TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - March 17, 2021, 8:30 AM

MEETING - Civic Centre

Session #004

Join Microsoft Teams Meeting
+1 807 701 5975 Canada, Thunder Bay (Toll)
Conference ID: 399 839 19#

			Page
1.	**Call to Order/Roll Call**		
2.	**Disclosure of pecuniary interest and the general nature thereoft**		
3.	**Approval of Previous Committee Minutes**		
	3.1	Minutes from the previous meeting on March 3, 2021	3 - 5
4.	**Items Referred from Council**		
	4.1	Request for Donation of Rain Barrels	6 - 7
5.	**New Business**		
	5.1	Implementing Asset Management Policies	8 - 22
	5.2	February 2021 Drinking Water Systems Monthly Summary	23 - 33
	5.3	Renewal of Bearskin Annual Lease	34 - 38
	5.4	Renewal of Northern Youth Programs Lease	39 - 42
6.	**Information**		
	6.1	Fort Frances Wastewater Treatment Facility - February 2021 Monthly Report	43 - 51
	6.2	Operations and Facilities Division - Environmental Area - Operations Statistics - February 2021	52
	6.3	Water and Sewer Stats	53 - 55
	6.4	2021 Tonnage at Landfill Site - updated March 10, 2021	56
	6.5	Sewer and Water Data for 2021 - updated March 10, 2021	57
7.	**Adjourn / Next Meeting Date**		

TOWN OF FORT FRANCES

MINUTES SESSION NO. #003 March 3, 2021

A meeting of the Operations and Facilities Executive Committee of the Town of Fort Frances was held in the Committee Room and via Microsoft Teams (virtual meeting resources) on Wednesday March 3, 2021 from 8:30 a.m. to 9:40 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, D. Brown, CAO, Craig Miller (8:30 a.m. to 9:00 a.m.), Janice Neurinski (8:30 a.m. to 8:35 a.m.) and Randy Thoms (8:30 a.m. to 9:40 a.m.)

1 Call to Order / Roll Call

1.1 The meeting was called to order at 8:30 a.m.

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting on February 17, 2021 - the minutes were approved as circulated.

4 New Business

4.1 Request for Metering of Residential Water Customers - the administration report was approved as amended.

4.2 July 2020 Drinking Water Systems Monthly Summary Report - the July Water Summary Report was approved as presented.

4.3 August 2020 Drinking Water Systems Monthly Summary Report - the August Water Summary was approved as presented.

4.4 September 2020 Drinking Water Systems Monthly Summary Report - the September Water Summary was approved as presented.

4.5 October 2020 Drinking Water Systems Monthly Summary Report - the October Water

Summary was approved as presented.

4.6 November 2020 Drinking Water Systems Monthly Summary Report - the November Water Summary was approved as presented.

4.7 2020 Drinking Water System Annual Report - Schedule 22 - the administration report was approved as recommended.

4.8 Award of Parks Tractor Quotations - LAS Group Purchasing Program - the administration report was approved as amended.

4.9 Amendment to the Town's Continuous Safety Services Agreement with Electrical Safety Authority to remove the former Children's Complex building - the administration report was approved as recommended.

5 Outstanding Items

5.1 Letter dated January 28, 2021 - Re: Water Bill - the administration report was approved as presented.

6 Information

6.1 Operations and Facilities Division - Public Works Area - Operations Statistics - December 2020 - the December Stats were amended and will be forwarded to Council as information only. No action required.

6.2 Operations and Facilities Division - Public Works Area - Operations Statistics - January 2021 - the January stats were reviewed and will be forwarded on to Council as information only. No action required.

6.3 2021 Tonnage at the Landfill Site - updated February 24, 2021 - the Landfill stats were reviewed and will be forwarded on to Council as information only. No action required.

6.4 Airport Statistics 2021 - the airport statistics were reviewed and will be forwarded on to Council as information only. No action required.

7 Adjourn / Next Meeting Date

Executive Committee Chair

_____

T. Rob, Manager of Operations & Facilities

March 17, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request for the donation of rain barrels

At the March 8, 2021 meeting of council, a letter requesting the donation of two rain barrels from the United Native Friendship Centre was referred to the Operations and Facilities Executive Committee. The Operations and Facilities Division does have several rain barrels that we stock to sell to the public upon request. The 2021 By-Law rate for rain barrels is $53.97 plus applicable taxes for a total of $65.00 each.

The Town of Fort Frances Council has a budget every year for Public Relations, and the donation of rain barrels will fall under that if Council wishes to donate.

It is the recommendation of the Operations and Facilities Executive Committee that the purchase of two rain barrels to donate to the United Native Friendship Centre be authorized out of the Council Public Relations Budget.

Respectfully Submitted

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the purchase of two rain barrels to donate to the United Native Friendship Centre be authorized out of the Council Public Relations Budget.

Manager of Operations and Facilities

2021March17 UNFC Rain Barrel Donation Request.docx

United Native Friendship Centre
Fort Frances

Carly Pruys
Wiisinadaa Worker
United Native Friendship Centre
616 Mowat Avenue
Fort Frances, ON
P9A 3N1

RECEIVED
MAR 04 2021
TOWN OF FORT FRANCES

March 3rd, 2021

Mayor June Caul and Members of Council
Town of Fort Frances Office
320 Portage Ave.
Fort Frances, ON
P9A 3P9

Dear Mayor Caul and Members of Council,

I am writing to you today on behalf of the United Native Friendship Centre (UNFC) in Fort Frances, Ontario. The UNFC is an integral stakeholder in the Fort Frances community and surrounding areas, servicing the health and social service needs of the town's urban Aboriginal, and non-Aboriginal populations. The UNFC is a growing organization, and with the recent construction of the Abinooji Gamig childcare center located at 821 McIrvine Rd, the green space located at this site provides an opportunity for exciting projects such as a shared vegetable garden space which will service the whole of the UNFC.

Upon beginning to gather materials needed to support this garden, it has come to our attention that the Town of Fort Frances' public works department is in possession of rail barrels. We would like to request the donation of two rain barrels to the UNFC, as this will foster the sustainability of the garden. Additionally, this will further support the overarching goal of helping to mitigate food insecurity within the community, while teaching important life skills and sustainable methods of food acquisition.

Thank you for reading our letter and for the consideration of our request. We are looking forward to hearing your response soon, and we hope that you will consider how this will support the good of the community. For further questions or correspondence, can be reached at 807-274-8541 extension 292, or by email at cpruys@unfc.org.

Thank you,

Carly Pruys, Wiisinadaa Worker
United Native Friendship Center

CC: Sheila McMahon, Executive Director UNFC,
Board of Directors, UNFC

March 17, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Implementing Asset Management Policies

Attached you will find a report and two additional policies from Mr. Adam Mitchell, P.Eng. Asset Management Coordinator furthering the Town's work towards their asset management program.

The next deadline that the Town is facing in Asset Management is July 1 of 2021 where we need to bring forward the current levels of service for all core assets as well as funding requirements to maintain that level of service. Key to compiling this information is having a process to maintain it and supplementing it with updated condition assessments and risk assessments. All three of these activities are closely linked and are key drivers of our Asset Management program.

In fall of 2020 the Town applied to the Municipal Asset Management Program for funding to undertake additional inspection and condition assessment of our road and storm sewer systems and were denied. Again, in January 2021 we applied again and, since we had been previously funded under this program, our application was tabled allowing those municipalities who had not been previously funded an opportunity to get funding. Without this funding no condition assessment will be undertaken on our road network or storm sewer in 2021. We have released an RFP for the development of a master stormwater management plan which will be completed with what condition data we have collected to date and will help feed the levels of service data for that asset class. Facility Condition Assessments will be completed once the last of the snow is gone by internal staff.

It is the recommendation of the Operations and Facilities Executive Committee that the Asset Evaluation Policy and Level of Service and Risk Policy be approved and added to the Town's Policy Manual.

Respectfully Submitted

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Asset Evaluation Policy and Level of Service and Risk Policy be approved and added to the Town's Policy Manual.

Manager of Operations and Facilities

2021March17 Asset Evaluation Policy and LOS and Risk Policy.docx

March 15, 2021

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

RE: New Asset Management Policies

The purpose of this report is to present council with two new policies aimed at progressing our Asset Management Plan forward. The two policies are:

- 4.31: Asset Evaluation Policy
- 4.32: Levels of Service and Risk Policy

The Asset Evaluation Policy addresses the need to conduct condition assessments consistently and non-subjectively. Condition data is used to determine the need and timing of some preventative or remedial actions to prevent loss of service or economic loss. Understanding asset failure modes leads to better AM decision-making. Being aware of the failure modes allows effort to be focused on understanding the timing and consequences of the failure, and the expected expenditure patterns. This policy will be supported by the Condition Assessment Guidebook that establishes the detailed framework of how to conduct the assessments. This Guidebook will be approved and managed by the Asset Management Committee.

It is critical that the Town has a clear knowledge of the condition of their assets and how they are performing. All management decisions regarding maintenance, rehabilitation and renewal revolve around these two aspects.

Condition assessment and asset performance are inexorably linked. Condition and performance failure can be considered as “cause” and “effect” respectively. That is, condition deterioration is a cause of failure, the effect of failure is poor performance (failure to meet required levels of service).

The Levels of Service and Risk Policy outlines how the Town aims to implement a Levels of Service framework. This policy outlines the Towns method to develop a rating system to judge the assets from both an owner’s perspective with the values that this brings to the organisation, and also from a citizen’s or regulator's perspective, in terms of the functionality, suitability, cost and service performance of the asset.

By implementing risk factors, all decisions about the rehabilitation, replacement or disposal of an asset, and the timing for such activities, will be based on a sound determination of what the critical failure mode is. This will ensure the Town focuses on the assets and failures that can have the most impact on its business. If the critical failure mode for an asset can be determined, it is possible to target and refine maintenance plans, capital expenditure plans, and investigative activities, to address that failure.

