



OPERATIONS AND FACILITIES EXECUTIVE COMMITTEE AGENDA

August 3, 2022 8:30 AM

MEETING - Civic Centre

Session No. 011

Microsoft Teams meeting

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Page

1. Call to Order

2. Disclosure of pecuniary interest and the general nature thereof

3. Approval of Previous Committee Minutes

- 4 - 6 3.1 Approval of the July 6, 2022 meeting minutes

4. Items Referred from Council

- 7 - 10 4.1 BIA Request to place large Christmas Tree at Rainy Lake Square

5. New Business

- 11 - 12 5.1 Award of RFP 2022-OF-13 Internal Quality Assurance Audit Service for the Fort Frances Airport Safety Management System

Council Approval of report AR-22-0020 will ensure that:

1. RFP 2022-OF-13 be awarded to Winnipeg Airport Services Corp.
2. a bylaw be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the Corporation.

- 13 - 21 5.2 Approval of an unbudgeted capital expenditure for survey work at Riverview Cemetery

Council approval of report AR-22-0021 will agree with the recommendation of Administration that:

1. The unbudgeted expenditure of \$8,825.00 for the surveying and generation of required reference plans laying out additional single and double plots in the Riverview Cemetery and Holy Cross.
2. That the unbudgeted expense be funded by the Cemetery Care and Maintenance Fund

- 22 - 25 5.3 Award of Tender T-2022-10 - MHSW Services to host 2022 Household Hazardous Waste Event

Council approval of this report will ensure:

1. That the Miller Group out of Winnipeg be designated the Town 's 2022 MSHW service provider at an estimated cost of \$43,727.09 (includes HST) in accordance with the tender documents.
2. That the Town 's MSHW event day is scheduled on Saturday September 10, 2022 from 9:00 am to 3:00 pm.

- 26 - 35 5.4 June 2022 Water System Monthly Report

- 36 - 71 5.5 Adoption of the Town's Levels of Service Framework

THAT Council approval of report AR-22-0023 adopts the Level of Service Framework for core assets in accordance with O. Reg 588/17

6. Outstanding Items

- 72 - 78 6.1 Make a Big Splash Spray Park Advisory Committee Update

Council approval of report AR-22-0019 will:

1. Designate the members of the Make A Big Splash Spray Park Advisory Committee as listed in the report.
2. Accept the Draft Terms of Reference for the committee as presented.
3. Designate area in the Legion Park for the development of a Spray Park.

- 79 - 86 6.2 Entering into an easement agreement with the Township of Alberton

Council approval of report number AP-22-0022 will ensure:

THAT the Town of Fort Frances enter into an easement agreement with The Township of Alberton for the purposes of supplying water services to 11 Highway 11.

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

- 87 - 127 6.3 Review of the Town's Procurement and Purchasing Card Policy

7. Information

- 128 - 129 7.1 Update on Blue Box Recycle Transition

No recommendation required - report AR-22-0017 is for informational purposes only.

130 - 139 7.2 June 2022 Wastewater Treatment Monthly Report

8. Adjourn / Next Meeting Date

MINUTES

SESSION NO. #10

July 6, 2022

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on July 6, 2022 from 8:30 AM to 9:19 a.m.

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

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, F. Anwar, CAO, C. Miller, Environmental Superintendent

1 Call to Order

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

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting on May 18, 2022 - the minutes were approved as circulated.

4 New Business

4.1 Investing in Canada Infrastructure Program (ICIP) Green Stream - Transfer Payment Agreement - the administration report was approved as presented.

4.2 Transitioning of Blue Box Operations to Circular Materials Ontario - the administration report was approved as presented.

4.3 Award of RFP 2022-OF-12 - 52 Canadians Electrical - the administration report was recommended as presented.

4.4 Purchase of Mobile Generator - the administration report was recommended as presented.

- 4.5 NOHFC Change Request - the administration report was recommended as presented.
- 4.6 January 2022 Drinking Water Systems Monthly Summary Report - the January 2022 report was approved as circulated.
- 4.7 February 2022 Drinking Water Systems Monthly Summary Report - the February 2022 report was approved as circulated.
- 4.8 March 2022 Drinking Water Systems Monthly Summary Report - the March 2022 report was approved as circulated.
- 4.9 April 2022 Drinking Water Systems Monthly Summary Report - the April 2022 report was approved as amended.
- 4.10 May 2022 Drinking Water Systems Monthly Summary Report - the May 2022 report was approved as circulated.

5 Information

- 5.1 Fort Frances Wastewater Treatment Facility April 2022 Monthly Report - the April 2022 Wastewater Report was received and will be forwarded to Council as information only. No action required.
- 5.2 Fort Frances Wastewater Treatment Facility May 2022 Monthly Report - the May 2022 Wastewater Report was received and will be forwarded to Council as information only. No action required.
- 5.3 Airport Statistics 2022 - the Airport Stats for 2022 were received and will be forwarded to Council as information only. No action required.
- 5.4 Sewer and Water Data for 2022 - the Sewer and Water Data was received and will be forwarded to Council as information only. No action required.
- 5.5 Tonnage at Landfill Site 2022 - the Landfill Stats for 2022 were received and will be forwarded to Council as information only. No action required.

6 Adjourn / Next Meeting Date

- 6.1 Adjournment 9:19 a.m.

Next meeting August 3, 2022

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

ADMINISTRATIVE REPORT

Subject: BIA Request - Tree at the RL Square
Date: 2022-08-03
To: Committee of the Whole
From: Travis Rob, Manager of Operations and Facilities
File Number:



ISSUE

- (1) Request came from the BIA to erect a large Christmas Tree in the Rainy Lake Square

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council of the Town of Fort Frances supports the future development of a Christmas Tree site at the Rainy Lake Square

FURTHER THAT Council recommends that the BIA engage an Engineer to develop a stand structure to be placed in one of the existing catchbasins with the support of Administration to determine potential guying locations.

STRATEGIC IMPACT

- N/A

OPTIONS & ALTERNATIVES

- (1) Deny the request.
- (2) Suggest an alternative

HISTORY

In the late fall of 2021, the BIA contacted staff at the Operations and Facilities Division about the potential of placing a large tree at the square as a Christmas tree similar to what is done in Downtown Kenora. At that time, we reached out to Kenora to better understand how they set the tree and keep it stable and safe on the roadway. When they last reconstructed their roadway a Manhole structure and four guy anchors were installed within the roadway to set the tree into, and they tie the tree down to ensure that it is stable through the winter months.

ANALYSIS

With the current layout of the square with trees, stages, overhead wires and lighting there is really only a couple of locations where this installation could be suitable. The best location would be right in front of the stage as there would be good access from either side and clear open space above. In addition, there is a catchbasin there that may be able to be used to help support the tree.

There are some issues with this location, however. The catchbasin structure is large, 1200mm inside diameter with a 1m square grate. Trying to tightly wedge a tree into this structure without damaging the structure or the frame would be challenging to say the least and filling in the catchbasin suitably to ensure someone could not fall in would be difficult as well. This catchbasin is quite deep, 2000mm, however the bottom 600mm is a sump and stays full of water which would likely be frozen at the time of setting the tree leaving 1200mm of depth for securing the tree. In addition, there are no good locations around that area to install guy wires to hold the tree in an upright position.

Alternatively, we could install a structure specifically for this purpose with set anchor points, however that would require the excavation of a fair portion of the square. This would then run the risk of having differential settlement around the excavation site. Further after the completion of construction, adding underground features is difficult to complete while maintaining the aesthetic of the site. At this point in time there are events taking place in the square weekly into October leaving a very short window to complete an installation this summer.

If the Town was to undertake this work, there is still a fair amount of work that would be required to annually, secure a tree, haul it to site, crane it into position, decorate it, and then take it down and remove it from site in the spring. All of this, including the installation of a structure to support it, will carry a cost annually. If the Town moves forward with the installation of something to support the tree, there should be some type of agreement with the BIA on responsibilities going forward to ensure the long-term viability of the project.

Administration cannot support the installation of new infrastructure in the square for the erection of a tree, however suggests that the BIA engage an Engineer to design a stand structure that could be installed in one of the square catchbasins to support a tree and that Administration work with the BIA and that Engineer to develop potential guying locations to secure the tree.

CONSULTATION

- Operations & Facilities divisions for the feasibility of the installation
- Fort Frances Museum and Culture Centre for planned events
- City of Kenora Operations Staff



SUPPORTING DOCUMENTS

(1) N/A

DOWNTOWN FORT FRANCES BUSINESS IMPROVEMENT AREA

Building a Better Downtown

Fort Frances, Ontario

16 February, 2022

Mayor and Town Council
320 Portage Avenue
Fort Frances, On
P9A 3P9

Dear Mayor and Council

The Board of the BIA are seeking your input regarding the placing of a Christmas tree in Market Square for this upcoming Christmas season.

As the Square is Town of Fort Frances property, we will like your written permission to bring in said tree and have a spot designated for it within the square. We are also requesting the Town's rules or by-laws regarding the erecting and securing of the tree to stay within your set boundaries.

In addition we are asking for assistance from the town by way of preparing the site for the tree so we will be able to carrying through with this project should council grant us permission.

Awaiting your reply, I remain.

Yours

Shelley Wepruk
Secretary, B.I.A.

ADMINISTRATIVE REPORT

Subject: Award of RFP 2022-OF-13 Internal Quality Assurance Audit Service for the Fort Frances Airport Safety Management System

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

The Town of Fort Frances Municipal Airport is required to have in place a Safety Management System per the Canadian Aviation Regulations. That Safety Management System is required to be audited for compliance once every three years.

ADMINISTRATIVE RECOMMENDATION:

Council Approval of report AR-22-0020 will ensure that:

1. RFP 2022-OF-13 be awarded to Winnipeg Airport Services Corp.
2. a bylaw be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the Corporation.

STRATEGIC IMPACT:

Objective 13 - Maintain/enhance existing levels of service

OPTIONS & ALTERNATIVES:

N/A

HISTORY:

The Town of Fort Frances is required to have in place a safety management system (SMS) at the Fort Frances Municipal Airport due to the size and scope of the operations there. As a result of having a SMS program is that there is a requirement to internally audit the effectiveness of the program once every three years. Before 2016 the Town of Fort Frances had a staff member trained to provide this function, since that time there has been too much turn over in staff to get another member, not directly involved in the day to day operations of the Airport, trained to provide internal auditing services. As a result, for the last two audits the Town has had to contract this work out.

ANALYSIS:

The town advertised a request for proposals for firms to undertake the internal quality assurance audit of the SMS the week of June 30, 2022. Proposals were opened publicly on Tuesday July 19th at 2:00pm in the Committee Room of the Civic Centre. Three proposals were received, the details are outlined below.

Award of RFP 2022-OF-13 Internal Quality Assurance Audit Service for the Fort
Frances Airport Safety Management System

Firm	Firm Location	Proposal Cost
Winnipeg Airport Service Corp.	Winnipeg, MB	\$10,200.00
OCTANT Aviation	Longueuil, QC	\$10,583.00
HM Aero	Ottawa, ON	\$23,710.00

Proposals were reviewed against a scoring matrix and based on that review, it is the recommendation of Administration to award the work to Winnipeg Airport Services Corp. (WASCO).

CONSULTATION:

N/A

ADMINISTRATIVE REPORT

Subject: Approval of an unbudgeted capital expenditure for survey work at Riverview Cemetery

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

The Town is out of available double lots and is running short of available single plots at Riverview Cemetery and is running out of available plots in the Holy Cross portion of Riverview Cemetery. The regulations surrounding layout of cemetery plots has changed requiring different work to complete.

ADMINISTRATIVE RECOMMENDATION:

Council approval of report AR-22-0021 will agree with the recommendation of Administration that:

1. The unbudgeted expenditure of \$8,825.00 for the surveying and generation of required reference plans laying out additional single and double plots in the Riverview Cemetery and Holy Cross.
2. That the unbudgeted expense be funded by the Cemetery Care and Maintenance Fund

STRATEGIC IMPACT:

Objective 13 - Maintain/enhance existing levels of service

OPTIONS & ALTERNATIVES:

no longer offer double plots until survey work can be completed in 2023

HISTORY:

The Town of Fort Frances had planned to layout additional plots within Riverview Cemetery and Holy Cross this summer through use of its own survey and mapping resources similar to what has been done in the past. A preliminary layout was generated and submitted to the BAO in spring of 2022 for consideration and approval before layout could be completed. At that time we were informed that the regulation has changed and layout can only be completed by a licensed Ontario Land Surveyor.

ANALYSIS:

With the new information on the requirement for an OLS to complete cemetery layout, pricing was sought from area OLS to complete the work in the most cost effective manner. Attached to this report is a report from Cody Vangel, EIT, Transportation Superintendent outlining the particulars of the survey requirement.

Approval of an unbudgeted capital expenditure for survey work at Riverview Cemetery

With the sale of every plot, the Town is required to place funds in a special reserve for the care and maintenance of the cemetery in perpetuity. This fund can be used for only specific things, cemetery expansion is one of these.

CONSULTATION:

- C. Vangel, Transportation Superintendent
- D. Galusha, Treasurer

SUPPORTING DOCUMENTS:

[Riverview Cemetery Lot Layout Expansion - OFEC](#)
[Riverview Cemetery Lot Proposal - 2022-compressed](#)

**Town of Fort Frances
Administrative Report**

TO: Travis Rob, Manager of Operations and Facilities
FROM: Cody Vangel, Transportation Superintendent
SUBJECT: Riverview Cemetery Lot Layout Expansion
DATE: August 3, 2022

Issue:

Consideration of an unbudgeted expense for the layout of additional lots at Riverview Cemetery.

Strategic Impact:

13. Maintain / Enhance Existing Levels of Service

Options/Alternatives:

1. Recommend approval of the unbudgeted expense;
2. Recommend amendment to proposed unbudgeted expense; or
3. Recommend rejection of the unbudgeted expense.

Administrative Recommendation:

Recommended approval of the unbudgeted expense in the total value of \$8,825.00 plus HST to conduct the reference plan survey required by the Bereavement Authority of Ontario as part of an application to license additional lots within Riverview Cemetery, being:

- 44 single lots – Riverview
- 44 double lots – Riverview
- 88 single lots – Holy Cross
- 22 double lots – Holy Cross

History:

Riverview Cemetery is nearing capacity of its currently licensed single and double lots. The expansion and licensing of new lots within the cemetery require approval by the Bereavement Authority of Ontario.

Section 147 of O. Reg 30/11 being the Funeral, Burial and Cremation Services Act, 2002, requires that the opening of new lots require the submission of a layout map prepared by an Ontario Land Surveyor.

Analysis:

In order to permit future burials within the Riverview Cemetery on Sunset Drive, the Town of Fort Frances will need to license additional single and double lots with the Bereavement Authority of Ontario (BAO). The proposed area for licensing can be seen in the attached diagrams and site plans.

Administration has determined through consultation with the BAO that a reference plan of survey is necessary per O. Reg 30/11 in order to layout new lots for licensing. Administration is proposing a total of 132 single lots and 66 double lots at this time, which will require funds in the value of \$8,825.00 plus HST for the survey component of the works.

The requested funds in the value of \$8,825.00 plus HST were not included in the 2022 operating or capital budgets and are requested on an unbudgeted expense request.

