

# TOWN OF FORT FRANCES

AGENDA - February 14, 2022

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No.091) 5:30 PM

Microsoft Teams meeting

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[+1 807-701-5975,,396171373#](#) Canada, Thunder Bay

Phone Conference ID: 396 171 373#

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1. **Call to Order / Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof.**
3. **Delegations/Deputations:**
4. **Council Reports on Board & Committee Activity:**
  - 4.1 Mayor Caul - Verbal Update
  - Councillor McTaggart - Verbal Update
  - Councillor Judson - Verbal Update
  - Councillor Wiedenhoeft - Verbal Update
5. **Consent Agenda:**
  - 5.1 Request from Best for Kitty 6 - 7
    - approval of this report would agree with the recommendation of the Planning & Development Executive Committee that Council not approve the request from Best for Kitty for usage of the Town of Fort Frances Animal Pound
  - 5.2 Motion to support dissolution of the Ontario Land Tribunal (OLT) 8 - 12
    - approval of this report will agree with the recommendation of the Chief Building Official / Municipal Planner as supported by the Planning and Development Executive Committee, that Council of the Town of Fort Frances withhold passing a motion to support the dissolution of the Ontario Land Tribunal

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5.3 Fort Frances Senior Centre Special Occasion permit request	13 - 14
<p>-approval of this report will agree with the recommendation of the Community Services Division to approve the amendment to the Municipal Alcohol Policy by removing the Fort Frances Senior Centre from the list of Municipal Facilities not eligible for special occasions permits or alcohol consumption and adding them to the list of Municipal Facilities eligible for special occasions permit or caterer endorsement</p> <p>Further to that, that Option 3 as outlined be implemented as a charge to rent the facility for the purpose of hosting an event with a Special occasion permit</p> <p>Option 3) Charge \$131.02 for an event that does not use the kitchen and \$237.19 for an event that does use the kitchen. These prices are an average of the current charge and the prices for the auditorium at 50% of the cost.</p>	
5.4 2021/2022 MTO Gas Tax Agreement	15 - 18
<p>- approval of this report will agree to the recommendation of the Community Service Division to enter into an agreement with the Ministry of Transportation. Further, that a supporting by-law be brought forward to endorse the Letter of Agreement.</p>	
5.5 2022 Fort Frances Sports Hall of Fame Sponsorship Request	19
<p>-approval of this Report will agree with the recommendation of the Administration &amp; Finance Executive Committee to approve a Bronze sponsorship of \$500 for the Fort Frances Sports Hall of Fame</p>	
5.6 Waiving of Procurement Policy	20
<p>-approval of this report will agree to the recommendation of the Administration &amp; Finance Executive Committee to approve this report as presented, and that Council approves the sole sourcing of the Radio System Upgrade to CRC Thunder Bay</p>	
5.7 New Radio System Upgrade	21
<p>- approval of this report will agree to the recommendation of the Administration &amp; Finance Executive Committee to approve this report as presented.</p> <p>And that Council approve the use of the per capita format for invoicing purposes to other fire services providers who will be accessing the new radio system, and permit their share of the cost over the course of a couple of years if needed.</p>	

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5.8 Councillor Wendy Brunetta Per Diem Claim RRDMA	22
-approval of this Report will agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$80.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting held virtually on January 15, 2022.	
5.9 Councillor Rick Wiedenhoeft ROMA Per Diem Claim	23
-approval of this Report will agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$320.00 as submitted by Councillor Rick Wiedenhoeft for his virtual attendance at the ROMA Conference.	
5.10 Award of Tender 2021-OF-18 - 3 Year Sanitary Sewer Cleaning and CCTV Inspection Program	24 - 26
- approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that:	
1.Award Tender 2021-OF-18 - (3) three-year Sanitary Sewer Cleaning & CCTV Inspection Program to Wessuc for \$213,610.15 which includes HST.	
2.That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.	
5.11 November 2021 Drinking Water Systems Monthly Summary Report	27 - 35
- approval of this report will accept the November 2021 Drinking Water Systems Monthly Summary Report prior to it being made available to the general public.	
5.12 December 2021 Drinking Water Systems Monthly Summary Report	36 - 45
- approval of this report will accept the December 2021 Drinking Water Systems Monthly Summary Report prior to it being made available to the general public.	
<b>6. <u>Administration and Finance Division:</u></b>	
6.1 CAO Performance Appraisal	46 - 47
approval of this report will agree with the recommendation of the HR Manager that Council selects the following members for the purpose of reviewing the process of the CAO Performance Appraisal being	
1.	
2	

3.

**7. Community Services Division:**

- 7.1 Memorial Sports Centre (MSC) – Canteen Agreement 48 - 60
- approval of this report will agree with the recommendation from the CAO to enter into the agreement with Tess's Kitchen to operate canteen at the Memorial Sports Centre until April 30, 2022; and further that the Mayor and Clerk be authorized to sign the agreement on behalf of the Corporation of the Town of Fort Frances.

**8. Operations and Facilities Division:**

- 8.1 Award of Tender 2022-OF-01 – Supply of Various Vehicles 61 - 63
- approval of this report will agree with the recommendation from the Manager of Operations and Facilities to ensure the following:
1. That the purchase of two (2) ½ ton extended cab four-wheel drive pickup trucks be awarded to Fort Frances GM at a cost of \$94,290.82 including the Town's portion of HST.
  2. That the purchase of one 5000 series regular cab four-wheel drive pickup truck with dump box be awarded to Sunset Country Ford at a cost of \$81,256.38 including the Town's portion of HST.
  3. That budget shortfalls be funded from the respective reserve funds or through year end surplus.
- That Mayor and Clerk be authorized to enter into a purchase agreements with Fort Frances GM and Sunset Country Ford

**9. General:**

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<b>11. <u>ADJOURNMENT</u></b>	

Date: February 7<sup>th</sup>, 2022

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer.

Re: Request Letter from Best for Kitty.

As you will recall, Council on December 13<sup>th</sup>, 2021, deferred a request letter from Best for Kitty to the Planning & Development Executive Committee for further review. The Planning & Development Executive Committee at their meeting on February 7<sup>th</sup>, 2022, further discussed this request.

With that said, there has been no change to the report regarding the legislative requirements for our continued operation of the pound facility. Our office can continue to report that the Town of Fort Frances Animal Pound is currently permitted to operate under Provincial permit as an animal pound. Under this Act the Town is required to follow a legislated process with any animal in our facilities/operators care. This means that any animal that comes into our facility would have to fall under this process for us to maintain our operator's licence with the Province.

We have also received correspondence from our HR Department and our insurance provider with regards to a third party/volunteer personnel/groups using/operating within our facility, the response from our insurance provider is as follows:

There are some processes that will need to be addressed prior to the Town permitting such an arrangement:

1. If they only need daily access, we suggest that Town staff permit them on premises – we do not recommend unfettered access to the building. Further, whoever lets them in, must be assured that they will only access the animal shelter. Our understanding is that it is adjacent to public works, the Town must be able to restrict access to the remainder of the compound.
2. Prior to entering into this arrangement, a formalized agreement is recommended. The agreement ought to be that the BfK organization has a valid insurance policy in place. Further the scope of their work needs to be stipulated in the agreement: will they have permission to apprehend animals that they feel are strays? Will they have the authority to spay or neuter cats? Is there a process in place to advise the general public as to when BfK finds a cat so that if someone has lost their pet, they can retrieve them before the cat gets re-homed?
3. BfK needs to understand that their volunteers will not qualify or have access to WSIB benefits – this is a challenging problem because should one of their workers slip and fall whilst in the facility, the Town could have exposure as the occupier.

4. Our concern is the unfettered and unsupervised access to the building – there is no surveillance cameras or alarm. If the Town is going to proceed, at the very least, it is recommended that the Town have a staff member present when BfK is using the facility. Privacy issues could come into play as it relates to pet owners' information. This must be administered by Town staff only.
5. We also have concerns about communicable illness as it pertains to the other animals – granted, this could happen within the existing animal control program. Increasing the amount of animals in the shelter at any given time, there is a risk that contagious illnesses could be brought into the pre-existing shelter.

It is important to note that the facility was designed to operate as a Town pound facility and has a limited number of spaces within it. The facility only has 8 cat pens and 8 dog pens. This is enough for us to operate our facility as a pound efficiently. It is also important to note that our department has been operating with 1 officer for quite some time. This has been outlined in the monthly reports.

For this type of request to be permitted, Council would have to direct Administration to research what is required for the facility to be changed from a pound to a shelter facility.

Therefore, the Planning & Development Executive Committee is recommending that Council not approve the request from Best for Kitty for usage of the Town of Fort Frances Animal Pound.

Respectfully submitted,

Original Signed by

Patrick Briere, CMM III, Property Standards Professional  
MLEO/Alternate CEMC/Public Information Officer  
Planning & Development Division  
PH: 1-807-274-5323 ext. 1218  
[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)

**Town of Fort Frances  
Administrative Report**

**TO:** Mayor and Council  
**FROM:** Cody Vangel, Chief Building Official & Municipal Planner  
**SUBJECT:** **Motion to support dissolution of the Ontario Land Tribunal (OLT)**  
**DATE:** February 14, 2022

**Issue:**

Consideration to pass a motion to support Tom Mrakas, Mayor of Town of Aurora, and the dissolution of the Ontario Land Tribunal (OLT)

**Strategic Impact:**

N/A

**Options/Alternatives:**

1. Pass a motion to support the dissolution of the Ontario Land Tribunal, as drafted by Tom Mrakas.
2. Do not pass a motion to support the dissolution of the Ontario Land Tribunal.

**Administrative Recommendation:**

**RECOMMENDED , as supported by the Planning and Development Executive Committee, THAT Council of the Town of Fort Frances withhold passing a motion to support the dissolution of the Ontario Land Tribunal.**

**Analysis:**

To date I have had one encounter with the Ontario Land Tribunal (OLT) related to the rezoning of the former St. Michael's school. In this experience the following were noted in support of the proposed motion:

- Significant time delays
- Significant legal costs

To put time delays into perspective, the Town passed by-law 03/14-Y on May 10, 2021 which approved the rezoning application through by-law. This decision was then appealed to the OLT, LPAT at the time, which saw the actual hearing for the appeal matter held on January 13-14, 2022. Subsequently, an interim order was issued by the OLT on January 25, 2022. The overall turn around time (though not 100% complete yet) to date has been 8 months. These delays can have significant impacts on a project including missing out on grant funding, delaying property acquisition, delaying execution of final project drawings, causing construction to miss out on fair weather building seasons, etc.

Significant legal fees can be generated from these appeals through the hearing process where the matter is often "quarterbacked" by a lawyer with expert witnesses providing evidence. In the case of the Town of Fort Frances, our user fee by-law is setup such that the applicant bears all of these costs, and not the Town. However, this further creates additional costs to applicant for the project.



The Town has put forth \$100,000.00 in this year's capital budget to complete a renewal of the Town's Official Plan (OP) and Zoning By-law, I can agree with the frustration of putting forth these funds to complete said documents, to have the OP approved by the province, only to have potential appeals on future decisions to amend these documents.

However, with the above support stated, the following opposition will be noted:

- Appeal process – by applicant or public
- OLT appeals on other matters

From my experience with the *Planning Act* the following appeals are possible for a zoning by-law amendment or official plan amendment (the focus of draft motion):

- The applicant can appeal the refusal decision of Mayor and Council
- The applicant can appeal the non-decision of Mayor and Council
- The public can appeal the decision of Mayor and Council
- The minister can appeal the decision of Mayor and Council

I tend to disagree with the motion on the basis that we as administration will provide a planning report with an application for a zoning by-law amendment (ZBLA) or official plan amendment (OPA) detailing how an application does or does not comply with the zoning by-law, official plan, provincial policy statement, etc. A proposal may comply with all documents, though Council can decide to reject said application, leaving an applicant with no ground for appeal on an application that would generally comply with all policies.

Additionally, in the opposite spectrum, a ZBLA or OPA may be approved for an application that does not comply with the above-mentioned policies, where the dissolution of the OLT would not allow for the public to have an opportunity to appeal said decision.

Lastly, if Council fails to make decision on an application within the timeframes specified in the *Planning Act*, ultimately sitting on the application without decision, the current OLT format provides the applicant with an opportunity to appeal the non-decision.

As noted below, in addition to land use planning matters, the OLT also hears and decides on appeal matters related to environmental and natural features and heritage protection, land valuation, land compensation, municipal finance, and related matters. This entails a whole other realm of matters under the OLT umbrella, which I personally have not had any dealings with. To support said motion would support the dissolution of the OLT without providing substance to these additional matters.

**History:**

*The Ontario Land Tribunal (OLT) hears and decides appeals and matters related to land use planning, environmental and natural features and heritage protection, land valuation, land compensation, municipal finance, and related matters.*

*The OLT was established on June 1, 2021 under the authority of section 2 of the Ontario Land Tribunal Act, 2021. The Act amalgamates the Board of Negotiation under the Expropriations Act, and continues the Conservation Review Board, the Environmental Review Tribunal, the Local Planning Appeal Tribunal and the Mining and Lands Tribunal, as the Ontario Land Tribunal.*

Source: <https://olt.gov.on.ca/about-olt/>

**Consultation:**

N/A

**Supporting Document / Financial Documents:**

1. Draft motion as submitted to Mayor and Council of the Town of Fort Frances by Tom Mrakas, Mayor of the Town of Aurora.

Whereas Municipalities across this province collectively spend millions of dollars of taxpayer money and municipal resources developing Official Plans that meet current Provincial Planning Policy; and

Whereas an Official Plan is developed through months of public consultation to ensure, “that future planning and development will meet the specific needs of (our) community”; and

Whereas our Official Plan includes provisions that encourage development of the “missing middle” or “gentle density” to meet the need for attainable housing in our community; and

Whereas our Official Plan is ultimately approved by the province; and

Whereas it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of (Your Municipality) Official Plan; and

Whereas it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the (Your Municipality) Official Plan; and

Whereas municipal planning decisions may be appealed to the Ontario Land Tribunal (OLT; formerly the Ontario Municipal Board or “OMB”), an unelected, appointed body that is not accountable to the residents of (Your Municipality); and

Whereas the OLT has the authority to make a final decision on planning matters based on a “best planning outcome” and not whether the proposed development is in compliance with municipal Official Plans; and

Whereas all decisions—save planning decisions—made by Municipal Council are only subject to appeal by judicial review and such appeals are limited to questions of law and or process; and

Whereas Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans; and

Whereas towns and cities across this Province are repeatedly forced to spend millions of dollars defending Official Plans that have already been approved by the province in expensive, time consuming and ultimately futile OLT hearings; and

Whereas lengthy, costly OLT hearings add years to the development approval process and act as a barrier to the development of attainable housing;

1. Now Therefore Be It Hereby Resolved That (Your Municipality) requests the Government of Ontario to dissolve the OLT immediately thereby eliminating one of the most significant sources of red tape delaying the development of more attainable housing in Ontario; and
2. Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario; the Large Urban Mayors' Caucus of Ontario, the Small Urban GTHA Mayors and Regional Chairs of Ontario; and
3. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

February 7, 2022

Report To: Mayor and Council

From: Community Services Division

**RE: Special Occasion Permit availability**

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The Fort Frances Seniors Board of Management has requested that the Fort Frances Senior Center be removed from the list of Municipal Facilities not Eligible for Special Occasion Permits.

The reason behind the request as noted in the letter provided by Irene Laing the Board Chair of the Fort Frances Senior Centre Board of Management is to increase the attractiveness of the Senior Centre to potential renters and thus increase the revenue realized by the Centre.

If approved this would allow the Senior Centre to rent out the facility much like the Auditorium can be rented for events with Alcohol. As with the Auditorium, a increase in the cost of booking the facility for such a purpose should be considered. It costs \$45.53 to rent the Senior Centre Currently. It costs \$216.51 to rent the auditorium and for a wedding/social including kitchen use it costs \$473.37.

Option 1) Charge \$45.53 for the facility with no change for the ability to host an event with a special occasion permit

Option 2) Charge \$216.51 for an event that does not use the kitchen facilities and \$473.37 for an event that does use the kitchen facilities. This option would have the pricing in line with the Auditorium.

Option 3) Charge \$131.02 for an event that does not use the kitchen and \$237.19 for an event that does use the kitchen. These prices are an average of the current charge and the prices for the auditorium at 50% of the cost.

**Recommendation**

The Community Services Division recommends to Mayor & Council to approve the removal of the Fort Frances Senior Centre from the list, thus allowing special occasion permits to be allowed to be obtained by third parties. Further to that, that option #\_\_\_ be implemented as a charge to rent the facility for the purpose of hosting an event with a Special occasion permit.

Respectfully Submitted,

Community Services Division.

January 25, 2022

Community Services Executive Committee  
740 Scott Street  
Fort Frances, ON

Gentlemen:

At the December 13 meeting of the Sister Kennedy Board of Management a motion was passed requesting that the Town remove the Sister Kennedy Centre from the list of "Municipal Facilities not Eligible for Special Occasion Permits" and be added to the list of "Municipal Facilities Eligible for Special Occasion Permits".

It is our contention that if the facility was eligible for special occasion permits that it would be a more attractive venue to rent for events such as anniversaries or birthday parties. Thank you for your consideration of this request.

Sincerely

Irene Laing  
Chair

February 7, 2022

Report To: Mayor and Council

From: Community Services Division

**RE: MTO Gas Tax Dedicated Funding**

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Please find attached a copy of the letter dated January 19, 2022 from the Ministry of Transportation. Also attached is a copy of the annual Dedicated Gas Tax Funds for Public Transportation Program agreement between the Town of Fort Frances and Her Majesty the Queen in the right of the Province of Ontario, represented by the Minister of Transportation.

The Letter of Agreement sets out the terms and conditions for use of dedicated gas tax funds by municipalities for public transportation. The funding amount for 2021-2022 under the program is up to \$71,538. A supporting by-law authorized by the Mayor and Clerk is also a requirement to obtain the funding.

**Recommendation**

The Community Service Division recommends to Mayor & Council to authorize the Mayor and Clerk to sign the Dedicated Gas Tax Funding Agreement for Public Transportation with the Ministry of Transportation for the 2021-2022 Program year in an amount of up to \$71,538.00. Further, that a supporting by-law be brought forward to endorse the Letter of Agreement.

Respectfully Submitted,

Community Services Division

**Council approval of this report will agree to the recommendation of the Community Service Division to enter into an agreement with the Ministry of Transportation. Further, that a supporting by-law be brought forward to endorse the Letter of Agreement.**

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
 Toronto ON M7A 1Z8  
 416 327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau de la ministre

777, rue Bay, 5<sup>e</sup> étage  
 Toronto ON M7A 1Z8  
 416 327-9200  
[www.ontario.ca/transports](http://www.ontario.ca/transports)



January 21, 2022

Her Worship June Caul  
 Mayor, Town of Fort Frances  
 320 Portage Avenue  
 Fort Frances ON P9A 3P9

Dear Mayor Caul:

**RE: Dedicated Gas Tax Funds for Public Transportation Program**

This Letter of Agreement between the **Town of Fort Frances** (the “Municipality”) and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the “Ministry”), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the “Program”). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario’s transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2021-22 Guidelines and Requirements (the “guidelines and requirements”).

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$71,538** (“the “Maximum Funds”) in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$53,654**; and any remaining payment(s) will be provided thereafter.



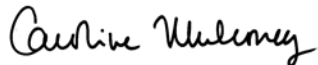
3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2021-22 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.
12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.

13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print it, secure the required signatures for it, and then deliver a fully signed copy, in pdf format, to the Ministry at the email account set out below. Subject to the Province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:

[MTO-PGT@ontario.ca](mailto:MTO-PGT@ontario.ca)

Sincerely,



Caroline Mulroney  
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

### **Municipality**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print):  
Title (head of council or  
authorized delegate):

I have authority to bind the Municipality.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name (print):  
Title (clerk or authorized delegate):

I have authority to bind the Municipality.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2022/03**

**To: Mayor Caul & Members of Council**  
**FROM: Treasurer**  
**DATE: January 18, 2022**  
**SUBJECT: 2022 Fort Frances Sports Hall of Fame Sponsorship Request**

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**BACKGROUND**

At the January 10, 2022 Council meeting, the request received from the Fort Frances Sports Hall of Fame, requesting sponsorship was referred to the Administration & Finance Executive Committee for recommendation.

The Fort Frances Sports Hall of Fame was founded in 2012. Their mission is to preserve and honour our area's rich and proud sports heritage.

The Town of Fort Frances has previously authorized attendance at the induction ceremonies by one Council member who was presenting at the ceremony. Sponsorship levels are listed on the brochure, with the lowest one being a Bronze Sponsorship of \$500. Sponsorships cover the costs of producing the inductee's plaques which will be on permanent display in the lobby of the Memorial Sports Centre.

**RECOMMENDATION**

The Administration & Finance Executive Committee approved Bronze sponsorship in the amount of \$500 to be taken from the Council Public Relations budget.

Council Approval of This Report Will approve the recommendation of the Administration & Finance Executive Committee to approve a Bronze sponsorship of \$500 for the Fort Frances Sports Hall of Fame.

**To: Mayor & Council**

**From: Tyler Moffitt, Fire Chief/CEMC**

**Date: February 9, 2022**

**Subject: Waiving of Procurement Policy**

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## **Background**

The 2022 Capital Budget of \$18,000 for the Radio System Upgrade was approved by Council.

CRC Thunder Bay is the only company (supplier) located in Northwestern Ontario that can accomplish the Radio System Upgrade for our fire service. As well, CRC has a radio technician that is a long-time resident of the area who lives within 10 minutes of Fort Frances. This radio technician is highly sought after and has responded numerous times when called upon to make critical repairs to our radio system.

As per the Procurement Policy, this purchase with tax falls into the Purchases over \$5,000 but not exceeding \$35,000 category. As well, as per the policy, at least three written quotes prior to ordering is required.

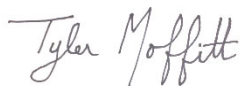
Given the circumstances of this unique piece of equipment upgrade, installation requirements, and limited suppliers in Canada, I am requesting to waive the Procurement Policy for the Radio System Upgrade.

Meanwhile, back in 2018, Council waived the procurement policy for purchasing \$36,000 of Extrication eDraulics Cutters & Spreaders.

My recommendation is to waive **4.0 PROCUREMENT PROCEDURES / D. Purchasing Methods / iii Purchases over \$5,000 but not exceeding \$35,000**, with regards to purchasing equipment and installation services from CRC Thunder Bay.

The Administration & Finance Executive Committee recommends that Council approve the report as presented.

Respectfully submitted,



Tyler Moffitt  
Fire Chief/CEMC  
Fort Frances Fire Rescue Service

**Council approval of this report** will agree to the recommendation of the Administration & Finance Executive Committee to approve this report as presented.

**To: Mayor & Council**  
**From: Tyler Moffitt, Fire Chief/CEMC**  
**Date: February 9, 2022**  
**Subject: New Radio System Upgrade**

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## **Background**

The 2022 Capital Budget of \$18,000 for the Radio System Upgrade was approved by Council.

There are four other fire services that will be able access this new radio system. They will be required to purchase and/or program radios for the new system at their own cost.

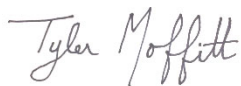
As well, once the final invoice for labour and equipment is submitted to our fire service, each fire service that will be accessing the new radio system will pay a one-time cost, based on there population (per capita).

Meanwhile, there is one fire service, which may need to spread their share of the cost over the course of a couple of years.

My recommendation is to utilize the per capita format for invoicing other fire services who will be accessing the new radio system, as well as permit a fire service to spread their share of the cost over the course of a couple of years if need be.

The Administration & Finance Executive Committee recommends that Council approve the report as presented.

Respectfully submitted,



Tyler Moffitt  
Fire Chief/CEMC  
Fort Frances Fire Rescue Service

**Council approval of this report** will agree to the recommendation of the Administration & Finance Executive Committee to approve this report as presented.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2022/05**

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: February 14, 2022**  
**SUBJECT: Councillor Wendy Brunetta– RRDMA Annual General Meeting Per Diem**

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**BACKGROUND**

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$80.00 to attend the RRDMA Annual General Meeting virtually on January 15, 2022 as submitted by Councillor Wendy Brunetta.

Due to the virtual nature, there is no registration fee, resulting in the total cost of \$80.00 to attend the RRDMA Annual General Meeting as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$80.00 as submitted by Councillor Wendy Brunetta for her attendance held virtually at the RRDMA Annual General Meeting on January 15, 2022.

***Council Approval of this Report will agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$80.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting held virtually on January 15, 2022.***



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2022/06**

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: February 14, 2022**  
**SUBJECT: Councillor Rick Wiedenhoeft– ROMA Conference Per Diem**

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**BACKGROUND**

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 to attend the Rural Ontario Municipal Association (ROMA) Conference held virtually on January 24 and 25, 2022 as submitted by Councillor Rick Wiedenhoeft.

The registration cost was \$457.92, resulting in the total cost of \$777.92 to attend the virtual ROMA Conference as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$320.00 as submitted by Councillor Rick Wiedenhoeft for his virtual attendance at the ROMA Conference.