The Levels of Service and Risk Policy will be supported by the Levels of Service and Risk Guidebook. This Guidebook will be approved and managed by the Asset Management Committee. This guidebook will detail how key performance indicators and risk metrics are developed and implemented across all different asset classes.

Furthermore, as outlined in the table below, these policies are to be implemented to ensure we are able to meet our goals set forth my O.Reg 588.

	Completion Date	Requirements
Phase 1 (Core Infrastructure Assets)	July 1, 2021	1. Current Levels of Service 2. Inventory Analysis 3. Estimated Cost and Lifecycle Activities Required to Sustain Current Levels of Service 4. **Population over 25,000**: Population and Employment Forecasts and Estimated Costs to Service Growth for the Next 10 Years
Phase 2 (All Infrastructure Assets)	July 1, 2023	1. Same Requirements as Phase 1 expanded to all infrastructure assets
Phase 3	July 1, 2024	1. Proposed Levels of Service for the Next 10 Years 2. Updated Inventory Analysis 3. Lifecycle Management Strategy 4. Financial Strategy 5. Addressing Shortfalls 6. **Population Under 25,000:** Discussion of How Growth Assumptions Impacted the Lifecycle Management and Financial Strategy

Respectfully Submitted

Adam Mitchell, P.Eng
Asset Management Coordinator

2021_Implementing new Asset Management Policies.docx

THE TOWN OF FORT FRANCES

Section: Operations and Facilities

Policy: Asset Evaluation Policy

Creation Date: 02/16/21

Review Date:

Resolution Number:

Supersedes Resolution Number:

Policy Number: 4.31

1. Definitions

"Administration" means all management staff of the Town of Fort Frances as outlined within the Town of Fort Frances Organization Chart.

"Asset Management Plan" is a strategic planning document that outlines key asset data and identifies the resources and funding required to meet organizational objectives

"Asset Registry" means the official recording of Capital Assets owned by the Town and containing all of the data and information generally considered necessary for the delivery of asset management processes.

"Attribute" means a defined or measurable characteristic about an asset.

"Capital Asset" means a Natural or Engineered Asset deemed material by the Town and included in the Town's Asset Registry. Reference the definition in the Town's Accounting for Tangible Capital Assets policy

"Capital Asset Management" means the practice of using an integrated, lifecycle approach to systematically plan, source, construct, operate, maintain, renew and decommission municipal infrastructure assets to manage risk and sustainably achieve a prescribed level of service to the public.

"Council" means the Council of the Town of Fort Frances.

"Levels of Service" means the standards set by the Town's Capital Asset Level of Service Policy which defines service level targets that are required at a minimum, for each municipal service area.

"Town" means the Town of Fort Frances.

2. Policy Statement

This policy establishes the condition assessment principles used to assess the condition of the Town's assets, establish a schedule for the regular assessment of assets, and outlines the methods to capture and record appropriate data for condition assessments.

3. Mission Statement

Frequency and method of inspections, and data to be collected, should always be related to the service being provided by the particular asset. The aim should always be to ensure data is used to determine need and timing of some preventative or remedial action to maintain the desired level of service.

Generally core condition gradings from 1 (unserviceable) to 5 (Very Good) are recommended, although more advanced monitoring can be employed to expand ratings over a larger scale.

Organizations should not fall into the trap of simply collecting condition data that is then not utilized to make decisions about how to best manage the assets. The aim is to ensure delivery of service levels agreed to as being the target for that particular asset class. Good maintenance plans, remedial actions and / or asset renewal planning should all be the outcomes of this process.

4. Condition Assessment Principles

Whilst there will be specific issues to be dealt with when considering each class of asset for which condition assessment procedures are developed, there are common principles that apply in every case. The following section provides an overview summary of these guiding principles.

4.1. Summary of Condition Assessment Principles

Condition data is typically used to determine the need and timing of some preventative or remedial action to prevent loss of service or economic loss. Understanding asset failure modes leads to better AM decision-making. Being aware of the failure modes allows effort to be focused on understanding the timing and consequences of the failure, and the expected expenditure patterns.

The Core approach focuses on data collection for managing risks associated with critical assets and monitoring key performance measures.

The condition grading standards adopted will tend to be simple (i.e. 1- 5 rating scale)

For Advanced methods, condition assessment will be undertaken at a component level (making use of sampling techniques where appropriate) to support predictive modelling and decision-making. More sophisticated grading standards may be used to manage multiple asset failure modes.

Asset performance will be monitored using a greater number of customer and technical performance measures to enhance decision-making focused on achieving strategic objectives and network optimization.

Condition Assessment should not be carried out in isolation. Related issues need to be considered, such as:

- Risk Management.
- Maintenance Management Planning
- Data Collection Techniques

These are all addressed in the subsequent policies.

4.2. What is "Condition / Performance" of an Asset and why monitor it?

Asset Condition reflects the physical state of the asset, which may or may not affect its performance. The performance of the asset is the ability to provide the required level of service to customers. Generally, this can be measured in terms of reliability, availability, capacity, and meeting customer demands and needs. All of this is critical information for determining the remaining useful life of an asset and more importantly the timing for possible intervention steps to bring levels of service, provided by the asset, back to a desired standard.

It is critical that the Town of Fort Frances have a clear knowledge of the condition of their assets and how they are performing. All management decisions regarding maintenance, rehabilitation and renewal revolve around these two aspects.

Not knowing the current condition or performance of an asset may lead to the premature failure, which leaves the organization with only one option - to replace the asset (generally the most expensive option!). The unforeseen failure of an asset can have major consequences that constitute a business risk or potential loss to the organization.

Therefore, the benefits of knowing the current condition and performance level of an asset are:

- Ability to plan for and manage the delivery of the required level of service.
- Avoidance of premature asset failure, leaving open the option of cost effective rehabilitation.
- Risk management associated with asset failures, and mitigation of the consequences of failure.
- Accurate prediction of future expenditure requirements through understanding remaining asset life and capital investment needs.
- Refinement of maintenance and rehabilitation strategies.

4.3. Objectives of Condition Assessment Process

The objectives of systems to monitor asset condition and performance should be to:

- Identify those assets which are underperforming.
- Predict when an asset fails to deliver the required level of service is likely to occur.
- Ascertain the reasons for performance deficiencies.
- Determine what corrective actions are required and when (maintenance, rehabilitation, renewal)
- Record asset failures for use in advanced AM techniques.

The development and continued use of condition assessment data will allow preparation of verifiable predictive decay curves for particular asset types and hence permit prediction of remaining life. By considering the current condition point on an assumed decay curve, the profile can predict the effective life (time) before failure. This failure time can be physical end of life, minimum level of acceptable service, or limit of capacity of the asset.

It is also important to develop formal condition assessment techniques to give repeatable and objective assessments.

Typical asset condition questions to be considered when preparing an assessment strategy are:

- When was the asset constructed / rehabilitated / replaced?
- Where is the asset / component in its lifecycle?
- What is the asset's theoretical effective life?

- What is the estimated residual life until rehabilitation and / or replacement is necessary?
- Has the asset been inspected physically and by what process?
- How can the asset's deterioration be predicted?
- How can the asset's failure be predicted?
- How could planned maintenance prevent the asset's failure or extend the time to failure?
- Can the asset be rehabilitated and at what cost?
- What level of service will the asset deliver once rehabilitated and for how long?
- Is the asset technically or commercially obsolete?
- Are asset condition gradings appropriate and relevant?
- Are asset condition monitoring processes effective?

Condition monitoring of all assets, whether they are passive infrastructure assets or dynamic ones such as plant / equipment and even landscape assets, must be:

- economically justified as a benefit to the organization
- carried out in the most cost-effective and efficient manner
- applied consistently
- repeatable.

4.4. Typical Condition Assessment Process/Technique

Many factors need to be taken into consideration when designing the most appropriate process for each asset class.

For passive assets the extent and repetition of condition assessment will be influenced by:

- The type of the asset
- The criticality of the asset
- The relative age of the asset
- The rate of deterioration of the asset
- The economic value of the outcomes to the business.

Above ground assets can be assessed more easily, and therefore more often, than below ground assets.

Typical factors for consideration are as follows:

- Existing asset condition assessment practices (if applicable) with respect to -
    - environmental factors, i.e. ground, traffic, community disruptions etc.
    - asset factors, i.e. material, age, protection and maintenance history
    - past failure history/data, i.e. frequency, repair cost, damage costs, types of failure
    - condition assessment guidelines/objectives and maintenance policies.
- Available Options / Techniques and Sample Size

The following factors should be considered in setting up the condition assessment program:

- Investigate available options/techniques of condition monitoring:
    - benchmarking other practices
    - looking to available new technology
    - adopting existing techniques
    - do nothing.
- For each condition assessment technique, determine the sampling size, such as:
    - all assets

- problem assets
- actuarial sample.

- How much condition assessment should be undertaken, and how many assets should be assessed, should be addressed within each organization. The level of assessment needs to consider:
  - the type of asset
  - the number of like assets
  - their similarity for sampling opportunities
  - the available budget
  - the techniques available
  - their cost.

5. Asset Evaluation Methodologies

AM-002-001

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The Asset Evaluation Policy is supported by the Town of Fort Frances Condition Assessment Guidebook that details how the directive of this policy is carried out. This guidebook was developed to allow for the consistent capture of asset condition. This guidebook aims to eliminate any ambiguous approaches to condition assessments by setting a standard methodology of collecting data.

6. Asset Evaluation Frequency

The Town of Fort Frances shall develop an asset evaluation schedule outlining the frequency of evaluations for each asset class and subclass. The following schedule shall be considered the official evaluation schedule for all the Town's capital assets included in Phase 1.

