



REGULAR MEETING OF COMMITTEE OF THE WHOLE AGENDA

May 9, 2022 5:30 PM

MEETING - Committee Room and Council Chambers, Civic Centre

Session No. 099

Microsoft Teams meeting

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Or call in (audio only)

[+1 807-701-5975,,69055296#](#) Canada, Thunder Bay

Phone Conference ID: 690 552 96#

Page

1. Call to Order/Roll Call

2. Disclosure of pecuniary interest and the general nature thereof.

3. Delegations/Deputations:

- 6 3.1 357/358 Application for Tax Adjustment- 427 Mowat Ave

Recommendation: Approval of this report will agree with the recommendation of the Administration & Finance Executive Committee that the Council approve the adjustment of taxes for September 24, 2021 to December 31, 2021 under Section 357/358 of the Municipal Act for property located at 427 Mowat Ave.

4. Council Reports on Board & Committee Activity:

- 4.1 Mayor Caul - Verbal Update

Councillor McTaggart - Verbal Update

Councillor Judson - Verbal Update

Councillor Wiedenhoeft - Verbal Update

5. Consent Agenda:

- 5.1 Approval of Consent Agenda

Recommendation: THAT the matters listed on the Consent Agenda be referred to the Consent Agenda for the Regular Meeting of Council later tonight for approval being items # 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 and 5.8

- 7 - 29 5.2 B1-2022: Zoning By-law Amendment – 1037 Third Street East
- Recommendation:** THAT approval of this report will agree with the recommendation of the Committee of Adjustment and the Planning and Development Executive Committee to approve the proposed zoning by-law amendment for application B1-2022 -1037 Third street East and that the By-Law be brought forward for enactment
- 30 - 49 5.3 Next Generation 9-1-1 Authority Service Agreement
- Recommendation:** THAT approval of this report will agree with the recommendation from the Administrative and Finance Executive Committee that Council of the Town of Fort Frances authorize the entering into agreement between the Town of Fort Frances (Municipalities included in Schedule “C” and Bell Canada for a 10-year term;
- AND THAT the Mayor be authorized to sign the new agreement on behalf of the Rainy River District 9-1-1 Partners;
- AND FURTHER THAT a by-law be brought forward for execution by the mayor and clerk.
- 50 - 55 5.4 Disconnecting from Work Policy
- Recommendation:** THAT approval of this report will agree with the recommendation of Administration that Council implement the Disconnecting from Work policy as drafted AND THAT a By-Law be brought forward for approval.
- 56 - 62 5.5 Letter from Farmboy Real Estate in support of a splash pad development
- Recommendation:** THAT approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that:
1. The Town accept the sizeable donation from Farmboy Real Estate with thanks,
 2. A committee of 5 members of the public, 1 member of Farmboy Real Estate, 1 member of Town administration be struck to finalize the location, design works and spearhead fundraising activities.
 3. A trust account be setup by the Town to accept and control donations received for this project.
 4. Design works for the reconstruction of Lillie Avenue including the installation of signals at Lillie Avenue and Kings Highway be undertaken in summer 2022.
 5. Administration looks for, and apply to, any grant opportunities arising to support this type of

project through summer 2022.

- 63 - 65 5.6 Letter from Ms. Linda Chisick Requesting the Installation of a Bench a the Riverview Cemetery Columbarium.

Recommendation: THAT approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that:

1) That Ms. Linda Chisick would be responsible for all the costs of the following materials;

“Sterling Bench” complete with Composite slats manufactured by Barco Products Freight costs to transport the bench materials to Fort Frances.

The plaque supplied by General Supply-purchased on her own.

2) That the Town will supply the labour & materials to construct the foundation for the bench during the landscaping activities planned for the Riverview Cemetery this summer.

3) That the Town will supply the labour to install the new Sterling Bench and plaque.

- 66 - 67 5.7 Award of Tender 2022-OF-03 - Supply and Delivery of a New Aircraft Refueler Truck

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

1. Tender 2022-OF-03 be awarded to SkyMark Refuelers for a total bid price of \$308,750 USD

2. That the funding shortfall and exchange be funded through year end surplus or out of the Vehicle and Equipment Reserve Fund.

3. That a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

- 68 - 69 5.8 Award of Tender 2022-OF-05 - Fire Suppression Sprinkler System Installation in 52 Canadians Arena

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

Tender 2022-OF-05 be awarded to Tom Jones Corporation for a total tender price of \$558,800 including \$35,000 in allowances.

That a by-law be prepared authorizing Mayor and Clerk to execute the agreement on behalf of the corporation.

6. Administration and Finance Division:

- 70 - 77 6.1 Chief Administrative Officer Performance Appraisal

Recommendation: THAT approval of this report will agree with the recommendation of Administration to implement the Chief Administrative Officer Performance Appraisal Policy as drafted

AND THAT a By-Law be brought forward for approval.

78 - 79 6.2 By-Law Enforcement Officer

Recommendation: THAT Council direct the necessary by-law to be drafted, appointing successful applicant, Mark Bridge, as By-Law Enforcement Officer.

FURTHER THAT Council direct the necessary by-law be drafted, appointing successful applicant, Mark Bridge, as Municipal Weed Inspector.

7. Operations and Facilities Division:

80 - 81 7.1 Award of Tender 2022-OF-06

Recommendation: THAT approval of this report will agree with the recommendation of Administration, THAT Tender 2022-OF-06 for the Supply and Installation of new Sport Flooring at the Fort Frances Memorial Sports Centre and Emo-Lavallee Arena be awarded to Caliber Sport Systems Inc.

FURTHER THAT a by-law be prepared authorizing Mayor and Clerk to sign the agreement on behalf of the corporation.

8. General: NONE

9. Information:

82 - 86 9.1 February and March reports

87 - 107 9.2 Fort Frances Fire Rescue 2021 Annual Report

108 - 116 9.3 Fort Frances Wastewater Treatment Facility March 2022 Monthly Report

117 - 118 9.4 Airport Statistics 2022

119 9.5 Sewer and Water Data for 2022

120 9.6 Tonnage at the Landfill - updated April 13, 2022

121 9.7 Operations and Facilities Division - Environmental Area - Operations Statistics - January 2022

122 9.8 Operations and Facilities Division - Environmental Area - Operations Statistics - February 2022

123 9.9 Operations and Facilities Division - Environmental Area - Operations Statistics - March 2022

124 - 126 9.10 Water and Sewer Stats 2022

10. ADJOURNMENT

10.1 The meeting adjourned at _____ p.m.

THAT this meeting of the Committee of Whole of Council of the Town of Fort Frances be now closed.

ADMINISTRATIVE REPORT

Subject: 357/358 Application for Tax Adjustment- 427 Mowat Ave
Date: 2022-05-03
To: Committee of the Whole
From: Dawn Galusha, Treasurer
File Number: TRE2022-20



ISSUE

The attached 357/358 Application for reconsideration of assessment and adjustment of taxes was received. It is due to the application for rebate filed for the demolition of buildings P54 and P55.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of the Administration and Finance Executive Committee:

THAT the Council approve the adjustment of taxes for September 24, 2021 to December 31, 2021 under Section 357/358 of the Municipal Act for property located at 427 Mowat Ave.

OPTIONS & ALTERNATIVES

- (1) Authorize the adjustment of taxes for September 24, 2021 to December 31, 2021 under Section 357/358 of the Municipal Act located at 427 Mowat Ave.
- (2) Object to the application.

HISTORY

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

ANALYSIS

The impact to the 2021 taxes is a reduction of \$914.51 of which \$184.06 is education and \$730.45 is municipal.

SUPPORTING DOCUMENTS

- (1) Application for 357/358

**Town of Fort Frances
Administrative Report**

TO: Mayor & Council
FROM: Cody Vangel, Chief Building Official & Municipal Planner
SUBJECT: **B1-2022: Zoning By-law Amendment – 1037 Third Street East**
DATE: April 25, 2022

Issue:

Consideration of zoning by-law amendment B1-2022 submitted by authorized agent Kevin Brothers seeking to add a site-specific permitted use as a duplex dwelling located at 1037 Third Street East which is currently zoned Residential Type One. The site-specific permitted use as a duplex dwelling would be subject to the provisions of the residential type one zone.

Strategic Impact:

11. Undertake residential development

Options/Alternatives:

1. Recommend approval of application;
2. Recommend amendment to application; or
3. Recommend rejection of application.

Administrative Recommendation:

Recommended to agree with the recommendation of the Committee of Adjustment and the Planning and Development Executive Committee to approve the proposed zoning by-law amendment.

History:

Information contained on file related to the property indicates that historically the property had been used as a single-family dwelling. In December 2021 because of a property information inquiry as part of a property sale, it was indicated that the property was being used as a duplex dwelling. As a result, this application has been submitted to permit said use.

Information contained on file for this property indicates the following respective building permits being issued:

- No. 4797 – 10' by 26' addition to dwelling
- No. 1222 – 18' 10" by 22' accessory building (not constructed)
- 2014-101 – Demolish front deck and reconstruct 5' by 5' landing and stair per by-law order

In 1988 a minor variance application was approved for the reduction of the side yard requirement on the west side of the property from 5ft to 3.92ft.

Official Plan:

The Official plan designation for the subject property is "Living". Living areas promote a wide variety of residential uses including the influence for intensification and the promotion of additional dwelling units. The proposed application generally complies with multiple provisions of the Official Plan in relation to housing and residential development including but not limited to the following:

2.2.2.ii. Fort Frances will promote social inclusion, improved access to housing, commerce, job opportunities and social services.

2.2.2.iv. Fort Frances will encourage the adequate supply and range of different housing types which are affordable and meet the special housing needs for its citizens.

An excerpt of the Town's Official Plan, particularly Section 4.1 Living Areas, has been included with this report to further demonstrate general compliance of this request as it relates to the Town's Official Plan.

Zoning:

The request submitted is to include a duplex dwelling as a site-specific permitted use for the property, subject to the specific provisions of the Residential Type One (R1) zone.

For the information of all considering parties, it should be noted that in the Residential Type One (R1) zone, the Town of Fort Frances does permit interior second dwelling units which are similar in nature to a duplex dwelling. Ultimately, the difference between the two comes down to legal verbiage in the Town's zoning by-law.

The Zoning By-law offers the following definition for duplex dwelling:

DWELLING, DUPLEX: A dwelling located on one lot which contains two dwelling units.

The following specific provisions apply to the Residential Type One zone:

4.4 RESIDENTIAL TYPE ONE (R1) ZONE

No person shall within a Residential Type One (R1) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

4.4.1 Permitted Uses

- a) single detached dwelling
- b) home occupation
- c) group home
- d) community garden

4.4.2 Regulations for Permitted Uses

- a) Minimum Lot Area 460 m²
- b) Minimum Lot Frontage 15 m
- c) Minimum Yard Requirements
 - Front Yard 7.5 m
 - Interior Side Yard 1.5 m
 - Exterior Side Yard 3.0 m
 - Rear Yard 7.5 m
- d) Maximum Lot Coverage 40%
- e) Minimum Landscaped Open Space 20%
- f) Maximum Height of Building 12 m
- g) Minimum Floor Area 79 m²

The following table provides comparison of the required specific provisions versus the actual based on the provided site plan:

Provision	Required	Actual – Per Site Plan	Compliance
Minimum Lot Area	460 m ²	389.95 m ²	No
Minimum Lot Frontage	15 m	9.75 m	No
Front Yard	7.5 m	7.47 m	No
Interior Side Yard	1.5 m	1.19 m	MVA A18/88
Exterior Side Yard	3.0 m	1.07 m	No
Rear Yard	7.5 m	> 7.5 m	Yes
Maximum Lot Coverage	40%	< 40%	Yes
Minimum Landscaped Open Space	20%	>20%	Yes
Maximum Height of Building	12 m	>12 m	Yes
Minimum Floor Area	79 m ²	59.9 m ²	No

Provided the information detailed in the previous table, and the fact that the lot and building legally existed prior to the passing of this Zoning By-law, the subject property and building would be considered as legally non-complying per section 3.17 of the Zoning By-law.

Provincial Policy Statements:

The Planning Act requires that zoning by-law amendments be consistent with provincial policy statements as identified in the 2020 Provincial Policy Statements (PPS). The proposed site-specific permitted use appears to be consistent with the 2020 PPS as follows:

1.1.1 Healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower tier municipalities;
- b) permitting and facilitating:
 - 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and
 - 2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;

- c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;
- e) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations; and
- f) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

Northern Ontario Growth Plan:

The proposal appears to generally comply with the Northern Ontario Growth Plan based on the following:

3.4.3 Municipalities are encouraged to support and promote healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high-quality public open spaces, and easy access to local stores and services.

Consultation:

- Manager of Operations and Facilities
 - o No issues or concerns
- By-law Enforcement
 - o No issues or concerns
- Fort Frances Fire Rescue
 - o It is my understanding that the property located at 1037 Third St. E. is a duplex, consisting of a basement unit and a main level unit. If the apartments share a common interior means of escape, then the property will be subject to the retrofit requirements of Section 9.8 **Two Unit Residential Occupancies** of the Ontario Fire Code. There are specific requirements for fire separation, rated closures, egress and detection. It would be necessary for the Fire Department to inspect the property to determine if the building is compliant or requires updates for Fire Code compliance. As indicated within the Regulation, it is the owner's responsibility to achieve and maintain compliance with the Ontario Fire Code. Please advise if there is a request for a Fire Safety Inspection.
- Chief Building Official
 - o Given there are already two dwelling units, and the rezoning application is to rectify the zoning matter, it is strongly recommended that an inspection be arranged to review applicable fire separations.
- Fort Frances Power Corporation
 - o Each living space already has separate meters
- Committee of Adjustment
 - o The Committee of Adjustment recommends to approve the requested zoning by-law amendment

Public Meeting

An open public meeting was hosted on April 11, 2022. There were no objections raised during this public meeting, nor were any objections submitted through written letter.

Supporting Document / Financial Documents:

- B1-2022 Zoning Amendment Application – Final – Signed
- 1988 Survey
- Official Plan – Section 4.1



Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9
T: 807-274-5323
F: 807-274-8479

www.fort-frances.com

APPLICATION FOR ZONING BY-LAW AMENDMENT

The Planning Act, RSO 1990, as amended (O'Reg. 545/06)

Notice of Public Record:

In accordance with section 1.0.1 of the Planning Act, RSO, 1990, all information and materials required in support of your application shall be made available to the public.

Complete Application:

All applicable sections of the application form must be completed. An incomplete application will be returned. For assistance, contact the Planning Department by phone at 807-274-5323 ex. 1216 or by email at cvangel@fortfrances.ca.


APPLICATION TYPE (check one)

- ☒ Zoning By-Law Amendment (section 34) ☐ Removal of Holding Provision (section 36)
☐ Removal of Interim Control By-Law (section 38) ☐ Temporary Use By-Law (section 39)

1. The name, address, telephone number and email address (if any) of the Applicant:	
Ann Roisin, Estate Trustee for the Estate of Alfred Albert Roisin aka Fred Roisin 571 Rocky Point Road, Shuniah, ON, P7A 0Y3 807-629-1250 anne.roisin@hotmail.com (also known as Anne Roisin)	
2. If known the names and full addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land:	
N/A	
3. The current Official Plan designation of subject land:	R1 - Residential Type One Living
4. Describe how the application conforms to the official plan of the municipality?	
See Schedule "A" attached.	
5. The current zoning of the subject land:	R1 - Residential Type One
6. The nature and extent of the rezoning requested:	
Duplex dwelling - to add this as a site specific Permitted use, subject to the zoning provisions of the R1 zone	

7. The reason why the rezoning is requested.			
To permit the continued use as a duplex dwelling.			
8. Is the subject land within an area where the municipality has pre-determined minimum & maximum density requirements or minimum or maximum height requirements?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide information relative to these requirements.			
9. The description of the subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number:			
Parcel 157-1 Sec 3M50; Lt 157 Pl 3M50 McIrvine; Fort Frances PIN 56017-0672 (LT) 1037 Third Street East, Fort Frances, ON P9A 1S3			
10. The frontage, depth and area of the subject land (in metric):			
Frontage:	31.99'	Depth:	130'
Area:	4,158.7 SQ.FT.		
11. Is the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide details of the official plan that deals with the matter			
12. Is the application to remove land from an area of employment?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide details of the official plan that deals with the matter.			
13. Is the subject land within an area where zoning with conditions may apply?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions			
14. Is access to the subject land by provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way or by water?			
YES - municipal road			

15. If access to the subject land is by water only, provide details of the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public land: <u>N/A</u>	
16. Existing uses of the subject land: <u>Residential duplex.</u>	
17. Are there any buildings or structures on the subject land: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
18. If answer to question 17 is yes, provide, for each building or structure, the type of building or structure and the setback from the front lot lines, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure: <u>See Building Location Survey attached</u>	
19. The proposed uses of the subject land: <u>Residential duplex.</u>	
20. Are any buildings or structures proposed for the subject land? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
21. If answer for question 20 is yes, provide, for each building or structure, the type of building or structure proposed, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure: <u>N/A</u>	
22. If known,	
a. the date the subject land was acquired by the current owner:	<u>MAY 31, 1993</u>
b. the date existing buildings or structures on the subject land were constructed:	
c. the length of time that the existing uses of the subject land have continued: <u>20 YEARS</u>	
23. Water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or by other means: <u>Yes - municipal water</u> <u>(1)</u>	

24. Whether sewage disposal is provided to the subject land by a publicly owned and operated piped sewage disposal system, a privately owned and operated individual or communal septic system, a privy or other means:	
Yes - municipal sewer 	
25. If the application permits development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report, and a hydrogeological report are required. Are these reports attached?	
a. a servicing options report,	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
b. a hydrogeological report	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
26. Indicate whether storm drainage is provided by sewers, ditches, swales or other means:	
SEWER	
27. If known,	
a. is the subject land the subject of an application under the Act for approval of a plan of subdivision or a consent: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide file number and status of the application:	
b. has the subject land ever been the subject of an application under Section 34 of the Act: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide file number and status of the application:	
c. has the subject land ever been the subject of a Minister's Zoning Order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide Ontario Regulation number of the Order:	

28. A sketch showing, in metric units, the following:

- the boundaries and dimensions of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to it, and that in the applicant's opinion, may affect the application (*for examples buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks*).
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.

29. Is the application for an amendment to the zoning by-law consistent with the policy statements issued under subsection 3(1) of the Act. Yes ☒ No ☐

30. Is the subject land within an area of land designated under any provincial plan or plans? Yes ☐ No ☒

31. If answer to question 30 is yes, does the application conform to the applicable provincial plan or plans? Yes ☐ No ☐ N/A

32. An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.

DECLARATION
Of Applicant or Authorized Agent

I, Ann Roisin of the Town of Shuniah in the District of Thunder Bay ~~Rainy River~~ solemnly declare that:


All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.


DECLARED before me at the

✓ CITY OF THUNDER BAY ✓
Town of Fort Frances, in the
✓ in the DISTRICT OF THUNDER BAY ✓
District of Rainy River, this 27TH ✓

day of JANUARY 2022.

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)
)
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)
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Ann Roisin, Estate Trustee
Signature of Applicant or
Authorized Agent
for the Estate of Alfred Albert
Roisin (aka Fred Roisin)



Signature of Commissioner etc.

~~In accordance with O. Reg 431/20~~
~~administering Oaths or Declaration remotely.~~

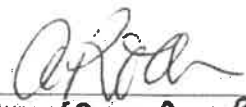
PLEASE NOTE:

1. *The Owner must complete the Owner's Consent.*
2. *If the applicant is not the Owner, the application must be accompanied by an Authorization of Owner.*
3. *12 copies of this application are required for processing accompanied by the required fee as outlined in current user fee by-law.*
4. *Application and fee to be filed with the Municipal Planner*
5. *It takes approximately 3 months to complete the process for a Zoning Amendment Application.*
6. *It is strongly recommended that you consult with the Municipal Planner to ensure the timelines of your application coincide with your development proposal.*

COMPLETE IF APPLICANT IS THE OWNER

I, ANN ROISIN, ESTATE TRUSTEE FOR ESTATE OF ALFRED ALBERT ROISIN, deceased, ^{OWNER'S CONSENT} am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.


