



# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - April 6, 2022, 8:30 AM

#### MEETING - Civic Centre

Session #007

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 807-701-5975,,479856641#](#) Canada, Thunder Bay

Phone Conference ID: 479 856 641#

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## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #006

March 23, 2022

A meeting of the Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Committee Room and via Microsoft Teams (virtual meeting resources) on Wednesday March 9, 2022 from 8:30 a.m. to 9:08 a.m.

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

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, F. Anwar, CAO and Randy Thoms.

#### **1 Call to Order/Roll Call**

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

#### **2 Disclosure of pecuniary interest and the general nature thereof**

2.1 None

#### **3 Approval of Previous Committee Minutes**

3.1 Minutes from the previous meeting on March 9, 2022 - the minutes were approved as presented.

#### **4 New Business**

4.1 2022 Sorting Gap Dock Purchase - the administration report was approved as presented.

4.2 Request to Operate the Point Park Canteen - the administration report was approved as circulated.

4.3 Honeywell Energy Performance Contract Annual Energy Report - the administration report was approved as presented.

#### **5 Information**

- 5.1 Operations and Facilities Division - Public Works Area - Operations Statistics - February 2022 - the Public Works Stats for February were received and will be forwarded to Council as information only. No action required.

**6 Adjourn / Next Meeting Date**

- 6.1 The meeting adjourned at 9:08 a.m.

Next meeting April 6, 2022.

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

April 6, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Residential in-home food waste diversion program**

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At the March 28<sup>th</sup> meeting of Council, Ms. Christina Zarbo presented their product and pilot project opportunity through a deputation. The information received was referred to the Operations and Facilities Executive Committee for review and recommendation. Administration staff had a subsequent meeting with Ms. Zarbo on April 1, 2022 to gather more information.

The way that the program would work is that the municipality would enter into an agreement with FoodCycle Science for a pilot of a predetermined number of units to be distributed to residents within the Town of Fort Frances. Those residents would be able to purchase the units at a reduced cost with a portion being funded by the Town with the understanding that they would be responsible to provide user data back to Food Cycle Science through surveys completed during the pilot program time period. The data would be collected by way of survey, asking questions like how often the unit is cycled, how many people live in your household, etc. FoodCycle Science would then use this data to complete reporting back to the town like quantities of food waste diverted from landfill etc. They would also use this data to support their research and development going forward.

Kenora was highlighted as one of the communities that have taken part in the program, and I took the opportunity to speak with Adam Smith at the City of Kenora about how the program has worked. He said that the community uptake was substantial, and they have a waitlist for additional units. However there has been some drawbacks being that participants call the City if they have issues with the units instead of calling Foodcycler. This has been very limited in nature but has been a frustration of the residents as well as the city staff. In addition, the City has had difficulty managing the survey data as they are responsible to forward the information to Foodcycler and the staff responsible for that has left leaving this task in the hands of other staff who are struggling to stay on top of it. In speaking with FoodCycle Science, they can definitely handle the survey data collection and then simply report back to the town on the data collected after the completion of the 12-week pilot program. Kenora received 250 units and were completely sold out within the first 6 days of offering the units for sale.

Under O.Reg 101/94 the Municipality is required to offer and promote residential compost for the purposes of leaf and yard waste materials. This program is an opportunity to building on that obligation and provide residents with an alternative to compost of food waste where it is not feasible to have a yard composter. As for the costs associated with the program borne by the Town, Administration is recommending looking at an initial 200 units making the cost to partake in the pilot \$25,000 plus shipping and tax. Shipping costs would be determined at time of order placement but is estimated around \$2000.00. This cost has not been budgeted in the 2022 operating budget and would be an un-budgeted expense funded under the waste management system. In the event that the program is wildly popular we would have the opportunity to expand our pilot program with getting additional units after the initial investment.

The waste material that is a by-product of the breakdown of the food waste can be used for many things, placed in gardens as fertilizer, placed in compost bins, etcetera. In many communities a local farm partners with the municipality to accept the waste for those who may not have gardens or compost bins. Preliminary discussions have been had with the community garden group to see if they

would be interested in taking the materials for their use and their initial response was positive. Further these units do have consumable filters within them. They are carbon filters and are refillable with new carbon, which is available through VitaMix or Amazon, however often municipalities will include additional filters in their pilot program and partner with a local vendor to be the storefront to offer these filters for sale. Filters last anywhere from 3 – 6 months depending on use. Filter replacement supply would still need to be worked out as well should Council decide to proceed with this project.

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

1. the Town enter into an agreement with FoodCycle Science to undertake a 200-unit pilot project with the unbudgeted expenditure being funded out of the Waste Management Area.
2. That Council Direct Administration to start to develop partnerships for collection of the waste materials for those who may not have a place to dispose of it as well as a storefront location for the purchase of replacement filters.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1. the Town enter into an agreement with FoodCycle Science to undertake a 200-unit pilot project with the unbudgeted expenditure being funded out of the Waste Management Area.**
- 2. That Council Direct Administration to start to develop partnerships for collection of the waste materials for those who may not have a place to dispose of it as well as a storefront location for the purchase of replacement filters.**

Manager of Operations and Facilities



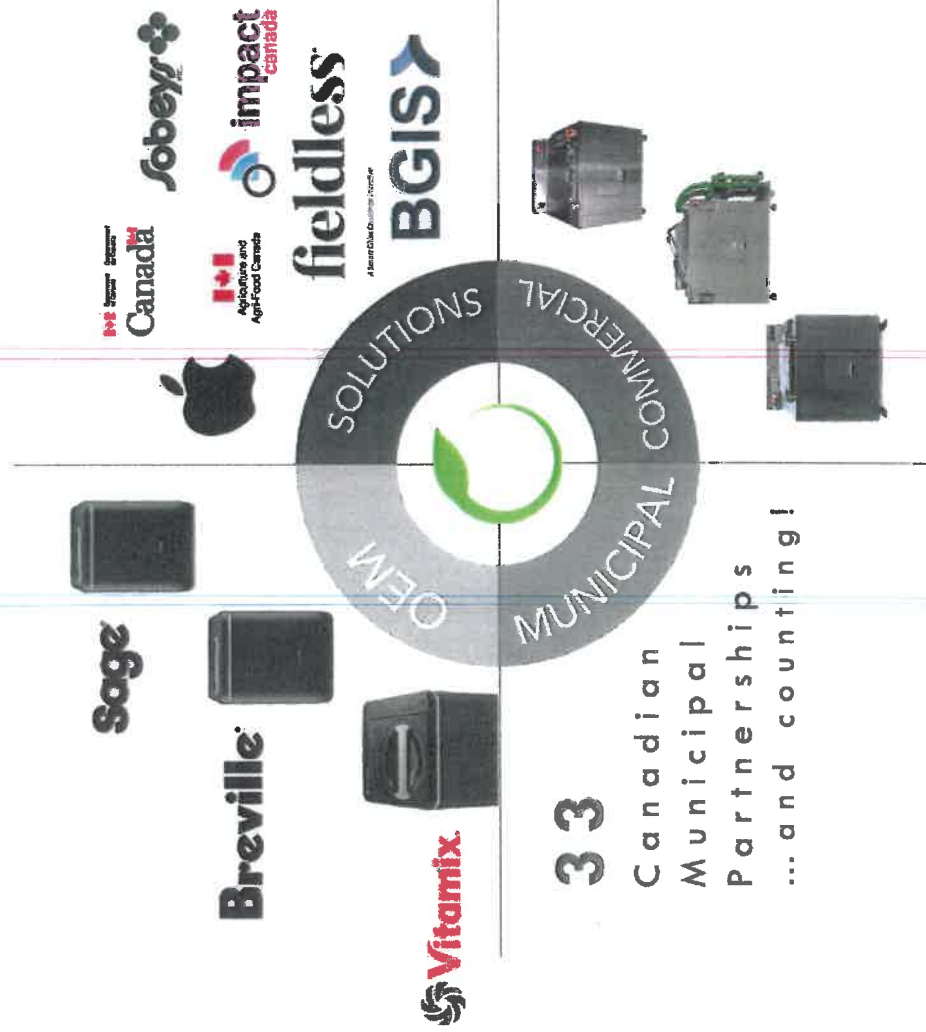
FOODCYCLER<sup>TM</sup>

MUNICIPAL SOLUTIONS



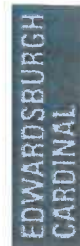
## ABOUT US

- Canadian company based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on Food Waste Diversion Solutions
- Products available in North America through FoodCycler Municipal / Vitamix and internationally through network of distributors & OEM partners
- Semi-finalists in Impact Canada's Food Waste Reduction Challenge
- Selected as one of the 2021 Deloitte Fast 50 CleanTech award winners
- # 81 on Globe & Mail's Canada's Top Growing Companies for 2021





# TRUSTED CANADIAN SOLUTION FROM COAST TO COAST TO COAST



Thirty-Three Canadian Municipal Partners  
... and counting!





## THE PROBLEM – FOOD WASTE

- 63% of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO<sub>2</sub>** equivalent of GHG



# MUNICIPAL IMPACT

WASTE MANAGEMENT IS A MUNICIPAL RESPONSIBILITY

## LANDFILL + WASTE COSTS

- ~25-50% of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling and disposal services are a major cost factor and environmental contributor

## ENVIRONMENT

- Landfilled organic waste produces methane, which is 25 times more harmful than CO2
- 1 tonne of food waste is equivalent to 1 car on the road for one year

## COMMUNITY

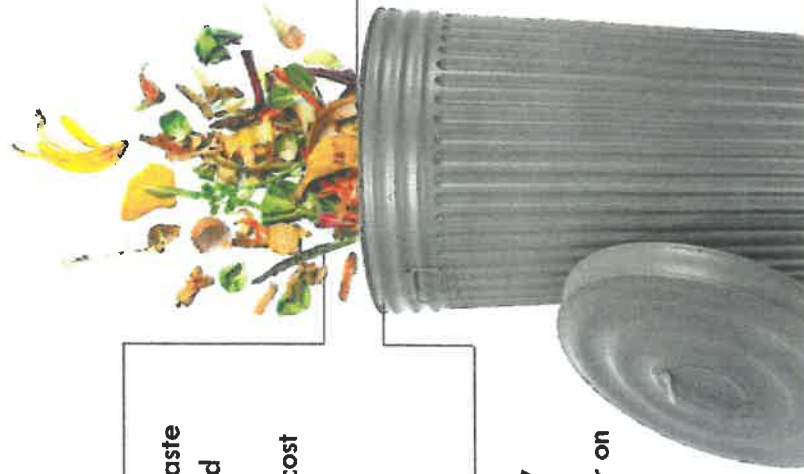
### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less "interesting" for animals



# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Preferred solution for **larger cities** where **dense housing** and large processing facilities generate **economies of scale**
- **Contamination** is an ongoing challenge
- GHG emissions from curbside collection
- **Safety** concerns from additional trucks on the road

## BACKYARD COMPOST

- **Cost-effective** but can be **labor-intensive** also
- May attract pests/animals or create unpleasant **odors**
- Most users **do not compost in winter** or inclement weather
- **Adoption rates are relatively low and stagnant**

## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance

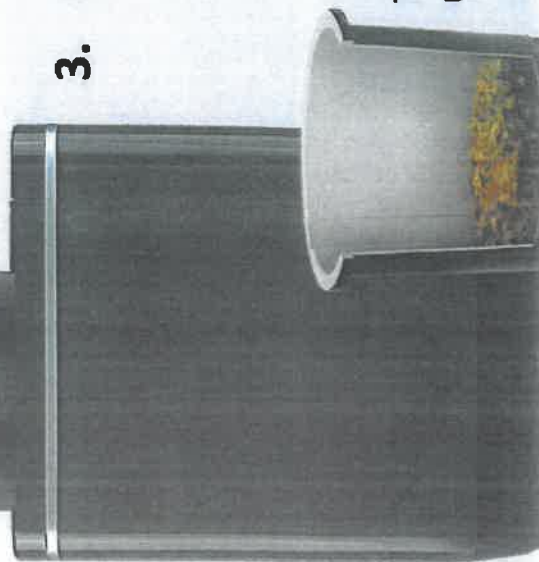
# THE SOLUTION IN THREE SIMPLE STEPS



**1. Add waste to bucket**

**2. Add bucket to unit**

**3. Press Start. That's it!**



The resulting by-product can be used in many applications.



Vegetable &  
Fruit Scraps



Starches



Fish & Poultry  
Bones



Dairy Products



Tea bags & Coffee  
grinds



Egg shells



Nut shells, nuts  
& seeds



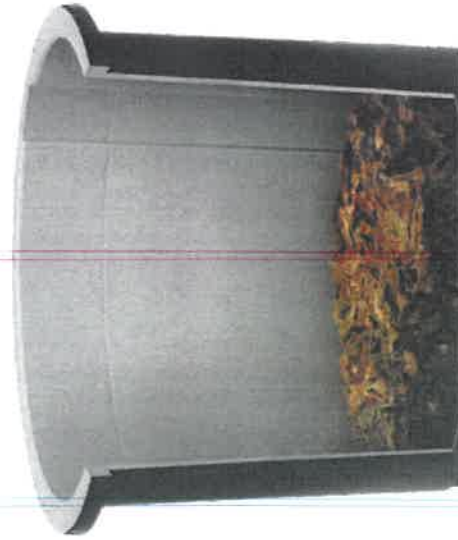
Meat, poultry  
& fish

# 90% FOOD WASTE REDUCTION

1 KG (2.5L) of wet,  
smelly food waste



100 G of dry, sterile &  
odorless soil amendment



4-8 HOURS + 0.8 kWh  
<10 cents / cycle



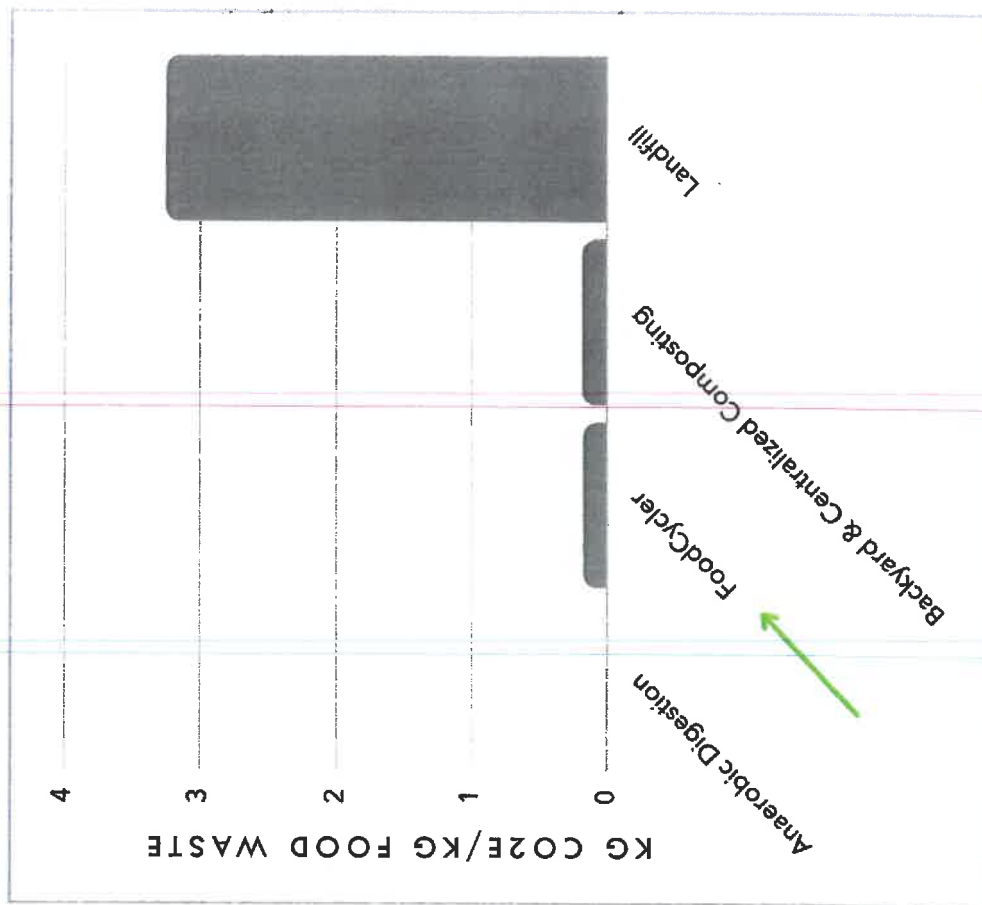


## IMPACT ENVIRONMENT

### FOODCYCLER IS COMPARABLE TO:

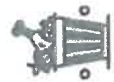
- Central composting (with no transportation emissions)
- Backyard composting (if done correctly)
- FoodCycler offers >95% reduction in CO<sub>2</sub>E vs. sending food waste to landfill

Source: Based on carbon intensity of power grid = 0.08 kg/kWh in Ontario  
 \*\*Incorrect backyard composting can lead to methane gases and odours



# IMPACT ECONOMIC

## EXAMPLE OF IMPACT ON WASTE MANAGEMENT OPERATING COSTS



HAULING FEE

+



TRANSFER STATION  
OPERATION

+



DISPOSAL FEE

**\$170 – \$250  
/TONNE**

=



=

NO TRANSPORTATION OR PROCESSING

**< \$120  
/TONNE**

\* FoodCycler is a locked-in price not subject to wage increases, fuel surcharges or fee hikes



# IMPACT

## REGULATORY + SOCIAL PRESSURE

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is "low-hanging fruit" to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, 'sign me up, where can I get mine.' I'm 100 per cent in favor of it."*

– Deputy Mayor Lyle Warden, (South Glengarry ON)

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

– Pilot participant in South Glengarry

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

– Pilot participant in Hornepayne

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals and everything like that."*

– Kylie Hissa, Strategic Initiatives Officer (Kenora, ON)



# THE FOODCYCLER PILOTS



**>1200 Households**

14 Municipalities have completed their pilot projects with overwhelmingly positive results.

## Net New Diversion



Each participating household is estimated to divert between 300-400 kg of food waste annually.

**"WOULD YOU RECOMMEND FOODCYCLER?"**

**>90% Yes**

**<1% No.**

The rest are undecided or need more time.



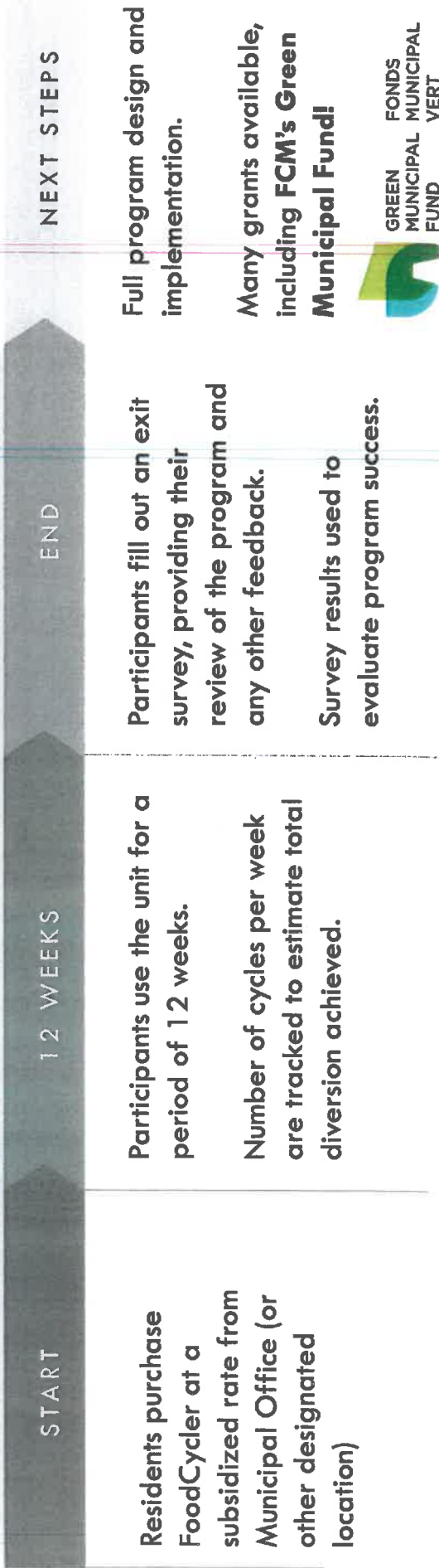
**4.6**

**Average overall user experience rating.**



# PILOT PROGRAM 12 WEEKS FROM START TO FINISH

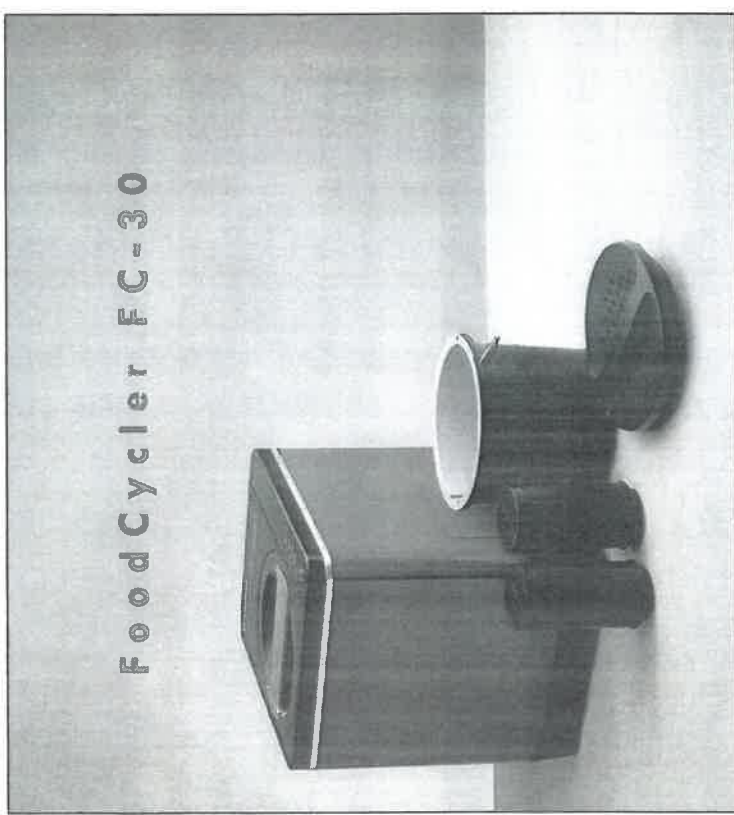
## PILOT TIMELINE



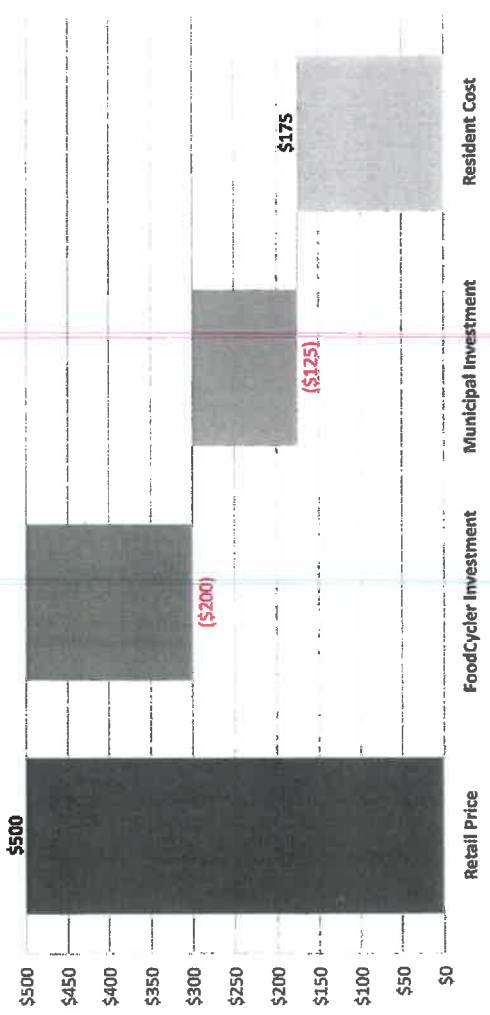
GREEN FCM'S  
MUNICIPAL FUND  
VERT



# SUBSIDIZED PILOT PROGRAM OPTION 1



FoodCycler Pilot Subsidy Model

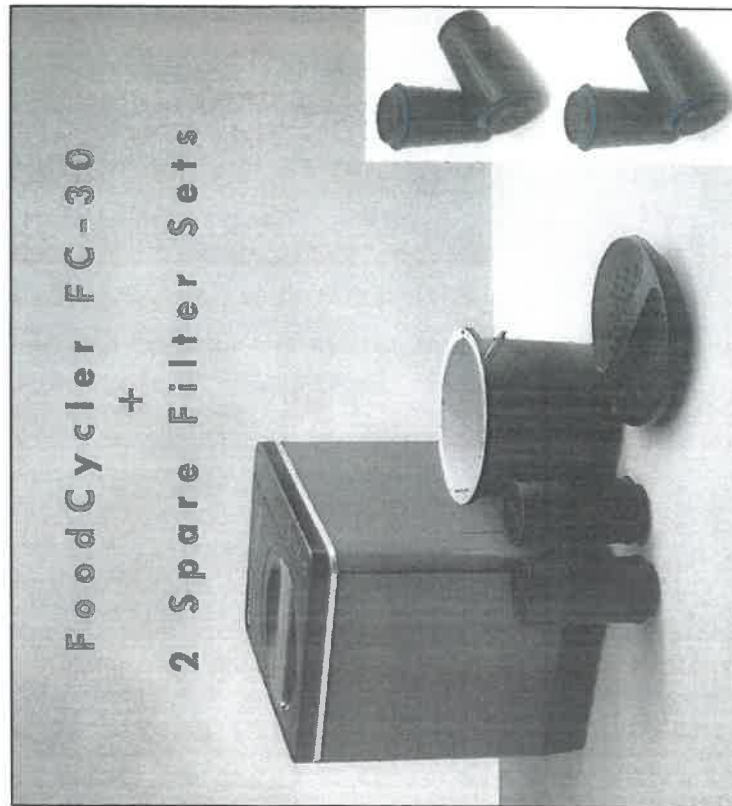


Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	50 households	\$6,250
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	200 households	\$25,000

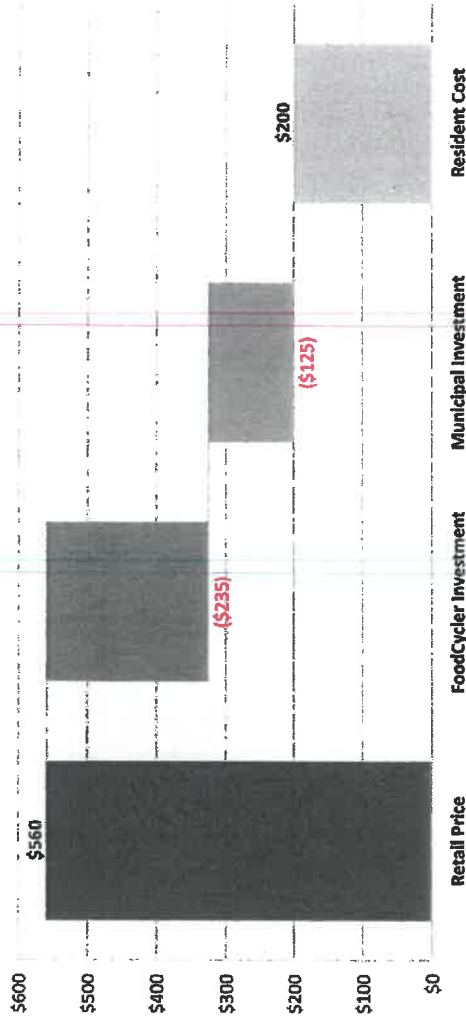
- Plus shipping costs and applicable taxes



# SUBSIDIZED PILOT PROGRAM OPTION 2 (BUNDLE)



FoodCycler Pilot Subsidy Model



Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	50 households	\$6,250
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	200 households	\$25,000

- Plus shipping costs and applicable taxes

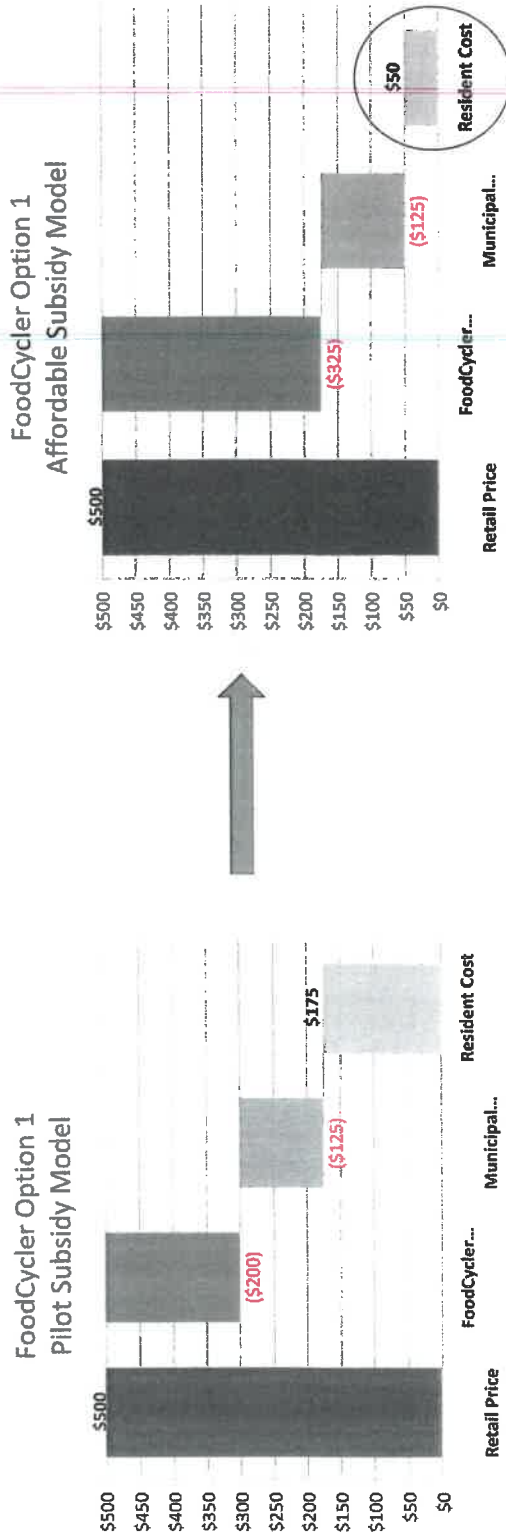


# OPTIONAL AFFORDABLE ADD-ON

## GET 10% MORE UNITS

FoodCycler believes that food waste diversion solutions should be available to all Canadians, no matter where you live or whether you can afford it.