Asset Class	Asset Sub Class	Type of Inspection	Evaluation Frequency
Facilities	All Facilities Sub Classes	FCI	5 Years
Fleet	All Fleet Sub Classes	FECI	2 Years
Machinery & Equipment	All Machinery and Equipment Subclass	FECI	2 Years
Parking Lot	Parking Lot Surface	Visual Inspection	2 Years
	Parking Lot Subbase Parking Lot Base	PCI	1 Year
Pathways	Pathway Surface	Visual Inspection in accordance with MMS	1 Year
	Pathway Base	Predictive Modelling	5 Year
Road Network	Road Surface Curbs Sidewalk Surface	PCI Survey Visual Inspection	1 Year 1 Year
	Road Surface	IRI Survey	2 Times a Year (Summer & Winter)
	Road Subbase Road Base	Predictive Modelling	1 Year

Storm Network	Storm Main Storm Manhole Storm Manhole Frame & Cover Lift Stations	Zoom Camera	5 Year
Waste Water Network	Wastewater Main Wastewater Manhole Wastewater Manhole Frame and Cover Lift Stations	3rd Party	10 Year maintenance cycle of entire system
Water Network	Water Main Fire Hydrant Water Tower	Predictive Modelling Manual Inspection 3rd Party	1 Year 5 yr maintenance cycle 5 Years
Bridges	Bridges	3rd Party	2 Years

7. Currency of Registry

7.1. This policy shall incorporate standards deemed to be generally accepted practice within the field of municipal asset management.

7.2. The condition of all Capital Assets shall be assessed and updated in the Asset Registry according to the condition assessment schedule identified by the Asset Evaluation Procedure.

8. Responsibilities

8.1. The Town's Manager of Operations & Facilities (or the successor position) shall be responsible for the general fulfillment and enforcement of this policy.

8.2. The Town's Asset Management Coordinator (or the successor position) shall be responsible overseeing the completion of all requirements as set out in this policy.

9. Review

9.1. This policy shall be reviewed within one year after the implementation of an updated AMP.

THE TOWN OF FORT FRANCES

Section: Operations and Facilities

Policy: Levels of Service and Risk Policy

Creation Date: 03/12/21

Review Date:

Resolution Number:

Supersedes Resolution Number:

Policy Number: 4.32

1. Definitions

"Administration" means all management and staff of the Town of Fort Frances as outlined within the Town of Fort Frances Organizational Chart

"Capital Asset Management" mean the practice of using an integrated, lifecycle approach to systematically plan, source, construct, operate, maintain, renew and decommission municipal infrastructure assets to manage risk and sustainably achieve a prescribed level of service to the public.

"Chief Administrative Officer" means the chief administrative officer for the Town of Fort Frances as designated by by-law

"Town" means the Town of Fort Frances

"Council" means the Council of the Town of Fort Frances

"Citizen Key Performance Indicator" means a quantifiable measure of how citizens and stakeholders receive a service and can be used to evaluate the levels of service delivery in terms of what is important to the citizen.

"Levels of Service" means the standards set by the City for the characteristics, condition, and/or performance of a municipal service area.

"Service Area" means a group of assets that are related and function with one another to provide one greater service.

"Service Level Targets" the quantifiable measures that have been set as a minimum standard for both technical and citizen key performance indicators as passed in Councils Levels of Service Resolution.

"Service Statement" means a general service statement for a specific service area that defines the desired characteristics of service delivery.

"Technical Key Performance Indicators" means a quantifiable measure of the technical aspects of how an asset is functioning in terms of its service delivery standards.

2. Policy Statement

This policy establishes the relationship between condition assessment and performance monitoring aimed at establishing decision making framework. This framework must determine possible preventative or remedial action to ensure desired levels of service are being provided across specific asset classes. The implementation of risk assessments and management must also be considered.

3. Monitoring Asset Performance

Condition assessment and asset performance are inexorably linked. Condition and performance failure can be considered as "cause" and "effect" respectively. That is, condition deterioration is a cause of failure, the effect of failure is poor performance (failure to meet required levels of service).

However, there are other causes of failure and poor performance than just condition, for example:

- Lack of capacity or utilization (e.g. failure of a road to handle the expected traffic, with resultant time delays)
- Human error
- Obsolescence

An asset is to be considered to have failed when it no longer achieves the required levels of service or when it is no longer providing the most cost effective means of providing that service (e.g. it becomes more economic to replace than to continue to maintain).

3.1. Performance Monitoring Systems

Typical performance questions to be considered when preparing a monitoring process are:

- What service levels and performance measures have been set for each asset type?
- What technical performance measures will be used to manage asset performance.
- What are the risks associated with asset performance?
- Determine whether the asset is performing reliably, and meeting user capacity/service requirements.
- How do the assets meet:
    - occupational, health and safety regulations?
    - public safety requirements?
    - environmental requirements?
- What is the asset's current utilization compared with its maximum capacity?
- What is the asset's current capacity compared with service demand?
- Is asset performance being fed back into the acquisition decision-making process?

- Is asset performance gradings appropriate?

3.2. Developing a Level of Service Framework

Performance measurement is a key component of the effective management of levels of service; it allows you to analyze how well you are meeting the needs and expectations of your stakeholders and identify where there are gaps that need to be addressed. Developing realistic levels of service using meaningful key performance indicators (KPIs) is instrumental in managing citizen expectations, identifying areas requiring higher investments, driving organizational performance, and securing the highest value for money from public assets.

To facilitate this process, it is useful to develop a framework for tracking and evaluating the levels of service. This requires the translation of organizational objectives and expected service outcomes into key performance indicators that reflect evolving demand on infrastructure, the organization's fiscal capacity, and stakeholder input.

Key performance indicators are related to the strategic objectives of the Town and citizen service delivery standards. These values should be monitored and reported at all levels in an organization and made available to citizens in an appropriate form. The measurement of business performance provides:

- measurement of actual against desired level of customer service
- information to demonstrate achievement of organizational strategic goals
- accountability to customers
- identification of areas for improvement
- benchmarking between different Municipalities.
- the types of failure
- the number of customers affected
- the duration of the failure
- the severity of the failure
- the target level of service.

Technical Level of Service has key performance indicators that indicates how an organization is performing in relation to the level of service. It addresses issues for consideration in effective management of the assets, such as:

- assessing the effectiveness of the operational, maintenance and capital works program
- review and refinement of maintenance and rehabilitation strategies and standards
- assistance in strategic decision-making through definition of remaining life based on the measure being assessed e.g. capacity of a pipe versus demand.

3.3. Capacity or Utilization Monitoring

Assets must be utilized effectively in order to provide the maximum return on funds invested and to deliver the required levels of service. If considerable investment is required for an asset that will be used only 10% of the time, then the asset may tie up considerable capital resources unnecessarily. Wherever possible the aim should be high utilization of assets.

Under-utilization of an asset can be considered as a capacity failure. Unlike normal capacity failure (i.e. the demand for the asset exceeds its capacity) this failure represents a lack of demand for the service the asset provides. In this case the demand for the asset does not reach a cost-effective level of utilization and should be revealed as a unit cost failure or non-performing asset through a good asset information system.

For prioritizing works, inputs are required that indicate clearly the need for assets (functions being undertaken), and the utilization being made of the assets concerned.

4. Risk Assessment and Management

When carrying out condition assessment and performance monitoring, to support decision making about possible preventative or remedial action to ensure desired levels of service are being provided, the issue of risk assessment and management must also be considered. Minimizing risk exposure, and using a risk- based analysis to drive asset management decision-making and capital project prioritization helps to prevent consequential asset failure and major service disruption. The Town must develop a robust risk management framework to determine the probability and consequence of failure at both the asset category and individual asset level, and use that data to optimize capital funding decisions.

4.1. Risk Analysis – Consequence and Probability

Integrating a risk management framework into your asset management program requires the translation of risk potential into a quantifiable format. From an asset management perspective, risk is a function of the probability of failure and, the consequence of failure.

$$Risk = Probability\ of\ Failure(PoF) \times Consequence\ of\ Failure(CoF)$$

The following table defines both the probability of failure and consequence of failure and the data that could be used to calculate them.

4.2. Project Prioritization

By implementing a risk framework, the Town will be able to prioritize capital projects based on the greatest risk of failure. The implementation of the developed risk management framework enables the municipality to create reports that rank assets according to the highest risk and consequence of failure. All decisions about the rehabilitation, replacement or disposal of an asset, and the timing for such activities, should be based on a sound determination of what the critical failure mode is. This will ensure that the Town focuses on the assets and failures that have the most impact on its business.

4.3. Critical Asset Identification

It is important to identify critical assets as well as the critical failure modes. Critical assets are defined as those which have a high consequence of failure (not necessarily a high probability of failure). Various risks of failure include:

- Structural: where the physical condition of the asset is the measure of deterioration, service potential and remaining life.
- Capacity / utilization: where it is necessary to understand the level of under- or overcapacity against the required level of service to establish remaining life or timing for renewal.
- Level of service failures: e.g. reliability, image, where performance targets are not achieved.
- Obsolescence: technological change or lack of replacement parts can render assets uneconomic to operate or maintain.

- Cost or economic impact: where the cost to maintain and operate an asset is likely to exceed the economic return expected, or the customer's willingness to pay, to retain an asset.

5. Levels of Service and Risk Framework

While technical levels of service provide a detailed quantifiable measure of how well the Town is providing services to the community, they may not always represent the true level of service being provided. When analyzing levels of service, the Town must consider the overall cost, risk and performance being provided (high-level service indicators) as well as more detailed and specific service metrics (technical levels of service). Within this framework these indicators are measured according to the following criteria:

Indicator	Metric	Measurement
Cost	Annual Reinvestment Rate	$\frac{Annual\ Capital\ Expenditures}{Total\ Asset\ Class\ Replacement\ Value} \times 100$
	Target Reinvestment Rate	$\frac{Annual\ Capital\ Requirement}{Total\ Asset\ Class\ Replacement\ Value} \times 100$
Performance	Overall Condition	% of assets in very good, good, fair, poor and very poor condition
Risk	Overall Risk Distribution	% of assets in very low, low, moderate, high and very high state of risk

6. Currency of Levels of Service

6.1. This policy shall incorporate standards deemed to be generally accepted practice within the field of municipal asset management.
6.2. Levels of service should be tracked annually for all asset classes.
6.3. Regular evaluation will allow the Town to identify service deficiencies and develop asset management strategies to adequately address them and create realistic and achievable target levels of service.
6.4. Technical and Community Levels of Service are to be measured as outlined as part of Ontario Regulation 588/17.

