Request for Reconsideration Minutes of Settlement 2012 Tax Year

OSSACHUK GEORGE WILLIAM
OSSACHUK BERTHA
707 VICTORIA AVE
FORT FRANCES ON P9A 2C9

Questions?

Call 1 866 296 - 6722
1 877 889 (TTY) - MPAC (6722)
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297 - 6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-020-003-08000-0000	
Property Location and Description	707 VICTORIA AVE PSM2 BLK 1 LOT 24 TO 25 PCL BLK 1-24-2	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$221,000	\$218,000
2005 Current Value	\$189,000	\$189,000
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$221,000	\$218,000

Reason(s) why your
Property Assessment changed

• Updated structure data

Please check the appropriate box and sign below

I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

I understand that:

- if I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by June 13, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

To finalize your RfR, your
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envelope provided or
faxed to the number
above.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>Bertha M. Ossachuk</i>	Print Name X BERTHA OSSACHUK	Date (yyyy/mm/dd) APRIL 5/2012
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Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North	Date (yyyy/mm/dd) 2012/03/05
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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Last date for a Municipal Appeal:

JUL 31 2012

Tax Year: 2012 Roll Number: 59-12-020-003-08000-0000

MOS-2012-00007
Agenda Item # 7.6 ...



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Request for Reconsideration Minutes of Settlement 2012 Tax Year

Questions?

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Fax 1 866 297 - 6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

Roll Number	59-12-030-007-19400-0000	
Property Location and Description	1319 IDYLWILD DR PLAN SM88 LOT 21 PCL 20-2	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$383,000	\$357,000
2005 Current Value	\$346,000	\$346,000
Property Classification	Residential (RT)	Residential (RT)
Tax Year	Assessed Value	Assessed Value
2012	\$383,000	\$357,000

Reason(s) why your Property Assessment changed • Changed value due to condition of structure(s)

Please check the appropriate box and sign below
☒ accept or ☐ reject my revised assessment.

To finalize your RfR, your
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envelope provided or
faxed to the number
above.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

I understand that:

- if I accept, the recommendation
 - The revised assessed value will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by July 11, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>William R. Morris</i>	Print Name X William R. Morris	Date (yyyy/mm/dd) 2012/04/12
--	-----------------------------------	---------------------------------

Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations, Residential and Farm Properties, North	Date (yyyy/mm/dd) 2012/04/02
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
--------------------------	-----------------	-------------------

Last date for a Municipal Appeal:

AUG 02 2012

Tax Year: 2012 Roll Number: 59-12-030-007-19400-0000



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURER'S REPORT 2012/69**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 4, 2012
SUBJECT: Fort Frances Public Library Board – Amended Memorandum of Understanding

BACKGROUND

At the June 25, 2012 Council Meeting, the Amended Memorandum of Understanding and Roles and Responsibilities document was referred to the Administration & Finance Executive Committee with input from Community Services Executive for their recommendation.

On September 27, 2010 a Memorandum of Understanding between the Town of Fort Frances and the Fort Frances Public Library Board was signed of which a copy is attached to this report for comparison. As indicated in the June 20, 2012 letter from M. Sedgwick, the Fort Frances Public Library Board submitted an amended Memorandum of Understanding, which includes roles and key responsibilities for governance/policy making, community relations/services, finance, personnel, legal and facilities.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council forward the Amended Memorandum of Understanding and Roles and Responsibilities document to Administrative staff for a thorough review and to report back to the Administration & Finance Executive Committee.

Council Approval of This Report Will Agree to the recommendation from the Administration & Finance Executive Committee to forward the Fort Frances Public Library Amended Memorandum of Understanding and Roles and Responsibilities document to Administrative staff for a thorough review and then report back to the Administration & Finance Executive Committee.

Memorandum of Understanding

Between:

The Corporation of the Town of Fort Frances

And

The Fort Frances Public Library Board

Whereas the Fort Frances Public Library Board with the assistance of the Town of Fort Frances has constructed a new facility and has relocated to 601 Reid Avenue.

And the Fort Frances Town Council and the Fort Frances Public Library Board recognize the legal autonomy and responsibilities of one another but are dedicated to working together at many levels to offer a wide range of programs and services to the citizens of the area,

And both parties believe that the spirit of co-operation will lead to the growth and development of the whole community.

And both parties are committed to making the most efficient use of staff and resources.

And That the Corporation of the Town of Fort Frances assume ownership and responsibility for 601 Reid under the following conditions:

- That 601 Reid Avenue be provided to the Fort Frances Public Library Board for the sole use as The Fort Frances Public Library and Technology Centre as long as deemed necessary by the Fort Frances Public Library Board.
- That the Town provide outdoor maintenance services including snow removal from the parking lot and sidewalks, cleaning the parking lot, grass cutting and garbage disposal. The Fort Frances Public Library Board will be responsible for watering and weeding gardens. Costs for these services will be allocated to the Library's cost centers with the exception of grass cutting and garbage disposal. Provision of these services will primarily be facilitated by Town staff in an effort to achieve savings. The cost of snow clearing and removal and lighting will only be allocated to the Fort Frances Public Library Board based on the number of parking spaces attributed to the Library building occupancy, 37 of the 105 spots in the southeast parking lot adjacent to the library (35%). The remaining costs for the parking lot will be allocated to the Memorials Sportscenter. Cleaning of the parking lot will utilize the same costing formula as snow clearing and removal.

- That the Town provide adequate liability, Board errors and omissions, and property insurance as part of the municipal insurance package and provide detailed information to the Library Board. Moveable assets (including furniture and equipment) of the Fort Frances Public Library Board included in the municipal insurance package are for the sole use of the Fort Frances Public Library and Technology Centre and the purchase, sale, or disposal of these assets is the responsibility of the Fort Frances Public Library Board.
- That the Town be responsible for preventative maintenance and checks of the building, mechanical, electrical and heat recovery systems. These costs will be allocated to the Fort Frances Public Library Board. For works other than warranty claims, Town contracted firms will be utilized.

And That the Corporation of the Town of Fort Frances and the Fort Frances Public Library Board have built co-operative organizational structures in 3 other key areas: Finance, personnel and technical support:

- That the Town establish a dedicated Library reserve account to address future capital requirements as a result of the evolving needs of the library and technology centre in our community. The allocation of \$240,000 will be made to the new Fort Frances Public Library and Technology Centre reserve account. Any interest earned will be reconciled within the account on a yearly basis. The year end reserve fund account report will be sent to the Fort Frances Public Library Board.
- That the Town treasurer will make withdrawals from the Fort Frances Public Library and Technology Reserve Account to cover expenditures for capital items as requested by the Library CEO/Treasurer, in accordance with the policies of the Town of Fort Frances and the Public Library Board, and with the approval of the Town Council and the Public Library Board.
- That the provincial operating grant made to the Fort Frances Public Library will be deposited in the Fort Frances Public Library Account # 11-1290 at the Fort Frances Branch of CIBC. Once a year, before year-end, the library CEO/treasurer will arrange with the town treasurer for a transfer of funds to the Library's GL #G-781.0430-0442"
- That all financial matters, including, but not limited to payroll, Accounts Payable and Accounts Receivable shall be performed by the Town of Fort Frances Treasury Division. The Library CEO/treasurer will work with the Town Treasurer to ensure a smooth and open procedure.

- That the Town of Fort Frances Manager of Human Resources and the CEO of the Library work together in Human Resources matters, ensuring that both parties are in compliance with appropriate legislation and policies. The Town of Fort Frances and the Fort Frances Public Library Board agree that the employees of the Library are part of the Town's salary and benefit package and that the Town of Fort Frances will be responsible for the administration of the package as outlined in the Town of Fort Frances Policy 3.10 with the exception that Overtime and Merit Increases will be in accordance with the Public Library Policy HR 08.
- That the Town of Fort Frances provide IT support for hardware, software and networks. The Library will offer the Shaw Community Hub for use of Town Departments, including use of the SMART board, videoconferencing and laptops for training purposes.
- That the Town of Fort Frances and the Fort Frances Public Library Board agree that the attached Roles and Key Responsibilities document outlines the duties of all parties.