***Council Approval of this Report will agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$320.00 as submitted by Councillor Rick Wiedenhoeft for his virtual attendance at the ROMA Conference.***

February 9, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Tender 2021-OF-18 - 3 Year Sanitary Sewer cleaning and CCTV Inspection Program**

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During the week of January 4, 2022, the Town advertised for a Tender Call for the above stated work with the tender closing on Tuesday, February 1, 2022. Advertisements were placed in the Fort Frances Times and on the Town's website.

Attached to this report you will see an administration report outlining the tender bid submissions received from four service providers.


In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no mathematical errors with the tender bid submitted however 2414002 Ontario Limited did not include a tender bid deposit in accordance with the tender requirements.

The lowest compliant tender bid is from Wessuc of Bradford, Ontario at a total three-year cost of \$213,610.15 including HST. In 2022 the net cost to the Town is \$74,504.11 where 7125.2 meters will be cleaned and inspected. These expenditures are funded out of the sanitary sewer operating budget.

It is recommended by the Operations & Facilities Executive Committee that the following be approved:

1. Award Tender 2021-OF-18- (3) three-year Sanitary Sewer Cleaning & CCTV Inspection Program to Wessuc for a total bid price of \$213,610.15 which includes HST.
2. That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1. Award Tender 2021-OF-18 - (3) three-year Sanitary Sewer Cleaning & CCTV Inspection Program to Wessuc for \$213,610.15 which includes HST.**
- 2. That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**

Manager of Operations and Facilities



February 1, 2022.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

**SUBJECT: Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender 2021-OF-18**

For the Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender (2021-OF-18), the successful company will clean, and CCTV inspect specified sanitary sewer mains and manholes at various locations throughout the Town. Each main and manhole inspected will also be given a condition rating from A - F, with A meaning in excellent shape to F meaning need immediate repair. For 2022 approximately 7125.2m of sanitary main are to be inspected, 6300.2m in 2023 and 6833.9m in 2024. Tender 2021-OF-18 closed at 2pm on Tuesday February 1, 2022. At that time, four bids had been received.

Tender Bid Received From	Location	Year(s)	Cost
Cambrian Vacuum Corporation	Rosslyn, ON	2022	\$84568.44
		2023	\$76084.96
		2024	\$81573.00
		total (incl HST)	\$242226.40
Uni-Jet Industrial Pipe Ltd.	Winnipeg, MB	2022	\$148175.10
		2023	\$144785.49
		2024	\$169607.29
		total (incl HST)	\$462567.88
2414002 Ontario Limited Onsite Sewer Services	Brighton, ON	2022	\$88996.74
		total (incl HST)	\$88996.74
Wessuc Inc.	Brantford, ON	2022	\$74504.11
		2023	\$67185.92
		2024	\$71920.12
		total (incl HST)	\$213610.15

After reviewing all documents submitted, the bid from 2414002 Ontario Limited (Onsite Sewer Services) was found to be incomplete and thus was discarded due to non-submittal of a bid bond. No other irregularities were found. As see in the table above, the lowest qualifying bid was received from Wessuc Inc. Wessuc has previously worked for the Town, with sewer inspections completed in 2019,

2020 and 2021. It is my recommendation that the tender be awarded to Wessuc Inc.

Respectively Submitted,



Trisha Law, MGIS  
GIS Expert

December 2, 2021

Report To: Mayor & Council

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

**SUBJECT: November 2021 Drinking Water Systems Monthly Summary Report**

Please find attached the November 2021 Summary Report on the drinking water systems, prepared by Greg Wiedenhoeft, Senior WTP Operator.

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

Respectfully submitted,  
Operations & Facilities Division

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

<p><b>Council approval of this report will</b> accept the November 2021 report prior to it being made available to the general public.</p>
--

c.c. – Craig Miller, P.Eng., Environmental Superintendent  
Greg Wiedenhoeft, ORO, Senior WTP Operator

**November 2021**

**Monthly Summary Report  
Water Systems**

**Prepared by: Greg Wiedenhoeft  
Overall Responsible Operator**

**Dated: December 02, 2021**

### 1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of November 2021 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

### 2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage	0.21 m3
Estimated November Usage	6.30 m3

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

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

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

Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

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

Water distribution samples taken at the following locations:

1. 943 Third St. E.	2. 1309 Kings Hwy.	3. 900 Wright Ave.	4. W. Tower
5. 943 Third St. E.	6. 715 Colonization Rd. E.	7. 740 Sixth St. W.	8. W. Tower
9. 218 Third St. E.	10. 601 Reid Ave.	11. 900 Wright Ave.	12. W. Tower
13. 401 Kings Hwy.	14. 835 McKenzie Ave.	15. 900 Wright Ave.	16. W. Tower
17. 715 Colonization Rd. E.	18. 601 Reid Ave.	19. 900 Wright Ave.	20. W. Tower

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

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

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

Water distribution sample taken September 21, 2021 – 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:**

Nov. 2<sup>nd</sup> – Received a load of Soda Ash.

- Boiler and Generator inspection.
- Calibrated distribution chlorine analyzer.

Nov. 3<sup>rd</sup> – Replaced actuator and valve positioner on filter #3

Nov. 4<sup>th</sup> - Cleaned top and bottom tanks on poly unit.

- Cleaned all 4 check valves on the poly unit.
- Flushed settled sample pump water line.

Nov. 8<sup>th</sup> – Enbridge replaced the gas meter at the water tower.

Nov. 9<sup>th</sup> – Enbridge replaced the gas meter at the W.T.P.

Nov. 10<sup>th</sup> – Pryde's at the W.T.P. to reset boiler.

Nov. 11<sup>th</sup> - Calibrated distribution chlorine analyzer.

Nov. 12<sup>th</sup> -Cleaned top and bottom tanks on poly unit.

- Cleaned all 4 check valves on the poly unit.

Nov. 15<sup>th</sup> – Changed out cl2 tonner.

Nov. 16<sup>th</sup> - Calibrated distribution chlorine analyzer.

Nov. 17<sup>th</sup> – Cannect Electric, Eaton, MGM at the W.T.P. for the M.C.C. Infrascan.

Nov. 18<sup>th</sup> - Cleaned top and bottom tanks on poly unit.  
- Cleaned all 4 check valves on the poly unit.

Nov. 19<sup>th</sup> – Flushed and cleaned poly lines to the Clarifiers.

Nov. 22<sup>nd</sup> – Calibrated the Fluoride analyzer.  
- Changed all door locks at the W.T.P. and water Tower.

Nov. 24<sup>th</sup> – Flushed and cleaned Alum line.  
- Greased clarifier chains on # 1 & 2.

Nov. 25<sup>th</sup> – Flushed poly line on clarifier # 1.  
- Cleaned top and bottom tanks on poly unit.  
- Cleaned all 4 check valves on the poly unit.

Nov. 26<sup>th</sup> – Cleaned Clarifier # 1 & 2 launders.  
-Cleaned filters main water trough.

Nov. 29<sup>th</sup> – Ran generator for 1 hour.  
- Took grab samples off the filters.

#### 8) **Water Complaints:**

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

#### 9) **Other Miscellaneous Information:**

Nov. 1<sup>st</sup> - Routine micro samples collection.

Nov. 8<sup>th</sup> - Routine micro samples collection.

Nov. 15<sup>th</sup> - Routine micro samples collection.

Nov. 23<sup>rd</sup> – Took monthly T.S.S. and Cl<sub>2</sub> samples on Filter #3.

Nov. 29<sup>th</sup> - Routine micro sample collection.

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, ORO, Senior WTP Operator: Greg Wiedenhoeft
- Craig Miller, P.Eng., Environmental Superintendent: Craig Miller
- Travis Rob, P.Eng. Manager of Operations & Facilities: Travis Rob
- Faisal Anwar, CAO: \_\_\_\_\_
- Rick Wiedenhoeft, Chair O & F Exec Committee: \_\_\_\_\_
- June Caul, Mayor: \_\_\_\_\_
- John McTaggart, Councillor: \_\_\_\_\_
- Mike Behan, Councillor: \_\_\_\_\_
- Wendy Brunetta, Councillor: \_\_\_\_\_
- Doug Judson, Councillor: \_\_\_\_\_
- Andrew Hallikas, Councillor: \_\_\_\_\_

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact Greg Wiedenhoeft, Overall Responsible Operator, at 807-274-2325.



Flow Data November	Units	2019	2020	2021
Total Raw Water	m <sup>3</sup>	149020	152030	152510
Raw Maximum Day	m <sup>3</sup>	5170	5350	5460
Raw Minimum Day	m <sup>3</sup>	4780	4770	4870
Raw Average Daily Consumption	m <sup>3</sup>	4970	5070	5080
Total Treated Water	m <sup>3</sup>	92820	98680	93590
Treated Water Maximim Day Consumption	m <sup>3</sup>	3410	3550	3580
Treated Water Minimim Day Consumption	m <sup>3</sup>	2650	2710	2770
Treated Water Average Day Consumption	m <sup>3</sup>	3090	3290	3120
Daily Average Per Household Consumption Rate	m <sup>3</sup>	0.817	0.870	0.825
* Daily Average Per Person Consumption Rate	m <sup>3</sup>	0.387	0.412	0.391
Monthly Averages - Operating Parameters WTP:				
FAC Residual - Treated Water	mg/L	2.34	2.4	2.26
Total Chlorine Residual - Treated Water	mg/L	2.67	2.67	2.55
Aluminum Sulphate - Raw Water	mg/L	35	34	37.0
Aluminum Sulphate - Treated Water Residual	mg/L	0.06	0.05	0.04
Fluoride - Treated Water	mg/L	0.72	0.66	0.53
Soda Ash - Raw Water	mg/L	35	37	37.5
pH - Adjusted	mg/L	7.41	7.28	7.2
Temperature	°C	3.3	4	6.4
Quantity of Chemical Used:				
Aluminum Sulphate	kg	5215.7	5169	5642.87
Polyelectrolyte	kg	50	62.5	87.5
Chlorine Gas	kg	671	635	574
Soda Ash - Used for pH Adjustment	kg	5215.7	5625.2	5711.78
Fluoride	kg	679	601	511

- \* The Canadian Average is 450 litres (0.45 m<sup>3</sup>) per day.
- \* Population is 7986
- \* Number of Households is 3783

Town of Fort Frances - Water treatment Plant - Water Works # 220000978  
Monitoring Record  
Nov-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	29	30	Total	Average
		or Range																																
Flow rates																																		
Raw Water	1000 m³	17	5.26	5.46	5.10	5.08	5.06	4.93	5.30	5.18	5.07	5.06	4.96	5.20	4.99	5.04	5.14	4.87	5.01	5.02	5.11	4.92	5.03	5.16	5.29	5.05	5.05	5.08	4.88	5.25	4.93	5.03	152.51	5.08
Peak Instantaneous - Raw Water	l/s	n/a	60.47	60.44	60.43	69.36	64.91	59.34	59.29	59.31	59.23	59.18	59.22	59.26	59.25	59.16	59.07	59.08	59.06	58.96	59.01	58.98	58.96	58.89	58.97	58.93	58.88	58.88	59.01	58.97	58.98	59.00		59.75
Treated Water	1000 m³	17	3.39	3.17	2.81	3.29	2.77	3.10	2.98	3.45	2.84	3.33	2.77	3.31	2.95	2.95	3.31	2.94	2.90	3.32	2.96	2.79	3.33	2.91	3.58	3.03	3.37	3.10	3.02	3.44	3.46	3.02	93.59	3.12
Peak Instantaneous - Treated Water	l/s	n/a	63.60	61.52	62.28	61.40	64.33	61.71	62.90	62.30	63.46	62.94	62.97	61.18	61.29	63.15	62.22	61.99	61.57	62.61	61.47	62.34	63.12	62.28	62.36	61.74	62.57	62.40	62.98	62.90	62.28	62.24		62.40
BackWash Water	1000 m³	n/a	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.253	7.957	0.265
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.56	0.57	0.55	0.55	0.66	0.55	0.56	0.56	0.56	0.58	0.56	0.56	0.53	0.53	0.53	0.52	0.51	0.51	0.50	0.50	0.50	0.51	0.52	0.50	0.50	0.51	0.51	0.50	0.50	0.50		0.53
Turbidity Information																																		
Raw Water	NTU	n/a	1.65	1.67	1.65	1.83	1.55	1.47	1.42	1.44	1.48	1.51	1.47	1.55	1.48	1.47	1.66	1.71	1.93	1.65	1.66	1.49	1.47	1.28	1.64	1.49	1.79	1.24	1.33	1.23	1.26	1.30		1.53
Settled Water	NTU	n/a	0.08	0.09	0.10	0.11	0.11	0.13	0.11	0.14	0.12	0.11	0.11	0.10	0.11	0.12	0.11	0.09	0.12	0.11	0.11	0.14	0.10	0.07	0.09	0.13	0.12	0.13	0.12	0.12	0.12	0.10		0.11
Treated Water	NTU	1	0.05	0.08	0.08	0.10	0.07	0.08	0.08	0.09	0.09	0.07	0.07	0.06	0.06	0.07	0.07	0.05	0.03	0.07	0.01	0.01	0.08	0.01	0.07	0.08	0.10	0.07	0.10	0.07	0.08	0.08		0.07
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.36	7.43	7.35	7.16	7.33	7.31	7.25	7.27	7.25	7.28	7.29	7.27	7.21	7.33	7.16	7.13	7.13	7.10	7.14	7.11	7.16	7.14	7.14	7.11	7.05	7.11	7.12	7.09	7.10	7.13		7.20
pH - Settled water	no units	n/a	6.30	6.40	6.40	6.39	6.47	6.41	6.44	6.32	6.41	6.34	6.45	6.42	6.47	6.58	6.55	6.46	6.37	6.36	6.39	6.42	6.44	6.51	6.51	6.40	6.43	6.30	6.33	6.43	6.35	6.54		6.42
pH - Raw Water	no units	n/a	7.05	7.12	7.14	7.07	7.07	7.02	7.05	6.98	7.01	6.96	7.01	7.00	6.97	6.87	6.96	7.01	7.08	7.07	7.10	7.07	7.12	7.09	7.06	6.97	6.97	6.93	6.97	6.96	6.99	6.96		7.02
FAC - Treated Water	mg/l	0.2 to 4	2.42	2.40	2.27	2.40	2.24	2.28	2.18	2.35	2.28	2.33	2.36	2.40	2.42	2.30	2.36	2.03	2.08	2.13	2.09	2.14	2.26	2.18	2.11	2.20	2.22	2.16	2.45	2.35	2.32	2.16		2.26
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.86	2.86	2.66	2.65	2.53	2.46	2.43	2.56	2.56	2.64	2.60	2.64	2.58	2.66	2.62	2.29	2.29	2.39	2.44	2.28	2.42	2.48	2.46	2.57	2.53	2.47	2.85	2.58	2.70	2.51		2.55
Temperature	°C	15	10.0	10.0	10.0	9.0	9.0	9.0	9.0	9.0	9.0	8.0	8.0	7.0	7.0	7.0	6.0	5.0	5.0	5.0	5.0	5.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	3.0		6.4
Fluoride used (Total Daily Consumption)	kg	n/a	15.0	16.0	17.0	17.0	18.0	17.0	18.0	17.0	17.0	17.0	17.0	17.0	17.0	16.0	17.0	17.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	17.0	17.0	19.0	21.0	20.0	19.0	511.00	17.0
Chlorine used (Total Daily Consumption)	kg	n/a	22.0	23.0	21.0	20.0	20.0	19.0	21.0	20.0	20.0	20.0	19.0	21.0	19.0	20.0	20.0	16.0	17.0	17.0	19.0	17.0	18.0	19.0	19.0	18.0	18.0	19.0	17.0	19.0	18.0	18.0	574.00	19.1
Soda Ash (Total Daily Consumption)	kg	n/a	178.8	185.6	173.4	172.7	192.3	187.3	201.4	196.8	192.7	192.3	188.5	197.6	189.6	191.5	195.3	185.1	190.4	190.8	194.2	187.0	191.1	196.1	201.0	191.9	191.9	193.0	185.4	199.5	187.3	191.1	5711.78	190.4
Soda Ash - Dosage	mg/l	n/a	34.0	34.0	34.0	34.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0		37.5
Alum residual - (Total Daily Consumption)	kg	n/a	194.6	202.0	188.7	188.0	187.2	182.4	196.1	191.7	187.6	187.2	183.5	192.4	184.6	186.5	190.2	180.2	185.4	185.7	189.1	182.0	186.1	190.9	195.7	186.9	186.9	188.0	180.6	194.3	182.4	186.1	5642.87	188.1
Alum residual - 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	37.0		37.0
Alum residual - Treated Water	mg/l	0.1	0.04	0.03	0.04	0.06	0.03	0.04	0.05	0.04	0.04	0.04	0.04	0.04	0.02	0.02	0.03	0.04	0.05	0.06	0.04	0.01	0.04	0.05	0.03	0.04	0.07	0.03	0.04	0.05	0.02	0.04		0.04
Poly bags added (25 kg bags )	kg	n/a		0.5			0.5					0.5						0.5						0.5			0.5				0.5			87.5

\* MAC - maximum acceptable range

Signature: Greg Wiedenhoeft  
Greg Wiedenhoeft (Feb 3, 2022 15:29 CST)  
Email: gwiedenhoeft@fortfrances.ca

Signature: Carly Miller  
Email: cmiller@fortfrances.ca

Signature: Travis B.  
Email: trob@fortfrances.ca

Minimum	Maximum
4.87	5.46
58.88	69.36
2.77	3.58
61.18	64.33












# WTP November 2021 Report Complete

Final Audit Report

2022-02-03

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January 4, 2022

Report To: Mayor & Council

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

**SUBJECT: December 2021 Drinking Water Systems Monthly Summary Report**

Please find attached the December 2021 Summary Report on the drinking water systems, prepared by Greg Wiedenhoeft, Senior WTP Operator.

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

Respectfully submitted,  
Operations & Facilities Division

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

<p><b>Council approval of this report will</b> accept the December 2021 report prior to it being made available to the general public.</p>
--

c.c. – Craig Miller, P.Eng., Environmental Superintendent  
Greg Wiedenhoeft, ORO, Senior WTP Operator

**December 2021**

**Monthly Summary Report  
Water Systems**

**Prepared by: Greg Wiedenhoeft  
Overall Responsible Operator**

**Dated: January 04, 2022**

### 1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of December 2021 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

### 2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage	0.21 m3
Estimated December Usage	6.51 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. 218 Third St. E.	2. 740 Sixth St. W.	3. 320 Portage Ave.	4. W. Tower
5. 1509 School Rd.	6. 835 McKenzie Ave.	7. 130 Second St. E.	8. W. Tower
9. 943 3 <sup>rd</sup> St. E.	10. 1309 King's Hwy.	11. 218 Third St. E.	12. W. Tower
13. 1017 Cornwall Ave.	14. 900 Wright Ave	15. 1227 Fifth 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 20, 2021 – 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:**

Dec 01<sup>st</sup> - Calibrated distribution chlorine analyzer.  
- Calibrated fluoride analyzer.

Dec 02<sup>nd</sup> - Cleaned top and bottom tanks on the Poly Unit.  
-Cleaned all 4 check valves on the Poly Unit.

Dec 03<sup>rd</sup> - Calibrated distribution chlorine analyzer.

Dec 04<sup>th</sup> - Calibrated distribution chlorine analyzer.

Dec 05<sup>th</sup> - Calibrated distribution chlorine analyzer.

Dec 06<sup>th</sup> - Calibrated fluoride analyzer.

Dec 09<sup>th</sup> - Cleaned top and bottom tanks on the Poly Unit.  
-Cleaned all 4 check valves on the Poly Unit.  
-Calibrated the distribution chlorine analyzer.

Dec 13<sup>th</sup> – Replaced the distribution chlorine analyzer probe membrane.  
- Calibrated the distribution chlorine analyzer.

Dec 14<sup>th</sup> – Flushed the poly line for Clarifier # 2.

Dec 15<sup>th</sup> – Cleaned and repaired Soda Ash Line.

Dec 16<sup>th</sup> -Cleaned top and bottom tanks on the Poly Unit.  
-Cleaned all 4 check valves on the Poly Unit.

Dec 17<sup>th</sup> – Calibrated fluoride analyzer.

Dec 21<sup>st</sup> – Ran emergency generator for 1 hour.

Dec 22<sup>nd</sup> -calibrated distribution chlorine analyzer.

Dec 23<sup>rd</sup> - Cleaned top and bottom tanks on the Poly Unit.  
-Cleaned all 4 check valves on the Poly Unit.

Dec 29<sup>th</sup> – Calibrated the fluoride analyzer.

Dec 30<sup>th</sup> - Cleaned top and bottom tanks on the Poly Unit.  
-Cleaned all 4 check valves on the Poly Unit.

#### 8) **Water Complaints:**

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

#### 9) **Other Miscellaneous Information:**

Dec 06<sup>th</sup> - Routine micro Sample collection.

Dec 07<sup>th</sup> - Re-sample Routine micro. Dec 6<sup>th</sup> samples froze in shipping.

Dec 09<sup>th</sup> – Jamie Davis Plumbing replaced the two toilets and flush valve at WTP.  
- Pryde's Plumbing replaced gas valves on the boilers at the water tower.

Dec 13<sup>th</sup> - Routine micro sample collection.  
- Service repair sample at 621 First St. E.  
- QMS external audit.

Dec 20<sup>th</sup> - Quarterly samples at Plant and Water Tower.  
- TSS samples taken off the filters.  
- Airport micro sample collection.  
-Routine micro sample collection.



Dec 28<sup>th</sup> -Routine micro sample collection.

Dec 29<sup>th</sup> - Took grab samples off the filters.

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, ORO, Senior WTP Operator: Greg Wiedenhoeft
- Craig Miller, P.Eng. Environmental Superintendent: Craig Miller
- Travis Rob, P.Eng., Manager of Operations & Facilities: Travis Rob
- Faisal Anwar, CAO: \_\_\_\_\_
- Rick Wiedenhoeft, Chair O & F Exec Committee: \_\_\_\_\_
- June Caul, Mayor: \_\_\_\_\_
- John McTaggart, Councillor: \_\_\_\_\_
- Mike Behan, Councillor: \_\_\_\_\_
- Wendy Brunetta, Councillor: \_\_\_\_\_
- Doug Judson, Councillor: \_\_\_\_\_
- Andrew Hallikas, Councillor: \_\_\_\_\_

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact Greg Wiedenhoeft, Senior WTP Operator at 807-274-2325.

Flow Data	DECEMBER	Units	2019	2020	2021
Total Raw Water	m <sup>3</sup>		155250	157090	156010
Raw Maximum Day	m <sup>3</sup>		5410	5370	5340
Raw Minimum Day	m <sup>3</sup>		4700	4750	4680
Raw Average Daily Consumption	m <sup>3</sup>		5010	5070	5030
Total Treated Water	m <sup>3</sup>		102220	104350	102560
Treated Water Maximim Day Consumption	m <sup>3</sup>		3680	3790	3700
Treated Water Minimim Day Consumption	m <sup>3</sup>		2770	2780	2850
Treated Water Average Day Consumption	m <sup>3</sup>		3300	3370	3310
Daily Average Per Household Consumption Rate	m <sup>3</sup>		0.872	0.891	0.875
* Daily Average Per Person Consumption Rate	m <sup>3</sup>		0.413	0.422	0.414
Monthly Averages - Operating Parameters WTP:					
FAC Residual - Treated Water	mg/L		2.2	2.12	2.1
Total Chlorine Residual - Treated Water	mg/L		2.44	2.39	2.4
Aluminum Sulphate - Raw Water	mg/L		35.0	34.0	37.0
Aluminum Sulphate - Treated Water Residual	mg/L		0.06	0.05	0.03
Fluoride - Treated Water	mg/L		0.74	0.71	0.70
Soda Ash - Raw Water	mg/L		35.0	35.0	36.0
pH - Adjusted	mg/L		7.14	7.26	7.11
Temperature	°C		1.8	2.4	2.2
Quantity of Chemical Used:					
Aluminum Sulphate	kg		5433.8	5341.1	5772.37
Polyelectrolyte	kg		62.5	62.5	75.0
Chlorine Gas	kg		672	585	542
Soda Ash - Used for pH Adjustment	kg		5433	5812.3	5616.36
Fluoride	kg		705	530	664

\* The Canadian Average is 450 litres (0.45 m<sup>3</sup>) per day.