JANUARY 27, 2022
Date


Signature of Owner ANN ROISIN, ESTATE TRUSTEE
FOR ESTATE OF ALFRED ALBERT ROISIN
(aka FRED ROISIN)

COMPLETE IF APPLICANT IS NOT THE OWNER**AUTHORIZATION OF OWNER**

I, ANN ROISIN, ESTATE TRUSTEE FOR THE ESTATE OF ALFRED ALBERT ROISIN (aka FRED ROISIN) am the owner of the land that is the subject of this application for zoning amendment and, for the purpose of processing and the Freedom of Information and Protection of Privacy Act, I authorize Kevin W. Brothers to act as my agent for this application and provide any of my personal information that will be included in this application or collected during the processing of the application and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application

JANUARY 27, 2022
Date


Signature of Owner
ANN ROISIN, ESTATE TRUSTEE
FOR THE ESTATE OF ALFRED ALBERT ROISIN
(aka FRED ROISIN)

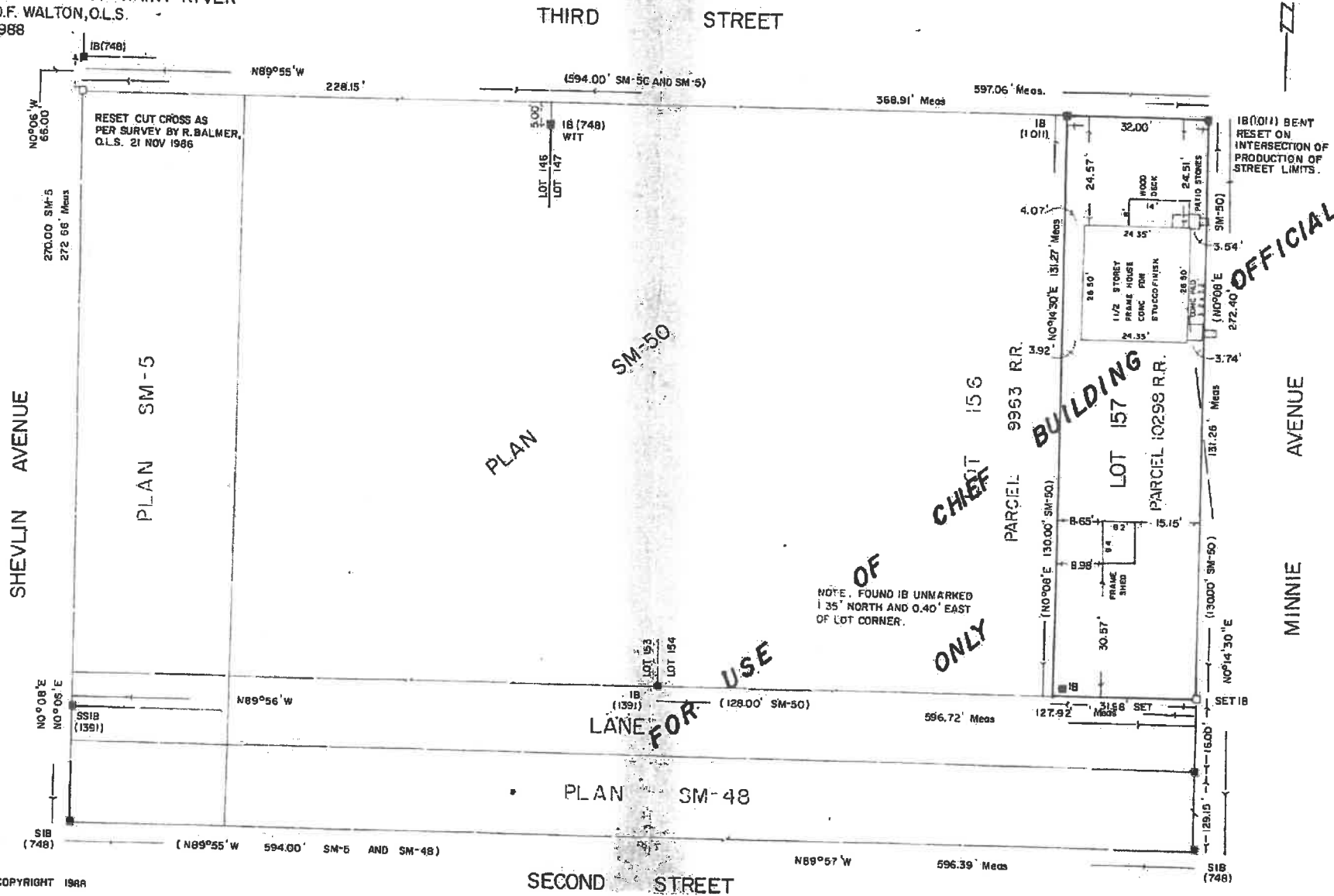
Schedule A

4. Describe how the application confirms to the official plan of the municipality

It is our understanding that this Application will confirm to the Official Plan of Fort Frances on account of the fact that it allows for a second dwelling unit in the premises directly. This is particularly in light of the fact that the up-to-date zoning by-law came into effect on or about 2020.

**BUILDING LOCATION SURVEY OF
LOT 157, PLAN SM-50
TOWN OF FORT FRANCES
DISTRICT OF RAINY RIVER
D.F. WALTON, O.L.S.
1988**

SCALE 3/4"=20 FEET



BUILDING LOCATION SURVEY OF
LOT 157, PLAN SM-50
TOWN OF FORT FRANCES
DISTRICT OF RAINY RIVER
D.F. WALTON, O.L.S.
1988

SCALE: 1 INCH=20 FEET

THIRD STREET

SHEVLIN AVENUE

PLAN SM-5

PLAN

SM-50

CHIEF

BUILDING

LOT 157

PARCEL 10298 R.R.

MINNIE AVENUE

MINNIE AVENUE

PLAN SM-48

SECOND STREET

LANE

FOR USE

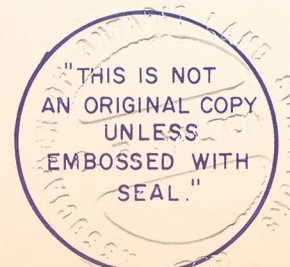
OF

ONLY

NOTE: FOUND IB UNMARKED
1.35' NORTH AND 0.40' EAST
OF LOT CORNER.

OFFICIAL

© COPYRIGHT 1988.



NOTE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE
SOUTH LIMIT OF THIRD STREET, AS SHOWN ON PLAN SM-50,
HAVING A BEARING OF N89°55' W.
CLIENT: EUSTACE, MORGAN AND DERKSEN
RE: TAYLOR TO FRIESEN
BUILDING TIES SHOWN HEREON ARE TO THE FINISHED WALL
UNLESS OTHERWISE NOTED.
MUNICIPAL ADDRESS: 1037 THIRD STREET EAST

LEGEND
Meas DENOTES MEASURED
■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET
SIB DENOTES STANDARD IRON BAR
SSIB DENOTES SHORT STANDARD IRON BAR
IB DENOTES IRON BAR
748 DENOTES D.F. WALTON, O.L.S.
1011 DENOTES H.A. SMITH, O.L.S.
1391 DENOTES R. BALMER, O.L.S.
— DENOTES NOT TO SCALE

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
THE FIELD SURVEY REPRESENTED ON THIS PLAN
WAS COMPLETED ON THE 26th DAY OF APRIL, 1988.
APRIL 28th, 1988
FORT FRANCES, ONTARIO
D.F. WALTON
ONTARIO LAND SURVEYOR

D.F. WALTON
ONTARIO LAND SURVEYOR
227 CHURCH STREET
FORT FRANCES, ONTARIO P9A 1C7
(807) 274-7036

DRAWN BY: R.H.
CHECKED BY: D.W.

JOB No.
88-727



4.1 Living Areas

4.1.1 Objectives

- a) Living areas are intended to provide for residential uses and local commercial, institutional and recreational uses which are normally associated with everyday activities within residential areas.
- b) The policies of this Plan are intended to provide for stable residential areas, which will encourage continuous improvement in property standards and housing conditions and encourage pedestrian access.
- c) Residential areas should provide for a variety of housing types to meet the demands of the present and future inhabitants of the Town. The desired mix of housing in the Town will be:

Dwelling Type	Percent	Density Units/Net ha
Low Density	65 %	12 – 16 units/ha
Medium Density	20 %	17 – 39 units/ha
High Density	15 %	40 or higher units/ha

- d) The Town will promote opportunities for residential intensification and redevelopment on lands located within the serviced area of the Town.
- e) The Town will promote pedestrian-friendly neighbourhoods and encourage the application of sustainable design criteria for new buildings and neighbourhoods.

4.1.2 Permitted Uses

The uses permitted in Living Areas include all forms of residential development such as group homes, home businesses and garden suites, and small scale institutional uses such as elementary schools, health care services, places of worship and neighbourhood parks.

4.1.3 Residential Development

- a) Residential development may occur by plan of subdivision, consent to sever lands or as intensification within the existing developed areas. Where more than three lots are being created and significant extensions or new municipal roadways or major sewer, water or other municipal services are being provided or improved to service the development, a plan of subdivision will generally be required. The islands within the Town limits may be developed subject to the approval of private individual sewage disposal facilities by the Northwestern Health Unit, pursuant to the requirements of Part 8 of the Ontario Building Code.
- b) Wherever possible, roads and services should follow grid systems, which are similar to the original lot configuration in the Town in order to provide a variety of routes for pedestrian and vehicular traffic.
- c) New housing developments should reflect a range of lot and housing sizes, including smaller, affordable housing units, which would be suitable for seniors



and smaller families. Where the development of smaller forms of housing occurs adjacent to older housing on larger lots, the new development should be designed and landscaped to be compatible with the character of the surrounding neighbourhoods.

- d) Within and nearby Living Areas there are uses which have existed prior to this plan. These uses may not be compatible with future residential uses, but are of economic importance to the community. In addition, uses may be permitted within adjacent areas that are not compatible with existing or future residential and sensitive uses.

New residential and sensitive uses shall be designed to consider pre-existing uses such that those existing uses can continue to function without ongoing conflicts between the new and prior existing uses.

The zoning by-law shall identify appropriate setbacks between proposed sensitive uses and existing non-compatible uses. Mitigation measures such as setbacks, fences and landscaping, may be required to minimize impacts.

Where development is proposed within 100 metres of the CNR rail line, the proponent shall provide noise mitigation and safety features to the satisfaction of the Ministry of Environment and the CNR.

- e) Prior to approving new residential uses, Council shall be satisfied that the development can be adequately serviced with sanitary sewers, municipal water, fire protection and utilities. Provisions for storm water management shall be provided on-site to ensure that the predevelopment run-off rates are maintained or improved. Council shall also be satisfied that there is safe access to the development for existing and future traffic.
- f) The implementing Zoning By-law will establish separate zones for low density, medium density and high density residential. Development of medium density and high density uses will require an Amendment to the Zoning By-law. In considering such an application, Council shall ensure that the development satisfies the land use compatibility policies in this Plan.
- g) Where a draft plan of subdivision is proposed adjacent to a provincial highway, the layout of the subdivision is to be designed such that the lots back onto the provincial highway and front onto a local internal street.

4.1.4 Small Scale Commercial Uses

- a) Commercial uses that serve the needs of the immediate neighbourhood shall be permitted throughout Living Areas. These uses may include convenience stores, entertainment sales/rental outlets and personal services.
- b) The size of local commercial uses shall be limited in the Zoning By-law to ensure that these uses are compatible with the built form of the surrounding residential uses. Council may use Site Plan Control to ensure that there is sufficient



landscaping, and that fencing, parking and signs do not detract from the attractive nature of the adjacent residential lands.

4.1.5 Small Scale Institutional Uses

- a) Places of worship, medical clinics and offices and elementary schools are examples of small scale institutional uses, which serve the day-to-day needs of the community. These uses are encouraged to locate where residents can walk from their homes to use these services.
- b) New institutional uses in Living Areas will require an Amendment to the Zoning By-law. When considering such an application, Council will ensure that the scale and design of the proposed use is in character with the adjacent residential uses. Site Plan control may be used to ensure that the design of the building, parking, landscaping, lighting and signs is in keeping with the residential character of the neighbourhood.

4.1.6 Neighbouring Parks

- a) Within Living Areas, neighbourhood parks should be provided within 1000 meters of all residential uses. Pedestrian and bicycle access to and between these parks should be developed wherever possible.
- b) Neighbourhood parks should be between 1.5 and 2.0 ha in size and should have suitable dimensions to provide for junior soccer pitches and junior baseball diamonds.

4.1.7 Islands

- a) The islands in Rainy Lake within the Town limits may be developed subject to the approval of adequate sewage disposal facilities by Northwestern Health Unit, pursuant to the requirements of Part 8 of the *Ontario Building Code*.
- b) Development on islands will be linked to recreational and seasonal uses. No municipal services will be provided to islands. Prior to approving development on islands, the Town shall be satisfied that adequate mainland parking has been secured.

4.1.8 Additional Residential Policies

(a) Design Policies for Existing Neighbourhoods

New Development in existing neighbourhoods (redevelopment or intensification) shall reinforce and improve upon the character defined by the existing built form and landscaping. The Town will maintain and improve existing neighbourhoods through tools such as By-laws (e.g., property standards, tree cutting), civic beautification, heritage conservation initiatives, and urban design guidelines.

(b) Location and Design of Elementary School Sites

Elementary schools should be located adjacent to public parks and open spaces, where possible. Generally, the school should be centrally located in regard to the area being served. The location should be selected and designed in consultation with the School



Boards. The location should also be selected and designed to minimize traffic conflicts with pedestrians. Sidewalks are considered to be an integral design aspect and will be required to link all school sites to adjacent neighbourhoods; bicycle lanes will be incorporated wherever feasible.

(c) Location and Design of Places of Worship

Where possible, places of worship should be located on the appropriate road classification. Places of worship should provide on-site parking located at the rear or side of the building. Proposals for developing new places of worship may require the applicant to submit a traffic impact study, lighting study, parking study and other studies deemed appropriate by the Town.

(d) Infill and Intensification Development

Infilling and intensification is encouraged throughout the Town's existing built up residential areas. Intensification in residential areas should address (notwithstanding the requirements for a severance, site plan or plan of subdivision):

- I. Land use and neighbourhood character compatibility;
- II. Lot pattern and configuration;
- III. Accessibility;
- IV. Parking requirements;
- V. The potential for additional traffic and traffic maneuverability;
- VI. Natural (including natural hazards) and built heritage conservation/protection;
- VII. The available capacity of municipal infrastructure; and
- VIII. Residential intensification targets identified in this Plan.

(e) Live/Work Opportunities

Medium density and high density residential units designed for live/work may be permitted subject to Site Plan Approval and provision of sufficient parking. Live/work development is encouraged to locate on collector and arterial roads and/or in an area planned for intensification.

(f) Affordable Housing

The Town will work with the appropriate housing agencies to ensure that a sufficient supply of housing is provided which is affordable to low and moderate income households. The Town will also consider alternative requirements for residential lot standards and required floor space in the Zoning By-law which would support the provision of affordable housing.

(g) Accessible Housing

The Town will work with the Province and the private sector to ensure that an adequate supply of accessible housing is provided to meet long term demand for persons with physical disabilities.

(h) Group Homes

Group homes administered by the Ministry of Health or Ministry of Community and Social Services under Provincial legislation shall be permitted in any residential area. The types of group homes which are permitted include:

- I. Approved homes;



- II. Homes for special care;
- III. Supportive housing programs;
- IV. Accommodation for adult mental health programs;
- V. Accommodation services for individuals with a developmental disability;
- VI. Satellite residences for seniors; and
- VII. Homes for individuals who have physical disabilities, where the Province licenses, funds or approves such a group home program.

(i) Accessory Dwelling Units

Once (1) Accessory Dwelling Unit may be permitted, in addition to the principal dwelling unit, of single-detached and semi-detached dwellings through a Zoning By-law or minor variance application. The following criteria shall be considered when evaluating proposals for the creation of accessory dwelling units:

- I. The floor area of the accessory unit is equal to, or less than, the gross floor area of the principal unit without any modification to the building's bulk or massing;
- II. The Accessory Dwelling Unit is not located in an attached garage;
- III. One additional one (1) unit on-site parking space is provided exclusively for the accessory dwelling unit;
- IV. The outdoor private amenity area is adequate for the amenity and leisure needs of all occupants;
- V. The Accessory Dwelling Unit meets the requirements of the Town's Zoning By-law, the Building Code and Fire Code;
- VI. A lot may not have both an Accessory Dwelling Unit and a Garden Suite.

(j) Second units ¹

Second units are permitted for:

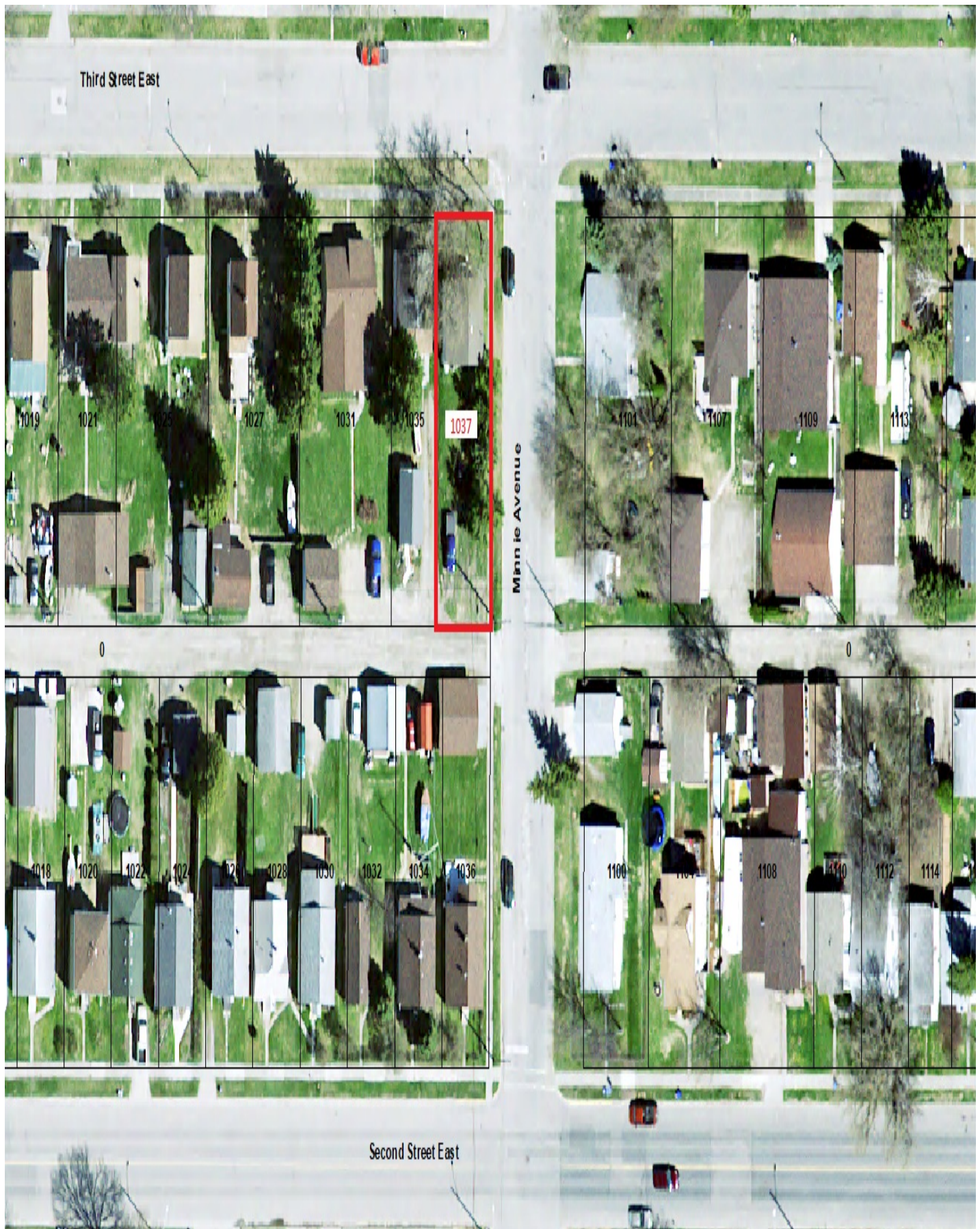
- I. the use of two residential units in a detached house, semi-detached house or row house if no building or structure ancillary to the detached house, semi-detached house or row house contains a residential unit; and
- II. the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or row house if the detached house, semi-detached house or row house contains a single residential unit.

(k) Garden Suites

One (1) Garden Suite may be permitted, but only on a lot Zoned for a single-detached dwelling. The Garden Suite will be a small, temporary building which is physically separate from the principal dwelling unit and will be adequately serviced by the primary residence. The exterior design of the Garden Suite will be in character with the design of the principal dwelling unit and the location of the Garden Suite on the lot will not adversely impact the privacy of adjacent yards. Garden Suites will be subject to a Temporary Use By-law. A lot may not have both an Accessory Dwelling Unit and a Garden Suite. Garden Suites must meet the requirements of the Town's Zoning By-law, Building Code and Fire Code.

¹ Section (j) – MMAH modification prior to approval (December 3, 2012)







ADMINISTRATIVE REPORT

Subject: NEXT GENERATION 9-1-1 AUTHORITY SERVICE AGREEMENT
 Date: 2022-05-05
 To: Mayor and Council
 From: Tyler Moffitt, [FIRE CHIEF/CEMC]



ISSUE

A new modern Canadian 9-1-1 Network is being implemented this year across Canada. The Town of Fort Frances and its 9-1-1 Partners are required to sign a new **NG9-1-1 System** agreement with **Bell Canada (Please see the attached agreement)**. The Town of Fort Frances will be able to sign on behalf of the Rainy River District 9-1-1 Partners.

ADMINISTRATION & FINANCE EXECUTIVE COMMITTEE RECOMMENDATION

It is the recommendation of the Administration & Finance Executive Committee:

THAT Council of the Town of Fort Frances authorize the entering into agreement between the Town of Fort Frances (Municipalities included in Schedule "C" and Bell Canada for a 10-year term; and

FURTHER THAT the Mayor be authorized to sign the new agreement on behalf of the Rainy River District 9-1-1 Partners; and

THAT a by-law be brought forward for execution by the mayor and clerk.