Signed at Fort Frances on _____

Mayor

Library Board Chair

Clerk

Library CEO

June 2012

FORT FRANCES PUBLIC LIBRARY BOARD Roles and Key Responsibilities				
(1) Governance/Policy Making				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
1.1. appoints a Board every four years under clear criteria 1.2. relays identified community issues and needs 1.3. assists Board with legal guidance 1.4. develops support for the Library and the Library Board	1.1. determines mission, purpose and strategic goals 1.2. assesses needs, objectives and evaluates performance against objectives 1.3. determines policies in response to community data and needs 1.4. approves appropriate governance policies 1.5. provides orientation for new members and development for all members 1.6. ensures compliance with legislation 1.7. maintains links with Council 1.8. operates within the corporate requirements	1.1. develops purpose and goals 1.2. assesses need and objectives 1.3. reports on progress 1.4. collects and provides community data 1.5. provides orientation to Board members 1.6. prepares policy for Board approval 1.7. implements policies 1.8. maintains current legal information 1.9. attends and records all meetings 1.10. maintains operational links with the Town	1.1. provides input on purpose and goals 1.2. provides input on objectives 1.3. monitors progress 1.4. reviews proposed policies 1.5. supplies information as required 1.6. liaises with Town and Council 1.7. sits on the Library Board as a <i>ex officio</i> (non-voting) member	
(2) Community Relations/Services				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
2.1. conveys community opportunities 2.2. encourages trustee activity 2.3. seeks cooperative opportunities	2.1. ensures appropriate standards are in place 2.2. participates in community activities 2.3. seeks to extend library service 2.4. participates in trustee	2.1. implements programs to support goals 2.2. identifies community contacts and develops partnerships 2.3. provides information on trustee activity	2.1. identifies community opportunities/needs 2.2. involves the Board as appropriate 2.3. supports the Board & CEO in establishing the library as an	

	activities 2.5 maintains relationships with community partners 2.6 establishes the library as an essential community service 2.7 builds community pride in the library 2.8 advocates the library's role in the community	2.4 arranges opportunities for Board activity 2.5 establishes the library as an essential community service 2.6 builds community pride in the library 2.7 advocates the library's role in the community	essential community service 2.4 builds community pride in the library 2.5 advocates the library's role in the community
(3) Finance			
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES
3.1 gives financial direction 3.2 keeps informed of library Requirements 3.3 communicates with the Board 3.4 approves annual budgets	3.1 communicates with Council 3.2 analyzes preliminary budget and proposes necessary changes 3.3 officially adopts budget 3.4 presents budget to council in accordance with municipal budget policy and procedures 3.5 determines revenue sources in relation to special project needs and/or funding gaps 3.6 ensures safe financial control measures are in place to expend budget with due diligence and according to Board priorities	3.1 consults with municipal staff and advises board on municipal budget policy requirements & procedures 3.2 prepares preliminary budget in conjunction with the Board based on present and anticipated needs and board's plan 3.3 participates in budget presentation, supplying facts and figures, analysis and comments as requested 3.4 identifies options for generating additional revenue to support special project needs and/or funding gaps 3.5 as Treasurer, oversees all	3.1 supplies operational support 3.2 provides direction for Budget & expenditures 3.3 presents budget on behalf of the Board supplying facts and figures, analysis and comments as requested

			accounting functions and prepares regular financial statements 3.6 monitors the budget 3.7 identifies & addresses problems as they arise	
(4) Personnel				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
4.1 enables appropriate compensation 4.2 enables good working conditions 4.3 enables staff development	4.1 employs & annually evaluates a Chief Executive Officer 4.2 approves policies on human resources 4.3 provides compensation for staff 4.4 ensures agreeable working conditions 4.5 delegates the CEO with authority for the operational organization of the library and its staff 4.6 ensures proper development and training for staff	4.1 hires & evaluates all staff 4.2 prepares policies on human resources 4.3 provides data on compensation 4.4 provides workplace amenities 4.5 provides staff training and development plans	4.1 is aware of library staffing 4.2 supports the Board & CEO in establishing appropriate policies 4.3 supports funding needs 4.4 supports workplace needs 4.5 supports training needs	
(5) Legal				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
5.1 keeps aware of library legislation 5.2 keeps aware of library operations 5.3 maintains a full Board 5.4 provides Board with legal guidance	5.1 knows local & provincial laws 5.2 responds to new legislation 5.3 ensures records are kept 5.4 approves annual report for Government of Ontario	5.1 knows local & provincial laws 5.2 responds to new legislation 5.3 keeps complete & accurate records re finance, personnel, inventory, insurance, annual statistics 5.4 prepares, submits annual report to Government of	5.1 provides legal direction 5.2 knows local and provincial laws 5.3 keeps aware of library operations 5.4 reports on library operations to Council	

			Ontario 5.4 attends/participates in all Board meetings 5.5 records and maintains minutes of meetings 5.6 reports regularly on finance, personnel and services 5.7 ensures the legal operation of the library	
(6) Facilities				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
6.1 assumes ownership & Responsibility for 601 Reid Ave as per the Memorandum of Understanding, September 2010	6.1 receives reports regarding Facility maintenance 6.2 ensures facility is well-maintained	6.1 liaises with the Manager of Community Services regarding facility maintenance 6.2 provides maintenance of the facility as per the Memorandum of Understanding, September 2010 6.3 reports to the Board regarding maintenance of the facility	6.1 liaises with the CEO regarding facility maintenance 6.2 provides maintenance of the facility as per the Memorandum of Understanding, September 2010	

Memorandum of Understanding

Between:

The Corporation of the Town of Fort Frances

And

The Fort Frances Public Library Board

Whereas the Fort Frances Public Library Board with the assistance of the Town of Fort Frances has constructed a new facility and has relocated to 601 Reid Avenue.

And the Town of Fort Frances is interested in acquiring the building and land of 363 Church Street.

And both parties agree that council be in a position to dispose of said property such that it would benefit the community at large.

That the Fort Frances Public Library Board make 363 Church Street, RR181 parts 1 & 2 PCL 18709 available to the Town of Fort Frances for the sum of \$1 effective October 1, 2010.

And That the Corporation of the Town of Fort Frances assume ownership and responsibility for 601 Reid under the following conditions:

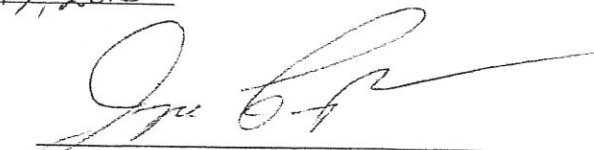
- That 601 Reid Avenue be provided to the Fort Frances Public Library Board for the sole use as The Fort Frances Public Library and Technology Centre as long as deemed necessary by the Fort Frances Public Library Board.
- That the Town provide outdoor maintenance services including snow removal from the parking lot and sidewalks, cleaning of the parking lot, grass cutting and garbage disposal. The Fort Frances Public Library Board will be responsible for watering and weeding gardens. Costs for these services will be allocated to the Library's cost centers with the exception of grass cutting and garbage disposal. Provision of these services will primarily be facilitated by Town staff in an effort to achieve savings. The costs of snow clearing and removal and lighting will only be allocated to the Fort Frances Public Library Board based on the number of parking spaces attributed to the Library building occupancy, 37 of the 105 spots in the southeast parking lot adjacent to the library (35%). The remaining costs for the parking lot will be allocated to the Memorial Sportscenter. Cleaning of the parking lot will utilize the same costing formula as snow clearing and removal.

- That the Town provide adequate liability, Board errors and omissions, and property insurance as part of the municipal insurance package and provide detailed information to the Library Board. Moveable assets (including furniture and equipment) of the Fort Frances Public Library Board included in the municipal insurance package are for the sole use of the Fort Frances Public Library and Technology Centre and the purchase, sale or disposal of these assets is the responsibility of the Fort Frances Public Library Board.
- That the Town will provide regular preventative maintenance and checks of the building, mechanical, electrical and heat recovery systems. These costs will be allocated to the Fort Frances Public Library Board. For works other than warranty claims, Town contracted firms will be utilized.
- That the Town establish a dedicated Library reserve account to address future capital requirements as a result of the evolving needs of the Library and Technology Centre in our community. The allocation of \$240,000.00 will be made to the new Fort Frances Public Library and Technology Centre reserve account. Any interest earned will be reconciled within the account on a yearly basis. The year end reserve fund account report will be sent to the Fort Frances Public Library Board.