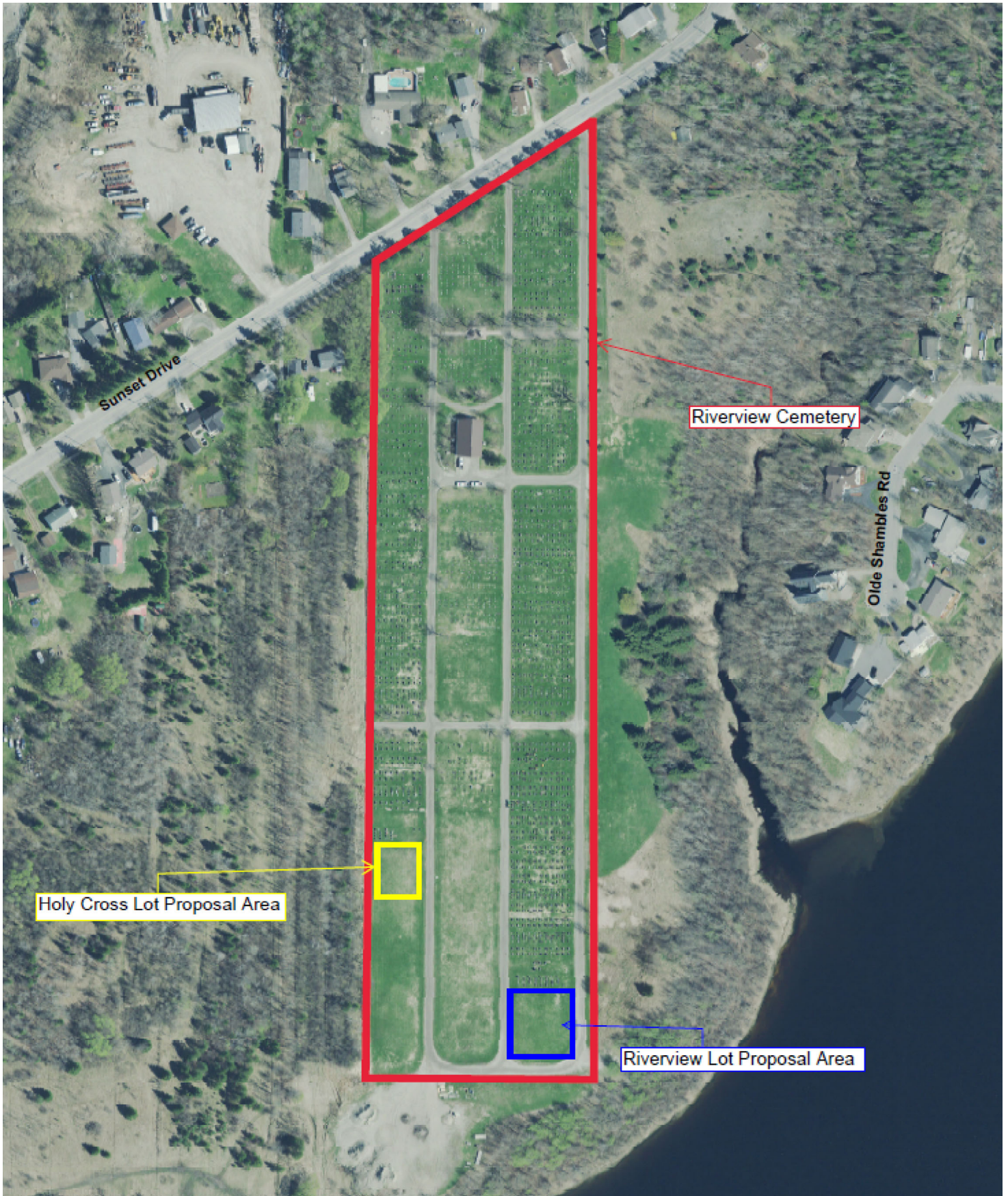
The request aligns with the Town's Strategic Plan where we strive to maintain/enhance existing levels of service.

Consultation:

- Manager of Operations and Facilities
- TBT Surveyors Inc.
- Bereavement Authority of Ontario

Supporting Document / Financial Documents:

- Riverview Lot Proposal





Riverview Lot Proposal Area

Existing aisle

Existing single lots (D-4)

Proposed aisle

Proposed double lots (E-4)

Proposed aisle

Proposed double lots (F-4)

Proposed aisle

Proposed single lots (G-4)

Riverview Cemetery Lot Proposal - 2022

Existing Aisle											
Existing Single Lots (D-4)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4
Proposed Aisle											
Proposed Double Lots (E-4)	21	19	17	15	13	11	9	7	5	3	1
	22	20	18	16	14	12	10	8	6	4	2
Proposed Aisle											
Proposed Double Lots (F-4)	21	19	17	15	13	11	9	7	5	3	1
	22	20	18	16	14	12	10	8	6	4	2
Proposed Aisle											
Proposed Single Lots (G-4)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4

↑N

Legend

Singles lot (5' by 10')



Doubles lot (10' by 10')



Aisle (10' by 110')



Holy Cross Lot Proposal Area



Holy Cross Lot Proposal Area - 2022

Proposed Aisle											
Proposed Single Lots (U-1)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4
Proposed Aisle											
Proposed Single Lots (V-1)	41	37	33	29	25	21	17	13	9	5	1
	42	38	34	30	26	22	18	14	10	6	2
	43	39	35	31	27	23	19	15	11	7	3
	44	40	36	32	28	24	20	16	12	8	4
Proposed Aisle											
Proposed Double Lots (W-1)	21	19	17	15	13	11	9	7	5	3	1
	22	20	18	16	14	12	10	8	6	4	2

↑N

Legend

Singles lot (5' by 10')



Doubles lot (10' by 10')



Aisle (10' by 110')



ADMINISTRATIVE REPORT

Subject: Award of Tender T-2022-10 - MSHW Services to host 2022 Household Hazardous Waste Event

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

Annually the Town of Fort Frances tenders with the City of Dryden for a contractor to run the hazardous and special waste event in the respective communities in September.

ADMINISTRATIVE RECOMMENDATION:

Council approval of this report will ensure:

1. That the Miller Group out of Winnipeg be designated the Town 's 2022 MSHW service provider at an estimated cost of \$43,727.09 (includes HST) in accordance with the tender documents.
2. That the Town 's MSHW event day is scheduled on Saturday September 10, 2022 from 9:00 am to 3:00 pm.

STRATEGIC IMPACT:

Objective 13 - Maintain / Enhance existing Levels of Service

OPTIONS & ALTERNATIVES:

- Not award the tender cancelling the event for 2022

HISTORY:

The Town has tendered with the community of Dryden for a common Municipal Special or Hazardous Waste (MSHW) service provider to host a one-day household hazardous waste drop-off event in each community in 2022. In 2022 the City of Dryden was, responsible for preparing the tender documents and specifications.

The Town's MSHW event day is scheduled for Saturday, September 10, 2022 starting at 9:00 am and ending at 3:00 pm. All citizens living in the Rainy River District will be allowed to drop off household hazardous waste at the Public Works Yard located at 900 Wright Avenue North.

ANALYSIS:

**Award of Tender T-2022-10 - MSHW Services to host 2022 Household
Hazardous Waste Event**

For the tender this year, there was one tender submitted; The Miller Group, out of Winnipeg was the only tender submitted. Below is a breakdown of Miller Environmental tender prices based on materials and quantities collected during the 2021 event:

MSHW Service Provider	Mob/Demobilization	MSHW Recycle Costs	HST	Total Price
Miller Environmental Corporation	\$14,133.19	\$24,563.35	\$5,030.55	\$43,727.09

Each community will authorize The Miller Group to be their 2002 MSHW service provider. The 2022 total estimated cost to the Town of Fort Frances without any reimbursement from Stewardship Ontario is \$39,377.60 (Town's portion of HST included) based on the quantity and type of MSHW materials collected in 2021. The 2022 approved operating budget has a net operating cost of \$7,000 where the total operating expenditure is estimated at \$24,000 and the revenue received is \$17,000. The exact net cost is very dependent on the amount and types of MSHW materials dropped off on the event day. This tender value however, represents an increase of 33.23% over last years event costs.

CONSULTATION:

N/A

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CONSULTATION:

N/A

June 2022

**Monthly Summary Report
Water Systems**

**Prepared by: Greg Wiedenhoeft, ORO
Senior Water Treatment Plant Operator**

Dated: July 15, 2022

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of June 2022 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

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

2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage	0.21 m3
Estimated June Usage	6.3 m3

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

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

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

Water distribution samples taken at the following locations:

1.835 McKenzie Ave.	2. 601 Reid Ave.	3.1309 King's Hwy.	4. W. Tower
5. 940 Third St. E.	6. 320 Portage Ave.	7. 800 Fifth St. W.	8. W. Tower
9. 943 Third St. E.	10. 740 Sixth St. W.	11. 1309 King's Hwy.	12. W. Tower
13.701 Col. Rd. W.	14. 401 King's Hwy.	15. 900 Wright Ave.	16. W. Tower

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

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

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

Water distribution sample taken June 13, 2022 – no adverse results.

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

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

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

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

7) Maintenance Activities at the WTP:

June 01st - Calibrated distribution chlorine analyzer.
-Changed East chlorine tonner.

June 03rd - Changed effluent valve actuator and positioner on filter #3.
- Cleaned effluent valve positioner pin on filter #4.
- Cleaned top and bottom tanks on poly unit.
- Cleaned all four (4) check valves on poly pumps.

June 05th – Cleaned and flushed poly line to clarifier #1.

June 08th - Calibrated distribution chlorine analyzer.

June 09th - Cleaned top and bottom tanks on poly unit.
- Cleaned all four (4) check valves on poly pumps.

June 14th - Calibrated distribution chlorine analyzer.

June 17th - Cleaned top and bottom tanks on poly unit.
- Cleaned all four (4) check valves on poly pumps.

June 21st – Changed mechanical seal on high lift pump #2.

June 23rd - Calibrated fluoride analyzer.
- Cleaned top and bottom tanks on poly unit.
- Cleaned all four (4) check valves on poly pumps.

June 24th – Cleaned and flushed poly line to clarifier #1.
-Replaced 16 feet of poly line to clarifier #2.
- Cleaned and flushed poly line to clarifier #2.

June 28th - Took grab samples off the filters.
-Ran the generator for 1 hour.

June 30th – Cleaned filter #3 turbidity meter probe.

8) **Water Complaints:**

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

9) **Other Miscellaneous Information:**

June 06th - Routine micro sample collection.

June 07th – Received a load of Alum.
-Sent 9 empty fluoride drums back to Brenntag.

June 13th - Routine micro sample collection.
-Took quarterly samples at the Water Tower, WTP and Airport.

June 14th – Cannect Electric here working on high lift pump #1.
-Cannect Electric here working on backwash pump timer.

June 15th – Started cl2 system at the Water Tower.

June 16th – Took monthly TSS samples from filter #4.
-Took Landfill test well samples.
-Received 15 drums of fluoride from Brenntag.

June 20th - Routine micro sample collection.

June 21st - Received 2 chlorine tonners and sent 2 empty tonners back to Brenntag.

June 23rd – Took bacti sample at 419 Third St. W. for water service repair.

June 25th – Informed SAC, MECP, MOH about the adverse water sample at 419 3rd.

June 27th - Routine micro sample collection

-Resample at 419 Third St. W. (First sample was an adverse)

June 30th – Informed SAC, MECP, MOH (Notice of Issue Resolution)

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

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

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

Flow Data JUNE	Units	2020		2021		2022	
Total Raw Water	m ³		169000		178390		156000
Raw Maximum Day	m ³		6060		6420		6040
Raw Minimum Day	m ³		5110		4930		4860
Raw Average Daily Consumption	m ³		5630		5950		5200
Total Treated Water	m ³		115660		135470		107220
Treated Water Maximim Day Consumption	m ³		5380		6340		4530
Treated Water Minimim Day Consumption	m ³		2960		3120		3030
Treated Water Average Day Consumption	m ³		3860		4520		3570
Daily Average Per Household Consumption Rate	m ³		1.020		1.195		0.944
* Daily Average Per Person Consumption Rate	m ³		0.483		0.566		0.447
Monthly Averages - Operating Parameters WTP:							
FAC Residual - Treated Water	mg/L		1.96		2.19		1.90
Total Chlorine Residual - Treated Water	mg/L		2.21		2.54		2.17
Aluminum Sulphate - Raw Water	mg/L		37.00		34.0		37.0
Aluminum Sulphate - Treated Water Residual	mg/L		0.04		0.03		0.05
Fluoride - Treated Water	mg/L		0.68		0.64		0.66
Soda Ash - Raw Water	mg/L		34.00		37.0		36.0
pH - Adjusted	mg/L		6.97		6.97		7.03
Temperature	°C		16.20		18.0		13.8
Quantity of Chemical Used:							
Aluminum Sulphate	kg		6253		6065		5772
Polyelectrolyte	kg		62.50		87.5		75.0
Chlorine Gas	kg		799		834		624
Soda Ash - Used for pH Adjustment	kg		5746.00		6600.43		5616.00
Fluoride	kg		751		572		523

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

* Population is 7986

* Number of Households is 3783

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
Jun-22

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
		or Range																																
Flow rates																																		
Raw Water	1000 m³	17	5.50	5.06	6.04	4.91	5.25	5.35	5.16	5.17	5.18	5.15	5.09	5.23	5.09	4.96	5.16	5.21	5.19	5.06	5.14	5.21	5.56	5.15	5.19	5.00	5.26	4.99	5.30	4.86	5.44	5.14	156.00	5.20
Peak Instantaneous - Raw Water	l/s	n/a	64.68	64.78	64.98	64.76	60.48	60.41	60.51	60.41	60.31	60.34	60.71	60.80	60.89	60.66	60.74	60.68	60.50	60.64	60.65	60.55	60.47	60.51	60.74	60.64	60.99	60.79	60.16	60.18	60.24	60.14		61.11
Treated Water	1000 m³	17	3.03	3.60	3.03	3.14	3.35	3.55	3.64	3.52	3.42	3.68	3.68	3.31	3.68	4.38	3.25	3.32	3.40	3.46	3.30	3.92	4.53	3.42	4.08	3.85	3.78	3.51	3.43	3.85	3.83	3.28	107.22	3.57
Peak Instantaneous - Treated Water	l/s	n/a	78.58	78.98	78.84	83.15	79.78	79.85	80.00	78.89	78.51	78.20	79.36	80.51	90.84	90.09	69.12	69.59	61.88	61.99	62.85	62.71	75.73	102.18	62.32	80.91	63.06	61.86	63.02	68.23	62.11	102.66		75.53
BackWash Water	1000 m³	n/a	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.00	0.26	0.25	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.26	0.25	0.28	0.261	7.610	0.254
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.67	0.58	0.60	0.60	0.62	0.72	0.65	0.70	0.72	0.70	0.62	0.65	0.67	0.67	0.66	0.67	0.67	0.67	0.67	0.69	0.69	0.64	0.65	0.65	0.66	0.66	0.65	0.65	0.66	0.77		0.66
Turbidity Information																																		
Raw Water	NTU	n/a	1.45	1.44	1.25	1.27	1.32	1.20	1.63	1.26	1.56	1.19	1.17	1.19	1.12	1.58	1.47	1.35	1.66	1.36	1.38	1.54	1.45	1.63	1.47	1.43	1.22	1.30	1.37	1.85	1.42	1.54		1.40
Settled Water	NTU	n/a	0.17	0.13	0.15	0.10	0.13	0.13	0.11	0.11	0.13	0.12	0.09	0.13	0.17	0.16	0.13	0.13	0.14	0.14	0.13	0.14	0.10	0.11	0.09	0.08	0.11	0.08	0.12	0.14	0.10	0.16		0.12
Treated Water	NTU	1	0.13	0.10	0.10	0.12	0.13	0.09	0.13	0.10	0.12	0.12	0.10	0.09	0.12	0.10	0.11	0.12	0.12	0.11	0.11	0.12	0.10	0.10	0.09	0.09	0.06	0.1	0.11	0.11	0.12	0.13		0.11
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.10	7.06	7.03	7.03	7.09	7.15	7.02	6.98	7.04	6.99	7.03	6.99	7.01	7.00	7.03	7.08	7.05	7.04	7.02	7.03	6.98	7.06	6.97	6.96	6.99	6.98	7.00	7.04	6.97	7.03		7.03
pH - Settled water	no units	n/a	6.53	6.53	6.55	6.53	6.55	6.48	6.39	6.41	6.42	6.48	6.46	6.48	6.51	6.60	6.67	6.66	6.68	6.65	6.64	6.64	6.54	6.53	6.56	6.48	6.48	6.51	6.54	6.62	6.56	6.55		6.54
pH - Raw Water	no units	n/a	6.89	6.85	6.86	6.87	6.89	6.89	6.87	6.91	6.92	6.85	6.91	6.91	6.89	6.94	6.99	6.90	6.97	6.92	6.94	6.94	6.84	6.83	6.95	6.92	6.86	6.91	6.93	7.13	6.90	6.90		6.91
FAC - Treated Water	mg/l	0.2 to 4	1.84	1.73	1.89	1.82	1.71	1.88	1.87	1.92	1.92	2.00	1.91	1.87	1.95	1.98	1.75	1.75	1.90	2.02	1.88	1.99	2.00	1.89	2.04	2.00	1.96	1.90	1.95	2.05	1.93	1.80		1.90
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.16	2.00	2.09	2.02	1.88	2.02	2.15	2.19	2.20	2.19	2.06	2.18	2.17	2.24	2.06	2.04	2.14	2.30	2.19	2.31	2.33	2.20	2.31	2.25	2.25	2.20	2.12	2.38	2.34	2.24		2.17
Temperature	°C	15	10.0	11.0	11.0	11.0	12.0	12.00	12.0	12.0	12.0	13.0	13.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	15.0	15.0	15.0	15.0	16.0	16.0	16.0	16.0	17.0	17.0		13.8	
Fluoride used (Total Daily Consumption)	kg	n/a	20.0	21.0	21.0	17.0	18.0	18.00	17.0	18.0	20.0	20.0	19.0	19.0	17.0	16.0	16.0	15.0	13.0	14.0	15.0	15.0	17.0	15.0	16.0	15.0	15.0	15.0	16.0	24.0	26.0	523.00	17.4	
Chlorine used (Total Daily Consumption)	kg	n/a	21.0	20.0	22.0	18.0	19.00	20.0	20.0	20.0	21.0	20.0	20.0	20.0	21.0	20.0	20.0	20.0	21.0	21.0	21.0	22.0	22.0	21.0	22.0	21.0	22.0	21.0	22.0	21.0	23.0	22.0	624.00	20.8
Soda Ash (Total Daily Consumption)	kg	n/a	198.0	182.2	217.4	176.8	189.0	192.6	185.8	186.1	186.5	185.4	183.2	188.3	183.2	178.6	185.8	187.6	186.8	182.2	185.0	187.6	200.2	185.4	186.8	180.0	189.4	179.6	190.8	175.0	195.8	185.0	5616.00	187.2
Soda Ash - Dosage	mg/l	n/a	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0		36.0
Alum residual - (Total Daily Consumption)	kg	n/a	203.5	187.2	223.5	181.7	194.3	198.0	190.9	191.3	191.7	190.6	188.3	193.5	188.3	183.5	190.9	192.8	192.0	187.2	190.2	192.8	205.7	190.6	192.0	185.0	194.6	184.6	196.1	179.8	201.3	190.2	5772.00	192.4
Alum residual - Dosage	mg/l	n/a	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0		37.0
Alum residual - Treated Water	mg/l	0.1	0.01	0.08	0.04	0.03	0.03	0.03	0.04	0.05	0.04	0.06	0.05	0.06	0.05	0.07	0.08	0.08	0.05	0.07	0.07	0.06	0.04	0.04	0.04	0.04	0.03	0.02	0.01	0.07	0.05	0.05		0.05
Poly bags added (25 kg bags)	kg	n/a			0.5			0.5				0.5							0.5					0.5							0.5	75.0		