\* Population is 7986

\* Number of Households is 3783

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	1000 m³	17	5.06	5.04	5.04	4.93	5.05	5.14	4.83	5.06	4.98	5.03	4.94	5.11	5.09	5.34	5.02	5.07	5.01	4.68	5.26	5.21	4.99	5.02	5.06	5.02	4.92	5.08	5.01	4.75	5.16	5.12	4.99	156.01	5.03
Peak Instantaneous - Raw Water	l/s	n/a	58.98	58.99	58.98	58.84	58.96	58.93	58.98	58.88	58.91	58.96	58.92	58.92	58.42	58.88	58.85	58.85	58.80	58.94	58.90	58.90	58.83	58.35	58.96	58.85	58.79	58.80	58.83	58.77	58.80	58.78	58.64		58.84
Treated Water	1000 m³	17	3.45	3.01	3.24	3.20	3.02	3.38	3.11	3.52	3.24	3.43	3.28	3.23	3.70	3.55	3.56	3.15	3.39	2.85	3.56	3.38	3.42	3.21	3.23	3.57	3.10	3.37	3.14	3.36	3.09	3.25	3.57	102.56	3.31
Peak Instantaneous - Treated Water	l/s	n/a	63.02	62.44	62.92	62.20	62.63	61.36	61.96	62.96	63.13	62.71	62.48	62.73	62.57	64.27	63.16	63.19	62.68	63.28	62.85	63.06	62.08	63.12	62.30	62.46	62.85	62.26	62.97	61.90	62.98	62.44	62.14		62.68
BackWash Water	1000 m³	n/a	0.28	0.26	0.25	0.54	0.25	0.28	0.27	0.25	0.28	0.26	0.25	0.28	0.26	0.26	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.278	0.258	8.503	0.274
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.68	0.58	0.55	0.58	0.53	0.73	0.72	0.73	0.73	0.73	0.74	0.74	0.73	0.73	0.74	0.74	0.75	0.70	0.70	0.70	0.71	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.71		0.70	
Turbidity Information																																			
Raw Water	NTU	n/a	1.19	1.15	1.14	1.17	1.15	1.17	1.14	1.41	1.22	1.42	1.39	1.39	1.49	1.03	0.94	1.53	1.06	1.26	0.90	0.76	0.81	0.90	0.87	0.90	0.94	0.98	1.03	0.94	0.65	0.79	0.69		1.08
Settled Water	NTU	n/a	0.11	0.10	0.10	0.10	0.09	0.09	0.12	0.18	0.14	0.08	0.14	0.13	0.14	0.14	0.19	0.18	0.19	0.15	0.15	0.19	0.17	0.17	0.16	0.16	0.17	0.17	0.16	0.12	0.12	0.12	0.11		0.14
Treated Water	NTU	1	0.08	0.08	0.09	0.08	0.08	0.09	0.06	0.06	0.07	0.08	0.11	0.08	0.06	0.12	0.11	0.08	0.08	0.10	0.12	0.08	0.09	0.09	0.08	0.08	0.07	0.07	0.07	0.09	0.01	0.01	0.07		0.08
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.14	7.04	7.06	7.04	7.01	7.07	7.12	7.12	7.13	7.15	7.18	7.17	7.16	7.14	7.12	7.16	7.14	7.10	7.11	7.08	7.14	7.10	7.07	7.00	7.09	7.02	7.09	7.26	7.12	7.11	7.04		7.11
pH - Settled water	no units	n/a	6.55	6.47	6.28	6.31	6.35	6.64	6.44	6.38	6.70	6.61	6.63	6.38	6.60	6.59	6.56	6.46	6.59	6.65	6.55	6.35	6.39	6.36	6.44	6.41	6.49	6.38	6.44	6.59	6.65	6.46	6.44		6.49
pH - Raw Water	no units	n/a	7.03	6.90	6.84	6.92	6.93	6.99	7.13	7.13	7.11	7.16	7.15	7.16	7.15	7.17	7.01	7.18	7.16	7.14	7.00	6.97	7.03	7.01	7.01	7.00	7.04	7.01	6.96	7.11	7.14	7.00	6.96		7.05
FAC - Treated Water	mg/l	0.2 to 4	2.22	2.23	2.17	2.28	2.15	2.16	2.15	2.11	1.99	2.17	2.07	2.07	2.15	2.15	2.21	2.07	2.11	2.05	2.07	2.14	2.04	2.17	2.13	2.07	2.02	1.95	1.97	1.97	1.98	2.03	2.02		2.10
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.47	2.30	2.39	2.48	2.40	2.55	2.51	2.38	2.39	2.44	2.34	2.38	2.43	2.38	2.23	2.41	2.38	2.47	2.28	2.49	2.54	2.60	2.48	2.46	2.35	2.40	2.38	2.31	2.29	2.31	2.29		2.40
Temperature	°C	15	3.0	3.0	3.0	3.0	3.0	3.0	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		2.2	
Fluoride used (Total Daily Consumption)	kg	n/a	26.0	24.0	28.0	31.0	28.0	22.0	22.0	22.0	21.0	21.0	21.0	22.0	21.0	22.0	20.0	23.0	24.0	21.0	23.0	23.0	19.0	19.0	18.0	19.0	18.0	18.0	17.0	18.0	18.0	17.0	17.0	664.00	21.4
Chlorine used (Total Daily Consumption)	kg	n/a	18.0	17.0	18.0	17.0	18.0	17.0	17.0	18.0	18.0	17.0	17.0	18.0	18.0	18.0	18.0	17.0	18.0	16.0	19.0	18.0	18.0	17.0	18.0	17.0	17.0	17.0	18.0	16.0	17.0	18.0	17.0	542.00	17.5
Soda Ash (Total Daily Consumption)	kg	n/a	182.2	181.4	181.4	177.5	181.8	185.0	173.9	182.2	179.3	181.1	177.8	184.0	183.2	192.2	180.7	182.5	180.4	168.5	189.4	187.6	179.6	180.7	182.2	180.7	177.1	182.9	180.4	171.0	185.8	184.3	179.6	5616.36	181.2
Soda Ash - Dosage	mg/l	n/a	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36		36.0
Alum residual - (Total Daily Consumption)	kg	n/a	187.2	186.5	186.5	182.4	186.9	190.2	178.7	187.2	184.3	186.1	182.8	189.1	188.3	197.6	185.7	187.6	185.4	173.2	194.6	192.8	184.6	185.7	187.2	185.7	182.0	188.0	185.4	175.8	190.9	189.4	184.6	5772.37	186.2
Alum residual - 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	37.0	37.0		37.0
Alum residual - Treated Water	mg/l	0.1	0.02	0.04	0.05	0.04	0.04	0.03	0.03	0.01	0.05	0.03	0.04	0.03	0.04	0.05	0.03	0.08	0.03	0.01	0.02	0.02	0.01	0.01	0.01	0.01	0.01	0.01	0.04	0.03	0.04	0.02		0.03	
Poly bags added (25 kg bags )	kg	n/a						0.5				0.5					0.5				0.5			0.5							0.5			75.0	

\* MAC - maximum acceptable range

Signature: Greg Wiedenhoeft  
Greg Wiedenhoeft (Feb 3, 2022 15:30 CST)  
Email: gwiedenhoeft@fortfrances.ca

Signature: Carly Miller  
Email: cmiller@fortfrances.ca

Signature: Tim Rob  
Email: trob@fortfrances.ca

Minimum	Maximum
4.68	5.34
58.35	58.99
2.85	3.70
61.36	64.27












# WTP December 2021 Report Complete

Final Audit Report

2022-02-03

Created:	2022-02-03
By:	Craig Miller (cmiller@fortfrances.ca)
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**FORTFRANCES**  
BOUNDLESS

**CHIEF ADMINISTRATIVE OFFICER  
PERFORMANCE APPRAISAL**

**ADMINISTRATIVE  
REPORT**

Date: 2022-02-14  
From: Alyssa Hansma, Human Resources Manager  
To: Committee of the Whole  
File Number: [STATUS]

**[TITLE]****1. ISSUE**

On January 24, 2022, Council passed a resolution that Council review the process of the Chief Administrative Officer (CAO) performance appraisal with the support of the Human Resources Manager.

**2. OPTIONS & ALTERNATIVES**

- (1) Council selection of two to three of its members, with support of the Human Resources Manager, to review the process of the CAO Performance Appraisal.
- (2) Deny the request.

**3. ADMINISTRATIVE RECOMMENDATION**

**RECOMMENDED THAT Council selects the following members for the purpose of reviewing the process of the CAO Performance Appraisal being:**

- 1.
- 2.
- 3.

**4. ANALYSIS**

Having reviewed different formats for such reviews and giving consideration to the Municipal Act regarding open meeting requirements and processes followed by other municipalities, staff brings forward this report to establish a two to three member group made of Council members, supported by the Human Resources Manager, to review the CAO Performance Appraisal Process.

**5. CONSULTATION**

- Municipal Clerk, Gabrielle Lecuyer, Re: requirements under the Municipal Act regarding open meetings.

**Town of Fort Frances  
Administrative Report**

**TO:** Committee of the Whole  
**FROM:** Faisal Anwar, CAO  
**SUBJECT:** **Memorial Sports Centre (MSC) – Canteen Agreement**  
**DATE:** February 14, 2022

File Number: To be issued by the Municipal Clerk

**Issue:**

Consider entering into an agreement with Tess's Kitchen to operate canteen at MSC.

**Strategic Impact:**

Objective #13. Maintain / Enhance Existing Levels of Service.

**Options/Alternatives:**

1. Enter into an agreement as presented.
2. Do not enter into an agreement.
3. Enter into an agreement with changes.

**Administrative Recommendation:**

**RECOMMENDED THAT Council of the Town of Fort Frances enters into the agreement with Tess's Kitchen to operate canteen at the Memorial Sports Centre until April 30, 2022; and**

**FURTHER THAT the Mayor and Clerk be authorized to sign the agreement on behalf of the Corporation of the Town of Fort Frances.**

**Analysis:**

Per Council's direction, the administration had started finding an operator to run the canteen until the end of the 2021-22 hockey season, i.e., April 30, 2022. With the efforts of Recreation and Culture Manager, Tess's Kitchen has shown some interest and agreed on operating the canteen Laker and Muskie games and tournaments only starting February 12, 2022, at \$0 charge to the operator. In order to provide and maintain the level of service to our citizens and user groups, the administration has agreed on not charging any fees to the operator subject to Council's approval.

Finding an operator for a short period of time was extremely challenging, especially, with the rapidly changing COVID regulations. While entering into an agreement with Tess's Kitchen to cover the tournaments and Laker and Muskie games, the Town can partially maintain the service level for our citizens and facility users.

The administration will issue an RFP in early summer of this year to find an operator for the 2022-23 and 2023-24 seasons.



**History:**

The operator closed the canteen in March'2020 and didn't re-open it due to the Pandemic and the rules in place at the Memorial Sports Centre. The canteen was not budgeted for in 2021 since the pandemic did not allow gathering in common areas and significantly decreased spectators at games/practices.

On October 25, 2021, the provincial government announced changes to the re-opening plan. In the regular meeting of Council on November 08, 2021, the administration was authorized to reached out to the operator to re-open the canteen. Due to human resources challenges, the current operator has declined to re-open the canteen.

**Consultation:**

- Recreation and Culture Manager (Acting).
- Tess's Kitchen.

**Supporting Document / Financial Documents:**

1. Draft agreement

THIS AGREEMENT to come into effect the **12<sup>TH</sup>** day of **February 2022**.

B E T W E E N :

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

hereinafter called the "Town".

- AND -

**TESS'S KITCHEN**

hereinafter called the "Concessionaire, or Operator, or Canteen Operator".

WHEREAS the Town is the owner of the Memorial Sports Centre situated within the Town of Fort Frances;

AND WHEREAS the Concessionaire is desirous of contracting with the Town for the operation of the two (2) Concessions situated within this facility;

NOW THEREFORE, in consideration of the covenants and promises herein contained, the parties hereby agree as follows:

**1. DEFINITIONS**

In all documents forming part of this Contract, unless the context requires otherwise:

"Town Equipment" means the equipment supplied to the Concessionaire on an "as is" basis and owned by the Town as described in Schedule "A".

"Facility" means the buildings within which the concession areas (as are described in the Agreement) are located, includes the entire Memorial Sports Centre.

"Gross Sales" means, when used in relation to any period of time, the entire amount charged by the Concessionaire on all concession sales of merchandise, foods, beverages, services and any other products or services whatsoever which are provided under this Contract during any such period of time whether or not such sales are made on a cash basis or on credit, paid or unpaid, collected or uncollected, including deposits not refunded to customers, but gross sales shall not include, to the degree that the Concessionaire has included them therein:

any sales or excise tax imposed by any government authority and added to the price of a sale or service or absorbed therein and collectable from the customer;

the amount of money recovered on any return of goods to suppliers of the Concessionaire; and

the amount of any credit or refund for any merchandise returned or exchanged or any allowance made for loss of or damage to merchandise sold.

**2. THE CONCESSION**

The Town hereby grants to the Concessionaire/Operator the exclusive rights to sell at the Concessionaire's sole expense, food, beverages, services, and miscellaneous products (subject always to the approval of the Town through the Recreation and Culture Manager), in the concession areas more particularly detailed in section four (4) hereinafter set out. The Concessionaire agrees to operate the concessions and to sell the said food, beverages, services and miscellaneous products during the term of this Agreement in a good and professional like manner subject always to all terms of the Agreement.

### 3. EXCEPTED SALES AND SPECIAL EVENTS

Although the Concessionaire has the authority to sell the products (in the discretion of the Town) that are herein provided in the concession locations specified in section four (4), the Concessionaire acknowledges and agrees as follows:

Circus - The Town has historical arrangements with the Shriners that allow them to sell candy floss, peanuts, plus novelty, and souvenir items.

The Concessionaire must agree and adhere to this stipulation under this contract and any subsequent extensions to other groups as deemed appropriate by the Town.

Socials and Weddings – The Town rents the Auditorium to community members for socials, youth dances, weddings, beer gardens, and banquets where they can provide their own food and beverage or contract to a caterer. It is therefore agreed that the Concessionaire would have the option to provide these services subject to all terms & conditions herein. The concessionaire can provide services at the renter's request that would be subject to all terms & conditions herein, including the gross sales calculation payable to the Town. The Concessionaire agrees to not limit, inhibit, or otherwise obstruct this past practice.

Festivals and Trade Shows – the Town rents the arenas for a variety of events when the ice is out, including but not limited to Pow-Wows, Employee Appreciation Days, Trade Shows, and the like where the renter provides food and beverage as part of the activities. This agreement will not limit, inhibit, or otherwise obstruct the renter's ability to provide food & beverage for their activities. The concessionaire can provide services at the renter's request that would be subject to all terms & conditions herein.

### 4. CONCESSION AREAS

The said concession areas, in addition to being detailed below, are more particularly outlined on the plans attached hereto as Schedule "B":

Memorial Sports Centre: Main Foyer contains approximately 64 square meters of concession's space inclusive of receiving and storage area. Ice For Kids Arena concession – 2<sup>nd</sup> floor.

### 5. PAYMENT FOR PRIVILEGES

In consideration of the Concessionaire's rights herein to provide services, the Concessionaire shall pay to the Town \$0 (Zero Dollars) for the period set out in section nine (9); herein this Agreement sometimes referred to as 'percentage charges'.

In the event that this Agreement or the concession privileges hereby granted are terminated prior to the end of the term hereof, the payment to the Town shall be apportioned to the date of termination and paid forthwith by the Concessionaire to the Town, all without prejudice to any other claims entitlement of the Town.

### 6. RECEIPTS FROM CONCESSION OPERATION

The Town shall have the right to have access to all financial information of the Concessionaire in the Facilities, the Concessionaire shall be entitled to retain all receipts derived from the Concession for its own use absolutely.

### 7. ALTERATIONS AND ADDITIONS

The Concessionaire shall not alter, add to, or in any way vary a Concession area or Town property without first obtaining consent in writing of the Town from the Recreation and Culture Manager.

### 8. REPORT OF ACCIDENTS:

The Concessionaire shall give immediate notice to the Town of any accident arising out of the operation of any Concession and any damage to any part of the facility.

## 9. TERM

This Agreement shall be for a term commencing on the 12<sup>th</sup> day of February 2022 and terminating on the 30<sup>th</sup> day of April 2022 to cover Laker and Muskie games and tournaments only. The term shall not be extended.

## 10. EQUIPMENT AND FACILITIES

The Town equipment shall be maintained and repaired by the Town. In those circumstances where damage was a direct result of neglect by the concessionaire, any of its employees or agents, the concessionaire shall be solely responsible for repairs. The Concessionaire shall be responsible for any additional or new equipment necessary for the efficient operation of the concessions. The Concessionaire will maintain the premises and fixtures in a clean and wholesome condition at all times. The Concessionaire will not allow refuse or other objectionable material to accumulate on or around the premises and will keep the premises in a clean and tidy condition at all times.

## 11. COMPLIANCE WITH REGULATIONS

The Concessionaire agrees to comply with all laws and regulations, including Federal, Provincial, Municipal, and all Municipal bylaws and regulations pertaining to the storage and serving of food goods and refreshments. The Concessionaire agrees to comply with all labor and employment laws & regulations in the operation of the concession and will, at his or her own expense, obtain and pay for all required licenses or permits that may be required.

## 12. COVENANT TO OPERATE

The Concessionaire shall provide its concession services in the concession areas at Memorial Sports Centre during the operating hours and seasons hereinafter set out, the Concessionaire may extend the hours, if business demand dictates with the approval of the Town.

### i. OPERATING HOURS

Weekdays 03:30 p.m. to 10:00 p.m. and weekends 08:00 a.m. to 10:00 p.m. These hours are only subject to change in order to meet the program needs of the Sports Centre upon written agreement by both parties.

### ii. CLOSING OF FACILITIES

The Town at all times reserves the right to close the Facilities, or part of them, in the Town's sole and absolute discretion. The Town may consider closing the Facilities during inclement weather, for repairs, or in cases of an emergency. The Town may also close parts of the facility in the event that a season is shortened due to lack of interest in the use of the facility. In such event, the operating hours and days for which the facilities are not opened shall be correspondingly reduced in this agreement.

## 13. VENDING MACHINES

The Memorial Sports Centre staff will assume the responsibility of the vending machines and they will not be subject to revenue for the concessionaire in any way. The concessionaire hereby relinquishes any right or privilege to the revenue generated by the vending machines and will not otherwise inhibit the ability for such to generate revenue for the facility.

## 14. OCCUPANCY OF PREMISES

Notwithstanding anything herein contained, the Concessionaire is not and shall not be a tenant of the Town and is not and shall not be entitled to exclusive possession or occupancy of any part of the Facilities or concession areas. The use of the Facilities is limited to their use in order to provide the services under this Contract by the Concessionaire, to the extent necessary to do so and only to that extent. The Town and its authorized personnel shall have access to all parts of the Facilities, including the concession areas without any prior notice for any and all purposes, including, but not limited to Public Health and Fire Inspections. The Town shall use reasonable best efforts not to interfere with the performance of services hereunder.

## 15. TERMINATION Notwithstanding the foregoing:

- i) Either party to this Agreement shall have the right to terminate this Contract giving fifteen (15) days written notice to the other and neither party, in the event of exercising its right of early termination, shall have to provide any reason whatsoever for terminating the Contract.
- ii) If the Concessionaire is in default hereunder, the Town shall have the right to immediately terminate this Contract by the delivery of written notice to the Concessionaire, in which case this

contract shall be at an end and the parties shall have no further obligations except any outstanding payments due, one to another, save and except.

iii) The Concessionaire shall be responsible for any obligations incurred in this agreement or breaches of this agreement up to date of termination.

iv) The Concessionaire will be obligated to continue to account and provide all information and payments under this Agreement with respect to any net profit made or transacted before the termination hereof.

v) The right of the Town to any and all financial and sales information for the period up to termination will survive beyond the termination of this Agreement for at least one year.

#### 16. DEFAULT

For the purpose of this section, the Concessionaire will be deemed to have defaulted under the terms of this Contract upon incidence of any of the following:

i) The Concessionaire breaches any of the terms or conditions of this contract.

ii) The Concessionaire violates any law, commits or becomes involved in any situation or occurrence which, in the opinion of the Town or Recreation and Culture Manager, would tend to bring the Town into public disrepute or dishonor.

#### 17. VERBAL AND OTHER ARRANGEMENTS

This Contract may not be amended, modified, or in any way changed except by a written document of equal formality herewith.

#### 18. DAMAGE TO PROPERTY OF THE TOWN

In carrying out the operation from its inception and until the conclusion of the same, the Concessionaire shall make good any damage, due to neglect, caused to property of the Town at its own expense.

#### 19. DAMAGES AND INDEMNITY

The Concessionaire shall be responsible for any and all claims, demands, damages, law suits, other proceedings, causes of action, liabilities, claims for lien, civil and criminal penalties and charges, costs and other expenses including reasonable legal fees done or caused by it, its employees or patrons, or resulting from the prosecution of the operation or caused by reason of the existence or location or condition of the premises or of any equipment used therein, or which may happen by reason thereof, or any and all claims, demands, damages, law suits, other proceedings, causes of action, liabilities, claims for lien, civil and criminal penalties and charges, costs and other expenses including reasonable legal fees whatsoever which may arise as a result of the operations of the Concessionaire, the Concessionaire's servants, agents or employees, or arising or related to the use or the occupation of the concession areas and Facilities or the exercise of any privileges herein granted or arising from any failure, neglect or omission on their part, or on the part of any of their employees, to do or perform any or all of the several acts or things required to be done by them under and by these conditions, and covenants and agrees to hold the Corporation harmless and indemnified for all such claims, demands, damages, lawsuits, other proceedings, causes of action, liabilities, claims for lien, civil and criminal penalties and charges, costs and other expenses including reasonable legal fees; and in case of the Concessionaire's failure, neglect or omission to observe and perform faithfully and strictly, all the provisions of these Conditions, the Town may either with or without notice (except where in these Conditions notice is specially provided for, and then upon giving the notice therein provided for), take such steps, procure such materials and workers, do such work or things as deemed advisable toward carrying out and enforcing the same, and any and all expenses so incurred may be deducted or collected by the Town from the Concessionaire, and any such action by the Town as herein empowered to take, shall not in any way relieve the Concessionaire from any liability under this Contract.

#### 20. CONCESSIONAIRE'S EQUIPMENT

Equipment and property of the Concessionaire are not protected against fire, theft, vandalism or other risks by the Town, and the protection of such, and any damage caused too such, is the sole and complete responsibility of the Concessionaire.

#### 21. CONCESSIONAIRES' REPORTS AND AUDITS

i) The Concessionaire shall submit to the Town on or before the 15th day following the end of each calendar month and partial calendar month during the term of this agreement, written statements

signed by the Concessionaire certified to be true and correct showing the amount of gross sales for the preceding month or partial calendar month.

ii) For the purpose of ascertaining the amount payable under section five (5) and for permitting verification by the Town, the Concessionaire shall keep at the Facilities or at its office, for a period of not less than 3 years following the end of each calendar year or a part thereof within the term of this Contract adequate books and records including but not limited to records of inventories, purchases and receipts of merchandise and all sales and other transactions by the Concessionaire.

iii) In addition to any other right of the Town, the Town, its employees and authorized representatives may require an audit of the books and records of the sales and expenses of the Concessionaire and all persons conducting business on or from the premises necessary to verify "Gross Sales". The report on the audit made by the Town's auditor will be final and binding upon the Concessionaire and the Town upon all questions relating to financial matters or compensation. Acceptance by the Town of any payments under this Contract is without prejudice to the Town's right to an audit of the books and records of the Concessionaire.

## 22. WORKPLACE SAFETY AND INSURANCE BOARD (ONTARIO)

Upon the execution of this Contract, the Concessionaire shall deliver to the Town, certificates of good standing from the Workplace Safety and Insurance Board of Ontario, with respect to all the employees of the Concessionaire and shall provide such additional certificates as often as is deemed necessary by the Town during the term, but in any event shall provide such a certificate at least annually on the anniversary date of the commencement of the term. The Concessionaire shall be responsible, at its expense, for the charges, assessments or other payments required to be paid to the WSIB with respect to the Concessionaire's employees. The Concessionaire shall pay to the Workplace Safety and Insurance Board of Ontario all assessments and levies owing to the Board in respect to this contract and any unpaid assessments or levies shall be the sole responsibility of the Concessionaire.

## 23. OCCUPATIONAL HEALTH AND SAFETY ACT

The Concessionaire shall be solely responsible for employee safety and for compliance with the Occupational Health and Safety Act and Regulations and the Concessionaire shall, at its sole cost and expense, ensure that all contractors, agents, servants and employees comply with the Act and Regulations and the Concessionaire shall indemnify the Town against any contravention thereof whatsoever.

## 24. TAXES

The Concessionaire shall be solely responsible for the payment of all taxes and necessary permits of any kind whatsoever including, but not limited to, income, sales, business, employer health and all other applicable taxes which may be assessed or levied against the Concessionaire or which may relate to the Concessionaire, its operations. The Concessionaire shall reimburse, indemnify and save harmless the Town of and from any liability for all such taxes.

## 25. UTILITIES

The Town shall provide all heat, electrical power, fuel, refrigeration, ventilation and air conditioning (where installed), and utility services reasonably required for the efficient provision of services under this contract.

## 26. GLASS OR CROCKERY

In the Arena Facilities the Concessionaire shall not use glass or crockery or bottles for the service of food, tea, coffee, milk, or beverages, but shall use paper containers for this service.

## 27. CONCESSION SEATING AREA

During specified hours of operation, the concessionaire is responsible for cleaning and housekeeping of the concession seating area in the lobby of the Arena and shall keep all tables clean and remove used dishes and refuse there from.

## 28. ITEMS FOR SALE

For the purpose of providing Food Service, the Concessionaire agrees to offer commonly accepted

fast food items, snacks and abide by the contractual requirements between the Town and Pepsi Cola Limited. The Town will provide at the cost to the concessionaire all the necessary products from Pepsi for resale. The sale of sunflower seeds and peanuts in the shell is not permitted.

**29. PRICES TO BE DISPLAYED**

Prices must be displayed in prominent places, in order that the patrons may be kept informed of such prices. Menus must be displayed at each of the concession areas in the facility.