Signed at Fort Frances on September 27, 2010



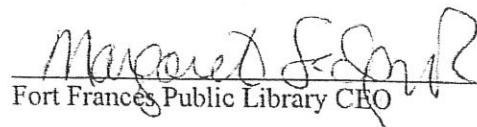
Mayor



Port Frances Public Library Board Chair



Clerk



Fort Frances Public Library CEO

(We have the authority to bind the Board)



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/71**

To: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: July 4, 2012

SUBJECT: 2013 Vacation Guide Map

BACKGROUND

At the Council Meeting held on June 25, 2012, the request received from the Fort Frances Times in regard to advertising participation in the 2013 Northwestern Ontario Vacation Guide Map was forwarded to the Administration and Finance Committee for their recommendation

The NW Ontario Vacation Guide Map is a free travel guide. Forty thousand (40,000) maps are distributed each year through the All Canada Shows in the U.S., Ontario Travel Centres and other high traffic locations promoting tourism. The guide is a detailed map of Northwestern Ontario, covering Lake of the Woods from the west, Red Lake to the North, Quetico Provincial Park in the East and the Canadian/American Border to the south and includes the listing of services for each town. For your consideration, the same vacation guide map ad had been approved consecutively from 2006 to 2012. The costs for a double advertisement of \$520.00 plus applicable taxes remain the same as last year.

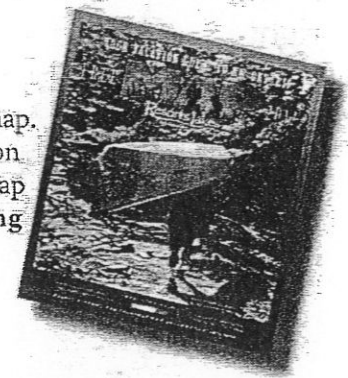
RECOMMENDATION

The Administration & Finance recommend approval of advertisement in the 2013 Northwestern Ontario Vacation Guide Map at a cost of \$520.00 plus applicable taxes.

Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve advertisement in the 2013 Northwestern Ontario Vacation Guide Map at a cost of \$520.00 plus applicable taxes.

2013 Advertising Form

Reserve now! Complete this form or go to www.nwontario.com and click on the map. All ads are printed in full colour on a high quality coated stock! Ads include location marker on map. Panel ads also include identification bar and location marker in map listing. Distribution of the map is 40,000 copies. Your FREE nwontario.com listing also provides another 20,000 potential visitors to your website.



RESERVE YOUR AD SIZE

☐ Repeat last year's ad

MAP ADS

☐ Single:\$278

☐ Double:\$520

☐ Triple:\$720

PANEL ADS

☐ 1/4 panel:\$1125

☐ 1/2 panel:\$1880

☐ Full panel\$2525

☐ Outside
back panel:.....\$2975
13% H.S.T. not included

AD SIZES

Single: 2 1/4" W x 1" H

Double: 2 1/4" W x 2" H

Triple: 2 1/4" W x 3" H

1/4 panel:..... 3 3/8" W x 4" H

1/2 panel:..... 7 1/4" W x 4" H

1/2 panel:..... 3 3/8" W x 8" H

Full panel: ... 7 1/8" W x 8" H

Yes, _____

(business name)

will advertise in the 2013 edition of the Map.

Please indicate your preference on the list to the left, along with any special instructions and return via regular mail, fax or email.

Invoice in: ☐ December 2012 or ☒ January 2013

Payment method: ☐ Visa ☐ MasterCard ☐ Invoice my account ☐ Cheque

Comments/Changes: _____

Authorized by: _____

(please print and sign above)

Date: _____

PARTIAL MAP DISTRIBUTION LIST

ALL CANADA SHOWS

Minneapolis, MN; Chicago, IL; Indianapolis, IN;
Milwaukee, WI; Madison, WI; Green Bay, WI; Dallas, TX; Des Moines, IA;
Omaha, NE; St. Louis, MO; Sioux Falls, SD

Thunder Bay Letter Shop Distribution

Thunder Bay, ON to Grand Marais, MN to Duluth, MN

Canada Distribution-Ontario Travel Centres

Fort Frances, Keewatin, Ontario/Manitoba Border, Nestor Falls, Thunder
Bay, Sioux Narrows, Atikokan, Rainy River, Hill Island, Prescott, Barrie,
Sault Ste. Marie, Cornwall, Fort Erie, Niagara Falls, St. Catharines,
Sarnia, Toronto, Windsor, Chute-A-Blondeau, Bainsville, Pigeon River,
Nesbitt and London

Atikokan, ON: White Otter Inn, Chamber of Commerce, Atikokan
Economic Development Corporation, Mar's Perch Lake Lodge,
Atikokan Hotel, Township of Atikokan

Balmertown, ON: Balmer Motor Motel

Barwick, ON: Township of Chapple, Barwick Restaurant

Devlin, ON: Dev-Lynne's

Dryden, ON: Chamber of Commerce, Dryden Development Corporation

Ermo, ON: Village Variety, Tompkins Home Hardware, J.D. Junction,
Borderland Esso, Cloverleaf, Norlund Oil, DeGagne Equipment, Ermo Inn

Fort Frances, ON: Heron Landing, The Harbourside, Sorting Gap Marina,
The Great Bear, C.C. Complex, Rusty Myers Flying Service, La Place
Rendez-Vous, Bayview Motel, Rainy Lake Sports & Tackle, MNR, Service
Ontario, Sportsplex, Makabi Inn, Voyageur Motel/Kettles, Chamber
of Commerce, Fort Duty Free, BIA, La Verendrye Hospital Truck Shop,
Fort Frances Museum, Resolute Forest Products Human Resources,
Rainy River Future Development, Northwoods Gallery & Gifts, The Beer
Store, LCBO Fort Frances, Baduk Equipment, Webb's, Rainbow Motel,
Super 8 Motel, Adventure Inn, Fort Frances Airport, Canadian Tire, Fort
Frances Husky, Boston Pizza

Hearst, ON: Chamber of Commerce

International Falls, MN: American, Margaritas, Chamber of Commerce,
Thunderbird, Days Inn, Chocolate Moose, Sportsman's Service,
Roaring's, Holiday

Kenora, ON: Tourism Kenora, Ontario Sunset Travel Association

Nestor Falls, ON: Nestor Falls Hotel, Northwest Flying, Nestor Falls
Fly-In Outposts, Dalseg's IGA, Nestor Falls Bait & Tackle, Angler's Pro
Shop, Hellier's, Nestor Falls Marine, Arrowhead Resort & Motel, Lawg
Cabin, Larsson's Camp, Little Pine Lake Park, Parkview RV Park, Big
Pine Lake Camp, A1 Marine, C&C Motel, Green's BBQ, Canadian Haven,
Sunset Cove Resort, Gates Bait & Convenience, Courts Camp, Red
Deer, One gaming Gas & Convenience Store, Hanson's Hideaway Lodge,

Lakeview Lodge, Black Bear Camp, Boreal Bay Lodge, Halverson's
Camp, Allen's Crow Lake Lodge, Muskies Bay Resort, Vic & Dot's Camp,
Lecuyer's Tru-Tail Lodge, White Pine Lodge

Rainy River, ON: Beaver Mills Market, Marmus Shell

Red Lake, ON: Howey Bay Motel, Lakeview Restaurant, Norseman Inn,
Red Lake Inn, Red Lake Tourism Bureau, Bayview Esso, Howey Bay
Service, Red Lake Regional Heritage Centre

Sioux Lookout, ON: Sioux Lookout Travel Centre, Chamber of
Commerce, Forest Inn & Conference Centre, Morgan Esso, Fred & Dee's
Corner, Lamplighter Motel, Sunset Inn, Sioux Lookout MNR

Sioux Narrows, ON: Gill's Trading Post, Crystal Harbour, Can-Op/Sioux
Narrows Gift Shop, White Pine Lodge, Indianhead Lodge, Shingwak
Resort, Regina Bay Lodge, Tomahawk Resort, White Birch Lodge,
Totem Lodge, Crawford's Camp, Rod & Reel, Red Indian Lodge, The
Narrows