7. Responsibilities

7.1. The Town's Manager of Operations & Facilities (or the successor position) shall be responsible for the general fulfillment and enforcement of this policy.
7.2. The Town's Asset Management Coordinator (or the successor position) shall be responsible overseeing the completion of all requirements as set out in this policy.

8. Review

8.1. This policy shall be reviewed within one year after the implementation of an updated AMP.

March 02, 2021

Report To: Mayor & Council

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

SUBJECT: February 2021 Drinking Water Systems Monthly Summary Report

Please find attached the February 2021 Summary Report on the drinking water systems, prepared by Greg Wiedenhoeft, WTP Operator-in-Charge.

Your Administration recommends that Operations & Facilities Executive Committee accept the February 2021 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the February 2021 report prior to it being made available to the general public.

cc – Craig Miller, P.Eng., Environmental Superintendent
Greg Wiedenhoeft, WTP Operator-in-Charge

March 02, 2021

Report To: Mayor & Council

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

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

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cc – Craig Miller, P.Eng., Environmental Superintendent
Greg Wiedenhoeft, WTP Operator-in-Charge

February 2021

Monthly Summary Report
Water Systems

Prepared By: Greg Wiedenhoeft
WTP Operator-in-Charge

Dated: March 02, 2021

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of February 2021 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage 0.21 m3
Estimated Monthly Usage 5.9 m3

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

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

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

Water distribution samples taken at the following locations:

1. 943 3rd St. E.	2. 1309 Kings Hwy.	3. 1330 Woodward St.	4. W. Tower
5. 900 Wright Ave.	6. 218 3rd St. E.	7. 401 Kings Hwy.	8. W. Tower
9. 715 Col Rd. E	10. 740 6th St. W.	11. 1309 Kings Hwy.	12. W. Tower
13. 943 3rd St. E.	14. 1330 Woodward St.	15. 218 3rd St. E.	16. W. Tower

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

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

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

Water distribution sample taken December 21, 2020 – no adverse results.

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

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

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

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

7) **Maintenance Activities at the WTP:**

Feb. 03rd -Changed Soda Ash dust collector filters.

Feb. 04th -Cleaned all 4 check valves on the poly unit.
-Cleaned top and bottom tanks on the poly unit.
-Cleaned poly unit drain line.

Feb. 08th -Calibrated Distribution Cl2 analyzer.

Feb. 11th - Cleaned top and bottom of tanks on the poly unit.
-Cleaned all 4 check valves on the poly unit.

Feb. 17th -Calibrated Distribution Cl2 analyzer.

Feb. 18th -Flushed settled sample pump line.
- Cleaned top and bottom of tanks on the poly unit.
-Cleaned all 4 check valves on the poly unit.

Feb. 19th -Changed West chlorine tank.

Feb. 23rd -Calibrated Fluoride analyzer.

Feb. 24th - Changed East chlorine tank.

Feb 25th -Cleaned top and bottom of tanks on the poly unit
-Cleaned all 4 check valves on the poly unit

Feb. 26th -Ran standby generator for 1 hour.
-Took grab samples off the filters.
-Cleaned soda ash auger.

8) **Water Complaints:**

- Poor Pressure – 0 complaint.
- Water quality – 2 complaints.
- 244 2nd St. E. **High chlorine** (took sample and the numbers were normal)
- 320 Portage Ave. **Request from workers at Fire Department for a water test at kitchen sink** (took two samples and both came back good)

9) **Other Miscellaneous Information:**

Feb. 01st -Routine micro sample collection.

Feb. 08th -Routine micro sample collection.

Feb. 09th -Added eight liters of antifreeze to the generator.
-Ran standby generator for 5 min.
-Jamie Davis here to repair hot water line in boiler room.

Feb.10th -MECP inspector on site for annual inspection
-Service repair sample at 428 Victoria Ave.

Feb.16th -Routine micro sample collection.
-Training for all W.T.P. staff. (Mandatory Certificate Renewal Course)

Feb. 17th -Training course WTP staff. (Mandatory Certificate Renewal Course).

Feb. 22nd -Routine micro sample collection.
-Service sample at 320 Portage Ave. (water quality complaint)

Feb. 24th -Routine micro sample collection.
-2020 Annual Report submitted to MECP by C.Miller
-2019 Annual Report revised to include adverse water sample and resubmitted to MECP by C.Miller

Feb 25th -Large Water users report submitted to MECP by C.Miller
-Annual daily water taking report submitted to MECP by C.Miller

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:

- Greg Wiedenhoeft, Operator-in-Charge: Greg Wiedenhoeft
- Jeff St. Pierre, Overall Responsible Operator: Jeff St Pierre
- Craig Miller, P.Eng. Environmental Superintendent: Craig Miller
- Travis Rob, P.Eng. Manager of Operations & Facilities: Travis Rob
- Doug Brown, P.Eng. CAO: _____
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public.

Signature: Greg Wiedenhoeft
Greg Wiedenhoeft (Mar 9, 2021 11:12 CST)
Email: gwiedenhoeft@fortfrances.ca

Signature: Jeff St Pierre
Jeff St Pierre (Mar 9, 2021 19:57 EST)
Email: jst.pierre@ocwa.com

Signature:
Email: cmiller@fortfrances.ca

Signature:
Email: trob@fortfrances.ca

02 2021 WTP Monthly Report

Final Audit Report 2021-03-10

Created:	2021-03-09
By:	Craig Miller (cmiller@fortfrances.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-HHfMbVA1UY5eRqJeDHcmi5YJ6ZtSMbm

"02 2021 WTP Monthly Report" History

Document created by Craig Miller (cmiller@fortfrances.ca)
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Document e-signed by Travis Rob (trob@fortfrances.ca)

Signature Date: 2021-03-10 - 2:30:07 PM GMT - Time Source: server- IP address: 216.211.31.9

Agreement completed.

2021-03-10 - 2:30:07 PM GMT

Town of Fort Frances - WTP - 220000978
February 2019 v 2020 v 2021
Flow and Operating Data

Flow Data February	Units	2019		2020		2021	
Total Raw Water	m^3		144630		144910		139410
Raw Maximum Day	m^3		5560		5160		5320
Raw Minimum Day	m^3		4820		4560		4090
Raw Average Daily Consumption	m^3		5170		5000		4980
Total Treated Water	m^3		112420		10190		103890
Treated Water Maximim Day Consumption	m^3		4430		3830		4270
Treated Water Minimim Day Consumption	m^3		3580		3160		3240
Treated Water Average Day Consumption	m^3		4020		3510		3710
Daily Average Per Household Consumption Rate	m^3		1.063		0.928		0.981
* Daily Average Per Person Consumption Rate	m^3		0.503		0.440		0.465
Monthly Averages - Operating Parameters WTP:							
FAC Residual - Treated Water	mg/L		2.21		1.97		2.08
Total Chlorine Residual - Treated Water	mg/L		2.39		2.23		2.31
Aluminum Sulphate - Raw Water	mg/L		35.0		35.0		34.0
Aluminum Sulphate - Treated Water Residual	mg/L		0.03		0.06		0.05
Fluoride - Treated Water	mg/L		0.58		0.74		0.67
Soda Ash - Raw Water	mg/L		35.0		35.0		37.0
pH - Adjusted	mg/L		7.03		6.97		7.17
Temperature	°C		2.0		2.0		2.0
Quantity of Chemical Used:							
Aluminum Sulphate	kg		5062.1		5071.9		4739.94
Polyelectrolyte	kg		87.5		62.5		50.0
Chlorine Gas	kg		561		547		516
Soda Ash - Used for pH Adjustment	kg		5062.1		5071.9		5158.17
Fluoride	kg		543		657		464