* MAC - maximum acceptable range

Signature: Greg Wiedenhoeft
Greg Wiedenhoeft (Jul 27, 2022 07:37 CDT)
Email: gwiedenhoeft@fortfrances.ca

Signature: Cathy
Email: cmiller@fortfrances.ca

Signature: Troy
Email: trob@fortfrances.ca

Minimum	Maximum
4.86	6.04
60.14	64.98
3.03	4.53
61.86	102.66












June 2022 WTP Report

Final Audit Report

2022-07-27

Created:	2022-07-27
By:	Craig Miller (cmiller@fortfrances.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKBH3koBHpMJU-jn7PoFF4z0nN8WsSkHy

"June 2022 WTP Report" History

-  Document created by Craig Miller (cmiller@fortfrances.ca)
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✔ Agreement completed.
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ADMINISTRATIVE REPORT

Subject: Adoption of the Town's Levels of Service Framework

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

Per O.Reg 588/17 the Town of Fort Frances must establish current levels of service for its core assets by July 1, 2022

ADMINISTRATIVE RECOMMENDATION:

THAT Council approval of report AR-22-0023 adopts the Level of Service Framework for core assets in accordance with O. Reg 588/17

STRATEGIC IMPACT:

Objective 8 - Undertake Asset Management Planning

OPTIONS & ALTERNATIVES:

N/A

HISTORY:

In 2017 the Town engaged Public Sector Digest to bring our asset management plan up to align with the new Asset Management Regulation for municipalities and the Town adopted their new plan in June 2018. Since that time the Town's Asset Management Plan has been appended with additional documents and information to align with various updates phased in as required by the regulation.

ANALYSIS:

The Town has been working for some time on the establishment of a complete level of service framework, gathering all of the required data and presenting it in an organized, logical fashion. A lot of discussion has been had around what data to collect and report to try to extract the most value out of the data collected for future decision making while balancing the burden involved in collecting the data. In addition, the Town's Asset Management Coordinator took a leave of absence the interim was with the Town for a period of four months and the next interim has been with the town since early May when flood mitigating measures were in full swing. It is safe to say that this portion of the Town's journey to a complete asset management program has

been a struggle. As a result, the attached Level of Service framework is being presented just more than a month later than required by the regulation.

Attached is a report by Mr. Jeff Bottomley, Interim Asset Management Coordinator summarizing the Levels of Service framework as well as the full Levels of Service Framework document.

CONSULTATION:

- O&F Division Management Team

SUPPORTING DOCUMENTS:

[Report on the Levels of Service Framework - Final](#)

[TOFF - Levels of Service Framework - Final](#)

July 21, 2022

Report To: Travis Rob

From: Jeff Bottomley, Interim Asset Management Coordinator

RE: Levels of Service Framework document and related Ontario Regulation 588/17

The purpose of this report is to present to council a Levels of Service (LoS) framework that will bring our existing Asset Management Plan (AMP) into compliance with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure. The legislation requires that the AMP be developed according to three deadline dates:

1. **By July 1, 2022, “every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets”**
2. By July 1, 2024, “in respect of its other [i.e. non-core] municipal infrastructure assets”
3. By July 1, 2025, a proposal by the municipality for the levels of service to be offered over the next 10 years, along with the associated lifecycle management and financial strategies to bring them to fruition

The near-term focus is deadline 1, above, whose requirements according to Ontario Regulation 588/17 are summarized in the following table:

Requirement	O.Reg. 588/17 Section	Status
Current levels of service being provided in each asset category	S 5(2), 1	In Progress
Current performance of each asset category	S 5(2), 2	In Progress
Summary of assets in each category	S 5(2), 3.i.	Complete
Replacement cost of the assets in each category	S 5(2), 3.ii.	Complete
Average age of the assets	S 5(2), 3.iii.	Complete
Condition of assets in the category	S 5(2), 3.iv.	Complete
Description of municipality’s approach to assessing the condition of assets in each category	S 5(2), 3.v.	Complete
Lifecycle activities required to maintain current levels of service for the next 10 years	S 5(2), 4	Complete
Costs of providing lifecycle activities for 10 years	S 5(2), 4	Complete
Description of assumptions regarding future changes in population and economic activity	S 5(2), 5	Complete

Levels of service are technical metrics and performance measure that indicate how the Town’s assets and related service activities are meeting the needs of the community’s stakeholders. The current iteration of the LoS framework summarizes our current knowledge of the levels of service (related to core assets as defined in the regulation only) being delivered to the community. Future iterations will expand the framework to include non-core assets and lay out the Town’s targets for future levels of service to be achieved. Understanding the gap between future (i.e. desired) and present levels of service is of critical importance in planning where and when to allocate the Town’s resources so as to most effectively close the gap.

The data used to determine current levels of service of the Town's assets and related activities are drawn from several sources. Condition-based metrics are sometimes assessed (eg. pavement condition) and, in cases where the asset cannot be assessed – such as the water distribution system – the condition data are age-based. LoS data related to support and maintenance activities, where available, tend to be drawn from logbooks and data sheets filled out by maintenance and repair workers at the time the work is done.

The highlighted items in the table above will be complete upon council's approval of the Levels of Service framework. As the LoS framework is effectively an addendum to the AMP adopted July 8, 2019 and would serve to bring that document into compliance with O.Reg. 588/17 timelines, I recommend that council adopt this initial release of the framework.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Bottomley". The signature is stylized with a large, sweeping initial "J" and a long, horizontal stroke extending to the right.

Jeff Bottomley

Interim Asset Management Coordinator



LEVELS OF SERVICE FRAMEWORK 2022

TOWN OF FORT FRANCES ASSET
MANAGEMENT

Summary and Recommendations

The purpose of the Levels of Service (LOS) framework is to qualify and quantify the current performance of municipal assets and compare it with the community's expected service levels from those assets. Using this information, the Town of Fort Frances can put in place appropriate plans, processes, resources, and funding to deliver specified LOS to its customers and achieve the overall corporate vision. This activity is a requirement of Ontario Regulation 588/17, section 5: Asset Management Plans, which is discussed further in "Section 2 O.Reg. 588/17".

Defining LOS is a critical component of developing a Strategic Asset Management Program. Adequately specified LOS are thus crucial in the future development of major asset management system aspects such as:

- Asset Management Plan (AMP)
- Risk Management Policies and Tools
- Capital Investment Prioritization and Planning Tools
- Business Case Evaluations
- Allocation of resources, including finances and organizational changes (e.g., workforce levels to satisfy LOS)
- Define the long-term capital maintenance financing requirements.

Service delivery regularly involves a combination of both assets and activities. LOS are determined by what a customer receives in the form of outcomes. These are assessed by the performance of assets as well as the actions that support the service and the assets. The Town of Fort Frances will focus on asset performance (e.g., condition) rather than a more comprehensive collection of program and activity indicators to begin building service levels. This is because the Town's LOS framework is still in its early stages, therefore a focus on asset-based metrics such as condition and asset sustainability is proposed. The Town can keep its present service delivery processes while concentrating on establishing and monitoring asset-based metrics.

Performance against the desired LOS will be tracked to allow assessment of the efficacy and accuracy of the processes associated with data collection and whether the selected measures are the appropriate ones to accurately measure performance of the assets and services offered by the Town. The factors that influence the success of expected performance can then be analyzed and addressed with an informed definition of the LOS. Over time, the Town can have a thorough grasp of what it takes to meet any given LOS in terms of capital expenditure (CAPEX), operating expenditure (OPEX), and changes to working practices. Once a thorough grasp of the LOS and its contributing variables has been achieved, future LOS changes may be weighed and evaluated with greater objectivity.

The current goal is to determine the existing LOS for each of the measures. When there is no consensus on current LOS performance, it is difficult to justify any financing for LOS improvements because the gap is not clearly understood. Once the measures are developed, customers may be included in the LOS process, where any LOS improvements or reductions can be conclusively connected to known cost increments. Likewise, Council and all other stakeholders can be informed on the exact costs of LOS amendments.

The Town's primary goal is to provide its customers with defined LOS. These LOS should be comparable with the customer's expectations, but they should also be reasonable and feasible given the Town's budgetary, administrative, and external limitations. Care must be taken to ensure that the definition of the LOS is consistent across all levels of the organization and provides personnel at the appropriate level with a meaningful and concrete objective that can be realized by their working practices.

A note on selected performance measures, data collection and sample sizes:

While the levels of service framework provides an evidence-based approach for asset management and future budgetary planning, as well as a consistent methodology for all municipalities across the province of Ontario, smaller communities such as Fort Frances have relatively few occurrences of some of the kinds of events that are measured to establish current levels of service and trends over time. For example, an often-reported measure is the number of breaks/backups/etc per 100 km of water, stormwater, or wastewater line. In Fort Frances we have less than 100 km of each of these, and the number of breaks is low enough that the variance from year to year is large on a percentage basis.

There is no specific number, but generally speaking more data points are better and yield results that are more statistically meaningful.

The generation of larger sample sets is further limited by the statement in the legislation that the levels of service be “based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan.” Notwithstanding these limitations, the available data and interpretation thereof still make a useful tool if used as an informative guide rather than as a basis for precise calculation and projection.

Many municipalities are putting forward their first asset management plans as part of the recent Ontario regulation. It can be expected that some performance measures or combinations thereof will prove more suitable to certain types and sizes of municipalities. By the time this document is expanded to include current levels of service for non-core assets – a requirement by July 1, 2024 under current legislation – some performance measures may be added to or removed from those currently used. In short, this document should be viewed as the first iteration in a dynamic process as asset management matures into a standard practice across Ontario and beyond.

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1 Introduction

The goal of Asset Management is to provide a determined level of service in the most cost-effective manner feasible through the acquisition, operation, maintenance, renewal and disposal of assets. Guiding this process, the Town's Asset Management Plan (AMP) is a long-term planning document that establishes a rational framework for managing the Town's portfolio of assets to achieve its goal of sustainable infrastructure spending to support the residents of the Town of Fort Frances. This will be done to not only meet the service needs of the asset's current users but also those for generations to come.

"Levels of Service (LOS)" are a set of metrics that characterize the scope and quality of services provided by a municipality to its citizens. They are an asset management strategy that preserves an organizational and operational emphasis on managing assets in a way that satisfies the demands of customers and other stakeholders (e.g., legislated standards for drinking water systems) while working within the economic constraints of a municipal budget.

A LOS framework logically and robustly connects operational actions to tactical and strategic results. By linking this framework with the existing Asset Management Plan, the Town of Fort Frances will be better able to deliver long-term sustainable services that are both affordable and satisfactory to most users. This contributes to the Town's corporate goal of fostering an asset management culture to better serve its customers.

Figure1: Service qualities are commonly used to express customer expectations

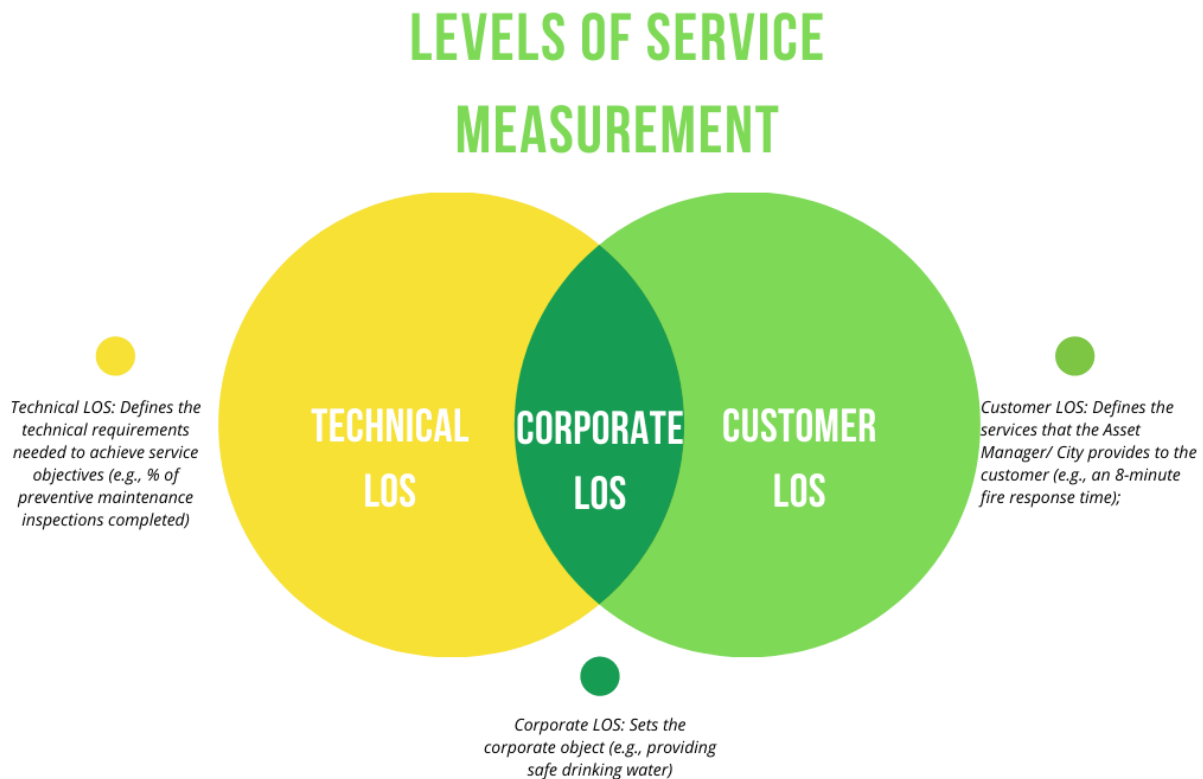


- **Safe:** Services are provided in such a way that emphasizes health and safety, and minimizes risk
- **Reliable:** Services are consistent and predictable.
- **Suitable:** Services are appropriate for their intended purpose (fit for purpose).