Stratton, ON: Kay-Nah-Chi-Wah-Nung Historical Centre, Stratton Cafe,
Stratton Service, Stratton Equipment

Terrace Bay, ON: Township of Terrace Bay

Thunder Bay, ON: Chateaufort, Old Fort William Historical Park

Winnipeg, MB: Viscount Gort Hotel



**TIMES
PRINTING**

116 First Street East, Fort Frances, ON P9A 1K2

printing@fortfrances.com

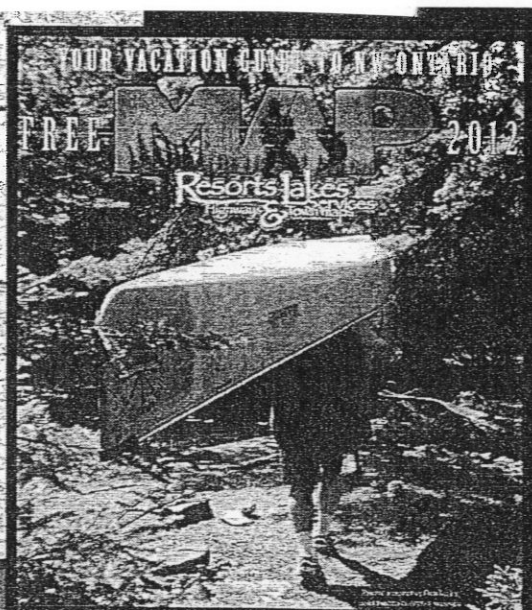
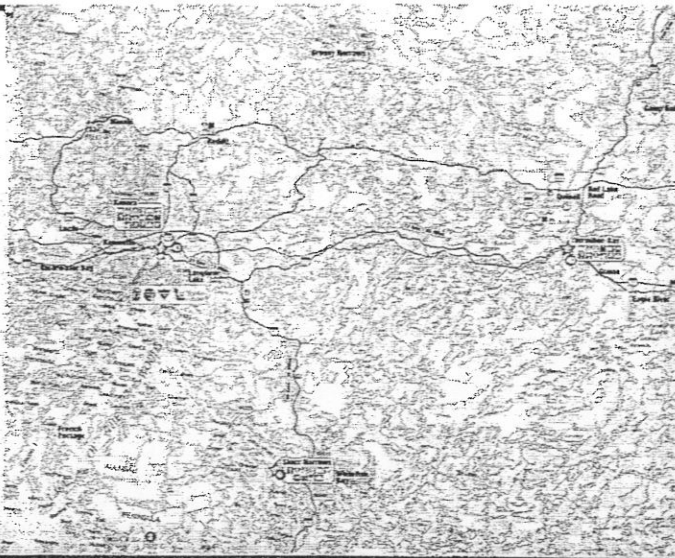
www.fortfrances.com

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Toll Free: 1-800-465-8508

Fax: 807-274-7288

Need More Info?

[illegible]

FOR ADVERTISING OPPORTUNITIES
CONTACT: 800-448-3839 • WWW.MAPSFROMCANADA.COM

PLEASE SUPPORT THE SPONSORS WHO BROUGHT YOU THIS MAP.

The NW Ontario Vacation Guide Map is a FREE travel guide and highly detailed map of Northwestern Ontario. 40,000 maps are distributed each year through the All Canada Shows in the U.S., Ontario Travel Centres and other high traffic locations. Its accurate and easy-to-read town maps make our publication the map of choice for most tourism information centres.

Thank you once again for your continued support in helping promote Northwestern Ontario's tourism industry.

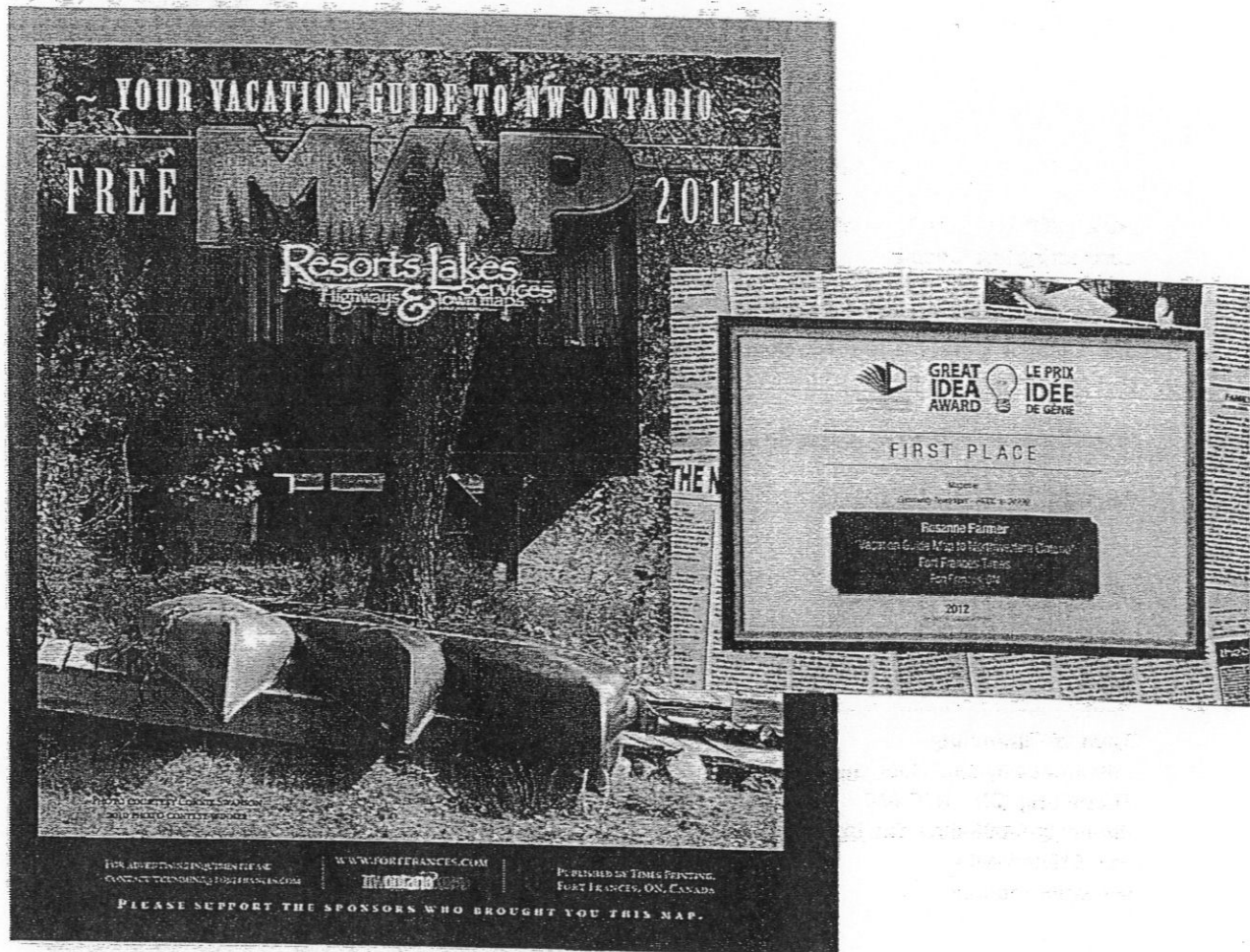
For continued advertising results, be sure the NW Ontario Vacation Guide Map is part of your marketing plans!

PRINTING

116 First Street East, Fort Frances, ON P9A 1K2 807-274-5373 Fax 807-274-7286 1-800-465-8508 printing@fortfrances.com www.fortfrances.com

FIRST PLACE BEST MAGAZINE 2012

The Canadian Community Newspapers Association (CCNA) held its annual "Great Idea Awards" and the "Vacation Guide Map to Northwestern Ontario" was given FIRST PLACE HONOURS in the Magazine Category across all of Canada. This award was sponsored by Canada Post and judged by Dee Dhaliwal.