**30. ALCOHOL**

The Concessionaire and its employees, agents and representatives, shall not offer for sale, sell, serve, store, consume or permit to be consumed, any liquor or alcohol products in the concession areas and Facilities. Such rights are reserved to the Town in the Facilities and the Concessionaire acknowledges that the Town may carry on liquor and alcohol sales as aforesaid. As well, the Town may permit any other groups, clubs, persons to sell liquor or alcohol products in its facilities as the Town in its absolute discretion deems advisable. The Concessionaire specifically acknowledges the Town's exclusive rights in this regard.

**31. SECURITY**

The Concessionaire shall be responsible for his/her own cash control and handling procedures, including insuring that cash is picked up on a daily basis.

**32. INSURANCE**

The Concessionaire shall provide and maintain during the term of the Contract Comprehensive General Liability insurance acceptable to the Corporation of the Town of Fort Frances and subject to limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

**33. NO ASSIGNMENTS**

Neither this Contract and the rights granted to the Concessionaire hereunder nor any part thereof are assignable by the Concessionaire without the prior written approval of the Town to such assignment, which approval may be withheld without reason by the Town.

**34. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

i) All of the records and documents of the Concessionaire referred to and cited in this Agreement where such records and documents have been created in order to comply with the terms, provisions, requirements and obligations of the Concessionaire as set out in this agreement are "records" of the Town as "records" are defined in the Municipal Freedom of Information and Protection of Privacy Act.

ii) The records and documents referred to in the paragraph above are, for the purposes of this Agreement, in the joint care and custody of the Concessionaire and of the Town; and

iii) The Concessionaire hereby agrees with the Town that the records and documents referred to in the first paragraph above will be managed and administered in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

**35. NOTICE**

To the Concessionaire by mailing the notice to:

**Tess's Kitchen**

1030 Scott Street, Fort Frances, ON, Canada, ON P9A 1J7 Attention: Tess Coish, Caterer

To the Town by mailing the notice to:

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

320 Portage Avenue Fort Frances, ON P9A 3M3 Attention: Gabrielle Lecuyer, Clerk

OR to such other address as each party may advise the other by notice in writing. Notice given in this manner shall be deemed to have been given and effective as of the fifth day following the date of mailing.

IN WITNESS WHEREOF the Town hereto has affixed its Corporate Seal and attested by its proper Officers duly authorized on their behalf and has hereunto set

SIGNED SEALED  
AND DELIVERED

) THE CORPORATION OF THE TOWN  
) OF FORT FRANCES

MAYOR: \_\_\_\_\_

CLERK: \_\_\_\_\_

Per: \_\_\_\_\_ Printed: \_\_\_\_\_

Per: \_\_\_\_\_ Printed: \_\_\_\_\_

Witness: \_\_\_\_\_ Printed: \_\_\_\_\_



SCHEDULE "A" Town Owned Canteen Equipment

One Quest gas grill and oven combination

One Quest two basket deep fryer

One popcorn machine

Four deep freeze chests

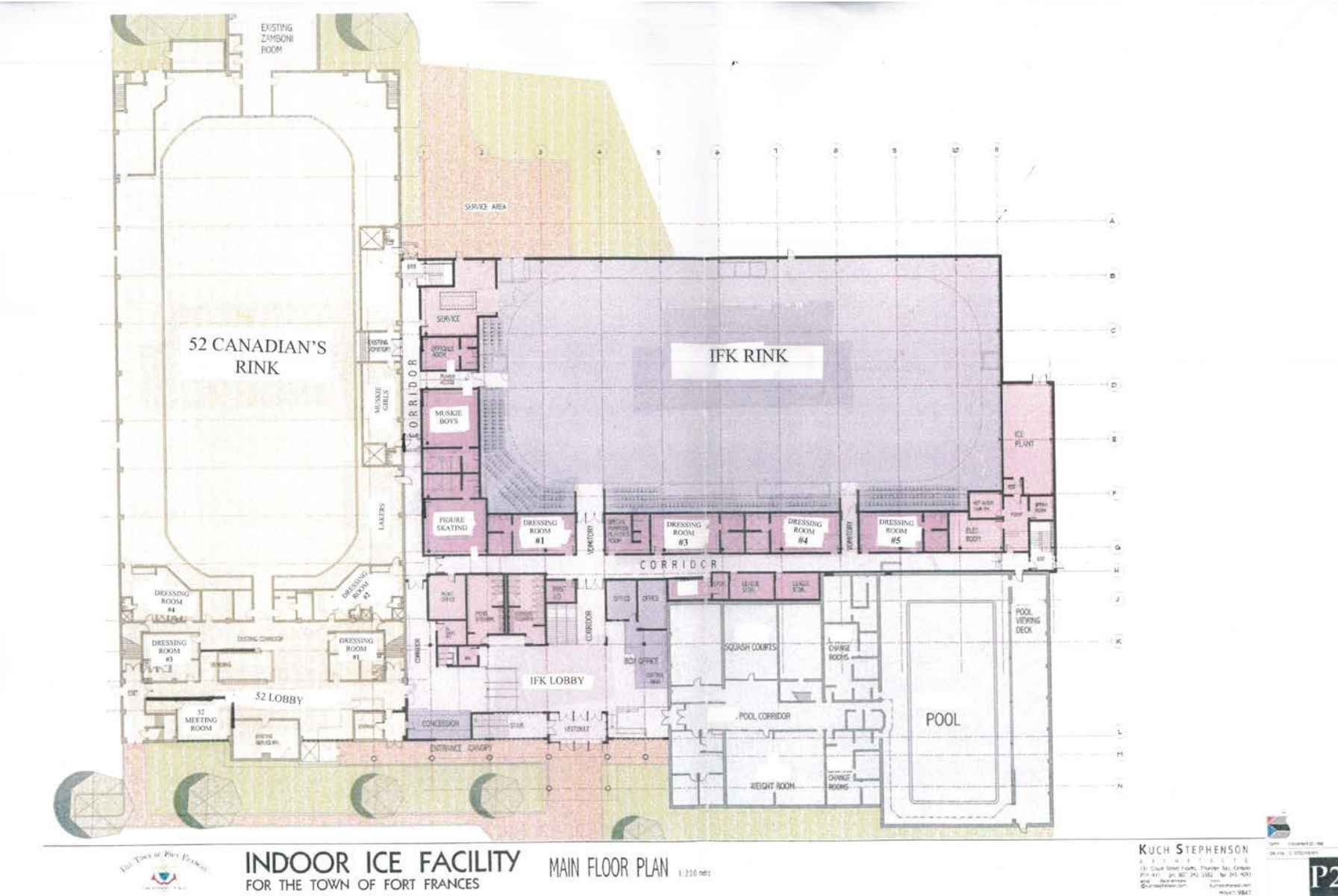
Two Bunn coffee machines with glass pots

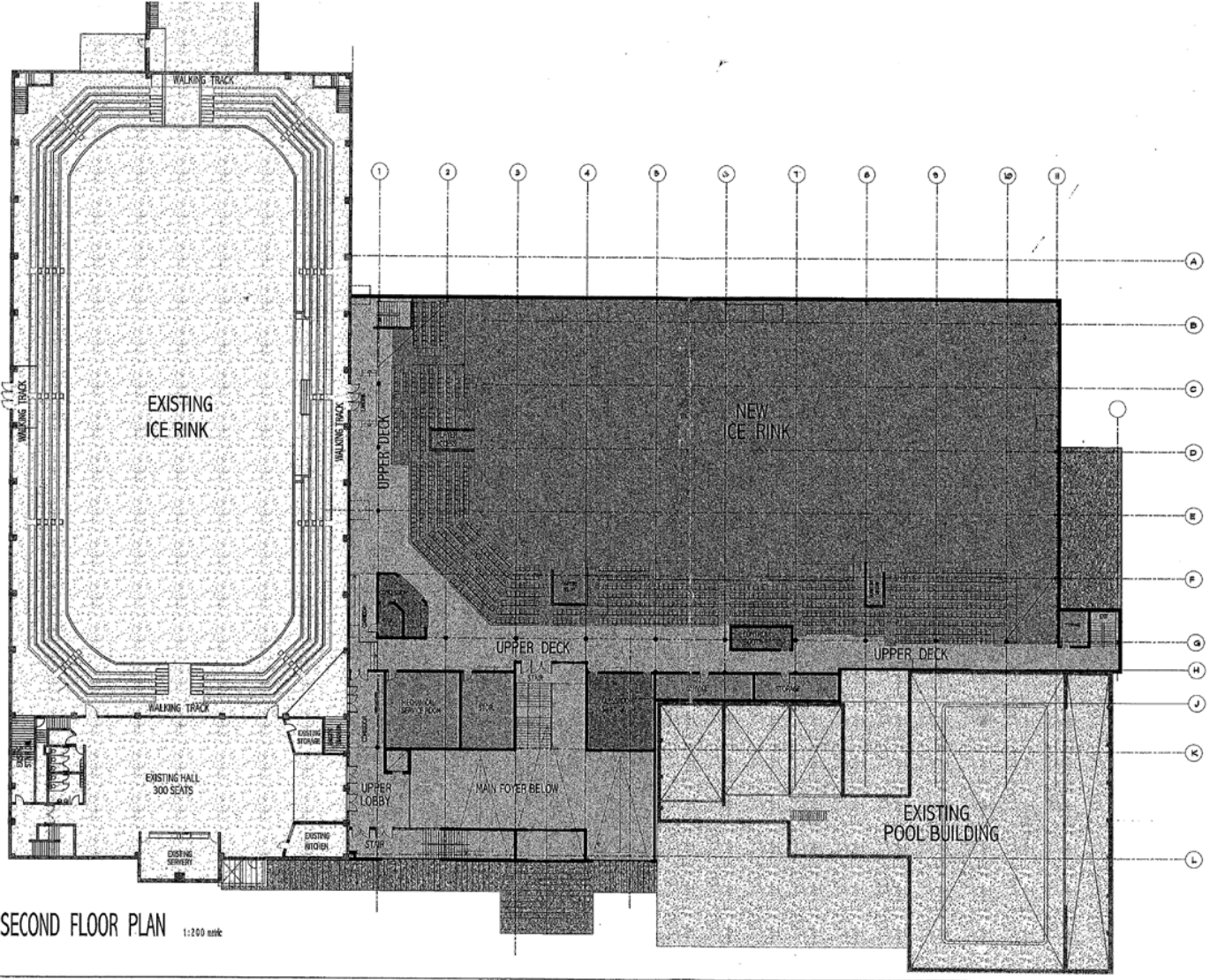
One Gaggia Espresso

Various pots, utensils, and can opener

Two Pepsi Display Coolers

SCHEDULE "B" Concession Areas – Two drawings attached



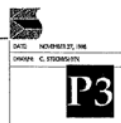


SECOND FLOOR PLAN 1:200 scale



**INDOOR ICE FACILITY**  
FOR THE TOWN OF FORT FRANCES

**KUCH STEPHENSON**  
ARCHITECTS  
131 Court Street North, Thunder Bay, Ontario  
P7A 4V1 ph: 807 345 5582 fax: 345 4093  
email: dkuch@kstephenson.com info@kstephenson.com  
www.kstephenson.com  
INCORPORATED 1984



**P3**

February 14, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Tender 2022-OF-01 – Supply of Various Vehicles**

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At the January 31, 2022 budget meeting the tendering of three (3) vehicles was approved whereby two (2) would be funded out of the Vehicles and Equipment reserve and one (1) would be funded out of the Water and Sewer Reserves. On February 3<sup>rd</sup> an advertisement was ran in the Fort Frances Times and copies of the tender were hand delivered to Sunset Country Ford, Fort Frances GM, West End Motors and placed on the Town of Fort Frances website February 1. On Tuesday February 8, 2022 at 2:00pm tenders were opened publicly in the Committee Room of the Civic Centre where public were able to access the opening via teleconference.

Tenders were received from Sunset Country Ford, Fort Frances GM and West End Motors. The table attached summarize the tenders received as well as the budget allocations, surpluses and deficits.

As the vehicle technology is changing our tender specifications has been evolving as well to ensure that all manufacturers have equal opportunity to bid. It is the obligation of administration to point out any areas where the vendors did not meet the specifications in their bid submissions.

**Sunset Country Ford:**

- Service/maintenance manuals were supposed to be supplied; these are available online by subscription. With a local dealer a service manual is not necessary. This difference is not material in nature.
- The spec requires all vehicles to be undercoated. With Ford trucks being made of aluminum they no longer provide undercoating. This difference is not material.

**Fort Frances GM**

- Service/maintenance manuals were supposed to be supplied; these were unavailable. With a local dealer a service manual is not necessary. This difference is not material in nature.
- Line or Chassis cards are no longer provided with the purchase of GM vehicles. A listing of applicable filters will be provided.

**West End Motors:**

- Service/maintenance manuals were supposed to be supplied; these were unavailable. With a local dealer a service manual is not necessary. This difference is not material in nature.

With the implications of the ongoing supply chain issues seen as a result of COVID Supply has been an issue with vendors being unable to bid specific trucks. In addition, some bid results are in excess of budget allocations. Truck 3.3.2 being funded out of sewer and water reserves will see a budget shortfall of \$8,637.57 where Trucks 3.3.1 and 3.3.3 are funded out of vehicle and equipment reserves meaning that the combined budget shortfall out of that reserve is \$2909.63. These shortfalls are small in nature, and it is the recommendation of administration that the funding shortfalls be funded out of the related reserves or at year end by any surplus.

Based on the above information administration recommends the Following:

1. That the purchase of two (2) ½ ton extended cab four-wheel drive pickup trucks be awarded to Fort Frances GM at a cost of \$94,290.82 including the Town's portion of HST.
2. That the purchase of one 5000 series regular cab four-wheel drive pickup truck with dump box be awarded to Sunset Country Ford at a cost of \$81,256.38 including the Town's portion of HST.
3. That budget shortfalls be funded from the respective reserve funds or through year end surplus.
4. That Mayor and Clerk be authorized to enter into a purchase agreements with Fort Frances GM and Sunset Country Ford.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

**Council approval of this report will ensure the following:**

- 1. That the purchase of two (2) ½ ton extended cab four-wheel drive pickup trucks be awarded to Fort Frances GM at a cost of \$94,290.82 including the Town's portion of HST.**
- 2. That the purchase of one 5000 series regular cab four-wheel drive pickup truck with dump box be awarded to Sunset Country Ford at a cost of \$81,256.38 including the Town's portion of HST.**
- 3. That budget shortfalls be funded from the respective reserve funds or through year end surplus.**
- 4. That Mayor and Clerk be authorized to enter into a purchase agreements with Fort Frances GM and Sunset Country Ford.**

2021Feb17 Tender 21-OF-01 Award of Truck Tender REV

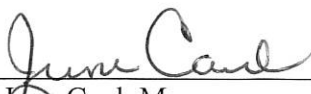
	<b>Tender Item Number</b>	<b>Unit</b>	<b>Total Bid Price</b>	<b>Town's portion HST</b>	<b>TOTAL TENDER PRICE</b>	<b>Difference from Low Bid</b>	<b>2021 Budget Allocation</b>
Fort Frances GM	3.3.1	1/2 Ton Extended Cab	\$ 45,355.00	\$ 798.25	<b>\$ 46,153.25</b>		\$ 39,500.00
	3.3.2	1/2 Ton Extended Cab	\$ 47,305.00	\$ 832.57	<b>\$ 48,137.57</b>		\$ 39,500.00
	3.3.3	5000 series dump truck	NO BID				
West End Motors	3.3.1	1/2 Ton Extended Cab	\$ 47,000.00	\$ 827.20	<b>\$ 47,827.20</b>	\$ 1,673.95	
	3.3.2	1/2 Ton Extended Cab	NO BID				
	3.3.3	5000 series dump truck	NO BID				
Sunset Country Ford	3.3.1	1/2 Ton Extended Cab	\$ 49,608.00	\$ 873.10	<b>\$ 50,481.10</b>	\$ 4,327.85	
	3.3.2	1/2 Ton Extended Cab	\$ 51,741.00	\$ 910.64	<b>\$ 52,651.64</b>	\$ 4,514.07	
	3.3.3	5000 series dump truck	\$ 79,851.00	\$ 1,405.38	<b>\$ 81,256.38</b>		\$ 85,000.00

## ACKNOWLEDGEMENT

I, June Caul, Mayor of the Town of Fort Frances, hereby acknowledge that:

1. Sections 224 to 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("***Municipal Act***") confer on me, as head of council, no role in the administration of the municipality;
2. The Town of Fort Frances' *Procedural By-Law* and *Staff/Council Relations Policy* create no powers, authority, or role for the Mayor in the administration of the municipality;
3. Council of the Town of Fort Frances has delegated no management or administrative powers, authority, or role to me under section 23.1 of the *Municipal Act* or otherwise;
4. The function of the chief executive officer of the municipality, as defined in section 226.1 of the *Act*, confers no administrative or internal management role in the municipality on the head of council;
5. I was never appointed chief administrative officer ("**CAO**") of the Town of Fort Frances or otherwise given the ability to exercise the role of the CAO, which is disallowed by section 258(1) of the *Municipal Act*;
6. As Mayor, I have no power or authority, without the prior authorization, delegation, or direction of Council, nor any power or authority under any by-law or policy of the Town of Fort Frances:
  - a. To order, direct, or instruct administrative staff of the municipality to do or not to do anything;
  - b. To exercise or enforce the rights of the municipality under any contract unless specifically authorized; or
  - c. To instruct legal counsel for the municipality; and
7. The role of the head of council, under section 225 of the *Municipal Act*, "to provide leadership to council" and "to provide information and recommendations to council with respect to the role of council" does not confer on the head of council any role, power, or authority:
  - a. To obstruct or block informational requests from councillors to administration;
  - b. To withhold information or records from councillors that is properly requested from administration;
  - c. To direct municipal staff to disregard inquiries from councillors; or
  - d. To undermine and interfere with the democratic function, lawful role, and performance of the duties of councillors.

SIGNED at the Town of Fort Frances, this 11 day of February, 2022.

  
 June Caul, Mayor



**Ontario Land Tribunal**  
Tribunal ontarien de l'aménagement  
du territoire



**ISSUE DATE:** January 25, 2022

**CASE NO(S):** OLT 21-001133

**PROCEEDING COMMENCED UNDER** subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Scott Fawcett
Applicant	Northwest Catholic District School Board
Subject:	By-law No. 03/14
Municipality:	Town of Fort Francis
OLT Lead Case No.:	21-001133
OLT Case No.:	21-001133
OLT Case Name:	Fawcett v. Fort Frances (Town)

**Heard:** January 13-14, 2022 by video hearing

**APPEARANCES:**

**Parties**

**Counsel\*/Representative**

Scott Fawcett ("Appellant")

Self-represented

Town of Fort Frances ("Town")

A. McKittrick\*/A.M. McKittrick\*

**DECISION DELIVERED BLAIR S. TAYLOR AND INTERIM ORDER OF THE TRIBUNAL**

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**INTRODUCTION**

[1] The Town Council approved a Zoning By-law Amendment ("ZBA") for the property known municipally as 820 Fifth Street East ("Subject Lands") which was appealed to the Tribunal by the Appellant.

**DECISION**

[2] For the reasons set out below, the Tribunal will allow the appeal in part, but approves the ZBA in principle subject to the Town providing to the Tribunal the following:

- a. A fully dimensioned conceptual site plan to scale;
- b. A revised draft ZBA specifying Fifth Street East as the frontage for the Subject Lands.

**BACKGROUND AND CONTEXT**

[3] The Subject Lands were formerly used as St. Michael's School established in or about 1962. The Subject Lands are improved with the former school building, a shed, and playground equipment, and with a play area which is central to this appeal.

[4] The Subject Lands are located on a corner lot at the intersection of Frenette Avenue and Fifth Street East. The Subject lands have an area of about 16,849 square metres ("sq m"): being about 83 metres ("m") wide at Frenette Avenue with a depth of about 202 m along Fifth Avenue East. The play area is estimated by the Appellant to be .89 hectares ("ha"), (which from Exhibit 11 appears to include about one half of the school parking lot).

[5] The Subject Lands are located in an area of the Town where sanitary sewer, municipal water and storm water services are all available.

[6] Under the Official Plan the Subject Lands are designated "Living Area" which allows for all forms of residential uses, and zoned under the Town's Zoning By-law as "Institutional" which allows for uses such as a school.

[7] The Subject Lands are owned by the Northwest Catholic District School Board ("School Board"). However, the Subject Lands were declared surplus by the School

Board, and the development application before the Tribunal is based on an agreement of Purchase and Sale between the School Board and the Rainy River District Social Services Administration Board (“RRDSSAB”).

[8] The RRDSSAB rezoning proposes an adaptive reuse and retrofit of the former school building to house 13 senior apartments (with some support services), and an Early ON Family Centre and outside Early ON play area. Additionally, up to 5 eightplex buildings (2 storeys in height) are proposed in the play area. On the ground floor, each eightplex would have two 1 bedroom barrier-free apartments and two bachelor apartments. On the second floor of each eightplex would be four 1 bedroom apartments. 30% of the apartments must be at 20% of market rent and the remainder would be at market rent.

[9] In order to facilitate this proposed redevelopment, the ZBA application was filed to rezone the Subject Lands to a site specific R-2 zone, to allow the seniors’ residence, the Early ON Family Centre, and the proposed eightplexes, all on the same lot.

[10] The proposed rezoning was recommended to Town Council by the Town’s Chief Building Official and Municipal Planner and adopted by Town Council.

[11] In the lead up to the hearing, there were two proposed draft changes to the ZBA: the first to include a legal description of the Subject Lands, and provide definitions for the Early ON Family Centre and an eightplex dwelling. The second proposed to increase the separation space from each eightplex dwelling to any other main building from 2.5 m to 7.5 m.

[12] Integral to this appeal is the fact that pursuant to the 1989 Joint Use Agreement between the Town and the School Board, the outdoor and athletic facilities at St. Michael’s School were available for Town uses after 5 p.m. during the school term and all day during the summer months.

## THE HEARING

[13] At the hearing, the Tribunal heard the viva voce evidence of the Appellant.

[14] On behalf of the Town, the Tribunal heard the evidence of Cody Vangel, qualified to give expert opinion evidence as a civil engineer and land use planner, Dan McCormick the Chief Administrative Officer of the RRDSSAB, and Jeffrey Port qualified as a land use planner.

## APPEAL GROUNDS

[15] The basis of the appeal is nuanced: firstly that there is no objection to the adaptive reuse and retrofit of the former school building for the seniors' residence and Early ON Family Centre, but that the Tribunal should preserve the existing play area by not allowing the rezoning of the play area for the proposed 5 eightplexes, (to be relocated to some other location in the Town), and the Appellant seeks the assistance of the Tribunal to find a compromise solution.

[16] The first ground of appeal challenges the public process as no public open house was held by the Town, that the public meeting was during Covid 19 and "audio only", and that while 3 citizens spoke in opposition, there were others who also wished to speak but were not able to due to the public meeting format.

[17] The second ground of appeal is that the play area is effectively a public park and that the playground equipment was provided by neighbourhood fundraising (\$30,000.00) and a donation from the Knights of Columbus, and has been used since about 1989, and further that the play area has been used on an informal basis since the school was constructed in or about 1962.

[18] The related third ground of appeal is that the proposed rezoning would not be in conformity with the Town's Official Plan as it would result in the inequitable distribution of park space in the east end of the Town, and this is part of a trend in the east end of the Town.

## POLICY REGIME

[19] The *Planning Act* (“PA”) in s. 1 provides as one of its purposes that land use planning in Ontario is policy-led.

[20] Section 2 of the PA sets out a number of Provincial Interests that the Town Council and this Tribunal shall have regard to in making any land use planning decision. Those interests include:

- (i) The adequate provision of recreational facilities; (i)
- (ii) The adequate provision of a full range of housing including affordable housing; (j)
- (iii) The resolution of planning conflicts between public and private interests; (n)
- (iv) The appropriate location of growth and development (p).

[21] Section 2.1 requires that when the Tribunal makes a decision on a land use planning matter it shall have regard to both the decision made by Town Council and the information and material that the Town Council considered in making its decision.

[22] Finally from the PA, s. 3(5) mandates that the Tribunal (and the Town Council before it) when making a land use planning decision, that such a decision shall be consistent with the Provincial Policy Statement (“PPS”) and shall conform to provincial plans that are in effect, such as in this case the Growth Plan for Northern Ontario 2011 (“NOGP”).

## NOGP

[23] The NOGP sets out among its purposes to enable decisions about growth to be made in ways that sustain a robust economy and build strong communities (1.2 (a)) and

to promote a rational and balanced approach to decisions about growth that build on community priorities, strengths and opportunities and makes efficient use of infrastructure (1.2 (b)).

## **PPS**

[24] Both the PPS Preamble and the Implementation and Interpretation section provide that the Official Plan is the most important vehicle for the implementation of the PPS (s. 4.6).

[25] In Part IV of the PPS, the PPS Vision focuses growth and development in urban and rural settlement areas, encourages a range and mix of housing options including new development and intensification, and encourages efficient development patterns that optimize the use of land, resources, and public investment in infrastructure. These efficient land use patterns are to promote a mix of housing including affordable housing, employment, recreation parks and open spaces.