- Sustainable: Services help to conserve and safeguard the natural and historic environment.
- Available: Services are handy and accessible to the whole community at sufficient levels
- Cost: Services are delivered at the lowest feasible cost for both present and prospective customers,
- Responsive: Customers are served fairly and consistently, within acceptable timelines, displaying respect, empathy, and honesty; and opportunities for community engagement in decision making are offered.

Fundamentally, the delivery of services is one of the key objectives of any government. Assets exist to support the delivery of services provided by the Town Corporation to its customers, both internal and external. A key objective of Asset Management is to optimize the balance between the competing objectives of LOS, risk, and cost with the aim of meeting adequate customer service levels at the lowest lifecycle costs. This objective includes not only better understanding customer expectations but considering these expectations while taking into account the affordability of services. LOS are linked at three levels within the Town – Corporate, Customer and Asset (or Technical). While much asset management literature only discusses customer and technical levels of service, LOS set at the corporate level sets the stage for the other two. Ultimately, LOS determines resources as well as funding strategies.

Figure 2: Levels of Service (LOS) measured at 3 levels within the Town



The management of assets must weigh the affordability of those assets against customer needs and expectations. LOS is the means to measure this aspect of asset management. Decisions are made based

on their impact on customers, the community, and the environment. Using LOS links day-to-day asset management decisions with the strategic goals of the Corporation:

- Decision makers will have established measures on which to base their decisions and understand the impact of those decisions on the LOS being delivered.
- The Town can plan to achieve established LOS and rely on the corporate commitment to them.
- Council is provided the opportunity to mandate LOS.
- Council and the public will know what level of service they will receive.

1.1 Performance Measures

Performance Indicators are critical tools for establishing service delivery targets, which may be used to make decisions regarding the Town's assets' capacity to offer expected levels of service today and in the future. These evaluations will then provide customers with peace of mind that their long-term interests are safeguarded by responsible asset stewardship.

All LOS measures have been defined to allow clear determination on whether a measure is being achieved. With this definition in mind, it is important to distinguish between actual performance, and aspirational targets.

1.2 Actual/Current LOS Performance

This is the actual performance obtained from prior years' performance as measured using historical and current data. Actual is simply what was achieved in a reporting period.

1.3 Desired/Target LOS Measures

These are the targets that should be set as part of the 5-year asset management planning updating process, and they should be based on a realistic estimate of how performance can be maintained or improved over the current baseline, considering funding availability and the associated capital and operational investment strategies that can be implemented during this period.

1.4 Delivery Trends

The trend is the expected change over the upcoming period. When trends in a defined set of service and asset performance indicators show that service is in accordance with the reference level of service and, by inference, is expected to stay so in the future, service delivery is deemed stable. As part of current good asset management practices, the Town of Fort Frances will dedicate time for the identification of trends, along with assessing their impact on service levels.

2 O.Reg. 588/17

Recently, the Ontario Government has transitioned from incentivizing proper asset management planning – through the provision of resources like the Building Together Guide and funding for asset management capacity building – to regulating it. Asset management has evolved from what began as an accounting exercise via PSAB 3150 to a holistic informed approach of infrastructure management.

Recognizing the progress that has been made to date, the Ontario Government passed the Infrastructure for Jobs and Prosperity Act (IIPA) in 2015, thereby launching the process of regulating asset management planning at the local level. As with any effort to regulate, it was important to the province to

standardize planning processes while taking into consideration the differences in capacity and asset management maturity across municipalities. The update to the IJPA came into effect on January 1, 2017, as O. Reg. 588/17.

2.1 Town of Fort Frances Services

Core assets and associated services are defined by O.Reg. 588/17 as those related to water distribution, wastewater collection, stormwater management, roads, and bridges & culverts. The legislation requires that current levels of service be established for those core assets in this document. Levels of service for all other municipal infrastructure assets, such as facilities, parks, cultural centres, etc, are to be included in a future revision of this document on or prior to July 1, 2024.

2.1.1 Water Assets

The Town provides water treatment services through its water treatment facility and distributes it to residents and businesses, including for fire protection services, through a network of pipes, water tower for storage, valves, and fire hydrants.

2.1.2 Wastewater Assets

The Town collects sewage (wastewater) in a collection system consisting of pipes, and local pumping stations for treatment at the wastewater treat plant which is owned by the town.

2.1.3 Stormwater Management Assets

Storm water management aims to protect the community and the environment from storm water runoff, created by rain and snow melt events, by controlling storm water quality and quantity. Storm water includes drainage assets such as catch basins and pipes.

2.1.4 Roads, Bridges, Sidewalks, and other network assets

The transportation network in the Town of Fort Frances provides the means for the safe movement of people and goods whether vehicles, pedestrians, or cyclists. It includes streets, lighting and signals, bridges, and sidewalks. Bridges are often treated as their own asset category.

2.2 Measuring Levels of Service (LOS)

As a performance-based system, LOS measurement includes a target to be achieved, a measurement or estimate of actual performance, and a trend of how it might change over time due to factors such as environmental conditions, financing, or customer expectations.

2.2.1 Technical Levels of Service

Operational or technical performance measures are used to deliver customer values and effectively achieve customer LOS. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets addressing acquisitions, operation, maintenance, and renewal as discussed in greater detail in the Asset Management Plan.

3 Lifecycle Management

The Town of Fort Frances maintains and renews its assets through maintenance and renewal activities and investments (i.e., rehabilitation and replacement). Maintenance and renewal activities are planned to reduce total cost of ownership while also lowering the risk of service failure due to asset degradation. Lifecycle Management plays an important role in how the Town of Fort Frances plans to manage and operate the assets at the agreed LOS while managing lifecycle costs. This LOS framework is focused on conserving assets in a physical condition that allows them to perform their needed function at the lowest lifetime cost and with an acceptable degree of risk. As a result, the following customer infrastructure service aspects are prioritized: safety, dependability, and cost effectiveness.

Future LOS framework may incorporate more performance indicators such as suitability, sustainability, availability, and responsiveness, as well as a broader range of asset types.

To better understand LOS, we must have a holistic understanding of an asset's lifecycle, which includes

- Acquisition
- Operations
- Maintenance
- Renewal
- Upgrade/Disposal

Capital investments are evaluated by considering time-based lifecycle activities and their cost, as well as risk matrix analysis. An asset lifecycle is funded by the Town's annual budgets. Table 3-1 shows the trend in budgets from 2019 to 2022.

Table 3-1 Annual Budget Summary

Budget	2019 (Actual)	2020 (Actual)	2021	2022
Capital (CAPEX)	\$6,871,001	\$13,894,519	\$13,303,569	\$17,570,975
Operation (OPEX) (does not include water and sewer operation)	\$23,152,976	\$21,701,628	\$21,143,701	\$22,054,312
Water Operation	\$2,837,009	\$2,919,271	\$2,894,472	\$3,003,281
Sewer Operation	\$2,603,945	\$2,728,201	\$2,682,631	\$2,791,235

3.1 Capital Budget

The capital budget accounts for acquisitions and renewal of municipal assets. Though water and sewer operation are broken out separately in the table due to their particular importance in the Town's budgeting, they are included in the provided CAPEX numbers.

Acquisitions are defined as the addition of assets that did not previously exist or projects which will upgrade an existing asset beyond its existing capacity or serviceability. Acquisitions may result from growth, demand, social trends or environmental needs.

A renewal is defined as a major work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces, or renews an existing asset to its original or near-original service potential. Work restoring an asset beyond its original service potential is considered an acquisition, resulting in additional future operations and maintenance costs.

3.2 Operating Budget

The operating budget funds the operation and maintenance of municipally-owned assets.

Operational activities are actions taken to ensure our assets are consistently in good working order. Daily, weekly, seasonal, and yearly activities are undertaken by staff to ensure that the Town of Fort Frances assets perform within acceptable parameters, and that we actively monitor their condition.

Maintenance has been referred to as the ongoing management of deterioration. These maintenance activities are intended to keep an asset as near to its original condition as practicably possible. Maintenance does not increase service potential for assets, but it slows down deterioration and delays major rehabilitation or replacement activities. The purpose of planning maintenance is to deliver sustainable, cost-effective, and reliable asset performance year over year. Planned maintenance reduces the occurrence of reactive maintenance which can be linked to increased exposure to risk and higher financial costs. Regular maintenance will ensure our assets will achieve their intended service life at a cost that is affordable.

4 Guiding Principles and Core Values

Customer LOS should be defined as statements of desired performance outcomes that are either:

- Of high priority to the Towns' customers,
- Critical to the environment's integrity, or
- Required by the legislation

The data used to populate the LOS framework should come from routine business operations and be gathered and audited accurately and consistently. The cost of collecting any new data, as well as the cost of assessing performance, should be acceptable and seen as adding value to the total service.

The LOS is used to compare choices, assess implications, and optimize decisions. It serves as the foundation for asset management and analytical operations. It is the motivator for identifying asset requirements and the foundation for investment decisions.

As a guide to developing and measuring LOS, it is useful to understand what the public values in the provision of municipal services. Through better definition of services, it is possible to know what service outcomes are provided to the community, and at what cost. This helps determine the investment in infrastructure renewal that will sustain the asset condition that provides the outcomes the community expects. Best practice infrastructure planning and investment is evidence based, and transparently linked to LOS.

5 Current Levels of Service (LOS)

A level of service (LOS) can be defined as the user-focused outcome of an asset's performance. Simply put, a level of service is a measure of how well a municipality provides for its citizens in a cost-effective

and efficient manner. All assets degrade physically at varying rates, eventually failing. Asset condition is a quantitative evaluation of an asset's present position on the asset's "decay" or deterioration curve (i.e., its age or remaining life in relation to its condition). Understanding the asset's current state and location on the asset decay curve allows forecasting of future condition and selection of appropriate renewal treatment type and timing for assets where preventive maintenance and rehabilitation actions are technically possible.

To ensure that corporate objectives align with expected service outcomes, it is necessary to develop a process for the systematic measurement, monitoring and evaluation of an organization's levels of service. As a result, for the time being, the Town of Fort Frances will focus on the service delivery approach. This method entails deciding on a set of defined asset and customer service performance metrics and then monitoring them (LOS measures). If these indicators remain relatively stable or improve significantly, it is assumed that the level of capital maintenance invested is appropriate. If, on the other hand, the indicators show a drop in performance, it means the Town has been underinvesting in capital upkeep.

A key component of this LOS Framework is a detailed registry of key existing and targeted LOS across the Town based on service area. This list will provide Council, staff, and customers with a clear knowledge of the LOS currently provided against a desired LOS for which the Town is striving. The Town of Fort Frances will be able to quickly quantify the impact of budget adjustments on LOS, as these LOS will become a crucial metric during budget deliberations.

Managing LOS involves balancing three key factors: cost, performance, and risk. Any decision to increase or decrease the provided LOS will have an impact on each factor. Increasing a level of service will lead to higher costs but would lead to a decrease in risk and an increase in asset performance. For example, improving the rideability of the Towns' roads is a level of service increase, but comes with an added cost to the taxpayer. Conversely, decreasing the rehabilitation of the watermain network will result in an immediate savings but can result in increased risk and lead to more watermain breaks and service interruption for residents. As a result, managing the Town's LOS is about understanding the trade-offs involved and aligning cost, performance, and risk with the Towns' corporate objectives as well as the desires of community and regulatory stakeholders.

To better understand the community's values, the Town of Fort Frances will engage with its customers through a LOS survey to ensure the community has a better understanding of the condition of assets. Additionally, the LOS survey will also allow the municipality to better understand the public's opinion on the services provided and their appetite to increase costs to provide a higher level of service or that they prefer to reduce taxes in exchange for a decreased level of service. The LOS survey will be completed in conjunction with the Town's Asset Management Plan (AMP) which is updated on a 5-year cycle. By completing the LOS survey one year before the AMP is updated, Town staff will have valuable information from community stakeholders on how they feel the Town's assets are being managed.

5.1 Customer Values

Service levels are defined in three ways: customer values, customer LOS and technical LOS. Customer values can be described as:

- What aspects of the service are important to the customer
- Whether they see value in what is currently provided, and
- The likely trend over time based on the current budget provision

5.2 Water Assets

In Ontario, municipalities are regulated under the Safe Drinking Water Act, 2002 (O.Reg. 170/03) to develop a Quality Management Standard for the Drinking Water System (DWQMS) that endorses a proactive and preventative approach to drinking water quality. This approach includes consideration of elements that are fundamental to ensuring the long-term sustainability of a Drinking Water System including: management processes employed within the system; the maintenance of infrastructure used to supply drinking water; and identification of potential risks and risk mitigation strategies for items such as system security, water treatment, and the impacts of climate change. The DWQMS ensures that account holders' access to safe drinking water is held to the highest standards and interruptions in the water network are appropriately resolved.

In Table 5-2 under each of the service measure types (Condition, Function etc.) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These measures of fact related to the service delivery outcome (i.e., number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

The water network distributes water to approximately 3,320 private connections around the municipality. The service objective is to deliver safe, clean drinking water on demand to all connections 24 hours a day, seven days a week.

5.2.1 Asset Description

This framework covers the infrastructure assets that provide water services. The water network comprises:

- Watermains (72.2 km)
- Valves (approximately 717)
- Services (3320)
- Water Treatment Plant (1)
- Water Towers (1)
- Hydrants (401)
- Facilities and Chambers (2)

The above assets have a replacement value estimated at approximately \$81.8M.

Figure 3, below, shows the extent to which the different areas of the municipality are connected to the municipal water system.