Municipalities now have the option to provide low-cost FoodCyclers to those who cannot access the program at full price.







**THANK YOU!**  
**ANY QUESTIONS?**

**Christina Zardo**  
Manager of Municipal Solutions  
Email: [christinaz@foodcycler.com](mailto:christinaz@foodcycler.com)  
Phone: 613-402-7999

**Ami Gagné**  
Project Coordinator, Municipal Solutions  
Email: [amig@foodcycler.com](mailto:amig@foodcycler.com)  
Phone: 613-700-4682







**FORTFRANCES**  
BOUNDLESS

## PROCUREMENT POLICY REVIEW

# ADMINISTRATIVE REPORT

Date: 2022-04-05

From: Dawn Galusha, Treasurer

To: Administration & Finance Executive Committee and  
Operations & Facilities Executive Committee

File Number: TRE 2022-17

## 1. ISSUE

The Town of Fort Frances is required under the Municipal Act, 2001 Section 270(1) (3) to adopt and maintain a procurement policy. As attached, the current version of the policy was last revised in January 2013, so a review of the policy is overdue.

## 2. STRATEGIC IMPACT

N/A

## 3. OPTIONS & ALTERNATIVES

N/A

## 4. ADMINISTRATIVE RECOMMENDATION

That the committee agree with the recommendation of Administration to commence the review of the procurement policy in early May.

## 5. ANALYSIS

At this time, Administration would like to have a general discussion regarding the policy. Council members are invited to advise on areas they wish to see changed.

The policy revision will commence in early May, with reports to the committees in June and July, with hopeful finalization for the August meeting which is before the nomination day.

Administration previously had a legal review of the procurement policy to provide input on it, so we will work with that to start the process. There will also be the potential for additional costs either from further legal needs or consulting as procurement is not the specialty of any of our current staff.

## 6. HISTORY

As per the attached policy, Section 7.0 Policy Review:

- i) This policy shall be reviewed prior to the end of each term of Council and any amendment thereto shall be made prior to the nomination day in the year of the municipal election.
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- iii) The management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

Per the Council Meeting of March 28, 2022, Council has referred this item as new business to both the Administration and Finance Executive Committee and the Operations and Facilities Executive Committee.

### **7. CONSULTATION**

Consultation will be with all Senior Managers, the Administration and Finance Executive Committee and the Operations and Facilities Executive Committee.

### **8. SUPPORTING DOCUMENTS**

Policy 1.12 Procurement

# THE TOWN OF FORT FRANCES

## Section: Administration and Finance

### Policy: Procurement

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**Creation Date:**

**Revised Date:** October 2004, June 2006, July 2007, January 2013

**Resolution Number:** 01/13 (consent) 848

**Supersedes Resolution Number:** 07/07 (286)

**Policy Number:** 1.12

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#### 1. GOAL

To provide a procurement process that will enable the Town to acquire the required quality and quantity of goods and services required for the best value, while adhering to the following objectives.

#### 2. OBJECTIVES:

- A. To ensure an open, transparent competitive process while protecting the financial interest of the Town
- B. To ensure service and product delivery are of high quality and efficiently delivered
- C. To ensure fairness among the bidders
- D. To ensure accountability to the taxpayer
- E. To provide an efficient process where the cost and amount of goods and services procured are proportional to time and money spent.

#### 3. DEFINITIONS

The words and phrases listed below when used in this policy shall have the following meanings ascribed to them;

**Approved invoice** - an original supplier's invoice issued at the time of purchase of low dollar goods and services that bears both the signature of an appropriately authorized employee and required account distribution codes.

**Award, Awarded, and Awarding** - authorization to proceed with the purchase of goods, services or construction from a chosen supplier

**Bid** - an offer or submission from a supplier in response to bid solicitation

**Bid Bond** - the form of security required by the terms and conditions of bid solicitation documentation to guarantee that the successful bidder enters into a contract with the Town of Fort Frances as required

**Bid Solicitation** - formal request for bids that may be in the form of a Request for Tender or Request for Proposal

**Chief Administrative Officer (CAO)**- Chief Administrative Officer for the Town of Fort Frances

**Clerk** – Clerk means the duly appointed clerk of the Town of Fort Frances

**Construction** - a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in, and incidental to, the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications of the procurement

**Contract** - any agreement, regardless of form or title, for the lease purchase or disposal of goods services or construction authorized in accordance with this policy

**Council** - the duly elected Council of the Town of Fort Frances

**Council Approved Budget** - Council approved department budgets including authorized revisions, or where applicable, Council approved budgets of local boards to which this bylaw applies

**Division** - An organizational unit of the Town of Fort Frances headed by a manager, and the Planning and Development Division

**Division Manager** - the person appointed by Council to be responsible for the operation of a division and/or designate and includes the persons appointed to the position by the Chief Administrative Officer

**Electronic Advertising** - the use of a computer based system directly accessible by suppliers irrespective of location that provides suppliers with information related to bid solicitations

**Emergency** - a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of residents of the Town of Fort Frances, or to prevent serious damage, disruption of work, or to restore, or to maintain essential service to a minimum level.

**Fair Market Value** - the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length where fully informed and not under any compulsion to transact

**Goods** - moveable property including

- a) The cost of installing, operating, maintaining or manufacturing such movable property
- b) Raw materials, products, equipment and other physical objects of every kind and description

**Lowest Compliant Bid** - the bid that would provide the Town of Fort Frances with the desired goods, services, or construction at the lowest total acquisition costs, meets all the specifications and contains no irregularities requiring automatic rejection

**Professional Services** - persons having a specialized knowledge or skill for a defined service requirement including;

- a) Architects, engineers, designers, management, and financial consultants and;
- b) Firms or individuals having specialized competence in environment, planning or other disciplines

**Proposal** - an offer submitted in response to a request for proposal acceptance of which may be subject to further negotiation

**Purchase Card** - a card issued in accordance with the purchasing card policy, to purchase goods and services

**Request for Proposal** - a bid solicitation that is used to acquire goods, services or construction, the suitability of which is dependant upon non-price factors and which may result in further negotiation between the parties

**Services** - includes all professional and consulting services, all services in relation to real property or personal property including, without limiting the foregoing, the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of and except only services to be delivered by an officer or employee of the Town of Fort Frances in accordance with terms of employment

**Tender** - a publicly advertised bid solicitation

**Total Acquisition Cost** - an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, and inventory carry costs

**Town of Fort Frances** – means the Corporation of the Town of Fort Frances

**Treasurer** - the duly appointed Treasurer of the Town of Fort Frances

### **3.0 GENERAL PROCUREMENT POLICY:**

#### **A. Authority**

The Chief Administrative Officer and Division Managers shall be responsible and have authority for all procurement activity and decisions within their departments and may delegate their authority, where appropriate.

#### **B. Prescribed Council Approval**

Despite any other provisions of this policy the following contracts are subject to Council approval

- i. Any contract requiring approval from the Ontario Municipal Board.
- ii. Any contract where the Total Acquisition Cost is greater than the Council Approved Budget.
- iii. Any contract in excess of \$35,000 except as identified in section 4E.

#### **C. Application**

- i. The procedures of this policy shall be followed to award a contract or to recommend to Council that a contract be awarded.
- ii. The CAO and Division Managers may purchase or contract for the goods, services listed in Schedule "A" to this policy without following the procedures set out herein provided that sufficient funds are available and identified in appropriate accounts within Council approved budgets.
- iii. The Chief Administrative Officer shall contract the Procurement of legal services.

- iv. The following local boards and corporations are bound by this policy and this policy shall apply with necessary modifications to such boards and corporations;
  - a. Town of Fort Frances Public Library Board
  - b. The Sister Kennedy Centre Board of Management
  - c. Town of Fort Frances Not for Profit Housing Corporation
  - d. Business Improvement Area Board

#### **D. Restrictions**

- i. No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this policy
- ii. No contract for services shall be awarded where the services would result in an employee – employer relationship
- iii. Where an employee involved in the award of any contract either on his or her own behalf or while acting for, by, with, or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee
  - a. Shall immediately disclose the interest to the division manager involved in the award of the contract and shall describe the general nature thereof;
  - b. Shall not take part in the Award of the Contract and;
  - c. Shall not attempt in any way to influence the Award of the Contract
- iv. An employee has an indirect pecuniary interest in a Contract in which the Town of Fort Frances is concerned if the employee or his or her spouse or same sex partner;
  - a. Is a shareholder in or a director or senior officer of a corporation that does not offer its securities to the public that has a pecuniary interest in the contract.
  - b. Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
  - c. Is a member of an incorporated association or partnership that has a pecuniary interest in the contract.
  - d. Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.
- v. All Council members shall conduct themselves in accordance with the Municipal Conflict of Interest Act RSO 1990, c. M 50 as amended.

#### **E. Total Acquisition Cost**

Where this policy prescribes dollar limits, the contract amount shall be the estimated total acquisition cost less any rebates.



**F. Notification**

- i. Notification of procurement opportunities for goods, services or construction with a total acquisition cost of \$35,000 shall be made by electronic advertising and may be used for any other purchases.
- ii. Notification of procurement opportunities may be supplemented by other means of notification where appropriate.
- iii. Notification must be advertised for a minimum of 15 calendar days.

**G.** The Town of Fort Frances incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so, and in such situation, a documented explanation shall be provided upon request.

The Town of Fort Frances incorporates accessibility features and has regard to accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks (ie point of sale machines, ATM machines, self check out machines, parking meters, etc.).

**4.0 PROCUREMENT PROCEDURES**

- A.** The Chief Administrative Officer shall establish procedures consistent with the goals and objectives set out in this policy;
- i. The identification of those goods and services or construction which are more effectively acquired through cooperative purchasing.
  - ii. The form, content and use of forms including purchase orders, bonds, letters of credit and other forms of surety, tender, proposal and other contract documents if not specifically addressed in the policy.
  - iii. Any other aspect of process or procedure not specifically provided for in the policy

**B. Purchase Cards**

The Treasurer is responsible for the purchase card program outlined in the Town of Fort Frances purchasing card policy (schedule D). The purchase card policy shall be consistent with this procurement policy.

**C. Request for Expression of Interest**

A Division Manager or Chief Administrative Officer may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, services or construction and for the purpose of keeping a list of available suppliers.

**D. Purchasing Methods**

- i. Purchases not exceeding \$500
  - a. The Treasurer shall have the authority to establish petty cash funds in such an amount to meet the requirements of a department for the acquisitions of goods, services or construction having an individual total acquisition cost not exceeding \$500.

All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer.

- b. Purchases made pursuant to this section shall be made from the competitive market place whenever possible and may be made by using an approved invoice, petty cash or purchase card.

ii. Purchases not exceeding \$5,000

- a. Purchases made pursuant to this section for the acquisition of goods, services or construction shall be made from the competitive market place whenever possible and may be made using an approved invoice or purchase card.

iii. Purchases over \$5,000 but not exceeding \$35,000

- a. Purchases requiring the acquisition of goods, services or construction having a total acquisition costs between \$5,000 and \$35,000 may be made by using a purchase card or approved invoice subject to;
  - At least three written quotes without the necessity of advertising or formal tender procedures prior to ordering.
- b. In appropriate circumstances, the request for Proposal or Request for Tender process may be utilized for goods, services or construction in this total acquisition cost range.
- c. The procedure used to purchase goods, services and construction in this total acquisition cost range shall demonstrate that fair market value was achieved.

iv. Purchases Exceeding \$35,000

Request for Tender

- a. A request for tender shall be used for purchases exceeding \$35,000 where the following criteria apply
  - Two or more sources are considered capable of supplying the requirement.
  - The requirement is adequately defined to permit evaluation of tenders against clearly defined stated criteria.
  - It is intended that the lowest compliant bid will be accepted without negotiations.

Council must approve all tenders. The CAO, manager or designee shall provide a report to council with recommendations containing all pertinent information.

All Tenders and successful bidders shall be subject to and meet the requirements of the following legislations;

- a. The Occupational Health and Safety Act R.S.O. 1990,c 0.1
- b. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.c.M.56
- c. Fairness is a Two Way Street Act (Construction Labour Mobility), 1999.

v) Tender Procedures

All tenders will be subject to the procedures in Schedule "C".

vi) Request for Proposal

- a. Request for Proposal shall be used where one or more of the criteria for Request for Tender cannot be met such as:
  - Owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection is based on effectiveness of the proposed solution rather than on price alone.
  - It is expected that negotiations with one or more suppliers may be required with respect to any aspect of the requirement.
- b. Every request for proposal shall have terms of reference and include an evaluation grid.
- c. Council must approve all Requests for Proposal. The CAO, division manager or designee shall provide a report to council with recommendations containing all pertinent information.

vii) Bids in Excess of Project Estimates

- a. Where bids are received in response to a bid solicitation but exceed project estimates, the manager in charge of the bid solicitation may enter into negotiations with the lowest compliant bidder to achieve acceptable bid within project estimate.

viii) Bid Irregularities

- a. Unless otherwise determined by the Town in its sole and unfettered discretion the administration of certain bid solicitation issues/irregularities and non-compliance are as set out in Schedule "B".

ix) Identical Tenders

- a. If the lowest compliant bid from two or more bidders are identical in Total Acquisition Cost or unit price, the manager is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain the lesser price and shall maintain a record with respect to such negotiations.
- b. When negotiations are not successful in breaking the identical tender, the successful bidder will be chosen by geographical preference in the following order;
  - Town of Fort Frances

- District of Rainy River
- North Western Ontario (Districts of Rainy River, Kenora, and Thunder Bay)
- Province of Ontario

**E. Emergency Purchases**

- i) Where an emergency exists requiring the immediate procurement of goods, services or construction, a Division Manager may purchase the required goods, services or construction by the most expedient and economical means notwithstanding any other provision of this policy.
- ii) For all emergencies over \$35,000, the Manager shall file a report to Council dealing with the circumstances of the emergency.

**F. Purchase without Budget Appropriation**

- i) Where a requirement exists to initiate a project for which goods, services or construction are required and funds are not contained in the Council approved budget, the Division Manager shall, prior to commencement of the purchase process submit a report to Council, for approval, containing;
  - a. Information surrounding the requirement.
  - b. Information on the availability of funds within existing estimates, which were originally approved by Council for the other purposes or on the requirement for additional funds.

**5.0 CONTRACTUAL AGREEMENTS**

- A. The award of a contract over \$35,000 shall be by way of an agreement. The Division Manager and / or Chief Administrative Officer will have the authority to negotiate contracts on behalf of the Town.
- B. A formal agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the Town of Fort Frances standard contractual terms and conditions.
- C. Changes to a contract, and more specifically add-ons, shall not exceed the project tender limitations for contingencies as defined in the contract, or in the absence of such limitations the variance must not exceed the approved tender amount by more than 10%. The appropriate Executive Committee and Council must approve any changes in excess of those prescribed above prior to proceeding.
- D. The completed contracts are to be returned to the Clerk for execution by the Town.

**E. Guarantee of Contract Execution and Performance**

- i) The Town shall require that a bid bond or other similar security to guarantee entry into a contract accompany a bid. Unless otherwise specified in circumstances where a bid bond or other security is required the refundable deposit required shall be:
  - a. 5% for projects where Total Acquisition Cost is \$35,000 to \$100,000.
  - b. 10% for project where Total Acquisition Cost is in excess of \$100,000.

- ii) Prior to commencement of work the successful bidder may be required to provide the following security in addition to the security referred to in section 5 (E) (i).
  - a. A performance bond to guarantee the performance of the contract, and;
  - b. A payment bond to guarantee the payment of labour and materials to be supplied in connection with a contract.
- iii) The Manager shall select the appropriate means of guarantee for execution and performance of the contract. Means may include but not be limited to certified cheque, bank draft, irrevocable letter of credit, money order, and, where appropriate a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Town of Fort Frances
- iv) The Clerk shall retain the cash security, bid bond or surety, as the case may be, until a decision is made by Council to award or not to award. At that time, the Clerk shall forward the cash security, bid bond or surety, as the case may be, of the successful Tenderer to the Treasurer for safekeeping. The Clerk shall forward such securities of all unsuccessful Tenderers to the Division Manager of authority to accompany advisement of tender results. The original insurance certificate and WSIB certificate, etc. of the successful Tenderer are to be retained on the file of the Clerk.
- v) Prior to the commencement of work, evidence of insurance coverage satisfactory to the Town must be provided by the successful bidder ensuring indemnification of the Town of Fort Frances from any and all claims, demands, losses, costs, or damages resulting from the performance of bidders obligations under the contract and from any other risk determined by the Town requiring coverage.
- vi) It is the responsibility of the Division Manager of authority to ensure that contracts awarded to out of province contractors that, either:
  - a. A copy of a valid Retail Sales Tax Vendor Permit is obtained from the non-resident contractor; or
  - b. The non-resident contractor file a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch; or
  - c. If they fail to comply, an appropriate reduction will be made of each payment due to the contractor, and appropriate notification is given to Treasury to remit these funds to the Treasurer of Ontario.
  - d. Copies of all relevant documents are to be forwarded to the Treasurer for inclusion in the Retail Sales Tax File.

## **6.0 SURPLUS AND OBSOLETE GOODS**

- A. The Chief Administrative Officer shall dispose of all goods and services for which a Division no longer has use and the CAO may use any method for disposal in the Town of Fort Frances best interest, including without limitation, public auction, public tender, trade or transfer to another division.
- B. An employee who has the responsibility of declaring goods surplus or obsolete or for sending items to a public auction shall not bid on or personally obtain any goods that the employee has declared as surplus.
- C. No member of Council or Town employee shall be permitted to acquire surplus or obsolete goods except by purchase at public auction, by public tender, trade or negotiated sale.

## **7.0 Policy Review**

- i) This policy shall be reviewed prior to the end of each term of Council and any amendment thereto shall be made prior to the nomination day in the year of the municipal election.
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- iii) The management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

## **SCHEDULE A**

The purchasing methods described in this policy do not apply to the following goods and services;

1. Training and Education
  - A. Registration and tuition fees for conferences, conventions, courses and seminars
  - B. Magazines, books and periodicals
  - C. Memberships
2. Refundable Employee/Councillor Expenses
  - A. Advances
  - B. Meal Allowances
  - C. Travel and Entertainment
  - D. Miscellaneous – non travel
3. Employer's General Expenses
  - A. Payroll Deduction Remittances
  - B. Medical
  - C. Licenses (vehicle, firearm, etc)
  - D. Debenture Payment
  - E. Grants to Agencies
  - F. Damage Claims
  - G. Petty Cash Replenishment
  - H. Tax Remittances
4. Professional and Special Services
  - A. Committee Fees
  - B. Legal fees and other professional services related to litigation or legal matters
  - C. Audit Services
  - D. Veterinary Expenses
5. Utilities
6. Advertising services required by the Town on or in but not limited to radio, television, newspaper and magazines
7. Bailiff or collection agencies



## **SCHEDULE B**

	<b>Irregularity/non compliance/issue</b>	<b>Response</b>
1	Late Bid	Automatic rejection, not opened or read publicly
2	Insufficient Financial Security (no bid security or agreement to bond or insufficient bid bond or agreement to bond)	Automatic rejection
3	Bids completed and / or signed in an erasable medium	Automatic rejection
4	All required section of bid documents not completed	Automatic rejection unless the incomplete nature is trivial or insignificant at Town's discretion
5	Bids received on documents other than those provided by the Town	Automatic rejection
6	Bids containing minor obvious clerical errors	48 hours to correct and initial
7	Failure to execute agreement to bond or bonding company corporate seal or signature missing from agreement	Automatic rejection
8	Failure to execute bid or bond by bidder or bonding company	Automatic rejection
9	Erasures, overwriting or strikeouts which are not initialled	48 hours to initial changes
10	Mathematical error which are not consistent with unit price	48 hours to initial changes made by the Town
11	Failure to acknowledge necessary addendum which have financial implications	Automatic rejection
12	Any other irregularities	The manager in charge of bid solicitation and the CAO shall have the authority to waive any other irregularities or grant 48 hours to initial such other irregularities

## **SCHEDULE C - TENDER PROCEDURES**

1. Obtain sealed tenders by placing a minimum of one advertisement in a newspaper of general local circulation. Such advertisement may be supplemented by local radio

announcements and/or additional print publication as may be appropriate. An advertisement may be placed in out-of-town newspapers instead of the local newspaper if it is known that there are no local suppliers. An electronic advertising/tendering will be used for the procurement of goods and services with a total acquisition cost greater than \$100,000 and construction with total acquisition costs greater than \$250,000 as required in the opening of public procurement for Ontario and Quebec.

2. In addition, copies of the tender call may be sent to:
  - a. Condata, 4410 Roblin Blvd. Winnipeg, Manitoba R3R 0E9 Fax: 204-582-8205
  - b. Construction Association of Thunder Bay, 857 North May Street, Thunder Bay, Ontario P7C 3S2 Fax: 807-623-2296
  - c. Winnipeg Construction Association, 290 Burnell Street, Winnipeg, Manitoba R3G 2A7 Fax: 204-783-7805
  - d. Fort Frances Times Fax: 807-274-7286
  - e. Tenderlisting.com
  - f. Town of Fort Frances Web Page
3. It is the responsibility of the Division Manager to ensure that proper tender documents, plans and specifications are prepared and available to prospective Tenderers the day of the advertisement.
4. Where appropriate (construction projects), the Managers are to consult with the Environment and Facilities Superintendent to determine the role and responsibilities of Engineering and/or other operations departments as it relates to the completion of the project. If capability or time commitments do not permit, it is the responsibility of the division in need to seek alternative methods of completing the project specifications.
5. Employee input is valuable to the determination of plans and specifications for items/projects/services etc. to ensure that the Town's needs are met. In situations where employees are users of the item/project/service/etc. Managers shall obtain (and record) employee input into the preparation of tender specifications.
6. In order to recover costs of producing detailed tender documents and drawings, where appropriate, at the discretion of the Division Manager, a fee may be charged for tender documents not to exceed \$50.00.
7. For those projects, goods, or services, where the estimated total tender price is from \$35,000.00 to \$100,000.00, a 5% deposit is required. The deposit by way of certified cheque, bid bond or equivalent in the amount of 5% of the total tender price payable to the Town shall accompany each tender submitted subject to the following. In the case of tender transmitted by facsimile, the original deposit must be received no later than 5 business days after closing of the tender. However, proof of the deposit acceptable to the Town must be included in the tender submission.