STRATEGIC IMPACT

Updated technology and enhancements to the 9-1-1 System.

OPTIONS & ALTERNATIVES

N/A

HISTORY

Currently, the Rainy River District 9-1-1 Partners have a 911 Central Emergency Reporting Bureau (CERB) Services Agreement with the Ontario Provincial Police (OPP).

As well, as in the past, the OPP will be reaching out and providing the Rainy River District 9-1-1 Partners with their own updated agreement, which will be a **Primary Public Safety Answering Point (P-PSAP Agreement)**; the term for the new agreement will more than likely be a 5-year term.

NEXT GENERATION 9-1-1 AUTHORITY SERVICE AGREEMENT

The Rainy River District 9-1-1 Partners are as follows:

- Town of Fort Frances
- Couchiching First Nation
- Naicatchewenin First Nation
- Rainy River First Nation
- Township of Alberton
- Township of Chapple
- Town of Rainy River
- Township of Morley
- Township of Dawson
- Township of La Vallee
- Township of Emo, and
- Township of the Lake of the Woods

Meanwhile, the Canadian 9-1-1 network has aged out; it consists of old technology. A new modern network needed to be developed. A complete replacement of 9-1-1 infrastructure from existing legacy analog & digital services to Internet Protocol (IP) based connections was needed.

ANALYSIS

The task of pursuing a newer and updated network was implemented to replace the 30+ year-old Canadian 9-1-1 network.

The NG9-1-1 network was created and will provide better location accuracy for calls, improved crash data, more ways to contact 9 1 1 (texting), greater interoperability with other agencies, and improved responder and community safety.

CONSULTATION

Primary Public Safety Answering Point Communication Centres (OPP Communications Centres) and other stakeholders.

SUPPORTING DOCUMENTS

NEXT GENERATION 9-1-1 AUTHORITY SERVICE AGREEMENT



NEXT GENERATION 9-1-1 AUTHORITY SERVICE AGREEMENT

This Agreement is between

[INSERT 9-1-1 AUTHORITY NAME], a municipality, local service board, first nation, province or other authorized signing authority located at **[INSERT ADDRESS]** (the "**9-1-1 Authority**")

AND

BELL CANADA, a company incorporated under the laws of Canada, and located at 1 carrefour Alexander Graham Bell, Building A7, Verdun, Quebec H3E 3B3 ("**Bell**")

WHEREAS Next Generation 9-1-1 Service (as defined below) is a service that replaces Enhanced 9-1-1 ("**E9-1-1**") service and is based on Internet Protocol (IP) technologies and supports 9-1-1 Calls natively IP end-to-end;

AND WHEREAS the Canadian Radio-television and Telecommunications Commission ("**CRTC**") determined in Telecom Decision CRTC 2015-531 that Canada's NG9-1-1 system should use the National Emergency Number Association standard ("**NENA i3**") as the baseline reference architecture;

AND WHEREAS in June 2017, the CRTC rendered Telecom Regulatory Policy CRTC 2017-182, which, among other things, directed all Incumbent Local Exchange Carriers ("**ILEC**")s to establish Next Generation 9-1-1 networks by 9-1-1 network service providers;

AND WHEREAS Bell operates and manages a Next Generation 9-1-1 System serving the provinces where it is the ILEC and where requested by a Small Incumbent Local Exchange Carrier ("**SILEC**") to operate as the SILEC's NG9-1-1 network provider, including in the territory in which the 9-1-1 Authority operates.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2. SCOPE OF AGREEMENT

- (a) **Agreement:** The 9-1-1 Authority requests and Bell will provide to the 9-1-1 Authority the Next Generation 9-1-1 services (the "**NG9-1-1 Service**") described below and in the schedules attached to, and forming part of, this agreement (each a "**Schedule**") in accordance with the terms and conditions of this agreement. Altogether, the Tariffs (as defined in Section 2(b)), the terms and conditions set out in this agreement, and the applicable Schedules form the "**Agreement**".
- (b) **Tariffed Services and CRTC Approval:** The NG9-1-1 Service is regulated by the CRTC and shall only be provided in compliance with the applicable tariffs including CRTC 7400, Bell Canada National Services Tariff Item 601 – Next Generation 9-1-1 (NG9-1-1) Service (together with all applicable decisions, directions and orders of the CRTC, are referred to herein as the "**Tariffs**"), and the Tariffs, which form part of this Agreement, shall prevail in the event of a conflict with the terms and conditions set out herein.
- (c) **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("**ESInet**"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calls over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using Bell's IP VPN service to the PSAPs authorized by the 9-1-1 Authority. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("**NGCS**") and may include other third party applications from trusted entities as may be requested by the 9-1-1 Authority and agreed to by Bell.

Bell provided NG9-1-1 Service features are described in the User-to-Network Interface (“**UNI**”) and in Schedule ‘B’ (NG9-1-1 Network Features). 9-1-1 Authority agrees that Bell is not responsible nor liable for damages arising from 9-1-1 Authority’s use of third party applications in conjunction with the NG9-1-1 Service.

- (i) In accordance with CRTC 7400, Bell Canada National Services Tariff Item 601, Bell agrees to:
 - A. Provide NG9-1-1 Service to the 9-1-1 Authority within the Serving Area;
 - B. Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the 9-1-1 Authority and as listed in Schedule “C” (PSAP Designations & Locations);
 - C. Selectively route and enable selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to policy routing rules crafted to the needs of the 9-1-1 Authority, including those described in PSAP Contingency Plans;
 - D. Transmit geodetic and/or civic location information, call back number of the 9-1-1 Caller and any additional available data elements as made available by the Originating Network Provider (“**ONP**”);
 - E. Receive, aggregate and maintain into a single dataset representative of Bell’s entire serving area, mapping and addressing information provided by the 9-1-1 Authority or to its designee;
 - F. Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy / errors reporting back to the 9-1-1 Authorities or to their designees;
 - G. Maintain a dedicated 24X7 9-1-1 Control Centre to support the NG9-1-1 Service;
 - H. Maintain a Basic 9-1-1 Final Routing Alternative involving a third-party call centre, such as those used for nomadic VoIP calls; and
 - I. Enable access to location information when provided by-reference by the ONP with the original NG9-1-1 call;
 - J. Enable access to the additional data repositories provided by trusted entities as defined by the CRTC.
- (ii) The 9-1-1 Authority agrees to:
 - A. Designate Primary PSAPs, Secondary PSAPs and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area;
 - B. Where not otherwise defined by applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the 9-1-1 authority, such party shall be identified in Schedule “G”, and that 9-1-1 specific GIS data layers must be provided directly to Bell in a secure manner without transiting through any shared open platform;
 - C. Take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.
 - D. Ensure that all designated PSAPs are compliant with specifications and guidelines outlined in Schedule “D” (Specifications & Guidelines);

- E. Ensure, all PSAPs in the Serving Area are compliant with the deployment criteria listed in Schedule “E” (Deployment Criteria);
 - F. Ensure all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity and all other considerations within the PSAPs domains;
 - G. Ensure all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
 - H. Ensure the Primary PSAP accepts specific planned test calls from the public;
 - I. Ensure the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - J. Resolve mapping and addressing discrepancies / errors reported to the GIS Authorities by Bell in a timely manner or as otherwise specified in the discrepancy report;
 - K. Provide supporting technical and operational documentation as listed in Schedule “D” (Specifications & Guidelines) on the Bell 9-1-1 Flex Portal; and
 - L. Ensure Bell is provided in writing the information listed in Schedule F where the 9-1-1 Authority is a Government Provincial PSAP and ensure such information is current at all times.
- (iii) The NG9-1-1 Authority acknowledges and agrees that NG9-1-1 Service resiliency, reliability and security depends upon the following:
- A. The type and capabilities of the Originating Service Provider and the technology from which 9-1-1 Calls originate;
 - B. The accuracy of the data provided by the various NG9-1-1 stakeholders including the 9-1-1 Authority, PSAP and Originating Service Providers and other trusted entities;
 - C. The use of encryption and appropriate security protocols as described in Schedule E of this Agreement and as may be further developed over time; and
 - D. The availability of entrance diversity configuration, and physical attributes including the distance between entry points and power diversity of the PSAP Location,
- and agrees that ensuring the foregoing elements are the best available will improve its experience with the NG9-1-1 Service.
- (iv) Bell and 9-1-1 Authority agree that the implementation of Next Generation 9-1-1 Service within the Serving Area shall be carried out pursuant to the User-to-Network Interface (UNI) Technical Specification Document and the requirements established by the CRTC, and the Parties agree to update this Agreement as the CRTC requirements evolve.
- (v) The NG9-1-1 Service allows for many new feature possibilities with regards to types of data that can be transmitted. The availability of these features may require upgrades to software and or hardware by the PSAP.
- (vi) The NG9-1-1 Service will require security updates on an ongoing basis. To ensure the security of the NG9-1-1 Service, the NG9-1-1 Authority commits to ensure the PSAPs selected to serve its inhabitants, apply

security updates (including any security patches) promptly. In the event of a PSAP failure to apply security updates Bell may, in its sole discretion, remove the PSAP from Bell's ESInet.

(vii) In the event a PSAP is removed from Bell's ESInet, 9-1-1 Calls destined for the PSAP will be rerouted in accordance with the PSAP's defined Policy Routing Rules.

(d) **Bell Providers:** Bell may perform its obligations under this Agreement through its affiliates (as defined in the *Canada Business Corporations Act*) (an "**Affiliate**"), agents, suppliers or subcontractors (the "**Bell Providers**"), but Bell shall not be relieved of its obligations by using the Bell Providers.

3. FEES

The Tariffs set out certain approved rates, fees, and charges and capital, development or installation costs (if any) (the "**Fees**") applicable to the NG9-1-1 Services. The 9-1-1 Authority shall pay Fees that are specified in the Tariffs. For services related to the NG9-1-1 Services but not specified in the Tariffs including those related to tertiary sites and third circuits the 9-1-1 Authority shall pay the fees as agreed to by the Parties. The 9-1-1 Authority shall also pay applicable commodity taxes, and similar taxes levied or assessed by any local and/or government authority, as well as surcharges for foreign taxes or those imposed by third-party providers, withholding tax, and interexchange carrier charges, if any (collectively, "**Taxes**"). The 9-1-1 Authority shall pay Fees and Taxes within 30 days of the invoice date. Fees and Taxes are subject to a late payment charge ("**Late Payment Charge**") at the rate specified in the invoice, which rate may vary from time to time, calculated from the invoice date, if Fees and Taxes are not paid within 30 days of the invoice date. For clarity, the NG9-1-1 Authority may pay all amounts referred to in this Section 3 via arrangements it may make with an applicable PSAP.

4. TERM AND TERMINATION

- (a) **Term:** The term of this Agreement (the "**Initial Term**") will begin on the date it is signed by the 9-1-1 Authority (the "**Effective Date**") and it will expire or terminate after ten (10) years unless otherwise terminated under the terms of this Agreement.
- (b) **Renewal Term(s):** If permitted under the relevant Tariffs, upon expiry of the Initial Term the Agreement shall be automatically renewed for successive periods of five (5) years each unless one party gives to the other at least six (6) months written notice of termination prior to the end of the initial term or any renewal period (in each case, a "**Renewal Term**"). The Initial Term and any Renewal Term(s) are collectively referred to as the "**Term**".
- (c) **Termination or Suspension of a Service:** Bell may immediately suspend the entirety or a portion of the NG9-1-1 Service where Bell has reasonable cause to believe that the 9-1-1 Authority's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the 9-1-1 Authority may terminate the NG9-1-1 Service, or Bell may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

5. LIMITATION OF LIABILITY

- (a) Bell's liability for the performance of its obligations pursuant to this Agreement shall be subject to and governed by Bell's Tariffs.
- (b) The 9-1-1 Authority and Bell shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the 9-1-1 Authority or Bell is self-insured, provide to the other party evidence that is satisfactory to that party that the 9-1-1 Authority and/or Bell, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.

6. **CONFIDENTIAL INFORMATION**

- (a) **"Confidential Information"** means any data, documentation or other information of a proprietary or confidential nature of a party, or its Affiliates, or which is treated as confidential by a party or its Affiliates, whether or not identified as being confidential or proprietary, which is disclosed or made available to the other party in connection with the negotiation, preparation or performance of this Agreement. The design, installation, delivery or implementation of the Services, including pricing information, service levels and network design specifications shall constitute Confidential Information of Bell. Confidential Information excludes the 9-1-1 Authority's name, address and listed telephone number and any data, documentation or other information which is (i) in the public domain, (ii) known to the receiving party prior to receipt thereof from the disclosing party, or (iii) available to the receiving party on a non-confidential basis from a source other than the disclosing party, if that source or its source is not in breach of any obligations of confidentiality to the disclosing party; or (iv) the receiving party can show to have been developed independently by the receiving party without using the Confidential Information of the disclosing party. The receiving party agrees to take such care to protect the confidentiality of the Confidential Information as would be taken by a reasonable party to protect its own Confidential Information from disclosure subject to the exceptions set out below.
- (b) Except as: (i) permitted or required by law, regulation or lawful request or to carry out its obligations; and (ii) required to receive or provide the Services under this Agreement, as applicable, the receiving party agrees not to use or disclose the Confidential Information without disclosing party's prior written consent. For clarity, any information exchanged between Bell and the 9-1-1 Authority, their employees, servants, agents and/or co-contractors pertaining to the design, the development, the implementation, the operation and the maintenance of the NG9-1-1 Service is confidential, and shall be provided only to such persons who have a need to know for the purposes of this Agreement.
- (c) The 9-1-1 Authority consents to Bell disclosing 9-1-1 Authority information to the CRTC as required for the CRTC to approve any regulatory filings or CRTC requests for information related to the Services. Additionally, 9-1-1 information that is available with a 9-1-1 Call is provided on a confidential basis pursuant to CRTC 7400, Bell Canada National Services Tariff Item 601 as an exception to Item 10 Article 11 of the Bell Canada General Tariff and shall be used for the sole purpose of answering and dispatching 9-1-1 Calls
- (d) In the event that Bell is provided with access to the 9-1-1 Authority's End Users' information ("**End User Data**"), 9-1-1 Authority shall ensure that it has all the requisite consents for Bell to use such End User Data in the manner contemplated under this Agreement. The 9-1-1 Authority acknowledges and agrees that in the event that the 9-1-1 Authority provides Bell with access to End User Data where Bell is not required to have such access, Bell shall not be liable for any loss, unauthorized access to, or any other act or omission in relation to the End User Data.
- (e) The 9-1-1 Authority and Bell agree to abide by all applicable legislation with respect to the protection of privacy in effect from time to time.
- (f) The 9-1-1 Authority shall ensure their PSAPs comply with the terms of this Section 6. Bell shall only share Confidential Information pertaining to this Agreement with the PSAPs identified in Schedule "C" (PSAP Designations & Locations).

7. **FORCE MAJEURE**

- (a) If there is a default or delay in a party's performance of its obligations under this Agreement (except for the obligation to make any payments under this Agreement), and the default or delay is caused by circumstances beyond the reasonable control of that party including fire, flood, earthquake, elements of nature, acts of God, epidemic, pandemic, explosion, power failure, third party caused damage to network infrastructure (e.g., a cable cut), war, terrorism, cyber terrorism/warfare, revolution, civil commotion, cyber terrorism/warfare, acts of public enemies, law, order, regulation, ordinance or requirement of any government or legal body having jurisdiction, or labour unrest such as strikes, slowdowns, picketing or boycotts (each an "**Event of Force Majeure**"), then that party shall not be liable for that default or delay, and shall be excused from further performance of the affected

obligations on a day-by-day basis, if that party uses commercially reasonable efforts to expeditiously remove the causes of such default or delay in its performance.

- (b) Bell and the 9-1-1 Authority agree that in the Event of a Force Majeure the parties will co-operate and make all reasonable efforts to provide a temporary replacement service until the NG9-1-1 Service is restored. The costs required to provide temporary replacement service shall be borne as between Bell and the 9-1-1 Authority in accordance with the Parties' respective obligations as described in Sections 2(c)(i) & (ii) of this Agreement.

8. **GENERAL PROVISIONS**

- (a) **No Resale:** The 9-1-1 Authority shall not resell or remarket any Service for commercial purposes under the terms and conditions of this Agreement.
- (b) **Entire Agreement and Amendment:** This Agreement is the entire agreement between the 9-1-1 Authority and Bell with respect to the subject matter, and supersedes all prior agreements, understandings, commitments, undertakings, proposals, representations, negotiations and discussions on the subject matter, whether written or oral. There are no, and Bell shall not be liable for, conditions, agreements, representations, warranties or other provisions, express or implied (including through course of dealing), collateral or otherwise, relating to the subject matter of this Agreement, which induced either party to enter into this Agreement or on which either party places any reliance, other than those set forth in this Agreement. This Agreement shall not be amended other than by an instrument in writing signed by both parties and stating that the parties intend to amend this Agreement.
- (c) **Assignment:**
- (i) This Agreement shall bind and enure to the benefit of Bell and the 9-1-1 Authority and their respective successors and permitted assigns. Neither party may assign this Agreement in whole or in part, including any Schedule, without the prior written consent of the other party, not to be unreasonably withheld. However, without the other party's consent, subject to Paragraph (ii) below, a party may assign all or part of its benefits, rights or obligations under this Agreement to an Affiliate or to an entity in connection with any transaction or series of transactions pursuant to which all or a substantial part of the assigning party's business is assigned to or otherwise results in forming all or part of the business of such entity (including a present or future affiliate, whether by way of reorganization, consolidation, amalgamation, arrangement, merger, transfer, sale, change in control or otherwise, and, provided such entity, as assignee, agrees to be bound by this Agreement and assumes the obligations assigned under this Agreement pursuant to this Subsection, on and after the effective date of such assignment.
 - (ii) Bell's prior written consent shall be required in the event of a proposed assignment by 9-1-1 Authority if, in Bell's determination, the 9-1-1 Authority's proposed assignee is deemed to be (A) not credit worthy; (B) a competitor of Bell; or (C) non-compliant with any eligibility criteria for the Services. Bell may also assign any receivable that arises under this Agreement, any right to receive payment related to that receivable and any interest in that receivable or right to receive payment.
- (d) **Governing Law:** This Agreement shall be governed by and interpreted according to the laws of Ontario unless the 9-1-1 Authority's head office is situated in Quebec. If the 9-1-1 Authority's head office is situated in Quebec, this Agreement shall be governed by and interpreted according to the laws of Quebec. The applicable governing law shall be determined as noted above without regard to any conflicts of law rules that might apply the laws of any other jurisdiction. The parties attorn to the exclusive jurisdiction of the courts of Toronto unless the 9-1-1 Authority's head office is situated in Quebec, in which case the Parties attorn to the exclusive jurisdiction of the courts of Montreal in respect of all matters arising out of or in connection with this Agreement except CRTC regulatory matters. For CRTC regulatory matters the parties attorn to the exclusive jurisdiction of the federal courts or tribunals of Canada.
- (e) **Interpretation:** In this Agreement, the headings are for convenience of reference only and shall not affect its construction or interpretation. If there is any conflict between the terms of the main body of this Agreement and a Tariff, if applicable to the Service in dispute, the terms of the applicable Tariff shall govern. If there is any conflict

between the terms of the main body of this Agreement and the Schedules, the terms of the main body of the Agreement shall govern unless otherwise expressly provided in writing in a Schedule.

- (f) **Waivers:** No waiver of any provision of this Agreement shall bind a party unless consented to in writing by that party. No waiver of any provision of this Agreement shall be a waiver of any other provisions, nor shall any waiver be a continuing waiver, unless otherwise expressly provided in the waiver.
- (g) **Notice:** All notices and consents provided for shall be given in writing and delivered by personal delivery, prepaid first class registered or certified mail, by facsimile, by regular mail or e-mail. Notices delivered by facsimile shall be considered to have been received upon the sender obtaining a bona fide confirmation of such delivery. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, fax number and e-mail address; (ii) date and time of the transmission; and (iii) the name and telephone number of a person to contact in the event of transmission problems. Delivery of notices after 4:00 p.m. at the address being served constitutes delivery the following day. Notices delivered by regular mail shall be deemed received on the fifth day after the notice has been mailed. The address for notice shall be:

For the **9-1-1 Authority**,

_____; and

For **Bell**,

c/o 9-1-1 Service Team
930 d'Aiguillon, B320
Quebec, G1R 5M9

Email: signatures.911@bell.ca

With a copy to,

c/o Corporate Secretary
1 Carrefour Alexander Graham Bell, Building A, 4th Floor
Verdun, Québec H3E 3B3.

Facsimile: (514) 766-8161

The 9-1-1 Authority shall notify Bell of a change in its billing address and any change in its corporate name or any business or trade name used in connection with the Services.

- (h) **Severability:** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable, the other provisions of this Agreement shall not be affected or impaired, and the offending provision shall automatically be modified to the least extent necessary in order to be valid, legal and enforceable.
- (i) **Survival:** The following Sections of this Agreement shall survive termination or expiration of this Agreement: Sections 3 (Fees), 4(c) (Termination or Suspension of a Service), 5 (Limitation of Liability), 6 (Confidential Information), and this Section 8 (General Provisions).
- (j) **Counterparts:** This Agreement may be signed in one or more counterparts (including through electronic signatures), each of which shall be considered an original and all of which, taken together, shall constitute one and the same instrument.