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

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
Feb-21

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Total	Average
		or Range																														
Flow rates																																
Raw Water	1000 m^3	17	4.98	5.09	5.04	5.06	5.01	4.68	5.05	5.12	5.06	5.02	5.11	5.01	5.11	4.74	**5.32**	**4.09**	5.06	5.10	4.98	4.98	5.03	5.07	4.81	5.07	5.00	5.04	4.70	5.08	139.41	4.98
Peak Instantaneous - Raw Water	l/s	n/a	**59.00**	**59.00**	58.97	58.96	**59.00**	58.90	58.95	58.91	58.93	58.90	58.92	58.35	58.89	58.88	58.85	58.85	58.83	58.72	**58.28**	58.78	58.30	58.53	58.45	58.49	58.50	58.46	58.54	58.54		58.74
Treated Water	1000 m^3	17	3.63	3.77	3.28	3.65	**3.24**	3.50	3.61	3.83	3.66	3.85	3.86	3.76	3.77	3.76	3.86	4.11	3.73	3.93	3.89	3.75	3.83	**4.27**	3.27	3.77	3.63	3.72	3.41	3.55	103.89	3.71
Peak Instantaneous - Treated Water	l/s	n/a	62.50	63.87	62.71	62.88	62.82	62.54	63.52	63.58	64.15	63.35	63.59	62.71	62.66	64.53	63.91	63.00	63.62	63.38	64.30	**64.88**	63.44	63.08	63.44	62.94	63.28	**62.42**	62.83	63.26		63.33
BackWash Water	1000 m^3	n/a	0.25	0.29	0.27	0.25	0.29	0.27	0.25	0.29	0.27	0.25	0.29	0.27	0.25	0.29	0.27	0.25	0.29	0.27	0.25	0.21	0.27	0.25	0.29	0.29	0.25	0.29	0.27	0.24	7.444	0.266
Fluoride Information																																
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.71	0.71	0.70	0.72	0.71	0.70	0.67	0.67	0.67	0.66	0.67	0.66	0.66	0.67	0.67	0.66	0.66	0.68	0.69	0.70	0.70	0.63	0.75	0.60	0.63	0.61	0.61	0.62		0.67
Turbidity Information																																
Raw Water	NTU	n/a	0.57	0.37	0.47	0.23	0.43	0.34	0.58	0.55	0.63	0.37	0.44	0.54	0.58	0.55	0.49	0.42	0.41	0.38	0.45	0.40	0.41	0.46	0.39	0.45	0.4	0.44	0.45	0.46		0.45
Settled Water	NTU	n/a	0.07	0.06	0.07	0.06	0.07	0.06	0.08	0.08	0.07	0.07	0.05	0.07	0.07	0.07	0.07	0.06	0.08	0.08	0.07	0.09	0.09	0.09	0.08	0.07	0.08	0.06	0.07	0.10		0.07
Treated Water	NTU	1	0.05	0.01	0.04	0.05	0.03	0.03	0.01	0.02	0.03	0.01	0.01	0.03	0.04	0.03	0.04	0.04	0.06	0.01	0.03	0.05	0.05	0.06	0.06	0.09	0.01	0.04	0.04	0.01		0.04
Other Operating Parameters																																
pH - Treated Water	no units	6.5 to 8.5	7.19	7.08	7.11	7.08	7.05	7.09	7.18	7.17	7.11	7.08	7.08	7.04	7.05	7.02	7.00	7.08	7.16	7.11	7.11	7.09	7.12	7.13	7.43	7.45	7.47	7.32	7.45	7.41		7.17
pH - Settled water	no units	n/a	6.21	6.26	6.37	6.37	6.32	6.24	6.25	6.31	6.41	6.46	6.38	6.42	6.40	6.42	6.49	6.40	6.44	6.45	6.54	6.41	6.47	6.41	6.40	6.14	6.53	6.32	6.57	6.54		6.39
pH - Raw Water	no units	n/a	7.04	6.99	6.99	6.97	6.98	7.03	7.03	7.03	6.96	7.05	7.00	6.96	6.99	7.00	6.98	7.04	7.02	7.06	7.05	6.99	6.99	7.04	7.17	7.21	7.1	7.20	7.17	7.05		7.04
FAC - Treated Water	mg/l	0.2 to 4	2.13	2.11	2.05	2.05	1.98	2.10	1.96	2.01	2.02	2.03	2.12	2.19	2.18	2.03	1.96	2.13	2.13	2.06	2.05	2.10	2.18	2.14	2.16	2.10	1.93	2.10	2.08	2.05		2.08
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.32	2.48	2.32	2.30	2.14	2.16	2.44	2.18	2.34	2.28	2.32	2.28	2.32	2.26	2.28	2.36	2.44	2.34	2.32	2.20	2.34	2.30	2.36	2.32	2.20	2.22	2.44	2.52		2.31
Temperature	°C	15	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0		2.0
Fluoride used (Total Daily Consumption)	kg	n/a	16.0	16.0	16.0	16.0	15.0	16.0	18.0	18.0	18.0	17.0	18.0	17.0	17.0	15.0	18.0	17.0	16.0	16.0	16.0	16.0	15.0	16.0	15.0	15.0	17.0	18.0	17.0	19.0	464.00	16.6
Chlorine used (Total Daily Consumption)	kg	n/a	18.0	19.0	19.0	19.0	18.0	18.0	18.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	18.0	19.0	17.0	18.0	19.0	16.0	19.0	17.0	18.0	17.0	19.0	516.00	18.4
Soda Ash (Total Daily Consumption)	kg	n/a	184.3	188.3	186.5	187.2	185.4	173.2	186.9	189.4	187.2	185.7	189.1	185.4	189.1	175.4	196.8	151.3	187.2	188.7	184.3	184.3	186.1	187.6	178.0	187.6	185.0	186.5	173.9	188.0	5158.17	177.9
Soda Ash - Dosage	mg/l	n/a	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0		37.0
Alum residual - (Total Daily Consumption)	kg	n/a	169.3	173.1	171.4	172.0	170.3	159.1	171.7	174.1	172.0	170.7	173.7	170.3	173.7	161.2	180.9	139.1	172.0	173.4	169.3	169.3	171.0	172.4	163.5	172.4	170.0	171.4	159.8	172.7	4739.94	163.4
Alum residual - Dosage	mg/l	n/a	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 - Treated Water	mg/l	0.1	0.04	0.05	0.06	0.06	0.08	0.07	0.02	0.04	0.05	0.03	0.08	0.04	0.04	0.05	0.04	0.06	0.04	0.05	0.06	0.07	0.05	0.07	0.05	0.04	0.06	0.0	0.05	0.07		0.05
Poly bags added (25 kg bags)	kg	n/a					0.5							0.5						0.5							0.5				50.0	

March 17, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Renewal of Bearskin Annual Lease

Please find attached a report prepared by Tom Batiuk, Airport Supervisor, outlining the annual lease agreement with (Bearskin) Perimeter Airlines C/O EIC Shared Services for counter and storage space within the terminal building. These lease agreements are required to be executed by the Corporation at this time. The rates in the lease agreement reflect a 0.6% increase for counter space. This increase follows with the increase in the Town user fees for 2021.

The Operations & Facilities Executive Committee recommends the following:

1) That the lease agreements with Perimeter Airlines C/O EIC Shared Services be executed.
2) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.

Respectfully Submitted

Travis Rob, P.Eng

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

1) **That the lease agreements with Perimeter Airlines C/O EIC Shared Services be executed.**
2) **That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.**

Manager of Operations and Facilities

2021March17 Bearskin Terminal Lease Renewal.docx

FORTFRANCES
BOUNDLESS

2021-03-12

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Bearskin Airlines terminal lease renewal

Please find attached the lease renewal for Bearskin Airlines. This lease is an annual renewal that commences January 1st, 2021 and ends Dec 31st, 2021. This tenant is in good standing and it is my recommendation to the O&F Committee to approve these and forward to Town Council for final approval.

Kind Regards,

Tom Batiuk
Airport Supervisor

Bearskin Airlines
A DIVISION OF PERIMETER AVIATION

216 Round Boulevard
Thunder Bay, ON P7E 3N9
Telephone – 807 577 1141

February 23rd, 2020

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

Attention: Tom Batiuk, Airport Supervisor

Dear Sir

Further to your email dated February 1st, 2021 to Linda Lesnick, attached please find the Lease Renewal, which has been signed on behalf of Bearskin Airlines.

Once the Renewal has been executed by the Town of Fort Frances, please return one duly executed copy to our office.

We trust this is what you require at this time. Should you have any questions, please do not hesitate to contact the undersigned at 807 474 2676.

Yours truly,

BEARSKIN AIRLINES

Per:
Margie Boyechko, Executive Assistant

/mb
Enclosure

THIS AGREEMENT made this 1st day of January, Two Thousand and Twenty One

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The "Town")

-And-

PERIMETER AIRLINES
C/O EIC SHARED SERVICES
(The "Tenant")

WHEREAS:

A. The Town and the Tenant hereinafter collectively referred to as the "Parties" entered into an agreement of lease (the "Lease") dated March 1, 2000 with respect to the property ("Demised Premises") described as: Office, counter and storage space comprising a total area of 28.5 square meters at the Fort Frances Airport.

B. The copy of the lease dated March 1, 2000, in each of the Parties possession forms Part of this Agreement as Schedule "A".

C. The term (the "Term") of this lease and subsequent renewals is due to expire and end December 31, 2020.

D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from January 1, 2021 to and including December 31, 2021 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.

E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:

    1) An amount equal to that produced by applying the Previous year's Ontario consumer price index to the previous year's annual rental fee;

    2) An amount calculated as 0.6% over the previous year's annual rental fee

NOW THEREFORE the Parties agree as follows:

1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including January 1, 2021 to December 31, 2021.

2. The amount payable by the Tenant to the Town in respect of the Tenant's lease of the Demised Premises for the Term January 1, 2021 to December 31, 2021 shall be the sum of $ 11,462.70, plus applicable taxes, which amount shall be payable by the Tenant to the Town on a monthly basis.

3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For: Bearskin Airlines C/O EIC Shared Services:

Witness:_____ Per: _____
"I have the authority to bind the corporation"

March 17, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Renewal of Northern Youth Programs Lease

Please find attached a report prepared by Tom Batiuk, Airport Supervisor, outlining the annual lease agreement with Northern Youth Programs for counter and storage space within the terminal building. These lease agreements are required to be executed by the Corporation at this time. The rates in the lease agreement reflect a 0.6% increase for counter space. This increase follows with the increase in the Town user fees for 2021.

The Operations & Facilities Executive Committee recommends the following:

1) That the lease agreement with Northern Youth Programs be approved.
2) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.

Respectfully Submitted

Travis Rob, P.Eng

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

1) **That the lease agreement with Northern Youth Programs be approved.**
2) **That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.**

Manager of Operations and Facilities

2021March17 Northern Youth Terminal Lease Renewal.docx

2021-03-12

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Northern Youth Programs terminal lease renewal

Please find attached the lease renewal for Northern Youth Program. This lease is an annual renewal that commences January 1st, 2021 and ends Dec 31st, 2021. This tenant is in good standing and it is my recommendation to the O&F Committee to approve these and forward to Town Council for final approval.

Kind Regards,

Tom Batiuk
Airport Supervisor

THIS AGREEMENT made this 1st day of January, Two Thousand and Twenty One

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The "Town")

-And-

NORTHERN YOUTH PROGRAMS
(The "Tenant")

WHEREAS:

A. The Town and the Tenant hereinafter collectively referred to as the "Parties" entered into an agreement of lease (the "Lease") dated January 1, 2020 with respect to the property ("Demised Premises") described as: Counter space comprising of a total area of 3.3 square metres at the Fort Frances Airport.