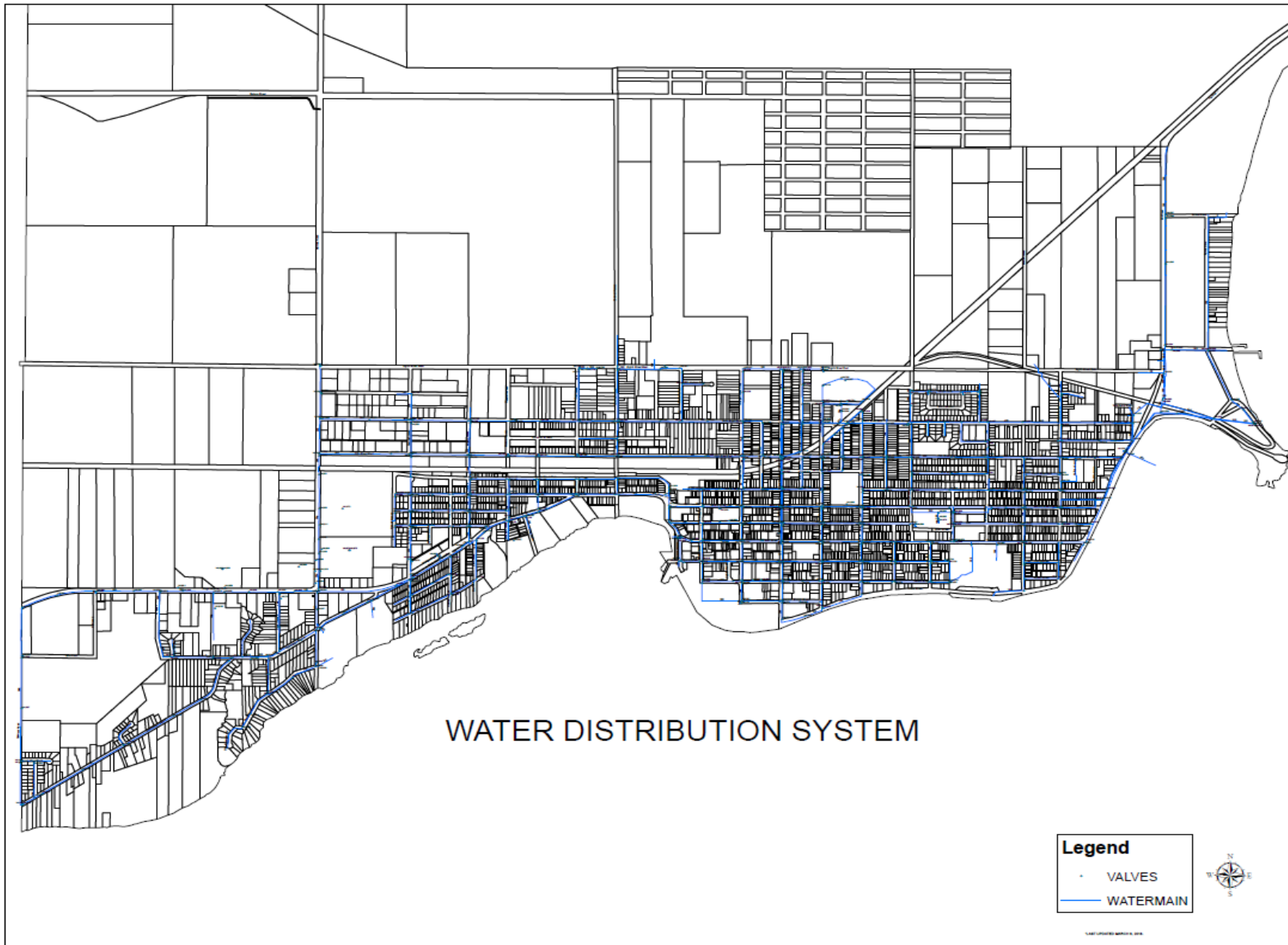


Figure 3: Fort Frances Municipal Water Distribution Network

5.2.2 Levels of Service (Water Assets)

Table 5-1 Water Assets - Customer Levels of Service

Corporate Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Safe, well maintained, and managed water supply network (watermain, valves, meters, hydrants) High-quality drinking water with good pressure and flow, clean and clear Assurance about sustainable future water supply and support for services Proactive notification for supply or service interruptions Responsive to customer issues and first-time issue resolution	Customer Service			
	Customer satisfaction	High (to be measured by survey, but currently estimated based on complaint numbers)	95%	flat
	Emergency response	<2 hrs	<2 hrs.	N/A
	Non-emergency response	<48 hrs	<24 hrs.	flat
	Number of Complaints (2021 data)	0	<5	flat
	Function and Capacity			
	Service outage – annual customer hours	40,021	TBD	-
	Condition and Reliability			
	%Assets > good condition	29% - Poor	70% - Good*	flat
	Emergency repairs	variable**	<24 hrs	flat
	Drinking water advisory – annual # (for 2021)	22	<20	TBD
	Safety			
	Water sample compliance	100%	100%	flat
	Cost			
	Operating cost	\$1,737,995	\$1,702,106.00	\$1,752,409.00
	Capital renewal	\$609,086.08	\$1,699,196.64	\$517,860.88
	Renewal ratio	0.93	2.50	0.74

Note: See Appendix A for boil water advisory description table.

*Based on 2019 Canadian Infrastructure Report Card (CIRC) indicating that ~70% of potable water assets were in “Good to Very Good” Condition

** Emergency repair times are variable in part because they are difficult to define. The biggest emergencies are addressed immediately and likely fall in the 24hr repair window, but there are also too few incidences to make a precise estimate.

Table 5-2 Water Assets - Technical Levels of Service

Corporate Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Ontario Drinking Water Systems Regulation (O. Reg. 170/03)	Per capita water demand L/person/day	~170	<250*	flat
	Residential demand per account in m ³ /year	~230	<270*	flat
	Non-revenue water	<15%	15%	likely to get worse as assets age
	Flushing Pipes to Maintain Residuals and Water Quality – Annual %	20%	20%	flat
	% Of Properties where fire flow is available	99+%	100%	N/A
	% Of properties connected to water system	82%	TBD	flat
	# Of connection-days per year where a boil water advisory is declared in comparison to the total # of properties connected to the water system	0.53	TBD**	Likely to trend up as assets age
	# Of connection-days per year due to water main breaks in comparison to the total # of properties connected to the water system	0.03	TBD**	Likely to trend up as assets age
	Service Leak Customer Complaint – Annual	0	0	flat

Note: Performance measures that are bolded and italicized are requirements of O. Reg. 588/17.

*Water demand targets are based on national averages

**Targets for acceptable number of connection-days lost per year due to drinking water advisories and water main breaks are to be determined based on a provincial or national average, if available

5.3 Wastewater Assets

The wastewater management system collects and conveys wastewater from private properties where it can then be treated before returning it to the natural watercourse. The service objective is to provide a reliable wastewater network to customers 24 hours a day 7 days a week.

5.3.1 Asset Description

This framework covers the infrastructure assets that provide wastewater services. The wastewater network comprises:

- Conveyance Pipe (59.4 km)
- Manholes (640)
- Personal Drain Connections (3,320)
- Lift Stations (5)
- Wastewater Treatment Plant (1)

The above assets have a replacement value estimated at approximately \$84.3M.

Figure 4 on the following page shows the extent of the municipality connected to the Town's wastewater system.

In Table 5-4 under each of the service measure types (Condition, Function, etc.) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These measures of fact related to the service delivery outcome (i.e., number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

5.3.2 Levels of Service (Wastewater Assets)

Table 5-4 Wastewater Assets - Customers Level of Service

Corporate Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Safe, well maintained, and managed wastewater system network. Proactive notification for supply or service interruptions Responsive to customer issues and first-time issue resolution Protection of the environment from overflows, sewer backups and odors	Customer Service			
	Customer Satisfaction	Very High (current estimate based on complaint numbers)	95%	flat
	Emergency Response	<2hrs	<2 hrs.	flat
	Non-Emergency Response	<48 hrs	<24 hrs.	flat
	Number of Complaints (2021 data)	0	<10	flat
	Condition and Reliability			
	%Assets > Good Condition	24% - Poor	55%*	flat
	Annual # of Breaks on Sewer Main	2	<5	Likely to increase due to age and condition
	Annual # of Breaks on Sewer Services	~7	TBD	
	Safety			
	Volume of bypass (untreated wastewater, 2-year average)	0.01%	<4%	
Cost		2019	2020	2021
Operating Cost		\$1,248,358.00	\$1,228,954.00	\$1,394,516.00
Capital Renewal		\$330,800.14	\$2,117,094.20	330,506.44
Renewal Ratio		0.48	2.91	0.43

Note: See Appendix A for description table.

*Based on 2019 Canadian Infrastructure Report Card (CIRC) indicating that ~55-65% of wastewater assets were in "Good to Very Good" Condition

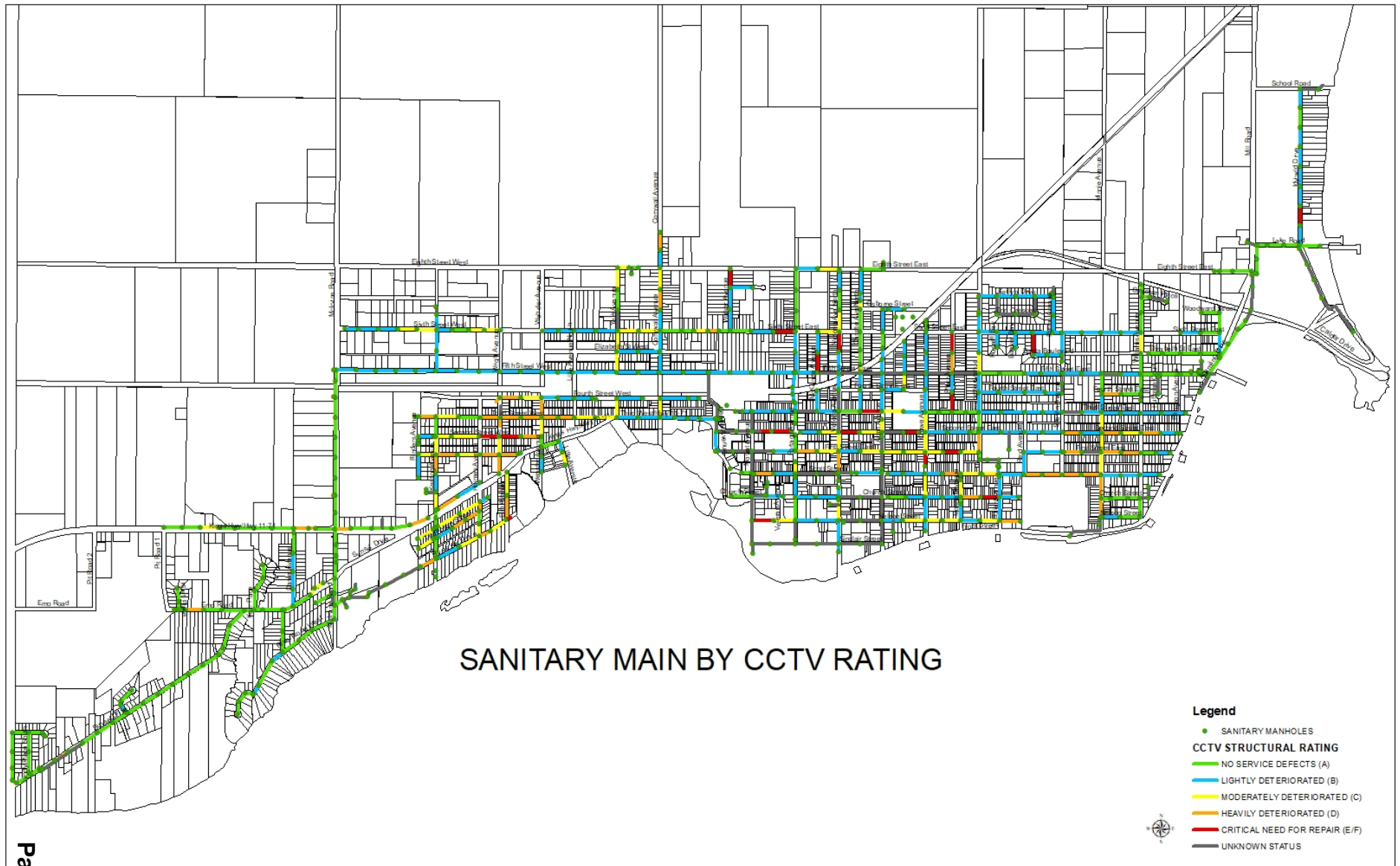


Figure 4: Extent of the Town's Wastewater Sewers, by CCTV Rating

Table 5-5: Wastewater Assets - Technical Levels of Service

Technical Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Ontario Clean Water Act	<i>Percentage of properties connected to the municipal wastewater system</i>	82%	-	<i>flat</i>
	<i># of events per year where combined sewer flow exceeds capacity in comparison to # Of properties connected to the system</i>	N/A*	N/A*	-
	<i># of connection-days per year due to wastewater backups in comparison to # of properties connected to the system</i>	0.03	TBD**	<i>Likely to trend up as assets age</i>
	<i>#of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the system</i>	TBD	TBD	TBD
	Manhole Condition and Function Inspection - Frequency	as required	10% of Network	Will increase with scheduled maintenance

Note: Performance measures that are bolded and italicized are requirements of O. Reg. 588/17.

*Fort Frances does not have any known combined sewer systems, but flow excesses can still occur due to inflow and infiltration

5.4 Stormwater Management Assets

The storm water management system collects and conveys rainwater runoff from private property, public land, and roads. There is a wide range of LOS such as complaint response times to, as well as the number of flooding incidents associated with the stormwater network system. The service objective is to provide a reliable storm water network system to mitigate the impacts to properties and return the water safely back to natural water courses.

5.4.1 Asset Description

This framework covers the infrastructure assets that provide storm water services. The storm water network comprises:

- Conveyance Pipe (39.7 km)
- Manholes (391)
- Catch Basins (1,006)
- Catch Basin Leads (12.5 km)
- Major Independent Water Quality Devices (2)
- Lift Station (1)

The above assets have a replacement value estimated at approximately \$60.9M.

Figure 5, below, shows the areas of the municipality of Fort Frances that are provided some flood protection by virtue of being connected to the municipal storm water management system.

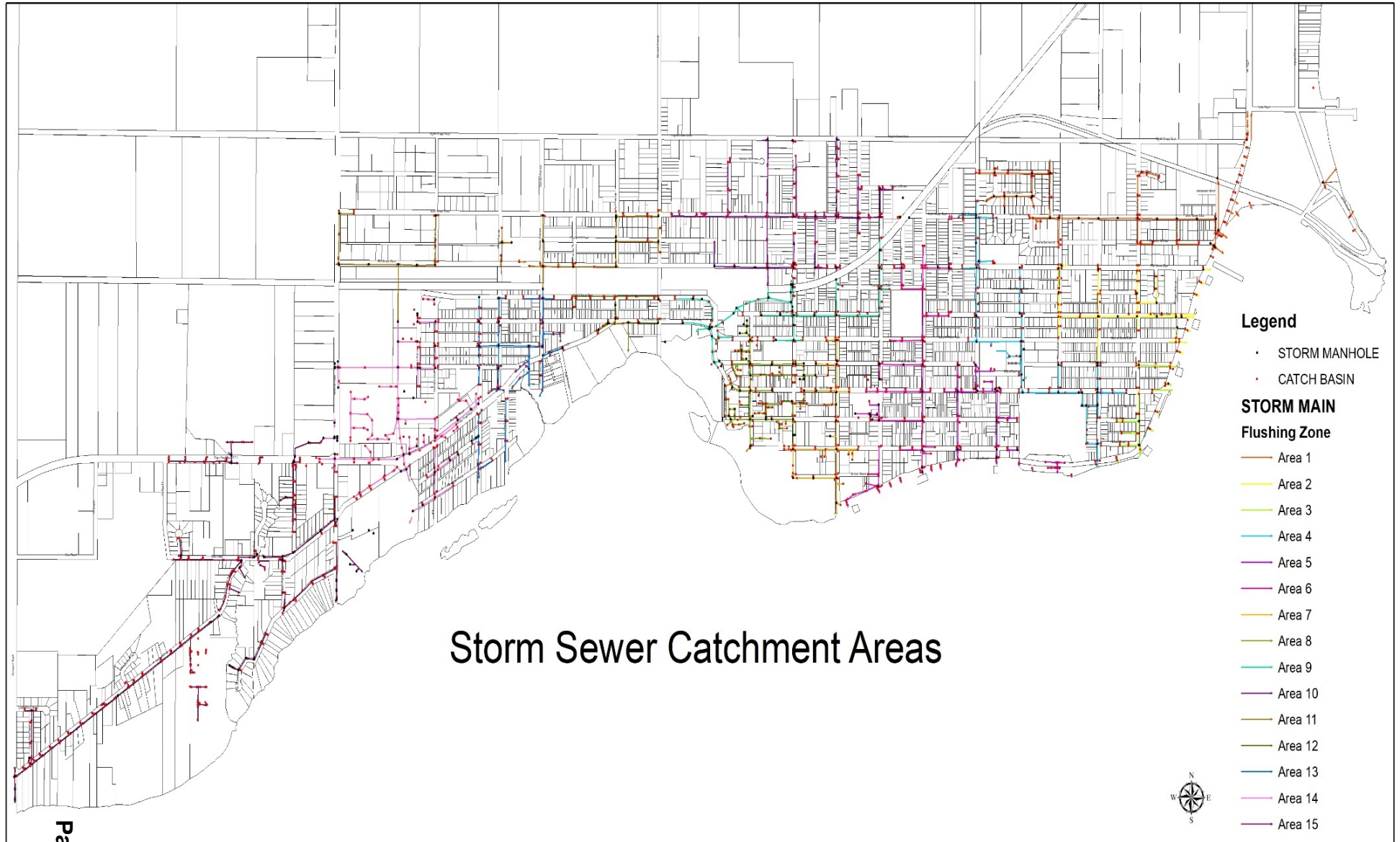


Figure 5: Extent of Municipal Stormwater Management System

5.4.2 Levels of Service (Stormwater Management Assets)

In Table 5-6 under each of the service measure types (Condition, Cost, etc.) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g., number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

Table 5-6: Stormwater Management Assets - Customer Levels of Service

Corporate Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Protection of property and the environment from flooding and contamination.	Customer Service			
	Customer Satisfaction	TBD	TBD	flat
	Emergency Response	<2 hrs	<2 hrs.	flat
	Non-Emergency Response	days	<24 hrs.	flat
Manage flooding of roadways and property corridors.	Number of Complaints (2021)	0	<5	flat
Deploying and promoting efficient and effective methods that provide multiple environmental benefits.	Condition and Reliability			
	%Assets > Good Condition	67%	60%*	likely to trend down as assets age
Retention of storm water flow prior to release to the environment to mitigate effects of pollutants and contaminants and promote groundwater recharge.	Safety			
	# Of road closures due to flooding - Annual	not available		TBD
	Cost	2019	2020	2021
	Operating Cost	\$129,782.00	\$67,424.00	\$136,393.00
	Capital Renewal	\$103,011.56	\$1,233,142.85	\$856,648.11
	Renewal Ratio	0.54	5.99	3.74

Note: See Appendix A for description table.