[26] Moving from the Vision statement into the policies of the PPS, one finds these directives:

- Healthy, liveable and safe communities are sustained by;
- Promoting efficient development and land use patterns (1.1.1 (a))
- Accommodating an appropriate affordable and market-based range and mix of residential types (including affordable housing and housing for older persons (1.1.1 (b))
- Promoting standards to minimize land consumption and servicing costs (1.1.1 (e))
- Settlement areas shall be the focus of growth and development (1.1.3.1)

- Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form (1.1.3.4)
- Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents by: ...establishing development standards for residential intensification, redevelopment and new residential development which will minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety (1.4.3 (f)).
- Healthy active communities should be promoted by: ... planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation... (1.5 (b)).

## OFFICIAL PLAN

[27] The Subject Lands are designated in the Official Plan as “Living Area”, wherein the permitted uses include all forms of residential development.

[28] One of the objectives of the Living Area designation is that the Town will promote opportunities for residential intensification and redevelopment on lands within the serviced area of the Town (4.1.1 (d)).

[29] With regard to residential development s. 4.1.3 (c) provides that new housing development should reflect a range of lot and housing sizes including smaller, affordable housing units, which would be suitable for seniors and smaller families.

[30] Section 4.1.8 (d) provides that infilling and intensification is encouraged throughout the Town’s existing built up residential areas and that intensification should address: compatibility, lot pattern and configuration, accessibility, parking requirements, potential for increased traffic, any natural hazards, built heritage, availability of municipal infrastructure, and residential intensification targets.

[31] Additionally s. 4.1.8 (f) states that the Town will work with the appropriate housing agencies to ensure that a sufficient supply of housing is provided which is affordable to low and moderate income households, and that the Town will consider alternative requirements for residential lot standards and required floor space in the Zoning By-law which would support the provision of affordable housing.

[32] Within the Living Areas designation, the Official Plan provides in s. 4.1.6 that neighbourhood parks should be provided within 1000 m of all residential uses, and that neighbourhood parks should be between 1.5 and 2.0 ha in size.

## **LOCAL CONTEXT**

[33] As a former school, the Subject Lands are found in the midst of a mature residential area that is predominantly single detached homes. There are two existing cul-de-sacs that abut the Subject Lands from the north, and one cul de sac from the east. Fifth Street East appears to have a student drop off lane within the public right of way in the immediate vicinity of the school building.

## **ZONING BY-LAW**

[34] The current zoning for the Subject Lands is Institutional. The permitted uses in an Institutional zone include: ambulance station, arena, assisted living facility, day nursery, fire station, hospital, library, nursing home, place of worship and a school.

[35] The regulations allow height of 20 m, and a minimum landscaped areas of 10%.

[36] The proposed zoning generally relates to the R-2 zone which specifically allows residential uses including fourplex dwellings, and apartment buildings.

[37] Here the zoning would allow height to 12 m for a fourplex and 15 m for an apartment building, and the minimum landscaped area for a fourplex is 20%, and for an apartment building 30%.



[38] Of note for this appeal is the fact that there is neither a definition for “eightplex” nor “Early ON Family Centre” in the Zoning By-law.

[39] Also, from the definitions section of the Zoning By-law it is noted that there is a definition for front lot line for a corner lot which impacts this development application:

In the case of a corner lot or through lot, the shorter lot line that abuts a street or navigable waterway shall be deemed to be the front lot line and the longer lot line that abuts a road or (navigable waterway) shall be deemed an exterior lot line.

## **DEVELOPMENT PROPOSAL**

[40] As noted above, while the Subject Lands are currently owned by the School Board, there is an existing agreement of purchase and sale with the RRDDSSAB.

[41] Mr. McCormick, the CAO of the RRDDSSAB testified that this board is made up of representatives of 10 municipalities and 3 unincorporated areas covering a geographic area of 15,000 square kilometres. It is responsible for housing and homelessness, has a \$27 million per year budget and *inter alia* it directly operates childrens’ services, and it oversees 498 housing units of which it directly oversees 350. For its 350 housing units, there is currently a waiting list of 253.

[42] Mr. McCormick testified that there is a local housing shortage that has been exacerbated by the opening of a new mine in the area that has taxed the existing rental housing supply.

[43] The RRDSSAB’s vision for the Subject Lands is to move forward in a phased approach with the first phase being the adaptive reuse and retrofit of the existing school building for 13 rental units (20% affordable), with some on site support services, and the Early ON family centre. The latter he described as being a resource program where parents are taught parenting skills. The parents (and children) do not come for the day but rather come and interact with the resource staff and receive instruction and resource materials and leave. There are two classrooms that would be utilized for such purposes,

with some office space for the program leaders who also provide this resource in three other geographic locations. Additional office space is intended for a nurse's station and for clinics.

[44] The second phase of development would be for the proposed 5 eightplexes in the play area behind the school. The units proposed are relatively small in size: on the second floor are four 1 bedroom units each at 660 square feet (sq. ft), whereas on the ground floor, there will be two barrier-free 1 bedroom units at 746 sq ft and two bachelor units at 580 sq ft.

[45] Mr. McCormick anticipates that each eightplex will cost about \$2 million to construct and that with funding available they would likely start with two eightplexes, and fund raise thereafter for the other units.

[46] From the RRDSSAB perspective, the Subject Lands provide for the adaptive reuse of an existing building, utilize existing municipal services, are "shovel ready", and with the two projects all being on the same lot, it will enable economies of scale.

[47] As part of the staff report that went to Town Council, a conceptual site plan was included. As the application for the ZBA identified Fifth Street East as the frontage, so too did the conceptual site plan. Additionally, notwithstanding the proposed amendment to the draft ZBA to increase the separation distance for an eightplex to 7.5 m, no revised concept plan was provided.

## **COMMENTARY AND ANALYSIS**

[48] Firstly, with regard to the Appellant's concern with the lack of an informal public meeting, there is no statutory requirement for same.

[49] With regard to the Appellant's concerns about the public meeting held by the Town, the Tribunal notes that Exhibit 6 at page 38 contains a copy of the March 4, 2021 newspaper notice of the public meeting to be held on April 12, 2021 virtually and by teleconference.

[50] The Tribunal takes judicial notice of the fact that as of April 7, 2021, the Province had made its third Emergency Order with regard to Covid 19 and a Stay at Home order was in place.

[51] With regard to the public meeting, the staff report of April 26, 2021 noted that 80 letters of opposition had been received and three members of the public spoke in opposition to the application.

[52] When the staff report went to Town Council, it included the public submissions. The staff report considered and responded to the issues of concern that had been raised by members of the public.

[53] The Tribunal notes that the required public meeting occurred during an Emergency Order and a Stay at Home order. The Town gave the required notice, and in that notice identified how the public meeting would be held due to the Covid 19 restrictions. Additionally, the Tribunal would note that Town Council did not make a decision on April 12, 2021: Town Council made its decision on April 26, 2021 and passed the implementing ZBA on May 10, 2021. Thus, there was additional time after the public meeting for more public input to the Town Council before it made its decision.

[54] With regard to the expressed concern about the public meeting, the Tribunal finds that the Town acted in accordance with the requirements of the PA and the Covid 19 restrictions that were in place at the time.

[55] Turning to the Appellant's submissions with regard to the play area as a "public park", the Tribunal would first note that the Town has never owned the Subject Lands; rather the Subject Lands were and are currently owned by the School Board, and are the subject of an Agreement of Purchase and Sale conditional on rezoning.

[56] It is noted that the Subject Lands were part of a Joint Use Agreement between the School Board and the Town dated as of June 12, 1969 (Exhibit 6 Tab 8). The said agreement provides that the agreement may be terminated at any time the two parties agree the Outdoor Facilities are no longer usable, or upon written notice by either party

at any time after the year 2009. Also, at the same tab, there is a letter dated May 28, 2021 from the School Board terminating the agreement.

[57] The Appellant submits that the neighbours fundraised \$30,000.00, and combined with a \$5,000.00 donation from the Knights of Columbus, provided the funding for the purchase of the outdoor playground equipment that was installed through the sweat equity of the neighbours. Exhibit 3 contains a picture of the sign identifying the “Knights of Columbus Park” in front of the playground equipment. To the Appellant this constitutes a municipal park and it should remain a municipal park.

[58] To the Tribunal it is clear that the Joint Use Agreement provided the term of the joint use: the agreement could be terminated at any time both parties agreed it was no longer usable, or unilaterally by either party after the year 2009. That agreement was terminated in 2021. No notice to any other person or party was required. It is not a municipal park for the purposes of this hearing.

[59] Supplemental to his submissions on the play area being a municipal park, the Appellant argues that pursuant to s. 4.1.6 of the Official Plan, the Town has a requirement that neighbourhood parks are to be provided within 1000 m of all residential uses, and with the Town approval of the impugned ZBA, it is contrary to the Official Plan and moreover it is part of a trend that has led to an inequitable distribution of park space in the east end of the Town.

[60] Exhibit 11 purports to contain seven examples of such loss of public recreational green space since 1970 totalling 3.7 ha of land. This exhibit is based on a very narrow approach to recreation. The Appellant cites the redevelopment of the Memorial Sports Centre fields as a loss of 1.69 ha. However, the “loss” of the 1.69 ha is now (according to the exhibit) the home for the new Sportsplex, Ice for Kids Arena, a library, a skateboard park, and a parking lot to serve these recreational uses.

[61] The PPS does speak to providing a full range and equitable distribution of recreational spaces. However, that policy direction is not limited to just outdoor space

but also includes built facilities for recreation.

[62] Additionally, the Town's Official Plan states that neighbourhood parks should be provided within 1000 m of all residential uses and should be between 1.5 – 2 ha in size.

[63] The Tribunal prefers the evidence of Mr. Vangel and Mr. Port that the play area is not a municipal/neighbourhood park, that it does not meet the size requirement of the Official Plan at 1.5 - 2.0 ha, and there are other municipal parks that are in the general vicinity in the Subject Lands that satisfy the Official Plan direction.

[64] Finally, the Appellant argues that the Tribunal should be used as a facility to find a compromise solution, and gave a number of examples of sites in other residential areas that he believed would be appropriate for the relocation of the eightplexes.

[65] The Tribunal would point out that Tribunal has a Citizen Liaison Officer and a Tribunal website, both of which are dedicated to assisting the public to understand the Tribunal's hearing process. The website contains references to the Tribunal's very experienced mediation panel, that can, if both parties agree, assist in mediating disputes. However ultimately, where parties maintain their appeals, the Tribunal has been statutorily created to hear and determine matters within its jurisdiction.

[66] Thus, the Tribunal at this late stage of this proceeding is not in the position of a mediator but rather an adjudicator required to make a decision based on the evidence that has been given.

[67] To the Tribunal this development proposal represents:

- the redevelopment of a currently vacant and underutilized site;
- the adaptive reuse and retrofit of a surplus school site;
- a modest form of residential intensification that will add to the range and mix of housing in the local context;

- assistance in providing rental housing, senior housing, accessible housing, affordable housing, (all in a market that is experiencing rental housing supply issues due to the opening of a new mine);
- the provision of an Early On Family Centre that will be a community parenting resource;
- all of which is within a Settlement Area; and
- utilizing existing municipal services.

[68] This development proposal the Tribunal finds to have had adequate regard for the matters of Provincial Interest in s. 2 of the PA, is consistent with the PPS as a modest form of intensification within a settlement area, and expanding the range and mix of housing including housing for seniors and affordable housing, does not conflict with the NOGP, conforms to the Town's Official Plan, represents good land use planning and is in the public interest.

[69] However as the draft ZBA's that have been presented to the Tribunal are based on a concept plan that erroneously has Fifth Avenue East for the front lot line (contrary to the Town's Zoning By-law), and as Exhibit 5 requires a 7.5 m setback for the eightplexes to a wall of another main building, and as the same concept plan has no dimensions whatsoever, the Tribunal will approve in principle the development proposal.

[70] Accordingly, the Tribunal orders that the appeal is allowed in part, on an interim basis, contingent upon confirmation, satisfaction or receipt of the pre-requisite matters identified below and that the ZBA found in Exhibit 5 is hereby approved in principle only.

[71] The Tribunal will withhold the issuance of its Final Order contingent upon the following:

- a. A fully dimensioned conceptual site plan to scale;

- b. A revised draft ZBA specifying Fifth Street East as the frontage for the Subject Lands.

[72] The Town shall submit the required materials found in the paragraph above to the Tribunal's Case Coordinator on or before **Monday, May 2, 2022**, failing which it shall provide a written status report by that date, documenting the timing of the expected submission of the required materials.

[73] In the event that the Town fails to provide the required materials and/or the required written status report by the required date, the Tribunal may allow the appeal.

[74] I remain seized of this matter for the purposes of reviewing the draft conceptual site plan, and approving the final draft of the ZBA and may be spoken to for case management purposes.

[75] This is the Interim Order of the Tribunal.

*"Blair S. Taylor"*

BLAIR S. TAYLOR  
MEMBER

**Ontario Land Tribunal**

Website: [olt.gov.on.ca](http://olt.gov.on.ca) Telephone: 416-212-6349 Toll Free: 1-866-448-2248

The Conservation Review Board, the Environmental Review Tribunal, the Local Planning Appeal Tribunal and the Mining and Lands Tribunal are amalgamated and continued as the Ontario Land Tribunal ("Tribunal"). Any reference to the preceding tribunals or the former Ontario Municipal Board is deemed to be a reference to the Tribunal.

Date: January 4<sup>th</sup>, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: December Activities for By-Law Enforcement Department.

Please see the below information for the month of December activities for this department.

### **Operational Constraints**

- Currently, 1 Officer in office.

### **December 2021**

#### Animal Pound Statistics

Impounded Dogs	1
Impounded Cats	2
After Hours Visits	0
Total Shelter Visits for Month	14

#### Monthly Parking Statistics

Tickets for Month	0
Tickets by OPP	0
Monthly Total	0
Yearly Total Issued	125

#### Daily Activities completed by By-Law Officers.

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment (Repairs/Maintenance to Meter Equipment).
- Garbage Collection Issues.
- Kiss N Ride Enforcement.
- Parking Enforcement.

#### Other Duties Completed by By-Law Officers

- Month End Office Reports.
- Fine Box Collections & Ticket Processing.
- OPP Monthly Parking Stats.
- Emergency Management COVID-19 Response.
- Emergency Management COVID-19 (Omicron) Provincial Response & Weekly Meetings.
- Amethyst Sector (Emergency Management) CEMC Bi-Weekly Calls.
- JHSC Activities & Monthly Inspections.
- Monthly Activities Reporting to PDEC.
- OFMEM - EEPMO Project Meetings.
- Maintain/Attend Town Vehicle's in Parking Lot (Civic Centre).
- Single Use Plastics Advertising & Request to Extend Deadline.
- Preparing for Annual By-Law OPP Memorandum Review.
- Request from Best for Kitty.



Occurrence Type (Complaints & Information)	Calls for Complaints/ Information
Nuisance (Includes Inquiries)	2
Traffic By-Law (Includes Inquiries)	4
Animals (Includes Inquiries)	8
Business Licensing (Includes Inquiries)	10
Property Standards (Includes Landlord/Tenant & Grass Cutting)	6
Taxi (Includes Inquiries)	6
Off-Road Vehicles By-Law (Includes Inquiries)	1
Moving Permits (Includes Inquiries)	0
Smoking By-Law & Cannabis (Includes Inquiries)	0
Heavy Trucks (Includes Inquiries)	3
Waste Management (Includes Asselin Forms)	8
Fences (Includes Inquiries & Pools)	0
COVID Legislation/Vaccination	3
OPP Call Outs/Questions	2
Building Code/Zoning Issues (Includes Tents, Trailers, etc).	0
Noise Issues (Includes Inquiries)	3
Fire Issues (Includes Inquiries)	3
Sign By-Law (Includes Inquiries)	0
Single Use Plastics (Includes Inquiries)	6
Snow (Issues & Inquiries)	6
Snowmobile By-Law (Includes Inquiries)	5
<b>TOTAL CALLS FOR SERVICE</b>	<b>76</b>

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional  
 MLEO/Alternate CEMC/Public Information Officer, Planning & Development Division  
 PH: 1-807-274-5323 ext. 1218  
[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)

Date: February 1<sup>st</sup>, 2022

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: January Activities for By-Law Enforcement Department.

Please see the below information for the month of January activities for this department.

### **Operational Constraints**

- Only 1 Officer.
- Provincial Government Restrictions. Emergency Management/Health & Safety Priority.
- Parking Equipment (Portage Lot) Down.

### **January 2022**

#### **Animal Pound Statistics**

Impounded Dogs	1
Impounded Cats	1
After Hours Visits	0
Total Shelter Visits for Month	8

#### **Monthly Parking Statistics**

Tickets for Month	0
Tickets by OPP	0
Monthly Total	0
Yearly Total Issued	0

#### **Daily Activities completed by By-Law Officers.**

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment (Repairs/Maintenance to Meter Equipment).
- Garbage Collection Issues.

#### **Other Duties Completed by By-Law Officers**

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Emergency Management COVID-19 Response.
- Emergency Management COVID-19 (Omicron) Provincial Response & Weekly Meetings.
- Sr. Manager's Meetings regarding COVID-19 Updates.
- Amethyst Sector (Emergency Management) CEMC Bi-Weekly Calls.
- MCEG Meetings.
- JHSC Activities & Monthly Inspections.
- Monthly Activities Reporting to PDEC.
- OFMEM - EEPMO Project Meetings.
- Maintain/Attend Town Vehicle's in Parking Lot (Civic Centre).
- Preparing for Annual By-Law OPP Memorandum Review.
- Request Best for Kitty.
- Taxi Licensing Renewal Process Started.
- Business Licensing Renewal Process Started.

Occurrence Type (Complaints & Information)	Calls for Complaints/ Information
Nuisance (Includes Inquiries)	0
Traffic By-Law (Includes Inquiries)	2
Animals (Includes Inquiries)	5
Business Licensing (Includes Inquiries)	24
Property Standards (Includes Landlord/Tenant & Grass Cutting)	1
Taxi (Includes Inquiries)	2
Off-Road Vehicles By-Law (Includes Inquiries)	3
Moving Permits (Includes Inquiries)	2
Smoking By-Law & Cannabis (Includes Inquiries)	1
Heavy Trucks (Includes Inquiries)	1
Waste Management (Includes Asselin Forms)	7
Fences (Includes Inquiries & Pools)	0
COVID Legislation/Vaccination	12
OPP Call Outs/Questions	3
Building Code/Zoning Issues (Includes Tents, Trailers, etc).	0
Noise Issues (Includes Inquiries)	3
Fire Issues (Includes Inquiries)	0
Sign By-Law (Includes Inquiries)	1
Single Use Plastics (Includes Inquiries)	0
Snow (Issues & Inquiries)	24
Snowmobile By-Law (Includes Inquiries)	13
<b>TOTAL CALLS FOR SERVICE</b>	<b>104</b>

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional  
MLEO/Alternate CEMC/Public Information Officer, Planning & Development Division  
PH: 1-807-274-5323 ext. 1218  
[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)

## Citywide Export - 2022-02-09

Permit #	Property Address	Work Description	Value
PRM-2022-	209 ARMIT AV	Renovate single family dwelling to group home	\$100,000.00
			\$100,000.00

February 7, 2022

Report To: Mayor and Council

From: Community Services Division

**RE: Memorial Sports Centre Membership Statistics August 2021 Through December 2021**

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In the documents attached please find the monthly membership information for August 2021 through December 2021 with comparison to prior year. Of importance to note is that COVID-19 has significantly impacted operations and thus memberships at the Memorial Sports Centre. The Facility was closed several times in 2020/2021 affecting memberships sales.

With the facility being closed for parts 2020/2021 it has caused memberships to be extended to ensure our customers were impacted as little as possible from the closure and allow them to use the facility for the time they had paid for. This extension and the previously mentioned closures have caused the number of new memberships purchased to be significantly less over the previous 12-month period and the effect of these closures and restrictions in place due to COVID-19 on new memberships will continue to linger.

As you will note in the month statistics provided in each month coming out of the last lockdown in the summer of 2021, memberships increased year over year in each of the months shown, which is a promising sign. Hopefully the impact of the latest closure is minimal and the facility can get back to a more "normal" routine.

Once we are through the lockdown phases of the pandemic and we are allowed to operate under minimal restrictions our memberships should stabilize.

Respectfully Submitted,

Community Services Division

## Memorial Sports Centre Membership Statistics

Aug

Membership Type	Quantity Current Year	Quantity Prior Year	Increase/ Decrease in Memberships
Adult 10 day	2	1	1
Adult 5 day	0	0	0
Adult Membership - 1 Month	10	9	1
Adult Membership - 3 Month	10	2	8
Adult Membership - 6 Month	2	0	2
Adult Membership - Annual	10	9	1
Adult Membership - TOFF 1 Month	0	0	0
Adult Membership - TOFF 6 Month	0	0	0
Adult Membership - TOFF Annual	0	1	-1
Adult Membership - TOFF 3 Month	0	0	0
Family Memberships - Annual	0	0	0
Senior 10 Day	0	0	0
Senior 5 Day	0	1	-1
Senior Membership - 1 Month	0	1	-1
Senior Membership - 3 Month	3	2	1
Senior Membership - 6 Month	0	2	-2
Senior Membership - Annual	1	3	-2
Senior Membership - TOFF 3 Month	0	0	0
Senior Membership - TOFF Annual	0	0	0
Student 5 Day	0	0	0
Student Membership -1 Month	6	2	4
Student Membership -3 Month	3	0	3
Student Membership -6 Month	1	1	0
Student Membership - Annual	2	1	1
Student Membership -TOFF Annual	0	0	0
Student Membership -TOFF 3 Month	0	0	0
Student Membership -TOFF 6 Month	0	0	0
Child 5 Day	0	0	0
Child Membership - Annual	0	0	0
Total Memberships	50	35	15

## Memorial Sports Centre Membership Statistics

**December**

<b>Membership Type</b>	<b>Quantity Current Year</b>	<b>Quantity Prior Year</b>	<b>Increase/ Decrease in Memberships</b>
Adult 10 day	5	2	3
Adult 5 day	1	0	1
Adult Membership - 1 Month	3	3	0
Adult Membership - 3 Month	10	4	6
Adult Membership - 6 Month	6	2	4
Adult Membership - Annual	4	5	-1
Adult Membership - TOFF 1 Month	0	0	0
Adult Membership - TOFF 6 Month	0	0	0
Adult Membership - TOFF Annual	1	0	1
Adult Membership - TOFF 3 Month	0	0	0
Family Memberships - Annual	0	0	0
Senior 10 Day	2	1	1
Senior 5 Day	2	0	2
Senior Membership - 1 Month	1	0	1
Senior Membership - 3 Month	0	6	-6
Senior Membership - 6 Month	1	1	0
Senior Membership - Annual	4	3	1
Senior Membership - TOFF 3 Month	0	1	-1
Senior Membership - TOFF Annual	0	0	0
Student 5 Day	0	0	0
Student Membership -1 Month	5	3	2
Student Membership -3 Month	0	2	-2
Student Membership -6 Month	2	0	2
Student Membership - Annual	0	1	-1
Student Membership -TOFF Annual	0	0	0
Student Membership -TOFF 3 Month	0	1	-1
Student Membership -TOFF 6 Month	0	0	0
Child 5 Day	0	0	0
Child Membership - Annual	1	1	0
<b>Total Memberships</b>	<b>48</b>	<b>36</b>	<b>12</b>

## Memorial Sports Centre Membership Statistics

**November**

<b>Membership Type</b>	<b>Quantity Current Year</b>	<b>Quantity Prior Year</b>	<b>Increase/ Decrease in Memberships</b>
Adult 10 day	3	4	-1
Adult 5 day	1	1	0
Adult Membership - 1 Month	26	6	20
Adult Membership - 3 Month	18	15	3
Adult Membership - 6 Month	9	3	6
Adult Membership - Annual	13	5	8
Adult Membership - TOFF 1 Month	0	0	0
Adult Membership - TOFF 6 Month	0	1	-1
Adult Membership - TOFF Annual	1	0	1
Adult Membership - TOFF 3 Month	0	0	0
Family Memberships - Annual	0	2	-2
Senior 10 Day	0	4	-4
Senior 5 Day	0	5	-5
Senior Membership - 1 Month	5	7	-2
Senior Membership - 3 Month	0	6	-6
Senior Membership - 6 Month	1	4	-3
Senior Membership - Annual	3	3	0
Senior Membership - TOFF 3 Month	0	0	0
Senior Membership - TOFF Annual	1	0	1
Student 5 Day	0	0	0
Student Membership -1 Month	4	3	1
Student Membership -3 Month	9	1	8
Student Membership -6 Month	8	0	8
Student Membership - Annual	1	0	1
Student Membership -TOFF Annual	0	0	0
Student Membership -TOFF 3 Month	0	1	-1
Student Membership -TOFF 6 Month	0	0	0
Child 5 Day	0	1	-1
Child Membership - Annual	6		6
<b>Total Memberships</b>	<b>109</b>	<b>72</b>	<b>37</b>