JUDGE'S COMMENTS:

The Fort Frances – Vacation Guide Map is a great piece that works for tourists and is a great showcase for local businesses. The creative design gives visitors a large map and close ups of areas of interest and the advertising is well placed to guide the traveler there. It is a busy piece that works very hard but it is easy to see why this map is in such high demand. It is also available online. Congratulations on a well-designed piece that does the job!



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURER'S REPORT 2012/70**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 4, 2012
SUBJECT: Rainy Lake Hotel Advisory Committee Presentation

BACKGROUND

At the June 11, 2012 Council Meeting, the presentation and recommendations contained in the report from Tannis Drysdale on behalf of the Rainy Lake Hotel Advisory Committee was referred to the Administration & Finance Executive Committee for recommendation.

In July of 2009 a tax arrears certificate was registered against the Rainy Lake Hotel property located at 235 Scott Street. The cancellation price was not paid within one-year following the registration of the tax arrears certificate; the property was advertised for sale by way of public tender in accordance with the Municipal Tax Sales O. Reg.181/03. No public tenders were received on or before February 15, 2011. Council must decide if they wish to vest this property or not. If a notice of vesting is not registered within two years after the public sale was conducted at which there was no successful purchaser, the tax arrears certificate shall be deemed to be cancelled.

The Rainy Lake Hotel Advisory Committee was formed to examine options for the vacant Rainy Lake Hotel. The Committee reviewed information available on the building, structure, legal status, and options for the property. The report summarized the information reviewed in their process, the consultation with various community groups/stakeholders, potential grants and financial assistance and committee recommendations.

The Committee made the following four recommendations for Council consideration:

1. to vest the property,
2. tender for up-to-date and accurate quotes for demolition,
3. apply for various senior government funding opportunities, and
4. to work with the BIA to create a Market Square.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council move forward to vest the Rainy Lake Hotel property and to consider the other elements of the report during the 2013 budget process.

Council Approval of This Report Will Agree to the recommendation from the Administration & Finance Executive Committee to vest the Rainy Lake Hotel property located at 235 Scott Street and to consider the other elements of the Rainy Lake Hotel Advisory Committee report during the 2013 budget process.



Rainy Lake Hotel Advisory Committee Recommendations

June 2012

Initial Comments

In the Town of Fort Frances Strategic Plan of 2011, the need to provide leadership to the process to find a solution for the vacant Rainy Lake Hotel structure was identified. In late 2011, the Town directed the RRFDC to form a committee to examine options for the building. The RRFDC invited representatives of various community groups and Town divisions to form an advisory committee. The membership consists of:

Mark McCaig	Town of Fort Frances	CAO
Laurie Witherspoon	Town of Fort Frances	Treasurer
Rick Hallam	Town of Fort Frances	Supt. Planning and Development/ Chief Building Official
Sherry George	Town of Fort Frances	Museum Curator
Travis Rob	Town of Fort Frances	Sustainability Coordinator
John McTaggart	EDAC	Board Member
George Emes	BIA	
Connie Cuthbertson	BIA	Chair
Richard Boileau	BIA	
Mark Caron	Fort Frances Chamber	President
Anthony Mason	Fort Frances Chamber	Manager
Jan Beazley	RRFDC	Board Member
Jane Gillon	MNDM	(Ex-Officio)

The Committees goals and mandates consisted of:

- To review opportunities including any private sector interest;
- To analyze costs;
- To receive input; and
- Make the best recommendation to council on the future use of the building and/or site.

The committee met beginning in October 2011 and reviewed the information available on the building, its structure, its legal status, current studies and research and the options available. The committee discussed the various solutions to vacant hotels used in other communities, funding available and the current economic conditions within Fort Frances.

The committee then reached a series of preliminary conclusions. These preliminary conclusions were proposed to key stakeholders through a process of consultations.

This report summarizes this information reviewed in this process and the best recommendations of the committee.

Rainy Lake Hotel Advisory Committee Recommendations

June 2012

The Rainy Lake Hotel

The construction of a tourist hotel was first proposed in 1928. The architect, Arthur Hanford of Duluth, designed a building with distinctly Spanish Revival features.

The plans called for a full basement with fuel and boiler rooms, storage areas, a laundry, three sample rooms and 34-feet by 50-feet ballroom complete with a stage. The first floor was to have a vestibule opening into the 40-feet by 32-feet main lobby. A café, grill and drugstore were planned for this floor along with provisions for the kitchen, offices, checkroom, cigar room and storage. The second and third floors were to have 43 rooms each with a toilet and lavatory, and 32 of these rooms would also have a private bath. The completed cost was estimated at \$175,000. The formal opening took place July 19, 1929.



The façade of the Rainy Lake Hotel featured white stone and textured brick in light cream, tan and salmon colours. Red tile accented the roof, which projected over a frieze along part of the front. There are three main projections along the façade, one central and one at each end. These are trimmed with cut stone and the central projection featured a wrought iron balcony. A marquis highlighted the main entrance.

The Rainy Lake Hotel remained in operation as a hotel through a succession of owners. The only major visible addition was a section to the east main floor known as the Causeway Room.

The Rainy Lake Hotel played an important role in the community. It was the meeting place for various community groups and was a popular lunchtime and coffee-time gathering spot. The



Rainy Lake Hotel Advisory Committee Recommendations

June 2012

hotel played host to weddings, the BIA meet Santa, the Rotary Club and Kiwanis meetings and was location of the Town's youth's late night adventures.

Rainy Lake Hotel Ownership and Legal Status

The building was closed in October 2005. It is currently owned by an insolvent numbered corporation. Efforts to sell the property either by the mortgage holder or the Economic Development Office resulted in no serious interest.

In February of 2011, the Town put the structure up for tax sale. No buyers choose to bid. The Town distributed 34 packages. The Town must now determine if it should vest the property in the name of the municipality within two years of the tax sale date (Feb. 15). The property then will be tax exempt as is any property owned by the town. If the property is not vested or re-advertised for sale two years from the tax sale date, the process has to start all over again. As of June 2012, there are no liens against the property that would become a liability to the Town of Fort Frances if it vested the property.

Grants and Assistance

Several programs exist that Council is familiar with to assist Northern Ontario communities with economic development goals. The two programs with the most likely participation in a revitalization project are The Northern Ontario Heritage Fund and FedNor. These programs participation will be dependent on the projects final scope, funds available and the programs parameters at the time of application.

Funding may also be provided through the Provincial REDI program. Estimates for that program are not included in the costing attached.

The Town of Fort Frances, through the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF), has the ability to apply for a low interest loan for 80% of the total eligible project costs with no published upper limit. The GMF will provide loans at 1.5% below the government bond rate for a 10 or 20-year financing term. This funding would primarily be granted for the demolition of the existing building and any environmental remediation work that would be required. The application for this funding does require a Phase I and Phase II Environmental Site Assessments to be conducted at an additional cost to the Town.

The P3 Canada fund will also fund redevelopment projects, with funding amounts dependant on the project. This program is re-evaluated annually and the application deadline has previously been mid- June each year.

It is also proposed that local fundraising through the sale of bricks would yield donations.

Rainy Lake Hotel Advisory Committee Recommendations

June 2012

Building Structure

The Rainy Lake Hotel building not only suffers from nearly seven years of vacancy, but also decades of poor or no maintenance. Water has entered the building through the roof and basement. All the mechanical systems have failed. The building is now contaminated by mold and likely has asbestos components that will require mediation.

Rick Hallam, Town of Fort Frances Chief Building Official, describes the building as extremely deteriorated and not in a condition where restoration is an economically a viable option. Both he and the Hilderman, Thomas, Frank & Cram (HTFC) study determined that demolition is the best option for the property.