- (k) **Language:** The parties have requested that this Agreement and all correspondence and all documentation relating to this Agreement be written in the English language. Les parties aux présentes ont exigé que la présente entente, de même que toute la correspondance et la documentation relative à cette entente, soient rédigées en langue anglaise.
- (l) **No Partnership and Third-Party Beneficiaries:** Bell is an independent contractor of the 9-1-1 Authority. The Agreement shall not be construed to and does not create a relationship of agency, partnership, employment or joint venture. Nothing in this Agreement, express or implied, shall or is intended to confer on any other person, firm or enterprise, any rights, benefits, remedies, obligations or liabilities of this Agreement, other than the parties, their respective successors or permitted assigns.

<p>[9-1-1 AUTHORITY NAME]</p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>I am authorized to bind the 9-1-1 Authority to the terms and conditions of this Service Schedule.</p> <p>DATE: _____</p>	<p>BELL CANADA</p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>TITLE: _____</p> <p>I am authorized to bind Bell Canada to the terms and conditions of this Service Schedule.</p> <p>DATE: _____</p>
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Schedule “A”

DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in this Schedule “A” and where not otherwise defined in this Agreement, as ascribed in the current Network Interconnection (UNI) Document.

“9-1-1 Authority” means the municipality, local service board, first nation, province or any other authorized signing authority responsible for 9-1-1 service operations pursuant to the Bell Canada National Services Tariff Item 601 – Next Generation 9-1-1 (NG9-1-1) Service, and defined as the 9-1-1 Authority party to this Agreement;

“9-1-1 Call” means a request for public safety assistance signalled by a 9-1-1 Caller using a device and communications service supporting 9-1-1 dialling, and delivered through the NG9-1-1 Service, regardless of the media (e.g., voice, video, text, other) used to make that request;

“9-1-1 Caller” means end user dialing 9-1-1;

“9-1-1 Control Centre” means a dedicated 9-1-1 24/7 support, maintenance and surveillance centre;

“Agreement” has the meaning ascribed to it in Section 2(a);

“Back-Up PSAP” or **“Back-Up Public Safety Answering Point”** means the back-up PSAP as identified by the 9-1-1 Authority in Schedule “C”;

“Basic 9-1-1 Final Routing Alternative” means the designated last resort routing destination involving a third-party call centre, such as those used for nomadic VoIP calls;

“Bell 9-1-1 Flex Portal” means a secure Web site accessible from the public Internet for Customers to access information pertaining to its NG9-1-1 Services.

“CEE” means Customer Edge Equipment and refers to the peering equipment provided by the customer, facing the Bell Customer Edge router;

“CRTC” or **“Canadian Radio-Television and Telecommunications Commission”** has the meaning ascribed to it in the preamble to this Agreement;

“Effective Date” has the meaning ascribed to it in Section 4(a);

“End User Data” has the meaning ascribed to it in Section 6(d);

“Event of Force Majeure” has the meaning ascribed to it in Section 7(a);

“ESInet” has the meaning ascribed to it in Section 2(c)(i);

“GIS Authority” means a body that has control over and the power to make decisions about the source addressing and GIS data which is responsible for providing aggregated GIS/addressing data on behalf of the 9-1-1 Authority to the NG9-1-1 Service Provider for the purpose of NG9-1-1 Service;

“GIS Data Provider” means an entity that assigns addresses, creates, collects, maintains and shares spatial datasets. It may include addressing authorities (e.g. local, provincial and territorial governments, First Nations), 9-1-1 Authorities, and data aggregators;

“GIS” and **“Geographic Information System”** Means a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced;

“i3-PSAP” means a Public Safety Answering Point (PSAP) conformant to the NENA i3 standard (NENA-STA-010), which is capable of receiving IP-based signaling and media for delivery of emergency calls;

“Initial Term” has the meaning ascribed to it in Section 4(a);

“ILEC” and **“Incumbent Local Exchange Carrier”** means the existing telephone companies, prior to the introduction of local competition;

“Late Payment Charges” has the meaning ascribed in Section 3;

“Local Registration Authority” have the meaning ascribed to them in CRTC Decision 2019-353;

“MSAG” or **“Master Street Address Guide”** means the database that contains street names and house number ranges within their associated communities defining Emergency Service Zones (ESZs) and their associated Emergency Service Numbers (ESNs) to enable proper selective routing and selective transfer of 9-1-1 calls in the legacy E9-1-1 environment;

“NENA i3” has the meaning ascribed to it in the preamble of the Agreement;

“NG9-1-1” means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (a) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response;

“NG9-1-1 Network Provider” means the CRTC mandated ILEC providing the ESInet/NGCS;

“NG9-1-1 Service” has the meaning ascribed to it in Section 2(c)(i);

“NGCS” and **“Next Generation 9-1-1 Core Services”** means the base set of services needed to process a 9-1-1 call on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services and not the network on which they operate (i.e., the ESInet);

“Offnet Agency” means an agency outside of the NG9-1-1 network, such as a poison control centre or an hospital, which may be designated by the 9-1-1 Authority to be able to receive PSTN calls transferred by a designated PSAP;

“ONP” and **“Originating Network Provider”** means a CRTC-approved trusted entity service provider that allows its subscribers to originate 9-1-1 dialled voice or non-voice calls from the public to PSAPs, including but not limited to wireline, wireless, and fixed/native voice over internet protocol (VoIP) services.

“PRR” and **“Policy Routing Rule”** means the criteria which determines how 9-1-1 Calls are routed under stated conditions such as when a target PSAP is unable to take 9-1-1 Calls;

“PSAP” or **“Public Safety Answering Point”** means an entity responsible for receiving 9-1-1 Calls and processing those 9-1-1 Calls according to a specific operational policy - a Primary Public Safety Point, Secondary Public Safety Point, and Back-Up Public Safety Point as identified by the 9-1-1 Authority in Schedule “C” (PSAP Designations & Locations);

“PSAP Contingency Plans” means a plan in case of a disaster;

“PSAP Credentialing Agency” and **“PCA”** have the meaning ascribed to them in CRTC Decision 2019-353;

“PSAP Locations” means the locations of the PSAPs as identified in Schedule “C” (PSAP Designations & Locations);

“P-PSAP” or **“Primary Public Safety Answering Point”** means a communication centre which is the first point of contact for 9-1-1 Calls as identified by the 9-1-1 Authority in Schedule “C” (PSAP Designations & Locations);

“Renewal Term” has the meaning ascribed to it in Section 4(b);

“S-PSAP” or **“Secondary Public Safety Answering Point”** means a communication centre to which 9-1-1 Calls are transferred from a P-PSAP, typically the fire, police or ambulance agency responsible for dispatching emergency personnel as identified by the 9-1-1 Authority in Schedule “C” (PSAP Designations & Locations);

“Schedule” has the meaning ascribed to it in Section 2(a);

“Serving Area” means the geographic area, as determined by the 9-1-1 Authority from which 9-1-1 Calls will be directed to a particular P-PSAP;

“Subscriber” means an entity that contracted with a service provider for the provision of a voice telecommunications service;

“Selective Routing” means the process by which 9-1-1 Calls are routed to the appropriate PSAP or other designated destination, based on the 9-1-1 Caller’s location information, and may also be impacted by other factors, such as time of day, call type, etc. Location may be provided in a specified format such as an MSAG-valid civic address or in the form of geo coordinates (longitude and latitude);

“Taxes” has the meaning ascribed to it in Section 3;

“Term” has the meaning ascribed to it in Section 4(b); and

“User-to-Network Interface (UNI) Technical Specifications Document” means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

Schedule “B”**NG9-1-1 FEATURES**

The NG9-1-1 Service offers features as provided in CRTC 7400, Bell Canada National Services Tariff Item 601.

If a PSAP chooses to forgo utilizing one or more of the NG9-1-1 Service features provided by the NG9-1-1 Service network provider as described in the UNI, the PSAP does so at its own risk and assume all liabilities including prolonged restoration times in the event of an outage.

Schedule “C”**PSAP DESIGNATIONS & LOCATIONS**

MUNICIPALITIES INCLUDED: ALBERTON TWP, COUCHICHING FIRST NATION, FORT FRANCES, CHAPPLE TWP, DAWSON TWP, EMO TWP, LA VALLEE TWP, LAKE OF THE WOODS TWP, MORLEY TWP, NAICATCHEWENIN FIRST NATION, RAINY RIVER AND RAINY RIVER FIRST NATION

PSAP Type	Name	Location (full address)	Connected to ESInet (Y/N)
Primary PSAP (*1 & *2)			Y
Secondary PSAP Police (*1 & *2)			Y
Secondary PSAP Fire (*1 & *2)			Y
Secondary PSAP Ambulance (*1 & *2)			Y
Additional Offnet Agency if required (*1 & *2 & *3) i.e. Poison control			N
Designated Provincial or Territorial default i3 PSAPs (*4)			

Notes:

*1 – 9-1-1 Authority shall ensure all PSAPs connected to ESInet meet the NG9-1-1 requirements.

*2 – 9-1-1 Authority shall ensure that if a PSAP changes during the Term, the replacement is aware of the 9-1-1 Authority obligations re: PSAPs under this Agreement, and Bell is notified of the change.

*3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI and call transfers to such agencies are the responsibility of the PSAP’s Call Handling System

*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

Schedule 'D'**SPECIFICATIONS & GUIDELINES**

The specifications, templates and guidelines for the NG9-1-1 Service are found at <https://911flex.bell.ca/Login.html>, under the title "NG9-1-1 Onboarding Documentation".

Schedule “E”**DEPLOYMENT CRITERIA**

PSAPs utilizing networks to process and deliver NG9-1-1 Calls outside of the ESInet do so at their own risk and assume all liabilities including prolonged restoration times in the event of an outage.

In order to ensure reliability, resiliency and security of the NG9-1-1 Service, the 9-1-1 Authority shall ensure that all of the PSAPs meet the following mandatory requirements without which the PSAPs will not be permitted to interconnect with the production NG9-1-1 network:

1. IP VPN ESInet Interconnection

All i3-PSAP types, Primary and Secondary, are entitled to a single Back-Up location.

All IP VPN ESInet demarcation locations (Primary, Secondary and Back-Up PSAPs) are provided with two (2) redundant data paths and must make use of both. PSAPs must make use of all available in-house diversity (cable entrance, power, etc.).

ESInet physical demarcation locations must be geographically located within the Bell Canada NG9-1-1 Serving region.

PSAPs are expressly forbidden to establish private VPN tunnels over the ESInet, through the provided IP VPN circuits.

2. ESInet Interconnection of Non-designated PSAP facilities

For those PSAP sites not listed in Schedule “C”, if the 9-1-1 Authority requires additional circuits, these arrangements may be provided by Bell for a fee;

3. PSAP CEE Interconnection Requirement

- a. All PSAPs shall employ a NENA i3 compliant Border Control Function (“**BCF**”) as defined in the Bell NG9-1-1 UNI technical specification as a mandatory condition of interconnection with the NG9-1-1 network. The BCF must be comprised of a minimum of both a firewall and session border controller function. The BCF must be deployed in a manner which prevents single points of failure.
- b. PSAPs shall ensure their local network infrastructure (i.e., Local Area Network [LAN] and/or private Wide Area Network [WAN]) is sized appropriately to support the bandwidth of all NG9-1-1 traffic as calculated and provisioned by the NG9-1-1 Network Provider, in addition to their own in-house network requirements;

4. i3 Call Handling CODEC requirement

All PSAPs shall implement the mandatory list of CODECs as defined in Telecom Decision CRTC 2019-353 (<https://crtc.gc.ca/eng/archive/2019/2019-353.htm>) and make necessary changes as updates become approved by CRTC.

5. IP Network protocol support

All PSAPs shall deploy Dual Stack as the method for simultaneous use of IPv4 & IPv6 address spaces, or to individually perform Network Address Translation - Protocol Translation (“**NAT-PT**”) for their Network Domain as defined in the Bell NG9-1-1 UNI technical specification. This is a mandatory condition to interconnect to the NG9-1-1 Service Network;

6. End-to-End Encryption

All PSAPs shall support encryption of traffic from and towards the ESInet as defined in the Bell NG9-1-1 UNI technical specification;

7. QoS Support

All PSAPs shall implement the QoS requirements as defined in the Bell NG9-1-1 UNI technical specification;

8. PSAP Credentialing Agency – NG9-1-1 Network Provider service

All PSAPs shall utilize the Bell PSAP Credentialing Agency service. PSAPs shall identify to Bell as part of the onboarding process the individual or group responsible for acting as the Local Registration Authority (“**LRA**”). The LRA agreement and the roles and responsibilities can be found in Schedule H. For clarity, the LRA agreement is attached for reference purposes. There is no expectation that the NG9-1-1 Authority will sign the LRA agreement itself but the NG9-1-1 Authority will ensure that the selected PSAPs will execute such agreement.

9. Contingency Routing

PSAPs shall communicate all 9-1-1 contingency arrangements to Bell including agreements and arrangements with other agencies in order to design and implement Policy Routing Rules accordingly. PSAP’s defined Policy Routing Rules must contain at a minimum one Policy Routing Rule specifying a partner third party PSAP to act as backup in the event the PSAP is not able to respond to 9-1-1 Calls.

10. Domain Name Service (DNS) – NG9-1-1 Network Provider service

PSAPs must utilize the Bell NGCS-based DNS service to ensure resiliency of DNS functions and seamless PCA functionality.

The 9-1-1 Authority is requested to encourage PSAPs to utilize the following NGCS provided functions to further enhance network reliability, resiliency and security of the NG9-1-1 Service:

1. Network Time Protocol (NTP) – NG9-1-1 Network Provider Service

PSAPs are encouraged to utilize the Bell NGCS-based NTP service to ensure accurate time synchronization with all ESInet interconnected elements and as an additional time source within their Local Area Network (LAN).

Schedule “F”

MULTIPLE REGION PSAPs

This Schedule must be filled out by PSAPs covering multiple regions and managed by a provincial or federal authority (e.g., Ontario Ministry of Health, Sureté du Québec, Ontario Provincial Police etc.

Sites	Official Name	9-1-1 authority (municipalities, counties, etc.)

Schedule “G”**NG9-1-1 GIS REQUIREMENTS**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial \ Territorial Legislation (Y/N)

- ❖ In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

ADMINISTRATIVE REPORT

Subject: Disconnecting from Work Policy
Date: 2022-05-09
To: Mayor and Council
From: Alysha Hansma, Human Resources Manager



ISSUE

Under the *Employment Standards Act, 2000*, the Town of Fort Frances has a requirement to implement a written policy with respect to disconnecting from work.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council agree with the recommendation of Administration to implement the Disconnecting from Work policy as drafted.

STRATEGIC IMPACT

N/A

OPTIONS & ALTERNATIVES

N/A

HISTORY

On December 2, 2021, Bill 27, Working for Workers Act, 2021 received Royal Assent. The schedule amends the *Employment Standards Act, 2000*. New Part VII.0.1 of the Act imposes a requirement on employers that employ 25 or more employees to have a written policy with respect to disconnecting from work. The term “disconnecting from work” is defined to mean not engaging in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

The Ontario Ministry of Labour, Training and Skills Development (the “MOL”) has released guidance related to the changes under the Act including, but not limited to:

- An employer determines the content of its disconnecting from work policy.
- Employers are not required to create a new right for employees to disconnect.

DISCONNECTING FROM WORK POLICY

- The ESA does not specify the information an employer must include in its disconnecting from work policy, so long as the policy is about disconnecting from work.

ANALYSIS

A policy was drafted considering the requirements under the *Employment Standards Act, 2020*, the guidance from the MOL, and webinars hosted by the Ontario Municipal Human Resources Association, with presentations by Hick Morley.

This policy will commence on a date no later than June 2, 2022 and the Town will provide the policy to all employees within 30 days of the policy's implementation.

CONSULTATION

- Senior Management
- OMHRA
- Administration & Finance Executive Committee

SUPPORTING DOCUMENTS

- 1) Disconnecting from Work Policy





FORTFRANCES

BOUNDLESS

DISCONNECTING FROM WORK

HUMAN RESOURCES 3.8

POLICY

Created:	2022-05-03
Revised:	2022-05-04
Authorized:	Resolution X on YYYY-MM-DD
Superseded:	Resolution Y on YYYY-MM-DD

DISCONNECTING FROM WORK

1. PURPOSE

- 1.1 The health and wellbeing of our employees is of the utmost importance to us, and we, The Corporation of the Town of Fort Frances, encourage and support our employees in prioritizing their own wellbeing.
- 1.2 Disconnecting from work is important for an individual's wellbeing, and helps employees achieve a healthy and sustainable work-life balance. Disconnecting from work means to not engage in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.
- 1.3 To encourage and support our employees in balancing their working and personal lives, we have implemented this Disconnecting from Work Policy (the "Policy") to encourage employees to disconnect from work where possible.
- 1.4 This Policy should be read alongside the Town's associated policies including Management/Non-Union Benefits, Staff Attendance at Council Meetings, Leave of Absence without Pay, Individual Accommodation Plan, any relevant and applicable legislation, and any other policy that is, or may become, applicable and/or relevant.

2. APPLICATION

- 2.1 This Policy applies to all employees, as defined by the Ontario *Employment Standards Act, 2000* ("ESA"). For clarity, "employee" under this Policy means only those employees of the Town which are considered employees under the ESA.

3. EMPLOYER OBLIGATIONS

- 3.1 The Town will make efforts to ensure that all employees, regardless of their place of work, are:
 - a) informed of what their normal working hours are reasonably expected to be and are informed of the circumstances in which they may be expected to engage in work-related communications outside of their normal working hours;
 - b) able to take applicable meal, rest periods and hours free from work as required by law, contract and/or applicable collective agreement language; and
 - c) able to take vacation or other leave entitlements as required by law, contract and/or applicable collective agreement language.

HUMAN RESOURCES

4. EMPLOYEE OBLIGATIONS

- 4.1 The Town expects all employees to comply with the following in the course of their work. Employees must:
- a) cooperate fully with any applicable mechanism utilized by the Town to record working time or update their working status (e.g. out-of-office messages), including when working remotely, flexibly, or when mobile;
 - b) be mindful of colleagues', customers/clients', vendors', and other third parties' working hours;
 - c) ensure that they take ownership of their work and meet the Town's operational needs;
 - d) comply with the Town's Management/Non-Union Benefits policy and/or applicable collective agreement language regarding overtime, including any requirements to obtain prior approval before performing overtime work; and
 - e) notify their supervisor or manager, in writing, of any right or entitlement they were unable to exercise and the reasons why.

5. ABILITY TO DISCONNECT FROM WORK

- 5.1 An employee's ability to disconnect from work depends on the Town's operational needs and the duties and obligations of the employee's position, subject to an employee's employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA.
- 5.2 Nothing in this Policy precludes the Town or other employees of the Town from contacting colleagues outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving colleague or employee may have under their employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA.
- 5.3 This Policy does not afford employees a "right to disconnect" beyond what is within their individual employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA, which may include rights or entitlements speaking to: normal hours of work and hours free from work, overtime pay, meal and/or rest periods, public holidays and public holiday pay and vacation.
- 5.4 Nothing in this Policy is intended to amend or supersede any grievance procedure or other aspect of any applicable collective agreement.

DISCONNECTING FROM WORK

6. REPORTING CONCERNS

- 6.1 All employees are expected and required to report any concerns or issues they may have which they feel is impacting their ability to disconnect-from-work.
- 6.2 Employees are encouraged to report such concerns or issues to their immediate supervisor. If that is not appropriate or the matter cannot be resolved by doing so, employees should direct their concerns or issues to Human Resources.
- 6.3 Employees will not be subject to reprisal for reporting such concerns as outlined above.

7. POSTING, NOTICE, AND RETENTION

- 7.1 The Town shall provide a copy of this Policy to each employee of the Town within 30 calendar days of implementation. Should any changes be made to the Policy after its implementation, the Town shall provide each employee of the Town a copy of the revised Policy within 30 days of the changes being made.
- 7.2 The Town shall provide a copy of this Policy to all new employees upon onboarding and within 30 calendar days of the employee commencing employment with the Town.
- 7.3 The Town shall retain a copy of this and any revised version of this Policy for three years after it ceases to be in effect.

May 4, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter from Farmboy Real Estate in support of a splash pad development

Since originally speaking with Farmboy Real Estate in November 2021 about their willingness to contribute to a splash park development in Fort Frances, Administration has been busy working to plan and price out a development of this type. Administration spoke with the Township of Emo about their park and operating issues as well as a firm that sells and installs these features. When a second developer engaged Town staff about their interest in the development, the focus shifted from taking the single contribution and turning that into the momentum needed to fund the project, to working with both parties to undertake a joint announcement and co-developed project. A great deal of financial and technical information was gathered and passed onto the developers to ensure that they were aware of the costs for this type of development and any constraints that had to be considered through the design phase.