8. For those projects, goods, or services, where the estimated total tender price in excess \$100,000.00, a 10% deposit is required. The deposit by way of certified cheque, bid bond or equivalent in the amount of 10% of the total tender price payable to the Town shall accompany each tender submitted. In the case of tender transmitted by facsimile, the original deposit must be received no later than 5 business days after closing of the tender. However, proof of the deposit acceptable to the Town must be included in the tender submission.
9. Deposits of unsuccessful Tenderers will be returned no later than three weeks following the Tender award. Except as otherwise provided for herein, the Deposit of the successful Tender will be returned with the first progress certificate.
10. Construction projects in excess of \$100,000 will require a performance bond or equivalent as determined by the Town. This bond will be held for a period not to exceed 12 months from the date of completion of the project.
11. The Tenderer shall keep its tender open for acceptance for a period of 45 calendar days from the closing time.
12. A tendering number obtained from the office of the CAO shall identify all tender calls.
13. A copy of the advertisement, tender specifications, advertising schedule and direct mailing list if applicable is to be forwarded to the CAO prior to publication.
14. All tender forms are to be submitted in duplicate prior to closing time and date to the Office of the CAO.
15. Tenders shall close at 2:00 p.m. on a Tuesday that is not a holiday unless otherwise specifically authorized by the CAO and instructions to bidders shall note that tenders will be publicly opened at the Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario after the specified closing time and date.
16. Tenders will be opened in the presence of the CAO or designee and the applicable Division Manager or designee.
17. Tender openings shall be open to the public.
18. Unless the Town determines otherwise a tenderer will be responsible to complete a Occupational Health and Safety agreement form and submit a valid WSIB clearance certificate.
19. The successful Tenderer(s) shall take out and keep in force, throughout and for the duration of such Tenderer's obligations to and/or contract with the Town such insurance policies and evidence of insurance coverage as determined by the Town. A certified copy of the Policy or certificate thereof shall be deposited with the Town upon signing of the Form of Agreement or as the Town may direct. Some suggested wording which may be included in the insurance policies is as follows:

Such Policy shall name the Town as an additional insured thereunder and shall contain:

- (a) The insurer's waiver of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled as against the Town and any other corporation owned, operated, or controlled by or affiliated with the Town, together with a severability of interest clause and a cross liability clause; and
  - (b) An undertaking by the insurer not to cancel, change, lapse or refuse to renew the insurance therein granted without first giving the parties notice of its intentions in writing of at least 60 days prior to the intended change, lapse, cancellation or termination.
20. Tenders are to be opened and read out by the CAO or designee. A formalized checklist - Appendix "A" (attached) is to be completed at time of opening.
21. Following the opening of tenders and after the completion of the formalized checklist by the CAO or designee, copies of each tender received shall be referred to the appropriate Division Manager or Consultant for tabulation, confirmation of price extensions, analysis of quantities, and qualities, and conformity to plans and/or specifications. Conveyance envelopes are to be only discarded following the completion of the project.
22. A tender recommendation report will be prepared for Council's approval regarding the tenders received.
23. This clause may be considered as part of the Tender documents. The division manager or designee will determine its utilization. In the event of any dispute arising in connection with this Tender or Tender process, including, without limitation, a dispute as to whether the bid of any Tenderer was submitted on time, the Town, in its unqualified subjective discretion, may refer the dispute to a confidential arbitration before a single arbitrator at Fort Frances, Ontario, pursuant to the Arbitration Act, 1991, as amended. In the event that the Town refers the dispute to arbitration, the Tenderer agrees that it is bound to arbitrate such dispute with the Town. Unless the Town shall refer such dispute to arbitration, there shall be no arbitration of such dispute.

In the event the Town refers the dispute to arbitration the Town and the Tenderer agree that they shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to an arbitration hearing which shall last no longer than 2 days, subject to the discretion of the arbitrator to increase such time. The Town and the Tenderer further agree that there shall be no appeal from the arbitrator's award.

**Appendix A**  
**TOWN OF FORT FRANCES – TENDER OPENING**

Tender No.: \_\_\_\_\_  
Time: 2:00 p.m. \_\_\_\_\_,

Date: \_\_\_\_\_  
Committee Room, Civic Centre

Staff Attendance:

\_\_\_\_\_

Public Attendance:

\_\_\_\_\_

Attachments:

Deposit; Bid Bond; Agreement to Bond

Tender Opened:  
Name/Company  
Certificates, Etc.

Original  
Contractors;  
Comments,

Duplicate  
Amount

1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
4.	_____	_____	_____
	_____	_____	_____
5.	_____	_____	_____
	_____	_____	_____
6.	_____	_____	_____
	_____	_____	_____

\_\_\_\_\_ Signature

\_\_\_\_\_ Envelopes Discarded

\_\_\_\_\_ Duplicates to Department representative in attendance

This report is not meant to be a formal review of tender award – its purpose rather is to record opening particulars – the in-depth and formal review will follow.

## TOWN OF FORT FRANCES

### Schedule 'D' Purchase Card Policy

## INTRODUCTION

Welcome to the **Town of Fort Frances'** Purchasing Card Program. The purpose of this program is to provide our Town of Fort Frances, with an easy, low-cost purchase and payment-processing alternative to petty cash and prepaid purchase orders within established purchasing authorization.

**We recommend that you read this guide in its entirety before requesting and/or using your Purchasing Card.** This manual provides a variety of information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

The Purchasing Card Program is based on a standard retail charge card program that has been modified to meet Town of Fort Frances procurement objectives. The Purchasing Card Program was designed to enable you to make direct purchases of specific Town of Fort Frances approved commodities within specific dollar limits, with monthly payments charged to your accounts.

The Purchasing Card Program is not intended to avoid or bypass other appropriate procedures. Instead, it is intended to provide flexibility and autonomy to the Cardholder while complementing current existing purchasing and payment guidelines. **Unlike personal charge cards, the Purchasing Card Program incorporates controls over certain types of expenditures. These controls ensure that the Program can be used only with specific types of merchants and within specific dollar limits.**

Cardholders are asked to use the Purchasing Card responsibly and carefully. Although the Purchasing Card is issued in an individual's name, the charges incurred are the liability of the Town of Fort Frances. **Cardholders do not require personal Credit Applications and the program does not impact your personal credit rating in any way.** Use of the Purchasing Card Program will eliminate the need for staff to use their personal credit card(s) when dealing with Town of Fort Frances approved expenditures. It will greatly reduce the number of PO's handled at all levels thereby reducing Town of Fort Frances costs associated with purchasing processes and accounting transactions. In additional, petty cash expenditures and reimbursements should be reduced.

## PURCHASING CARD POLICY

1. The Town of Fort Frances may delegate purchasing authority to departments for the purchase of goods and some services within the established purchasing authorization limits as outlined in the Town of Fort Frances Purchasing Policy. The Town of Fort Frances will set limitations on the type of goods and services that may be purchased on the Purchasing Card.
2. Multiple purchases with a Card are not to be combined to initiate purchases in excess of the assigned limit unless authorized by the Treasurer or designate.
3. Liability for authorized charges on the Purchasing Card rests with Town of Fort Frances, not the individual Cardholder.
4. **Liability for unauthorized personal charges on the Purchasing Card rests with the individual Cardholder.**

## **BENEFITS OF THE PURCHASING CARD**

### **FOR THE CARDHOLDERS:**

- Flexibility
- Reduced reliance on petty cash and POs
- Improved relations with suppliers
- Enhanced controls on point-of-sales
- Personal expenditures for goods & some services is eliminated
- Streamlined approval process
- Fits in your pocket

### **FOR THE TOWN OF FORT FRANCES:**

- Direct access to numerous suppliers.
- Reduced invoice processing during a billing period.
- No inquiries for missing or delayed payments. Vendors are paid directly by the card provider.
- Monthly transaction spending has predetermined limits. Some purchases may be controlled through merchant code blocking.
- All transactions can be monitored daily if required.
- Predetermined user authorization, easy and cost effective purchase management.
- Reduced processing costs.
- Cardholders seek suppliers that accept Purchasing Cards reducing the supplier base.
- One monthly payment for all cardholder transactions will be automatically debited from our account with the bank.

### **FOR THE SUPPLIERS:**

- Increased sales as transactions may now be accepted more readily
- Improved cash flow
- Invoicing expenses reduced
- Confidence that costs associated with services provided will be paid
- Immediate payment

### **FOR FINANCE DIVISION:**

- Reduced invoice/PO processing
- Increased control
- Increased management reporting

## RESPONSIBILITIES

### CARDHOLDER:

- Applies for a Purchasing Card and completes and signs a Town of Fort Frances Purchasing Cardholder Agreement;
- Immediately signs the card in front of Card Coordinator upon receipt to prevent unauthorized purchases;
- Maintains the security of the Purchasing Card;
- Makes the decision to purchase authorized goods;
- Ensures spending authority approves purchase in advance;
- The Cardholder will either:
  - present the merchandise and the Purchasing Card to the supplier or,
  - select the goods or services, contacts the Supplier via phone or fax and places the order charging the goods to the Purchasing Card;
- The Cardholder must instruct the supplier to:
  - forward a receipt and packing slip with the goods to the Cardholder and ensure the supplier GST number is on the receipt or packing slip.
- Inspects and verifies the accuracy and quality of the goods received;
- Reconciles and verifies all purchasing receipts and statements and forwards the original documents to Finance Division within five days of receiving the CIBC statement;
- Allocates the appropriate GL account to card transactions;
- Identifies discrepancies and reports to either the bank or the supplier if the statement is incorrect;
- Notifies **CIBC Purchasing Card Customer Service** at **1-800-652-3888** and the **Purchasing Card Co-ordinator** (Treasurer -274-5323 Ext 248) immediately regarding **lost or stolen cards**.
- Notifies the Purchasing Card Co-ordinator in writing of name, telephone, address and department changes.
- Notifies Purchasing Card Co-ordinator in writing upon employment resignation and returns purchasing card to same.

### PURCHASING SERVICES:

- Appoints a Purchasing Card Co-ordinator (Treasurer);
- Performs spot audits to ensure compliance with Purchasing Card policy and procedures, and general purchasing activities;
- Identifies future Purchasing Card enhancements and applications;
- Notifies appropriate administrators and managers of non-compliance issues;
- Provides Cardholder training;
- Assists with problem resolution;
- Develops program literature and documentation.
- Identifies future Purchasing Card program applications and enhancements;
- Works with cardholders to identify appropriate suppliers.

## RESPONSIBILITIES



#### **PURCHASING CARD CO-ORDINATOR:**

- Approves/Changes/Cancel's Purchasing Cards;
- Establishes and maintains **(Town of Fort Frances)** wide communication;
- Primary contact person for Financial Institution and **(Town of Fort Frances)**;
- Primary contact person for PROCARD and **(Town of Fort Frances)**;
- Primary contact person for questions regarding the use of Purchasing Cards for the **(Town of Fort Frances)**;
- Ensures **(Town of Fort Frances)** Purchasing Card Request Form and Cardholder Agreements are completed correctly and approved appropriately;
- Maintains Purchasing Cardholder Agreements, Purchasing Card Applications, Cardholder Limits and Change Requests;
- Informs Cardholders of their responsibilities and obligations for use of the Purchasing Card;
- Advises (financial institution) of changes to status of Cardholders;
- Cancels cards immediately upon employee termination. **(Division managers must immediately notify the Purchasing Card Co-ordinator of the termination of employment of any employee who holds a (Town of Fort Frances) issued Purchasing Card)**;
- Distributes Purchasing Cards and witnesses that each Card is signed on the back by the Cardholder;
- Resolves card blockages with CIBC VISA as required;
- Reviews blockage reports on a monthly basis;
- Reviews and verifies that the monthly transactions are appropriate;
- Ensures cardholder confidentiality.

#### **FINANCE DIVISION:**

- Processes the monthly Purchasing Card journal entries to bank;
- Stores and files all Cardholder original receipts and monthly statements as per Revenue Canada guidelines;

#### **TREASURER:**

- BAS Interface;
- Audits appropriateness of GL account numbers.

#### **CARD COMPANY:**

- Co-ordinates and structures the initial implementation of the Purchasing Card;
- Assists in the development and implementation of specific applications;
- Assists in training and development of Cardholders;
- Manages all aspects related to client services;
- Provides recommendations/solutions to problems and concerns;

- Co-ordinates activities, communication, new account information and electronic data interchange transmissions between the bank and the (Town of Fort Frances);
- Assists the Purchasing Card Co-ordinator with analysis and reports on the Purchasing Card Program.

## RESPONSIBILITIES

### BANK CUSTOMER SERVICE REPRESENTATIVES:

- Provides Cardholders with telephone information services from 5:00 am to 5:00 pm Pacific Time;
- Provides 24 hour service, seven days per week for card cancellation;
- Takes orders for replacement of damaged cards;
- Provides account balances;
- Answers credit limit inquiries;
- Takes duplicate statement requests;
- Receives lost/stolen card reports;
- Receives name and address changes;
- Resolves problems;

## HOW DOES THE PURCHASING CARD WORK?

### *The Purchasing Card is for business use only!*

The Purchasing Card is a commercial VISA credit card. It works similarly to your personal credit card except that there are specific merchant limitations, transaction limits and monthly limits. Each time you use your Purchasing Card, an electronic process verifies that your purchase is within the predetermined limits. If your purchase violates these limits, the supplier will not be able to process your order.

## MAKING A PURCHASE

- 1) Determine if your purchase is for authorized goods or services and within your authorized limits.
- 2) Determine the supplier.
- 3) Determine if you will place the order in person or via the telephone/fax. (Remember to ensure that the card number is relayed to the supplier in a secure way.)
- 4) CIBC VISA will pay the supplier for the transaction.

## RECEIPTS

Get a receipt from the supplier for each transaction. **Save your receipts! Receipts will be used to reconcile your monthly Purchasing Card Statement.** Receipts that do not clearly list the items purchased will not be considered adequate documentation. If you lose a receipt, attempt to get a copy from your supplier. If it is impossible to get a copy then create one detailing the information required on a receipt and have your supervisor/manager sign it as an authorized proof of purchase.

Receipts include charge slips, cash register receipts or packing slips. For subscriptions, a copy of the renewal notice or initial subscription request is a receipt. A receipt for a guest speaker could be a receipt from a receipt book.

All receipts must include the following information:

- Purchasing Card #
- Itemized description of goods or service purchased
- Supplier name
- Transaction date
- Transaction total
- PST if applicable
- GST
- GST Registration Number
- GL Code(S)

## **DECLINED PURCHASE**

If your purchase is not approved by VISA, call **CIBC Purchasing Card Customer Service** at **1-800-652-3888** to determine the reason for the decline.

The (Town of Fort Frances) **may** set certain MCC (Merchant Code Category) restrictions. Occasionally an authorized supplier may be classified under an MCC that has been restricted. Ask CIBC for the MCC category that caused the decline and then contact the Purchasing Card Coordinator if you experience a blocked purchase.

If you believe that the spending limits are too restrictive then you must have your supervisor/manager complete a new Request for Purchase Card and tick off the Change space.

## MERCHANTS WHO DO NOT ACCEPT THE PURCHASING CARD

Anyone from whom you currently purchase goods or services should be considered a potential merchant of the Purchasing Card Program even if they don't accept Purchasing Cards today. The program is not restricted only to retail merchants. There are many industrial suppliers who have recognized the need to accept Purchasing Cards as a form of payment.

Merchants may contact their local bank or financial institution to become CIBC VISA Purchasing Card capable or they may contact the **CIBC Merchant Card Services** for assistance. Most institutions will be able to set up a merchant to process all types of Purchasing Card transactions, so that this form of payment may be accepted from the (Town of Fort Frances).

## RETURNING AN ITEM PURCHASED WITH A PURCHASING CARD

For an in-person purchase, return the item directly to the supplier and obtain a credit receipt.

### **CASH REFUNDS ARE PROHIBITED!**

If you made the purchase via the telephone, mail or fax:

- Contact the supplier for return instructions.
- Get a return authorization number (RMA or RA) or a credit number from the supplier. **NOTE:** Some suppliers charge a restocking charge or a handling fee.
- Return the goods to the supplier via an economical shipper such as a courier or the postal mail.
- Note the date of the return. Be sure to check all subsequent Purchasing Card Statements to verify that you have received a credit for the returned item.

## REVIEWING AND RECONCILING MONTHLY STATEMENTS

Your monthly Purchasing Card Statement will be mailed to you at the address provided on your Purchasing Card application around the 15<sup>th</sup> day of each month.

**IT IS THE RESPONSIBILITY OF THE CARDHOLDER** to verify that he/she has received the monthly statement and verify the accuracy of the statement by reconciling the receipts to the statement. If you do not receive your CIBC statement by the 15<sup>th</sup> of the month, you may call CIBC Purchasing Card Customer Service to request a screen printcopy, which will be faxed to you.

You are checking for:

- Amounts on the VISA statement that is different from your receipts. (The difference may be a shipping or handling charge).
- Items on the statement that you did not purchase.

**NOTE:** If you find a discrepancy, follow the instructions under "Incorrect Charges".

Attach the receipts with GL codes noted to the monthly statement in the same order as they appear on the statement.

## **REVIEWING AND RECONCILING MONTHLY STATEMENTS**

Sign the statement. Your signature confirms that:

- the charges are correct with any exceptions noted
- all receipts are attached
- all purchases are authorized (Town of Fort Frances) purchases

Forward the signed statement and receipts to your supervisor/manager for their authorized signature.

Forward the statement and receipts to the Finance Division.

## **INCORRECT CHARGES**

If you find a discrepancy between your quote and statement, call the supplier immediately to resolve the discrepancy. If the matter remains unresolved contact the Purchasing Plan Co-ordinator at 274-5323 x248. If a transaction on the monthly statement does not belong to you contact CIBC Purchasing Card Customer Service at 1-800-652-3888 and advise your Purchasing Card Co-ordinator.

## **PRODUCT QUALITY/SERVICE**

If you receive a product that is either incorrect or defective allow the supplier a reasonable amount of time to either replace the product, resolve the service issue or issue you a credit before you turn the matter over to the Purchasing Card Co-ordinator.

## **LOST OR STOLEN CARDS**

If you have lost your Purchasing Card or had it stolen contact **CIBC Purchasing Card Customer Service at 1-800-652-3888 IMMEDIATELY**. Record the name of the person you contacted and the exact time of the call. Notify the Purchasing Card Co-ordinator immediately after contacting CIBC. CIBC will block further use of the existing card and issue a new card and account number.

## **SPENDING CONTROLS**

### **Cardholder Monthly Credit Limit**

This monthly limit is the maximum dollar amount authorized for a cardholder within a 30 day billing cycle. Spending limits for each (Town of Fort Frances) cardholder vary per card and have been set based on discussions with the Manager in conjunction with the Purchasing Card Co-ordinator.

To allow for ongoing use of each Purchasing Card, cardholder monthly spending limits are replenished automatically by the bank on the day following the issue of statements. The statement day is set for the 4<sup>th</sup> of each month. Cardholder balances are cleared at midnight on the 4<sup>th</sup> of each month.

To request an adjustment to your credit limit, a written request approved by the Manager must be forwarded to the Purchasing Card Co-ordinator. Each request received will be reviewed to determine the viability of the request.

## **AUDITS**

The Treasurer will periodically perform internal audits for compliance with Purchasing Card policies and procedures.

The following non-compliant situations may result in cancellation of a Purchasing Card:

- Inadequate supporting documentation for purchases
- Inappropriate purchases
- Monthly statements that have not been reconciled and signed by the Cardholder and Supervisor/Manager

Cardholders may be subject to disciplinary action for the following non-compliant situations:

- Personal use of the Purchasing Card
- Not reporting a lost or stolen Purchasing Card
- Other excessive violations of Purchasing Card policies

## **PURCHASING CARD CANCELLATIONS**

If it is necessary to cancel a Purchasing Card, the Cardholder must return the Purchasing Card to the Purchase Card Coordinator. The Purchasing Card Coordinator will contact the Card Company to immediately cancel the card.

The Purchasing Card Coordinator will cut the card in half and the card may then be disposed of.

Reasons for cancellation:

- Cardholder is no longer employed by the (Town of Fort Frances)
- Cardholder goes on leave without pay
- Cardholder is requested to surrender the Purchasing Card due to violation of policies

## **AUTHORIZED PURCHASES**

Purchasing Cards may be used to purchase the following goods & services:

- Travel related expenses such as hotel accommodation, airline tickets, car rentals, and conference and seminars fees.
- Magazine Subscriptions;
- U.S. purchases or other foreign countries
- Library/Text books;
- CD ROM & video tapes;
- Supplies and materials
- Computer software and hardware;
- Equipment and Furniture including freight and taxes;
- Meeting refreshments such as sandwiches, muffins, tea/coffee and sweets.
- Any other budgeted items within your scope of responsibility

### **UNAUTHORIZED PURCHASES**

Purchasing Cards **must not** be used to purchase the following goods and services:

- Alcoholic beverages, meals (use travel expense report for per diem) and entertainment;
- Systems development/maintenance/enhancements;
- Professional service contracts such as legal, accounting, architecture or engineering services;
- Outsourcing (Town of Fort Frances) facilities support such as repair and services;
- Casual labour;
- Fines, late fees, or penalties;
- Rentals or leases of equipment;
- Equipment service agreement.

## **TEN WAYS TO PROTECT YOUR CREDIT CARDS**

(an excerpt from a Canadian Bankers Association publication)

**" You may think these ten rules are unnecessary. But if you ignore them, you make it easy for the wrong people to use your cards.**

**1. Never leave your cards unattended at work.**

There are more card thefts in the workplace than in any other single location.

**2. Don't leave credit cards in your vehicle.** A very high proportion of credit cards are stolen from motor vehicles.

**3. Always check your card when it returned to you after a purchase.** Make sure it is your card.

**4. When travelling, carry your cards with you, or make sure they are in a secure location.**

**5. Report lost or stolen cards immediately.** Most fraudulent use of cards takes place within days of their being stolen.

**6. Sign the back of a new card as soon as you get it.** Destroy unwanted cards so no one else can use them.

**7. Make a list of all your cards and their numbers.** This key information is helpful when reporting lost or stolen cards.

**8. Always check your monthly statement.** Make sure the charges are yours.

**9. Never give your card number over the phone unless you are dealing with a reputable company.** The only time you should give it is when **you** have called to place an order.

**TREAT YOUR CREDIT CARDS LIKE CASH."**

**CANADIAN BANKERS ASSOCIATION  
P.O. Box 348, Commerce Court West  
Toronto, Ontario  
M5L 1G2**



## **IMPORTANT TELEPHONE NUMBERS**

### **1. LOST OR STOLEN CARDS:**

CIBC Purchasing Card Customer Service

Tel: 1-800-652-3888

Fax: 1-888-999-9359

### **2. QUESTIONS REGARDING CARD ACCOUNT:**

CIBC Purchasing Card Customer Service

Tel: 1-800-652-3888

Fax: 1-888-999-9359

### **3. QUESTIONS REGARDING PURCHASING CARD PROGRAM:**

Name: Treasurer

Purchasing Card Co-ordinator

Department: Finance

Tel: 274-5323 extension 248

email: [lwitherspoon@fort-frances.com](mailto:lwitherspoon@fort-frances.com)

April 6, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Waste Transfer Agreement Renewal – MNRF**

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On January 1, 2013 the Town and the Ministry of Natural Resources and Forestry (MNRF) entered into a waste transfer agreement to accept solid waste and recycle from a MNRF Transfer Station in Mine Centre Ontario at the Fort Frances Landfill and Recycle Depot respectively. The term of the agreement expired as of March 31, 2022.

The renewal clause in the existing agreement states: “The Parties may renew this Agreement on substantially the terms and conditions set out in this Agreement on the Expiry Date, subject to the mutual agreement of both parties.” MNRF has asked if we would honour the terms of the current agreement while a new agreement is drafted.

In 2018 the Town received a request from Naotkamegwaning (Whitefish Bay) First Nation to receive waste from that community and it was discussed that they rate for their waste should be the regular per tonne rate plus the Town’s typical 25% non resident markup. The Town is currently finishing up the waste transfer agreement with the community with the hope that they will be ready to start transferring waste in summer 2022. However the current MNRF Agreement for Mine Centre stipulates that the waste be received at the regular per tonne rate.

In 2013, when the town entered into the agreement with MNRF, there was no consultation with the Ministry of the Environment, Conservation and Parks about the agreement given that the waste was coming from outside of the bounds of Fort Frances and therefore would not comply with the terms of our Landfill Certificate of Authority. Since that time the MECP has been advised of the legacy agreement and are generally supportive of the agreement continuing given the work the Town is currently undertaking with the expansion efforts at the site.

At this time Council needs to determine if they wish to continue to accept waste from Mine Centre and if they are going to impose the 25% non-resident fee on that waste after which an agreement will be drafted and brought back to Council for approval.

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

1. The Town of Fort Frances renews its lease agreement with the Ministry of Northern Development, Mines, Natural Resources and Forestry to accept solid waste and recycle from the Municipality of Mine Centre Transfer Station. And the waste will continue to be accepted while the new agreement is developed.
2. That the waste be accepted at the rate as established annually in the User Fee By-Law plus the applicable non-resident markup.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1. The Town of Fort Frances renews its lease agreement with the Ministry of Northern Development, Mines, Natural Resources and Forestry to accept solid waste and recycle from the Municipality of Mine Centre Transfer Station. And the waste will continue to be accepted while the new agreement is developed.**
- 2. That the waste be accepted at the rate as established annually in the User Fee By-Law plus the applicable non-resident markup.**

Manager of Operations and Facilities

2022April6 Mine Centre Waste Transfer Agreement Initial Report

April 6, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Amending Agreement 2 with Product Care Association**

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in June 2025 the Town of Fort Frances entered into a Municipal Industrial Stewardship agreement for the collection and processing of certain hazardous wastes under the Waste Diversion Act. In April 2016 the agreement between Product Care and the Town of Fort Frances was amended to expand the products funded under their program.

Recently the Hazardous and Special Waste Program regulation has been in transition to full producer responsibility, fully transitioning in October 2021. The Town has been working with their partners like Product Care to develop the next amendment capturing our programs and program costs and unique constraints.

Attached is the next amending agreement with Product Care transitioning over to the new full producer framework for wastes collected under the Product Care umbrella being paints and coatings, pesticides, solvents, and pressurized containers.

It is the recommendation of the Operations and Facilities Executive Committee that the second amending agreement between the Product Care Association of Canada and the Town of Fort Frances be approved and further that a by-law be prepared authorizing the Mayor and Clerk to sign the agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the second amending agreement between the Product Care Association of Canada and the Town of Fort Frances be approved and further that a by-law be prepared authorizing the Mayor and Clerk to sign the agreement on behalf of the corporation.**

Manager of Operations and Facilities

**AMENDING AGREEMENT NO. 2 TO THE  
PRODUCT CARE ASSOCIATION – MUNICIPAL INDUSTRY STEWARDSHIP PLAN (ISP)  
MATERIALS SERVICES AGREEMENT**

**THIS AMENDING AGREEMENT NO. 2** (the “Amending Agreement No. 2”) is made effective as of the 1<sup>st</sup> day of October, 2021.

**BETWEEN:**

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

(the “Municipality”)

- and -

**PRODUCT CARE ASSOCIATION OF CANADA  
 (“PCA”)**

**RECITALS:**

- A. The Municipality and PCA (together, the “Parties”) entered into the Product Care-Municipal Industry Stewardship Plan (ISP) Materials Services Agreement (the “Agreement”) made as of the 30<sup>th</sup> day of June, 2015 for the provision of certain services by the Municipality to PCA concerning Phase 1 materials, which were paints and coatings and the containers in which they are contained, as defined by the Industry Stewardship Plan for Paints and Coatings (the “ISP”) pursuant to section 34 of the *Waste Diversion Act, 2002*, SO 2002, c 6, which was in force at the time, but which has since been repealed as of November 30, 2016.
- B. The Agreement has been amended by Amending Agreement No. 1 effective the 1<sup>st</sup> of April 2016, which forms part of the Agreement, to add services for pesticides, solvents and fertilizers and the containers in which they are contained, as defined by the ISP.
- C. The Municipal Hazardous or Special Waste Program operated by Stewardship Ontario (“SO”) and the ISP program will cease operations on the 30<sup>th</sup> of September 2021. As of the 1<sup>st</sup> of October 2021, Ontario Regulation 449/21 (Hazardous and Special Products; the “HSP Regulation”) under the *Resource Recovery and Circular Economy Act, 2016*, SO 2016, c 12, *Sched. 1 (the “RRCEA”)* will come into effect and replace repealed legislation regarding resource recovery and waste diversion.
- D. The Resource Productivity and Recovery Authority (“RPRA”) was created by the Government of Ontario to support the transition and oversee waste diversion programs. RPRA’s authority is received from the RRCEA and the *Waste Diversion Transition Act, 2016*, SO 2016, c 12, *Sched. 2 (the “WDTA”)*. The purpose of the WDTA includes promoting the orderly winding up of waste diversion programs and industry funding organizations, such

AMENDING AGREEMENT NO. 2

as SO, in order to allow for governance under the RRCEA, or otherwise.