Stairwell



Bar



Ball Room



Dinning room



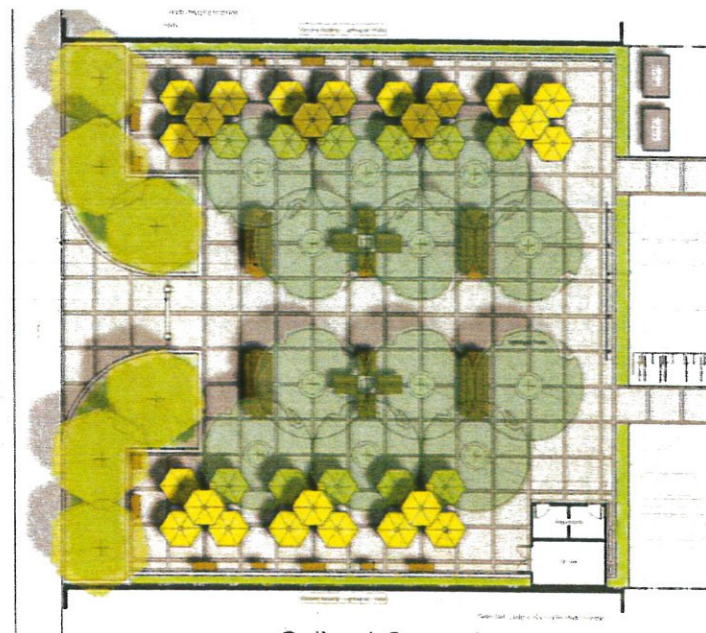
Rainy Lake Hotel Advisory Committee Recommendations

June 2012

BIA Market Square Study

In 2010, with the support of a grant, the RRFDC hired HTFC to undertake a study of the various possibilities that the Rainy Lake Hotel building and/or property could be used for that would enhance the downtown. After reviewing options the consultant's conclusions were to demolish the building and replace it with a Market Square.

Key components of the square included: market stalls, a stage and public washrooms.



Option 1 Concept

Mainstreet Market Square • Fort Frances • Ontario

Rainy Lake Hotel Advisory Committee Recommendations

June 2012



NORTH ELEVATION - SCOTT STREET

View from Scott Street

Mainstreet Market Square • Fort Frances • Ontario



MARKET STALL

Scale: 1/4" = 1'-0"

Mainstreet Market Square • Fort Frances • Ontario



Rainy Lake Hotel Advisory Committee Recommendations

June 2012

Stakeholders and Public Consultation

A consultation process either through interview or meeting was conducted from March to May of 2012. The BIA, Chamber of Commerce, Economic Development Advisory Committee, RRFDC Board and Museum Advisory Committee received presentations. A public meeting was held at the Royal Canadian Legion on April 18. Input was also sought through individual interviews, through email or by phone. Stories in all local media appeared throughout the process. In total 78, stakeholders or members of the public provided input or attended a meeting.

1. **The best use of the property is in the private sector and should that option become available at any time the committee would recommend this be pursued.**

The consensus was agreement with the committee's position in this regard, including an understanding based on the evidence provided, that this option is likely not available.

2. **If no other option appears, the Town should take ownership of the building.**

Concerns were expressed about the loss of tax revenue however, provided with the information on the current building condition and demolition costs the consensus was agreement with the committee's position.

3. **The Market Square concept.**

The consensus was agreement with the concept. The input was almost entirely around the details of such an entity.

That input:

- Concern regarding agreement on maintenance and programming costs for the site;
- Concern that some form of the original structure remains a part of the Market site;
- A wish for the bricks to be used in the future site;
- That bricks be sold;
- That the stories of the Old Hotel be preserved via some method;
- That the site includes a place for Early Iron displays;
- That parking issues be considered in planning;
- Those washrooms are included;
- That merchants selling in the Market Square be charged a fee; and
- That a space is included for entertainment.



Rainy Lake Hotel Advisory Committee Recommendations

June 2012

4. The Costing

Concerns were expressed regarding the cost of demolition, little or no concern was expressed about the cost of the square creation. The project was presented with the anticipated of partnership with stakeholders as well as other levels of government.

5. General

Questions and answers provided about the specifics of the building status, structurally and legally. Answers were provided about how the demolition might be undertaken. It was requested that the presentation be placed on the Town website.

Rainy Lake Hotel Advisory Committee Recommendations

June 2012

Conclusions:

Market Square Costing

Demolition	\$ 900,000
Site Preparation	\$ 2,600
Landscaping	\$ 328,000
Construction	\$ 295,000
Contingency	\$ 62,600
Preliminary Design	\$ 50,000
Total	\$ 1,638,200

Funding:

FedNor	\$ 246,067
NOHFC	\$ 540,100
Local	*\$ 784,167

**low interest loan for \$784,167*

Local Portion:

BIA	
Cash contribution	\$ 40,000
10 year @\$12,000 a year	\$ 120,000
10 year advertising	\$ 10,000
10 year for Improvements	<u>\$ 10,000</u>
	\$ 180,000

Partners:

FedNor	\$ 246,067
NOHFC	\$ 540,100
BIA	\$ 160,000
Fundraising	<u>\$ 50,000</u>
Town	\$674,700

Final Recommendation

That Council:

- vest the property
- tender for up to date and accurate quotes for demolition
- apply for various senior government funding opportunities
- work with the BIA to create a Market Square



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/65**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 3, 2012
SUBJECT: Councillor Andrew Hallikas – Per Diem Claim

BACKGROUND

Attached is a copy of Travel Statement – Mayor /Council Honorarium per diem claim in the amount of \$150.00 in regard to attending the NOMA Board Meeting held in Thunder Bay on June 20, 2012 as submitted by Councillor Andrew Hallikas.

The travel and per diem claims are in compliance with the Town of Fort Frances By-Law No. 02/10 s. 4.4.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the per diem claim to attend the NOMA Board Meeting held in Thunder Bay on June 20, 2012 012 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Andrew Hallikas, in the amount of \$150.00 for his attendance at the NOMA Board meeting held in Thunder Bay on June 20, 2012 as outlined in this report.

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

Attendee Andrew Hallikas
 Conference/Seminar Attended NOMA Board Meeting
 Location Thunder Bay
 Dates June 20, 2012

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			June 20					
Amount			150. ⁰⁰					150. ⁰⁰

Submitted by: 

Date: June 22/12

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____

July 5, 2012

Report to: Mayor and Council
From: Jason Kabel
Re: Ice For Kids – Ice Plant Failure

Background

Early this week it was discovered by arena staff that there was an ammonia leak in the Ice for Kids ice plant, specifically the 'chiller'. The chiller is a long tube that encases a series of smaller tubes that circulates brine(calcium chloride) and ammonia. When the leak was discovered, Graham had Cimco (out of Winnipeg) dispatch a maintenance crew to address the leak. The failure was discovered to be a burst tube in the chiller. It has been plugged and the brine has been drained from the unit. A similar issue was experienced six years ago when the unit was only six years old. The cost to repair the problem is estimated to be \$12,000-15,000. The concern with repairing the burst tube is that there may be other tubes (of the 100+ in the unit) that are near failure as well and it will simply be a band-aid solution. The recommendation from our representative in Winnipeg who services our equipment on an annual basis is that it would be a much more prudent decision to replace the chiller unit and install appropriate brine filtering to run reliably going forward.

Proposal

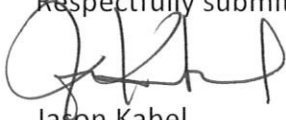
We are in the process of investigating whether or not it is an insurable item that can be claimed with our insurer. It is necessary however to have the ice plant system addressed immediately as our summer and fall schedule of ice bookings is rapidly approaching with start-up planned for July 30th. We are scheduling to start the 52 Canadians ice plant in the absence of the IFK plant to accommodate our hockey schools and other users for the month of August and early part of September. The timeline to have a new chiller unit built, shipped, and installed is typically 10-12 weeks. With extra priority given we hope to have a shorter timeline and have our unit installed in 8-10 weeks, which would bring us to September 17. This is the same week we would normally have start-up of our second ice surface for the season.

The costs associated with the new chiller unit are as follows (see attached):

Replacement brine chiller and associated materials.....	\$41,828.00
Installation of the new brine chiller and flushing of the rink floor.....	<u>\$42,976.00</u>
Total	\$84,804.00

The life expectancy of the new unit, as in the past, is 25 years. The installation of the new unit will include a new, more advanced brine filtering system that inhibits the corrosion that the current unit is experiencing. It is an unfortunate position to be in but after consultation with CAO, Mark McCaig and Recreation Facilities Superintendent, Graham Matheson it is the recommendation of administration to proceed with the purchase and installation of the new brine chiller unit as swiftly as possible to eliminate any postponement of ice bookings for the upcoming season and remove the likelihood of actually cancelling ice bookings for our major user groups.