At this point, the Town has completed the design of a 3000 square foot splash pad at Legion Park with a fishing theme which aligns with the focus of the MAT Committee, renderings attached. The firm has also included full costing for the supply and installation of this pad. In addition to that installation would be a new washroom/pumphouse building, new services, AODA compliant walkways to get this project off the ground. Future additions, for public safety, would be a fence along Kings Highway, and traffic signals at Lille Avenue and Kings Highway including pedestrian signals. Longer term things that would need to be considered would be the reconstruction of Lillie Avenue to include better parking and park access as well as replacing the aged playground equipment.

Initial cost estimates for the construction of the splash pad, washroom building and pump room, site services and sidewalks is \$330,000.00. This cost could be reduced by any number of measures of donations or having Town staff undertake some of the construction works reducing the costs to materials only.

The park designed and costed out would be what is called a flow through pad, meaning that treated water would be used for the pad and wastewater would be discharged straight to the sewer. These pads are substantially cheaper to construct and much easier to maintain requiring much less manpower to operate. This type of pad is not the preferred, however if mitigating measures are taken, such as setting up a cistern to capture the wastewater and use it for the toilets in the washroom and for irrigation as well as looking at the possibility of discharging the overflow to stormwater. Given the proposed design the estimated annual water consumption for the pad is estimated at 7073m³. Given the current water rate of \$2.02 per m³ for water only, the annual costs would be \$14,287.83. With the flow through type of pad, there are no consumables related to the operation such as chemicals, filters etc. Staff would have to daily attend the site to make sure the drains are clean and free of debris, clean the bathrooms etc. This is something we may be able to include as part of the summer Parks Student weekend routine at Point Park, however there would be additional time related to this additional work. There would also be annual staff time for opening and closing (6h total) as well as ongoing costs for replacing damaged features, budgeted at \$500 per year.

At this point, the next steps are to finalize the design aspects of the pad, vet it through a group of community representatives and begin the fundraising process in earnest. Late in summer is typically

when grant programs are released and staff have been watching for funding opportunities to date. Continued monitoring of funding programs would be continued, and applications filed when available. Depending on what projects are determined needed for the 2022 design program, the road reconstruction and traffic signal installation could be funded in the 2022 design program funding already contained within the budget for 2022. MTO Approval would be needed for the installation of signals at that location, therefore there would need to be considerable time for that work to be completed.

Administration recommends the following:

1. Setup a committee of 5 members of the public, 1 member of Farmboy Real Estate, 1 member of Town administration to finalize the location, design works and spearhead fundraising activities.
2. That a trust account be setup by the Town to accept and control donations received for this project.
3. Undertake design works for the reconstruction of Lillie Avenue including the installation of signals at Lillie Avenue and Kings Highway in summer 2022.
4. Administration looks for, and apply to, any grant opportunities arising to support this type of project through summer 2022.

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

1. The Town accept the sizeable donation from Farmboy Real Estate with thanks,
2. A committee of 5 members of the public, 1 member of Farmboy Real Estate, 1 member of Town administration be struck to finalize the location, design works and spearhead fundraising activities.
3. A trust account be setup by the Town to accept and control donations received for this project.
4. Design works for the reconstruction of Lillie Avenue including the installation of signals at Lillie Avenue and Kings Highway be undertaken in summer 2022.
5. Administration looks for, and apply to, any grant opportunities arising to support this type of project through summer 2022.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

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

- 1. The Town accept the sizeable donation from Farmboy Real Estate with thanks,**
- 2. A committee of 5 members of the public, 1 member of Farmboy Real Estate, 1 member of Town administration be struck to finalize the location, design works and spearhead fundraising activities.**
- 3. A trust account be setup by the Town to accept and control donations received for this project.**
- 4. Design works for the reconstruction of Lillie Avenue including the installation of signals at Lillie Avenue and Kings Highway be undertaken in summer 2022.**
- 5. Administration looks for, and apply to, any grant opportunities arising to support this type of project through summer 2022.**

2022May4 Splash Pad Donation - Farmboy







FORT FRANCES SPLASH PAD / LEGIONPARK, FORT FRANCES, ON





May 4, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter dated Ms. Linda Chisick Requesting the installation of a bench at the Riverview Cemetery Columbaria.

At the April 11, 2022 meeting of Council a letter was received from Ms. Linda Chisick requesting to place a bench near the LaVerendrye Columbarium at the Riverview Cemetery. Currently there are a few benches already around the columbaria, placed there over the years by the Town of Fort Frances. In 2021 three new columbaria were placed in line with the original two finishing out the line. In 2022 the Town intends to complete the paving stone and landscaping works around these new columbaria.

If Council is open to the idea of having memorial benches placed around the columbaria or other locations within the Cemeteries, Administration would suggest we follow similar procedure to those benches installed along the riverfront walkway or local parks. Once Council agreed to the request, the requestor would be billed for the cost of the bench and would be responsible to procure a plaque. The Town would install the concrete pad then install the bench and plaque thereafter.

Recently the Town changed bench suppliers and types, with the new benches constructed of cast aluminum with slats of recycled plastic composite made by a Canadian Company called Barco Products. We have ordered composite picnic tables from this company in the past and the product quality is excellent. There are a number of colour choices for these benches so we can match the colour to other aspects of the location where the bench will be located. The bench cost is \$1358.85 plus applicable taxes and shipping.

The Operations & Facilities Executive Committee recommends the following;

- 1) That Ms. Linda Chisick would be responsible for all the costs of the following materials;
 - “Sterling Bench” complete with Composite slats manufactured by Barco Products
 - Freight costs to transport the bench materials to Fort Frances.
 - The plaque supplied by General Supply-purchased on her own.
- 2) That the Town will supply the labour & materials to construct the foundation for the bench during the landscaping activities planned for the Riverview Cemetery this summer.
- 3) That the Town will supply the labour to install the new Sterling Bench and plaque.

Respectfully Submitted



Travis Rob, P.Eng

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

- 1) That Ms. Linda Chisick would be responsible for all the costs of the following materials;**
 - **“Sterling Bench” complete with Composite slats manufactured by Barco Products**
 - **Freight costs to transport the bench materials to Fort Frances.**
 - **The plaque supplied by General Supply-purchased on her own.**
- 2) That the Town will supply the labour & materials to construct the foundation for the bench during the landscaping activities planned for the Riverview Cemetery this summer.**
- 3) That the Town will supply the labour to install the new Sterling Bench and plaque.**

Manager of Operations and Facilities

2022May4 Linda Chisick Bench request Riverview Cemetery

March 28 2022

AGENDA ITEM #5.6



Dear Mayor J. Caul and Council

Re: Placing a concrete bench or a concrete seat.

I Linda Chisick NÉE Smith at 924 Frenette Avenue am sending this letter requesting approval to place a bench or seat located near Lakerendrye Columbarium-Niche #N-7 at Riverview Cemetery.

Now that my parents Mr and Mrs Herb Smith are deceased, was wanting to do this in memory of them this Fall of 2022.

Thankyou for your time for this request. It would be much appreciated if approved.

Sincerely,

Linda Chisick, Daughter of Herb and Marie Smith
Residence 924 Frenette Avenue
Fort Frances, Ontario

P9A 3N4

Phone # (807) 274-9277

Linda Chisick

May 4, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 2022-OF-03 – Supply and Delivery of a new Aircraft Refueler Truck

In 2021 the Town was successful in securing funding under the Regional Air Transportation Initiative for relief from COVID related operational impacts. The funds were to cover incurred costs between March 31, 2020 and March 31, 2021. These funds were placed in a reserve fund for the replacement of the current Aircraft Refueler Truck.

During the week of February 17th the Town advertised for the replacement of the refueler truck, however no bids were received. The tender was reworked and readvertised the week of April 6 as well as posted on the Town's website both times. Tenders were to be opened publicly on Tuesday April 26, 2022 however no bids were received. I had received questions from one supplier and in reaching out to that supplier it was noted that they had faxed their submission in and had a receipt to that affect. They had sent in their originals by Fed-Ex but due to their origination in the US, they had to clear customs before they could arrive in Fort Frances. They then submitted the tender via email at 3:07pm. Administration has had issue receiving fax submissions, even some on the date that SkyMark did send their bid. As a result of this, and given we have only received one bid, it is the recommendation of Administration that we accept the bid from SkyMark Refuelers.

SkyMark Refuelers bid a total tender price of \$308,750 USD for a 5000-gallon truck with delivery approximately 210 days after receipt of deposit. The budget allocation for this truck in 2022 was \$300,000.00 resulting in a budget shortfall of \$8750.00 plus exchange. Administration has an obligation to outline any bid irregularities in the tender submission, there were a few minimal differences from the spec, outlined below:

1. The bid package required a 1500W block heater, where a 1000W would come with the truck
2. Public Works Mechanics would not be approved for warranty repairs; however the truck chassis would be an International, and there are certified International Tech's in the area to cover any warranty repairs required.
3. Part of the bid package was for the trade in of the Town's 1999 International Fuel Truck, SkyMark Refuelers, was not interested in taking our truck on trade. Controller is an online classified for specifically aircraft or aircraft related equipment including fuel trucks. It is the recommendation of Administration that the 1999 Fuel truck be listed for sale on that site to try to maximize the return for that truck. Once we have a new truck a subsequent report will be brought forward to Council to declare the old truck surplus and layout the process for disposing of the asset.

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

1. Tender 2022-OF-03 be awarded to SkyMark Refuelers for a total bid price of \$308,750 USD
2. That the funding shortfall and exchange be funded through year end surplus or out of the Vehicle and Equipment Reserve Fund.
3. That a By-Law be prepared to authorize Mayor and Clerk 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:

- 1. Tender 2022-OF-03 be awarded to SkyMark Refuelers for a total bid price of \$308,750 USD**
- 2. That the funding shortfall and exchange be funded through year end surplus or out of the Vehicle and Equipment Reserve Fund.**
- 3. That a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.**

Manager of Operations and Facilities

2022May4 Award of Tender 2022-OF-03 Aircraft refueler truck

May 4, 2022

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 2022-OF-05 – Fire suppression sprinkler system installation in 52 Canadians Arena

As part of the large ICIP Capital improvement project at the Memorial Sports Centre, the Town planned to install an automatic fire suppression sprinkler system in the 52 Canadians Arena. This type of facility is required to have an automatic fire suppression sprinkler system installed in it under both the Ontario Building Code and the Ontario Fire Code. Further, the roof system on the arena is made of combustible timbers and is of a design that is known to fail quickly and catastrophically in the event of a fire. Councils have been alerted to this numerous times over the last 20 years by both the Building Official and Fire Chief. Administration is happy to have the opportunity to undertake this project with the help of the ICIP program and bring this facility up to code and protect the users of the facility for years to come.

The Town undertook the design work for this installation in the fall of 2021 in preparation for a tender to be advertised the week of March 7, 2022. Advertisements were placed in the Fort Frances Times, Thunder Bay Construction Association and Winnipeg Construction Association as well on the Town website. On March 30, 2022, there was a mandatory site meeting where 5 firms attended.

The tenders were opened publicly at the Town of Fort Frances Council Chambers on April 19th 2022, where one bid was received. Tom Jones Corporation submitted a bid of \$558,800 including \$35,000 in allowances. Administration has an obligation to point out any irregularities in tender submissions, there were none noted.

It should be noted that this installation will require a dedicated water service to be installed onsite. This work will be coordinated and completed by the Town, however there will be materials associated with that work not included in the above costs.

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

1. Tender 2022-OF-05 be awarded to Tom Jones Corporation for a total tender price of \$558,800 including \$35,000 in allowances.
2. That a by-law be prepared authorizing Mayor and Clerk to execute the agreement on behalf of the corporation.

Respectfully Submitted

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

Travis Rob, P.Eng

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

- 1. Tender 2022-OF-05 be awarded to Tom Jones Corporation for a total tender price of \$558,800 including \$35,000 in allowances.**
- 2. That a by-law be prepared authorizing Mayor and Clerk to execute the agreement on behalf of the corporation.**

Manager of Operations and Facilities

2022May4 Award of Tender 2022-OF-05 52 Canadians Sprinkler System Installation

ADMINISTRATIVE REPORT

Subject: Chief Administrative Officer Performance Appraisal
Date: 2022-05-09
To: Committee of the Whole
From: Alysha Hansma, Human Resources Manager



ISSUE

Review and development of a process for the Chief Administrative Officer (CAO) Performance Appraisal.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council of the Town of Fort Frances agree with the recommendation of Administration to implement the Chief Administrative Officer Performance Appraisal Policy as drafted.

STRATEGIC IMPACT

Objective 9. Create Positive Workforce Culture: The implementation of this policy will assist in creating a more structured process to ensure that a key position has appropriate training plans and targeted professional development plans.

OPTIONS & ALTERNATIVES

N/A

HISTORY

On February 14, 2022, Council agreed with the recommendation from the Human Resources manager to select three members of council for the purpose of reviewing the process of the CAO Performance Appraisal, selecting Mayor Caul, Councillor McTaggart, and Councillor Brunetta.

ANALYSIS

Through the review process, the CAO Performance Appraisal Policy was drafted, as the Town recognizes the need to evaluate the performance of the CAO to ensure the ongoing success of the Town. The policy will ensure consistency in the CAO performance management process.

The CAO is accountable for their performance and entitled to know what is expected of them, how they are performing, and what resources are available to improve their performance. The performance review process provides the vehicle to establish and maintain open dialogue between Council and the CAO for the purpose of providing feedback to improve personal and professional performance.

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE APPRAISAL

CONSULTATION

- Mayor Caul, Councillor McTaggart, Councillor Brunetta, as members selected by Council for the purpose of reviewing the process of the CAO Performance Appraisal
- Municipal Clerk
- Other Ontario Municipalities
- Canadian Association of Municipal Administrators – CAO Performance Evaluation Toolkit

SUPPORTING DOCUMENTS

- (1) Chief Administrative Officer Performance Appraisal Policy





FORTFRANCES

BOUNDLESS

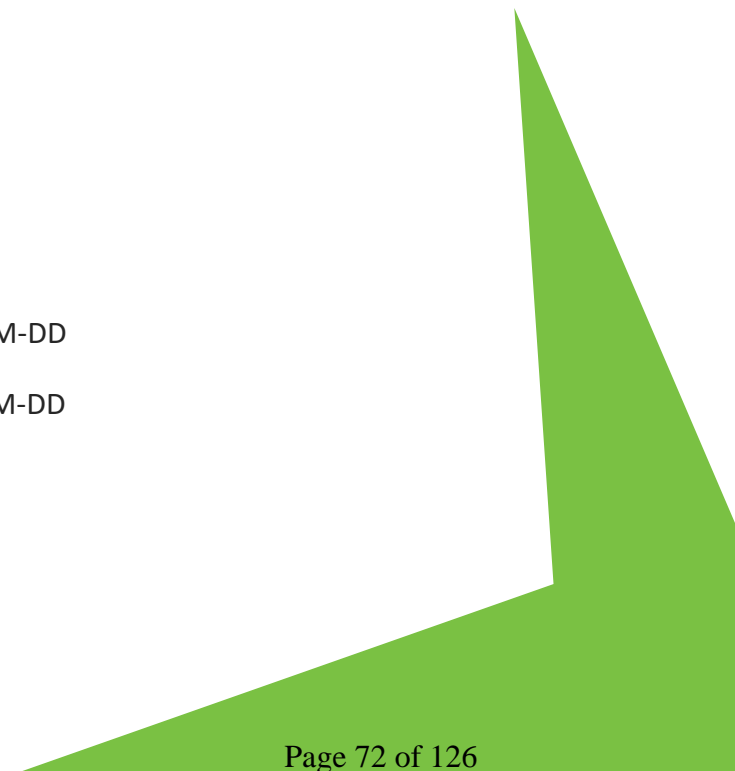
**CHIEF ADMINISTRATIVE
PERFORMANCE APPRAISAL**

OFFICER

HUMAN RESOURCES 3.33

POLICY

Published:	2022-05-09
Revised:	2022-05-05
Authorized:	Resolution X on YYYY-MM-DD
Superseded:	Resolution Y on YYYY-MM-DD



CHIEF ADMINISTRATIVE OFFICER PERFORMANCE APPRAISAL

1. PURPOSE

The Town of Fort Frances (the Town) recognizes the need to evaluate the performance of its Chief Administrative Officer (CAO) to ensure the ongoing success of the Town. Performance of the CAO will be monitored at a frequency as outlined in the policy and by a method determined by Council.

2. RATIONALE

In an environment characterized by change due to the municipal election process, this policy will ensure consistency in the CAO performance management process over time. A key role of Council is to evaluate the performance of the CAO. To be effective, this evaluation needs to be carried out on regular basis, and in a planned and thoughtful manner.

The CAO is accountable for their performance and entitled to know what is expected of them, how they are performing, and what resources are available to improve their performance. The performance review process provides the vehicle to establish and maintain open dialogue between the Council and the CAO for the purpose of providing feedback to improve personal and professional performance.

3. RESPONSIBILITIES

1. Chief Administrative Officer

The CAO is responsible for their own performance and development within the context of the organization's business needs. More specifically, those responsibilities are:

- Set challenging but achievable performance objectives based on the strategic direction for the Town.
- Prioritize issues that concern the Town of Fort Frances.
- Evaluate and assess their progress and develop strategies to overcome obstacles.
- Deliver on their objectives and plans.

2. Council

Council represents the community and outlines what is expected of the CAO as leader of Administration. More specifically:

HUMAN RESOURCES

- Ensure the goals and objectives of the CAO and the organization are aligned with the strategic direction of the Town.
- Support the CAO and the organization so they get the resources they need to achieve success.
- Recognize progress and achievements of the CAO through informal discussion, Mid-Year Check-In (optional) and/or Performance Reviews.
- Review and approve any revisions to this policy.

3. Human Resources Manager

The Human Resource Manager is the custodian of the process. The Human Resources Manager's responsibilities are to:

- Provide assistance to Council and the CAO throughout the process.
- Monitor, evaluate, and improve the performance review processes on a regular basis.
- Integrate related formal systems and procedures, like the Performance Appraisal process, into the professional development and compensation processes.

4. PERFORMANCE REVIEW PROCESS

PERFORMANCE REVIEW TIMELINES:

The CAO Performance Review is scheduled in September of each year. All components of the review, including any salary adjustment will be completed by September 30.

This means that:

- In an election year, the outgoing Council evaluates the CAO's performance over the prior year before the new Council is elected.
- The CAO will already have performance goals/key objectives in place to share with a newly elected Town Council in the first year of their term.
- The new Council may use the mid-point evaluation as a way to fine-tune the performance goals/key objectives of the CAO.

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE APPRAISAL

CAO REVIEW PROCESS:

Step 1: Objectives and Goal Setting

The purpose of this step is for the CAO and Council to jointly decide on any personal development goals and establish key performance objectives that are tied to the annual performance review feedback. These objectives should be established with the overall context for the Strategic Plan for the Town of Fort Frances.

Goals are established on annual performance review feedback, Town priorities, initiatives, and direction for the coming year.

Step 2: Mid-Year Check In (optional)

Council and the CAO meet to discuss progress on the achievement of key objectives and determine if there are any impediments to success or if objectives need to change as a result of a shift in strategic direction or priority.

Step 3: Annual Performance Review

CAO

CAO prepares a self-assessment of goals, key performance objectives, and accomplishments for the year as well as gathers data from community surveys/feedback and employee surveys/feedback that reflect the satisfaction and well-being of our community and our workforce and provides it to the Mayor.

Mayor/Council

Each Council member completes the CAO Performance Review form individually and forwards it to the Mayor. The Mayor then collates all feedback into a summary document.

Mayor/Council identifies groups requiring confidential surveys for the purpose of the annual performance review and provides direction to Human Resources Manager regarding the administration of such surveys.

Human Resources Manager

Human Resources prepares and administers confidential surveys of the Senior Leadership Team, any other members of the of the Town's workforce, or external stakeholders identified for each annual performance review. Results of these surveys are provided to the Mayor.

HUMAN RESOURCES

Pre-Performance Review Meeting

Human Resources collates all information gathered from the CAO, Council, and HR, and holds a formal meeting with Council to discuss the results of the review and the level of success in achieving the key objectives. Council feedback is documented for provision to the CAO. Council also determines any salary adjustment based on overall performance.

Performance Review Meeting:

The Mayor and Council meets with the CAO to provide formal, documented feedback as gathered above and to communicate Councils compensation adjustment decision.

Step 4: Cycle repeats with Step 1.