*Based on 2019 Canadian Infrastructure Report Card (CIRC) indicating that "approximately 40-60% of stormwater infrastructure is in good or very good condition"

5.4.3 Technical Levels of Service

Operational or technical performance measures are used to deliver customer values and effectively achieve Customer LOS. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

Acquisition

The activities to provide a higher level of service (i.e., replacement of municipal drains in urban areas with properly designed storm sewers, assumption of new developments.)

Operation

The planned and unplanned activities to provide services (i.e., catch basin cleaning, storm water asset inspections, cleaning manholes, and water quality testing.)

Maintenance

The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (i.e., storm water management pond clean out, catch basin and manhole repairs.)

Renewal

The activities that return the service capability of an asset up to that which it had originally provided (i.e., replacement of existing infrastructure that has reached the end of its useful life.)

Table 5-7: Stormwater Management Assets - Technical Levels of Service

Technical Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Ontario Clean Water Act	Frequency of culvert inspection and cleaning	as required	TBD	TBD
	% Of properties resilient to a 100-year storm	~25%	TBD	TBD
	% Of stormwater management system resilient to a 5-year storm	52%	TBD	TBD
	% of Storm Sewer Inspected annually by CCTV	as required	10% of Network	expected to increase
	Cleanouts Per Year Needed vs Completed	TBD	TBD	TBD

Note: Performance measures that are bolded and italicized are requirements of O. Reg. 588/17.

It should be noted that some stormwater asset data is difficult to obtain because historically, tracking and collecting this data has been a relatively low priority (not just in the Town, but across Canada). Culvert cleaning and stormsewer inspection have largely been performed on an as-needed basis rather than scheduled to serve the entire system over a recurring period of time (as is done for wastewater sewers, for example). These processes are being reviewed so that this data can be effectively collected – and assets regularly maintained – on a going-forward basis.

5.5 Roads

The Transportation Service area, which largely comprises roadways and traffic-related assets, has a set of well-established, validated LOS metrics in place, including industry best practice recognized measures such as the Ministry of Transportation's Pavement Quality Index (PQI), and O.Reg. 239/02: Minimum Maintenance Standards for Municipal Highways. The service objective is to provide a safe, reliable transportation network to convey passenger and commercial traffic.

5.5.1 Asset Description

The road network facilitates the movement of traffic within and through the Town of Fort Frances. The service objective is to provide a safe and reliable transportation network. Assets include:

- Culverts (under 3m Diameter)
- Road base/Surface (Low class bituminous, hot mix asphalt & gravel)
- Curb and Gutter
- Roadside signage

The Town has several initiatives in place to manage and maintain the road system, including:

- Regular inspection and condition assessment.
- Traffic operations relating to sign reflectivity, traffic signals, parking bylaws and restrictions
- Traffic safety, relating to speed limits, traffic count surveys, and crossing guards.
Improvements and Maintenance - Line painting, pothole repair, and crack sealing

The estimated replacement cost of the road network is approximately \$106M.

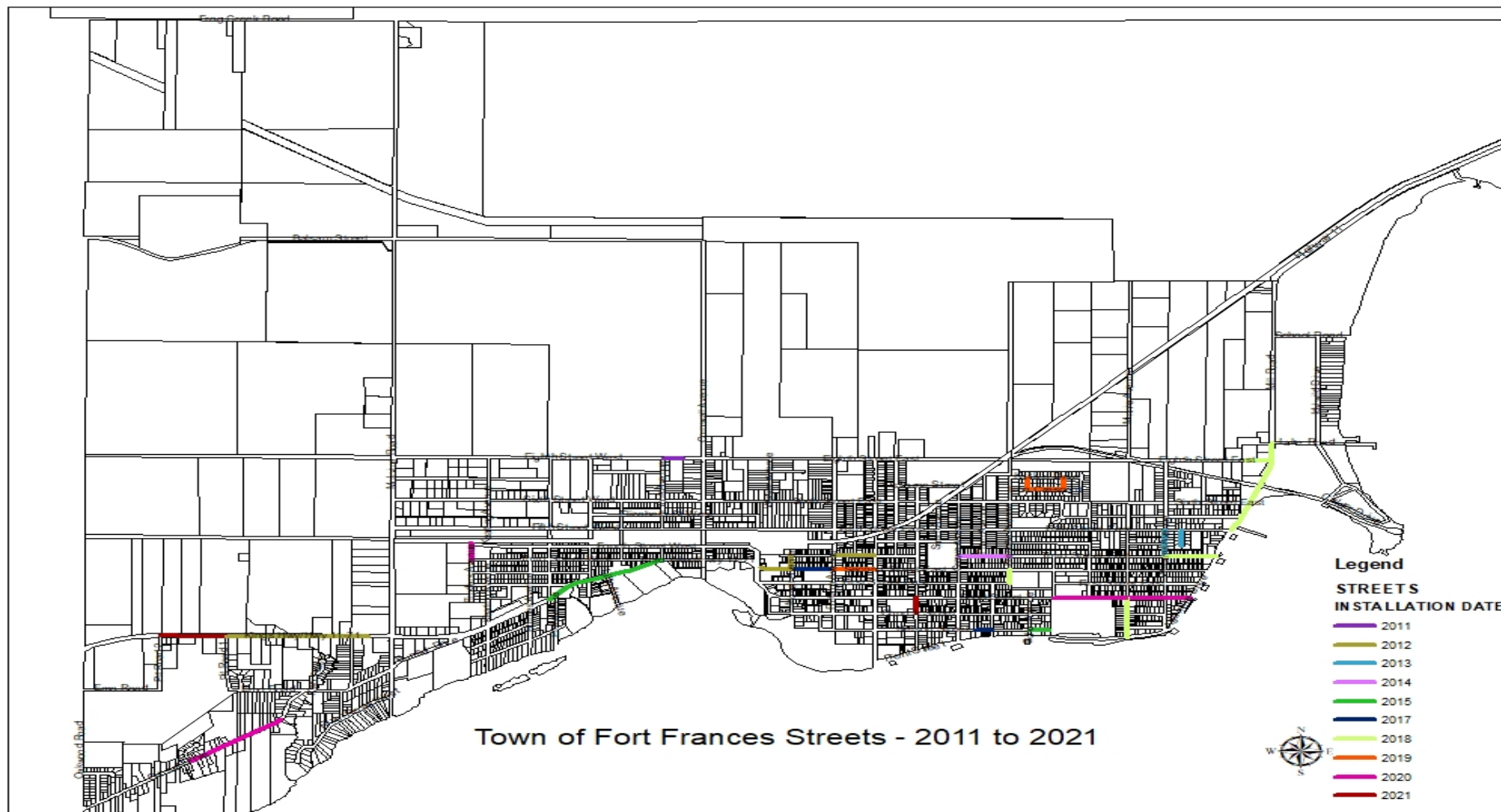


Figure 6: Town of Fort Frances Road Installation History Map 2011-2021

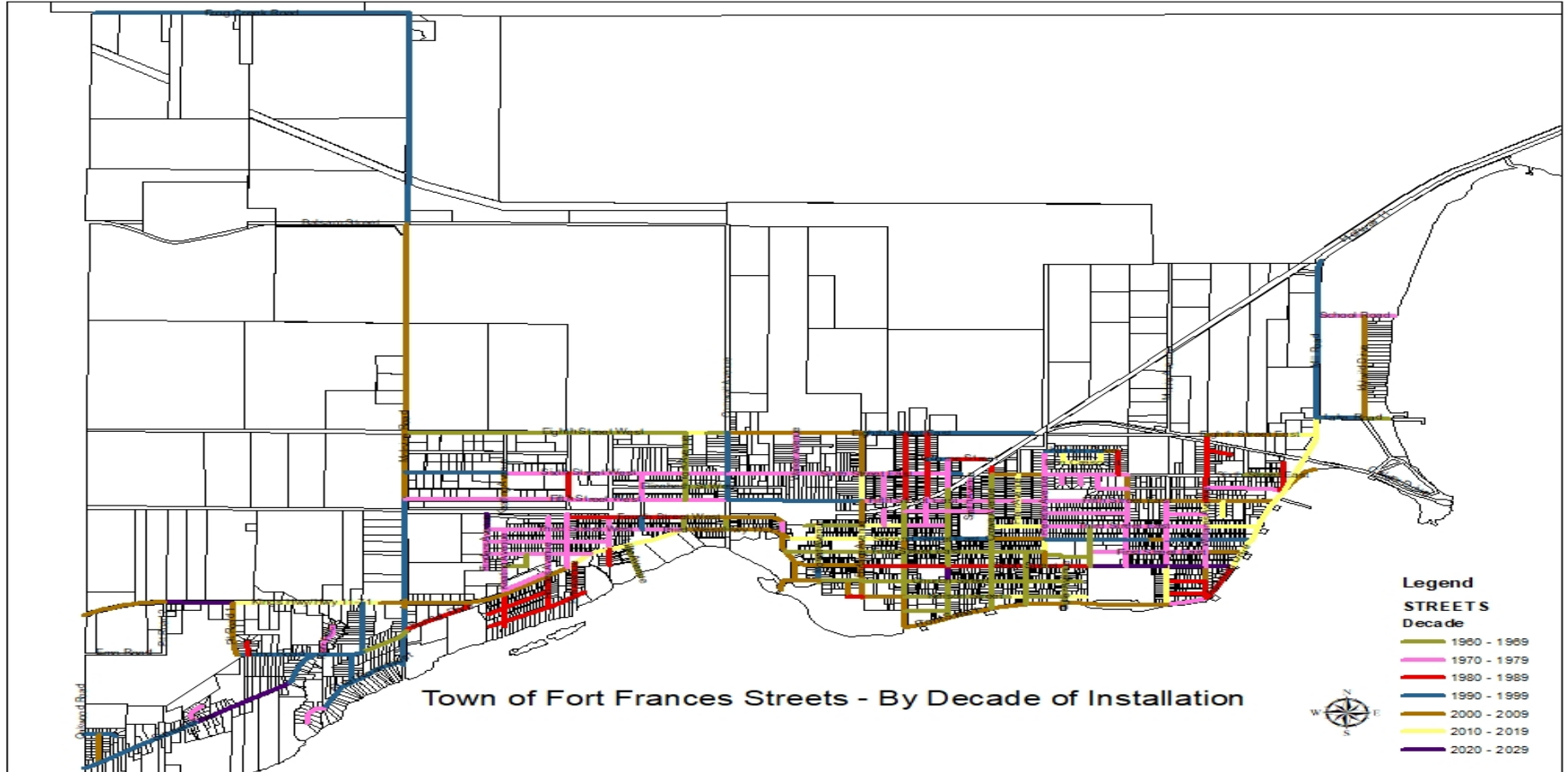


Figure 7: Town of Fort Frances Road Installation History Map by the Decade

5.5.2 Levels of Road Class Pavement Condition



Very Good: Pavement is in excellent condition with few visible defects. Rideability is excellent with few areas of very slight distortion.



Good: Pavement is in good condition with accumulating slight defects. Rideability is good with intermittent slightly rough and uneven sections.



Fair: Pavement is in fair condition with intermittent patterns of slight to moderate defects. Rideability is fair, and surface is slightly rough and uneven.



Poor: Pavement is in poor condition with frequent patterns of moderate defects. Rideability is poor, and surface is rough and uneven.



Very Poor: Pavement is in very poor condition with extensive severe defects. Rideability is very poor, and surface is very rough and uneven.

In Table 5-2 below, under each of the service measure types (Condition, Function, etc.) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g., number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

Table 5-8: Roads - Customer Levels of Service

Corporate Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Safe, well maintained, and managed Transportation network for vehicles, cycling and pedestrians. Clear sightlines, good lighting, and legible pavement markings, directional and traffic signs. Timely repairs and maintenance with well communicated Road network information. Environmentally responsible salt and sand use Dedicated cycling lanes on Town Roads network	Customer LOS			
	Emergency Response	<2 hrs	<2 hrs	flat
	Non-Emergency Response	<24 hrs	<24 hrs	flat
	Number of Complaints	2 in 2021	<10	flat
	Function and Capacity			
	Road network is reliable and able to adequately convey traffic safely	Fair	Good	flat
	Condition and Reliability			
	%Assets > Good Condition	25%	50%*	Likely to worsen as assets age
	Emergency Repairs	variable	<24 hrs	TBD
	Safety			
	Winter Control Plowing			
	Roads	<12 hrs.	<24 hrs.	flat
	Sidewalks	<24 hrs.	<48 hrs.	flat
	Cost			
	Operating Cost	\$1,385,496.00	\$1,399,755.00	\$1,535,661.00
	Capital Renewal	\$1,319,738.99	\$3,591,240.23	\$2,966,467.20
	Renewal Ratio	0.78	2.09	1.80

*based on 2020 CCPI Survey indicating that "over half the length of roads in Canada reported to be in good or very good condition in 2020 (54%)."

5.5.3 Technical Levels of Service

Operational or technical performance measures are used to deliver customer values and effectively achieve Customer LOS. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

Acquisition

The activities to provide a higher level of service or a new service that did not exist previously. (i.e., widening a road, sealing an unsealed road, assumption of new developments)

Operation

The regular activities to provide services. (i.e., winter maintenance, street sweeping, line painting, road needs study)

Maintenance

The planned and reactive activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (i.e., road patching, unsealed road grading, hot mix patching, crack sealing).

Renewal

The activities that return the service capability of an asset up to that which it had originally provided. (i.e., replace existing infrastructure that has reached the end of its useful life)

Table 5-9 shows the current activities executed by the Operations and Facilities Division that are performed to provide the best LOS for the community.

Table 5-9: Roads - Technical Levels of Service

Technical Levels of Service (LOS)	Performance Measure	Actual	Target	Trend
Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways, establishes the minimum standards expected of municipalities in Ontario.	Road Density	Number of lane-kilometers as a proportion of sq. km of the town's land area (lanes*km/km²)		
	Arterial Roads	0.962	-	
	Collector Roads	1.446	-	
	Local Roads	2.429	-	
	Average pavement condition index value - Paved roads	60% - "good"	60%	flat
	Average surface condition - Unpaved roads	46% - "fair"	Good	flat
	Sign Deficiency Repair			
	Priority Signs (Stop signs)	<24 hrs	<2 hrs.	TBD
	All other signs: weekends, after hours	<48 hrs	<24 hrs.	TBD
	Roadside Cleanup	TBD	<24 hrs.	TBD

Note: Performance measures that are bolded and italicized are requirements of O. Reg. 588/17.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It's acknowledged that changing circumstances such as technology and customer priorities will evolve over time.

Road data, like the stormwater system, have not always been recorded diligently in the past. Trends will be easier to spot with improved data collection on a going-forward basis.

5.6 Bridges and Culverts

Bridges and culverts are considered to be part of the overall road network. The Town manages 3 bridges: Caul Road bridge, Mill Road overpass and Portage Ave Underpass. Responsibility for the safety and maintenance of bridges is set out in the Public Transportation and Highway Improvement Act which requires that all provincial and municipal bridges be inspected every two years under the direction of a Professional Engineer using the Ministry of Transportation's "Ontario Structural Inspection Manual" (OSIM). The inspections involve a close-up visual assessment of each element of a bridge and observations made of any material defects, performance deficiencies, and maintenance and rehabilitation needs.