- E. The HSP Regulation makes producers of Hazardous and Special Products (“HSP”) responsible for the products once they reach end of life and are disposed of, sets mandatory requirements for HSP collection systems and gives producers choices with respect to resource recovery services. PCA is registered as a Producer Responsibility Organization (“PRO”) with RPRA and has entered into agreements with several producers with the purpose of carrying out one or more of the responsibilities related to HSP.
- F. The Municipality will provide or arrange for certain services with respect to HSP Materials, which includes collecting, sorting, transporting (hauler), processing and post-collection services as understood in the Agreement. PCA will compensate the Municipality or the Municipality’s service provider for these certain services in order to fulfil their contractual obligations as a PRO, and the requirements of the HSP Regulation.
- G. The Parties wish to make certain amendments to the Agreement for the second time as contemplated in Section 13 of the Agreement, and in accordance with the terms and conditions set out herein as Amending Agreement No. 2.

**NOW THEREFORE** in consideration of the terms and provisions set out in this Amending Agreement No. 2, the sufficiency of which is acknowledged, the Parties agree as follows:

- 1. The above recitals are true.
- 2. Except for the Title, Recitals and the specific sections replaced by this Amending Agreement No. 2, the following defined terms in Column A shall be replaced by the terms in Column B due to the reason described in Column C, in the Agreement:

<b>A: Previous Term(s)</b>	<b>B: New Term(s)</b>	<b>C: Purpose of the New Term(s)</b>
“Product Care Association”	“Product Care Association of Canada”	The current legal name of PCA.
“Municipal Hazardous or Special Waste” or “MHSW”	“Hazardous and Special Products” or “HSP”	To be consistent with the term used to identify all the materials able to be processed under the HSP Regulation.
“ISP Materials”	“HSP Materials”	To be consistent with the new terminology in the HSP Regulation.
“ISP Program” or “ISP”	“HSP Program”	To be consistent with new terminology in HSP Regulation.
“ISP Services”	“HSP Services”	To be consistent with new terminology in HSP Regulation.
“Waste Diversion Ontario” or “WDO”	“Resource Productivity and Recovery Authority” or “RPRA”	The current regulatory authority overseeing waste diversion in Ontario.

- 3. Section 1.0 of the Agreement providing the Definitions and Interpretation for the Agreement is deleted in its entirety and replaced with Section 1.0 provided as Appendix 1

AMENDING AGREEMENT NO. 2

to this Amending Agreement No. 2.

4. Section 2.0 of the Agreement specifying the HSP Services contracted for under the Agreement is deleted in its entirety and replaced with Section 2.0 provided as Appendix 2 to this Amending Agreement No. 2.
5. Subsection 3.4 of the Agreement specifying that the Municipality will not charge residential Generators for the collection of HSP Materials is deleted in its entirety and replaced with the following:

**3.4** The Municipality will not charge Generators at its Depots or Events that it is authorized to receive HSP Materials from.
6. Section 4.0 of the Agreement specifying the Term and initiation of the Lab Pack Audit Methodology Review is deleted in its entirety and replaced with Section 4.0 provided as Appendix 3 to this Amending Agreement No. 2.
7. Section 5.0 of the Agreement with respect to Title and Compliance with Laws is deleted in its entirety and replaced with Section 5.0 provided as Appendix 4 to this Amending Agreement No. 2.
8. Section 10.0 of the Agreement with respect to Notices is deleted in its entirety and replaced with Section 10.0 provided as Appendix 5 to this Amending Agreement No. 2.
9. A new Section 29.0 is added to the Agreement with respect to Promotion as follows:

**29.0 Promotion**

- 29.1 PCA shall not, except with the prior written consent of the Municipality, or as required to provide any services to the Municipality as outlined under the Agreement, release information relating to this Agreement or make use of its association with the Municipality or use the Municipality's name, including the use of the Municipality's logo or other identifiable insignia, for advertising, promotional, or technical purposes or otherwise give it publicity in any manner.
10. Schedule "A" of Agreement is deleted in its entirety and replaced with Schedule "A" provided as Appendix 6 to this Amending Agreement No. 2.
  11. Schedule "B" of Agreement is deleted in its entirety and replaced with Schedule "B" provided as Appendix 7 to this Amending Agreement No. 2
  12. Schedule "C" of Agreement is deleted in its entirety and replaced with Schedule "C" provided as Appendix 8 to this Amending Agreement No. 2.
  13. Schedule "D" of Agreement is deleted in its entirety and replaced with Schedule "D"

AMENDING AGREEMENT NO. 2

provided as Appendix 9 to this Amending Agreement No. 2

14. Schedule "E" of Agreement is deleted in its entirety and replaced with Schedule "E" provided as Appendix 10 to this Amending Agreement No. 2.
15. All capitalized terms which are used in this Amending Agreement No. 2, if not otherwise defined here, shall have the defined meaning set out in the Agreement.
16. Except as set out in this Amending Agreement No. 2, all other terms and conditions of the original Agreement remain in force and are unchanged, and unmodified.
17. The Municipality acknowledges that some Ontario municipalities have participated in the drafting of a template version of this Amending Agreement No. 2. The Municipality acknowledges and agrees that the participation of these municipalities in drafting the template Amending Agreement No. 2 does not constitute these municipalities' endorsement or verification of the (i) Amending Agreement No. 2, (ii) Agreement, (iii) PCA, or (iv) services provided by PCA under the Agreement, and that the Municipality cannot rely on these other municipalities' involvement when entering into the Amending Agreement No. 2 or the Agreement. The Municipality acknowledges having reviewed this Amending Agreement No. 2 and having been made aware of its right to obtain independent legal advice and has either obtained said legal advice or has chosen not to obtain legal advice and enter into this Amending Agreement No. 2 willingly and of its own accord.
18. Regardless of the date on which the parties execute this Amending Agreement No. 2, upon this Amending Agreement No. 2 having been fully executed by PCA and the Municipality, PCA shall, retroactive to October 1, 2021, make the payments that PCA is required to make to the Municipality under the Agreement, as modified by this Amending Agreement No. 2.

REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.



19. This Amending Agreement No. 2 may be executed in any number of counterparts, each of which is deemed to be an original and all of which taken together constitute one agreement. Delivery of an executed counterpart of this Amending Agreement No. 2 electronically in legible form is equally effective as delivery of a manually executed counterpart of this Amending Agreement No. 2. The form of execution may be subject to the Municipality's temporary document execution process, in place during COVID-19 restrictions. Should this Amending Agreement No. 2 be executed during such restrictions, the Parties agree that execution can be effected through the use of the Municipality's 'Temporary Electronic Approval Template', provided that such a template exists.

**IN WITNESS WHEREOF** the duly authorized signing officers of the Parties have executed this Amending Agreement No. 2 effective as of the date first written above.

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

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

Name:

Title:

Date: March\_\_\_\_,2022

I/We have authority to bind the Corporation.

**PRODUCT CARE ASSOCIATION OF CANADA**

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

Name: Mark Kurschner

Title: President

Date:

I/We have authority to bind the Corporation.

## Appendix 1

### **1.0 Definitions and Interpretation**

- 1.1. Terms beginning with capital letters and used herein without definition shall have the meanings given to them in either the *Waste Diversion Act, 2002*, SO 2002, c 6 (Ontario), the *Municipal Act, 2001*, SO 2001 c 25 (Ontario), the *Waste Diversion Transition Act, 2016*, SO 2016, c 12 (Ontario), or the *Resource Recovery and Circular Economy Act, 2016*, SO 2016, c 12, Sched. 1 (Ontario) as the case may be unless otherwise specified.
- 1.2. In this Agreement:
- (a) **“Agreement”** means this Agreement and includes all schedules, appendices, and amendments thereto;
  - (b) **“Business Day”** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario or, if the Municipality is an upper-tier or single-tier municipality, that the Municipality has elected to be closed for business. The Parties acknowledge that the Municipality may operate Collection Services at its Depots outside of a “Business Day” and that this definition of “Business Day” is not intended to constrain the operating hours of the Municipality’s Depots;
  - (c) **“Claims Submission”** means submission to PCA of data required to validate claim for payment;
  - (d) **“Collection Services”** means all the activities agreed upon under this Agreement, including those conducted at Events and Depots operated by or on behalf of the Municipality, for the purpose of receiving, classifying, packing, storing and transferring HSP Materials onto transportation vehicles, including the manifesting of the HSP Materials prior to transportation away from the Event or Depot;
  - (e) **“Collection Site(s)”** means the HSP Depot(s) named under Schedule “B”;
  - (f) **“Commingled Materials”** means the HSP Materials listed in Schedule E that can be and are safely packed together for transportation as per the Packing Standards;
  - (g) **“Current Price”** means the price for Post Collection Services for Commingled Materials in effect as of October 1, 2021 and, for subsequent years commencing from and after January 1, 2023, the price for Post Collection Services for Commingled Materials in effect as of January 1 of the applicable year, subject to an annual increase for each of those subsequent years by a percentage amount equal

to the percentage change in the Statistics Canada Consumer Price Index (All Items, Not Seasonally Adjusted) which occurred during the previous twelve (12) month period in the province of Ontario;

- (h) **“Depot”** means a collection and transfer facility/location operated by or on behalf of the Municipality for receiving HSP Materials from Generators that the Municipality is authorized to receive HSP Materials from, and transferring same to transporters for processing or recycling;
- (i) **“Diversion Report”** means invoices, HSP Materials tonnage reports, or other such documents as may reasonably be required by PCA from time to time for the validation of Claims Submissions;
- (j) **“Effective Date”**
  - i. means June 30, 2015 for the ISP;
  - ii. means April 1, 2016 for Amendment No. 1 to the ISP to add services for pesticides, solvents and fertilizers; and
  - iii. means October 1, 2021 for the HSP Program where PCA is now a PRO for certain producers pursuant to the HSP Regulation;
- (k) **“End Processor”** means a Service Provider that processes collected HSP Materials;
- (l) **“Event”** means a one-day or other collection event, operated by or on behalf of the Municipality to collect, pack, transport, weigh, and process HSP Materials from Generators that the Municipality is authorized to receive HSP from;
- (m) **“FOB”** means free on board;
- (n) **“Generator”** means the final user who generates waste which will be reused, recycled or disposed;
- (o) **“Industry Stewardship Plan” or “ISP”** means the now discontinued PCA Paints and Coatings waste diversion program dated May 23, 2014 as it applied to Phase 1 materials approved by Waste Diversion Ontario on December 10, 2014 which commenced on the Effective Date, pursuant to section 34 of the *Waste Diversion Act, 2002* (Ontario), including any amendments thereto and replacements thereof, and terminated or will terminate on the 30<sup>th</sup> of September 2021;
- (p) **“HSP”** has the same definition as “hazardous and special product” or “HSP” under the HSP Regulation;

- (q) **"HSP Materials"** means the HSPs designated by the Parties in Schedule "C", for the purposes of this Agreement;
- (r) **"HSP Program"** means the PCA waste diversion program with the Effective Date of October 1, 2021 as it applies to HSP Materials;
- (s) **"HSP Regulation"** means Ontario Regulation 449/21 (Hazardous and Special Products) under the *Resource Recovery and Circular Economy Act, 2016*, as amended;
- (t) **"HSP Services"** means the Collection Services and/or Post-Collection Services provided by the Service Provider for the HSP Materials;
- (u) **"Lab Pack Audit"** means a lab pack study conducted by a third party, with optional observation by no more than two representatives of the Member Associations at their discretion, that follows a methodology designed by the Parties with input from Member Associations to achieve a high level of statistical confidence, the results of which, after providing an opportunity for representatives of the Member Associations to review them in confidence, are used to determine the proportionate share of each Commingled Material to be paid by PCA as set out in this Agreement;
- (v) **"Manifesting"** means those activities associated with preparing a manifest for Post-Collection Services in accordance with Ontario Regulation 347: General – Waste Management, made under the *Environmental Protection Act* (Ontario);
- (w) **"Member Associations"** has the meaning set out in Section 4.3;
- (x) **"Minister"** means the Minister of the Environment Conservation and Parks for the Province of Ontario;
- (y) **"Non-Commingled Materials"** means the materials listed in Schedule E that must be and are packed separately for transportation as per the Packing Standards;
- (z) **"Non-Designated HSP"** means products that are hazardous or special that are not designated as an HSP under the HSP Regulation;
- (aa) **"Packing Standards"** means the Waste Packing Protocols listed in Schedule "E", as amended by PCA from time to time;
- (bb) **"PCA Portal"** means PCA's online system for uploading Claims Submissions;

- (cc) **“Producer Responsibility Organization” or “PRO”** includes PCA where PCA has registered as a PRO with RPRA and entered into an agreement with a producer(s) for the purposes of carrying out one or more of the producer responsibilities as prescribed by the HSP Regulation, but does not include a processor retained solely for the purposes of processing HSP;
- (dd) **“Post-Collection Services”** means the management of HSP Materials after delivery of such HSP Materials to a transportation Service Provider FOB the Event or Depot location, including but not limited to transportation of HSP Materials from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities; and
- (ee) **“Service Provider”** means the Municipality and/or a commercial party that provides HSP Services to PCA or, in the case of the Municipality receiving HSP Services, means the commercial party providing HSP Services to the Municipality.

## Appendix 2

### **2.0 HSP Services**

- 2.1. Schedule "A" to this Agreement sets out schematically three (3) different service location types for the provision of HSP Services by the Municipality to PCA. These are as follows:

- (a) Depot
- (b) Event
- (c) Event (and transportation to Depot)

For the purpose of this Agreement, PCA and the Municipality have agreed that the service location types marked with an "X" below will be the ones under which the Municipality will provide HSP Services to PCA.

- ☐ Depot
- ☒ Event
- ☐ Event (and transportation to Depot)

- 2.2. PCA and the Municipality may agree in writing at any time to change the service location type under which the Municipality is providing HSP Services to PCA herein to the other service location type listed above and described in Schedule "A" hereto or to add another service location type, and this Agreement shall be deemed to have been amended accordingly.
- 2.3. The Parties recognize that there may be changes to this Agreement which may include the addition or removal of HSP Materials covered in the HSP Program. In the event of such changes, either Party may request appropriate amendments to this Agreement to reflect those changes, and the Parties will negotiate same in good faith, failing which, the matter will be resolved by arbitration in accordance with the provisions hereof. Notwithstanding, either Party may give written notice within a reasonable time to the other Party to remove any of the HSP materials from the Municipality's list of HSP Materials included in Schedule "C" of the Agreement ("Notice of Removal"), and such change shall take effect not sooner than ninety (90) days from which the Notice of Removal was given. Neither the Notice of Removal nor the removal of an HSP from the Municipality's list of HSP Materials shall affect the validity, legality, or enforceability of any other provision of this Agreement. For greater clarity, where an HSP is removed from the Municipality's list

of HSP Material(s) under Schedule “C” pursuant to the Notice of Removal then PCA shall have no further right or claim whatsoever to the removed HSP Material(s) from the date on which the removal takes effect.

- 2.4. In the event that PCA registers with the RPRA for other HSPs, then PCA shall provide to the Municipality, at least ninety (90) days before the effective date of the new registration, a proposal for an amendment to this Agreement. The Municipality may, in its sole and absolute discretion, choose whether or not to contract with PCA for the provision of additional HSP Services with respect to the other HSPs for which PCA has newly registered. This discretionary authority applies to any and all HSPs for which PCA has registered even if before the effective date of this Agreement.
- 2.5. The Depot locations for which the Municipality will collect HSP Materials from its residents are provided in Schedule “B”. These are the locations for which HSP Services will be provided by the Municipality to PCA, in accordance with Section 5, for the service location types identified above, as applicable, and PCA agrees to accept HSP Services for all locations identified in Schedule “B”.

### **Appendix 3**

#### **4.0 Term and Lab Pack Audit Methodology Review**

- 4.1. The term of the Agreement commenced or will commence on the Effective Date and, unless otherwise extended or terminated earlier in accordance with the provisions of this Agreement, shall end on December 31, 2022 (the “Term”).
- 4.2. At the expiry of the Term, this Agreement will automatically renew for successive renewal term (a “Renewal Term”) of twelve (12) months unless written notice of termination is provided by either Party to the other Party at least ninety (90) days prior to the expiry of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and if applicable, any Renewal Terms, are referred to as the “Term” of this Agreement.
- 4.3. At least one hundred and fifty (150) days prior to the expiration of the then current Renewal Term (as applicable) PCA or the Municipality will invite representatives from the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association (the “Member Associations”) to meeting(s) hosted by PCA with the purpose of sharing any changes to the Lab Pack Audit methodology and results, and to discuss possible changes to the Collection Accessibility Schedules and Payment for Collection Services as set out in Schedule “B” and Schedule “C” respectively. PCA’s position on changes to Schedule “B” and Schedule “C” following the foregoing meeting(s) will be communicated to the Municipality within one hundred and twenty (120) days of the expiration of the Initial Term or the then current Renewal Term (as applicable). The Parties shall each have access to the data used to design the Lab Pack Audit methodology and the data supplied to any third party to conduct the Lab Pack Audit and the Parties acknowledge that other municipalities participating in the Lab Pack Audit will also have access to the same data.



## Appendix 4

### **5.0 Title and Compliance with Laws**

**5.1** To the extent permitted by applicable laws, the Party or Service Provider with physical possession of the HSP Materials shall have and retain title to the HSP Materials for the duration for which they are in the physical possession of the HSP Materials until such time as they are transferred to the physical possession of another Party or Service Provider, including the End Processor, in accordance with the Processor Standards outlined in Schedule "E", as amended. Any contract the Parties may enter into with any Service Provider or End Processor shall provide the same. Notwithstanding who has the title of the HSP Materials and to the extent it is within the reasonable control of the Municipality, the Municipality transfers the exclusive right to PCA to claim the Collection Site(s) or Events and/or the weight of recovered resources for the HSP listed in the Municipality's list of HSP Materials, insofar as the right to claim the Collection Site(s) or Events and/or the weight of recovered resources are required to fulfill PCA's PRO responsibilities under the HSP Regulation for the HSP Materials.

**5.2** In performing the HSP Services hereunder, the Parties represent and warrant that they will at all times, and will require their Service Providers to, have all Certificates of Approval/Environmental Compliance Approval and any other approvals required and that they will otherwise comply at all times and require their Service Providers to comply, with all applicable laws, regulations and requirements of any governmental authority having jurisdiction, including without limitation the Ontario Ministry of the Environment, Conservation and Parks, the Ontario Ministry of Labour, sections 22 and 23 of the HSP Regulation regarding the requirements for HSP Collection Site(s) or HSP Collection Event(s) to qualify under the HSP Regulation, and section 30 of the HSP Regulation regarding the processing and disposal of the collected HSP Materials, and Ontario's *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act, 2004*, and Canada's *Personal Information Protection and Electronic Documents Act*, as amended and as applicable.

## Appendix 5

### **10.0 Notices**

Any notice, request, demand or other instrument or communication herein provide, permitted or required to be given by either PCA or the Municipality, will be in writing and sufficiently given if delivered personally, by e-mail, or other electronic means of written communication tested and agreed upon prior to transmission to the extent such testing is available (unless otherwise expressly provided herein) or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to PCA will be delivered to:

President  
Product Care Association of Canada  
420-2238 Yukon Street,  
Vancouver, BC, V5Y 3P2  
Facsimile: 604-592-2982  
Email: [contact@productcare.org](mailto:contact@productcare.org)

Notices to the Municipality will be delivered to:

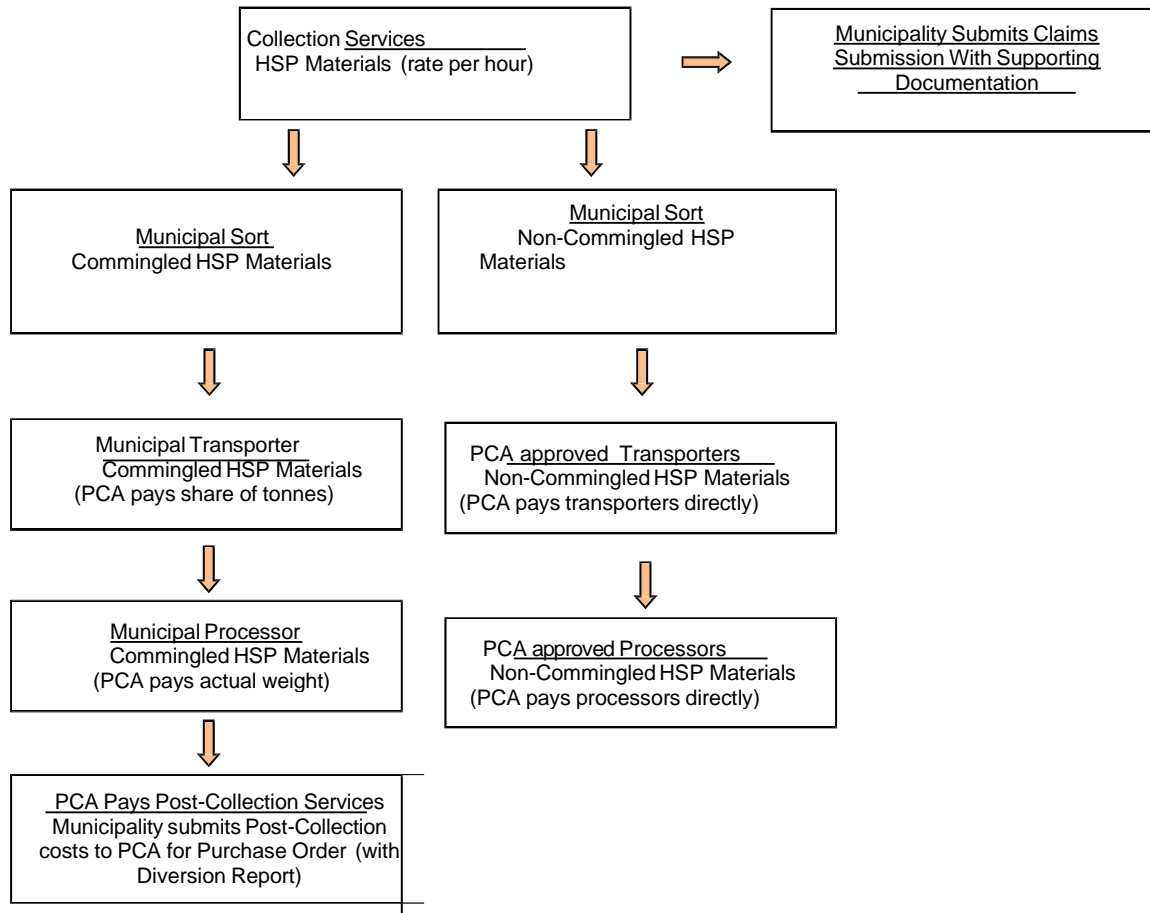
Operations & Facilities Manager  
THE CORPORATION OF THE TOWN OF FORT FRANCES  
320 Portage Avenue, Fort Frances, ON, Canada, P9A 3P9  
Email: [dbrown@fort-frances.com](mailto:dbrown@fort-frances.com)

Any such notice if delivered personally, by e-mail or by other electronic means will be conclusively deemed to have been given on the day of personal delivery or the transmission of e-mail or other tested and agreed upon electronic communication (and if after 5 p.m. E.T. the next following Business Day), or if mailed as aforesaid, will be conclusively deemed to have been received on the fifth (5th) business day following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered via courier). Either Party may, at any time, give written notice to the other of any change of address (postal and/or email) of the Party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such Party for the giving of notices thereafter.

## Appendix 6

### SCHEDULE “A” – HSP SERVICES

#### DEPOT

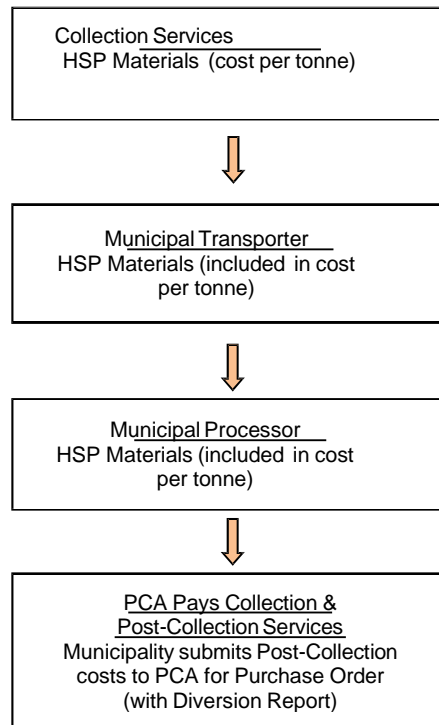


The Municipality or the Municipality’s Service Provider provides Depot Collection Services to PCA for HSP Materials. PCA pays the Municipality an hourly rate for the Collection Services.

Commingled HSP Materials may be packed in transportation containers with other Non-Designated HSP at municipal Depots as per Packing Standards. For Commingled HSP Materials, the Municipality is to contract for transportation and processing of such Commingled HSP Materials and PCA will pay its proportionate share of the transportation (by weight as determined by Lab Pack Audit) and processing (by actual weight) costs for the HSP Materials.

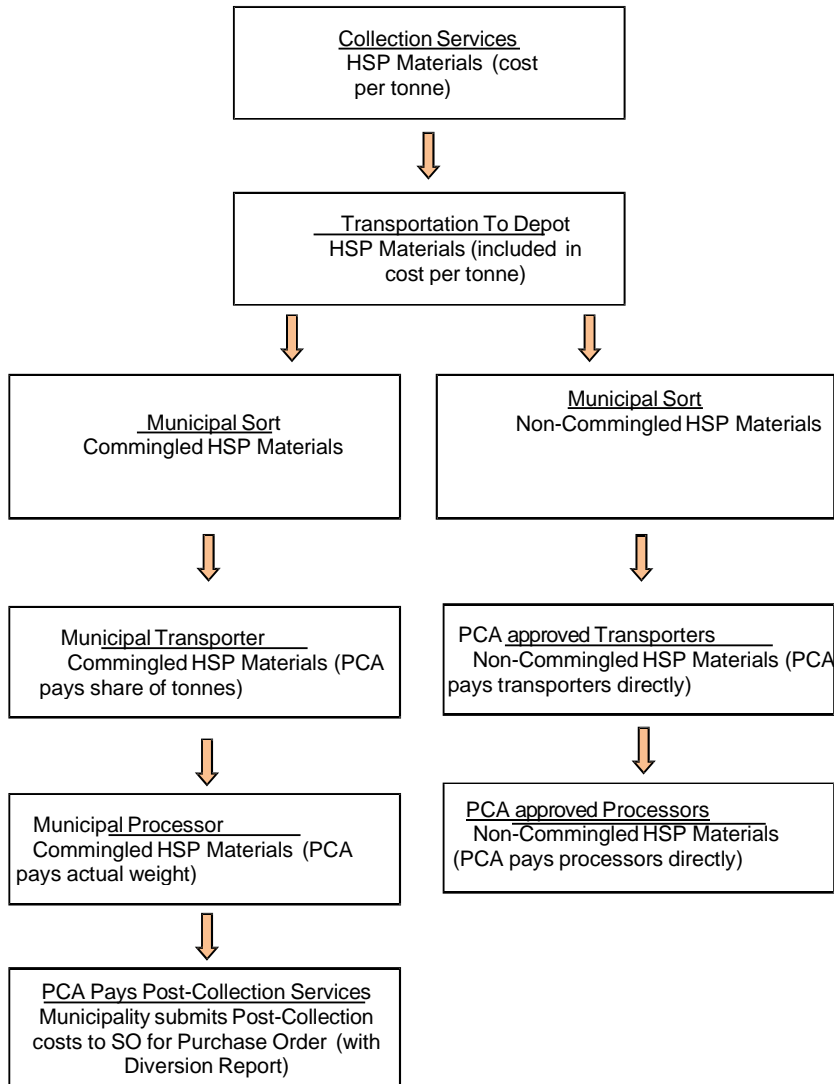
Non-Commingled HSP Materials are to be separately sorted by material as per Packing Standards by the Municipality at its Depots and made ready for pick-up by approved PCA transporters.