Detailed Annual Performance Review Schedule

DELIVERABLE	WHO	Deadline
Send reminder of CAO review timelines to Mayor	HR	July 2
Meet with Council to discuss components of evaluation (i.e. feedback, survey of direct reports, evaluation tools, etc.)	Mayor	July 15
Meet with Mayor to discuss components of evaluation (i.e. feedback, survey of direct reports, evaluation tools, etc.)	HR	July 25
Develop and send out surveys for direct reports and/or others	HR	August 1
Advise CAO to complete self-assessment	HR	August 1
Provide performance review form to Council members	HR	August 1
Each Council member will individually complete the CAO performance review document and submit to the Mayor	Council Members	August 15
Complete self-assessment of goals, key performance objectives, and accomplishments, plus gather data from employee or community surveys or feedback	CAO	August 15
Collate and summarize Council feedback; collate all other information gathered and send to Council for review	Mayor/HR	August 20
Meet to discuss CAO review and provide overall feedback; decide on salary adjustment	Mayor and Council	September 1

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE APPRAISAL

Summarize all feedback from Council into CAO performance review document	Mayor/HR	September 10
Meet with CAO to deliver feedback	Mayor and Council	September 15
Advise HR to process salary adjustment as per contract and Salary Administration Policy for the CAO	Mayor	September 15
Develop key performance objectives for upcoming year	CAO, Mayor, and Council	September 15
Share and discuss key performance objectives for coming year with Council; finalize	CAO, Mayor, and Council	September 15
Mid-year check in (if used)	CAO, Mayor and Council	March 30

ADMINISTRATIVE REPORT

Subject: By-Law Enforcement Officer
Date: 2022-05-09
To: Committee of the Whole
From: Alysha Hansma, Human Resources Manager



ISSUE

Recruitment for vacant By-Law Enforcement Officer position and selection of candidate Mark Bridge for the role.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council will direct the necessary by-law to be drafted, appointing successful applicant, Mark Bridge, as By-Law Enforcement Officer.

FURTHER THAT Council direct the necessary by-law be drafted, appointing successful applicant, Mark Bridge, as Municipal Weed Inspector.

STRATEGIC IMPACT

Objective 9. – Creative Positive Workforce Culture: As the Town of Fort Frances makes efforts to be an employer of choice, successful recruitment and greater ease in recruiting positions across the organization supports this initiative.

OPTIONS & ALTERNATIVES

N/A

HISTORY

The Town of Fort Frances posted the vacancy for the By-Law Enforcement Officer position on March 14, 2022 with a closing date of March 25, 2022.

ANALYSIS

The Personal Selection Committee has recommended that Mark Bridge be hired for the position of By-Law Enforcement Officer, with an effective date of May 24, 2022. To allow him to serve in this capacity, a By-Law is required to allow him to act in this capacity.

CONSULTATION

- Personal Selection Committee
 - Faisal Anwar, Chief Administrative Officer
 - Gabrielle Lecuyer, Municipal Clerk
 - Alyssa Hansma, Human Resources Manager
- Patrick Briere, By-Law Enforcement Officer

SUPPORTING DOCUMENTS

N/A



ADMINISTRATIVE REPORT

Subject: Award of Tender 2022-OF-06
Date: 2022-05-09
To: Committee of the Whole
From: Travis Rob, Manager of Operations and Facilities
File Number: N/A



ISSUE

- (1) As part of the ICIP Memorial Sports Centre Revitalization project, the Town is looking to replace all sport flooring within the facility.
- (2) Council must approve the entering into an agreement with the successful tenderer.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Tender 2022-OF-06 Supply and Installation of new Sport Flooring at the Fort Frances Memorial Sports Centre and Emo-Lavallee Arena be awarded to Caliber Sport Systems Inc.

FURTHER THAT a by-law be prepared authorizing Mayor and Clerk to sign the agreement on behalf of the corporation.

STRATEGIC IMPACT

- *Objective 8a – Undertake Asset Management Planning/Address Budgetary gap for infrastructure*
- *Objective 8b – Develop a preventative approach to maintenance*

OPTIONS & ALTERNATIVES

- (1) Award the tender to the lowest complaint tender submitted.
- (2) Deny the request.

HISTORY

The Town has been working through the tendering of 2022 capital improvement projects under the ICIP Revitalization project. The latest is the replacement of the skate flooring in the IFK and 52 Canadians Arenas as well as the flooring in the weight room and cardio room of the gym. The Township of Emo is undertaking similar work for their arena and the Town's took the opportunity to work together to save costs for both agencies.

AWARD OF TENDER 2022-OF-06

The Tender was advertised the week of March 31, 2022, in the Fort Frances Times Bulletin as well as on the Winnipeg and Thunder Bay Construction Associations and the Town of Fort Frances website. Tenders were opened publicly at the Town of Fort Frances Civic Centre Committee Room Tuesday May 4, 2022, where one bid was received, a second bid package was received, however there was no accompanying costing information within their package and therefore was subsequently disqualified per the procurement policy.

ANALYSIS

Caliber Sport Systems Inc. out of Kitchener Ontario submitted a bid of \$371,969.00 including a \$15,000.00 contingency allowance and applicable taxes for the replacement of the 17,062 square feet of flooring utilizing quality products in line with the tender specifications. There were no bid irregularities noted in their submission. Their anticipated schedule aligns with that of the use of the facility, being primarily the tentatively scheduled ice in/ice out schedule. There will need to be coordinated short term shutdowns of the Weight Room and Cardio Room to facilitate the work in those rooms that will be organized post tender award.

The Township of Emo will be responsible to award the work separately and will be required to sign the respective documents for their portion of the works. The Township has designated a representative to oversee the work in their community.

CONSULTATION

- Finance & Operations and Facilities divisions for the financial feasibility and installation, respectively
- Township of Emo

SUPPORTING DOCUMENTS

None

2022May9 Award Tender 2022-OF-06 Sport Floor at MSC



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



FEBRUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
14.33	2	6	8	0	1	1	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Misc. Calls:	Tickets Issued:
4	4	0	1	0	0	2	0

TEAM MEMBERS RESPONDED TO 13 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2022.

Total Hours:

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

February Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	69%
Night Shift (19:00 – 07:00) Calls	31%

2022 Emergency Response Calls by Month to Date

January	24
February	13
Total Calls to Date	37
Average Calls Per Month to Date	18.2

Fire Prevention Inspections / Re-inspections:

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



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

FEBRUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Fire Calls: 1 Call, which involved a small plastic bag full of trash in a parking lot.

MVC (Motor Vehicle Crashes): 4 Calls.

Fire Alarm Calls: 4 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 1 Call, which was an actual CO incident.

Miscellaneous Calls: 2 Calls.

Paramedic Assist Calls: 1.

Public Fire Safety Education:

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

Training:

Training consisted of 2 training sessions.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



MARCH 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
73	2	0	17	0	5	6	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid; Auto Aid; Calls:	Misc. Calls:	Tickets Issued:
2	3	0	3	0	2	0	0

TEAM MEMBERS RESPONDED TO 19 EMERGENCY RESPONSE CALLS DURING MARCH 2022.

Total Hours:

- **69 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on Training.

March Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	90%
Night Shift (19:00 – 07:00) Calls	10%

2022 Emergency Response Calls by Month to Date

January	24
February	13
March	19
Total Calls to Date	56
Average Calls Per Month to Date	18.7

Fire Prevention Inspections / Re-inspections:

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



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

MARCH 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Fire Calls: 6 Calls, which were ongoing during daylight hours at the Town of Fort Frances Landfill.

MVC (Motor Vehicle Crashes): 3 Calls.

Fire Alarm Calls: 2 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 3 Calls, two false and one actual CO incident.

Paramedic Assist Calls: 5 Calls.

Public Fire Safety Education:

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

Training:

Training consisted of two training sessions. For the month of March, our team members had the honour of having Enbridge Gas and the Fort Frances Power Corporation delivery the training.

Town of Fort Frances Landfill Fire March 5th to March 10th

A huge shout out and thanks goes out to our Fort Frances Fire Rescue Service team members and our team members from Public Works, Couchiching First Nation Fire Department, A.C.E.L. Fire & Emergency Services, Tom Veert Contracting, and Daryl's Custom Landscapes!

Meanwhile, throughout the last 35-years, landfill fires this size, which extended as deep as this fire, have taken 10 to 15 days to extinguish. However, due to having the correct apparatus (tanker trucks that could fill and dump their water rapidly) and the proper equipment available, this fire was extinguished within 6-days.



FIRE RESCUE SERVICE

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MARCH 2022 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



The Fire at the Landfill was deeply seeded



Smoke was significant during the event



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SERVING THE TOWN OF FORT FRANCES SINCE 1903 ... "PRIDE & HONOUR"



"A fire that does not occur is the one that is most easily controlled. This truth is what drives our team members. Their hard work and dedication often goes unnoticed but prevents fires, injuries, and saves countless lives."



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2021 ANNUAL REPORT

Message from the Fire Chief/CEMC



To begin, I wish to acknowledge this land on which the Fort Frances Fire Rescue Service operates is the Traditional Territory of Treaty Three ... home of the Anishinaabe People.

Meanwhile, I am proud of all the hard work our team members have put forward, and the many accomplishments we have achieved together as a team. Our achievements have been the result of a dedicated and engaged multi-disciplinary team who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.

We could not provide our level of service without the aid and assistance of all our community partners and Town Divisions, as well as the continued support from Council and the Senior Management Team. I would like to thank everyone who was a part of helping us serve our Town residents, businesses, and visitors in 2021.

Our Fire Rescue Service Team Members are truly committed to safely protecting life, property, the environment, and the economy of the Town of Fort Frances through Public Fire Safety Education, Fire Safety Inspections, and Initiatives, and when all else fails ... Emergency Response.

This report provides a snapshot into the daily operations of our Fire Rescue Service. It is always an honour and a privilege to open the doors of our organization to the people we serve with Pride & Honour.

Meanwhile, I am a long-time resident of the Town of Fort Frances. My roots and background run deep within our town's Fire Rescue Service; I have truly enjoyed serving my community for over 35-plus-years.



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Teamwork:

*"Teamwork is the **cornerstone** of everything we do as a **community member**, as well as being the foundation of our communities Fire Rescue Service ... everyone has a voice."*

Our Fire Rescue Service Core Values:

PROFESSIONALISM

The Fort Frances Fire Rescue Service demands the highest standards of excellence, integrity, commitment, and dedication from all its employees. As professionals, we must treat all others with respect and dignity. The public and taxpayers deserve nothing less.

INTEGRITY

The Fort Frances Fire Rescue Service is entrusted with protecting the public and enforcing fire and other related codes. Each member has a personal responsibility to demonstrate the highest ethical standards to inspire confidence and trust in each other and in the public, we serve.

RESPECT

Each member of our fire rescue service should be treated with consideration and respect. Personnel must be free to contribute fully to this fire rescue service without any fear or disrespect. All employees must respect the dignity and rights of co-workers and the public they serve.

ACCOUNTABILITY

In carrying out our mission, and objectives ... all employees must hold themselves accountable to the public, taxpayers and personally for their actions.

PARTNERSHIP

The Fort Frances Fire Rescue Service recognizes that its success requires a diverse, coordinated team committed to the highest standards of trust, hard work, co-operation, and communication working together with external stakeholders to achieve common goals.

INNOVATION

The Fort Frances Fire Rescue Service team strive to work creatively, proactively, and effectively in providing services to the public. We are committed to finding flexible, efficient, and innovative approaches to providing fire safety.



FORT FRANCES FIRE RESCUE SERVICE

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Our Fire Rescue Service Mission:

The Fort Frances Fire Rescue Service is committed to the protection of lives, property, the environment, and the economy in the Town of Fort Frances through Fire Prevention, Public Education, and Emergency Response, utilizing available resources in an efficient and effective manner.

Our Fire Rescue Service Objectives:

- Aim for the highest professional standards in service delivery and internal management.
- Develop a comprehensive life and property protection service with continuous review to identify the municipality's changing fire service requirements.
- Promote the coordinated effort of all staff and resources in the fire rescue service to ensure the effectiveness of our fire and public safety mission.
- Maintain a comprehensive training program to adequately educate personnel in the latest knowledge and techniques in performing their duties.
- Develop and maintain good working relations with all federal, provincial, district, and municipal departments, utilities, and agencies.
- Prepare maintenance programs to ensure the preparedness of all equipment required in the delivery of fire and public safety.
- Maintain a comprehensive fire prevention and public education program to ensure community needs are met.



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Fort Frances Fire Rescue Service 2021 Team Members	
Name	Rank
Mike Barlow	Part Time Firefighter
Kyle Pace	Part Time Firefighter
Kevin Douse	Part Time Firefighter
Rob Smith	Part Time Firefighter
Jarid Sandelovich	Part Time Firefighter
Tim Beaulne	Part Time Firefighter
Tyler Yatchuk	Part Time Firefighter
James Woods	Part Time Firefighter
Matt DePiero	Part Time Firefighter
Adam Gray	Part Time Firefighter
Robert French	Part Time Firefighter
Tyler Nielson	Part Time Firefighter
Joshua Colling	Part Time Firefighter
Brady McMahon	Part Time Firefighter
Chris Giguere	Part Time Firefighter
Réal De Gagné	5th Class Firefighter
Brad Townson	1st Class Firefighter
Doug Wright	1st Class Firefighter
Gavin Payne	Captain of Training
Rob Dokuchie	Captain of Apparatus and Equipment
Wayne Riches	Captain of Fire Prevention and Education
Tyler Moffitt	Fire Chief/CEMC



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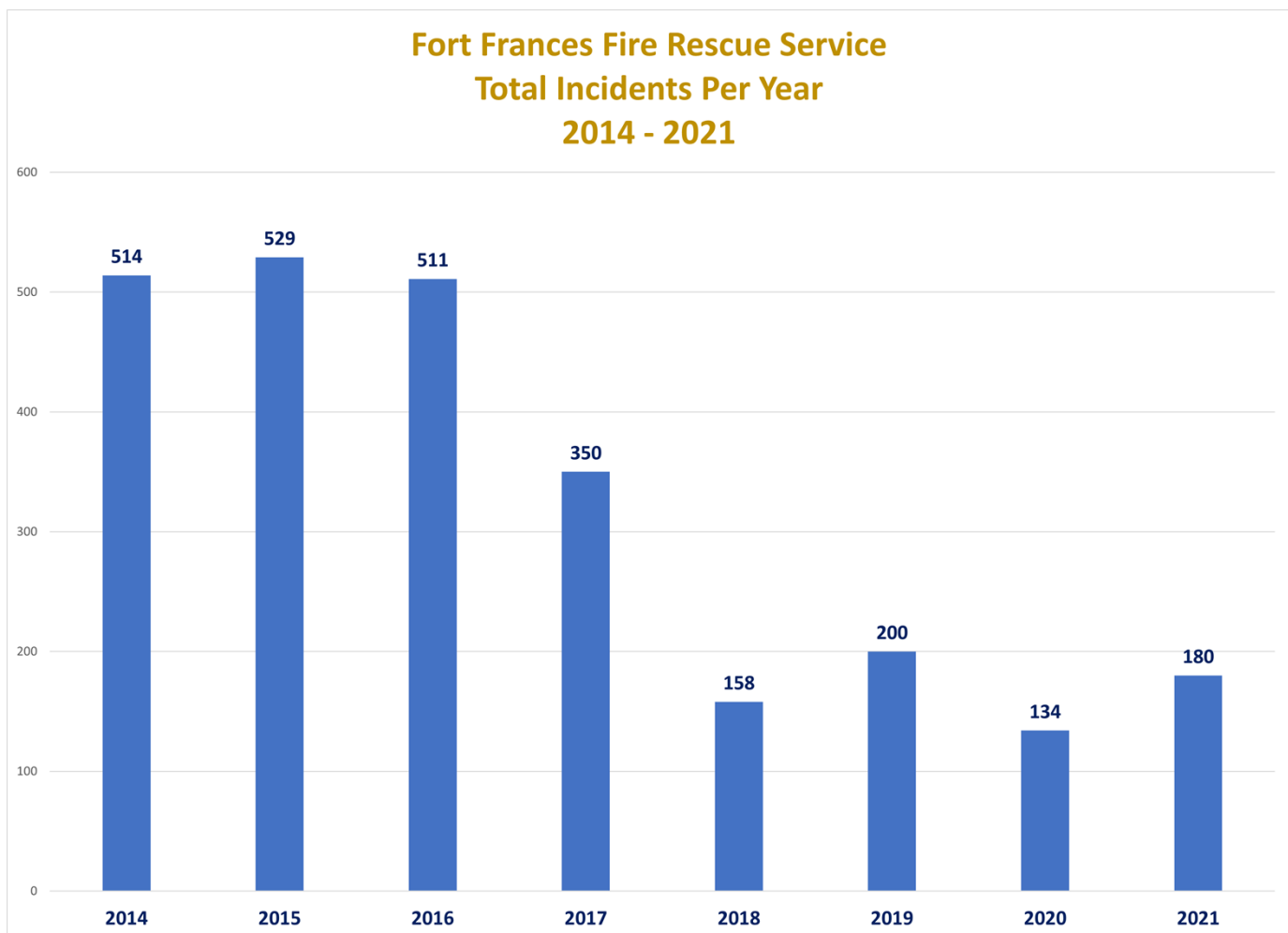
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History of Emergency Response Calls

The 4-year average for **Total Incidents** from **2014 – 2017** was **476 Total Incidents**. The 4-year average for **Total Incidents** from **2018 – 2021** dropped significantly to **168 Total Incidents**, which equaled a **183% reduction** in **Total Incidents** as compared to the previous 4-years.

This reduction was the result of a dedicated and engaged multi-disciplinary team who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.

As well, another contributing factor was having our fire service respond to less Medical Calls due to response protocols, which were initiated at various times since 2017, as well as during the COVID-19 Pandemic.





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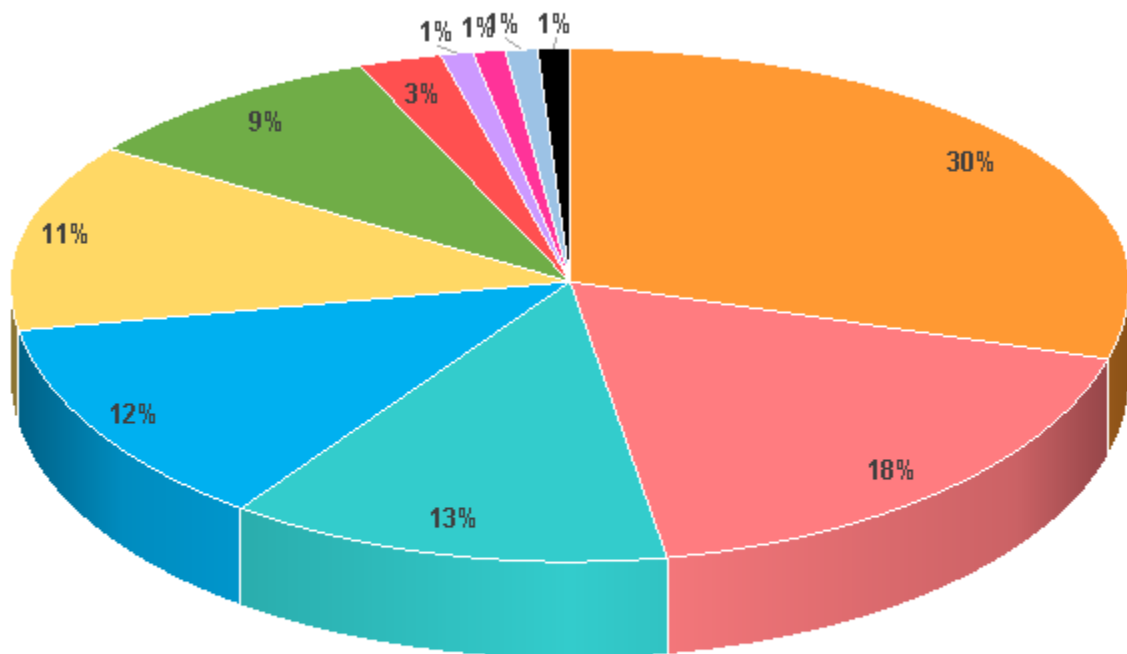


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Emergency Response Calls for 2021

Note: The Miscellaneous Fires category includes cooking or pot/pan on stove fires, electrical equipment fires, HVAC equipment fires (including fan belts), electrical pole fires, ignition of fumes, dumpster fires, chimney or flue fires, grass, and rubbish fires. The Miscellaneous Calls category includes power lines down, and/or arcing, flood in buildings, public assistance, gas, fuel, oil leaks, etc.

2021 EMERGENCY RESPONSE CALLS



- False Alarms
- Miscellaneous Calls
- Miscellaneous Fires
- EMS Calls
- Vehicle Crashes
- Carbon Monoxide Calls
- Structure Related Fires
- Natural Gas Leaks
- Vehicle Fires
- Water Related Calls
- Hazardous Materials Calls



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2021 Breakdown of 180 Emergency Response Calls

False Alarms	53 - (29%)
Miscellaneous Calls	32 - (18%)
Miscellaneous Fires	23 - (13%)
EMS Calls	22 - (12%)
Vehicle Crashes	20 - (11%)
Carbon Monoxide Calls	17 - (10%)
Structure Related Fires	5 - (3%)
Natural Gas Leaks	2 - (1%)
Vehicle Fires	2 - (1%)
Water Related Calls	2 - (1%)
Hazardous Materials Calls	2 - (1%)

2021 Emergency Response Calls by Month

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



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2021 Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	66%
Night Shift (19:00 – 07:00) Calls	34%

Highlights on Fire Alarm Calls

53 False Alarm Calls were actioned by the Fort Frances Fire Rescue Service in 2021. **Note:** Every Single Fire Alarm Call that we are dispatched to ... needs to be acted upon as if it is an **ACTIVE FIRE** ... until it can be determined not to be an active fire. As well, many Fire Alarms Calls come in with few details.