5.6.1 Asset Description

The Town of Fort Frances is responsible for the safety and maintenance of 3 bridges according to Ontario's Public Transportation and Highway Improvement Act. The town's bridges include:

- Caul Bridge, a 3-span steel girder bridge with concrete deck that supports all traffic types (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, and cyclists)
- Mill Road Overpass, a 3-span precast concrete girder that supports all traffic types (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, and cyclists)
- Portage Avenue Overpass, a single span precast concrete girder (thick slab) that supports CN trains

The Bridge Condition Index (BCI) was calculated for each structure in 2021 as part of the biennial inspections for bridges in Ontario. The following table indicates BCI's for each of the town's bridges based on observations made at the time of inspections:

Table 5-10: Bridges - 2021 Bridge Condition Index

Structure	BCI
Portage Avenue Overpass	64 (Fair)
Mill Road Overpass	73 (Good)
Caul Bridge	70 (Good)

There are three BCI ratings that can be given to an existing structure: Good (BCI range 70-100), Fair (BCI range 60-70), and Poor (BCI <60). The above assets have a replacement value estimated at \$9,490,000.

5.6.2 Levels of Service (Bridge)

As bridges are part of the road transportation network in town, the customer-facing levels of service are reasonably summarized in table 5-2 – Road Customer Levels of Service, with the exception of the cost breakdown as follows:

Cost	2019	2020	2021
Operating Cost	\$111,726.39	-	-
Capital Renewal	\$33,303.42	\$33,303.42	\$33,303.42
Renewal Ratio	3.35	-	-

5.6.3 Technical Levels of Service

Table 5-11: Bridges - Technical Levels of Service

Technical Levels of Service (LOS) Performance Measure		Actual	Target	Trend
Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways establish the minimum standards expected of municipalities in Ontario.	Average Bridge Condition Index Value	64%	>60	flat
	% Of bridges the with loading or dimensional restrictions	0%	0%	0%

Note: Performance measures that are bolded and italicized are requirements of O. Reg. 588/17.

ADMINISTRATIVE REPORT

Subject: Make a Big Splash Spray Park Advisory Committee Update

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

Update on Make a Big Splash Spray Park Advisory Committee make up and activities

ADMINISTRATIVE RECOMMENDATION:

Council approval of report AR-22-0019 will:

1. Designate the members of the Make A Big Splash Spray Park Advisory Committee as listed in the report.
2. Accept the Draft Terms of Reference for the committee as presented.
3. Designate area in the Legion Park for the development of a Spray Park.

STRATEGIC IMPACT:

Objective 2 - Tourism / Destination Tourism

Objective 12 - Maintain / Enhance existing Levels of Service

OPTIONS & ALTERNATIVES:

- Approve the report as presented
- Approve the report as amended
- Not approve the report

HISTORY:

At the May 9, 2022 meeting of Council, a committee was struck to oversee the development of a splash park in Fort Frances. The makeup of that committee was to be no more than 10 members including up to 7 members of the public, one representative of Farmboy Realestate, one member of the MAT Committee and one member of Administration.

ANALYSIS:

Since the establishment of the committee, the advisory committee has met twice and the makeup has been determined as follows:

Public Members:

Christine Hampton
Elaine Fischer
Becky Andrusco - Chair
Cheyenne Calder
Sandra Weir - Vice Chair
Sandra Tibbs
Dianne Wood

MAT Committee Rep: Sara Noonan
Farmboy Rep: Kaleb Firth

In addition to working on the development of the committee makeup, a terms of reference has been drafted and can be found attached to this report.

Finally there has been discussions on the location of the proposed development, as council is aware this is an important first step in this development getting started. The committee discussions lead to the Legion Park being the preferred location, so letters were sent to the neighboring property owners as well as the Royal Canadian Legion to flush out concerns early to be sure that anything that needed to be considered through design could be and anything that may not be able to be addressed through design was considered before finalizing location. At the most recent committee meeting on July 12, representatives from two neighboring properties came forward and a wholesome discussion was had on their concerns. Many, if not all had already been considered for issues to be addressed during the design phase, however there were some items brought up that link to the project and can easily be included through the construction. Generally the property owners were very supportive of the project, in that location, as long as some specifics were included like traffic signals, roadway improvements, and site safety measures. A letter was received by the Royal Canadian Legion, Branch 29 supporting the development at this location as well. A resolution of the Make a Big Splash Spray Park Advisory Committee requesting the Legion Park be designated the location for the development of a new spray park in Fort Frances is attached to this report.

CONSULTATION:

Lillie Avenue Property Owners
Royal Canadian Legion Branch 29

SUPPORTING DOCUMENTS:

[Splash Pad Advisory Committee Terms of Reference](#)
[Location Resolution](#)
scans@fortfrances.ca 20220725 134854

Make a Big Splash Spray Park Advisory Committee

Terms of Reference

June 2022

The Make a Big Splash Park Advisory Committee, hereafter referred to as “The Committee”, was struck by Council on May 9, 2022 containing 7 members from the Community, 1 member of Farmboy Real estate, 1 member of the Municipal Accommodation Tax Committee, and 1 member of Town Staff. Other resource persons will be invited as deemed necessary.

The mission of this committee is to work collaboratively as a diverse group with citizens and community partners to establish a splash park. The benefits of the park shall be designs to meet the physical, mental, cultural and social needs of our residents and visitors to our community, while enhancing the overall quality of life in Fort Frances and surrounding area.

The Committee has been struck to spearhead the development of a new splash park at a location within the Town of Fort Frances, hereafter referred to as “The Development”.

The Committee will work to complete the development while adhering to the following terms of reference:

1. The Committee will determine the final physical site for the construction of a splash pad.
2. The Committee will gather and bring forward ideas, opinions, and proposals from the public for inclusion in the design and construction of the project.
3. The Committee will help fundraise the development and assist as needed in the preparation of grant applications by the Town.
4. The Committee will act as liaisons between Mayor and Council and the successful design Firm through the design phase of the project.
5. The Committee will help as necessary in the construction of the development once the design work has been completed and a contract has been awarded to a construction firm.
6. The Committee will enlist the help of other parties, when necessary, for assistance with technical or specialized services or knowledge. These members will not constitute voting members.

The Committee will meet as necessary and upon suitable notice at **5:30pm in the Town of Fort Frances Committee Room**, or other locations or times as deemed necessary. The Committee understands that this development will move at a quick pace and meetings may need to be called and held within a one week window or shorter.

The Terms of Reference for the Splash Pad Advisory Committee will be revised and revisited as necessary as the project progresses to ensure the Committee's role remains meaningful through the development.



**TOWN OF FORT FRANCES
MAKE A BIG SPLASH SPRAY PARK
ADVISORY COMMITTEE**

Moved By: C. Hampton
Seconded By: D. Wood

Dated: July 12, 2022

THAT the Make a Big Splash Spray Park Advisory Committee recommends that the Council of the Town of Fort Frances Designate the Legion Park for the development of a new spray park.

AND FURTHER THAT the reconstruction of Lillie Avenue from Kings Highway south to the river including the installation of signals at the intersection of Kings Highway and Lillie Avenue be completed concurrently with the splash park development at no additional cost to the residents in this neighborhood.

	Yea	Nay	Disclosure of Interest
B. Andrusco			
S. Weir			
C. Hampton			
E. Fischer			
C. Calder			
S. Tibbs			
D. Wood			
S. Noonan			
K. Firth			

Carried _____ Chairperson



FORT FRANCES BRANCH 29, MANITOBA AND NORTHWESTERN
ONTARIO COMMAND
The Royal Canadian Legion
250 Church Street
Fort Frances, ON P9A 1C8
Office Phone 807-274-0129 Lounge Phone 807-274-5462
Kitchen Phone 807-274-3772 Fax # 807-274-6740
e-mail: rcl29mbnwo@gmail.com

Comrade Jane Hayes
PRESIDENT

Veronica Davis
OFFICE MANAGER

July 21, 2022

Fort Frances Town Council
320 Portage Ave
Fort Frances, ON
P9A 3P9



Re: Splash pad Legion Park

To whom it may concern,

The Royal Canadian Legion Branch 29 Fort Frances supports the installation of a splash pad in the Legion Park in the location marked on the map.

We would like to see a bench installed by the splash pad. We will put a plaque on to represent the Legion.

Yours's in Remembrance

Jane Hayes
President Branch 29 Fort Frances

ADMINISTRATIVE REPORT

Subject: Entering into an easement agreement with the Township of Alberton

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

Council of the Town of Fort Frances received a request from the property owner of 11 Highway 11 for water services to their property in the Township of Alberton on June 14, 2021. The installation of the water and sanitary sewer services will cross property owned by the Township of Alberton.

ADMINISTRATIVE RECOMMENDATION:

Council approval of report number AP-22-0022 will ensure:

THAT the Town of Fort Frances enter into an easement agreement with The Township of Alberton for the purposes of supplying water services to 11 Highway 11.

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

STRATEGIC IMPACT:

Objective 5 - Improve relationships with neighboring communities

OPTIONS & ALTERNATIVES:

N/A

HISTORY:

Council of the Town of Fort Frances received a request from the property owner of 11 Highway 11 for water services to their property in the Township of Alberton. The property owner has been working through the planning aspects of this request with the Township of Alberton and has completed the Official Plan amendment required to allow the servicing of the property from water provided by the Town of Fort Frances. Given that the water main is on the Town's portion of the roadway, in order for the service to cross the road to our demarcation point at property line, the Town needs an easement from the Township of Alberton.

ANALYSIS:

The proponent has had an easement agreement drafted by their legal council and presented it to the Town. The Town's legal council has reviewed the agreement and agrees that the terms are suitable for this endeavor.

Further this is a similar agreement to one that the Town entered into with Alberton in 2017 for servicing another property along Oakwood Road.

Currently the proponent is working on their servicing agreement, which will be required to be completed before we can start to work on installation of services either by Town forces, or through contractor, or through inclusion in an annual capital road works job, which ever is most cost advantageous.

CONSULTATION:

- Clare Allan Brunetta Law Office

SUPPORTING DOCUMENTS:

[Easement Agreement - 501801 v3 2022 07 26 \(00753468-3xD67E1\)](#)

EASEMENT AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2022.

B E T W E E N :

THE CORPORATION OF THE TOWNSHIP OF ALBERTON

(hereinafter referred to as “Alberton”)

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF FORT FRANCES

(hereinafter referred to as “Fort Frances”)

OF THE SECOND PART

WHEREAS

- A. The *Municipal Act, 2001*, SO 2001, c. 25, as amended (herein referred to as the “**Act**”), confers upon municipalities natural person powers which may be exercised within the spheres of jurisdiction identified therein, which the council of a municipality may exercise by by-law;
- B. Section 19 of the Act authorizes a municipality to exercise its power to provide a municipal system to provide a service or thing in an area in another municipality if one of the purposes for so acting is for that municipality’s own purposes and, in accordance with Section 19(2)2, if the other municipality is a single-tier municipality and the service or thing is provided with its consent;
- C. Oakwood Road (herein referred to as the “**Highway**”) is a highway in the District of Rainy River, Province of Ontario, that forms part of a boundary road between Alberton and Fort Frances (herein collectively referred to as the “**Parties**”);
- D. Steve William Both, in the capacity of trustee for 501801 Ontario Limited (the “**Owner**”) is the registered owner of certain lands and premises located in Alberton which:
 - i. has frontage on the west side of the Highway;
 - ii. is municipally known as Fire Numbers 11A, 11B, 11D, and 11G, Highway 11/71, Alberton, Ontario;
 - iii. is legally described as PCL 25801 SEC RAINY RIVER; PT LT 1 RIVER RANGE CROZIER PT 3, 48R3462; ALBERTON; and
 - iv. is identified as PIN 56021-0439,(the “**Property**”);
- E. The Property is currently serviced by private non-municipal septic and well systems;
- F. The Owner submitted to the Council for Fort Frances a request for the Property to be connected to and serviced by water service provided by Fort Frances, and if and when it becomes available, sanitary sewer services provided by Fort Frances (together, “**Sewer and Water Service**”);
- G. The Owner submitted to the Council for Alberton an Official Plan Amendment Application to permit Sewer and Water Service for the sole benefit of the Property, and to allow construction and installation of certain infrastructure, works and things required for directly pertaining to the provision of such Sewer and Water Service (collectively referred to as the “**Facilities**”) for such purpose;
- H. Alberton is the registered owner of the western portion of the Highway located within Alberton, which abuts the eastern boundary of the Property and is legally described as RDAL BTN TWP OF MCIRVINE & TWP OF CROZIER LYING W OF THE CENTRE LINE & LYING S OF 48R3934; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1, PLAN 48R-4509, AS IN RD34324; TOWNSHIP OF ALBERTON, and identified as PIN 56021-0606 (the “**Alberton Lands**”);
- I. In order to allow the Sewer and Water Service to be provided to the Property, a portion of the Facilities are required to be located and constructed in, under and upon a portion of the Alberton Lands (such portion of the Facilities located and constructed in, under, and upon the Alberton Lands are herein collectively referred to as the “**Facilities Within Alberton**”), which will necessitate the granting of an easement (the “**Easement**”) in the form attached hereto as Schedule “A” by Alberton to Fort Frances, and otherwise as Alberton requires as set out and provided for in this Agreement;

NOW THEREFORE in consideration of the covenants and agreements set forth in this Agreement, the Parties agree as follows:

ARTICLE 1.00 - RECITALS

1.1 The Parties hereto do hereby irrevocably and mutually acknowledge and confirm that the statements contained in the foregoing recitals are true in substance and in fact.

ARTICLE 2.00 - INTERPRETATION

- 2.1 Definitions. In this Agreement, the following terms have the following meanings:
- 2.1.1 “**Agreement**” means this agreement, the easement, and any schedule attached hereto, and “**section**” means a section in this Agreement and includes all subsections and paragraphs therein;
- 2.1.2 “**Alberton Lands**” means the western portion of the Highway which is located within Alberton and is legally described as RDAL BTN TWP OF MCIRVINE & TWP OF CROZIER LYING W OF THE CENTRE LINE & LYING S OF 48R3934; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1, PLAN 48R-4509, AS IN RD34324; TOWNSHIP OF ALBERTON, and identified as PIN 56021-0606
- 2.1.3 “**Easement**” means the easement which is granted by Alberton to Fort Frances pursuant to the terms of this Agreement, as more particularly set out in the Transfer of Easement attached hereto as Schedule “A”;
- 2.1.4 “**Facilities**” has the meaning set out in Recital G above;
- 2.1.5 “**Facilities within Alberton**” has the meaning set out in Recital I above;
- 2.1.6 “**Highway**” means Oakwood Road;
- 2.1.7 “**Parties**” means all of the parties to this Agreement, and “**Party**” shall mean any one of the Parties;
- 2.1.8 “**Property**” means the real property municipally known as Fire Numbers 11A, 11B, 11D, and 11G, Highway 11/71, Alberton, Ontario, legally described as PCL 25801 SEC RAINY RIVER; PT LT 1 RIVER RANGE CROZIER PT 3, 48R3462; ALBERTON, and identified as PIN 56021-0439;
- 2.1.9 “**Sewer and Water Service**” has the meaning set out in Recital F above;
- 2.2 Number and Gender. In this Agreement words importing the singular shall include the plural and vice versa; words importing the masculine gender shall include the feminine and neuter, and shall include one or more persons, their heirs, executors, administrators, successors or assigns, as the case may be.
- 2.3 Headings. The headings of the Articles of this Agreement are inserted for convenience of reference only; they do not constitute a part of this Agreement and shall not affect the interpretation or construction of this Agreement.
- 2.4 Statutes, Regulations, etc. Any references herein to any law, by-law, rule, regulation, order or act of any governmental body or other regulatory body shall be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.
- 2.5 Schedules. Any schedules listed hereinafter shall form part of this Agreement and are hereby incorporated by reference. The following are the Schedules which are attached to and form part of this Agreement:
- Schedule “A” – Easement

ARTICLE 3.00 - EASEMENT AGREEMENT

- 3.1 Subject to the terms and conditions set out in this Agreement, Alberton:
- 3.1.1 consents and agrees to Fort Frances providing Sewer and Water Service to and for the sole benefit of the Property and to the construction of the Facilities Within Alberton, and such further and other things as may be necessary therefor, and this shall be and be deemed to constitute consent for the purposes of Section 19(2)(2) of the Act; and
- 3.1.2 grants to Fort Frances the Easement in the form set out in Schedule “A” attached hereto.
- 3.2 The Parties acknowledge and agree that:
- 3.2.1 The Facilities Within Alberton shall be comprised of water and sewer utility infrastructure owned by Fort Frances;

- 3.2.2 Fort Frances agrees that it shall indemnify, defend and save harmless Alberton from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of Fort Frances to carry out its work or to otherwise meet its obligations provided for in this Agreement including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of the Alberton. This indemnity shall survive the early termination or expiry of this Agreement;
- 3.2.3 Fort Frances shall be solely responsible and bear the costs for the Facilities Within Alberton located in and under the Highway, and their construction, installation, operation, inspection and maintenance, except to the extent that same is caused by the negligence or willful misconduct of the Alberton and subject to any agreement between Fort Frances and the Owner;
- 3.2.4 as of the date of this Agreement, Alberton has no water, sewer, and/or utility infrastructure, and/or appurtenances thereto, located in, under or adjacent to the Highway; and
- 3.2.5 each Party shall name the other Party as an Additional Insured under its liability insurance policy re the Facilities Within Alberton as evidenced by the provision by each to the other of a completed Certificate of Insurance (proof of Insurance).
- 3.3 Subject to Section 3.2 of this Agreement, but otherwise notwithstanding anything contained in this Agreement, the consents and agreements of Alberton herein are and shall be and remain on the basis that Fort Frances shall not be required or liable to pay to Alberton any taxes, fees, charges, costs or otherwise in respect of or relating to the provision of Sewer and Water Service to the Property, the Easement, the Facilities, or the Facilities Within Alberton.
- 3.4 The consents and agreements of Alberton herein are and shall be and remain on basis that, subject to Section 3.2 of this Agreement, Alberton shall not be required or liable to pay to Fort Frances any taxes, fees, charges, costs or otherwise of any nature or kind in respect of or in any way relating to the provision of Sewer and Water Service to the Owners' Property, the Easement, the Facilities, or the Facilities Within Alberton.