## Memorial Sports Centre Membership Statistics

October

Membership Type	Quantity Current Year	Quantity Prior Year	Increase/ Decrease in Memberships
Adult 10 day	2	0	2
Adult 5 day	1	1	0
Adult Membership - 1 Month	11	1	10
Adult Membership - 3 Month	7	7	0
Adult Membership - 6 Month	5	3	2
Adult Membership - Annual	6	6	0
Adult Membership - TOFF 1 Month	0	0	0
Adult Membership - TOFF 6 Month	2	2	0
Adult Membership - TOFF Annual	0	0	0
Adult Membership - TOFF 3 Month	0	0	0
Family Memberships - Annual	0	0	0
Senior 10 Day	0	0	0
Senior 5 Day	0	2	-2
Senior Membership - 1 Month	4	2	2
Senior Membership - 3 Month	11	5	6
Senior Membership - 6 Month	2	4	-2
Senior Membership - Annual	1	3	-2
Senior Membership - TOFF 3 Month	0	0	0
Senior Membership - TOFF Annual	0	0	0
Student 5 Day	0	0	0
Student Membership -1 Month	1	2	-1
Student Membership -3 Month	0	3	-3
Student Membership -6 Month	4	1	3
Student Membership - Annual	1	2	-1
Student Membership -TOFF Annual	0	0	0
Student Membership -TOFF 3 Month	1	0	1
Student Membership -TOFF 6 Month	0	0	0
Child 5 Day	0	0	0
Child Membership - Annual	7	2	5
Total Memberships	66	46	20

## Memorial Sports Centre Membership Statistics

**September**

<b>Membership Type</b>	<b>Quantity Current Year</b>	<b>Quantity Prior Year</b>	<b>Increase/ Decrease in Memberships</b>
Adult 10 day	1	2	-1
Adult 5 day	0	0	0
Adult Membership - 1 Month	7	6	1
Adult Membership - 3 Month	11	7	4
Adult Membership - 6 Month	2	3	-1
Adult Membership - Annual	9	9	0
Adult Membership - TOFF 1 Month	0	0	0
Adult Membership - TOFF 6 Month	0	0	0
Adult Membership - TOFF Annual	1	0	1
Adult Membership - TOFF 3 Month	0	0	0
Family Memberships - Annual	0	8	-8
Senior 10 Day	0	0	0
Senior 5 Day	0	1	-1
Senior Membership - 1 Month	2	2	0
Senior Membership - 3 Month	11	6	5
Senior Membership - 6 Month	2	2	0
Senior Membership - Annual	8	3	5
Senior Membership - TOFF 3 Month	0	0	0
Senior Membership - TOFF Annual	1	0	1
Student 5 Day	0	0	0
Student Membership -1 Month	1	2	-1
Student Membership -3 Month	1	4	-3
Student Membership -6 Month	3	0	3
Student Membership - Annual	1	1	0
Student Membership -TOFF Annual	0	0	0
Student Membership -TOFF 3 Month	0	0	0
Student Membership -TOFF 6 Month	0	0	0
Child 5 Day	0	0	0
Child Membership - Annual	0	0	0
<b>Total Memberships</b>	<b>61</b>	<b>56</b>	<b>5</b>

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Adult												
Memorial Sports Centre - Fort Frances												
Adult 10 Daily Admittance												
Male	1	0	0	0.0%	0	0	0	25	24	4.2%	19	31.6%
Female	1	0	0	0.0%	0	0	0	21	20	5.0%	12	75.0%
Package Total:	2	0	0	0.0%	0	0	0	46	44	4.5%	31	48.4%
Adult 5 Daily Admittance												
Male	0	0	1	0.0%	0	0	0	71	72	-1.4%	69	2.9%
Female	0	0	1	0.0%	0	0	0	41	42	-2.4%	40	2.5%
Package Total:	0	0	2	0.0%	0	0	0	112	114	-1.8%	109	2.8%
Adult Membership 1 Month												
Male	9	0	3	0.0%	0	0	0	511	505	1.2%	488	4.7%
Female	1	0	1	0.0%	0	0	0	185	185	0.0%	171	8.2%
Package Total:	10	0	4	0.0%	0	0	0	696	690	0.9%	659	5.6%
Adult Membership 3 Month												
Male	7	0	0	0.0%	0	0	0	416	409	1.7%	378	10.1%
Female	3	0	0	0.0%	0	0	0	274	271	1.1%	247	10.9%
Package Total:	10	0	0	0.0%	0	0	0	690	680	1.5%	625	10.4%
Adult Membership 6 Month												
Male	2	0	3	0.0%	1	0	0	153	154	-0.6%	146	4.8%
Female	0	0	1	0.0%	0	0	0	102	103	-1.0%	95	7.4%
Package Total:	2	0	4	0.0%	1	0	0	255	257	-0.8%	241	5.8%
Adult Membership Annual												
Unknown	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Male	6	5	7	41.7%	0	0	0	334	335	-0.3%	311	7.4%
Female	4	0	4	0.0%	1	0	0	322	322	0.0%	294	9.5%
Package Total:	10	5	11	31.3%	1	0	0	658	659	-0.2%	607	8.4%
TOFF Adult Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
TOFF Adult Membership 6 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	1	200.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	4	4	0.0%	1	300.0%
TOFF Adult Membership Annual												

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Male	0	0	0	0.0%	0	0	0	5	5	0.0%	5	0.0%
Female	0	0	1	0.0%	0	0	0	2	3	-33.3%	3	(33.3%)
Package Total:	0	0	1	0.0%	0	0	0	7	8	-12.5%	8	(12.5%)
TOFFAdult Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	25	5	14	26.3%	1	0	0	1,522	1,511	0.7%	1,421	7.1%
Female	9	0	8	0.0%	1	0	0	948	947	0.1%	862	10.0%
Site Total:	34	5	22	18.5%	2	0	0	2,472	2,460	0.5%	2,285	8.2%
Male	25	5	14	26.3%	1	0	0	1,522	1,511	0.7%	1,421	7.1%
Female	9	0	8	0.0%	1	0	0	948	947	0.1%	862	10.0%
Category Total:	34	5	22	18.5%	2	0	0	2,472	2,460	0.5%	2,285	8.2%

## Senior

### Memorial Sports Centre - Fort Frances

Senior 10 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	4	4	0.0%	0	N/A
Female	0	0	1	0.0%	0	0	0	1	2	-50.0%	0	N/A
Package Total:	0	0	1	0.0%	0	0	0	5	6	-16.7%	0	N/A
Senior 5 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	17	17	0.0%	12	41.7%
Female	0	0	0	0.0%	0	0	0	16	16	0.0%	12	33.3%
Package Total:	0	0	0	0.0%	0	0	0	33	33	0.0%	24	37.5%
Senior Membership 1 Month												
Male	0	0	1	0.0%	0	0	0	74	75	-1.3%	68	8.8%
Female	0	0	0	0.0%	0	0	0	141	141	0.0%	128	10.2%
Package Total:	0	0	1	0.0%	0	0	0	215	216	-0.5%	196	9.7%
Senior Membership 3 Month												
Male	1	0	3	0.0%	0	0	0	66	68	-2.9%	60	10.0%
Female	2	0	0	0.0%	1	0	0	191	189	1.1%	167	14.4%
Package Total:	3	0	3	0.0%	1	0	0	257	257	0.0%	227	13.2%
Senior Membership 6 Month												
Male	0	0	0	0.0%	0	0	0	43	43	0.0%	40	7.5%
Female	0	0	0	0.0%	0	0	0	62	62	0.0%	53	17.0%

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Package Total:	0	0	0	0.0%	0	0	0	105	105	0.0%	93	12.9%
Senior Membership Annual												
Male	0	0	1	0.0%	0	0	0	82	83	-1.2%	74	10.8%
Female	1	0	2	0.0%	0	0	0	132	133	-0.8%	118	11.9%
Package Total:	1	0	3	0.0%	0	0	0	214	216	-0.9%	192	11.5%
TOFF Senior Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Senior Membership Annual												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Female	0	0	0	0.0%	0	0	0	0	0	N/A	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Male	1	0	5	0.0%	0	0	0	290	294	-1.4%	255	13.7%
Female	3	0	3	0.0%	1	0	0	543	543	0.0%	478	13.6%
Site Total:	4	0	8	0.0%	1	0	0	833	837	-0.5%	733	13.6%
Male	1	0	5	0.0%	0	0	0	290	294	-1.4%	255	13.7%
Female	3	0	3	0.0%	1	0	0	543	543	0.0%	478	13.6%
Category Total:	4	0	8	0.0%	1	0	0	833	837	-0.5%	733	13.6%

## Student

### Memorial Sports Centre - Fort Frances

Student Membership 1 Month												
Male	4	0	4	0.0%	1	0	0	87	87	0.0%	79	10.1%
Female	2	0	3	0.0%	0	0	0	59	60	-1.7%	50	18.0%
Package Total:	6	0	7	0.0%	1	0	0	146	147	-0.7%	129	13.2%
Student Membership 3 Month												
Male	1	0	0	0.0%	0	0	0	160	159	0.6%	150	6.7%
Female	2	0	0	0.0%	0	0	0	125	123	1.6%	115	8.7%
Package Total:	3	0	0	0.0%	0	0	0	285	282	1.1%	265	7.5%
Student Membership 6 Month												
Male	0	0	1	0.0%	0	0	0	53	54	-1.9%	52	1.9%
Female	1	0	0	0.0%	0	0	0	28	27	3.7%	26	7.7%
Package Total:	1	0	1	0.0%	0	0	0	81	81	0.0%	78	3.8%
Student Membership Annual												
Male	2	0	2	0.0%	1	0	0	71	71	0.0%	64	10.9%

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	0	0	0	0.0%	0	0	0	46	46	0.0%	45	2.2%
Package Total:	2	0	2	0.0%	1	0	0	117	117	0.0%	109	7.3%
TOFF Student Membership Annual												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
TOFF Student Membership 1 Month												
Male	0	0	1	0.0%	0	0	0	1	2	-50.0%	0	N/A
Package Total:	0	0	1	0.0%	0	0	0	1	2	-50.0%	0	N/A
TOFF Student Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	0	N/A
TOFF Student Membership 6 Month												
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	7	0	8	0.0%	2	0	0	375	376	-0.3%	346	8.4%
Female	5	0	3	0.0%	0	0	0	260	258	0.8%	237	9.7%
Site Total:	12	0	11	0.0%	2	0	0	635	634	0.2%	583	8.9%
Male	7	0	8	0.0%	2	0	0	375	376	-0.3%	346	8.4%
Female	5	0	3	0.0%	0	0	0	260	258	0.8%	237	9.7%
Category Total:	12	0	11	0.0%	2	0	0	635	634	0.2%	583	8.9%

## Youth

### Memorial Sports Centre - Fort Frances

#### Child 5 Daily Admittance

Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Child Membership Annual												
Male	0	0	0	0.0%	0	0	0	95	95	0.0%	92	3.3%
Female	0	0	0	0.0%	0	0	0	26	26	0.0%	25	4.0%
Package Total:	0	0	0	0.0%	0	0	0	121	121	0.0%	117	3.4%
Male	0	0	0	0.0%	0	0	0	96	96	0.0%	93	3.2%

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	0	0	0	0.0%	0	0	0	27	27	0.0%	26	3.8%
Site Total:	0	0	0	0.0%	0	0	0	123	123	0.0%	119	3.4%
Male	0	0	0	0.0%	0	0	0	96	96	0.0%	93	3.2%
Female	0	0	0	0.0%	0	0	0	27	27	0.0%	26	3.8%
Category Total:	0	0	0	0.0%	0	0	0	123	123	0.0%	119	3.4%
Male	33	5	27	15.6%	3	0	0	2,283	2,277	0.3%	2,115	7.9%
Female	17	0	14	0.0%	2	0	0	1,778	1,775	0.2%	1,603	10.9%
Grand Total:	50	5	41	10.9%	5	0	0	4,063	4,054	0.2%	3,720	9.2%

RS II

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Adult												
Memorial Sports Centre - Fort Frances												
Adult 10 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	25	25	0.0%	20	25.0%
Female	1	0	2	0.0%	0	0	0	20	21	-4.8%	13	53.8%
Package Total:	1	0	2	0.0%	0	0	0	45	46	-2.2%	33	36.4%
Adult 5 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	72	72	0.0%	69	4.3%
Female	0	0	0	0.0%	0	0	0	42	42	0.0%	40	5.0%
Package Total:	0	0	0	0.0%	0	0	0	114	114	0.0%	109	4.6%
Adult Membership 1 Month												
Male	5	0	9	0.0%	0	0	0	510	514	-0.8%	490	4.1%
Female	2	0	1	0.0%	0	0	0	187	186	0.5%	175	6.9%
Package Total:	7	0	10	0.0%	0	0	0	697	700	-0.4%	665	4.8%
Adult Membership 3 Month												
Male	6	0	0	0.0%	0	0	0	422	416	1.4%	382	10.5%
Female	5	0	2	0.0%	0	0	0	277	274	1.1%	250	10.8%
Package Total:	11	0	2	0.0%	0	0	0	699	690	1.3%	632	10.6%
Adult Membership 6 Month												
Male	1	0	1	0.0%	0	0	0	156	156	0.0%	146	6.8%
Female	1	0	0	0.0%	0	0	0	104	103	1.0%	98	6.1%
Package Total:	2	0	1	0.0%	0	0	0	260	259	0.4%	244	6.6%
Adult Membership Annual												
Unknown	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Male	5	0	2	0.0%	0	0	0	344	341	0.9%	313	9.9%
Female	4	0	4	0.0%	1	0	0	326	326	0.0%	301	8.3%
Package Total:	9	0	6	0.0%	1	0	0	672	669	0.4%	616	9.1%
TOFF Adult Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
TOFF Adult Membership 6 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	1	200.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	4	4	0.0%	1	300.0%
TOFF Adult Membership Annual												



Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Male	1	0	0	0.0%	0	0	0	6	5	20.0%	5	20.0%
Female	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	1	0	0	0.0%	0	0	0	9	8	12.5%	8	12.5%
TOFFAdult Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	18	0	12	0.0%	0	0	0	1,542	1,536	0.4%	1,430	7.8%
Female	13	0	9	0.0%	1	0	0	960	956	0.4%	880	9.1%
Site Total:	31	0	21	0.0%	1	0	0	2,504	2,494	0.4%	2,312	8.3%
Male	18	0	12	0.0%	0	0	0	1,542	1,536	0.4%	1,430	7.8%
Female	13	0	9	0.0%	1	0	0	960	956	0.4%	880	9.1%
Category Total:	31	0	21	0.0%	1	0	0	2,504	2,494	0.4%	2,312	8.3%

Senior

Memorial Sports Centre - Fort Frances

Senior 10 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	4	4	0.0%	0	N/A
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	6	6	0.0%	0	N/A
Senior 5 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	17	17	0.0%	13	30.8%
Female	0	0	0	0.0%	0	0	0	16	16	0.0%	12	33.3%
Package Total:	0	0	0	0.0%	0	0	0	33	33	0.0%	25	32.0%
Senior Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	75	75	0.0%	68	10.3%
Female	2	0	0	0.0%	0	0	0	143	141	1.4%	130	10.0%
Package Total:	2	0	0	0.0%	0	0	0	218	216	0.9%	198	10.1%
Senior Membership 3 Month												
Male	2	0	0	0.0%	0	0	0	71	69	2.9%	61	16.4%
Female	9	0	1	0.0%	0	0	1	199	191	4.2%	172	15.7%
Package Total:	11	0	1	0.0%	0	0	1	270	260	3.8%	233	15.9%
Senior Membership 6 Month												
Male	0	0	1	0.0%	0	0	0	42	43	-2.3%	41	2.4%
Female	2	0	0	0.0%	0	0	0	64	62	3.2%	54	18.5%

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Package Total:	2	0	1	0.0%	0	0	0	106	105	1.0%	95	11.6%
Senior Membership Annual												
Male	2	0	5	0.0%	0	0	0	80	83	-3.6%	79	1.3%
Female	6	0	0	0.0%	0	0	0	140	134	4.5%	119	17.6%
Package Total:	8	0	5	0.0%	0	0	0	220	217	1.4%	198	11.1%
TOFF Senior Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Senior Membership Annual												
Male	1	0	0	0.0%	0	0	0	3	2	50.0%	1	200.0%
Female	0	0	0	0.0%	0	0	0	0	0	N/A	0	N/A
Package Total:	1	0	0	0.0%	0	0	0	3	2	50.0%	1	200.0%
Male	5	0	6	0.0%	0	0	0	294	295	-0.3%	263	11.8%
Female	19	0	1	0.0%	0	0	1	564	546	3.3%	487	15.8%
Site Total:	24	0	7	0.0%	0	0	1	858	841	2.0%	750	14.4%
Male	5	0	6	0.0%	0	0	0	294	295	-0.3%	263	11.8%
Female	19	0	1	0.0%	0	0	1	564	546	3.3%	487	15.8%
Category Total:	24	0	7	0.0%	0	0	1	858	841	2.0%	750	14.4%

## Student

### Memorial Sports Centre - Fort Frances

#### Student Membership 1 Month

Male	0	0	3	0.0%	0	0	0	88	91	-3.3%	81	8.6%
Female	1	0	2	0.0%	0	0	0	61	62	-1.6%	50	22.0%
Package Total:	1	0	5	0.0%	0	0	0	149	153	-2.6%	131	13.7%

#### Student Membership 3 Month

Male	0	0	0	0.0%	0	0	0	160	160	0.0%	152	5.3%
Female	1	0	1	0.0%	0	(1)	0	124	125	-0.8%	117	6.0%
Package Total:	1	0	1	0.0%	0	(1)	0	284	285	-0.4%	269	5.6%

#### Student Membership 6 Month

Male	2	0	0	0.0%	0	0	0	56	54	3.7%	53	5.7%
Female	1	0	0	0.0%	0	1	0	30	28	7.1%	26	15.4%
Package Total:	3	0	0	0.0%	0	1	0	86	82	4.9%	79	8.9%

#### Student Membership Annual

Male	1	0	2	0.0%	0	0	0	72	73	-1.4%	65	10.8%
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Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	0	0	0	0.0%	0	0	0	46	46	0.0%	45	2.2%
Package Total:	1	0	2	0.0%	0	0	0	118	119	-0.8%	110	7.3%
TOFF Student Membership Annual												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
TOFF Student Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Student Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	0	N/A
TOFF Student Membership 6 Month												
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	3	0	5	0.0%	0	0	0	381	383	-0.5%	352	8.2%
Female	3	0	3	0.0%	0	0	0	263	263	0.0%	239	10.0%
Site Total:	6	0	8	0.0%	0	0	0	644	646	-0.3%	591	9.0%
Male	3	0	5	0.0%	0	0	0	381	383	-0.5%	352	8.2%
Female	3	0	3	0.0%	0	0	0	263	263	0.0%	239	10.0%
Category Total:	6	0	8	0.0%	0	0	0	644	646	-0.3%	591	9.0%

Youth

Memorial Sports Centre - Fort Frances

Child 5 Daily Admittance

Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%

Child Membership Annual

Male	0	0	0	0.0%	0	0	0	95	95	0.0%	92	3.3%
Female	0	0	0	0.0%	0	0	0	26	26	0.0%	25	4.0%
Package Total:	0	0	0	0.0%	0	0	0	121	121	0.0%	117	3.4%

Male	0	0	0	0.0%	0	0	0	96	96	0.0%	93	3.2%
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# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	0	0	0	0.0%	0	0	0	27	27	0.0%	26	3.8%
Site Total:	0	0	0	0.0%	0	0	0	123	123	0.0%	119	3.4%
Male	0	0	0	0.0%	0	0	0	96	96	0.0%	93	3.2%
Female	0	0	0	0.0%	0	0	0	27	27	0.0%	26	3.8%
Category Total:	0	0	0	0.0%	0	0	0	123	123	0.0%	119	3.4%
Male	26	0	23	0.0%	0	0	0	2,313	2,310	0.1%	2,138	8.2%
Female	35	0	13	0.0%	1	0	1	1,814	1,792	1.2%	1,632	11.2%
Grand Total:	61	0	36	0.0%	1	0	1	4,129	4,104	0.6%	3,772	9.5%

RS II

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
<b>Adult</b>												
<b>Memorial Sports Centre - Fort Frances</b>												
Adult 10 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	25	25	0.0%	20	25.0%
Female	2	1	0	100.0%	0	0	0	24	22	9.1%	13	84.6%
Package Total:	2	1	0	100.0%	0	0	0	49	47	4.3%	33	48.5%
Adult 5 Daily Admittance												
Male	1	0	0	0.0%	0	0	0	73	72	1.4%	70	4.3%
Female	0	0	0	0.0%	0	0	0	42	42	0.0%	40	5.0%
Package Total:	1	0	0	0.0%	0	0	0	115	114	0.9%	110	4.5%
Adult Membership 1 Month												
Male	8	0	5	0.0%	0	0	0	522	519	0.6%	490	6.5%
Female	3	0	2	0.0%	0	0	0	189	188	0.5%	176	7.4%
Package Total:	11	0	7	0.0%	0	0	0	711	707	0.6%	666	6.8%
Adult Membership 3 Month												
Male	4	0	6	0.0%	0	0	0	420	422	-0.5%	384	9.4%
Female	3	0	0	0.0%	0	0	0	282	279	1.1%	255	10.6%
Package Total:	7	0	6	0.0%	0	0	0	702	701	0.1%	639	9.9%
Adult Membership 6 Month												
Male	2	0	0	0.0%	0	0	0	159	157	1.3%	147	8.2%
Female	3	0	0	0.0%	0	0	0	107	104	2.9%	100	7.0%
Package Total:	5	0	0	0.0%	0	0	0	266	261	1.9%	247	7.7%
Adult Membership Annual												
Unknown	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Male	3	0	2	0.0%	0	0	0	347	346	0.3%	315	10.2%
Female	3	0	6	0.0%	0	0	0	327	330	-0.9%	305	7.2%
Package Total:	6	0	8	0.0%	0	0	0	676	678	-0.3%	622	8.7%
TOFF Adult Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
TOFF Adult Membership 6 Month												
Male	1	0	0	0.0%	0	0	0	4	3	33.3%	2	100.0%
Female	1	0	0	0.0%	0	0	0	2	1	100.0%	1	100.0%
Package Total:	2	0	0	0.0%	0	0	0	6	4	50.0%	3	100.0%
TOFF Adult Membership Annual												

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Male	0	0	0	0.0%	0	0	0	6	6	0.0%	5	20.0%
Female	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	0	0	0	0.0%	0	0	0	9	9	0.0%	8	12.5%
TOFFAdult Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	19	0	13	0.0%	0	0	0	1,560	1,554	0.4%	1,437	8.6%
Female	15	1	8	11.1%	0	0	0	976	969	0.7%	893	9.3%
Site Total:	34	1	21	4.5%	0	0	0	2,538	2,525	0.5%	2,332	8.8%
Male	19	0	13	0.0%	0	0	0	1,560	1,554	0.4%	1,437	8.6%
Female	15	1	8	11.1%	0	0	0	976	969	0.7%	893	9.3%
Category Total:	34	1	21	4.5%	0	0	0	2,538	2,525	0.5%	2,332	8.8%

## Senior

### Memorial Sports Centre - Fort Frances

#### Senior 10 Daily Admittance

Male	0	0	0	0.0%	0	0	0	4	4	0.0%	0	N/A
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	6	6	0.0%	0	N/A

#### Senior 5 Daily Admittance

Male	0	0	0	0.0%	0	0	0	17	17	0.0%	14	21.4%
Female	0	0	0	0.0%	0	0	0	16	16	0.0%	12	33.3%
Package Total:	0	0	0	0.0%	0	0	0	33	33	0.0%	26	26.9%

#### Senior Membership 1 Month

Male	2	0	0	0.0%	0	0	0	77	75	2.7%	68	13.2%
Female	2	0	2	0.0%	0	0	0	143	143	0.0%	132	8.3%
Package Total:	4	0	2	0.0%	0	0	0	220	218	0.9%	200	10.0%

#### Senior Membership 3 Month

Male	2	0	0	0.0%	0	0	0	73	71	2.8%	63	15.9%
Female	9	0	0	0.0%	1	0	0	209	200	4.5%	175	19.4%
Package Total:	11	0	0	0.0%	1	0	0	282	271	4.1%	238	18.5%

#### Senior Membership 6 Month

Male	0	0	0	0.0%	0	0	0	43	43	0.0%	41	4.9%
Female	2	0	0	0.0%	0	0	0	66	64	3.1%	58	13.8%

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Package Total:	2	0	0	0.0%	0	0	0	109	107	1.9%	99	10.1%
Senior Membership Annual												
Male	1	0	1	0.0%	0	0	0	85	85	0.0%	80	6.3%
Female	0	0	3	0.0%	0	0	0	137	140	-2.1%	121	13.2%
Package Total:	1	0	4	0.0%	0	0	0	222	225	-1.3%	201	10.4%
TOFF Senior Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Senior Membership Annual												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	1	200.0%
Female	0	0	0	0.0%	0	0	0	0	0	N/A	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	1	200.0%
Male	5	0	1	0.0%	0	0	0	304	300	1.3%	267	13.9%
Female	13	0	5	0.0%	1	0	0	573	565	1.4%	498	15.1%
Site Total:	18	0	6	0.0%	1	0	0	877	865	1.4%	765	14.6%
Male	5	0	1	0.0%	0	0	0	304	300	1.3%	267	13.9%
Female	13	0	5	0.0%	1	0	0	573	565	1.4%	498	15.1%
Category Total:	18	0	6	0.0%	1	0	0	877	865	1.4%	765	14.6%

## Student

### Memorial Sports Centre - Fort Frances

#### Student Membership 1 Month

Male	0	0	0	0.0%	0	0	0	91	91	0.0%	81	12.3%
Female	1	0	1	0.0%	0	0	0	63	63	0.0%	52	21.2%
Package Total:	1	0	1	0.0%	0	0	0	154	154	0.0%	133	15.8%