## EVENT



The Municipality or the Municipality's Service Provider provides Event Collection Services for HSP Materials. The Municipality may combine Events with other activities, including collection of other HSP and Non-Designated HSP. PCA pays the Municipality a cost per tonne of HSP Materials as per Schedule "C" for the Collection and Post-Collection Services.

## EVENT (and transportation to Depot)



The Municipality or the Municipality's Service Provider provides Event Collection Services for HSP Materials and transports the collected HSP Materials to a Depot. PCA pays the Municipality a cost per tonne.

Commingled HSP Materials may be commingled with other HSP or Non-Designated HSP at municipal Depots as per Packing Standards. For Commingled HSP, the Municipality is to contract for transportation and processing of such Commingled HSP and PCA will pay its proportionate share of the transportation (by weight as determined by Lab Pack Audit) and processing (by actual weight) costs for the Commingled HSP Materials.

Non-Commingled HSP Materials are to be separately sorted by material as per Packing Standards by the Municipality at its Depots and made ready for pick-up by an approved PCA transporter.

## Appendix 7

### SCHEDULE "B" – COLLECTION SERVICES

Municipality will collect HSP Materials from its residents according to the following Collection Services.

#### Depots

HSP Depot Name	Address	Days & Hours of Operation	Total Reimbursable hours
			-

#### Events:

Municipality will use commercially reasonable efforts to submit Event Schedules to PCA for approval by March 31<sup>st</sup> of the calendar year in which the Events will be held, and in all cases will submit Event Schedules not less than sixty days prior to the next planned Event. Once approved by PCA, the updated information on Event Schedules will be deemed to be incorporated into this Agreement.

INITIALLED BY MUNICIPALITY: \_\_\_\_\_

## Appendix 8

### SCHEDULE “C” – HSP MATERIALS INCLUDED AND PAYMENT FOR COLLECTION SERVICES

The HSP Materials which are the subject of this Agreement are those which are selected in the table below:

HSP Materials Selection and Rates:

	HSP Materials included in this Agreement are marked with an “X”	HSP Regulation Category	Hourly rate	\$/tonne rate
Paint and Coatings	X	B	N/A	\$2,400
Pesticides	X	B	N/A	\$2,400
Solvent	X	B	N/A	\$2,400
Pressurized containers – non-refillable	X	A	N/A	\$2,400
Pressurized containers - refillable propane	X	E	N/A	\$65

PCA will pay the Municipality for HSP Materials Collection Services as follows:

For HSP Services – Depot, PCA will pay the Municipality the Hourly Rates set out in the HSP Materials Selection and Rates table in this Schedule “C” plus applicable taxes for the Total Reimbursable Hours set out in Schedule “B”, to be paid in twelve (12) equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by twelve (12) and multiplied by the Hourly Rate.

For HSP Services – Event, PCA will pay the Municipality the “\$/tonne rate” set out in the HSP Materials Selection and Rates table in this Schedule “C” per tonne of HSP Materials plus applicable taxes.

For HSP Services – Event (and transportation to Depot), PCA will pay the Municipality the “\$/tonne rate” set out in the HSP Materials Selection and Rates table in this Schedule “C” per tonne of HSP Materials plus applicable taxes.

For Commingled HSP Materials, PCA will pay its proportionate share of the transportation (by weight as determined by Lab Pack Audit) and processing (by actual weight) costs for the HSP Materials.



## Appendix 9

### SCHEDULE "D" – PROMOTION & EDUCATION

The Municipality will actively promote the collection of HSP Materials and the Product Care Recycling brand through municipal publications, events and activities that support the Municipality's waste management strategy. The Municipality will not charge PCA for any promotion or education activities unless PCA has agreed to such charges in advance in writing. PCA's decision not to pay for specific promotion and education activities does not discharge the Municipality from its obligation to inform the Municipality's residents of its Collection Accessibility Schedules (see Schedule "B").

If the Municipality has a waste management webpage then the Municipality may post the Collection Accessibility Schedules, the Product Care Recycling logo and a link to <http://www.productcare.org/> on the aforementioned webpage at no cost to PCA.

The Municipality must submit to PCA draft copies of all publications using PCA trademarks and logos for approval, which PCA may withhold for any reason.

The Municipality, its employees and Service Providers will not engage in any activity that may cause or perceive to cause harm to Product Care Association or any brand owned by PCA, such as Product Care Recycling.

The Municipality will periodically educate its residents about the BUDS message:

- Buy only what you need
- Use it all up
- Divert
- Safely dispose of the rest



## Appendix 10

### SCHEDULE "E" – PCA STANDARDS

#### Ontario Hazardous and Special Products (HSP)

##### Collection Site Standards

**Effective: October 1, 2021**

To the extent that there is any conflict between these Product Care Association (PCA) HSP Material Collection Site Standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply. The collection site operator is required to comply with the requirements of the applicable laws and regulations. For greater certainty, in the event that the PCA standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the collection site operator is required to comply with the PCA standards as well as with applicable laws and regulations

#### Background

The HSP Regulation came into effect October 1, 2021. The HSP Regulation and product definitions can be viewed at this website [O. Reg. 449/21: HAZARDOUS AND SPECIAL PRODUCTS \(ontario.ca\) https://www.ontario.ca/laws/regulation/r21449](https://www.ontario.ca/laws/regulation/r21449)

PCA is registered with the Resource Productivity and Recovery Authority (RPRA) as a Producer Responsibility Organization (PRO) under the HSP Regulation.

PCA operates as a Producer Responsibility Organization for certain HSP Materials to ensure they are collected and recycled or otherwise safely disposed of in an environmentally appropriate way.

#### Purpose

The HSP Collection Site Standards define the minimum operating requirements to qualify as a PCA collection site for HSP Materials. All locations wishing to act as a collection site on behalf of PCA must be approved by PCA.

PCA reserves the right to review and revise these standards on an ongoing basis. PCA shall provide notification of revisions to these standards to active collection sites. . This notice shall be provided as soon as practicable, and the active collection site shall not be responsible for complying with the revised standards until such time as reasonable notification has been



provided and the active collection site has been given reasonable time to comply. PCA acknowledges that the reasonable time frame to comply may vary depending on the actual change being implemented and, in any event, will be no less than thirty (30) days after notification has been made.

#### Who These Standards Apply to:

For the purposes of these standards, a *Collection Site Operator* means the operator of a PCA approved collection site from which a transporter will pick up HSP Materials and transport them to an approved PCA HSP Materials processor. These standards apply to the following two types of collection sites:

1. **Type 1 sites:** Sites that receive HSP Paints and Coatings and other HSP Materials, and
2. **Type 2 sites:** Sites that collect only: HSP Paints and coatings

#### Enforcement of these Standards

Collection site operators shall:

- Provide PCA with all reasonable information relating to these standards or any matter that relates to HSP Regulation or procedures of PCA;
- Acknowledge that PCA has a right of access to any and all such information during normal business hours and on 24 hours' notice.

Moreover, PCA may verify compliance information provided by collection site operators, either directly or through a third party acting on its behalf. Please note that all parties retained by PCA to verify compliance are acting on behalf of PCA and shall be bound by strict confidentiality agreements.

### 1. General Requirements

All HSP Materials collection site operators shall:

- 1.1 Possess a valid business licence if they are a commercial operation.
- 1.2 Either self-insure, or possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability.
- 1.3 Identify and comply with all applicable legislation and approvals, including but not limited to:

Type 1 collection sites shall be:

- In possession of and in compliance with all terms in their Ministry of

Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA) or Certificate of Approval, as the case may be;

- In compliance with O. Reg.449/21: Hazardous and Special Products;
- Registered with the MECP's Hazardous Waste Information Network (HWIN);
- In compliance with the Ontario *Environmental Protection Act, 1990* (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
- In compliance with the federal *Transportation of Dangerous Goods Act* (TDGA);
- In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.

Type 2 collection sites shall be:

- In compliance with the Ontario *Environmental Protection Act, 1990* (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
- In compliance with O. Reg.449/21: Hazardous and Special Products;
- In compliance with the federal *Transportation of Dangerous Goods Act* ;
- In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.

- 1.4 Meet the HSP Regulation requirements for Collection Site or Collection Event including those set out in s. 22 and s. 23 of the HSP Regulation.
- 1.5 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable legislative and regulatory requirements, including but not limited to:
  - Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;
  - Occupational health and safety regulations;
  - Hazardous waste management regulations (storage, handling).
- 1.6 Implement and maintain an emergency response plan to prepare for and respond to emergency situations including fires, spills and medical events.
- 1.7 Maintain all records for a minimum of two (2) years or longer as required by law, including manifests, bills of lading and waste records.
- 1.8 Provide notice to PCA of any fines or regulatory orders in the previous five (5) years that relate to HSP Materials collected under agreement with PCA and, going forward, within sixty (60) days of any new fine or regulatory order as it relates to HSP Materials collected under agreement with PCA.

## 2. Occupational Health and Safety

All collection site operators shall:

- 2.1 Identify and comply with all applicable Ontario health and safety legislation, including but not limited to:
  - *Employment Standards Act, 2000*;
  - *Occupational Health and Safety Act, 1990*; and
  - *Workplace Safety and Insurance Act, 1997*.
- 2.2 Possess workers' compensation coverage through either a provincial (e.g., WSIB) program or a private insurance policy.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements.
- 2.4 Maintain an occupational health program that includes processes to safeguard the health and safety of employees by:
  - Providing regular documented health and safety training;
  - Providing and enforcing the correct use of personal protection equipment; and
  - Safeguarding hazardous mechanical processes.

## 3. Staff Training

All collection site operators shall:

- 3.1 Train staff on their emergency response plan.
- 3.2 Train staff to identify and pack HSP Materials in its appropriate waste class according to Waste Packing Protocols (refer to Appendix A below).
- 3.3 Train staff to differentiate between HSP Materials that are eligible for collection services under the HSP Regulation and those that are not (refer to Appendix A below).
- 3.4 Update staff training based on any changes made to the Collection Site Standards.
- 3.5 Document and maintain records of staff training.

#### 4. Waste Packing Protocols

All collection site operators shall:

- 4.1 Pack waste according to the MECP's waste classes and PCA Waste Packing Standards as outlined in Appendix A below.
- 4.2 Ensure that HSP Materials are handled and stored as follows:

For Type 1 collection sites:

In accordance with the conditions laid out in their respective Environmental Compliance Approval (ECA) or Certificate of Compliance, as the case may be, and all applicable laws and regulations.

For Type 2 collection sites:

- Have the ability to receive waste paint from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area;
- Have reasonable infrastructure to shelter material from inclement weather in a consolidation storage area;
- Have sufficient space to receive, sort, store and prepare transportation containers for shipment:
  - Paints and coatings: minimum of one 205 L drum or one PCA tubskid, one standard UN gaylord boxes or one metal paint collection bin at each collection site;
- As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
- Be accessible to transport vehicles for pick-up of HSP Materials ; and
- Have reasonable security measures in place to prevent HSP Materials from being tampered with by anyone at the site or using the collection facility at unauthorized times.

- 4.3 All waste must be packed in an approved UN container<sup>1</sup>, a Transport Canada Equivalency Certificate or PCA approved containers and all materials transported must be contained in accordance with *Transportation of Dangerous Goods Act* (TDGA) requirements.
- 4.4 Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the Collection Site Operator's Environmental Compliance Approval or Certificate of Compliance Storage Requirements. Transportation containers used at event days should be filled to capacity and it is understood the last container filled of the day may not be filled to capacity and it may be partially filled.
- 4.5 If applicable, make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage when there is a potential for spillage or breakage of containers in a lab pack during transport.

- 4.6 Place large pails (18 to 30 litres) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used placing large pails on the bottom layer.
- 4.7 Contamination allowances
- The maximum contamination allowance is 5%. This is a weight-based allowance assessed on individual drums for a given waste class.
  - Contamination levels in transport containers (mis-packed HSP Materials, non-program wastes as identified in Appendix A below) will be monitored by PCA or by its authorized agent through random sampling. HSP Materials collection site operators will be required to take corrective action if contamination allowances are exceeded. PCA reserves the right to revoke the collection site's approval status if corrective action is not taken as reasonably requested by PCA.

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<sup>1</sup> Refers to containers that meet the requirements established by the United Nations Committee of Experts on the Transportation of Dangerous Goods; these requirements provide a uniform international system for identifying and packaging Class 3, 4, 5, 6.1, 8 and 9 dangerous goods for transport.

## Appendix A –HSP Materials Packing Standards

*Please note: This table references all HSP Materials as listed in the HSP Regulation. PCA requires that waste materials in each individual row (as numbered in the first column on the left) be packed separately (even though they may be packed under the same waste class)*

#	Waste Class / UN#	Sorting Requirement	Examples of Inclusions	Examples of Exclusions	Instructions
1	<b>Aerosols - 331</b>  UN 1950	<b>Commingled<sup>1</sup></b>	<ul style="list-style-type: none"> <li>Includes paints and coatings, pesticides and solvents managed through PCA's HSP program and waste not managed through PCA's HSP program that are packaged under pressure in a non-refillable self-closing container that contains a propellant in gaseous form.</li> </ul>	<ul style="list-style-type: none"> <li>Pressurized containers (refillable or non-refillable)</li> <li>Fire extinguishers (including in aerosol format)</li> <li>Inhalers</li> <li>Hair Spray</li> <li>Insect Repellent</li> </ul>	
2	<b>Miscellaneous Waste Organic Chemicals - 263</b> (for pails: 211, 212, 213)  UN 1992, 1993	<b>Commingled<sup>1</sup></b>	<ul style="list-style-type: none"> <li>Includes HSP solvents managed through PCA's HSP program and may include other chemical wastes that are not managed through PCA's HSP program.</li> <li>Note: Solvents include such items as turpentine, alcohols (methanol, isopropanol, ethanol), ketones (acetone, methyl ethyl ketone), xylene, toluene, mineral spirits, linseed oil, naphtha, methylene chloride and products marketed as paint thinners, lacquer thinners, automotive body resin solvents, contact cement thinners, paint strippers and degreasers.</li> </ul>	<ul style="list-style-type: none"> <li>Paints and coatings</li> <li>Driveway and roof sealants</li> <li>HSP solvents supplied in a container that is greater than 30 litres or 30 kilograms</li> </ul>	<ul style="list-style-type: none"> <li>Vermiculite must be used in sufficient quantity to cover and protect the waste if there is a potential for breakage (i.e., glass containers) or spillage during transport. Alternatively, and to save on space and vermiculite, glass containers can be placed into secondary containers or pails which can be filled with vermiculite and then placed in drum.</li> </ul>

#	Waste Class / UN#	Sorting Requirements	Examples of Inclusions	Examples of Exclusions	Instructions
3	<b>Non-Refillable Pressurized Containers</b> 331  UN 1978	Non-Commingled <sup>2</sup>	<ul style="list-style-type: none"> <li>• A pressurized container that is used for the supply of a gas product, including propane, but cannot be refilled</li> </ul>	<ul style="list-style-type: none"> <li>• An aerosol container</li> <li>• A fire extinguisher</li> <li>• A pressurized container that has a capacity greater than 109 litres</li> </ul>	<ul style="list-style-type: none"> <li>• Collection sites must store and ship compressed gases based on content (gas) and not cylinder type</li> </ul>



4	<b>Paints, Stains and Coatings - 145</b>	<b>Non-Commingled<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Latex, oil or solvent-based architectural coatings and includes paints and stains, whether tinted or untinted, non-pesticide marine paints and aerosol paints for automotive, craft and industrial applications</li> </ul> <p><b>Note:</b> Architectural coatings means paint or coating intended for interior or exterior surfaces of residential, commercial, institutional or industrial structures, including any components of or attachments to those structures, such as driveways, indoor or outdoor furniture, appliances, floors, cabinets and doors</p>	<ul style="list-style-type: none"> <li>• Non-aerosol paints intended for automotive or industrial applications or crafts</li> <li>• Paints or wood preservatives that are registered as a pesticide under the <i>Pest Control Products Act</i> (Canada),</li> <li>• Stuccos and spackling compounds,</li> <li>• Polishes and waxes,</li> <li>• Caulking and sealants, or</li> <li>• Paints and coatings that are supplied in a container that has a capacity greater than 30 litres or 30 kilograms</li> </ul>	<ul style="list-style-type: none"> <li>• Collection/transport containers should be packed with larger paint containers at the bottom, any spaces filled with smaller containers, and smaller paint containers on top. Paint and coating containers must be stacked upright in the collection/transport containers.</li> </ul>
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5	<b>Pesticides</b> - 242 UN 2902,2903, 2588.	<b>Commingled<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• A pesticide, fungicide, herbicide or insecticide that is registered under the <i>Pest Control Products Act</i> (Canada), that is designated as “DOMESTIC” class under the Pest Control Products Regulations (SOR/2006-124) and is required to bear the signal word “DANGER” or “WARNING” and the signal word “POISON” together with the related precautionary symbols set out in Schedule 3 of that Regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Insect repellents intended for personal use.</li> <li>• Sanitizers, disinfectants and antimicrobial products.</li> <li>• Pool chemicals.</li> <li>• Diatomaceous earth.</li> <li>• Pet products.</li> <li>• Ant traps.</li> <li>• Products regulated under the Food and Drugs Act (Canada).</li> <li>• Insecticidal soaps.</li> <li>• Commercial, agricultural and restricted classifications registered under the Pest Control Products Act (Canada).</li> <li>• Product supplied in a container that has a capacity greater than 30 litres or 30 kilograms</li> </ul>	<ul style="list-style-type: none"> <li>• Vermiculite must be used in sufficient quantity to cover and protect the waste if there is a potential for breakage (i.e., glass containers) or spillage during transport. Alternatively, and to save on space and vermiculite, glass containers can be placed into secondary containers or pails which can be filled with vermiculite and then placed in drum.</li> </ul>
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6	<b>Refillable Propane Container</b> 331  UN 1978	<b>Non-Commingled<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• A pressurized container that can be refilled, has a water capacity of 109 litres or less and is used only for propane</li> </ul>	<ul style="list-style-type: none"> <li>• A refillable non-Propane container</li> </ul>	<ul style="list-style-type: none"> <li>• It is acknowledged that collection sites must store and ship compressed gases based on content (gas) and not cylinder type</li> </ul>
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1 - Commingled refers to waste managed under Product Care Association's program that are packed with waste that is not managed by Product Care Association because separating them at the collection site is not possible or practical. Product Care Association uses allocation models derived from audits conducted on its behalf to calculate its financial obligations to collectors and its collection performance for reporting purposes.

2 - Non-Commingled refers to the sorting of waste such that only wastes managed under Product Care Association's program are packed in the same shipping container.

INITIALED BY MUNICIPALITY: \_\_\_\_\_

April 6, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of RFP 2022-OF-04 – Detailed Engineering Design of the Portage Avenue Underpass Superstructure Rehabilitation**

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The Town of Fort Frances included in the 2022 Capital budget funds to undertake a detailed review and the related design works for the rehabilitation of the Portage Avenue Underpass Superstructure coming from a recommendation of the recent Ontario Structural Inspection Manual bi-annual inspection.

The Town advertised an RFP the week of February 17<sup>th</sup> which closed on Tuesday March 15<sup>th</sup> at 2:00pm in the Town of Fort Frances Committee Room with public participation virtually. Two bids were received, one from JML Engineering of Thunder Bay for a total cost of \$48,400.00 and the second from AECOM of Winnipeg for a total cost of 89,825.00 plus applicable taxes.

The proposals were reviewed by myself and Mr. Cody Vangel, EIT based on criteria outlined within the RFP document. JML Engineering rated highest in their proposal with good experience in bridge work and assessments as well as inclusion of a lift for a detailed inspection of the underside of the deck including the required traffic control. Both firms did not include costs associated with flagging or maintenance blocking costs related to the CN Rail line on the bridge, however the Town did budget \$150,000 for this work so there is sufficient budget to allow for those costs to be paid by the Town within their budget allocation. In addition AECOM did not include a number of other expenses and offered a number of additional tasks for additional fees. AECOM did, however, have a lot of experience relating to CN specifically.

It is the recommendation of the Operations and Facilities Executive Committee that RFP 2022-OF-04 be awarded to JML Engineering of Thunder Bay for a total cost of \$48,400 plus applicable taxes and further that Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that that RFP 2022-OF-04 be awarded to JML Engineering of Thunder Bay for a total cost of \$48,400 plus applicable taxes and further that Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.**

Manager of Operations and Facilities

# 2021 Annual Report

## Fort Frances

### Wastewater Treatment Plant

Prepared by the Ontario Clean Water Agency



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
2021 Annual Report**

## **Introduction**

In accordance with the Amended Environmental Compliance Approval Number 6786-A44PWG section 10(5), the Town of Fort Frances Wastewater Treatment Plant is required to prepare an annual performance report. The 2021 annual performance report summarizes important information regarding the treatment quality of the effluent wastewater, analytical test results, relevant activities and maintenance operations of the Works.

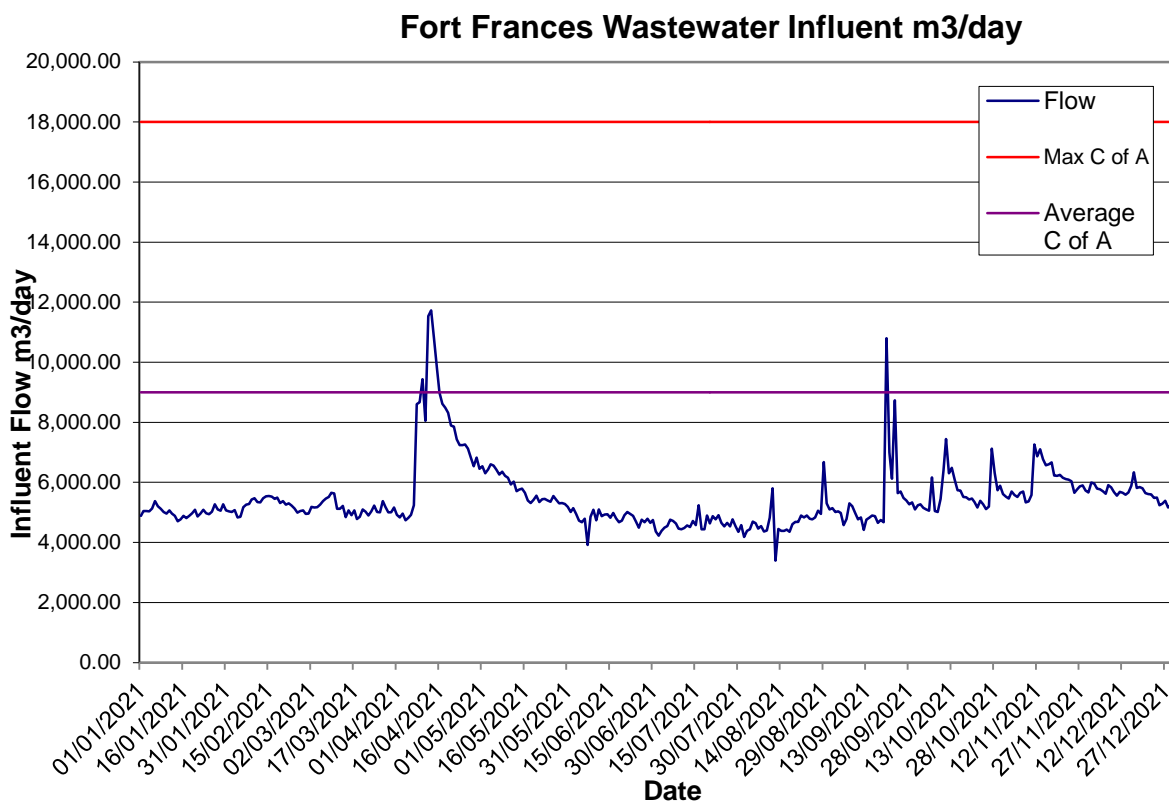
## **Description of the Works**

Capacity of Works	9000 m <sup>3</sup> /day (average flow) Peak 18000 m <sup>3</sup> /day
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

## **1. Summary and Comprehensive Interpretation of Data**

<b>Flow Summary</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>5-yr avg.</b>
Avg. Day m <sup>3</sup> /day	6476	5988	7860	5967	5468	6352
Design m <sup>3</sup> /day	9000	9000	9000	9000	9000	9000
Utilization (Avg. Day/ Design)	72%	67%	87%	66%	61%	71 %
Max Day m <sup>3</sup> /day	12238	13977	18190	12162	11729	13659
Max Day Factor	1.9	2.3	2.3	2.0	2.1	2.1

The daily flow of influent into the Fort Frances Wastewater treatment plant is presented in the following graph.



The peak flow occurred on April 13 2021. The peak flow through the treatment plant was 11729 m<sup>3</sup>/day. The flow through the plant exceeded the design flow of 9000 m3/day on 5 days in April and one day in September.

The daily analytical and process data for the plant is attached as the Monthly Operations Summary. This data is summarized in the Annual Summary also attached to the report.

In the following table the Carbonaceous Biochemical Oxygen Demand, Suspended Solids and Total Phosphorus are compared to the Certificate of Approval effluent concentrations and loadings as specified in section 7.

Month	CBOD5		Suspended Solids		Total Phosphorus		E. Coli	pH	
	Avg. Eff.	Avg. Load	Avg.Eff.	Avg. Load	Avg. Eff.	Avg. Load	Geo Mean	Monthly	Monthly
	CBOD	CBOD	S.S	S.S	T.P	T.P	Counts	Minimum	Maximum
	(mg/L)	(kg/day)	(mg/L)	(kg/day)	(mg/L)	(kg/day)	/100ml		
January	2.2	11.1	2.5	12.7	0.08	0.33	10.0	6.6	7.0
February	2.7	14.3	3.0	15.9	0.08	0.41	10.0	6.6	7.1
March	3.4	17.6	3.6	18.5	0.08	0.40	12.5	7.0	7.4
April	2.5	20.0	5.0	40.5	0.08	0.63	17.8	7.1	7.5
May	2.3	13.3	4.0	23.5	0.11	0.61	22.2	7.2	7.4
June	2.3	10.7	4.3	20.8	0.12	0.57	55.7	7.2	7.4
July	2.0	9.3	2.5	11.5	0.06	0.27	18.1	7.1	7.5
August	2.5	11.7	3.5	16.7	0.16	0.78	17.2	7.0	7.4
September	2.1	14.5	2.6	14.1	0.12	0.66	129.1	7.3	7.6
October	2.0	11.1	2.8	15.8	0.16	0.90	11.9	7.3	7.6
November	2.4	14.3	2.4	14.5	0.11	0.65	23.7	7.3	7.6
December	2.6	11.7	2.6	14.5	0.12	0.69	30.3	7.2	7.5
Average	2.4	13.3	3.2	18.3	0.11	0.58	29.9	7.1	7.4
Max (Min)	3.4	20.0	5.0	40.5	0.16	0.90	129.1	(6.6)	7.6
C of A Limit	<25	<225	<25	<225	<1	<9	<200	>6.0	<9.5
C of A Obj.	<15		<15		<0.9		<150		

The Certificate of Approval Limits for CBOD5 and suspended solids are 25 mg/l with an objective target of 15 mg/l and loading limits of less than 225 kg/day. The levels for total phosphorus are less than 1 mg/l and a loading limit of 9 kg/day. In the reporting year 2021, CBOD<sub>5</sub>, suspended solids and total phosphorus concentration limits and loading limits met both the Certificate of Approval limits and the objectives.