B. The copy of the lease dated January 1, 2020, in each of the Parties possession forms Part of this Agreement as Schedule "A".

C. The term (the "Term") of this lease and subsequent renewals is due to expire and end December 31, 2020.

D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from January 1, 2021 to and including December 31, 2021 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.

E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:

    1) An amount equal to that produced by applying the Previous year's Ontario consumer price index to the previous year's annual rental fee;

    2) An amount calculated as 0.6 % over the previous year's annual rental fee

NOW THEREFORE the Parties agree as follows:

1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including January 1, 2021 to December 31, 2021.

2. The amount payable by the Tenant to the Town in respect of the Tenant's lease of the Demised Premises for the Term January 1, 2021 to December 31, 2021 shall be the sum of $1327.26, plus applicable taxes, which amount shall be payable by the Tenant to the Town upon the signing of this lease agreement.

3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For Northern Youth Programs:

Witness:_____ Per: _____

"I have the authority to bind the corporation"

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

March 10, 2021

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

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

Re: Fort Frances Wastewater Treatment Facility
February 2021 Monthly Report

As per the operating agreement, the attached document is the February 2021 monthly report for the Fort Frances Wastewater Treatment Facility.

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

If you have any questions regarding this report do not hesitate to contact Mr. Jeff St. Pierre, Regional Hub Manager.

Yours truly,

Kelly Cunningham
Team Lead

For Jeff St. Pierre
Regional Hub Manager

The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
February 2021 Monthly Operations Report

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of February 2021; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

FEBRUARY 2021 EFFLUENT QUALITY

Parameters	***Monthly Actual Concentration* mg/L**	***Compliance Criteria Concentration* mg/L**	***Performance Objective Concentration* mg/L**	***Monthly Actual Loading, kg/d***	***Compliance Criteria Loading kg/d***	***Performance Objective Loading* kg/d**
$CBOD_5$	2.7 mg/L	25 mg/L	15 mg/L	14.3 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.0 mg/L	25 mg/L	15 mg/L	15.9 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.08 mg/L	1.0 mg/L	0.9 mg/L	0.41 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	15.10 mg/L 5.52 mg/L					
Total Cl_2 Residual		<0.01 mg/L (when in use)				
E-Coli	10 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)	
pH			pH range 6.6 to 7.1; average pH was 6.9			
Temperature degrees C			Temperatures ranged from 8.0 to 9.0 C; average temperature of effluent was 8.3 C			

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

WASTEWATER LIQUID PROCESS

The average daily flow for February was 5244 m^3/day. This represents 58% of the design average flow. Total treated flow for the month was 146883 m^3.
The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objectives as outlined in the Environmental Compliance Approval.

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Drained and inspected teacup
- Checked air filters all blowers
- Greased flocculator seal bearing
- Removed ice and frost from Milltronics sensor area in manhole 8
- Cleaned DO probes in both aeration cells

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Replaced Central Avenue lift station pump 1 seal water assembly with new style

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 116.6 m3 (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 15 % TS for the month but slump test results from the landfill site have not been provided.
The Fournier press ran for 121.8 hours in the past month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 447 (x 180 multiplier) kWh.
The Fournier press has been operated 262.6 hours in 2021.
Grit pump 2 developed a leak in the casing and will be sent out for assessment/repair.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)
Fort Frances WPCP Equipment Run Time Report (on-file at plant)
Bypass Report (on-file at plant as per occurrence)
Incident Report (on-file at plant as per occurrence)

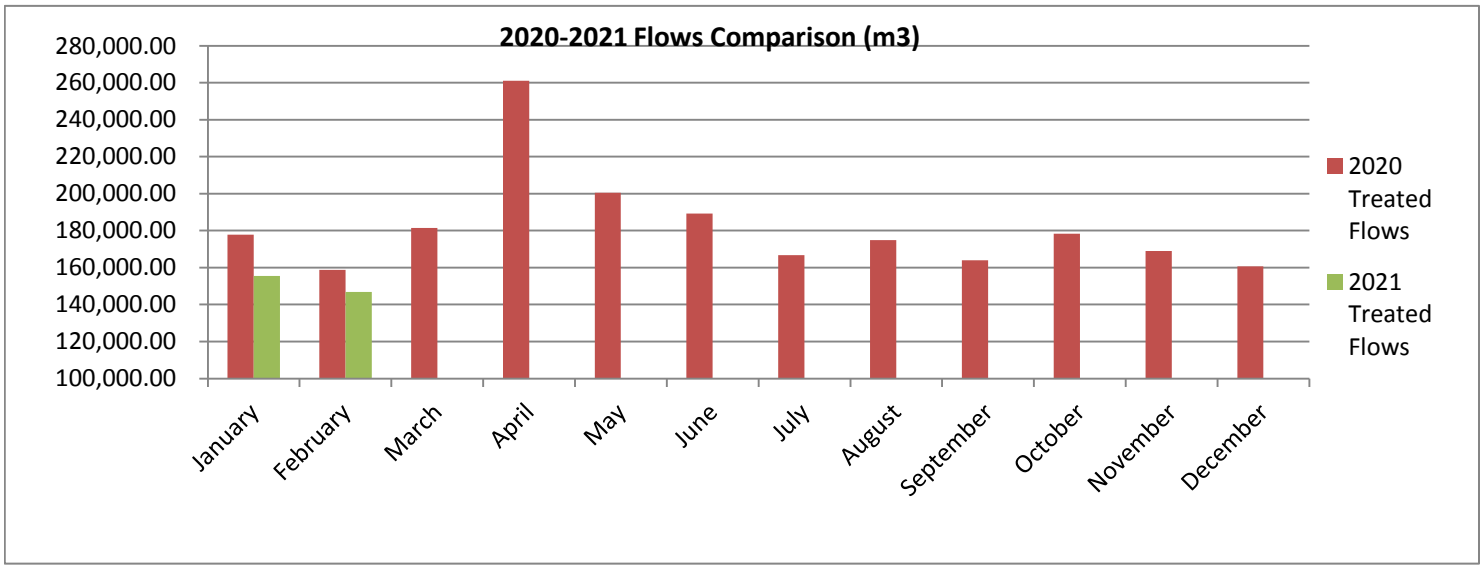
2021 Fort Frances Wastewater

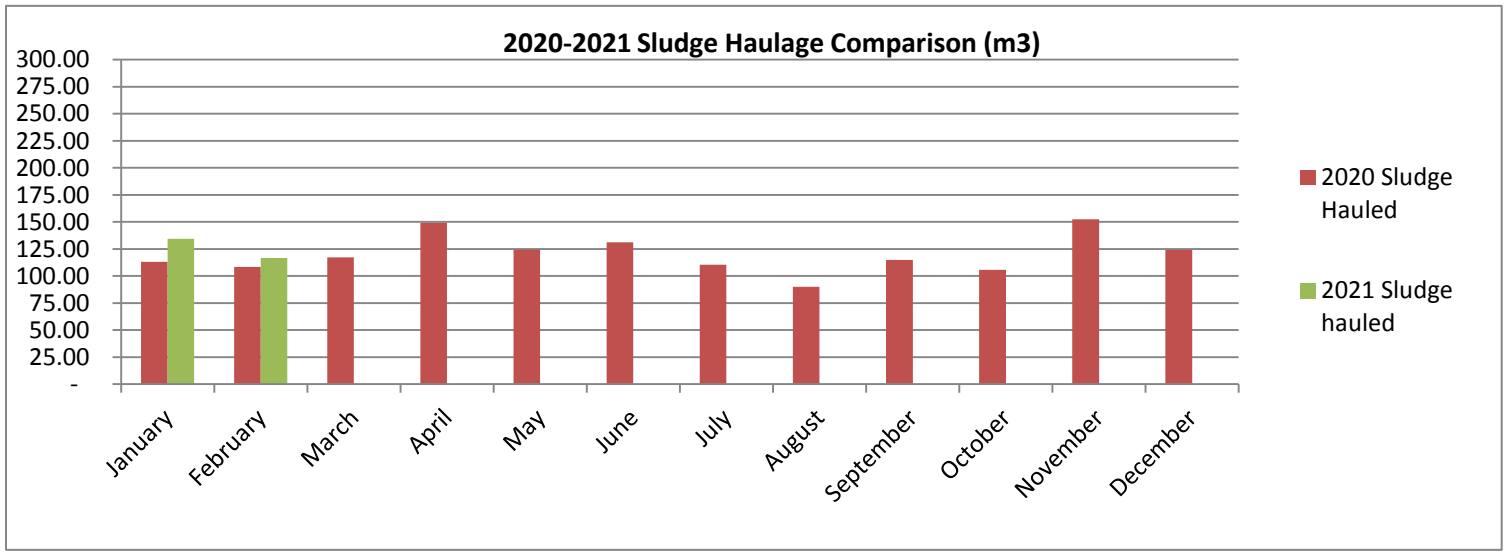
Month	Avg. Day Flow m3	Sewage Flows Year 2020: Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML	Usage % Plant Capacity	Calculated Volume Hauled M3	Sludge Bins Hauled
January	5015.0	5375	155465		155465	56%	134.4	13
February	5244.0	5551	146883		146883	58%	116.6	11
March						0%		
April						0%		
May						0%		
June						0%		
July						0%		
August						0%		
September						0%		
October						0%		
November						0%		
December						0%		
Sum				0	302348		251	24
Average	5130		151174		151174	57%	125.5	12.0
Max		5551	155465		155465			13
ECA	9000	18000						

Removal Efficiency	
CBOD5	0.977048417
Suspended Solids	0.985617155
Total Phosphorus	0.974048443