Respectfully submitted,



Jason Kabel

Manager of Community Services

Council's approval of this report will approve:

The purchase and installation of a new brine chiller unit by Toromont Cimco at a cost of \$84,804.00 + \$11024.52 HST = \$95,828.52



Town of Fort Frances

Replacement brine chiller and associated materials

Quoted Price: _____ **\$41,828.00** CDN
Applicable Taxes: _____ Extra

Terms of payment: Net Thirty (30) Days After Completion of Work

Purchaser agrees to pay interest at a rate of 18% per annum on sums overdue according to the terms of payment.

Quote is Valid for Thirty (30) Days from the Above Noted Date.

Estimated delivery and/or installation date :

Subject to the provisions of Section 3 of the Terms and Conditions, the Vendor estimates that the goods will be ready for shipment approximately 8 - 10 weeks from the date of the Vendor's approval, subject to receipt of full information and/or approved drawings, if applicable, and that installation, if included, will be finished 2 - 3 weeks from delivery of the goods.

This Quotation/Contract submitted by:
Ernie Shemeluk CM

Service Sales Manager _____ *Thursday, 05 July 2012*
.....
Name and Position Signature Date

PURCHASER'S ACCEPTANCE

The Purchaser hereby accepts the quotation contained on this and all the pages shown in the Table of Contents on Page 2.

ACCEPTED THIS day of20.....

..... By
Full legal name of Purchaser Signature of Purchaser

.....
Witness to Purchaser's signature Full name of signing officer

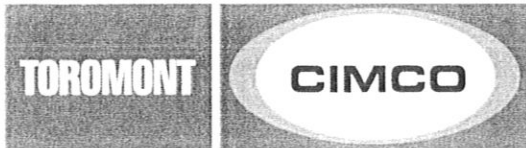
.....
Title of signing officer

VENDOR'S APPROVAL

Approved this day of20.....

..... For **CIMCO REFRIGERATION**
Division of Toromont Industries Ltd.

..... By.....
Official title of authorised officer Signature of Vendor



Town of Fort Frances

CIMCO REFRIGERATION is pleased to offer you our proposal to supply a new brine chiller to replace the existing chiller that has developed an ammonia leak into the brine solution.

The typical life of this style of brine chiller should be in the area of 25 to 30 years if the system brine solution is checked yearly and kept within acceptable parameters with respect to PH value and an acceptable corrosion inhibitor is maintained to prevent chiller tube deterioration.

With the new brine inhibitors, a side stream brine filter must be utilized to keep the solids in the brine to a minimum to prevent the solids from precipitating out which normally would happen in the brine chiller. The brine solution is filtered initially using a 10 Micron filter bag, then down to a 5 Micron filter bag, to insure all solids are removed from the new brine solution.

The new replacement brine chiller will be identical to the existing chiller in capacity and physical size to be able to suit the existing supports, along with the ammonia and brine piping.

For this first phase of supplying the required ammonia brine chiller and associated materials, we will supply the following items:

- 1) Supply one new 20" x 12' brine chiller complete with a 20" x 9' surge drum, chiller will be factory insulated with 2" urethane insulation with a fibreglass jacketing, capacity will be the same as the existing at 100 tons, new chiller brine purge valves included,
- 2) Supply a new charge of calcium chloride to fill the system to an operational level and concentration, 180 – 20 kg bags allowed for,
- 3) Supply a new side stream filter assembly with a quick change over cap, complete with five - 10 Micron filter bags and five – 5 Micron filter bags,
- 4) Supply the initial charge of brine corrosion inhibitor for the new brine charge,

Customer's Responsibilities:

- *Provide access to all work areas,*
- *Provide crane services to off load the new chiller on site and place it in the plant room,*
- *Disposal of the existing failed brine chiller*
- *Freight of all materials to site, the chiller will be shipped from Toronto, and the rest of the materials will be shipped from Winnipeg.*

**Town of Fort Frances****Installation of the new brine chiller and flushing of the rink floor****Quoted Price:** _____ **\$42,976.00** CDN

Applicable Taxes: _____ Extra

Terms of payment: Net Thirty (30) Days After Completion of Work

Purchaser agrees to pay interest at a rate of 18% per annum on sums overdue according to the terms of payment.

Quote is Valid for Thirty (30) Days from the Above Noted Date.**Estimated delivery and/or installation date :**

Subject to the provisions of Section 3 of the Terms and Conditions, the Vendor estimates that the goods will be ready for shipment approximately 3-4 weeks from the date of the Vendor's approval, subject to receipt of full information and/or approved drawings, if applicable, and that installation of the chiller, will be finished 2 - 3 weeks from delivery of the chiller to site.

This Quotation/Contract submitted by:
Ernie Shemeluk CM

Service Sales Manager

Thursday, 05 July 2012

Name and Position

Signature

Date

PURCHASER'S ACCEPTANCE

The Purchaser hereby accepts the quotation contained on this and all the pages shown in the Table of Contents on Page 2.

ACCEPTED THIS day of20.....

By
Full legal name of Purchaser Signature of Purchaser

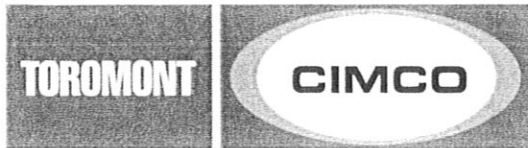
Witness to Purchaser's signature Full name of signing officer

Title of signing officer

VENDOR'S APPROVAL

Approved this day of20.....

..... For **CIMCO REFRIGERATION**
Division of Toromont Industries Ltd.By.....
Official title of authorised officer Signature of Vendor



Town of Fort Frances



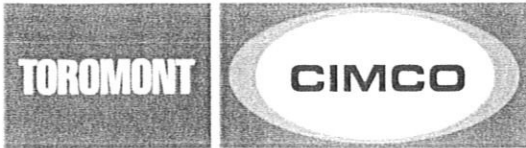
CIMCO REFRIGERATION is pleased to offer you our proposal to carry out the installation of the new brine chiller, brine filter, and to flush out the existing contaminated brine solution from the floor and replace it with a new brine charge.

The existing brine solution will be drained out and the flushing procedure will include installing a by-pass around the existing chiller to allow the brine pump to operate and circulate the contaminated solution, until the concentration of the solution in the floor is clear of contaminants and ready for the installation of new brine in the floor. There will be no brine solution circulated through the new chiller until the solution is deemed safe to add the new calcium and bring it up to a satisfactory level and concentration.

This flushing procedure will be carried out prior to the arrival of the new brine chiller to site.

For the installation of the new brine chiller, we will carry out the following:

- 1) Drain the existing brine from the arena floor into the nearest floor drain,
- 2) Install a chiller by-pass to allow full brine flow to the floor,
- 3) Carry out the arena floor flushing procedure, *(This is typically a three to four day process).*
- 4) Install a new brine by-pass filter system, initially using 10 Micron filter bags,
- 5) Install new brine charging valves as the existing valves will be damaged from the ammonia within the brine solution,
- 6) Mix in the new calcium to achieve a proper system concentration,
- 7) Add the new brine inhibitor to an acceptable level, *(brine samples will have to be sent out to get an analysis to determine the proper concentration of inhibitor),*
- 8) Remove the existing brine chiller to the exterior door for removal from the site,
- 9) Rig in the new brine chiller and place it on to the existing support stands,
- 10) Pipe in the brine mains to the new chiller,
- 11) Pipe in the existing ammonia suction piping to the new chiller,
- 12) Pipe in the existing ammonia liquid feed piping to the new chiller,
- 13) Pipe in the new chiller pressure relief and fire line piping to the existing system piping,
- 14) Install the existing oil drain valves onto the new chiller,
- 15) Install new chiller brine purge and drain valves,
- 16) All ammonia piping will be pressure welded and pressure tested to code requirement,
- 17) Register the new brine chiller with TSSA,
- 18) Supply and install a new ammonia charge to fill the chiller to an operating level,
- 19) Supply required labour and associated expenses to carry out the chiller installation, including the start up of the ice plant system.