The Certificate of Approval states the pH of the effluent shall be maintained between 6.0 and 9.5, inclusive, at all times. The pH during this period was a high of 7.6 and a low of 6.6. The pH met the requirements of the Certificate of Approval in 2021.

The Certificate of Approval also requires the E-coli results to be less than 200 organisms per 100 ml and an objective of less than 150 organisms per 100 ml as a monthly geometric mean density. The effluent met the objective and limit targets with a maximum monthly geometric mean density of 129.1 organisms per 100 ml.



## **2. Effluent Quality Assurance or Control Measures**

The effluent sample is a 24 hour composite sampled downstream of the UV disinfection system. The influent and effluent samplers are set to collect samples at a frequency of at the least one sample per hour interval.

The operators send weekly influent and effluent samples to ALS Laboratories in Thunder Bay. The effluent samples are analyzed for carbonaceous biochemical oxygen demand, total phosphorus, ammonia, total nitrogen, and nitrates. E-coli are sampled from the effluent only. The influent samples are tested for biochemical oxygen demand, total Kjeldahl nitrogen and total phosphorus. The digester contents are analyzed on an annual basis.

Suspended solids are sampled and tested in house on both influent and effluent and total phosphorus is tested on the effluent. The plant operators perform in-house laboratory testing for several other process parameters to monitor plant performance.

## **3. Maintenance**

The operators performed required routine maintenance through the 2021 period. Additional maintenance activities conducted during the year are as follows:

### **Treatment Plant:**

- Removed ice and frost from Milltronics sensor area in manhole 8
- Replaced portable heater in digester doghouse
- Installed new UV sensors banks 1 and 2
- Repaired floor drain under sludge bin
- Replaced check valve on blower 2
- Replaced shear pin longitudinal collector 2
- Drained and inspected both clarifiers. Removed one link each side of longitudinal chain in each clarifier
- Replaced shear pin longitudinal collector

### **Pump Stations:**

- Replaced Central Avenue lift station pump 1 seal water assembly with new style
- Replaced Central Avenue lift station pumps 2 and 3 seal water assemblies with new style
- Reset the PLC and Milltronics controller at Church Street lift station
- Replaced the White Pine genset battery
- Checked all wiring connections Milltronics controller at Church Street lift station
- Replaced genset batteries for Central Avenue lift station
- Replaced drywell sump pump at Fifth Street lift station

- Peterbilt replaced the block heater on the Central Avenue genset
- Peterbilt replaced the turbocharger on the Fifth Street genset
- Replaced a PLC card at White Pine lift station
- Replaced the low level float switch at White Pine lift station
- Peterbilt replaced the radiator on White Pine lift station genset
- Peterbilt purged air from the fuel line on the Fifth Street genset

#### **4. Operational issues**

The Town of Fort Frances has accepted sewage from the New Gold mine site into the collection system in past years. The operators of the wastewater plant are not aware of any deposits of sewage from New Gold in 2021.

A new ECA was received from the MOE on January 6 2016 allowing for the installation of the new sludge dewatering equipment. The new equipment began processing sludge on September 19 2016.

Optimization of the sludge dewatering process using the new equipment has continued. A Fournier press technician recommended a water heater be installed for polymer dilution water and that the sludge be tested in colder weather for SVI and filaments that could potentially impede drainage. The on-demand water heater was installed in January 2019.

Ongoing pumping issues with the LMI polymer pumps made it necessary to delay trials of alternate polymer samples. A new progressive cavity polymer pump was installed in May 2019 and totes of polymer replaced the drums. Jar testing of various polymers and dosages were conducted in 2021 to confirm the optimum operation of the system.

The town has started the installation of a back-up generator for the sewage plant. The generator is sized to provide power to continue the operation of the process and disinfection equipment during power outage situations. The installation is anticipated to be completed in 2022.

Blower 3 failed December 24th 2020 and blower 2 has been running on hand since. A replacement was ordered and installed in January 2021.

Grit pump 2 developed a leak in the casing and requires replacement or repair.

There was one bypass event in the reporting period which was during a scheduled power outage that lasted 3.6 hours and measured 610 m<sup>3</sup>. Wastewater flowed through the plant by gravity during the outage. The UV disinfection equipment was also not operational during this time. The generator installation is anticipated to eliminate these bypass events due to power outages.

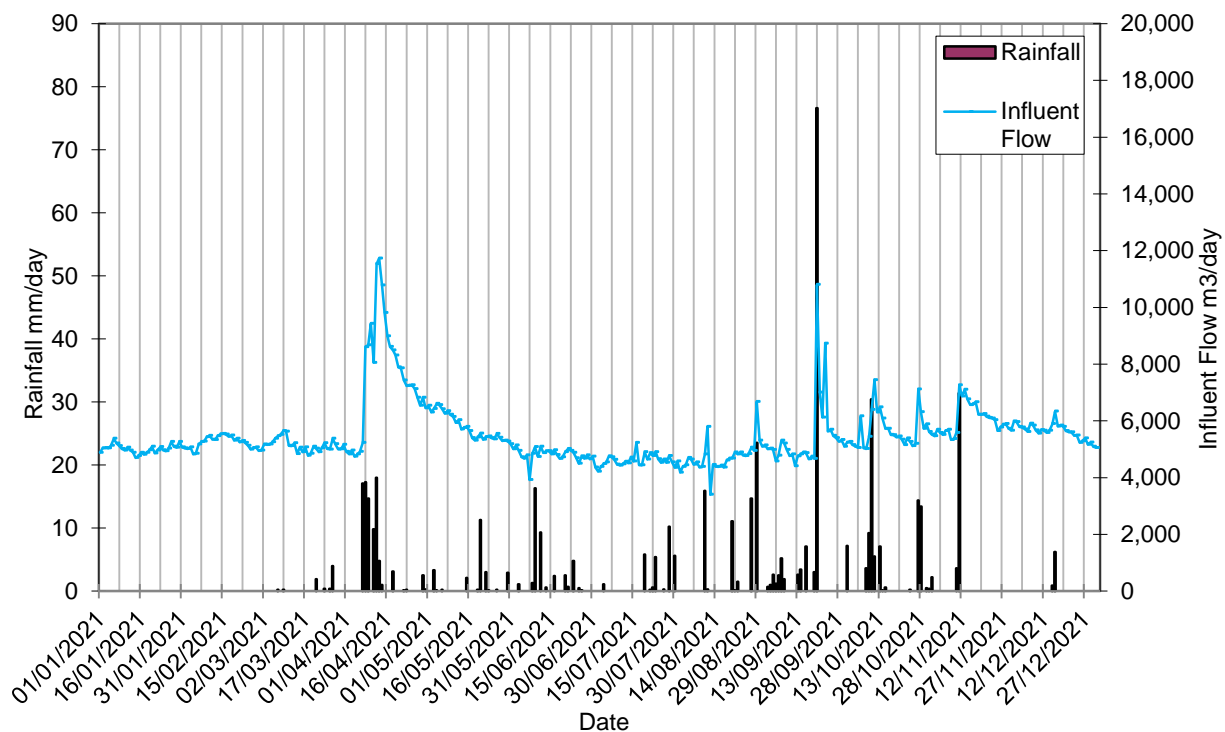
There was no community complaints received during the period of this report.

A graph of the influent flows and rainfall as recorded at the Fort Frances Airport sourced from Environment Canada is included illustrating several rainfall events closely correlating to influent flow spikes. There were a number of rainfall data gaps in the Environment Canada database; these were supplemented by data from the International Falls Airport when available. The highest rainfall event occurred on September 20 with a recorded rainfall amount of 76.6 mm. The flow at the sewage plant was 10804 m<sup>3</sup> on that date. The peak flow of 11729 m<sup>3</sup> was

recorded on April 13 2021 with a rainfall of 4.8 mm. The peak flow was after several days of rainfall and the associated snow melt. The rainfall, during any flow event in the town, may have been higher than the recorded value as the weather station at the airport is located outside of the town.

The flow to the treatment plant was above the rated capacity of 9000 m<sup>3</sup>/day for 6 days in 2021. The flow was over the rated capacity for 5 days of April, and one day in September. The highest flow was April 13 with 11729 m<sup>3</sup>. The April flows were associated with the snow melt and moderate rainfall. The September flow was a one day rainfall event.

Rainfall vs influent Flow 2021



## 5. Sludge Generation and Disposal

A new Fournier Rotary Press was installed and in operation as of September 19 2016 decreasing the water content of the sludge for disposal at the landfill. The rotary press operated for 1471.5 hours in 2021.

### Sludge Volume Hauled in 2021

Month	Total Volume( m3)
January	134.4
February	116.6
March	145.6
April	125.7
May	118.3
June	126.4
July	128.3
August	132.9
September	130.4
October	111.9
November	98.2
December	119.3
<b>Total</b>	<b>1488</b>

There was 1488 m<sup>3</sup> of sludge generated and hauled in 2021 with an average of 124 m<sup>3</sup> per month. The sludge analytical sample results for 2021 are appended to this report.

The Town of Fort Frances installed a Fournier rotary press designed to dewater the sludge and allow for the hauled sludge to meet the MOE criteria for landfill disposal without further drying. The new equipment began processing sludge on September 19 2016. The sludge is being disposed of in the municipal landfill site.

Optimization of the sludge dewatering process using the new equipment has continued. A Fournier press technician recommended a water heater be installed for polymer dilution water and that the sludge be tested in colder weather for SVI and filaments that could potentially impede drainage. The on-demand water heater was installed in January 2019. Ongoing pumping issues with the LMI polymer pumps made it necessary to delay trials of alternate polymer samples. A new progressive cavity polymer pump was installed in May 2019 and totes of polymer replaced the drums. Jar testing of various polymers and dosages were conducted in 2021 to confirm the optimum operation of the system.

There are no anticipated changes to volumes of sludge hauled from the system.

## 6. Calibrations

The owner shall maintain a continuous flow-measuring device to measure the flow rate within an accuracy of +/- 5% of actual rate of flow within the range of 10% to 100% of the full-scale reading of the measuring devices.

In 2021, calibration of the plant bypass weir was completed on September 2 2021 and effluent parshall flume was also completed on September 3 2021; results attached to this report. Both flow measuring devices passed the verification testing.

# **2021 Annual Summary Report**

**2021 Fort Frances Wastewater**

Month	Sewage Flows Year 2021					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.975846576	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.98297947	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.960935097	
January	5015.0	5375	155465		155465	56%	134.4	13		
February	5244.0	5551	146883		146883	58%	116.6	11		
March	5141.9	5653	159400		159400	57%	145.6	14		
April	7538.1	11729	226144		226144	84%	125.7	13		
May	5788.8	6607	179453		179453	64%	118.3	11		
June	4811.1	5142	144334		144334	53%	126.4	12		
July	4603.1	5235	142697		142697	51%	128.3	12		
August	4717.7	6678	146248		146248	52%	132.9	13		
September	5434.6	10804	162428	610	163038	60%	130.4	13		
October	5668.5	7447	175723		175723	63%	111.9	11		
November	6031.0	7261	180930		180930	67%	98.2	10		
December	5626.2	6335	174412		174412	63%	119.3	13		
Sum				610	1994727		1488	146		
Average	5468		166176		166227	61%	124.0	12.2		
Max		11729	226144		226144			14		
ECA	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli	pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean	Monthly	Monthly
	BOD (mg/L)	CBOD (mg/L)	CBOD (kg/day)	S.S (mg/L)	S.S (mg/L)	S.S (kg/day)	T.P (mg/L)	T.P (mg/L)	T.P (kg/day)	TKN (mg/L)	Total N (mg/L)	Counts /100ml	Minimum	Maximum
January	123.8	2.2	11.1	196.5	2.5	12.7	2.99	0.07	0.33	26.2	11.8	10.0	6.6	7.0
February	91.0	2.7	14.3	185.9	3.0	15.9	2.79	0.08	0.41	22.7	15.1	10.0	6.6	7.1
March	104.4	3.4	17.6	179.1	3.6	18.5	2.34	0.08	0.40	18.6	15.0	12.5	7.0	7.4
April	91.8	2.5	20.0	160.7	5.0	40.5	2.23	0.08	0.63	15.8	12.6	17.8	7.1	7.5
May	87.6	2.3	13.3	166.1	4.0	23.5	2.34	0.11	0.61	18.0	13.9	22.2	7.2	7.4
June	97.8	2.3	10.7	208.8	4.3	20.8	3.18	0.12	0.57	18.6	14.7	55.7	7.2	7.4
July	86.0	2.0	9.3	211.8	2.5	11.5	2.88	0.06	0.27	19.5	12.0	18.1	7.1	7.5
August	117.2	2.5	11.7	210.6	3.5	16.7	3.08	0.16	0.78	28.1	8.3	17.2	7.0	7.4
September	108.3	2.1	14.5	264.2	2.6	14.1	3.19	0.12	0.66	20.3	8.5	129.1	7.3	7.6
October	106.8	2.0	11.1	184.4	2.8	15.8	2.47	0.16	0.90	17.4	7.9	11.9	7.3	7.6
November	95.4	2.4	14.3	147.5	2.4	14.5	2.55	0.11	0.65	18.0	8.1	23.7	7.3	7.6
December	91.8	2.6	14.7	164.0	2.6	14.5	2.47	0.12	0.69	17.5	9.9	30.3	7.2	7.5
Average	100.2	2.4	13.6	190.0	3.2	18.3	2.71	0.11	0.58	20.1	11.5	29.9	7.1	7.4
Max	123.8	3.4	20.0	264.2	5	40.5	3.19	0.16	0.90	28.1	15.1	129.1	7.3	7.6
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