Highlights on Structure Related Fires

Five Structure Related Fires were actioned by the Fort Frances Fire Rescue Service in 2021. As well, there were no injuries related to these five fires. The following is a break-down of the Structure Related Fires in 2021:

1. March 20th – Residential Home Fire. Accidental in nature; determined to have started outside of residence.
2. April 5th – Residential Home Fire. Accidental in nature; determined to have started outside of residence.
3. April 6th – Residential Home Fire. Accidental in nature; determined to have started outside of residence.
4. June 26th – Lean-To Shed Fire, which caused damage to a residence.
5. August 7th – Residential Mobile Home Fire, which was a total loss.

Fire Safety Inspections ... we inspect to correct!

A total of **80** Inspections / Re-inspections were completed in 2021, which was a decrease from the pre-COVID-19 Pandemic years (**2019:** 231 Inspections / Re-inspections). This has been the result of the COVID-19 Pandemic.

We Inspect to Correct and apply the Ontario Fire Code, which is based on the Seven Principals of Life Safety, which prevents fires, injuries, and saves lives! The Seven Principals:

Means of Egress: The means of egress includes the quantity and location of exits along with access to those exits. When completing an inspection, an inspector will inspect areas and items such as hallways, stairways, fire escapes, exit signs, lighting, width of exits, door swing, obstructions, and travel distances.

Construction: Construction of a building is determined by the components in the building. Construction is divided into three main types including Non-combustible (concrete and steel), Combustible (typically wood frame) and Mixed Construction which is a blend of Noncombustible and Combustible construction.



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Fire Protection Systems: Fire Protection Systems are those building features that helps and/or aids in dampening a fire. These systems would include items such as sprinklers, extinguishers, standpipe systems and fixed extinguishment.

Fire Detection Systems: Fire Detection Systems includes anything that helps detect a fire before it gets out of control. Things like these include but are not limited to, smoke alarms, pull stations, annunciator panels, heat detectors and ancillary devices such as: an input function (i.e., damper position indicator, exhaust fan "on") or an output function (i.e., door holders, magnetic door release, elevator homing, pressurization fan activation).

Building Services: Building Services includes all services that support the operation of a building. This includes any ventilation, electrical, water supply, elevators, and garbage chutes.

Interior Finish: Interior Finishes can increase the fire spread in a building. Most building are drywall or lathe and plaster, which inhibits the spread of fire, but the addition of combustible items will increase the risk of fire spread. Note: Combustible artwork found in schools, daycares, etc. should only take up 20% of the wall area.

Compartmentation: Compartmentation is necessary to prevent the spread of smoke and flame in buildings containing multiple dwelling units, different occupancy types or zones in larger single use buildings. It is important that any doors or windows in these areas are protected by fire doors or fire shutters.

2021 Achievements & Accomplishments

1. Captain Dave Crichton retired from the Town of Fort Frances Fire Rescue Service effective April 30, 2021. Dave was our Captain of Apparatus and Equipment; he was instrumental in taking the lead role with building our new 2019 Pumper Fire Truck, as well as our new 2022 E-One HP 78 Aerial Ladder Truck, which is scheduled to be delivered in October 2022.
2. Réal De Gagné who has served as a part-time firefighter with our team was the successful candidate for the position of Fifth Class Fire Fighter, effective May 1, 2021.
3. Rob Dokuchie moved over from Captain of Training to Captain of Apparatus and Equipment.
4. Gavin Payne became our Captain of Training and successfully established a learning contract with the Ontario Fire College, which is now operated out of Toronto, as well as utilizing Regional Training Centres.
5. Mike Barlow and Kevin Douse two of our team members received their **GREEN CROSS AWARD**.
6. Doug Wright, and Mike Barlow were recognized by the Ontario Provincial Police at an OPP Awards Ceremony held at the new OPP Station. These two firefighters assisted the OPP with a very dangerous lifesaving attempt on an isolated Island on Rainy Lake in 2019; they were officially recognized in 2021.
7. Continuously improved our Public Education Fire Safety Program:
 - Weekly Fire & Life Safety Tips continued onward with being published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.



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8. Continuously improved our educational efforts towards our community's Fire Safety Inspection Program:
 - Brad Townson complete two NFPA 1031 Fire Inspector Level 1 courses, which are two of the required courses required to obtain Fire Inspector Level 1 certification.
 - The Fire Chief acquired his NFPA 1031 Fire Inspector Level 1 certification and seal.
 - Meanwhile, our new 5th Class Firefighter Réal De Gagné who was hired on May 1, 2021, will begin in 2022 with taking NFPA 1031 Fire Inspector Level 1 courses, which will enable him to work towards certification.
9. Continuously improved our educational efforts towards fire apparatus operations. Our Captain of Training and two Part-Time Firefighters participated in a pumper fire truck operations course and successfully attained Certification.
10. An aerial ladder truck was officially ordered to replace our aging 1988 aerial ladder fire truck; we have the oldest operational aerial ladder truck in all of Canada. The new 2022 aerial ladder truck will be a valuable community asset, which will serve our town and mutual aid partners very well for the next 25-years. Meanwhile, Couchiching First Nation agreed to purchase our 1988 aerial ladder truck for \$15,000.
11. A fence was constructed around the Backup Generator for the Primary Evacuation Centre at the Fort Frances High School. This Backup Generator had been talked about for over 20-years; it became a reality back in 2020.
12. A Community Risk Assessment was initiated in late 2020. Captain Wayne Riches was the lead for this initiative, which was a large undertaking and was completed in 2021. Well done Captain Wayne Riches!
13. Was successful in acquiring a \$6,500 Fire Safety Grant.
14. Was Successful in acquiring a \$5,000 Training Materials Grant.
15. Completed a joint training session with CN Rail along with the Couchiching First Nation Fire Department.
16. Completed a joint training session with CN Rail along with International Falls Fire Rescue Service, which involved a simulated train derailment on the Ranier Bridge. As well, our team members assisted with a boom deployment on Rainy Lake.
17. Rainy River District Fire Services, Paramedics, and Police showed that we all REMEMBERED and will NEVER FORGET the day of September 11, 2001, with a team stair climb, which took place overlooking International Falls, Minnesota on Rainy Lake.
18. Successful partnered with **93.1 The Border (Acadia Broadcasting)** to promote the **12 DAYS OF HOLIDAY FIRE and CO SAFETY CAMPAIGN.**

Public Fire Safety Education / Public Events / Public Service / Highlights

Weekly Fire Safety Tips were printed in the Thursday edition of the Fort Frances Times Bulletin. Below is an example of one of our Weekly Fire Safety Tips, which every residence receives along with the weekly flyers.



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As well, Safety Shares were posted on our towns official Facebook Page on a weekly basis. Below are some examples our Safety Shares, which gets a lot of views on a weekly basis.



TEST YOUR SMOKE ALARMS
TEST YOUR SMOKE ALARMS
TEST YOUR SMOKE ALARMS
TEST YOUR SMOKE ALARMS
TEST YOUR SMOKE ALARMS
TEST YOUR SMOKE ALARMS



Thank You Fort Frances Times Team Members!

The fine people of the Fort Frances Times have continued to embrace and supported Public Fire and Life Safety Education for many years in the Town of Fort Frances, as well as throughout the Rainy River District.

The history of our community's newspaper supporting Public Fire Safety Education is one that goes back into the late 80s when Public Fire Safety Education was really starting to be rolled out in a more consistent format.

Well done Fort Frances Times!

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



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Community Risk Assessment

A Community Risk Assessment was initiated in late 2020, which allows a fire service to make informed decisions about the types and levels of fire protection services to be provided based on identified risks.

By identifying all fire and life safety risks within the community and prioritizing them based on the probability of occurrence and the impact they would have if they occurred ... our Fire Rescue Service will be able to determine the risks to address and how best to address them. A Community Risk Assessment will assist us in determining the level of service, including programs and activities for public fire safety education, fire code inspections/enforcement, and emergency response.

Serving our Community with Pride & Honour: Photos of Events in our community

Fire Safety Day at Canadian Tire to kick off Fire Prevention Week



Left to right: Curtis Jourdain past Fire Chief of Couchiching First Nation Fire Department, Wayne Riches (Captain of Fire Prevention and Education), and Réal De Gagné (5th Class Firefighter) chatting at Canadian Tire.



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Building Relationships & Partnerships for the good of our communities



Training with CN Rail and Couchiching First Nation Fire Department

Recognizing Team Members

Message from the Fire Chief regarding the OPP Awards Ceremony

I would like to give a shout out to two of our team members, Doug Wright, and Mike Barlow. These two firefighters assisted the OPP with a very dangerous lifesaving attempt on an isolated Island on Rainy Lake in 2019.

Doug and Mike both stepped up and went above and beyond that night and put their personal safety at risk ... to not only try to save a life ... but to support the OPP in a very dangerous rescue attempt.

The Fort Frances Fire Rescue Service is very proud of our team members who displayed courage in the face of adversity and executed their duties in a commendable manner.

As well, I also would like to give a shout out to Captain Rob Dokuchie, Fire Officer Brad Townson, and Captain Wayne Riches. Captain Rob Dokuchie and Fire Officer Brad Townson also responded to the isolated Island, while Captain Wayne Riches and Tyler Moffitt provided firehall coverage.



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OPP Awards Ceremony Held April 2021



Left to right are:

Mike Barlow, Doug Wright, Fire Chief Tyler Moffitt, and Nathan Schmidt - OPP

GREEN CROSS AWARD - RECIPIENTS



Left to right: Mike Barlow and Kevin Douse recipients of the **GREEN CROSS AWARD**



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Training

"Training strengthens our team, which enables us to respond more efficiently and safely"



Our team members need to train for Lope-Slope Rope Rescue as there are times, we may need to access patients during a Motor Vehicle Crash, which is located off the roadway and the terrain is sloped.



A simulated train derailment on the Ranier Bridge was completed in 2021. Fort Frances Fire Rescue team members assisted the International Falls Fire Rescue Service team members with a boom deployment on Rainy Lake. **(Note: Ranier Bridge is the busiest port of entry for train traffic in North America)**



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Team Members Water Related Rescue Training

\$5000 Credit for Fire Fighting Training Materials:

Safe Community Project Assist along with Enbridge Gas and the Fire Marshals Council provided the Fort Frances Fire Rescue Service with a \$5000 credit to be used for firefighting training materials.



Photo left to right: Captain of Training, Gavin Payne and Fire Chief, Tyler Moffitt.



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9/11 Memorial (20 Years)

September 11th marked the 20th anniversary of the 9/11 attacks ... a day to remember and honour those people who lost their lives on that day.

No day has greater significance to the fire service than 9/11, when 343 FDNY firefighters died in the line of duty – a single day that forever changed the fire service, and the world. As well, police officers and paramedics also died on that day.

Fire Services and First Responders around the country – and countless other organizations and businesses – commemorated the milestone anniversary through special events and activities.

Rainy River District Fire Services, Paramedics, and Police showed that we all REMEMBERED and will NEVER FORGET the day of September 11, 2001, with a team stair climb, which took place overlooking International Falls, Minnesota on Rainy Lake.

I was honoured to be one of three area Fire Chiefs that participated along with other team members from the Paramedic Service, Police Services, and other Fire Services.

Meanwhile, I would like to give a shout out to one of our team members, Brad Townson; he was instrumental in taking the leads role in organizing this event, as well as ensuring its success. Well done, Brad!



Team Members ascending and descending the Lookout Tower



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September 11th ... Flying the Flags of Canada and the United States

The COVID-19 Pandemic

2021 was another historic and challenging year for our entire community.

I would like to thank our Mayor and Council, Senior Management Team, Town Divisions, and Community Partners for your support, as well as for the leadership you have shown during this historic event. As well, I need to thank Patrick Briere who serves as our Alternate CEMC and Public Information Officer. His engagement and dedication to our town during the pandemic has been world-class! Well done, Patrick!

Other Emergency Responders

*A **big thank you** goes out to all our local **OPP**, and our **Rainy River District Paramedic Services**. These **Emergency Responders** are on the front lines every single day; they are there when they are called upon ... they have always continued to provide our citizens a professional and vital service. All of us in the Town of Fort Frances, and throughout the Rainy River District need to acknowledge these professionals more often.*



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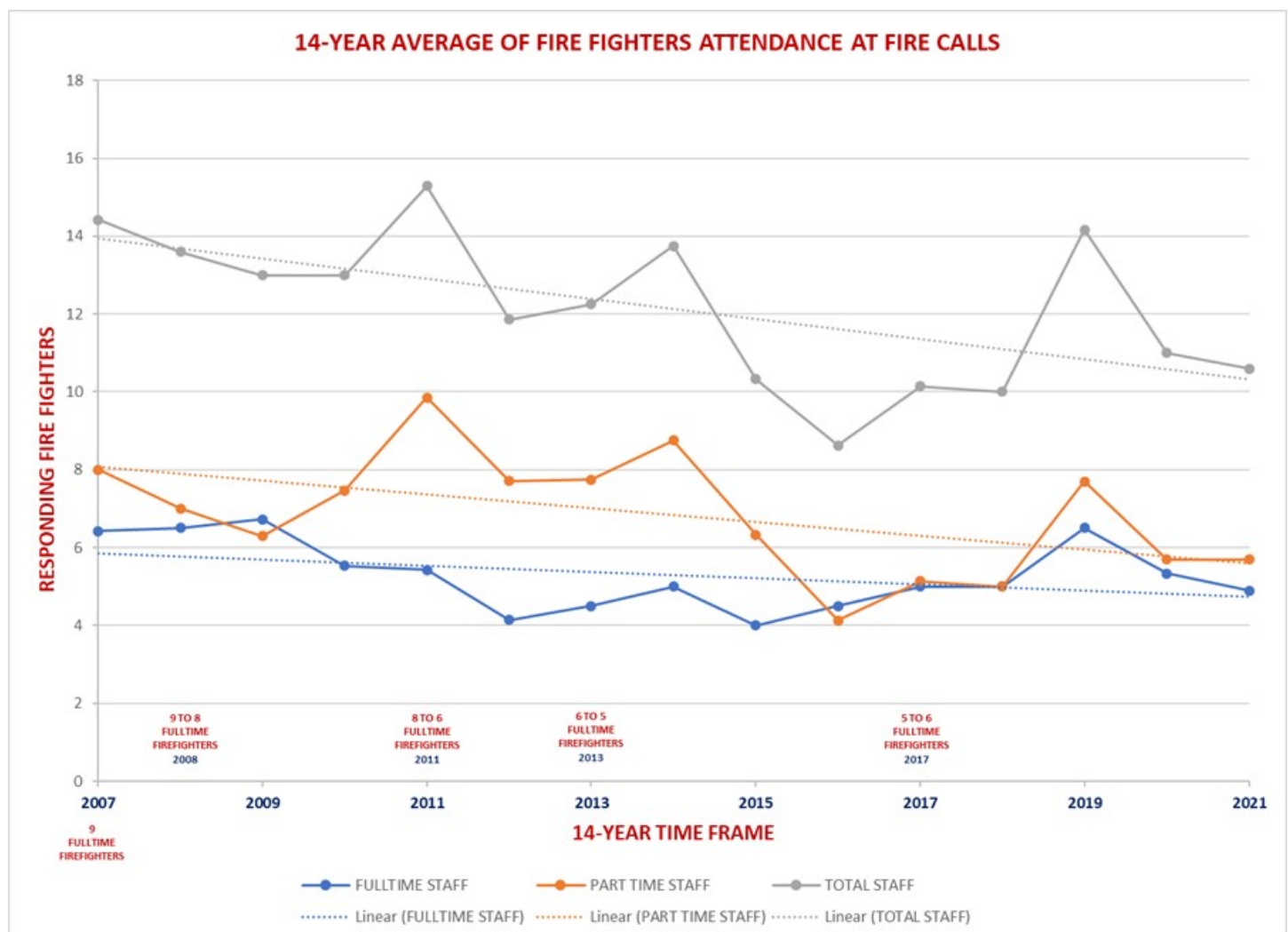


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HISTORY AND RETENTION TIME OF PART-TIME (VOLUNTEER) FIREFIGHTERS

60-plus Town of Fort Frances Part-Time (Volunteer) Firefighter's have come and gone since 2005. The average retention-time of a Part-Time (Volunteer) Firefighter is 3.2 years. As well, there is a well know labour shortage throughout Canada; the Rainy River District is no exception. Recruiting and retaining Part-Time (Volunteer) Firefighters has been a challenge for over 20-plus years; it is one of the biggest challenges faced by fire services throughout Canada. In comparison, the City of Kenora is 23 Volunteer Firefighters short.

Meanwhile, the changing demographics and availability of people will continue to be a challenge. The graph below is a timeline, which spans 2007 to 2021; it is a breakdown of fire fighters' attendance at fire calls.





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2022 ... THE PATH FORWARD

In the constantly changing and demanding world of the Fire Rescue Service, our team needs to strive to ensure that measurable improvements and efficiencies are attained in the delivery of our service.

As well, as a team ... we need to ensure that our operational planning aligns with strategic initiatives and future service requirements.

Having clear and transparent planning and communication builds trust, confidence and reinforces relationships.

Changing, adapting, and preparing for the future is what we need to do as a team on a continual basis, as well as what we need for assets ... so we can continue to be ready for anything!

Pre-Emergency and Disaster Planning, Community Risk Management, Existing Capabilities, Training and Education need to be at the forefront, as well as continually improved upon.

To be able to **respond effectively** during an **emergency incident** ... we need to **train** ... we need to **train** to a **standard**, as well as **set the bar high**. We need to **train** as a **team** ... so we can **respond** and **work** as a **team**.

Our Fire Rescue Service Team Members are committed to safely protecting life, property, the environment, and the economy of Fort Frances through an integrated approach for the delivery of fire protection services based on the three lines of defence against fire, which are: **Public Fire Safety Education, Fire Safety Standards and Enforcement Inspections (Inspect to correct)**, and when all else fails ... **Emergency Response**.

The years ahead for our Fire Rescue Service will continue to be full of many challenges. As we move forward, we need to look at leveraging any regional opportunities ... to raise the bar in training and service delivery.

We need to look to better serve our communities for the future. We have the right combination of personnel, expertise, and positive energy to become change leaders in our fire rescue service, our town's borders, and beyond.

In closing, I look forward to the future and working with all stakeholders ... to safely ensure the protection of lives, property, the environment, and the economy in the Town of Fort Frances.

Tyler Moffitt – Fire Chief/CEMC



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

April 19, 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
March 2022 Monthly Report**

As per the operating agreement, the attached document is the March 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', is written over a light blue circular stamp.

Kelly Cunningham
Team Lead

For Ty Maurice
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
March 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 March 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 ³ /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

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

LABORATORY

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

March 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 ₅	3.0 mg/L	25 mg/L	15 mg/L	17.0 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	2.8 mg/L	25 mg/L	15 mg/L	16.9 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.18 mg/L	1.0 mg/L	0.9 mg/L	1.06 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	15.5 mg/L 4.11 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		34.8 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 7.3; average pH was 7.2		
Temperature degrees C				Temperatures ranged from 7.0 to 8.0 C; average temperature of effluent was 7.4 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 March was 5843.3 m³/day. This represents 65% of the design average flow. Total treated flow for the month was 181143 m³. The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance 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
- Cannect Electric installed new Panel C at the plant
- Cannect Electric replaced stairwell lighting relays main building
- Lakeside Controls did the Delta V preventative maintenance

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Cannect Electric installed new starter and overload for pump 2 at White Pine lift station
- Cannect Electric replaced a relay at White Pine lift station
- Cannect Electric installed new starter and overload for pump 1 at Boundary Road lift station
- Peterbilt replaced a fuel line on Fifth Street genset

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 118.9 m³ (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 22.5 % TS for the month but slump test results from the landfill site have not been provided.

The Fournier press ran for 176.8 hours in the past month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 479 (x 180 multiplier) kWh.
The Fournier press has been operated 450.4 hours in 2022.