#### Student Membership 3 Month

Male	0	0	0	0.0%	0	0	0	160	160	0.0%	153	4.6%
Female	0	0	0	0.0%	0	0	0	126	126	0.0%	119	5.9%
Package Total:	0	0	0	0.0%	0	0	0	286	286	0.0%	272	5.1%

#### Student Membership 6 Month

Male	3	0	0	0.0%	0	0	0	59	56	5.4%	53	11.3%
Female	1	0	0	0.0%	0	0	0	31	30	3.3%	27	14.8%
Package Total:	4	0	0	0.0%	0	0	0	90	86	4.7%	80	12.5%

#### Student Membership Annual

Male	0	0	1	0.0%	0	0	0	73	74	-1.4%	66	10.6%
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Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	1	0	1	0.0%	0	0	0	46	46	0.0%	46	0.0%
Package Total:	1	0	2	0.0%	0	0	0	119	120	-0.8%	112	6.3%
TOFF Student Membership Annual												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
TOFF Student Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Student Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Female	1	0	0	0.0%	0	0	0	2	1	100.0%	0	N/A
Package Total:	1	0	0	0.0%	0	0	0	4	3	33.3%	0	N/A
TOFF Student Membership 6 Month												
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	3	0	1	0.0%	0	0	0	388	386	0.5%	354	9.6%
Female	4	0	2	0.0%	0	0	0	269	267	0.7%	245	9.8%
Site Total:	7	0	3	0.0%	0	0	0	657	653	0.6%	599	9.7%
Male	3	0	1	0.0%	0	0	0	388	386	0.5%	354	9.6%
Female	4	0	2	0.0%	0	0	0	269	267	0.7%	245	9.8%
Category Total:	7	0	3	0.0%	0	0	0	657	653	0.6%	599	9.7%

Youth

Memorial Sports Centre - Fort Frances

Child 5 Daily Admittance

Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Child Membership Annual												
Male	4	0	2	0.0%	1	0	0	97	95	2.1%	93	4.3%
Female	3	0	1	0.0%	0	0	0	28	26	7.7%	26	7.7%
Package Total:	7	0	3	0.0%	1	0	0	125	121	3.3%	119	5.0%

Male	4	0	2	0.0%	1	0	0	98	96	2.1%	94	4.3%
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Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	3	0	1	0.0%	0	0	0	29	27	7.4%	27	7.4%
Site Total:	7	0	3	0.0%	1	0	0	127	123	3.3%	121	5.0%
Male	4	0	2	0.0%	1	0	0	98	96	2.1%	94	4.3%
Female	3	0	1	0.0%	0	0	0	29	27	7.4%	27	7.4%
Category Total:	7	0	3	0.0%	1	0	0	127	123	3.3%	121	5.0%
Male	31	0	17	0.0%	1	0	0	2,350	2,336	0.6%	2,152	9.2%
Female	35	1	16	5.9%	1	0	0	1,847	1,828	1.0%	1,663	11.1%
Grand Total:	66	1	33	2.9%	2	0	0	4,199	4,166	0.8%	3,817	10.0%

RS II

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
<b>Adult</b>												
<b>Memorial Sports Centre - Fort Frances</b>												
Adult 10 Daily Admittance												
Male	3	0	0	0.0%	0	0	0	28	25	12.0%	20	40.0%
Female	0	0	2	0.0%	0	0	0	22	24	-8.3%	17	29.4%
Package Total:	3	0	2	0.0%	0	0	0	50	49	2.0%	37	35.1%
Adult 5 Daily Admittance												
Male	1	0	0	0.0%	0	0	0	74	73	1.4%	70	5.7%
Female	0	0	0	0.0%	0	0	0	42	42	0.0%	41	2.4%
Package Total:	1	0	0	0.0%	0	0	0	116	115	0.9%	111	4.5%
Adult Membership 1 Month												
Male	18	0	9	0.0%	1	0	0	536	527	1.7%	494	8.5%
Female	8	0	3	0.0%	0	0	0	196	191	2.6%	178	10.1%
Package Total:	26	0	12	0.0%	1	0	0	732	718	1.9%	672	8.9%
Adult Membership 3 Month												
Male	10	0	7	0.0%	0	0	0	429	426	0.7%	391	9.7%
Female	8	0	3	0.0%	0	0	0	287	282	1.8%	262	9.5%
Package Total:	18	0	10	0.0%	0	0	0	716	708	1.1%	653	9.6%
Adult Membership 6 Month												
Male	5	0	0	0.0%	0	0	0	164	159	3.1%	149	10.1%
Female	4	0	0	0.0%	0	0	0	111	107	3.7%	101	9.9%
Package Total:	9	0	0	0.0%	0	0	0	275	266	3.4%	250	10.0%
Adult Membership Annual												
Unknown	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Male	7	0	3	0.0%	1	0	0	353	349	1.1%	316	11.7%
Female	6	0	3	0.0%	0	0	0	336	333	0.9%	308	9.1%
Package Total:	13	0	6	0.0%	1	0	0	691	684	1.0%	626	10.4%
TOFF Adult Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
TOFF Adult Membership 6 Month												
Male	0	0	0	0.0%	0	0	0	4	4	0.0%	3	33.3%
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Package Total:	0	0	0	0.0%	0	0	0	6	6	0.0%	4	50.0%
TOFF Adult Membership Annual												

Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Male	1	0	0	0.0%	0	0	0	7	6	16.7%	5	40.0%
Female	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	1	0	0	0.0%	0	0	0	10	9	11.1%	8	25.0%
TOFFAdult Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	45	0	19	0.0%	2	0	0	1,599	1,573	1.7%	1,452	10.1%
Female	26	0	11	0.0%	0	0	0	999	984	1.5%	911	9.7%
Site Total:	71	0	30	0.0%	2	0	0	2,600	2,559	1.6%	2,365	9.9%
Male	45	0	19	0.0%	2	0	0	1,599	1,573	1.7%	1,452	10.1%
Female	26	0	11	0.0%	0	0	0	999	984	1.5%	911	9.7%
Category Total:	71	0	30	0.0%	2	0	0	2,600	2,559	1.6%	2,365	9.9%

Senior

Memorial Sports Centre - Fort Frances

Senior 10 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	4	4	0.0%	3	33.3%
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Package Total:	0	0	0	0.0%	0	0	0	6	6	0.0%	4	50.0%
Senior 5 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	17	17	0.0%	17	0.0%
Female	0	0	0	0.0%	0	0	0	16	16	0.0%	15	6.7%
Package Total:	0	0	0	0.0%	0	0	0	33	33	0.0%	32	3.1%
Senior Membership 1 Month												
Male	1	0	2	0.0%	0	0	0	76	77	-1.3%	70	8.6%
Female	4	0	2	0.0%	0	0	0	147	145	1.4%	137	7.3%
Package Total:	5	0	4	0.0%	0	0	0	223	222	0.5%	207	7.7%
Senior Membership 3 Month												
Male	0	0	1	0.0%	0	0	0	72	73	-1.4%	64	12.5%
Female	0	0	1	0.0%	0	0	0	208	209	-0.5%	180	15.6%
Package Total:	0	0	2	0.0%	0	0	0	280	282	-0.7%	244	14.8%
Senior Membership 6 Month												
Male	1	0	0	0.0%	0	0	0	44	43	2.3%	42	4.8%
Female	0	0	0	0.0%	0	0	0	66	66	0.0%	61	8.2%

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With- drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Package Total:	1	0	0	0.0%	0	0	0	110	109	0.9%	103	6.8%
Senior Membership Annual												
Male	2	0	1	0.0%	0	0	0	87	86	1.2%	81	7.4%
Female	1	0	2	0.0%	0	0	0	139	140	-0.7%	123	13.0%
Package Total:	3	0	3	0.0%	0	0	0	226	226	0.0%	204	10.8%
TOFF Senior Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Senior Membership Annual												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	1	200.0%
Female	1	0	1	0.0%	1	0	0	0	0	N/A	0	N/A
Package Total:	1	0	1	0.0%	1	0	0	3	3	0.0%	1	200.0%
Male	4	0	4	0.0%	0	0	0	305	305	0.0%	278	9.7%
Female	6	0	6	0.0%	1	0	0	578	578	0.0%	517	11.8%
Site Total:	10	0	10	0.0%	1	0	0	883	883	0.0%	795	11.1%
Male	4	0	4	0.0%	0	0	0	305	305	0.0%	278	9.7%
Female	6	0	6	0.0%	1	0	0	578	578	0.0%	517	11.8%
Category Total:	10	0	10	0.0%	1	0	0	883	883	0.0%	795	11.1%

## Student

### Memorial Sports Centre - Fort Frances

#### Student Membership 1 Month

Male	2	0	0	0.0%	0	0	0	93	91	2.2%	81	14.8%
Female	2	0	1	0.0%	0	0	0	65	64	1.6%	54	20.4%
Package Total:	4	0	1	0.0%	0	0	0	158	155	1.9%	135	17.0%

#### Student Membership 3 Month

Male	8	0	1	0.0%	0	0	0	167	160	4.4%	154	8.4%
Female	1	0	2	0.0%	0	0	0	125	126	-0.8%	119	5.0%
Package Total:	9	0	3	0.0%	0	0	0	292	286	2.1%	273	7.0%

#### Student Membership 6 Month

Male	5	0	0	0.0%	0	0	0	64	59	8.5%	53	20.8%
Female	3	0	0	0.0%	0	0	0	34	31	9.7%	27	25.9%
Package Total:	8	0	0	0.0%	0	0	0	98	90	8.9%	80	22.5%

#### Student Membership Annual

Male	0	0	0	0.0%	0	0	0	74	74	0.0%	66	12.1%
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Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	1	0	0	0.0%	0	0	0	48	47	2.1%	46	4.3%
Package Total:	1	0	0	0.0%	0	0	0	122	121	0.8%	112	8.9%
TOFF Student Membership Annual												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
TOFF Student Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Student Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	4	4	0.0%	1	300.0%
TOFF Student Membership 6 Month												
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	15	0	1	0.0%	0	0	0	403	389	3.6%	356	13.2%
Female	7	0	3	0.0%	0	0	0	275	271	1.5%	247	11.3%
Site Total:	22	0	4	0.0%	0	0	0	678	660	2.7%	603	12.4%
Male	15	0	1	0.0%	0	0	0	403	389	3.6%	356	13.2%
Female	7	0	3	0.0%	0	0	0	275	271	1.5%	247	11.3%
Category Total:	22	0	4	0.0%	0	0	0	678	660	2.7%	603	12.4%

Youth

Memorial Sports Centre - Fort Frances

Child 5 Daily Admittance

Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Child Membership Annual												
Male	5	0	1	0.0%	0	0	0	103	99	4.0%	94	9.6%
Female	1	0	0	0.0%	0	0	0	30	29	3.4%	26	15.4%
Package Total:	6	0	1	0.0%	0	0	0	133	128	3.9%	120	10.8%

Male	5	0	1	0.0%	0	0	0	104	100	4.0%	95	9.5%
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# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	1	0	0	0.0%	0	0	0	31	30	3.3%	27	14.8%
Site Total:	6	0	1	0.0%	0	0	0	135	130	3.8%	122	10.7%
Male	5	0	1	0.0%	0	0	0	104	100	4.0%	95	9.5%
Female	1	0	0	0.0%	0	0	0	31	30	3.3%	27	14.8%
Category Total:	6	0	1	0.0%	0	0	0	135	130	3.8%	122	10.7%
Male	69	0	25	0.0%	2	0	0	2,411	2,367	1.9%	2,181	10.5%
Female	40	0	20	0.0%	1	0	0	1,883	1,863	1.1%	1,702	10.6%
Grand Total:	109	0	45	0.0%	3	0	0	4,296	4,232	1.5%	3,885	10.6%

RS II

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
<b>Adult</b>												
<b>Memorial Sports Centre - Fort Frances</b>												
Adult 10 Daily Admittance												
Male	4	0	1	0.0%	0	0	0	31	28	10.7%	22	40.9%
Female	1	0	0	0.0%	0	0	0	25	24	4.2%	17	47.1%
Package Total:	5	0	1	0.0%	0	0	0	56	52	7.7%	39	43.6%
Adult 5 Daily Admittance												
Male	1	0	0	0.0%	0	0	0	75	74	1.4%	70	7.1%
Female	0	0	0	0.0%	0	0	0	42	42	0.0%	41	2.4%
Package Total:	1	0	0	0.0%	0	0	0	117	116	0.9%	111	5.4%
Adult Membership 1 Month												
Male	2	0	17	0.0%	0	0	0	530	545	-2.8%	496	6.9%
Female	1	0	8	0.0%	0	0	0	192	199	-3.5%	179	7.3%
Package Total:	3	0	25	0.0%	0	0	0	722	744	-3.0%	675	7.0%
Adult Membership 3 Month												
Male	5	0	6	0.0%	0	0	0	435	436	-0.2%	394	10.4%
Female	5	0	5	0.0%	0	0	0	290	290	0.0%	264	9.8%
Package Total:	10	0	11	0.0%	0	0	0	725	726	-0.1%	658	10.2%
Adult Membership 6 Month												
Male	3	0	0	0.0%	0	0	0	167	164	1.8%	150	11.3%
Female	3	0	0	0.0%	0	0	0	114	111	2.7%	102	11.8%
Package Total:	6	0	0	0.0%	0	0	0	281	275	2.2%	252	11.5%
Adult Membership Annual												
Unknown	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Male	3	0	5	0.0%	0	0	0	354	356	-0.6%	322	9.9%
Female	1	0	1	0.0%	0	0	0	339	339	0.0%	308	10.1%
Package Total:	4	0	6	0.0%	0	0	0	695	697	-0.3%	632	10.0%
TOFF Adult Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
Package Total:	0	0	0	0.0%	0	0	0	3	3	0.0%	3	0.0%
TOFF Adult Membership 6 Month												
Male	0	0	0	0.0%	0	0	0	4	4	0.0%	3	33.3%
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Package Total:	0	0	0	0.0%	0	0	0	6	6	0.0%	4	50.0%
TOFF Adult Membership Annual												

# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With- drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Male	0	0	0	0.0%	0	0	0	7	7	0.0%	5	40.0%
Female	1	0	0	0.0%	0	0	0	4	3	33.3%	3	33.3%
Package Total:	1	0	0	0.0%	0	0	0	11	10	10.0%	8	37.5%
TOFFAdult Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	18	0	29	0.0%	0	0	0	1,607	1,618	-0.7%	1,466	9.6%
Female	12	0	14	0.0%	0	0	0	1,008	1,010	-0.2%	915	10.2%
Site Total:	30	0	43	0.0%	0	0	0	2,617	2,630	-0.5%	2,383	9.8%
Male	18	0	29	0.0%	0	0	0	1,607	1,618	-0.7%	1,466	9.6%
Female	12	0	14	0.0%	0	0	0	1,008	1,010	-0.2%	915	10.2%
Category Total:	30	0	43	0.0%	0	0	0	2,617	2,630	-0.5%	2,383	9.8%

## Senior

### Memorial Sports Centre - Fort Frances

Senior 10 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	4	4	0.0%	4	0.0%
Female	2	0	0	0.0%	0	0	0	4	2	100.0%	1	300.0%
Package Total:	2	0	0	0.0%	0	0	0	8	6	33.3%	5	60.0%
Senior 5 Daily Admittance												
Male	0	0	0	0.0%	0	0	0	17	17	0.0%	17	0.0%
Female	2	0	0	0.0%	0	0	0	18	16	12.5%	15	20.0%
Package Total:	2	0	0	0.0%	0	0	0	35	33	6.1%	32	9.4%
Senior Membership 1 Month												
Male	0	0	1	0.0%	0	0	0	77	78	-1.3%	70	10.0%
Female	1	0	4	0.0%	1	0	0	146	149	-2.0%	137	6.6%
Package Total:	1	0	5	0.0%	1	0	0	223	227	-1.8%	207	7.7%
Senior Membership 3 Month												
Male	0	0	2	0.0%	0	0	0	71	73	-2.7%	66	7.6%
Female	0	0	10	0.0%	0	0	0	199	209	-4.8%	184	8.2%
Package Total:	0	0	12	0.0%	0	0	0	270	282	-4.3%	250	8.0%
Senior Membership 6 Month												
Male	1	0	0	0.0%	0	0	0	45	44	2.3%	42	7.1%
Female	0	0	0	0.0%	0	0	0	66	66	0.0%	62	6.5%



# Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Package Total:	1	0	0	0.0%	0	0	0	111	110	0.9%	104	6.7%
Senior Membership Annual												
Male	3	0	2	0.0%	0	0	0	89	88	1.1%	82	8.5%
Female	1	0	2	0.0%	0	0	0	140	141	-0.7%	125	12.0%
Package Total:	4	0	4	0.0%	0	0	0	229	229	0.0%	207	10.6%
TOFF Senior Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
TOFF Senior Membership Annual												
Male	0	0	0	0.0%	0	0	0	3	3	0.0%	1	200.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	4	4	0.0%	1	300.0%
Male	4	0	5	0.0%	0	0	0	308	309	-0.3%	283	8.8%
Female	6	0	16	0.0%	1	0	0	574	584	-1.7%	524	9.5%
Site Total:	10	0	21	0.0%	1	0	0	882	893	-1.2%	807	9.3%
Male	4	0	5	0.0%	0	0	0	308	309	-0.3%	283	8.8%
Female	6	0	16	0.0%	1	0	0	574	584	-1.7%	524	9.5%
Category Total:	10	0	21	0.0%	1	0	0	882	893	-1.2%	807	9.3%

## Student

### Memorial Sports Centre - Fort Frances

#### Student Membership 1 Month

Male	4	0	3	0.0%	1	0	0	94	93	1.1%	84	11.9%
Female	1	0	2	0.0%	0	0	0	65	66	-1.5%	55	18.2%
Package Total:	5	0	5	0.0%	1	0	0	159	159	0.0%	139	14.4%

#### Student Membership 3 Month

Male	0	0	0	0.0%	0	0	0	168	168	0.0%	155	8.4%
Female	0	0	1	0.0%	0	0	0	126	127	-0.8%	120	5.0%
Package Total:	0	0	1	0.0%	0	0	0	294	295	-0.3%	275	6.9%

#### Student Membership 6 Month

Male	1	0	0	0.0%	0	0	0	65	64	1.6%	53	22.6%
Female	1	0	0	0.0%	0	0	0	35	34	2.9%	27	29.6%
Package Total:	2	0	0	0.0%	0	0	0	100	98	2.0%	80	25.0%

#### Student Membership Annual

Male	0	0	1	0.0%	0	0	0	73	74	-1.4%	67	9.0%
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Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	0	0	0	0.0%	0	0	0	48	48	0.0%	46	4.3%
Package Total:	0	0	1	0.0%	0	0	0	121	122	-0.8%	113	7.1%
TOFF Student Membership Annual												
Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
TOFF Student Membership 1 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	0	N/A
TOFF Student Membership 3 Month												
Male	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Female	0	0	0	0.0%	0	0	0	2	2	0.0%	1	100.0%
Package Total:	0	0	0	0.0%	0	0	0	4	4	0.0%	2	100.0%
TOFF Student Membership 6 Month												
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Male	5	0	4	0.0%	1	0	0	405	404	0.2%	361	12.2%
Female	2	0	3	0.0%	0	0	0	277	278	-0.4%	250	10.8%
Site Total:	7	0	7	0.0%	1	0	0	682	682	0.0%	611	11.6%
Male	5	0	4	0.0%	1	0	0	405	404	0.2%	361	12.2%
Female	2	0	3	0.0%	0	0	0	277	278	-0.4%	250	10.8%
Category Total:	7	0	7	0.0%	1	0	0	682	682	0.0%	611	11.6%

Youth

Memorial Sports Centre - Fort Frances

Child 5 Daily Admittance

Male	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Female	0	0	0	0.0%	0	0	0	1	1	0.0%	1	0.0%
Package Total:	0	0	0	0.0%	0	0	0	2	2	0.0%	2	0.0%
Child Membership Annual												
Male	1	0	1	0.0%	0	0	0	104	104	0.0%	95	9.5%
Female	0	0	0	0.0%	0	0	0	30	30	0.0%	26	15.4%
Package Total:	1	0	1	0.0%	0	0	0	134	134	0.0%	121	10.7%

Male	1	0	1	0.0%	0	0	0	105	105	0.0%	96	9.4%
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Membership Statistics

Multi-Pass Package Count: As one single unit(1)

	New	Renewal	Expired	Renewal %	With-drawn	Transfer	Susp.	Total Primary Members	Beginning of Period	Change %	Previous Year	Change %
Female	0	0	0	0.0%	0	0	0	31	31	0.0%	27	14.8%
Site Total:	1	0	1	0.0%	0	0	0	136	136	0.0%	123	10.6%
Male	1	0	1	0.0%	0	0	0	105	105	0.0%	96	9.4%
Female	0	0	0	0.0%	0	0	0	31	31	0.0%	27	14.8%
Category Total:	1	0	1	0.0%	0	0	0	136	136	0.0%	123	10.6%
Male	28	0	39	0.0%	1	0	0	2,425	2,436	-0.5%	2,206	9.9%
Female	20	0	33	0.0%	1	0	0	1,890	1,903	-0.7%	1,716	10.1%
Grand Total:	48	0	72	0.0%	2	0	0	4,317	4,341	-0.6%	3,924	10.0%

RS II



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## DECEMBER 2021 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2021:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
15.23	2	1	80	0	7	1	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
5	2	0	1	0	0	1	0

**TEAM MEMBERS RESPONDED TO 17 EMERGENCY RESPONSE CALLS DURING DECEMBER 2021.**

### Total Hours:

- **9.98 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on Training.
- **1.25** was spent on providing public service advice

### November Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	65%
Night Shift (19:00 – 07:00) Calls	35%

### 2021 Emergency Response Calls by Month to Date

January	12
February	10
March	16
April	17
May	12
June	10
July	18
August	18
September	20
October	14
November	16
December	17
<b>Total Calls to Date</b>	<b>180</b>
<b>Average Calls Per Month to Date</b>	<b>15</b>



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

**DECEMBER 2021 REPORT**  
**FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**



## Fire Prevention Inspections / Re-inspections:

9 fire safety standard & enforcement inspections were completed for the month of December.

**Fire Calls: 1 Call**, which consisted of a baseboard heater fire inside a residence. The fire was extinguished by an occupant of the residence who utilized a fire extinguisher upon Team Members arriving on scene.

**MVC (Motor Vehicle Crashes): 2 Calls**, which were in the Town of Fort Frances.

**Fire Alarm Calls: 5 False Fire Alarm Calls.**

**(CO) Carbon Monoxide / Gas Leak Calls: 1 Call**, one false CO incident.

**Other Calls: 1 Call**, which consisted of a radio communication system failure at the water tower.

**Paramedic Assist Calls: 7 Calls.**

## Public Fire Safety Education:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

As well, a big thank goes out to **93.1 The Border (Acadia Broadcasting)** for partnering with the Fort Frances Fire Rescue Service to promote the **12 DAYS OF HOLIDAY FIRE and CO SAFETY CAMPAIGN.**

## Training:

Training consisted of two regular fire practices.



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## JANUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
13.15	1	2	4	0	6	1	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Misc. Calls:	Tickets Issued:
11	2	0	1	0	0	3	0

### TEAM MEMBERS RESPONDED TO 24 EMERGENCY RESPONSE CALLS DURING JANUARY 2022.

#### Total Hours:

- **10.92 Hours** was spent on responding to emergency incidents.
- **2 Hours** was spent on Training.
- **.23 Hours** was spent on providing public service advice

#### January Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	58%
Night Shift (19:00 – 07:00) Calls	42%

#### 2022 Emergency Response Calls by Month to Date

January	24
<b>Total Calls to Date</b>	<b>24</b>
<b>Average Calls Per Month to Date</b>	<b>24</b>

#### Fire Prevention Inspections / Re-inspections:

4 fire safety standard & enforcement inspections were completed for the month of January.



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

## JANUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



**Fire Calls: 1 Call**, which involved having combustibles near the stovetop; no fire was present upon arrival of our team members.

**MVC (Motor Vehicle Crashes): 2 Calls**, which were in the Town of Fort Frances.

**Fire Alarm Calls: 11** False Fire Alarm Calls.

**(CO) Carbon Monoxide / Gas Leak Calls: 1 Call**, which was a false CO incident.

**Miscellaneous Calls: 3 Calls**. One of these calls involved a person trapped in an elevator.

**Paramedic Assist Calls: 6.**

### Public Fire Safety Education:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

### CAUSE FOR ALARM!

The Fire Marshal of Ontario sent out a message in January pleading with residents of the province to do more to prevent fires in their homes after a deadly start to the year.

In a message posted, Ontario Fire Marshal Jon Pegg said the province had already lost 17 people in fires so far this year and people "are not getting the message" about fire safety.

"These deaths are preventable. We've lost mothers, fathers, grandparents, and children," Jon Peg said.

### Training:

Training consisted of one training session, which involved an online assignment; this was due to the COVID-19 restrictions.

February 9, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Municipal Drinking Water License Appeal Notice of Decision**

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As Council is aware the Town of Fort Frances appealed their Municipal Drinking Water License issued in May 2021, specifically the section requiring stringent discharge water quality parameters for the water discharged from our filter backwash operations.

Attached you will find an administration report from Mr. Craig Miller, P.Eng, Environmental Superintendent outlining the decision reached by the Ontario Land Tribunal relating to the matter.