Town of Fort Frances



Customer's Responsibilities:

- *Provide clear access to all work areas,*
- *Disposal of the existing failed brine chiller*
- *Approval from the Town of Fort Frances water works division to be able to dump the existing brine down the drain,*
- *Any modifications to the ice plant that may be dictated by TSSA and not covered under the scope of this proposal,*
- *Any repairs to the ice plant system that may be deemed necessary and not covered under the scope of this proposal,*
- *The prestart up service to the balance of the ice plant is not included in this proposal,*

ISSUE DATE:

June 28, 2012



Ontario

Ontario Municipal Board
Commission des affaires municipales de l'Ontario

PL120059



IN THE MATTER OF subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant: Eric Haslund Rude
Subject: By-law No. BL 8/98-TT
Municipality: Town of Fort Frances
OMB Case No.: PL120059
OMB File No.: PL120059

APPEARANCES:

Parties

Eric Rude

Town of Fort Frances

DECISION OF THE BOARD DELIVERED BY J. E. SNIEZEK AND ORDER OF THE BOARD

The Town of Fort Frances (Town) adopted By-law 8/98-TT that rezoned the subject lands from OS (Open Space) to R2 (Residential Type 2) in order to redevelop the property for four or five residential lots.

Eric Rude appealed the approval of By-law 8/98-TT to this Board.

The Board heard presentations from the appellant, Eric Rude, and residents John Steinke, Bonnee Kielczewski, Michelle George, Robert Dakin, Melvin Haukaas, Kalan Kielczewski, and Merv Arhens. Faye Flatt, the planning administrator for the Town testified in support of the by-law.

Background

The Town of Fort Frances gained title to the subject lands in 1939. In 1996 the Town named the subject lands as the Nelson Street Park. The subject property is serviced with municipal sanitary sewer, water and storm sewer services although no service

laterals are extended to the boundary of the park property. The park is vacant and contains no facilities or equipment.

The municipality's strategic plan of June 2011 identified the examination of the potential of the development of Town owned properties. The strategic plan also identified the "Examination of potential sub-division development of town owned properties." (Exhibit 1 Tab F1)

The strategic plan identified an operational review of parks and the need for a dog walk park, outdoor tennis, basketball and volleyball courts.

The Official Plan contains the following policies on neighbourhood parks:

2.1.6 Neighbourhood Parks

i) Within Living Areas, neighbourhood parks should be provided within 1000 metres of all residential uses. Pedestrian and bicycle access to and between these should be developed wherever possible.

ii) Neighbourhood parks should be between 1.5 and 2.0 ha in size and should have suitable dimensions to provide for junior soccer pitches and junior baseball diamonds.
(Exhibit 9, Tab 25)

The Planning Report identified property at the corner of Minnie Avenue and Front Street as a replacement for the Nelson Street Park; however this position was not endorsed by the council.

The Huffman School property is slated to be redeveloped for housing development.

The review of the use of the park was done by two municipal councillors who provided affidavit evidence.

There was no historical evidence of building permits and the census data indicated a falling population base.

The local population in the immediate area of the park indicated few children.

The Board's findings and analysis

The residents' presentations supported their position to retain the existing Nelson Street Park. The park area has been part of the history of the area for some time. The

residents were frustrated by the fact that in 2008 the Town rejected the staff's request to redevelop the Nelson Street Park.

The Board must have regard for council's decision but that does not mean that the Board must robotically accept the decision of council.

The Board notes that the affidavit evidence of the three councillors – Andrew Hallikas Rick Weidenhoeft and Kenneth Perry noted the Nelson Street Park was not well used but Hallikas and Weidenhoeft gave the Board no dates or times for their observations. The evidence of Mr. Perry was responded to by the residents with the statement that during the time he was acting as a contractor near the park – neighbourhood children were told to stay away from the park. The Board notes that the review of park use was not made as part of a survey of park use by staff with dates and times. This review was to be done as part of the strategic plan.

The park standard in the Official Plan is a standard of access – within 1000m. That in the Board's view is a minimum standard. The Board notes that the *Planning Act* provides for a dedication of up to 5% of lands to be subdivided for parkland dedication.

The Board concludes that the Town failed to provide this Board with an objective unbiased review of the use of parks space in the municipality to support the closure and redevelopment of Nelson Street Park considering the fact that the local school site is slated for redevelopment and considering an alternative parkland site was proposed.

The Board allows the appeal based upon an inadequate case in support of disposal of a park that has been part of the local landscape for over 60 years.

THE BOARD ORDERS the appeal against By-law 8/98-TT of the Town of Fort Frances is allowed and By-law 8/98-TT is hereby repealed.

So Orders the Board.

"J.E. Sniezek"

J. E. SNIEZEK
MEMBER

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



STAFFING:

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

OVERTIME HOURS - Equivalent Straight Time Hours

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

WATER DISTRIBUTION:

Water Main Breaks:

- Number of water main breaks: One (1)
- Sixth St. E. at Bayview Ave.

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 water main valve repairs: None

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: Two (2)
- 901 Second St. E. and 1728 Colonization Rd. W.

Water Service Installations (NEW):

- Number of water service installations: One (1)
- 680 Sixth St. W.

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Thirteen (13)
 - 281 Sixth St. E., 1271 Idylwild Dr., 237 Fifth St. E., 1404 King's Hwy., 824 Phair Ave., 246 Scott St. (2),
 - 1113 Church St., 901 Second St. E., 331 Third St. E., 745 Riverview Dr. (2) and 824 Phair Ave.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: Two (2)
 - 800 Calder Dr. and 1301 Calder Dr.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer new installations: Two (2)
 - 800 Calder Dr. and 1301 Calder Dr.

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Seventeen (17)
 - 800 Calder Dr., 1301 Calder Dr., 1455 Idylwild Dr., 520 Eighth St. E. (4), 930 Fifth St. W.,
 - 210 Third St. E., 283 Scott St., 675 Flinders Ave., 900 Fifth St. W., 333 Church St., 310 Nelson St.,
 - 396 Scott St., 940 Fifth St. W. and 320 Portage Ave.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Recorded locations of curbs stops at various locations.
- May 14, 2012 - Sunny Cove Camp - started re-assembling the equipment for water system. Opened May 22, 2012
- Worked in conjunction with Wagner Construction to disinfect and test water quality before putting the new water main (Third St. E. - Portage Ave. to Victoria Ave.) into service - May 31, 2012.
- Traced water service lines at various locations.
- Commenced with the valve exercising program (Area 2) and hydrant valve exercising.

WATER TREATMENT PLANT:

- May, 2012 - In receipt of the Water Treatment Facility Monthly Report.

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: One (1)
 - Fourth St. E. (100 blk.)

Sewer Main Repairs:

- Number of sewer main repairs: None

Sewer Service Repairs:

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

Sewer Service Replacements:

- Number of sewer service installations: None

Sewer Service Installations (NEW):

- Number of water service installations: One (1)
- 680 Sixth St. W.

Sewer Service Terminations:

- Number of water service terminations: None

Other Information:

- Cleaned sixteen (16) plugged sewer services at the following locations:
 - 843 Third St. E., 1210 Fifth St. E., 847 Third St. E., 726 Nelson St., 745 Riverview Dr., 521 Second St. E
 - 930 Christie Ave. N. (2), 111 Fourth St. W., 901 Phair Ave. (2), 901 Portage Ave. N., 318 First St. E.,
 - 629 Third St. E., 502 Third St. W. and 1002 Scott St.
- CCTV inspected various building sewer services.
- Traced sanitary sewer service lines at various locations.
- Performed connection inspections of the sewer services at 745 Riverview Dr. and 385 Keating Ave.
- Recorded locations of cleanouts at various locations.
- Sewer main flushing (Dead Ends) - Areas 10.

WASTE-WATER TREATMENT FACILITY:

- May, 2012 - Received the Wastewater Treatment Facility Monthly Report.

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:
 - 256,110 kgs (256.11 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 335,800 kgs (335.80 tonnes)
- May 17 and 18, 2012 - Town hauled material to landfill - cover garbage.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - 34,670 kgs (34.67 tonnes) Metro
- May 15, 2012 - Hauled glass to Nexcycle Industries Ltd. in Guelph, Ontario (29.54 tonnes)

Prepared By: 

Environmental & Facilities Superintendent

Date: 15-06-2012