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)

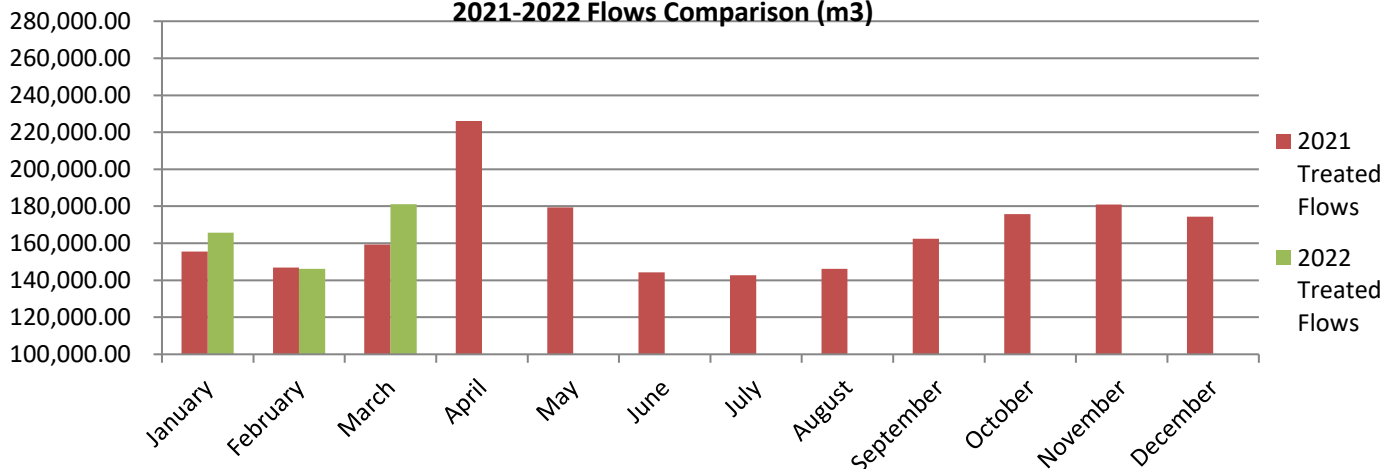
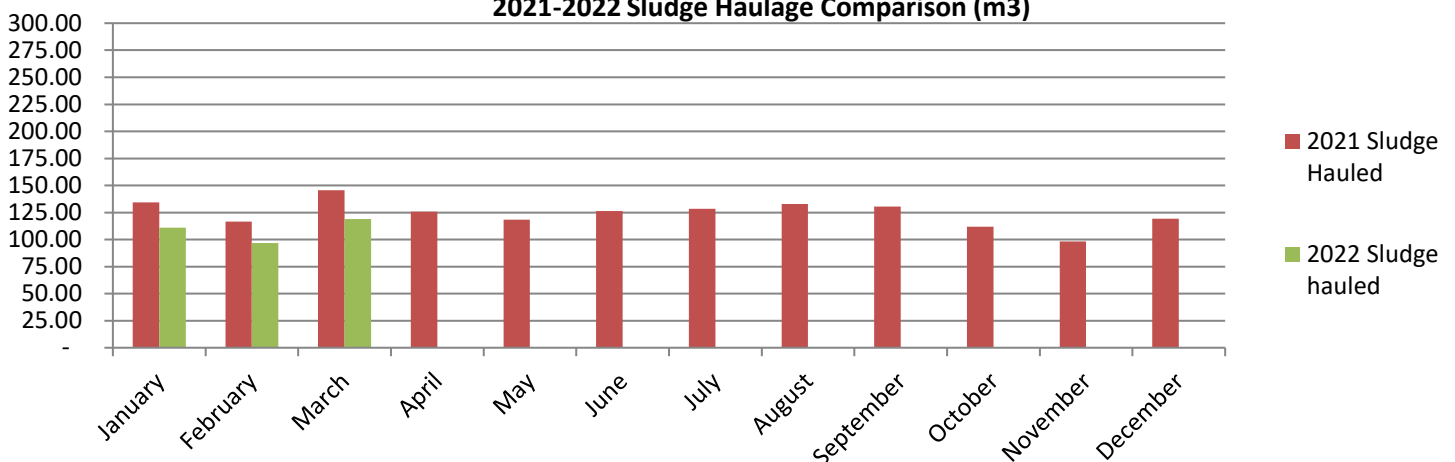
2022 Fort Frances Wastewater

Month	Sewage Flows Year 2022					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.967684978	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.983785982	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.986196319	
January	5347.3	5710	165767		165767	59%	111.0	12		
February	5220.0	7432	146159		146159	58%	96.8	10		
March	5843.3	6920	181143		181143	65%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	493069		207.8	22		
Average	5470		164356		164356	62%	103.9	11.0		
Max		7432	181143		181143			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	106.5	3.0	17.0	192.5	2.8	16.9	26.50	0.18	1.06	16.4	15.5	34.8	7.1	7.3
April														
May														
June														
July														
August														
September														
October														
November														
December														
Average	118.9	3.8	20.6	196.7	3.2	17.8	10.87	0.15	0.82	18.9	14.9	32.6	7.1	7.4
Max	139	4.53	24.1	212.5	3.47	18.65	26.50	0.18	1.06	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	181,143.00	12%	145.60	118.90	-18%
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%
Totals	1,994,117.00	493,069.00	-304%	1,488.00	326.70	-78%

2021-2022 Flows Comparison (m3)**2021-2022 Sludge Haulage Comparison (m3)**

Workorder Summary Report

Report Start Date: Mar 1, 2022 12:00 AM
Report End Date: Mar 31, 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
2721816	0000246376	GEAR DRIVE SC 4-2-1	1103, Fort Frances WPCP, Process	CALL	Refurbish/ Replace/Repair	0		Longitudinal collector 2 failure call in 1103	COMP		3/5/22 05:30 PM	3/5/22 07:15 PM	Longitudinal collector 2 failure call in 1103 - I was called by the auto dialer for a collector failure alarm at 1730 hours. When I arrived at the plant, I acknowledged the longitudinal collector number 2 alarms on SCADA. A shear pin was broken and once replaced the clarifier collector was in operation again (1830 hours).
2723868	0000246376	GEAR DRIVE SC 4-2-1	1103, Fort Frances WPCP, Process	CALL	Refurbish/ Replace/Repair	0		Mar 14 Longitudinal collector 2 failure call in 1103	COMP		3/14/22 05:45 PM	3/14/22 07:15 PM	Mar 14 Longitudinal collector 2 failure call in 1103 - I was called by the auto dialer for a collector failure at 1745 hours. I drove to the plant where I acknowledged alarms on the SCADA computer and proceeded to replace a broken shear pin on longitudinal collector 2 gear drive. A restart of the collector was then possible without any more trouble.
2705002			1103, Fort Frances WPCP	OPER	Inspection	1	MONTHS	Snow Removal at Wastewater Treatment (1m) 1103	COMP	3/1/22 12:00 AM	4/3/22 02:56 PM	4/3/22 02:56 PM	
2717975	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	3/1/22 12:00 AM	3/27/22 11:00 AM	3/27/22 12:00 PM	Dialer Test - We test daily.
2717979			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	3/1/22 12:00 AM	3/31/22 02:27 PM	3/31/22 02:27 PM	Diesel Gensets Inspection/ Functional Tests (1m) 1103 - Ran gensets at lift stations as well as the portable Yamaha. Peterbilt replaced a fuel line on Fifth Street genset
2717995			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	3/1/22 12:00 AM	3/27/22 07:00 AM	3/27/22 08:00 AM	H&S Inspection - Plow truck box still unsafe to use. due to rust
2718006			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	3/1/22 12:00 AM	4/3/22 02:56 PM	4/3/22 02:56 PM	
2718351			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	3/1/22 12:00 AM	3/28/22 02:00 PM	3/28/22 03:00 PM	Blower Maint. - I greased all blowers.

Workorder Summary Report

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

Report End Date: Mar 31, 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
2718361	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	3/1/22 12:00 AM	3/31/22 02:50 PM	3/31/22 02:50 PM	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103 - Drained and inspected Teacup and found no debris. Greased bearings and lubricated drive chain
2715204	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	CALL	Refurbish/ Replace/Repair	0		Screen Inlet High Level 1103	COMP		3/1/22 08:03 AM	3/1/22 08:13 AM	Screen Inlet High Level Alarm - I arrived onsite to find the screen to not be running . I then turned the MCC breaker off and on and it restarted the screen. I then monitored a normal start and stop.

Aircraft Landings 2022
As of April 30, 2022

Month	Bearskin Flights			Bearskin Passengers			Air Bravo Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022-2021
January	10	4	56	28	9	140	0	0	8	0	0	2	2	2	15	45	36	50	0	0	0	0	0	45	57	42	168	15
February	12	0	64	19	0	149	0	0	12	0	4	3	0	8	6	56	58	36	0	0	1	0	0	38	68	70	148	-2
March	15	0	41	30	0	99	0	0	0	3	20	1	7	8	10	60	57	39	0	0	6	0	0	0	85	85	97	0
1/4 Total	37	4	161	77	9	388	0	0	20	3	24	6	9	18	31	161	151	125	0	0	7	0	0	83	210	197	413	13
April	9	0	1	34	0	0	0	0	0	2	5	2	24	18	10	48	63	30	0	0	1	0	0	0	83	86	44	-3
May		0	0		0	0		0	0		2	3		43	20		74	40		0	0		0	0	0	119	63	-119
June		0	0		0	0		0	0		5	0		159	21		68	53		0	0		0	0	0	232	74	-232
1/2 Total	46	4	162	111	9	388	0	0	20	5	36	11	33	238	82	209	356	248	0	0	8	0	0	83	293	634	594	-341
July		9	0		29	0		0	0		30	2		185	44		80	35		0	0		0	0	0	304	81	-304
August		10	0		19	0		0	0		11	0		96	31		67	38		12	0		0	0	0	196	69	-196
September		14	11		23	17		0	0		0	1		44	27		65	61		7	2		0	0	0	130	102	-130
3/4 Total	46	37	173	111	80	405	0	0	20	5	77	14	33	563	184	209	568	382	0	19	10	0	0	83	293	1264	846	-971
October		16	16		35	30		0	0		0	5		18	9		62	59		2	0		0	0	0	98	89	-98
November		14	15		43	46		0	0		7	3		16	14		50	45		0	0		0	0	0	87	77	-87
December		14	12		20	15		0	0		3	6		9	4		56	54		0	0		0	0	0	82	76	-82
Total	46	81	216	111	178	496	0	0	20	5	87	28	33	606	211	209	736	540	0	21	10	0	0	83	293	1531	1088	-1238

Fort Frances Airport - Page 2/2 - Fuel Sales - April 30, 2022

Fuel Sales Recap - 2022									2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	10 year	Variance
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average	2022-2021
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2022 to 2013	per month
January	122	122	6,723	6,723		0	6,845	6,845	6,845	4,783	7,962	8,050	16,597	25,675	7,528	8,692	11,543	7,216	10,489	2,062
February	81	203	3,614	10,337		0	3,695	10,540	3,695	7,447	5,077	7,991	16,286	12,503	11,904	11,231	12,304	6,197	9,464	-3,752
March	360	563	5,784	16,121		0	6,144	16,684	6,144	16,822	6,473	13,716	9,798	21,928	13,255	17,795	10,508	12,077	12,852	-10,678
April	621	1,184	7,716	23,837		0	8,337	25,021	8,337	12,064	1,459	13,010	10,398	13,102	8,592	13,219	8,377	4,453	9,301	-3,727
May		1,184		23,837		0	0	25,021	0	16,549	11,685	18,667	24,839	21,362	24,681	16,161	29,753	18,350	18,205	-16,549
June		1,184		23,837		0	0	25,021	0	79,359	8,082	31,063	27,380	27,380	26,015	45,698	30,789	22,786	29,855	-79,359
July		1,184		23,837		0	0	25,021	0	86,299	11,116	17,146	23,461	24,642	29,002	28,150	14,441	19,232	25,349	-86,299
August		1,184		23,837		0	0	25,021	0	25,799	7,530	17,024	30,430	23,029	21,119	36,638	20,450	20,075	20,209	-25,799
September		1,184		23,837		0	0	25,021	0	20,676	14,689	16,543	25,191	13,489	21,325	24,238	21,837	18,005	17,599	-20,676
October		1,184		23,837		0	0	25,021	0	8,708	4,307	9,076	10,769	16,604	30,655	8,216	15,472	13,109	11,692	-8,708
November		1,184		23,837		0	0	25,021	0	8,599	13,333	2,202	10,748	9,924	22,349	11,616	7,238	6,398	9,241	-8,599
December		1,184		23,837		0	0	25,021	0	8,356	5,333	5,852	13,243	6,560	13,797	7,592	6,849	2,028	6,961	-8,356
Total	1,184		23,837		0		25,021		25,021	295,461	97,046	160,340	219,140	216,198	230,222	229,246	189,561	149,926	181,216	-270,440

Lowest month in last 9 years
Highest month in last 9 years
Highest month
Lowest month

Sewer & Water Data for 2022

up-dated May 2, 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	181143	5843.32	12116	390.84	6.69%	143250	4621.0		0.0	0.00%	34130.0	21743.0	37893.0	1222.4	10,010,270
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	493069		30943			368100.0		30457.0			-1009320.0	-1501048.0	124969.0	342.4	33,013,311
Monthly Average		164356.3	1367.6	10314.3	86.0	6.28%	122700.0	1023.0	15228.5	86.3	9.04%	16576.7	10440.3	41656.3	1378.2	11,004,437

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

2022 - Tonnage at Landfill Site - Updated April 13, 2022

2022 - Tonnage at Landfill Site - Updated April 13, 2022											2021				2022		
MONTH	Residential Waste (tonne)	Res (%)	ICI Waste (tonne)	ICI (%)	Non Community Waste (tonne)	Non Community Waste (%)	Covering Material (tonne)	2021	Average last 10 years	2022	Total Fees	Average last 10 years	Total Fees	2022-2021 Tonnes	2021-2020 Fees		
								Total Tonne	Total Tonne 2012 to 2021	Total Tonne		Fees 2012 to 2021					
JAN	162.33	35.3%	226.28	49.3%	86.50	18.8%	0.00	459.22	426.05	475.11	\$ 25,366.15	\$ 23,737.37	\$ 25,255.40	15.89	-\$ 110.75		
FEB	118.55	30.4%	207.81	53.4%	6.77	1.7%	0.00	389.49	352.10	333.13	\$ 24,123.20	\$ 19,887.21	\$ 21,756.05	-56.36	-\$ 2,367.15		
MAR	144.73	14.8%	269.07	27.5%	8.87	0.9%	733.11	979.768	481.99	1,155.78	\$ 37,106.95	\$ 30,919.67	\$ 31,689.20	176.01	-\$ 5,417.75		
APRIL		0.0%		0.0%		0.0%		702.84	592.48	0.00	\$ 45,566.13	\$ 36,901.77		-702.84	-\$ 45,566.13		
MAY		0.0%		0.0%		0.0%		705.19	734.64	0.00	\$ 45,287.00	\$ 42,681.85		-705.19	-\$ 45,287.00		
JUNE		0.0%		0.0%		0.0%		618.77	813.63	0.00	\$ 40,220.10	\$ 42,721.69		-618.77	-\$ 40,220.10		
JULY		0.0%		0.0%		0.0%		799.37	631.99	0.00	\$ 39,932.70	\$ 40,253.76		-799.37	-\$ 39,932.70		
AUG		0.0%		0.0%		0.0%		757.10	695.87	0.00	\$ 52,713.60	\$ 42,540.36		-757.10	-\$ 52,713.60		
SEPT		0.0%		0.0%		0.0%		729.60	695.74	0.00	\$ 50,808.55	\$ 42,958.03		-729.60	-\$ 50,808.55		
OCT		0.0%		0.0%		0.0%		620.28	843.13	0.00	\$ 40,565.40	\$ 46,321.47		-620.28	-\$ 40,565.40		
NOV		0.0%		0.0%		0.0%		565.34	562.11	0.00	\$ 34,202.60	\$ 32,790.82		-565.34	-\$ 34,202.60		
DEC		0.0%		0.0%		0.0%		457.74	442.22	0.00	\$ 28,793.15	\$ 24,505.91		-457.74	-\$ 28,793.15		
Average per monthly	\$ 141.87	26.85%	\$ 234.39	43.36%	\$ 34.05	7.16%	\$ 244.37	\$ 609.49	\$ 420.05	\$ 654.67	\$ 28,865.43	\$ 24,848.08	\$ 26,233.55	\$ 45.18	-\$ 2,631.88		
Total	425.61		703.16		102.14		733.11	7784.70	7271.95	1964.02	\$ 464,685.53	\$ 426,219.90	\$ 78,700.65	-5820.68	-\$ 385,984.88		
											\$ 464,685.53	Actual	\$ 78,700.65				
Town of Fort Frances Tonnage	1128.77																
											\$ 440,000.00	Budget	\$ 440,000.00				
Total Tonnage	1964.02																
											\$ 346,385.20	Forecasted	\$ 314,802.60				
Residential Tonnage	425.61	21.67%															
ICI Tonnage	703.16	35.80%															
Coverage material	733.11																

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
January-22

STAFFING:

See Operations Statistics prepared by Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary Stats (Attached)

Misc. water turn on / off

1 frozen water line

Misc. repairs

Shovelled / cleared out fire hydrants throughout town

WATER TREATMENT PLANT:

B. Patterson cross-training @ WTP

MECP Annual un-announced inspection completed

Performed maintenance on media filters

Performed maintenance on clarifiers

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

Garbage not picked up - No Data Available from Asselins

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning normally during this period.

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

See Landfill Report from T. Rob.

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

See Landfill Report from T. Rob.

Recycling:

Recycle not picked up - No Data Available from Asselins

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

No Data (Emterra)

Prepared By: Craig Miller, P.Eng.

Environmental Superintendent

Date: 5/2/2022

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
February-22

STAFFING:

See Operations Statistics prepared by Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary Stats (Attached)
 Repaired various curbstops, valve covers and sewer cleanouts
 Misc. water turn on / off - snowbird activity
 15 Frozen water lines
 Cleared multiple plugged sewers
 Online learning taking place for staff for exam prep and training
 Continued to shovel fire hydrants clear as time permitted
 Repaired 1 watermain break on 300 block of church street

WATER TREATMENT PLANT:

B. Patterson cross-training @ WTP
 Continued maintenance on clarifiers
 Online learning taking place for staff for exam prep and training
 Submitted Annual Report and Water Taking Reports to MECP

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

Garbage not picked up - No Data Available from Asselins

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning normally during this period.

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

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

Recycling:

Recycle not picked up - No Data Available from Asselins

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

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

Date: 5/2/2022

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
March-22

STAFFING:

See Operations Statistics prepared by Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

Online learning taking place for staff for exam prep and training

Repaired various curbstops, valve covers and sewer manholes

21 Frozen water lines

Water turn on/off's as requested by homeowners

Sanitary sewer flushing activities using vac truck

CCTV sewer services as requested by homeowners / plumbers

Unplug sanitary sewers as requested by homeowners

Continued to shovel fire hydrants clear as time permitted

Repaired water main breaks @ 500 block 2nd E, 200 block Armit, Nelson @ Mill Yard, 300 Block 6th W & 1300 block Elizabeth E

WATER TREATMENT PLANT:

B. Patterson cross-training @ WTP

Received MECP inspection report - 100%

Online learning taking place for staff for exam prep and training

Submitted Schedule 22 Report to MECP (on schedule)

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

In receipt of 2021 Annual WWTP report by OCWA

WASTE MANAGEMENT:Garbage Collection:

Garbage not picked up - No Data Available from Asselins

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning normally during this period.

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

See Landfill Report from T. Rob.

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

See Landfill Report from T. Rob.

Recycling:

Recycle not picked up - No Data Available from Asselins

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

No Data (Emterra)

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

Date: 5/2/2022

Water Works		Years				
DATE	WORK	2018	2019	2020	2021	2022
Jan	THAW FROZEN WL	1	6	1	1	1
	TURN WATER OFF	1	6		2	2
	TURN WATER OFF/ON	4	5		1	3
	TURN WATER ON	5			2	1
Jan Total		11	17	1	6	7
Feb	THAW FROZEN WL	27	11		11	15
	TURN WATER OFF	3	3	1	10	6
	TURN WATER OFF/ON		5	1	5	1
	TURN WATER ON	3		5	4	2
Feb Total		33	19	7	30	24
Mar	THAW FROZEN WL	3	27			21
	TURN WATER OFF		2			6
	TURN WATER OFF/ON	3	3	1	3	1
	TURN WATER ON	12	7	2	1	5
Mar Total		18	39	3	4	33
Grand Total		62	75	11	40	64

Sewer Works		Years				
DATE	WORK	2018	2019	2020	2021	2022
Jan	CCTV SEWER SERVICE	1	1	3	2	2
	THAW FROZEN SEWER					1
	UNPLUG SANITARY SEWER	20	21	7	2	2
	VAC OUT SEWER MAIN				1	2
Jan Total		21	22	10	5	7
Feb	CCTV SEWER SERVICE	2	2	1	5	1
	THAW FROZEN SEWER	1				
	TRACE SERVICES				1	
	UNPLUG SANITARY SEWER	20	10	6	6	9
	VAC OUT SEWER MAIN				4	2
Feb Total		23	12	7	16	12
Mar	CCTV SEWER SERVICE	1	1		4	2
	CONNECTION INSPECTION		1			
	THAW FROZEN SEWER					4
	UNPLUG SANITARY SEWER	12	9	3	6	10
	VAC OUT SEWER MAIN				1	
Mar Total		13	11	3	11	16
Grand Total		57	45	20	32	35

System Repairs		Years				
DATE	TYPE	2018	2019	2020	2021	2022
Jan	CURBSTOP		1		1	
	HYDRANT			2	2	
	SEWER SERVICE			2		1
	WATER SERVICE					1
	WATERMAIN	1	1	1	1	
Jan Total		1	2	5	4	2
Feb	CLEANOUT		2			
	CURBSTOP		8			
	HYDRANT				1	
	SEWER SERVICE		1		2	2
	WATER SERVICE		2		1	2
	WATERMAIN					1
	SANITARY MANHOLE				1	
Feb Total			13		5	5
Mar	CLEANOUT		2			
	CURBSTOP		2		13	1
	HYDRANT			2		1
	MANHOLE					3
	VALVE				8	2
	WATER SERVICE	2		1	1	
	WATERMAIN			2	1	5
	SAN MANHOLE			1		
Mar Total		2	4	6	23	12
Grand Total		3	19	11	32	19