	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli	pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean	Monthly	Monthly
Month	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	Counts	Minimum	Maximum
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/100ml		
January	123.8	2.2	11.1	196.5	2.5	12.7	2.99	0.07	0.33	26.2	11.8	10.0	6.6	7.0
February	91.0	2.7	14.3	185.9	3.0	15.9	2.79	0.08	0.41	22.7	15.1	10	6.6	7.1
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
Average	107.4	2.5	12.7	191.2	2.8	14.3	2.89	0.08	0.37	24.5	13.5	10.0	6.6	7.1
Max	123.8	2.7	14.3	196.5	3	15.9	2.99	0.08	0.41	26.2	15.1	10.0	6.6	7.1
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

2020-2021 Comparison Chart						
Month	2020 Treated Sewage	2021 Treated Sewage	% Variance 2020 to 2021	2020 Hauled Sludge	2021 Hauled Sludge	% Variance 2020 to 2021
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	177,747.00	155,465.00	-14%	113.20	134.40	19%
February	158,832.00	146,883.00	-8%	108.20	116.60	8%
March	181,415.00		#DIV/0!	117.10		-100%
April	261,159.00		#DIV/0!	149.30		-100%
May	200,528.00		#DIV/0!	124.40		-100%
June	189,252.00		#DIV/0!	131.00		-100%
July	166,681.00		#DIV/0!	110.50		-100%
August	174,870.00		#DIV/0!	89.90		-100%
September	163,947.00		#DIV/0!	114.80		-100%
October	178,352.00		#DIV/0!	105.80		-100%
November	169,049.00		#DIV/0!	152.50		-100%
December	160,702.00		#DIV/0!	123.90		-100%
Totals	2,182,534.00	302,348.00	-622%	1,440.60	251.00	-83%





Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Workorder Summary Report

Report Start Date:	Feb 1, 2021 12:00 AM
Report End Date:	Feb 28, 2021 11:59 PM
Location:	1103*
Work Order Type:	ADMIN,CALL,CAP,CORR,EMER,OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2133050	0000129811	METER LEVEL MILLTRONIC BYPASS FLOW	1103, Fort Frances WPCP, Process, Process Control & Monitoring	CALL	Refurbish/ Replace/Repair	0		Manhole #8 High Level 1103	COMP		2/18/21 07:43 AM	2/18/21 07:47 AM	Manhole #8 High Level -I arrived onsite to find manhole #8 sensor to be acting erratic . After an hour it began to act normal, Due to extreme cold temps here.
2134047			Fort Frances Water Pollution Control Plant	CALL	Refurbish/ Replace/Repair	0		Basement sump high level alarm call back	COMP		2/22/21 04:35 PM	2/22/21 06:00 PM	Basement sump high level alarm call back -A basement sump high level alarm call in at 1635 hours. When I got to the plant I acknowledged the alarm on the SCADA computer. I then reset the main power on the sump panel as well as both pump disconnects. I added water to the sump pit and was able to pump the water level down and both pumps functioned without any problem.
2116516			1103, Fort Frances WPCP	OPER	Inspection	1	MONTHS	Snow Removal at Wastewater Treatment (1m) 1103	COMP	2/1/21 12:00 AM	3/7/21 03:46 PM	3/7/21 03:46 PM	
2126752			1103, Fort Frances WPCP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 1103	COMP	2/1/21 12:00 AM	3/9/21 03:51 PM	3/9/21 03:51 PM	
2126716	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	2/1/21 12:00 AM	2/27/21 11:00 AM	2/27/21 12:00 PM	Dialer Test -We test daily @ 11
2126720			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	2/1/21 12:00 AM	2/21/21 03:39 PM	2/21/21 03:39 PM	Diesel Gensets Inspection/ Functional Tests (1m) 1103 -I exercised all lift station diesel generators and the Yamaha portable generator, Kelly C
2126736			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	2/1/21 12:00 AM	2/28/21 10:00 AM	2/28/21 11:00 AM	Monthly H&S Inspection -No issues found.
2126747			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	2/1/21 12:00 AM	3/7/21 03:45 PM	3/7/21 03:45 PM	
2127070			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	2/1/21 12:00 AM	2/28/21 12:00 PM	2/28/21 01:00 PM	Blower Maint. -I greased all blowers and checked air filters.

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Workorder Summary Report

Report Start Date:	Feb 1, 2021 12:00 AM
Report End Date:	Feb 28, 2021 11:59 PM
Location:	1103*
Work Order Type:	ADMIN,CALL,CAP,CORR,EMER,OPER,PM
Work Order Class:	

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2127078	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	2/1/21 12:00 AM	2/25/21 01:00 PM	2/25/21 02:00 PM	Teacup Maint. -I removed the lid and inspected the teacup and found minimal debris .

TOWN OF FORT FRANCES

Operations and Facilities Division - Environmental Area - Operations Statistics

February-21

STAFFING:

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

OVERTIME HOURS - Equivalent Straight Time Hours

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

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
Misc. water turn on / off
11 Frozen water lines
Resumed working on plugged sewers in yellow control zone
Pulled sewer mains - 6th st w / walker / hudson area
Repaired sewer service @ 428 victoria

WATER TREATMENT PLANT:

February 2021 - In receipt of the Water Treatment Plant Monthly Report
Jeff St, Pierre of OCWA is temporary ORO at WTP until TOFF has a Class 3 operator
P. LeMesurier notified of passing grade for WT3 exam
J. Bruyere cross - training at WTP
Maintained rotation at WTP to 2 employees due to Covid-19 restrictions

WASTE-WATER TREATMENT FACILITY:

February 2021 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:

Garbage Collection:
Garbage not picked up - 12 houses (variety of reasons)

Sanitary Landfill (Waste Disposal Site):
Landfill Scales occassionally not functioning during this period. During thaws and freeze / thaw causing the electronics to behave erratically.

Amount of residential waste (kg) delivered to the landfill:
139,100

Amount of ICI waste (kg) delivered to the landfill:
242,800

Recycling:
Recycle not picked up - 23 houses (mostly contamination)

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
No Data (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 15-Mar-21

Water Works		Years			
DATE	**WORK**	**2018**	**2019**	**2020**	**2021**
Jan	THAW FROZEN WL	1	6	1	1
	TURN WATER OFF	1	6		1
	TURN WATER OFF/ON	4	5		1
	TURN WATER ON	5			2
	TURNED WATER OFF				1
Jan Total		**11**	**17**	**1**	**6**
Feb	THAW FROZEN WL	27	11		11
	TURN WATER OFF	3	3	1	10
	TURN WATER OFF/ON		5	1	5
	TURN WATER ON	3		5	4
Feb Total		**33**	**19**	**7**	**30**
Mar	THAW FROZEN WL	3	27		
	TURN WATER OFF		2		
	TURN WATER OFF/ON	3	3	1	
	TURN WATER ON	12	7	2	
Mar Total		**18**	**39**	**3**	
Apr	SET UP HYDRANT		1		
	THAW FROZEN WL		5		
	TURN WATER OFF	3	2	2	
	TURN WATER OFF/ON	1	1	1	
	TURN WATER ON	16	24	4	
Apr Total		**20**	**33**	**7**	
May	CHECK WATER SERVICE		1		
	CONNECTION INSPECTION	1	1		
	TRACE SERVICES		1		
	TURN WATER OFF	3	3		
	TURN WATER OFF/ON	1	3	1	
	TURN WATER ON	15	14	4	
	TURN WATER ON	1			
May Total		**21**	**23**	**5**	
Jun	RAISE CS TO GRADE	1			
	TRACE SERVICES		1	1	
	TURN WATER OFF	4	3		
	TURN WATER OFF/ON	3	3		
	TURN WATER ON	4	6	1	
Jun Total		**12**	**13**	**2**	
Jul	CONNECTION INSPECTION	3	1		
	LIVE TAP SERVICE	1			
	REPAIR CURBSTOP		3		
	TERMINATE WATER	1			
	TRACE SERVICES	2	2		
	TURN WATER OFF		1		
	TURN WATER OFF/ON	4	4		
	TURN WATER ON	2	4		
Jul Total		**13**	**15**		
Aug	TRACE SERVICES	1	1		
	TURN WATER OFF	2	1		
	TURN WATER OFF/ON	3		1	
	TURN WATER ON	2	1		
Aug Total		**8**	**3**	**1**	
Sep	CONNECTION INSPECTION	4			
	TEST BACKFLOW	1			
	TRACE SERVICES	1			
	TURN WATER OFF	4	4	4	
	TURN WATER OFF/ON	2	2	2	
	TURN WATER ON	4		1	
Sep Total		**16**	**6**	**7**	
Oct	CONNECTION INSPECTION	1			
	TURN WATER OFF	13	15	6	
	TURN WATER OFF/ON	3	4		
	TURN WATER ON	3	7	3	
Oct Total		**20**	**26**	**9**	
Nov	CONNECTION INSPECTION	1		2	
	TURN WATER OFF	14	11	4	
	TURN WATER OFF/ON	1	3		
	TURN WATER ON	4	2	1	
	WINTERIZE			1	
	WINTERIZE HYDRANT			1	
Nov Total		**20**	**16**	**9**	
Grand Total		**192**	**210**	**51**	**36**