# Monthly Operations Summary Report



**Fort Frances Wastewater Treatment Plant**  
**Monthly Operations Summary**

2021	Raw Sewage				Final Effluent												Bypass Volume (m3)
Day	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH	E. Coli. (ctu/100 mL)	
01/01/2021	4,888.00			181	4,888.00	82					0.06		3.2	10	6.8		
02/01/2021	5,043.00			215	5,043.00	86					0.04		1.2	10	6.7		
03/01/2021	5,050.00			177	5,050.00	87					0.12		2	9.5	6.7		
04/01/2021	5,040.00	110	2.86	192	5,040.00	86	2	1.93	0.209	7.18	0.13	3	2.4	10	6.7	10	
05/01/2021	5,132.00			233	5,132.00	85					0.13		0.8	10	6.7		
06/01/2021	5,375.00			178	5,375.00	91					0.05		3.6	10	6.7		
07/01/2021	5,210.00			149	5,210.00	88					0.08		2	9.5	6.6		
08/01/2021	5,116.00			218	5,116.00	84					0.06		4	9.5	6.9		
09/01/2021	5,014.00			278	5,014.00	90					0.2		1.6	9.5	6.7		
10/01/2021	4,962.00			199	4,962.00	84					0.04		2.8	10	6.8		
11/01/2021	5,063.00	112	3.05	252	5,063.00	93	2	3.39	0.156	6.04	0.04	3	2	10	6.7	10	
12/01/2021	4,966.00			188	4,966.00	84					0.06		3.2	10	6.8		
13/01/2021	4,888.00			193	4,888.00	88					0.03		2.4	10	6.8		
14/01/2021	4,702.00			196	4,702.00	82					0.05		2	10	6.8		
15/01/2021	4,768.00			196	4,768.00	86					0.02		0.8	10	6.7		
16/01/2021	4,886.00			178	4,886.00	84					0.04		0.8	9.5	6.7		
17/01/2021	4,817.00			251	4,817.00	85					0.05		4	9.5	6.8		
18/01/2021	4,882.00	163	3.33	234	4,882.00	86	2	6.34	0.729	4.2	0.07	3.9	1.2	9.5	6.8	10	
19/01/2021	4,969.00			171	4,969.00	87					0.08		7.6	9.5	6.9		
20/01/2021	5,094.00			174	5,094.00	87					0.13		2.4	9.5	7		
21/01/2021	4,862.00			204	4,862.00	83					0.05		1.6	9	6.9		
22/01/2021	4,965.00			167	4,965.00	83					0.08		0.8	9	6.9		
23/01/2021	5,085.00			180	5,085.00	91					0.04		4.4	9	6.9		
24/01/2021	4,969.00			183	4,969.00	84					0.05		4.8	9	6.8		
25/01/2021	4,935.00	110	2.72	174	4,935.00	84	2.9	4.71	1.35	5.24	0.03	4.1	2.4	9	6.7	10	
26/01/2021	5,026.00			190	5,026.00	87					0.05		3.2	9	6.9		
27/01/2021	5,265.00			183	5,265.00	89					0.04		2.4	9	6.9		
28/01/2021	5,097.00			201	5,097.00	86					0.03		2	9	6.9		
29/01/2021	5,059.00			176	5,059.00	84					0.02		1.6	9	6.8		
30/01/2021	5,268.00			193	5,268.00	96					0.06		2.4	9	6.8		
31/01/2021	5,069.00			188	5,069.00	85					0.08		2.8	9	7		
Total	155,465.00				155,465.00												0.00
Average	5,015.00	123.75	2.99	196.52	5,015.00	86.35	2.23	4.09	0.61	5.67	0.06	3.50	2.53	9.50	6.80	10.00	0.00
Minimum	4,702.00	110.00	2.72	149.00	4,702.00	82.00	2.00	1.93	0.16	4.20	0.02	3.00	0.80	9.00	6.60	10.00	0.00
Maximum	5,375.00	163.00	3.33	278.00	5,375.00	96.00	2.90	6.34	1.35	7.18	0.20	4.10	7.60	10.00	7.00	10.00	0.00
Count	31	4	4	31	31	31	4	4	4	4	31	4	31	31	31	4	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent												Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH	E. Coli. (cfu/100 mL)	
01/02/2021	5,036.00			270	5,036.00	88					0.02		0.8	9	7		
02/02/2021	5,016.00	174	3.15	174	5,016.00	82	2.5	5.97	1.15	4.94	0.3	3	3.6	9	6.8	10	
03/02/2021	5,080.00			178	5,080.00	93					0.1		2	9	6.6		
04/02/2021	4,829.00			176	4,829.00	80					0.08		4.8	8.5	6.9		
05/02/2021	4,852.00			161	4,852.00	84					0.05		3.2	8.5	6.7		
06/02/2021	5,172.00			200	5,172.00	88					0.07		1.6	8	6.8		
07/02/2021	5,263.00			185	5,263.00	90					0.04		2	8	6.7		
08/02/2021	5,282.00			197	5,282.00	89					0.04		2.8	8	6.8		
09/02/2021	5,433.00	84	2.7	202	5,433.00	88	2	6.6	0.205	5.74	0.01	4.1	2	8	6.8	10	
10/02/2021	5,475.00			193	5,475.00	91					0.03		1.6	8	6.7		
11/02/2021	5,350.00			210	5,350.00	89					0.02		1.2	8	6.8		
12/02/2021	5,337.00			170	5,337.00	92					0.05		3.6	8	6.8		
13/02/2021	5,472.00			183	5,472.00	92					0.07		4	8	7		
14/02/2021	5,533.00			192	5,533.00	91					0.04		3.2	8	7		
15/02/2021	5,551.00			216	5,551.00	92					0.08		5.6	8	6.8		
16/02/2021	5,524.00	62	2.85	143	5,524.00	91	3.9	6.81	0.18	5.49	0.07	3.3	4	8	6.8	10	
17/02/2021	5,451.00			170	5,451.00	90					0.06		3.6	8.5	6.9		
18/02/2021	5,491.00			175	5,491.00	91					0.1		2.8	8.5	6.7		
19/02/2021	5,317.00			173	5,317.00	92					0.08		3.2	8.5	6.8		
20/02/2021	5,380.00			192	5,380.00	97					0.1		3.6	8.5	7.1		
21/02/2021	5,255.00			146	5,255.00	89					0.11		1.2	8	7.1		
22/02/2021	5,303.00	44	2.45	178	5,303.00	84	2.3	4.96	0.399	5.89	0.06	3	4.4	8.5	7	10	
23/02/2021	5,229.00			188	5,229.00	83					0.13		4	8.5	7.1		
24/02/2021	5,134.00			191	5,134.00	86					0.12		3.6	8.5	7.1		
25/02/2021	4,997.00			173	4,997.00	87					0.08		2.8	8.5	7.1		
26/02/2021	5,050.00			169	5,050.00	88					0.11		4	8.5	7		
27/02/2021	5,071.00			183	5,071.00	85					0.13		3.2	8.5	7		
28/02/2021	4,950.00			216	4,950.00	85					0.08		2.4	8.5	7		
Total	146,833.00				146,833.00												0.00
Average	5,244.04	91.00	2.79	185.86	5,244.04	88.46	2.68	6.09	0.48	5.52	0.08	3.35	3.03	8.34	6.89	10.00	0.00
Minimum	4,829.00	44.00	2.45	143.00	4,829.00	80.00	2.00	4.96	0.18	4.94	0.01	3.00	0.80	8.00	6.60	10.00	0.00
Maximum	5,551.00	174.00	3.15	270.00	5,551.00	97.00	3.90	6.81	1.15	5.89	0.30	4.10	5.60	9.00	7.10	10.00	0.00
Count	28	4	4	28	28	28	4	4	4	4	28	4	28	28	28	4	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/03/2021	4,962.00			197	4,962.00	85					0.06		2.8	8	7		
02/03/2021	5,180.00	102	2.53	191	5,180.00	83	2.8	6.95	1.4	4.82	0.08	3	5.2	8.5	7	10	
03/03/2021	5,163.00			192	5,163.00	85					0.08		3.2	8.5	7.1		
04/03/2021	5,171.00			268	5,171.00	86					0.07		3.2	8.5	7.1		
05/03/2021	5,260.00			232	5,260.00	89					0.06		3.6	8.5	7.1		
06/03/2021	5,380.00			181	5,380.00	92					0.06		2.4	8.5	7.1		
07/03/2021	5,464.00			218	5,464.00	92					0.13		7.6	9	7		
08/03/2021	5,520.00	95	1.92	172	5,520.00	96	4.9	5.57	1.09	5.64	0.07	7.2	4.4	9	7.1	30	
09/03/2021	5,653.00			163	5,653.00	89					0.05		2.8	9	7.1		
10/03/2021	5,629.00			176	5,629.00	93					0.07		3.6	9	7.1		
11/03/2021	5,126.00			169	5,126.00	88					0.09		3.2	9	7		
12/03/2021	5,119.00			183	5,119.00	94					0.06		4	8.5	7		
13/03/2021	5,216.00			167	5,216.00	89					0.08		4.4	8.5	7.1		
14/03/2021	4,840.00			159	4,840.00	85					0.05		1.2	8.5	7.1		
15/03/2021	5,064.00	107	2.53	166	5,064.00	90	3.5	7.64	0.97	5.93	0.07	3	1.6	8	7	10	
16/03/2021	4,904.00			156	4,904.00	84					0.08		4	8.5	7.3		
17/03/2021	5,072.00			142	5,072.00	88					0.11		4.4	8.5	7.4		
18/03/2021	4,778.00			170	4,778.00	88					0.09		4	9	7.3		
19/03/2021	4,853.00			142	4,853.00	84					0.08		3.2	9	7.3		
20/03/2021	5,102.00			179	5,102.00	89					0.09		3.2	9	7.2		
21/03/2021	5,025.00			163	5,025.00	84					0.07		4.4	9	7.4		
22/03/2021	4,902.00	105	2.39	167	4,902.00	89	3	9.7	0.38	3.4	0.11	3.9	3.2	9	7.4	10	
23/03/2021	5,041.00				5,041.00	90					0.08		3.2	9	7.3		
24/03/2021	5,224.00			188	5,224.00	87					0.1		4	9	7.4		
25/03/2021	5,017.00			174	5,017.00	88					0.07		2.8	9	7.4		
26/03/2021	5,001.00			169	5,001.00	89					0.09		3.6	9	7.2		
27/03/2021	5,377.00			191	5,377.00	90					0.11		2.8	9	7.2		
28/03/2021	5,185.00			192	5,185.00	87					0.06		2.4	9	7.4		
29/03/2021	5,006.00	113	2.35	184	5,006.00	92	2.8	10.3	1.33	3.91	0.08	3	2	8.5	7.3	10	
30/03/2021	5,002.00			163	5,002.00	90					0.07		6.8	9	7.2		
31/03/2021	5,164.00			160	5,164.00	92					0.06		4	9	7.3		
Total	159,400.00				159,400.00												0.00
Average	5,141.94	104.40	2.34	179.13	5,141.94	88.61	3.40	8.03	1.03	4.74	0.08	4.02	3.59	8.76	7.19	12.46	0.00
Minimum	4,778.00	95.00	1.92	142.00	4,778.00	83.00	2.80	5.57	0.38	3.40	0.05	3.00	1.20	8.00	7.00	10.00	0.00
Maximum	5,653.00	113.00	2.53	268.00	5,653.00	96.00	4.90	10.30	1.40	5.93	0.13	7.20	7.60	9.00	7.40	30.00	0.00
Count	31	5	5	30	31	31	5	5	5	5	31	5	31	31	31	5	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/04/2021	4,918.00			185	4,918.00	89					0.19		3.6	9	7.2		
02/04/2021	4,829.00			194	4,829.00	85					0.08		2.8	9	7.3		
03/04/2021	4,962.00			207	4,962.00	87					0.04		1.2	9	7.2		
04/04/2021	4,742.00			175	4,742.00	86					0.07		3.6	9	7.2		
05/04/2021	4,822.00			182	4,822.00	81					0.07		4	9	7.1		
06/04/2021	4,922.00	96	2.55	172	4,922.00	91	2.4	7.77	0.273	6.5	0.07	3.2	2.8	9	7.2	50	
07/04/2021	5,234.00			203	5,234.00	91					0.05		2	9	7.2		
08/04/2021	8,607.00			193	8,607.00	132					0.08		3.6	9	7.2		
09/04/2021	8,673.00			221	8,673.00	154					0.09		4.4	9	7.1		
10/04/2021	9,431.00			201	9,431.00	141					0.06		4	8.5	7.1		
11/04/2021	8,054.00			259	8,054.00	116					0.06		4.4	8.5	7.2		
12/04/2021	11,535.00	99	2.63	160	11,535.00	156	2.9	4.41	0.979	2.98	0.12	4.5	8	8.5	7.2	20	
13/04/2021	11,729.00			112	11,729.00	152					0.13		10.8	8.5	7.5		
14/04/2021	10,776.00			110	10,776.00	140					0.12		8.8	8.5	7.5		
15/04/2021	9,809.00			135	9,809.00	134					0.11		6.4	8.5	7.4		
16/04/2021	8,985.00			135	8,985.00	124					0.1		7.2	8.5	7.5		
17/04/2021	8,611.00			153	8,611.00	125					0.09		6.4	8.5	7.5		
18/04/2021	8,493.00			149	8,493.00	122					0.05		3.6	8.5	7.4		
19/04/2021	8,315.00	94	1.85	159	8,315.00	121	2.3	3.8	0.124	4.59	0.07	5.1	4.4	8.5	7.4	10	
20/04/2021	7,892.00			141	7,892.00	111					0.05		4	8	7.5		
21/04/2021	7,857.00			123	7,857.00	115					0.08		7.6	8	7.5		
22/04/2021	7,436.00			127	7,436.00	108					0.05		5.2	8	7.4		
23/04/2021	7,238.00			136	7,238.00	109					0.09		6	8	7.4		
24/04/2021	7,246.00			143	7,246.00	110					0.07		5.6	8.5	7.4		
25/04/2021	7,261.00			167	7,261.00	110					0.03		3.6	8.5	7.3		
26/04/2021	7,128.00			150	7,128.00	109					0.04		3.2	8.5	7.3		
27/04/2021	6,821.00	78	1.89	132	6,821.00	101	2.3	5.94	0.571	5.13	0.03	3.4	4.4	8.5	7.4	10	
28/04/2021	6,541.00			133	6,541.00	103					0.14		8.8	9	7.3		
29/04/2021	6,825.00			135	6,825.00	102					0.1		4	9	7.3		
30/04/2021	6,452.00			128	6,452.00	103					0.12		5.2	9	7.3		
Total	226,144.00				226,144.00												0.00
Average	7,538.13	91.75	2.23	160.67	7,538.13	113.60	2.48	5.48	0.49	4.80	0.08	4.05	4.99	8.63	7.32	17.78	0.00
Minimum	4,742.00	78.00	1.85	110.00	4,742.00	81.00	2.30	3.80	0.12	2.98	0.03	3.20	1.20	8.00	7.10	10.00	0.00
Maximum	11,729.00	99.00	2.63	259.00	11,729.00	156.00	2.90	7.77	0.98	6.50	0.19	5.10	10.80	9.00	7.50	50.00	0.00
Count	30	4	4	30	30	30	4	4	4	4	30	4	30	30	30	4	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/05/2021	6,539.00			151	6,539.00	105					0.11		2.4	9	7.3	20	
02/05/2021	6,307.00			126	6,307.00	94					0.09		6.4	9	7.4		
03/05/2021	6,428.00	68	1.8	155	6,428.00	98	3.1	4.35	0.61	4.54	0.09	6.6	5.6	9	7.3		
04/05/2021	6,607.00			164	6,607.00	102					0.07		5.2	9	7.4		
05/05/2021	6,558.00			154	6,558.00	101					0.1		4.8	9	7.4		
06/05/2021	6,417.00			169	6,417.00	96					0.06		4	9	7.3	10	
07/05/2021	6,263.00			160	6,263.00	97					0.08		3.2	9	7.3		
08/05/2021	6,352.00			151	6,352.00	105					0.11		5.2	9	7.4		
09/05/2021	6,223.00	79	2.85	180	6,223.00	96	2	6.06	0.61	5.18	0.07	4.1	6.8	9	7.4		
10/05/2021	6,151.00			136	6,151.00	99					0.12		6.4	9	7.3		
11/05/2021	5,935.00			132	5,935.00	110					0.1		3.6	9.5	7.4	30	
12/05/2021	6,029.00			163	6,029.00	97					0.09		4.8	10	7.3		
13/05/2021	5,706.00			209	5,706.00	89					0.11		3.2	9.5	7.4		
14/05/2021	5,762.00			151	5,762.00	95					0.07		1.2	10	7.3		
15/05/2021	5,796.00			137	5,796.00	94					0.09		2.4	10	7.4		
16/05/2021	5,652.00			145	5,652.00	90					0.13		2.4	10	7.4	10	
17/05/2021	5,397.00	81	1.68	162	5,397.00	89	2	4.64	0.345	7.06	0.1	3.8	2.4	10	7.3		
18/05/2021	5,313.00			172	5,313.00	86					0.12		2	10.5	7.3		
19/05/2021	5,423.00			195	5,423.00	88					0.15		5.6	10.5	7.3		
20/05/2021	5,554.00			176	5,554.00	92					0.15		1.6	10.5	7.3		
21/05/2021	5,345.00			183	5,345.00	96					0.13		2.4	10.5	7.4	90	
22/05/2021	5,441.00			191	5,441.00	91					0.11		3.6	10.5	7.4		
23/05/2021	5,456.00			216	5,456.00	91					0.1		3.6	10.5	7.2		
24/05/2021	5,401.00			194	5,401.00	90					0.12		2.8	10.5	7.3		
25/05/2021	5,360.00	134	2.91	176	5,360.00	90	2	5.22	0.264	6.73	0.09	3	3.2	10.5	7.3		
26/05/2021	5,546.00			170	5,546.00	90					0.15		6.4	10.5	7.4		
27/05/2021	5,415.00				5,415.00	87					0.11		4.8	11	7.4		
28/05/2021	5,298.00				5,298.00	90					0.14		4	11	7.3		
29/05/2021	5,316.00				5,316.00	89					0.08		7.6	11	7.3		
30/05/2021	5,280.00				5,280.00	85					0.14		3.2	11.5	7.3		
31/05/2021	5,183.00	76	2.45		5,183.00	86	2.4	5.59	0.228	5.96	0.09	4.2	4	11.5	7.3	90	
Total	179,453.00				179,453.00												0.00
Average	5,788.81	87.60	2.34	166.08	5,788.81	93.81	2.30	5.17	0.41	5.89	0.11	4.34	4.03	9.98	7.34	22.21	0.00
Minimum	5,183.00	68.00	1.68	126.00	5,183.00	85.00	2.00	4.35	0.23	4.54	0.06	3.00	1.20	9.00	7.20	10.00	0.00
Maximum	6,607.00	134.00	2.91	216.00	6,607.00	110.00	3.10	6.06	0.61	7.06	0.15	6.60	7.60	11.50	7.40	90.00	0.00
Count	31	5	5	26	31	31	5	5	5	5	31	5	31	31	31	5	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/06/2021	5,010.00			237	5,010.00	84					0.14		4.4	12	7.4		
02/06/2021	5,142.00			212	5,142.00	82					0.15		4.8	12	7.3		
03/06/2021	4,955.00			189	4,955.00	90					0.21		3.2	12	7.4		
04/06/2021	4,727.00			201	4,727.00	80					0.18		4	12	7.4		
05/06/2021	4,675.00			192	4,675.00	84					0.2		3.6	12	7.3		
06/06/2021	4,793.00			201	4,793.00	81					0.13		2.8	12.5	7.3		
07/06/2021	3,920.00	108	2.81	186	3,920.00	79	2	6.87	0.14	6.6	0.11	3.9	3.2	12.5	7.3	50	
08/06/2021	4,852.00			207	4,852.00	79					0.14		5.2	12.5	7.3		
09/06/2021	5,084.00			226	5,084.00	85					0.11		3.6	12.5	7.4		
10/06/2021	4,739.00			218	4,739.00	81					0.12		4	13	7.4		
11/06/2021	5,099.00			184	5,099.00	87					0.12		4	13	7.4		
12/06/2021	4,876.00			223	4,876.00	94					0.11		3.6	13	7.3		
13/06/2021	4,934.00			275	4,934.00	93					0.08		4	13.5	7.3		
14/06/2021	4,941.00	97	3.44	243	4,941.00	91	2	5.52	0.135	6.31	0.1	5	4.4	13.5	7.4	120	
15/06/2021	4,827.00			195	4,827.00	80					0.09		6	14	7.4		
16/06/2021	4,978.00			183	4,978.00	83					0.06		2.8	14	7.4		
17/06/2021	4,801.00			211	4,801.00	83					0.1		5.2	14	7.4		
18/06/2021	4,674.00			205	4,674.00	82					0.12		4	14	7.4		
19/06/2021	4,728.00			225	4,728.00	78					0.09		3.6	14	7.3		
20/06/2021	4,908.00			199	4,908.00	81					0.07		5.6	13.5	7.4		
21/06/2021	5,016.00	66	2.89	211	5,016.00	89	2.6	7.08	0.297	5.69	0.09	10.7	4	13.5	7.4	20	
22/06/2021	4,951.00			200	4,951.00	86					0.15		6.4	14	7.3		
23/06/2021	4,883.00			214	4,883.00	83					0.09		5.2	14	7.4		
24/06/2021	4,696.00			178	4,696.00	84					0.11		2.8	14	7.3		
25/06/2021	4,494.00			204	4,494.00	84					0.18		4	14	7.4		
26/06/2021	4,754.00			195	4,754.00	85					0.11		6	14.5	7.4		
27/06/2021	4,678.00			206	4,678.00	96					0.08		3.6	14.5	7.4		
28/06/2021	4,793.00	120	3.57	218	4,793.00	84	2.5	7.99	0.113	6.71	0.09	4.7	7.2	14.5	7.2	80	
29/06/2021	4,654.00			204	4,654.00	82					0.15		4.8	15	7.2		
30/06/2021	4,752.00			221	4,752.00	85					0.07		3.6	15	7.4		
Total	144,334.00				144,334.00												0.00
Average	4,811.13	97.75	3.18	208.77	4,811.13	84.50	2.28	6.87	0.17	6.33	0.12	6.08	4.32	13.42	7.35	55.66	0.00
Minimum	3,920.00	66.00	2.81	178.00	3,920.00	78.00	2.00	5.52	0.11	5.69	0.06	3.90	2.80	12.00	7.20	20.00	0.00
Maximum	5,142.00	120.00	3.57	275.00	5,142.00	96.00	2.60	7.99	0.30	6.71	0.21	10.70	7.20	15.00	7.40	120.00	0.00
Count	30	4	4	30	30	30	4	4	4	4	30	4	30	30	30	4	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/07/2021	4,364.00			173	4,364.00	81					0.03		3.2	15	7.4		
02/07/2021	4,223.00			182	4,223.00	81					0.05		3.6	15	7.5		
03/07/2021	4,382.00			166	4,382.00	80					0.02		4	15	7.5		
04/07/2021	4,487.00			252	4,487.00	79					0.07		2	15	7.5		
05/07/2021	4,545.00	103	3.29	215	4,545.00	79	2	5.29	0.169	6.51	0.05	3	3.6	15	7.4	60	
06/07/2021	4,759.00			227	4,759.00	83					0.06		2.4	15	7.4		
07/07/2021	4,720.00			217	4,720.00	84					0.09		4.8	15	7.3		
08/07/2021	4,630.00			238	4,630.00	82					0.15		4.4	15.5	7.3		
09/07/2021	4,463.00			264	4,463.00	101					0.07		3.2	15.5	7.3		
10/07/2021	4,434.00			280	4,434.00	84					0.06		2	15.5	7.3		
11/07/2021	4,480.00			181	4,480.00	82					0.05		2	15.5	7.3		
12/07/2021	4,569.00	93	2.63	173	4,569.00	81	2	5.5	0.149	6.84	0.05	3	1.6	15.5	7.2	30	
13/07/2021	4,512.00			188	4,512.00	81					0.04		3.2	16	7.4		
14/07/2021	4,716.00			210	4,716.00	84					0.06		2.4	16	7.2		
15/07/2021	4,578.00			185	4,578.00	84					0.04		1.6	16	7.3		
16/07/2021	5,235.00			202	5,235.00	80					0.03		2	16	7.3		
17/07/2021	4,444.00			193	4,444.00	77					0.06		3.6	16	7.3		
18/07/2021	4,442.00			192	4,442.00	78					0.07		2.4	16.5	7.3		
19/07/2021	4,901.00	84	2.77	228	4,901.00	96	2	3.74	0.188	5.46	0.06	3	2.4	16.5	7.2	60	
20/07/2021	4,646.00			206	4,646.00	82					0.07		1.6	16.5	7.1		
21/07/2021	4,871.00			243	4,871.00	84					0.07		4.8	17	7.2		
22/07/2021	4,772.00			243	4,772.00	84					0.07		1.6	17	7.3		
23/07/2021	4,909.00			256	4,909.00	107					0.06		1.6	17	7.2		
24/07/2021	4,654.00			220	4,654.00	85					0.09		2	17	7.2		
25/07/2021	4,532.00			174	4,532.00	80					0.07		1.6	17	7.2		
26/07/2021	4,648.00	64	2.82	202	4,648.00	83	2	1.82	0.203	7.56	0.06	3	2.4	17	7.1	1	
27/07/2021	4,531.00			211	4,531.00	82					0.04		1.2	17	7.1		
28/07/2021	4,772.00			221	4,772.00	83					0.07		2	17	7.1		
29/07/2021	4,546.00			196	4,546.00	82					0.05		2.4	17	7.2		
30/07/2021	4,354.00			241	4,354.00	79					0.04		1.2	17	7.1		
31/07/2021	4,578.00			188	4,578.00	84					0.03		0.8	17	7.1		
Total	142,697.00				142,697.00												0.00
Average	4,603.13	86.00	2.88	211.84	4,603.13	83.61	2.00	4.09	0.18	6.59	0.06	3.00	2.50	16.10	7.27	18.13	0.00
Minimum	4,223.00	64.00	2.63	166.00	4,223.00	77.00	2.00	1.82	0.15	5.46	0.02	3.00	0.80	15.00	7.10	1.00	0.00
Maximum	5,235.00	103.00	3.29	280.00	5,235.00	107.00	2.00	5.50	0.20	7.56	0.15	3.00	4.80	17.00	7.50	60.00	0.00
Count	31	4	4	31	31	31	4	4	4	4	31	4	31	31	31	4	0

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/08/2021	4,184.00			193	4,184.00	77					0.06		2.4	17	7.1		
02/08/2021	4,390.00			212	4,390.00	78					0.04		1.6	17	7.1		
03/08/2021	4,443.00	128	2.89	202	4,443.00	80	2	0.69	0.098	6.7	0.03	3	2	17	7	10	
04/08/2021	4,698.00			177	4,698.00	83					0.05		2.8	17.5	7.1		
05/08/2021	4,642.00			229	4,642.00	86					0.05		2.4	17.5	7.3		
06/08/2021	4,460.00			197	4,460.00	79					0.11		1.6	17.5	7.3		
07/08/2021	4,545.00			197	4,545.00	83					0.09		2	17.5	7.3		
08/08/2021	4,365.00			197	4,365.00	78					0.15		2.4	17.5	7.4		
09/08/2021	4,392.00	103	4.02	209	4,392.00	88	2	0.23	0.118	6.27	0.06	3	1.6	17.5	7.2	30	
10/08/2021	4,827.00			209	4,827.00	84					0.07		3.2	17	7.4		
11/08/2021	5,800.00			198	5,800.00	85					0.22		6.8	17	7.3		
12/08/2021	3,400.00			179	3,400.00	86					0.15		6.4	17	7.3		
13/08/2021	4,453.00			196	4,453.00	81					0.11		3.6	17	7.4		
14/08/2021	4,387.00			188	4,387.00	88					0.08		3.2	17	7.3		
15/08/2021	4,385.00			262	4,385.00	77					0.13		2.4	17.5	7.4		
16/08/2021	4,433.00	146	3.41	206	4,433.00	84	2	0.27	0.104	5.68	0.53	3.7	3.2	17.5	7.2	50	
17/08/2021	4,359.00			208	4,359.00	83					0.08		2	18	7.3		
18/08/2021	4,612.00			232	4,612.00	81					0.27		4.4	18	7.2		
19/08/2021	4,681.00			238	4,681.00	85					0.17		3.2	18	7.2		
20/08/2021	4,682.00			208	4,682.00	81					0.11		3.2	18	7.3		
21/08/2021	4,898.00			195	4,898.00	84					0.25		4	18	7.3		
22/08/2021	4,832.00			228	4,832.00	85					0.12		4.4	17.5	7.4		
23/08/2021	4,893.00	104	2.94	206	4,893.00	83	3.7	1.49	0.069	5.9	0.18	6.3	5.2	17.5	7.3	10	
24/08/2021	4,789.00			191	4,789.00	83					0.14		2.4	18	7.4		
25/08/2021	4,765.00			213	4,765.00	81					0.27		4	17.5	7.2		
26/08/2021	4,833.00			277	4,833.00	83					0.32		7.2	17.5	7.4		
27/08/2021	5,061.00			244	5,061.00	87					0.26		4.4	17.5	7.3		
28/08/2021	4,953.00			241	4,953.00	85					0.3		7.2	17.5	7.4		
29/08/2021	6,678.00			168	6,678.00	114					0.23		2.8	17.5	7.4		
30/08/2021	5,307.00	105	2.15	202	5,307.00	87	2.6	1.52	0.426	3.94	0.25	3	4	17.5	7.3	10	
31/08/2021	5,101.00			227	5,101.00	88					0.11		2.4	18	7.4		
Total	146,248.00				146,248.00												0.00
Average	4,717.68	117.20	3.08	210.61	4,717.68	84.10	2.46	0.84	0.16	5.70	0.16	3.80	3.50	17.48	7.29	17.19	0.00
Minimum	3,400.00	103.00	2.15	168.00	3,400.00	77.00	2.00	0.23	0.07	3.94	0.03	3.00	1.60	17.00	7.00	10.00	0.00
Maximum	6,678.00	146.00	4.02	277.00	6,678.00	114.00	3.70	1.52	0.43	6.70	0.53	6.30	7.20	18.00	7.40	50.00	0.00
Count	31	5	5	31	31	31	5	5	5	5	31	5	31	31	31	5	0



**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/09/2021	5,147.00			716	5,147.00	87					0.13		4.8	18	7.4		
02/09/2021	5,010.00			181	5,010.00	85					0.12		2	18	7.4		
03/09/2021	5,035.00			205	5,035.00	86					0.1		3.2	17.5	7.3		
04/09/2021	4,982.00			229	4,982.00	90					0.19		3.2	17.5	7.5		
05/09/2021	4,579.00			221	4,579.00	80					0.15		2	17.5	7.3		
06/09/2021	4,785.00			214	4,785.00	81					0.1		2	17.5	7.4		
07/09/2021	5,307.00	60	3.95	215	5,307.00	85	2	0.37	0.474	5.19	0.08	3	2.8	17.5	7.3	10	
08/09/2021	5,208.00			202	5,208.00	87					0.11		2.4	17.5	7.3		
09/09/2021	4,980.00			217	4,980.00	85					0.09		3.6	17.5	7.4		
10/09/2021	4,768.00			208	4,768.00	84					0.07		1.6	17.5	7.4		
11/09/2021	4,832.00			190	4,832.00	89					0.08		2.4	17.5	7.3		
12/09/2021	4,413.00			211	4,413.00	78					0.1		1.6	17.5	7.3	24900	610
13/09/2021	4,756.00			201	4,756.00	85					0.07		1.2	17.5	7.3		
14/09/2021	4,825.00	134	3.29	214	4,825.00	80	2	0.561	0.269	6.31	0.09	3	2	17.5	7.4	20	
15/09/2021	4,895.00			198	4,895.00	82					0.08		4.4	17.5	7.4		
16/09/2021	4,871.00			247	4,871.00	79					0.1		2.4	17.5	7.3		
17/09/2021	4,653.00			214	4,653.00	77					0.06		1.6	17.5	7.4		
18/09/2021	4,744.00			196	4,744.00	82					0.13		4	17.5	7.4		
19/09/2021	4,669.00			265	4,669.00	81					0.29		3.6	17	7.5		
20/09/2021	10,804.00	138	3.19	1654	10,804.00	196	2.5	0.643	0.173	5.43	0.17	4.5	4.4	17	7.4	720	
21/09/2021	6,998.00			276	6,998.00	108					0.15		2.8	17	7.6		
22/09/2021	6,124.00			132	6,124.00	97					0.13		2.8	17	7.5		
23/09/2021	8,734.00			151	8,734.00	94					0.15		1.2	17	7.5		
24/09/2021	5,638.00			144	5,638.00	99					0.13		2	17	7.5		
25/09/2021	5,695.00			163	5,695.00	93					0.11		2.4	17	7.5		
26/09/2021	5,478.00			186	5,478.00	88					0.09		1.2	17	7.4		
27/09/2021	5,399.00	101	2.34	162	5,399.00	90	2	0.458	0.189	5.21	0.1	3	1.6	17	7.5	10	
28/09/2021	5,275.00			156	5,275.00	94					0.12		2	17.5	7.5		
29/09/2021	5,332.00			184	5,332.00	93					0.14		4	17.5	7.5		
30/09/2021	5,102.00			174	5,102.00	84					0.1		1.6	17.5	7.4		
Total	163,038.00				163,038.00												610.00
Average	5,434.60	108.25	3.19	264.20	5,434.60	90.63	2.13	0.51	0.28	5.54	0.12	3.38	2.56	17.38	7.41	129.10	0.00
Minimum	4,413.00	60.00	2.34	132.00	4,413.00	77.00	2.00	0.37	0.17	5.19	0.06	3.00	1.20	17.00	7.30	10.00	610.00
Maximum	10,804.00	138.00	3.95	1,654.00	10,804.00	196.00	2.50	0.64	0.47	6.31	0.29	4.50	4.80	18.00	7.60	24,900.00	610.00
Count	30	4	4	30	30	30	4	4	4	4	30	4	30	30	30	5	1

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent												E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH			
01/10/2021	5,240.00			191	5,240.00	91					0.13		3.6	17.5	7.3	10		
02/10/2021	5,267.00			168	5,267.00	93					0.11		2	17	7.4			
03/10/2021	5,154.00			223	5,154.00	87					0.14		3.2	17	7.5			
04/10/2021	5,098.00	114	2.24	151	5,098.00	93	2	0.35	0.149	5.21	0.13	6.7	2.8	17	7.3			
05/10/2021	5,056.00			156	5,056.00	91					0.14		2.8		7.4			
06/10/2021	6,168.00			199	6,168.00	89					0.33		2.8		7.3			
07/10/2021	5,045.00			192	5,045.00	87					0.35		1.6	17	7.4			
08/10/2021	5,017.00			202	5,017.00	86					0.31		2.4	17	7.4			
09/10/2021	5,451.00			173	5,451.00	94					0.15		2	17	7.3			
10/10/2021	6,390.00			177	6,390.00	129					0.13		2.8	17	7.3			
11/10/2021	7,447.00			172	7,447.00	110					0.08		3.2	17	7.4			
12/10/2021	6,308.00	85	2.46	165	6,308.00	102	2	0.43	0.087	4.72	0.1	3	4.8	17	7.4	10		
13/10/2021	6,484.00			208	6,484.00	99					0.14		4.8	17	7.4			
14/10/2021	6,086.00			167	6,086.00	96					0.13		2.8	16.5	7.3			
15/10/2021	5,734.00			185	5,734.00	90					0.12		2	17	7.4			
16/10/2021	5,733.00			205	5,733.00	97					0.12		3.2	16.5	7.4			
17/10/2021	5,513.00	103	2.14	159	5,513.00	89	2	0.404	0.099	6.01	0.17	3.6	3.2	16.5	7.5			
18/10/2021	5,503.00			147	5,503.00	96					0.5		2	16.5	7.4		20	
19/10/2021	5,425.00			167	5,425.00	90					0.23		2.8	16	7.4			
20/10/2021	5,458.00			164	5,458.00	88					0.13		4.4	16	7.3			
21/10/2021	5,347.00			262	5,347.00	93					0.13		2.4	16	7.4			
22/10/2021	5,159.00			221	5,159.00	91					0.11		4	16	7.4			
23/10/2021	5,388.00			196	5,388.00	98					0.08		3.2	16	7.3			
24/10/2021	5,269.00	125	3.04	182	5,269.00	89	2	0.51	0.11	7.06	0.1	3	1.6	16	7.4	10		
25/10/2021	5,115.00			189	5,115.00	88					0.11		2	16	7.4			
26/10/2021	5,199.00			172	5,199.00	87					0.14		1.6	16	7.3			
27/10/2021	7,121.00			176	7,121.00	93					0.16		1.2	16	7.4			
28/10/2021	6,311.00			199	6,311.00	111					0.11		3.2	16	7.6			
29/10/2021	5,734.00			154	5,734.00	94					0.12		2.4	16	7.4			
30/10/2021	5,890.00			245	5,890.00	97					0.16		3.2	15.5	7.4			
31/10/2021	5,613.00			150	5,613.00	99					0.13		2	15.5	7.4			
Total	175,723.00				175,723.00													0.00
Average	5,668.48	106.75	2.47	184.42	5,668.48	94.74	2.00	0.42	0.11	5.75	0.16	4.08	2.77	16.47	7.38		11.89	0.00
Minimum	5,017.00	85.00	2.14	147.00	5,017.00	86.00	2.00	0.35	0.09	4.72	0.08	3.00	1.20	15.50	7.30	10.00	0.00	
Maximum	7,447.00	125.00	3.04	262.00	7,447.00	129.00	2.00	0.51	0.15	7.06	0.50	6.70	4.80	17.50	7.60	20.00	0.00	
Count	31	4	4	31	31	31	4	4	4	4	31	4	31	29	31	4		

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent												E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH			
01/11/2021	5,521.00			165	5,521.00	94					0.12		2.4	15.5	7.3			
02/11/2021	5,465.00	84	2.61	167	5,465.00	90	2	0.28	0.081	7.58	0.14	3	1.6	15.5	7.4	30		
03/11/2021	5,695.00			142	5,695.00	96					0.12		3.6	15.5	7.3			
04/11/2021	5,583.00			143	5,583.00	92					0.09		1.6	15.5	7.4			
05/11/2021	5,513.00			146	5,513.00	92					0.11		2	15.5	7.4			
06/11/2021	5,655.00			161	5,655.00	100					0.08		2.4	15.5	7.3			
07/11/2021	5,697.00			191	5,697.00	97					0.1		1.6	15.5	7.4			
08/11/2021	5,334.00	103	3.04	152	5,334.00	96	2	0.44	0.065	5.87	0.12	3	2	15	7.4	10		
09/11/2021	5,367.00			178	5,367.00	90					0.09		2	15	7.5			
10/11/2021	5,583.00			166	5,583.00	105					0.07		2.4	15	7.5			
11/11/2021	7,261.00			169	7,261.00	113					0.09		4.4	14.5	7.5			
12/11/2021	6,872.00			114	6,872.00	104					0.22		2.4	14.5	7.4			
13/11/2021	7,104.00			137	7,104.00	131					0.12		2.8	14	7.6			
14/11/2021	6,768.00			142	6,768.00	104					0.24		3.6	14	7.6			
15/11/2021	6,568.00	106	2.43	118	6,568.00	104	3.9	1.21	0.153	4.59	0.13	3	2.4	14	7.5	50		
16/11/2021	6,598.00			121	6,598.00	101					0.12		2.8	14	7.6			
17/11/2021	6,665.00			135	6,665.00	111					0.09		2.8	14	7.4			
18/11/2021	6,228.00			147	6,228.00	102					0.06		1.6	14	7.4			
19/11/2021	6,220.00			142	6,220.00	99					0.08		2	14	7.5			
20/11/2021	6,251.00			153	6,251.00	99					0.11		2.4	14	7.5			
21/11/2021	6,152.00			174	6,152.00	100					0.07		1.2	14	7.4			
22/11/2021	6,112.00	101	2.27	154	6,112.00	98	2	0.53	0.131	5.85	0.13	3	4	13.5	7.4	10		
23/11/2021	6,095.00			139	6,095.00	98					0.06		3.2	13.5	7.4			
24/11/2021	6,034.00			132	6,034.00	101					0.06		2.4	13	7.5			
25/11/2021	5,654.00			124	5,654.00	92					0.1		1.6	13	7.3			
26/11/2021	5,773.00			131	5,773.00	98					0.07		1.6	13	7.3			
27/11/2021	5,871.00			158	5,871.00	100					0.17		1.2	13	7.5			
28/11/2021	5,897.00			145	5,897.00	98					0.09		2	13	7.4			
29/11/2021	5,730.00	83	2.38	142	5,730.00	98	2.1	0.46	0.118	5.64	0.06	3	2	13	7.3	50		
30/11/2021	5,664.00			138	5,664.00	97					0.06		3.2	13	7.4			
Total	180,930.00				180,930.00												0.00	
Average	6,031.00	95.40	2.55	147.53	6,031.00	100.00	2.40	0.58	0.11	5.91	0.11	3.00	2.37	14.22	7.43	23.71	0.00	
Minimum	5,334.00	83.00	2.27	114.00	5,334.00	90.00	2.00	0.28	0.07	4.59	0.06	3.00	1.20	13.00	7.30	10.00	0.00	
Maximum	7,261.00	106.00	3.04	191.00	7,261.00	131.00	3.90	1.21	0.15	7.58	0.24	3.00	4.40	15.50	7.60	50.00	0.00	
Count	30	5	5	30	30	30	5	5	5	5	30	5	30	30	30	5	0	