Administration has an obligation to keep the system owner (Council) advised of matters effecting the operation of the water system and this decision aligns with what the Town was looking for out of our appeal and will allow us the time required to become compliant with the new requirements. Administration is very satisfied with this outcome and is awaiting the issuance of the revised Municipal Drinking Water License.

This report and corresponding attachments are provided to Council as information with no action required.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report is not required as this report and corresponding attachments are provided to Council as information with no action required.**

Manager of Operations and Facilities

2022Feb9 MDWL Appeal Notice of Decision



February 3, 2022

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

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

**SUBJECT:** Update: Municipal Drinking Water Licence Appeal to MECP

Further to the previous update submitted on December 9, 2021, please accept this update of the Town's appeal of our Municipal Drinking Water Licence (MDWL) Appeal v. the Ministry of Environment, Conservation and Parks (MECP).

On February 2, 2022, the Town received the decision from the Ontario Lands Tribunal (OLT) with respect to our appeal. The OLT decision is attached to this report. The decision was consistent with the submitted Minutes of Settlement as presented in the December 9<sup>th</sup> update report.

The OLT's decision consisted of 2 significant orders:

- 1) That the Town's appeal is granted and the MECP is to revoke Issue #3 of the MDWL and issue a new MDWL (Issue #4) without the Total Chlorine Residual (TCR) limit on the media filter backwash water.
- 2) That the Town make every reasonable effort to complete alterations to the Water Treatment Plant to be able to comply with the TCR limit prior to May 2026 when the next MDWL renewal is due. Once alterations are complete, the Town will notify the MECP and the TCR limit may be reinstated into the licence prior to the May 2026 renewal.

Administration is very satisfied with this outcome of the Town's appeal of the MDWL.

The recently approved 2022 Capital Budget for the Town of Fort Frances includes a \$50,000 line item for engineering and design works to be undertaken in the upcoming years to change the process such that the Town will be able to control the TCR in the backwash water and to perform an overall assessment of the condition of the Water Treatment Plant. Following design works, capital modifications will need to be planned and budgeted for in advance of the next MDWL issue in 2026.

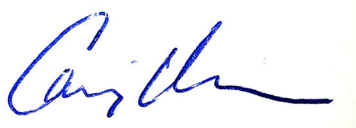
We are also hopeful that the Town will qualify for Provincial and/or Federal funding opportunities to offset engineering and capital costs that will be incurred by the Town to complete these works.

Next steps are:

- MECP will issue new MDWL (Issue #4) (2022)
- Issue RFP for engineering and design works (2022 possibly into 2023)
- Source grant funding opportunities (2022 / 2023 / 2024)
- Capital works to be included in 2023, 2024 and/or 2025 for water treatment plant modifications
- New MDWL issued in 2026

Further updates will be provided as this project continues to move forward.

Respectfully submitted,



Craig Miller, P.Eng.  
Environmental Superintendent

Attachments:

OLT Decision

**Ontario Land Tribunal**  
Tribunal ontarien de l'aménagement  
du territoire



**ISSUE DATE:** February 02, 2022

**CASE NO(S):** OLT-21-001911  
(Formerly) 21-032

**PROCEEDING COMMENCED UNDER** section 127(1) of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, as amended

Appellant:	The Corporation of the Town of Fort Frances
Respondent:	Director, Ministry of the Environment, Conservation and Parks
Subject of appeal:	Appeal of conditions on a municipal drinking water licence for the Town of Fort Frances drinking water system
Reference No.:	224-101
Upper Tier:	Rainy River District
OLT Case No.:	OLT-21-001911
Legacy Case No.:	21-032
OLT Case Name:	Fort Frances (Town) v. Ontario (Environment, Conservation and Parks)

**Heard:** January 25, 2022 by video hearing

**APPEARANCES:**

**Parties**

The Corporation of the Town of  
Fort Frances

Director, Ministry of the Environment,  
Conservation and Parks

**Counsel**

Jennifer Danahy

Paul McCulloch  
Sarah Valair

**DECISION DELIVERED BY WARREN MORRIS AND ORDER OF THE TRIBUNAL**

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## INTRODUCTION

[1] On May 11, 2021, the Director, Ministry of the Environment, Conservation and Parks (the “Director”), issued Municipal Drinking Water Licence No. 224-101 (“Licence”), Issue No. 3 to the Corporation of the Town of Fort Frances (the “Town”). The Licence was a renewal of a former licence. The License became effective May 11, 2021 for a period of 5 years. The Licence contained a new provision. Specifically, Schedule C, Table 3 of the Licence limits the annual average concentration of Total Chlorine Residual (“TCR”) of Media Filter Backwash Effluent to 0.02 milligrams per litre (“mg/L”) (the “TCR Limit”).

[2] The TCR Limits in the Licence are being imposed by the Director on all licences province-wide as a new requirement as licenses come up for renewal. Some Municipal drinking water treatment systems are capable of compliance with the new TCR Limits immediately, using existing equipment. However, the Town states that the Fort Frances Drinking Water System, as built, did not contain the equipment or systems to permit compliance with the new TCR Limit.

[3] On May 11, 2021, the Town appealed the License. More specifically, the Town appealed Schedule C, Table 3 as part of s. 1.5.5 on page 12 of 20. Table 3 specifies limits on Total Suspended Solids and Total Chlorine Residual of Media Filter Backwash Effluent of 25 mg/L and 0.02 mg/L, respectively.

[4] The Town and the Director engaged in discussions regarding the Town’s inability to be in immediate compliance with the new condition in the Licence. As a result, the Town and the Director proposed to settle the appeal on the following terms as set out in a settlement letter dated January 18, 2022 from the Town’s counsel:

1. The Tribunal would order the Director to amend the Licence by removing the TCR Limit;

2. Once the Tribunal has issued its order, the Director will issue a new license, the draft of which is attached to this letter as Appendix A (the “New Licence”);
3. The Town commits in making every reasonable effort, including obtaining and/or providing appropriate funding, to complete the physical alterations to the Fort Frances Drinking Water System necessary to comply with the TCR Limit prior to May 2026 when the Town will be required to apply for and obtain a licence renewal;
4. Should the Town complete alterations to the Fort Frances Drinking Water System prior to May 2026, such that it is able to comply with the TCR Limit, the Town will inform the Director and agree that the TCR Limit may be immediately reinstated into the Licence without waiting for the May 2026 license renewal.

[5] Essentially, the Parties seek to replace the License (Issue No. 3) with a “New Licence” (Issue No. 4), which is identical in every way to the Licence except that it removes the row in Table 3 of Schedule C that makes reference to the Total Chlorine Residual of Media Filter Backwash Effluent of 0.02 mg/L. The row in Table 3 referencing Total Suspended Solids of Media Filter Backwash Effluent of 25 mg/L remains.

## ISSUES

[6] The issues to be addressed are:

- a. whether, based on the proposed settlement, all statutory requirements and the public interest are satisfied, as required under Rule 12.1 of the Tribunal’s *Rules of Practice and Practice Directions* (“Rules”); and
- b. whether the Tribunal should direct the Director to revoke the Licence and replace it the New Licence and dismiss the proceedings.

## **EVIDENCE AND SUBMISSIONS**

### **Evidence of the Director and the Town**

[7] No affidavit evidence was submitted to the Tribunal prior to the Settlement Hearing. At the Settlement Hearing, after a brief recess, the Director called Holly Worth as a witness.

[8] Ms. Worth testified that she is trained as a civil engineer and holds the position of Senior Water Engineer with the Director, having over 10 years experience dealing with water resource management/regulation in various roles with the Director and elsewhere. Ms. Worth described the mechanics of a water filtration system, particularly describing how the Town's system uses treated drinking water during the filter backwash cleaning process. Because the Town uses chlorinated drinking water during the backwash process, the discharge emitted will contain chlorine, possibly in excess of the newly imposed limit. The new TCR Limit was introduced as a precautionary measure primarily to be consistent with Federal standards for chlorine discharge. The cumulative affect of excessive chlorine discharge into the environment could impact waterways and fish habitat. At the time of issuing the Licence, Ms. Worth did not anticipate the challenges that municipalities such as the Town would face in meeting the new requirement. She testified that she understands and agrees that it will take the Town a fair bit of time to make changes to their system. Given the requirements for municipal budget approvals, redesign and implementing modifications, Ms. Worth believes that four-and-a-half years is a reasonable time frame for the Town to make the necessary changes to ensure future compliance with the TCR Limit.

[9] Ms. Worth read the letter of settlement dated January 18, 2022 submitted by the Town's counsel setting out the background and proposed settlement. She fully agrees

that the content of the letter reflects the terms of settlement reached and satisfies the Director.

[10] When asked to assess the potential risk of delaying the new TCR Limit and the Town's continued operation as is, Ms. Worth was not concerned. She explained that the Town's system has been operating without the TCR Limit since it was built in 1987 and she was not aware of any adverse effects.

### **Submissions of the Director**

[11] Paul McCulloch, counsel for the Director, confirmed the authority of the Director to regulate under the *Safe Drinking Water Act* ("SDWA"), and further that the Tribunal has similar authority of the Director pursuant to s. 132 of the *SDWA*.

[12] In addressing the public interest, Mr. McCulloch clarified that removal of the TCR Limit would have absolutely no impact on drinking water. He further explained that the TCR Limit relates to the backwash discharge, which meets the definition of "sewage" under the *Ontario Water Resources Act* ("OWRA") but would be exempt from *OWRA* by virtue of an exemption for drinking water systems under the Regulation. The backwash would be regulated under the *SDWA* as a "minor discharge". Mr. McCulloch explained that the legislation was such to eliminate the need for a municipality to apply for a license under multiple statutes.

[13] Mr. McCulloch submitted that the absence of the TCR Limit for an additional four-and-a-half years possess virtually no significant risk in the short term and only a small possible cumulative risk in the long term. He notes that the Town's system has been operating for over 30 years without any known problem. The new TCR Limit is merely precautionary and to be consistent with Federal standards. For these reasons, Mr. McCulloch submits that the settlement is consistent with the public interest.

## Submissions of the Town

[14] At the hearing, the Town did not make its own submissions but instead, relied on its letter of settlement dated January 18, 2022 and the submissions made by the Director.

## ANALYSIS AND FINDINGS

[15] The procedure to be followed by the Tribunal, where there is a proposed settlement before a hearing event, is set out in Rule 12.1 of the Tribunal's Rules. The Rule states:

12.1 The Tribunal may hold a hearing on the terms of a settlement if the parties in the proceeding agree to a settlement prior to a hearing event. The Tribunal may issue any directions to the parties necessary to ensure compliance with all statutory requirements, or to assist the Tribunal, prior to convening the settlement hearing. If all statutory requirements and the public interest are satisfied, the Tribunal may issue an order approving the settlement, with any necessary amendments.

[16] Under this Rule, if all statutory requirements and the public interest are satisfied, the Tribunal may issue an order approving a proposed settlement, with any necessary amendments. Section 132(2) of the *SDWA* provides authority for the Tribunal to exercise its discretion. It states:

- (2) The Tribunal may do any or all of the following on a hearing in relation to a reviewable decision:
1. Confirm, vary or revoke the decision.
  2. Direct the Director to take such action as the Tribunal considers necessary for the purposes of this Act.
  3. Substitute its opinion for that of the Director.

[17] In exercising its discretion regarding whether the statutory requirements and the public interest are satisfied, the Tribunal looks to the purposes of the *SDWA*. These purposes are set out in section 1 as follows:



1. The purposes of this Act are as follows:
  1. To recognize that the people of Ontario are entitled to expect their drinking water to be safe.
  2. To provide for the protection of human health and the prevention of drinking water health hazards through the control and regulation of drinking water systems and drinking water testing.

[18] Based on the uncontradicted evidence of Ms. Worth and the submissions of counsel for the Director, the Tribunal is satisfied that the settlement terms pose no risk whatsoever to drinking water and only a remote and insignificant impact on the environment. As such, the Tribunal finds that the proposed settlement satisfies the statutory requirements in the *SDWA* and is in the public interest. The Tribunal is satisfied that the Town is not able to comply with the TCR Limit, without modification to the Town drinking water system. No purpose would be served by maintaining a provision in a Licence that is incapable of technical or legal compliance. The settlement merely delays the introduction of new and more stringent standards to the renewed drinking water licence. Both parties agree that the new TCR Limit will be included in the next iteration of the licence. The parties have included provisions in their settlement to ensure that the Town takes the necessary steps to make the required changes to their drinking water system in a timely matter, and the Director is satisfied that the schedule of work is achievable.

[19] Based on the proposed settlement, the Tribunal finds that the Director's issuance of the Licence should be revoked and replaced by the New License, and the proceedings should be dismissed.

## **ORDER**

[20] The Tribunal orders that the appeal is allowed, in part, and directs the Director to revoke the Director's Licence (Issue No. 3) and replace it by issuing a new license (Issue No. 4) with the only change being the removal of a row in Table 3 of Schedule C that makes reference to the Total Chlorine Residual of Media Filter Backwash Effluent of 0.02 mg/L (TCR Limit).

[21] The Tribunal orders that the Town, as stated in the terms of settlement, make every reasonable effort, including obtaining and/or providing appropriate funding, to complete the physical alterations to the Fort Frances Drinking Water System necessary to comply with the TCR Limit prior to May 2026 when the Town will be required to apply for and obtain a licence renewal. Should the Town complete alterations to the Town's drinking water system prior to May 2026, such that it is able to comply with the TCR Limit, the Town will inform the Director and agree that the TCR Limit may be immediately reinstated into the Licence without waiting for the May 2026 license renewal.

[22] The Tribunal orders that the proceedings are dismissed.

*"Warren Morris"*

WARREN MORRIS  
MEMBER

**Ontario Land Tribunal**

Website: [www.olt.gov.on.ca](http://www.olt.gov.on.ca) Telephone: 416-212-6349 Toll Free: 1-866-448-2248

The Conservation Review Board, the Environmental Review Tribunal, the Local Planning Appeal Tribunal and the Mining and Lands Tribunal are amalgamated and continued as the Ontario Land Tribunal ("Tribunal"). Any reference to the preceding tribunals or the former Ontario Municipal Board is deemed to be a reference to the Tribunal.

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	3
	TURN WATER ON	12	7	2	1
Mar Total		18	39	3	4
Apr	SET UP HYDRANT		1		
	THAW FROZEN WL		5		
	TRACE SERVICES				1
	TRACE WATER SERVICE				1
	TURN WATER OFF	3	2	2	
	TURN WATER OFF/ON	1	1	1	1
	TURN WATER ON	16	24	4	4
	WATER TURN ON				1
Apr Total		20	33	7	8
May	CHECK WATER SERVICE		1		
	CONNECTION INSPECTION	1	1		
	TRACE SERVICES		1		
	TURN WATER OFF	3	3		2
	TURN WATER OFF/ON	1	3	1	4
	TURN WATER ON	15	14	4	3
	TURN WATER ON	1			
	WATER TURN ON				2
	WATER TURN OFF/ON				1
May Total		21	23	5	12
Jun	RAISE CS TO GRADE	1			
	TERMINATE WATER				1
	TRACE SERVICES		1	1	
	TURN WATER OFF	4	3		2
	TURN WATER OFF/ON	3	3		3
	TURN WATER ON	4	6	1	5
Jun Total		12	13	2	11
Jul	CONNECTION INSPECTION	3	1		
	LIVE TAP SERVICE	1			
	REPAIR CURBSTOP		3		
	REPAIR HYDRANT				5
	TERMINATE WATER	1			
	TRACE SERVICES	2	2		
	TURN WATER OFF		1		
	TURN WATER OFF/ON	4	4		2
Jul Total		13	15		8
Aug	CONNECTION INSPECTION				1
	REPAIR HYDRANT				3
	TRACE SERVICES	1	1		
	TURN WATER OFF	2	1		2
	TURN WATER OFF/ON	3		1	3
	TURN WATER ON	2	1		3
Aug Total		8	3	1	12
Sep	CONNECTION INSPECTION	4			
	TERMINATE WATER				1
	TEST BACKFLOW	1			
	TRACE SERVICES	1			
	TURN WATER OFF	4	4	4	2
	TURN WATER OFF/ON	2	2	2	
	TURN WATER ON	4		1	4
	TURN WATER ON/OFF				1
Sep Total		16	6	7	8
Oct	CONNECTION INSPECTION	1			
	SET UP HYDRANT				1
	TURN WATER OFF	13	15	6	11
	TURN WATER OFF/ON	3	4		1
	TURN WATER ON	3	7	3	3
Oct Total		20	26	9	16
Nov	CONNECTION INSPECTION	1		2	
	TURN WATER OFF	14	11	4	7
	TURN WATER OFF/ON	1	3		2
	TURN WATER ON	4	2	1	3
	TURN WATER ON/OFF				1
	WINTERIZE			1	
	WINTERIZE HYDRANT			1	
Nov Total		20	16	9	13
Dec	EXPOSE WATERLINE	1			
	TURN WATER OFF	7	10	4	6
	TURN WATER OFF/ON	3	2		2
	TURN WATER ON	2	1	3	2
Dec Total		13	13	7	10
Grand Total		205	223	58	138

Sewer Works		Years			
DATE	WORK	2018	2019	2020	2021
Jan	CCTV SEWER SERVICE	1	1	3	2
	UNPLUG SANITARY SEWER	20	21	7	2
	VAC OUT SEWER MAIN				1
Jan Total		21	22	10	5
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		4
	CONNECTION INSPECTION		1		
	UNPLUG SANITARY SEWER	12	9	3	6
	VAC OUT SEWER MAIN				1
Mar Total		13	11	3	11
Apr	CCTV SEWER SERVICE	3	6		2
	CONNECTION INSPECTION				1
	TRACE SERVICES				1
	UNPLUG SANITARY SEWER	15	7	1	2
	TRACE SEWER SERVICE				1
Apr Total		18	13	1	7
May	CCTV SEWER SERVICE	1			1
	CONNECTION INSPECTION	1	1	1	2
	THAW FROZEN SEWER	1			
	UNPLUG SANITARY SEWER	15	10	2	1
May Total		18	11	3	4
Jun	CCTV SEWER SERVICE		4	1	
	CONNECTION INSPECTION		1	1	
	TRACE SERVICES		2		1
	UNPLUG SANITARY SEWER	14	3	1	2
	INSTALL SEWER PUMP			1	
Jun Total		14	10	4	3
Jul	CCTV SEWER SERVICE		1	2	11
	CONNECTION INSPECTION	3	2		4
	TRACE SERVICES		4		
	UNPLUG SANITARY SEWER	6	9		5
	VAC OUT SEWER MAIN		1		1
	VAC TRUCK POWER CABLES			1	
Jul Total		9	17	3	21
Aug	CCTV SEWER SERVICE	5	2	1	1
	CONNECTION INSPECTION				3
	TRACE SERVICES	2	2		
	UNPLUG SANITARY SEWER	11	8	1	11
Aug Total		18	12	2	15
Sep	CCTV SEWER SERVICE	2	4		3
	CONNECTION INSPECTION	4			1
	TRACE SERVICES		1		
	UNPLUG SANITARY SEWER	5	11	7	14
	VAC OUT SEWER MAIN		1		
	CLEAN SEWER SERVICE			1	
Sep Total		11	17	8	18
Oct	CCTV SEWER SERVICE	2	2	2	2
	CONNECTION INSPECTION	2	1		2
	TRACE SERVICES		1		
	UNPLUG SANITARY SEWER	11	12	9	12
	VAC OUT SEWER MAIN				4
	WINTERIZE				1
Oct Total		15	16	11	21
Nov	CCTV SEWER SERVICE	2		3	5
	CONNECTION INSPECTION			3	4
	PREVENTATIVE ROOTING	1			
	UNPLUG SANITARY SEWER	17	12	3	
	VAC OUT SEWER MAIN				7
	WINTERIZE			1	
	PLUGGED SEWER				10
Nov Total		20	12	10	26
Dec	CCTV SEWER SERVICE				3
	UNPLUG SANITARY SEWER	3	4	3	
	VAC OUT SEWER MAIN				1
	TRACE SEWER SERVICE				1
	PLUGGED SEWER				5
Dec Total		3	4	3	10
Grand Total		183	157	65	157

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		13
	HYDRANT			2	
	VALVE				8
	WATER SERVICE	2		1	1
	WATERMAIN			2	1
	SAN MANHOLE			1	
Mar Total		2	4	6	23
Apr	CLEANOUT		1		2
	CLEANOUT/CURBSTOP	1			
	CURBSTOP	1	9	15	10
	HYDRANT			3	
	MANHOLE		2		
	SEWER MAIN		1		
	VALVE				2
	WATER SERVICE	1			
	WATERMAIN	1		1	
Apr Total		4	13	19	14
May	CLEANOUT	3	4		2
	CLEANOUT/CURBSTOP	1			
	CURBSTOP	4	8		3
	HYDRANT				1
	MANHOLE		1		
	SEWER MAIN				1
	SEWER SERVICE		2		1
	WATER SERVICE		1		1
	WATERMAIN	4	1		3
May Total		12	17		12
Jun	CURBSTOP		5		4
	MANHOLE	1			
	WATER SERVICE		2		
	WATERMAIN	1	1	1	
Jun Total		2	8	1	4
Jul	CURBSTOP	3	10		1
	SEWER MAIN			1	
	WATER SERVICE		1		1
	WATERMAIN			3	
Jul Total		3	11	4	2
Aug	CLEANOUT	1	2		
	CURBSTOP	3	18	1	7
	SEWER MAIN			1	
	SEWER SERVICE				5
	WATER SERVICE				1
	WATER/SEWER	1			
Aug Total		5	20	2	13
Sep	CLEANOUT	2			
	CURBSTOP	26			
	SEWER SERVICE			2	
	WATER SERVICE	1		1	
	WATERMAIN	1			2
	SAN MANHOLE				1
Sep Total		30		3	3
Oct	CURBSTOP	7	1		1
	HYDRANT				1
	MANHOLE	1			
	SEWER SERVICE	1		2	1
	WATER SERVICE	1			
	WATERMAIN				3
	SAN MANHOLE				1
	LOWER SAN MH			4	
Oct Total		10	1	6	7
Nov	CLEANOUT	1			
	CURBSTOP	1	2		
	HYDRANT				2
	MANHOLE				7
	SEWER MAIN			3	
	VALVE				2
	WATER SERVICE	1			1
	WATERMAIN			3	
	LOWER SAN MH			4	
Nov Total		3	2	10	12
Dec	CURBSTOP	1	1		1
	SEWER MAIN				1
	SEWER SERVICE				3
	WATER SERVICE	1		1	
	LOWER SAN MH			2	
Dec Total		2	1	3	5
Grand Total		74	92	59	104

**TOWN OF FORT FRANCES**  
**Operations and Facilities Division - Environmental Area - Operations Statistics**  
**November-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:**

Finished winterizing hydrants (including private hydrants)  
 3 business running water for winter to prevent frozen water lines  
 Lowered sanitary manholes to grade  
 Replaced fire hydrant at 5th and Lillie that was out of service.  
 Multiple water off's for snowbirds and houses needing repairs  
 Pulled sewer mains  
 Several plugged sewers and cctv's of sewer lines.  
 Plugged sewer main on 4th Street West - vacuumed out.  
 Plugged sewer main on Crowe Ave - vacuumed out.

**WATER TREATMENT PLANT:**

In receipt of the Water Treatment Facility Monthly Report.  
 Commenced external DWQMS audit  
 Negotiations with MECP ongoing for MDWL appeal

**WASTE-WATER TREATMENT FACILITY:**

In receipt of the Wastewater Treatment Facility Monthly Report.  
 Standby generator pad construction completed.  
 MECP inspection of Landfill on Nov 25. Awaiting report.

**WASTE MANAGEMENT:**

Azimuth Engineering on site early November collecting site information  
 November 9th - Landfill Scales back in operation after October lightning strike.

Garbage Collection:

Garbage not picked up - 0

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:  
 See Landfill Report From T. Rob.

Amount of ICI waste (kg) delivered to the landfill:  
 See Landfill Report From T. Rob.

Recycling:

Recycle not picked up - 0 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:  
 38.87 (Emterra)

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

Date: 4-Feb-22

**TOWN OF FORT FRANCES**  
**Operations and Facilities Division - Environmental Area - Operations Statistics**  
**December-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:**

Multiple water off's for snowbirds and houses needing repairs  
 Pulled sewer mains  
 Several plugged sewers and cctv's of sewer lines.  
 Repaired 3 sewer services  
 Repaired collapsed sewer main on 6th St East/West

**WATER TREATMENT PLANT:**

In receipt of the Water Treatment Plant Monthly Report.  
 Finalized external DWQMS audit and passed with zero non-conformances  
 Negotiations with MECP ongoing for MDWL appeal

**WASTE-WATER TREATMENT FACILITY**

In receipt of the Wastewater Treatment Facility Monthly Report.  
 Recommended new 5 year SCADA support contract with Lakeside Process Controls.

**WASTE MANAGEMENT:**Garbage Collection:

Garbage not picked up - 0 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:  
 See Landfill Report From T. Rob.

Amount of ICI waste (kg) delivered to the landfill:  
 See Landfill Report From T. Rob.

Recycling:

Recycle not picked up - 0 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:  
 50.91 (Emterra)

Prepared By: Craig Miller, P.Eng.

Environmental Superintendent

Date: 4-Feb-22