Sewer Works		Years			
DATE	**WORK**	**2018**	**2019**	**2020**	**2021**
Jan	CCTV SEWER SERVICE	1	1	3	2
	UNPLUG SANITARY SEWER	20	21	7	1
	VAC OUT SEWER MAIN				1
Jan Total		**21**	**22**	**10**	**4**
Feb	CCTV SEWER SERVICE	2	2	1	5
	THAW FROZEN SEWER	1			
	TRACE SERVICES				1
	UNPLUG SANITARY SEWER	20	10	6	6
	VAC OUT SEWER MAIN				4
Feb Total		**23**	**12**	**7**	**16**
Mar	CCTV SEWER SERVICE	1	1		2
	CONNECTION INSPECTION		1		
	UNPLUG SANITARY SEWER	12	9	3	
Mar Total		**13**	**11**	**3**	**2**
Apr	CCTV SEWER SERVICE	3	6		
	UNPLUG SANITARY SEWER	15	7	1	
Apr Total		**18**	**13**	**1**	
May	CCTV SEWER SERVICE	1			
	CONNECTION INSPECTION	1	1	1	
	THAW FROZEN SEWER	1			
	UNPLUG SANITARY SEWER	15	10	2	
May Total		**18**	**11**	**3**	
Jun	**CCTV SEWER SERVICE**		4	1	
	CONNECTION INSPECTION		1	1	
	TRACE SERVICES		2		
	UNPLUG SANITARY SEWER	14	3	1	
	INSTALL SEWER PUMP			1	
Jun Total		**14**	**10**	**4**	
Jul	CCTV SEWER SERVICE		1	2	
	CONNECTION INSPECTION	3	2		
	TRACE SERVICES		4		
	UNPLUG SANITARY SEWER	6	9		
	VAC OUT SEWER MAIN		1		
	VAC TRUCK POWER CABLES			1	
Jul Total		**9**	**17**	**3**	
Aug	CCTV SEWER SERVICE	5	2	1	
	TRACE SERVICES	2	2		
	UNPLUG SANITARY SEWER	11	8	1	
Aug Total		**18**	**12**	**2**	
Sep	CCTV SEWER SERVICE	2	4		
	CONNECTION INSPECTION	4			
	TRACE SERVICES		1		
	UNPLUG SANITARY SEWER	5	11	7	
	VAC OUT SEWER MAIN		1		
	CLEAN SEWER SERVICE			1	
Sep Total		**11**	**17**	**8**	
Oct	CCTV SEWER SERVICE	2	2	2	
	CONNECTION INSPECTION	2	1		
	TRACE SERVICES		1		
	UNPLUG SANITARY SEWER	11	12	9	
Oct Total		**15**	**16**	**11**	
Nov	CCTV SEWER SERVICE	2		3	
	CONNECTION INSPECTION			3	
	PREVENTATIVE ROOTING	1			
	UNPLUG SANITARY SEWER	17	12	3	
	WINTERIZE			1	
Nov Total		**20**	**12**	**10**	
Grand Total		**180**	**153**	**62**	**22**

System Repairs		Years			
DATE	**TYPE**	**2018**	**2019**	**2020**	**2021**
Jan	CURBSTOP		1		1
	HYDRANT			2	2
	SEWER SERVICE			2	
	WATERMAIN	1	1	1	1
Jan Total		**1**	**2**	**5**	**4**
Feb	CLEANOUT		2		
	CURBSTOP		8		
	HYDRANT				1
	SEWER SERVICE		1		2
	WATER SERVICE		2		1
	SANITARY MANHOLE				1
Feb Total			**13**		**5**
Mar	CLEANOUT		2		
	CURBSTOP		2		
	HYDRANT			2	
	WATER SERVICE	2		1	
	WATERMAIN			2	
	SAN MANHOLE			1	
Mar Total		**2**	**4**	**6**	
Apr	CLEANOUT		1		
	CLEANOUT/CURBSTOP	1			
	CURBSTOP	1	9	15	
	HYDRANT			3	
	MANHOLE		2		
	SEWER MAIN		1		
	WATER MAIN	1		1	
	WATER SERVICE	1			
Apr Total		**4**	**13**	**19**	
May	CLEANOUT	3	4		
	CLEANOUT/CURBSTOP	1			
	CURBSTOP	4	8		
	MANHOLE		1		
	SEWER SERVICE		2		
	WATER SERVICE		1		
	WATERMAIN	4	1		
May Total		**12**	**17**		
Jun	CURBSTOP		5		
	MANHOLE	1			
	WATER SERVICE		2		
	WATERMAIN	1	1	1	
Jun Total		**2**	**8**	**1**	
Jul	CURBSTOP	3	10		
	SEWER MAIN			1	
	WATER SERVICE		1		
	WATERMAIN			3	
Jul Total		**3**	**11**	**4**	
Aug	CLEANOUT	1	2		
	CURBSTOP	3	18	1	
	SEWER MAIN			1	
	WATER/SEWER	1			
Aug Total		**5**	**20**	**2**	
Sep	CLEANOUT	2			
	CURBSTOP	26			
	SEWER SERVICE			2	
	WATER SERVICE	1		1	
	WATERMAIN	1			
Sep Total		**30**		**3**	
Oct	CURBSTOP	7	1		
	MANHOLE	1			
	SEWER SERVICE	1		2	
	WATER SERVICE	1			
	LOWER SAN MH			4	
Oct Total		**10**	**1**	**6**	
Nov	CLEANOUT	1			
	CURBSTOP	1	2		
	SEWER MAIN			3	
	WATER MAIN			2	
	WATER SERVICE	1			
	WATERMAIN			2	
	LOWER SAN MH			4	

2021 - Tonnage at Landfill Site - Updated March 10, 2021

MONTH	Residential Waste (tonne)	Res (%)	ICI Waste (tonne)	ICI (%)	Non Community Waste (tonne)	Non Community Waste (%)	Covering Material (tonne)	2020 Total Tonne	Average last 10 years Total Tonne 2011 to 2020	2021 Total Tonne	2020 Total Fees	Average last 10 years Fees 2011 to 2020	2021 Total Fees	2020-2019 Tonnes	2020-2019 Fees
JAN	229.16	49.9%	221.64	48.264%	8.42	1.8%	0.00	430.73	421.97	459.22	$ 27,424.15	$ 22,810.82	$ 25,366.15	28.49	-$ 2,058.00
FEB	139.10	35.7%	242.80	62.338%	7.59	1.9%	163.96	395.65	344.29	389.49	$ 23,407.65	$ 17,034.00	$ 24,123.20	-6.16	$ 715.55
MAR		#DIV/0!		#DIV/0!		#DIV/0!		443.95	424.03	0	$ 29,051.15	$ 23,642.71		-443.95	-$ 29,051.15
APRIL		#DIV/0!		#DIV/0!		#DIV/0!		611.34	573.51	0	$ 42,244.30	$ 32,712.97		-611.34	-$ 42,244.30
MAY		#DIV/0!		#DIV/0!		#DIV/0!		777.33	740.72	0	$ 50,040.01	$ 39,340.52		-777.33	-$ 50,040.01
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		600.08	818.98	0	$ 50,850.20	$ 39,940.83		-600.08	-$ 50,850.20
JULY		#DIV/0!		#DIV/0!		#DIV/0!		670.42	607.43	0	$ 49,691.30	$ 36,877.55		-670.42	-$ 49,691.30
AUG		#DIV/0!		#DIV/0!		#DIV/0!		770.21	700.85	0	$ 55,399.40	$ 37,960.82		-770.21	-$ 55,399.40
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		862.70	684.18	0	$ 53,936.60	$ 38,481.31		-862.70	-$ 53,936.60
OCT		#DIV/0!		#DIV/0!		#DIV/0!		725.18	842.38	0	$ 49,042.25	$ 43,709.40		-725.18	-$ 49,042.25
NOV		#DIV/0!		#DIV/0!		#DIV/0!		591.91	574.84	0	$ 36,599.30	$ 30,714.80		-591.91	-$ 36,599.30
DEC		#DIV/0!		#DIV/0!		#DIV/0!		553.52	438.58	0	$ 29,234.45	$ 22,463.35		-553.52	-$ 29,234.45
Average per monthly	184.13	43%	232.22	55%	8.01	2%	81.98	619.42	597.65	70.73	$ 41,410.06	$ 32,140.76	$ 24,744.68	-1,032.96	-$ 173,528.11
Total	368.26		464.44		16.01		163.96	7433.01	7171.74	848.71	$ 496,920.76	$ 385,689.08	$ 49,489.35	-6584.30	-$ 447,431.41

	$ 460,321.46	**Actual**	$ 49,489.35
	$ 414,194.00	**Budget**	$ 440,000.00
	$ 496,920.76	**Forecasted**	$ 296,936.10

Town of Fort Frances Tonnage	832.70	
Total Tonnage	848.71	
Residential Tonnage	368.26	43.39%
ICI Tonnage	464.44	54.72%
Coverage material	163.96	

Sewer & Water Data for 2021

up-dated March 10, 2021

Month	Days per month	2021 Total Sewage STP cu. meters monthly	2021 daily Sewage STP cu. meters daily	2021 Couch. Sewage Meters cu. meters monthly	2021 Couch. Sewage Meters cu. meters daily	2021 Couch. Sewage %	2021 Total Treated WTP cu. meters monthly	2021 daily Treated WTP cu. meters daily	2021 Couch. 2 Water Meters cu. meters monthly	2021 Couch. 2 Water Meters cu. meters daily	2021 Couch. Water %	2021-2020 Diff Treated WTP	2021-2020 Diff Wastewater STP	2021 Difference STP-WTP	2021 Infiltration daily average	Monthly Infiltration US Gallons
January	31	155465	5015.00	10364	334.32	6.67%	105360	3398.7	9082	293.0	8.62%	-3360.0	-22282.0	50105.0	1616.3	13,236,338
February	28	146883	5245.82	8881	317.18	6.05%	103890	3710.4	9082	324.4	8.74%	1990.0	-11949.0	42993.0	1535.5	11,357,547
March	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-105300.0	-181415.0	0.0	0.0	-
April	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96350.0	-261159.0	0.0	0.0	-
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-111690.0	-200528.0	0.0	0.0	-
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-115660.0	-189252.0	0.0	0.0	-
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-139030.0	-166681.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-127750.0	-174870.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-107690.0	-163947.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-102590.0	-178352.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-98680.0	-169049.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-104350	-160702.0	0.0	0.0	-
Total	365	302348		19245			209250.0		18164.0			-1110460.0	-1880186.0	93098.0	255.1	24,593,885
Monthly Average		155465.0	5015.0	10364.0	334.3		105360.0	3398.7	9082.0	293.0	0.1	-3360.0	-22282.0	50105.0	1616.3	13236338.1