**Fort Frances Wastewater Treatment Plant  
Monthly Operations Summary**

2021	Raw Sewage				Final Effluent											E. Coli. (cfu/100 mL)	Bypass Volume (m3)
	Raw Flow: Sum (m3/d)	BOD5 (mg/L)	Total Phosphorus (mg/L)	SS (mg/L) IH	Final Eff. Flow: Sum (m3/d)	Final Eff. Flow: Max. (L/s)	CBOD5 (mg/L)	NH3 + NH4 as N (mg/L)	Nitrite - N (mg/L)	Nitrate-N(mg/L)	Total Phosphorus (mg/L)	Suspended Solids (mg/L)	SS (mg/L) IH	Temperature (C)	pH		
01/12/2021	5,990.00			136	5,990.00	99					0.12		1.6	13	7.4		
02/12/2021	5,960.00			148	5,960.00	96					0.15		2.4	13	7.5		
03/12/2021	5,796.00			156	5,796.00	98					0.11		2	13	7.5		
04/12/2021	5,773.00			139	5,773.00	96					0.13		2.8	13	7.5		
05/12/2021	5,707.00			151	5,707.00	97					0.09		1.6	12.5	7.4		
06/12/2021	5,618.00			165	5,618.00	92					0.1		1.6	12.5	7.4		
07/12/2021	5,912.00	101	2.57	167	5,912.00	95	2	0.57	0.131	6.99	0.1	3	1.2	12.5	7.5	10	
08/12/2021	5,836.00			151	5,836.00	98					0.07		2	12	7.5		
09/12/2021	5,670.00			149	5,670.00	96					0.11		5.2	12	7.4		
10/12/2021	5,562.00			154	5,562.00	92					0.09		1.6	11.5	7.4		
11/12/2021	5,689.00			196	5,689.00	98					0.09		1.2	11.5	7.3		
12/12/2021	5,657.00			168	5,657.00	93					0.13		2.8	11.5	7.4		
13/12/2021	5,587.00	77	2.91	195	5,587.00	93	2.3	0.62	0.132	6.32	0.09	3.7	1.2	12	7.3	40	
14/12/2021	5,662.00			184	5,662.00	96					0.09		0.8	12	7.2		
15/12/2021	5,893.00			167	5,893.00	97					0.28		3.6	11.5	7.5		
16/12/2021	6,335.00			174	6,335.00	98					0.16		4	11.5	7.5		
17/12/2021	5,813.00			168	5,813.00	97					0.18		3.6	11.5	7.5		
18/12/2021	5,846.00			153	5,846.00	101					0.15		2.4	11.5	7.4		
19/12/2021	5,802.00			164	5,802.00	95					0.09		1.6	11.5	7.4		
20/12/2021	5,646.00	95	1.71	158	5,646.00	97	4.2	2.98	0.351	3.76	0.12	3.9	2	11	7.5	10	
21/12/2021	5,609.00			171	5,609.00	93					0.1		3.6	11	7.5		
22/12/2021	5,601.00			148	5,601.00	95					0.08		2.8	11	7.4		
23/12/2021	5,481.00			189	5,481.00	92					0.18		4.4	11	7.4		
24/12/2021	5,492.00			147	5,492.00	95					0.22		2.8	11	7.4		
25/12/2021	5,236.00			160	5,236.00	92					0.05		2.4	10.5	7.3		
26/12/2021	5,294.00			176	5,294.00	89					0.1		4	10.5	7.2		
27/12/2021	5,391.00			171	5,391.00	90					0.1		1.6	10.5	7.4		
28/12/2021	5,166.00			137	5,166.00	90					0.13		2.8	10	7.3		
29/12/2021	5,239.00	94	2.7	140	5,239.00	88	2	2.97	0.591	4.91	0.14	4.6	3.6	10	7.3	210	
30/12/2021	5,095.00			206	5,095.00	90					0.12		3.6	10	7.3		
31/12/2021	5,054.00			195	5,054.00	87					0.12		3.2	10	7.4		
Total	174,412.00				174,412.00												0.00
Average	5,626.19	91.75	2.47	163.97	5,626.19	94.35	2.63	1.79	0.30	5.50	0.12	3.80	2.58	11.48	7.40	30.27	0.00
Minimum	5,054.00	77.00	1.71	136.00	5,054.00	87.00	2.00	0.57	0.13	3.76	0.05	3.00	0.80	10.00	7.20	10.00	0.00
Maximum	6,335.00	101.00	2.91	206.00	6,335.00	101.00	4.20	2.98	0.59	6.99	0.28	4.60	5.20	13.00	7.50	210.00	0.00
Count	31	4	4	31	31	31	4	4	4	4	31	4	31	31	31	4	0

# **Biosolids Quality Report**



OCWA  
ATTN: Superintendent Fort Frances WPCP  
WPCP 110000258  
200 McIrvine Road  
Fort Frances ON P9A 3S3

Date Received: 21-SEP-21  
Report Date: 08-OCT-21 12:16 (MT)  
Version: FINAL

Client Phone: 807-274-3121

## Certificate of Analysis

Lab Work Order #: L2641802

Project P.O. #: ORG #1103

Job Reference: 110000258

C of C Numbers:

Legal Site Desc:

  
Jillian Johns  
Account Manager

[This report shall not be reproduced except in full without the written authority of the Laboratory.]

ADDRESS: 1081 Barton Street, Thunder Bay, ON P7B 5N3 Canada | Phone: +1 807 623 6463 | Fax: +1 807 623 7598  
ALS CANADA LTD Part of the ALS Group An ALS Limited Company

# ALS ENVIRONMENTAL ANALYTICAL REPORT

<b>Sample ID</b> <b>Description</b> <b>Sampled Date</b> <b>Sampled Time</b> <b>Client ID</b>		L2641802-1 Grab 20-SEP-21 11:30 DIGESTED SLUDGE				
<b>Grouping</b>	<b>Analyte</b>					
<b>SOIL</b>						
<b>Physical Tests</b>	% Moisture (%)	98.8				
<b>Bacteriological Tests</b>	E. Coli (CFU/g dwt)	11200 <sup>PEHT</sup>				

# ALS ENVIRONMENTAL ANALYTICAL REPORT

		Sample ID Description Sampled Date Sampled Time Client ID	L2641802-1 Grab 20-SEP-21 11:30 DIGESTED SLUDGE				
Grouping	Analyte						
<b>WATER</b>							
<b>Anions and Nutrients</b>	Ammonia, Total (as N) (mg/L)		170 <sup>DLHC</sup>				
	Nitrate and Nitrite as N (mg/L)		<0.45				
	Nitrate (as N) (mg/L)		<0.40 <sup>DLM</sup>				
	Nitrite (as N) (mg/L)		<0.20 <sup>DLM</sup>				
	Phosphorus, Total (mg/L)		241 <sup>DLM</sup>				
<b>Total Metals</b>	Aluminum (Al)-Total (mg/L)		354				
	Antimony (Sb)-Total (mg/L)		<0.020				
	Arsenic (As)-Total (mg/L)		0.064				
	Barium (Ba)-Total (mg/L)		1.97				
	Beryllium (Be)-Total (mg/L)		<0.020				
	Bismuth (Bi)-Total (mg/L)		0.209				
	Boron (B)-Total (mg/L)		<2.0				
	Cadmium (Cd)-Total (mg/L)		0.0047				
	Calcium (Ca)-Total (mg/L)		170				
	Chromium (Cr)-Total (mg/L)		0.16				
	Cobalt (Co)-Total (mg/L)		<0.10				
	Copper (Cu)-Total (mg/L)		2.55				
	Iron (Fe)-Total (mg/L)		152				
	Lead (Pb)-Total (mg/L)		0.128				
	Lithium (Li)-Total (mg/L)		<0.20				
	Magnesium (Mg)-Total (mg/L)		48				
	Manganese (Mn)-Total (mg/L)		2.48				
	Mercury (Hg)-Total (mg/L)		0.0056				
	Molybdenum (Mo)-Total (mg/L)		0.040				
	Nickel (Ni)-Total (mg/L)		0.11				
	Phosphorus (P)-Total (mg/L)		196				
	Potassium (K)-Total (mg/L)		66				
	Selenium (Se)-Total (mg/L)		0.031				
	Silver (Ag)-Total (mg/L)		<0.010				
	Sodium (Na)-Total (mg/L)		42				
	Strontium (Sr)-Total (mg/L)		0.515				
	Sulfur (S)-Total (mg/L)		<100				
	Thallium (Tl)-Total (mg/L)		<0.0020				
	Tin (Sn)-Total (mg/L)		0.128				
	Titanium (Ti)-Total (mg/L)		0.712				
	Tungsten (W)-Total (mg/L)		<0.18				
	Uranium (U)-Total (mg/L)		0.0375				

\* Please refer to the Reference Information section for an explanation of any qualifiers detected.



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## **Flow Meter Calibrations**

# Instrument Verification Report

Ontario Clean Water Agency, 200 McIlrvine Road, Fort Frances, ON

**Test Date:** September 3, 2021

**Device:** Miltronics OCM III 25C TS-2, Identifier # 120296126 HM

**For:** Plant Final Effluent flow as measured using a 12 inch Parshal flume

**Table 1: Verification Data for Miltronics OCM and Final Effluent Parshal Flume**

Measured Effluent Head (mm)	Indicated flow on OCM (L/s)	Calculated flow (L/s)	Percent error
260	85.3	89.3	-2.4
300	117.7	109.2	7.3
395	169.1	165.9	1.9
460	208.5	209.2	-0.2

**Notes:** For the Parshal Flume: Flow rate,  $Q \text{ (ft}^3/\text{s)} = 3.95 * (\text{Head} / ((12) * (25.4)))^{1.522}$

Flow rate,  $Q \text{ (L/s)} = Q \text{ (ft}^3/\text{s)} * 28.31 \text{ (L/ft}^3\text{)}$

## Summary:

The error in indicated values for final effluent flow rate is within the range of +/- 10%.

The alarm condition for flow in excess of UV capability operated at 208 L/sec.



Geoff Pearce

September 3, 2021

O&M Team Lead

Ontario Clean Water Agency

# Instrument Verification Report

Ontario Clean Water Agency, 200 McIlrvine Road, Fort Frances, ON

**Test Date:** September 2, 2021

**Device:** Miltronics Multiranger Plus XPS 10, Identifier 04-235-96-432 MU

**For:** Plant influent Bypass Overflow Level, as measured in Manhole #8

## Detail:

- 1) Influent water level of 1.935 m was simulated with a fixture in manhole #8.  
The bypass warning alarm (high level) was activated.
- 2) Influent water level of 1.990 m was simulated with a fixture in manhole #8.  
The bypass high-high alarm was activated and a bypass flow value 50.8 L/sec was indicated.

## Summary:

The Delta V alarms response for bypass high level and bypass high-high level were tested and they both functioned as required.



Geoff Pearce

September 2, 2021

Ontario Clean Water Agency

Fort Frances, Ontario

# Bypass Report



# Fax

<b>To</b>	
<b>Company</b>	Ontario Clean Water Agency
<b>Fax Number</b>	1-807-274-8381
<b>From</b>	Dale Hughes
<b>Date</b>	September 12, 2021
<b>Number of Pages</b>	2
<b>Subject</b>	September 12, 2021 UV Bypass Report re Scheduled Power Outage

A manual bar screen was used and Total Residual Chlorine sample was taken at 0940 and showed a result of less than 0.01

Samples will also be sent out for TSS, Total Phosphorus, CBOD5 and E.coli .

Caution: This fax is private property intended solely for the information and use of the addressee. The contents are confidential and may be privileged. Any unauthorized use of this fax is strictly prohibited. If you are not the address, please notify the sender immediately by telephone and either return or destroy this fax.

# Environmental Incident Report

System: **Fort Frances Wastewater Treatment System** MOE Works: 110000258

Location: Wastewater Treatment Plant Receiver: Rainy River

<b>Start of Incident:</b>	Date: September 12, 2021	Time: 0830
<input type="checkbox"/> Spill	Details/Cause of Incident: Town wide scheduled power outage.	
<input checked="" type="checkbox"/> Bypass	Wastewater flowed through the plant but there is only a small generator to monitoring/SCADA system.	
<input type="checkbox"/> Other		
Downstream Users <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Possible effects on receiver, environment or downstream users: Minimal	
Chlorination	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Corrective Actions:		
MOECP SAC called	Date: Sept 12,2021 At 0832	Contact: John TSE
MOH – Northwestern Health Unit called	Date: Sept 12,2021 At 0844	Contact: Giselle
Jeff St. Pierre called	Date: Sept 12,2021 At 0850	Contact: Left Message
Town of Fort Frances called	Date: Sept 12,2021 At 0852	Contact: Craig M
Other: Emo Water Treatment	Date: Sept 12,2021 At 0854	Contact: Geoff P
Other: Ty Maurice	Date : Sept 12,2021 At 0906	Contact: Ty M
<b>Reference #:</b> 1-18W9CV Operator Reporting Incident: Dale Hughes		

<b>Termination:</b>	Date: September 12, 2021	Time: 12:09	Duration: 3 hours and 39 Minutes
Approximate Volume (m <sup>3</sup> ) 610			
Date: September 12, 2021		at: 12:22	Contact: Johnathon
Further Actions Required: None			
Operator Reporting Termination: Dale Hughes			
<b>MOECP SAC</b>	Tel: 800 268-6060 Fax: 800 268-6061	<b>Comments</b>	
<b>MOH – Northwestern Health Unit (after hours)</b>	Tel: 1-800-461-3348 Tel: 807-274-9827 Tel: 807-468-7109 Fax: 807-274-0779	<b>Comments</b>	
<b>Environment Canada</b>	Fax: 819-420-7382 Attn: Wastewater Program E-mail: Ec.FA-LP-On.ec@canada.ca		

Verbal notifications: MOECP SAC, MOH, Sr. Operations Manager, Client/Owner  
Fax completed report: MOECP SAC, MOH, Environment & Climate Change Canada, VP Operations/Corporate



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

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

March 22, 2022

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

Attention: Mr. Craig Miller  
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility  
February 2022 Monthly Report**

As per the operating agreement, the attached document is the February 2022 monthly report for the Fort Frances Wastewater Treatment Facility.

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

If you have any questions regarding this report do not hesitate to contact Mr. Ty Maurice, Senior Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', with a stylized flourish at the end.

Kelly Cunningham  
Team Lead

For Ty Maurice  
Senior Operations Manager



**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
February 2022 Monthly Operations Report**

## **INTRODUCTION**

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of February 2022; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

## **DESCRIPTION OF WORKS**

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

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

## **LABORATORY**

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

## February 2022 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD <sub>5</sub>	4.0 mg/L	25 mg/L	15 mg/L	20.8 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.3 mg/L	25 mg/L	15 mg/L	17.8 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.13 mg/L	1.0 mg/L	0.9 mg/L	0.66 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	16.0 mg/L 4.04 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		13.2 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.1 to 7.4; average pH was 7.2		
Temperature degrees C				Temperatures ranged from 7.0 to 8.5 C; average temperature of effluent was 7.9 C		

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

## WASTEWATER LIQUID PROCESS

The average daily flow for February was 5220.0 m<sup>3</sup>/day. This represents 58% of the design average flow. Total treated flow for the month was 146159 m<sup>3</sup>. The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objectives as outlined in the Environmental Compliance Approval.

## **MAINTENANCE**

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

### **Treatment Plant:**

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain. Hosed Snail
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Inspected teacup
- Changed oil in blowers 3 and 4

### **Pump Stations:**

- Ran gensets
- Changed seal water strainers

## **PROCESS AND OPTIMIZATION ISSUES**

### **SLUDGE SUMMARY**

Dennis Robinson Limited hauled a calculated total of 96.8 m<sup>3</sup> (10 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 19.7 % TS for the month but slump test results from the landfill site have not been provided.

The Fournier press ran for 126.5 hours in the past month.

### **COMPLAINTS**

There were no complaints during the report period.

## **BYPASS/OVERFLOW REPORT(S)**

There were no bypass events in the reporting period.

## **COMMENTS**

Plant power consumption for the month was 487 (x 180 multiplier) kWh.  
The Fournier press has been operated 273.6 hours in 2022.  
Starters and overloads for both pumps at Boundary Road are still on order.

## **REPORTS**

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

2022 Fort Frances Wastewater

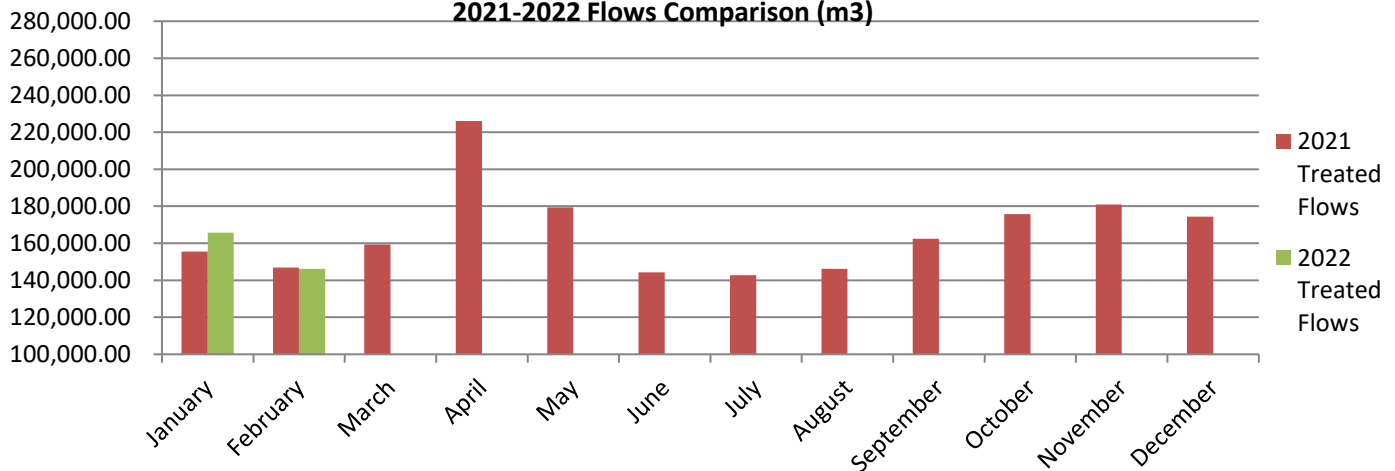
Month	Sewage Flows Year 2022					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.965920895	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.982978402	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.955737705	
January	5347.3	5710	165767		165767	59%	111.0	12		
February	5220.0	7432	146159		146159	58%	96.8	10		
March						0%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	311926		207.8	22		
Average	5284		155963		155963	59%	103.9	11.0		
Max		7432	165767		165767			12		
ECA	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli	pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean	Monthly	Monthly
	BOD (mg/L)	CBOD (mg/L)	CBOD (kg/day)	S.S (mg/L)	S.S (mg/L)	S.S (kg/day)	T.P (mg/L)	T.P (mg/L)	T.P (kg/day)	TKN (mg/L)	Total N (mg/L)	Counts /100ml	Minimum	Maximum
January	111.3	4.5	24.1	185.2	3.5	18.7	2.92	0.14	0.75	19.53	13.05	49.7	7.0	7.5
February	139.0	4.0	20.8	212.5	3.3	17.8	3.18	0.13	0.66	20.8	16.0	13.2	7.1	7.4
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
Average	125.2	4.3	22.5	198.9	3.4	18.2	3.05	0.14	0.71	20.2	14.5	31.5	7.1	7.5
Max	139	4.53	24.1	212.5	3.47	18.65	3.18	0.14	0.75	20.8	16.0	49.7	7.1	7.5
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

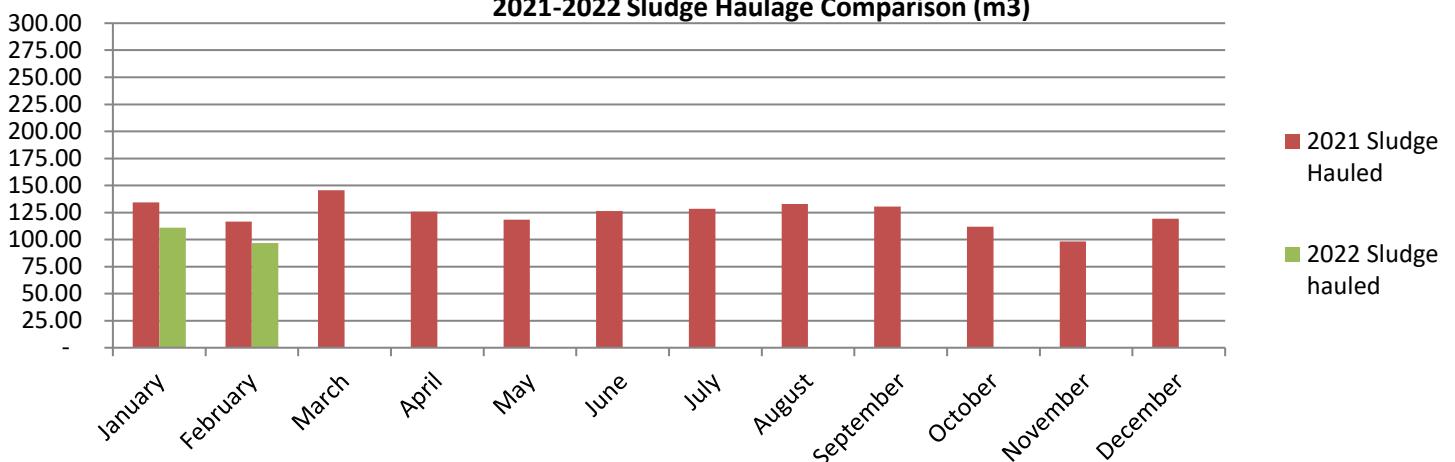
### 2021-2022 Comparison Chart

Month	2021 Treated Sewage	2022 Treated Sewage	% Variance 2021 to 2022	2021 Hauled Sludge	2022 Hauled Sludge	% Variance 2021 to 2022
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	155,465.00	165,767.00	6%	134.40	111.00	-17%
February	146,883.00	146,159.00	0%	116.60	96.80	-17%
March	159,400.00		#DIV/0!	145.60		-100%
April	226,144.00		#DIV/0!	125.70		-100%
May	179,453.00		#DIV/0!	118.30		-100%
June	144,334.00		#DIV/0!	126.40		-100%
July	142,697.00		#DIV/0!	128.30		-100%
August	146,248.00		#DIV/0!	132.90		-100%
September	162,428.00		#DIV/0!	130.40		-100%
October	175,723.00		#DIV/0!	111.90		-100%
November	180,930.00		#DIV/0!	98.20		-100%
December	174,412.00		#DIV/0!	119.30		-100%
<b>Totals</b>	<b>1,994,117.00</b>	<b>311,926.00</b>	<b>-539%</b>	<b>1,488.00</b>	<b>207.80</b>	<b>-86%</b>

### 2021-2022 Flows Comparison (m3)



### 2021-2022 Sludge Haulage Comparison (m3)



Workorder Summary Report

Report Start Date: Feb 1, 2022 12:00 AM

Report End Date: Feb 28, 2022 11:59 PM

Location: 1103\*

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

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">2661288</a>			1103, Fort Frances WPCP	OPER	Inspection	1	MONTHS	Snow Removal at Wastewater Treatment (1m) 1103	COMP	2/1/22 12:00 AM	3/7/22 07:02 AM	3/7/22 07:02 AM	
<a href="#">2672911</a>	0000227376	PANEL ALARM/DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	2/1/22 12:00 AM	2/28/22 11:00 AM	2/28/22 12:00 PM	Dialer Test -We Test daily .
<a href="#">2672915</a>			1103, Fort Frances WPCP	PM	Refurbish/Replace/Repair	1	MONTHS	Diesel Gensets Inspection/Functional Tests (1m) 1103	COMP	2/1/22 12:00 AM	2/28/22 09:00 AM	2/28/22 11:00 AM	Genset Maint. -We run under load for 1 hour.
<a href="#">2672931</a>			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	2/1/22 12:00 AM	2/27/22 01:00 PM	2/27/22 02:00 PM	H&S Inspection -No new issues but the rust in the plow truck still not replaced.
<a href="#">2672942</a>			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	2/1/22 12:00 AM	3/7/22 06:59 AM	3/7/22 06:59 AM	
<a href="#">2673266</a>			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	2/1/22 12:00 AM	2/27/22 11:30 AM	2/27/22 12:30 PM	Blower Maint. -I changed oil and greased both blowers 3 & 4
<a href="#">2673274</a>	0000246402	CENTRIFUGE GS2-2-1 TEACUP/GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/Service (1m/3m/1y) 1103	COMP	2/1/22 12:00 AM	2/27/22 07:45 AM	2/27/22 08:45 AM	Teacup Inspection -I inspected the teacup and found minimal debris.

Sewer & Water Data for 2022

up-dated April 1, 2022

Month	Days per month	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022-2021	2022-2021	2022	2022	Monthly Infiltration US Gallons
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration	
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average	
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP			
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily						
January	31	165767	5347.32	9178	296.06	5.54%	108550	3501.6	15229	491.2	14.03%	3190.0	10302.0	57217.0	1845.7	15,115,129
February	28	146159	5219.96	9649	344.61	6.60%	116300	4153.6	15229	543.9	13.09%	12410.0	-724.0	29859.0	1066.4	7,887,912
March	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-109120.0	-159400.0	0.0	0.0	-
April	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-99400.0	-226144.0	0.0	0.0	-
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-113290.0	-179453.0	0.0	0.0	-
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-135470.0	-144334.0	0.0	0.0	-
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-178930.0	-142697.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-139070.0	-146248.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-99820.0	-162428.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96920.0	-175723.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-93590.0	-180930.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-102560	-174412.0	0.0	0.0	-
Total	365	311926		18827			224850.0		30457.0			-1152570.0	-1682191.0	87076.0	238.6	23,003,041
Monthly Average		155963.0	880.6	9413.5	53.4	6.07%	112425.0	637.9	15228.5	86.3	13.56%	-96047.5	-140182.6	7256.3	242.7	1916920.1

Frog Creek Station equipment failure reporting negative flows. Reported here as 0