ARTICLE 4.00 - GENERAL PROVISIONS

- 4.1 Enurement. This Agreement, including all rights, privileges, and benefits herein contained, shall extend to, be binding upon, and enure to the benefit of, the Parties hereto and their respective successors and assigns.
- 4.2 Severability. The Parties agree that all covenants and conditions contained in this Agreement shall be severable, and should any covenant or condition in this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remainder of the covenants and conditions and the remainder of this Agreement shall remain valid and not terminate thereby.
- 4.3 Choice of Law. This Agreement shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the Province of Ontario and the laws of Canada applicable thereto.
- 4.4 Time of Essence. Time shall be of the essence of this Agreement and every part hereof.
- 4.5 Counterparts and Electronic Signatures. This Agreement may be executed in any number of counterparts each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. This Agreement, and transactions or documents contemplated by this Agreement, may be executed and delivered by electronic means and each of the Parties may rely on such electronic execution as though it were an original hand-written signature.

{remainder of page intentionally left blank; signature page to follow}

IN WITNESS WHEREOF the Parties have hereunto affixed their respective hands and seals to this Agreement on the day and year first written above.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE TOWNSHIP OF ALBERTON

Per: _____
Mike Ford, Reeve

Per: _____
Dawn Hayes, CAO/Clerk-Treasurer

(seal)
WE HAVE AUTHORITY TO BIND THE CORPORATION.

THE CORPORATION OF THE TOWN OF FORT FRANCES

Per: _____
June Caul, Mayor

Per: _____
Gabrielle Lecuyer, Municipal Clerk

(seal)
WE HAVE AUTHORITY TO BIND THE CORPORATION.

SCHEDULE “A”
TRANSFER OF EASEMENT

TRANSFER OF EASEMENT IN GROSS

RE: RDAL BTN TWP OF MCIRVINE & TWP OF CROZIER LYING W OF THE CENTRE LINE & LYING S OF 48R3934; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1, PLAN 48R-4509, AS IN RD34324; TOWNSHIP OF ALBERTON, identified as PIN 56021-0606 (the “**Easement Lands**”)

AND: Easement Agreement made between The Corporation of the Township of Alberton (the “**Transferor**”) and The Corporation of the Town of Fort Frances (the “**Transferee**”), dated as of the ____ day of _____, 2022 (the “**Agreement**”) to which this Transfer of Easement is attached as Schedule “A”

THIS TRANSFER OF EASEMENT made as of the ____ day of _____, 2022, between the Transferor and the Transferee,

WHEREAS the Transferor is the owner in fee simple of the lands and premises described in the Properties section of the Agreement to which this Schedule is attached, and which is defined herein as the Easement Lands.

IN CONSIDERATION of the sum of \$2.00 paid by the Transferee to the Transferor, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Transferor hereby grants to the Transferee, its employees, workers, contractors, licensees, agents, successors, assigns and other representatives, to be used and enjoyed as appurtenant to the Transferee’s lands, the free, unencumbered, uninterrupted, and unobstructed perpetual rights, easements (in gross), rights of way, covenants, agreements, and privileges as herein set out in, through, under, over, across, along and upon the Easement Lands:

1. to lay down, construct bury, dig up, erect, maintain, operate, inspect, patrol, repair, replace, relocate, alter, upgrade, renew, reconstruct, make additions to, and/or remove, at any time and from time to time, storm sewers, sanitary sewers, watermain(s), drains, water supply and/or line(s), and for such other purposes and things as the Transferee may require relating thereto, together with and including without limitation all such equipment, installations, structures, markers, lines, pipes, anchors, maintenance holes, accesses, hydrants, service boxes, conduits, fixtures, equipment braces, catch basis, and/or appurtenances thereto and/or associated material and equipment, and all appurtenances thereto as the Transferee may from time to time or at any time hereafter deem requisite (all or any of which works are herein called the “**Facilities**”);
2. to enter on, to exit from, and to pass and repass at any and all times. free and unimpeded, In, over, along, upon, across, through, and under the Easement Lands, with or without vehicles, supplies, machinery, plant, material, and equipment of all purposes.
3. to conduct engineering, legal, and other surveys and do soil and other tests, in, on, and over the Easement Lands; and
4. the right to remove, clear, trim, sever, and fell, any buildings, structures, and/or obstructions such as trees, roots, brush, stumps, boulders, rock, and/or otherwise encountered during the course of construction or subsequent maintenance or otherwise of the Facilities.

THE TRANSFEEE SHALL be responsible for any damage caused by it to the Easement Lands. When practical, the Transferee, after any of its activities, shall restore the Easement Lands appropriately.

NOTWITHSTANDING any rule or law or equity and even though any of the Facilities may become annexed or affixed to the Easement Lands, title to the Facilities shall nevertheless remain in the Transferee and the Facilities shall at any time, and from time to time, be removable in whole or in part by the Transferee, its successors and assigns.

THIS TRANSFER OF EASEMENT may be executed and delivered by electronic means, and in any number of counterparts each of which will be deemed to be an original, all of which taken together will be deemed to constitute one and the same instrument.

THIS TRANSFER OF EASEMENT shall be interpreted and governed by the laws of the Province of Ontario.

THE PARTIES AGREE THAT all covenants and conditions contained in this Transfer of Easement shall be severable, and should any covenant or condition in this Transfer of Easement be declared invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remainder of the covenants and conditions and the remainder of this Transfer of Easement shall remain valid and not terminate thereby.

THIS TRANSFER OF EASEMENT including all rights, privileges, and benefits herein contained, shall extend to, be binding upon, and enure to the benefit of, the Parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Parties have hereunto affixed their respective hands and seals to this Transfer of Easement on the day and year first written above.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE TOWNSHIP OF ALBERTON
Per: _____
Mike Ford, Reeve
Per: _____
Dawn Hayes, CAO/Clerk-Treasurer
(seal)

WE HAVE AUTHORITY TO BIND THE CORPORATION.

THE CORPORATION OF THE TOWN OF FORT FRANCES
Per: _____
June Caul, Mayor
Per: _____
Gabrielle Lecuyer, Municipal Clerk
(seal)

WE HAVE AUTHORITY TO BIND THE CORPORATION.

ADMINISTRATIVE REPORT

Subject: Procurement Policy Review
Date: 2022-08-02
To: Administration & Finance Executive Committee &
Operations & Facilities Executive Committee
From: Dawn Galusha, Treasurer
File Number: TRE 2022-38



ISSUE

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

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

That the committee approve sending the draft version of the Procurement Policy to legal for review and further that the Purchasing Card Policy go to Council to be approved.

STRATEGIC IMPACT

N/A

OPTIONS & ALTERNATIVES

- The committees approve the draft version of the Procurement Policy to send to legal for review and further that the Purchasing Card Policy go to Council to be approved.
- The committees approve a revised draft version of the Procurement Policy to send to legal for review and further that the revised draft version of the Purchasing Card Policy go to Council to be approved.
- The committees send the policies back to Administration for further work.
- Another alternative may be possible.

HISTORY

As per the original policy, Section 7.0 Policy Review:

- i) This policy shall be reviewed prior to the end of each term of Council.
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.

- iii) The management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

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

A report was presented in April with general discussions around the procurement limits, location preference and the policy to determine next steps.

Administration previously had a legal review of the procurement policy to provide input on it, so I used that guidance along with strong sections from other municipal procurement policies to create this policy. Several versions of the policy went to the Senior management team and with their input we are providing the attached version. When reviewing the old policy and the revisions, we decided to pull out the Purchasing Card section to make it its own policy.

ANALYSIS

Attached you will find the new Procurement Policy and Purchasing Card Policy. Once the committees are satisfied with the content, we will forward to legal for consultation and review with final policies likely to come to Council in September.

Some major highlights of the new policy include:

- More purposeful objectives which include ethics and social procurement, as well as compliance to relevant legislation;
- A more specific restrictions list which allows us to limit those that we award contracts to if there is a pecuniary interest, or past issues with a vendor;
- Procurement Authority Levels and delegation of signing authority for the CAO
- Purchasing Methods
 - Increase the limit of Quotes to \$50,000 (from \$35,000)
 - Increasing the lower limit of Tendering Requirements to \$50,000 (from \$35,000)
 - Including Sole Sourcing and the requirements thereto
 - Including Co-operative Purchasing and the requirements thereto
 - Including guidance on Emergency Purchases



- Guidance on Purchases without budget appropriation
- Clearer guidance on Council approval requirements

All in all, I feel this policy does a better job of outlining areas that were once grey and provides specific guidance to staff.

CONSULTATION

- All Senior Managers
- Administration and Finance Executive Committee
- Operations and Facilities Executive Committee

SUPPORTING DOCUMENTS

Policy 1.12 Procurement

Policy 1.09 Purchasing Cards (New)



FORTFRANCES
BOUNDLESS

**PROCUREMENT
ADMINISTRATION & FINANCE 1.12**

POLICY

Created: 2004-10-01
Revised: 2006-06-01, 2007-07-01, 2013-01-01, 2022-07-274
Authorized: Resolution X on YYYY-MM-DD
Superseded: 01/13 (848)

1. PURPOSE

- (1) To provide a procurement process that will enable the Town to acquire the required quality and quantity of goods, construction, and services for the best value, while adhering to the objectives of this policy.

2. OBJECTIVES

- (1) To ensure fairness, objectivity, accountability, and transparency in the procurement process.
- (2) To encourage competition among suppliers.
- (3) To provide an efficient process where the cost and amount of goods and services procured are proportional to time and money spent, thus obtaining best value in the procurement of deliverables.
- (4) To encourage environmentally responsible and sustainable procurement while maintaining fiscal prudence.
- (5) To act ethically in all procurement activities by complying with the codes of purchasing ethics established by the National Institute of Governmental Purchasing, Inc. and Supply Chain Canada for all Procurement activities and processes.
- (6) To the extent practicable, the Town shall endeavour to promote and incorporate social procurement opportunities and community benefit approached into its procurements, having regard to the requirements of all applicable legislation and trade treaties, and in accordance with any applicable protocols.
- (7) To ensure the Town's procurement of goods, services, and construction is in compliance with all legislative and regulatory requirements, including, but not limited to:
 - (a) The Municipal Act
 - (b) The Municipal Conflict of Interest Act
 - (c) The Occupational Health and Safety Act, R.S.O. 1990, c 0.1
 - (d) Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56
 - (e) The Accessibility for Ontarians with Disabilities Act
 - (f) The Discriminatory Business Practices Act

- (g) Ontario Construction Lien Act
- (h) The Canadian Free Trade Agreement (CFTA)
- (i) The Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- (j) The Ontario-Quebec Trade and Cooperation Agreement
- (k) Any successor federal or provincial legislation, regulations, or agreements governing municipal procurement; and
- (l) All Town bylaws, policies and procedures governing Town expenditures and standards of conduct of Town employees.

3. GENERAL PROCUREMENT POLICY

3.1. AUTHORITY

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

3.2. APPLICATION

- (1) This policy applies to all employees and elected officials.
- (2) The procedures of this policy shall be followed to award a contract or to recommend to Council that a contract be awarded.
- (3) The CAO and Division Managers may purchase or contract for the goods, services listed in Schedule “A” to this policy without following the procedures set out herein provided that sufficient funds are available and identified in appropriate accounts within Council approved budgets.
- (4) The CAO shall contract the Procurement of legal services.
- (5) The following local boards and corporations are bound by this policy and this policy shall apply with necessary modifications to such boards and corporations:
 - (a) Town of Fort Frances Public Library Board

- (b) The Fort Frances Senior's Centre Board of Management

3.3. ACCESSIBILITY LEGISLATION

- (1) Individuals engaged in procurement activities on behalf of the Town are aware of and ensure procurement processes comply with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
- (2) The Town incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so, and in such situation, a documented explanation shall be provided upon request.

3.4. RESTRICTIONS

- (1) No contract for services shall be awarded where the services would result in an employee-employer relationship.
- (2) Where an employee involved in the award of any contract either on his or her own behalf or while acting for, by, with, or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee:
 - (a) Shall immediately disclose the interest to the division manager involved in the award of the contract and shall describe the general nature thereof;
 - (b) Shall not take part in the Award of the Contract; and
 - (c) Shall not attempt in any way to influence the Award of the Contract.
- (3) An employee has an indirect pecuniary interest in a Contract in which the Town of Fort Frances is concerned if the employee or his or her spouse or same sex partner:
 - (a) Is a shareholder in or a director or senior officer of a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,
 - (b) Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract,
 - (c) Is a member of an incorporated association or partnership that has a pecuniary interest in the contract, or
 - (d) Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

- (4) Without limiting or restricting any other right or privilege of the Town and regardless of whether or not a Bid otherwise satisfies the requirement of a bid request, the Town may reject any bid from a vendor where:
- (a) In the opinion of the Town, the commercial relationship between the Town and the vendor has been impaired by the act(s) or omission(s) of such vendor including but not limited to any one or more of the following having occurred within the ten year period immediately preceding either the date on which the RFP or RFT is awarded or the date on which the vendor has been shortlisted:
 - (i) the vendor being involved in Litigation with the Town;
 - (ii) act(s) or omission(s) resulting in a claim by the Town under any security submitted by the vendor on a RFP or RFT, including but not limited to a bid bond, a performance bond, or warranty bond;
 - (iii) the failure of the vendor to pay, in full, any outstanding payments (and, where applicable, interest and costs) owing to the Town by such vendor, after the Town has made demand for payment of same;
 - (iv) the vendors refusal to follow reasonable directions of the Town or to cure a default under any Contract with the Town as and when required by the Town;
 - (v) the vendor's refusal to enter into a Contract with the Town after the vendor's Bid has been accepted by the Town;
 - (vi) the vendor's unsatisfactory performance as determined by the Town in its absolute discretion, including the vendor's refusal to perform or to complete performance of a Contract with the Town;
 - (vii) the vendor having unlawfully or unreasonably threatened, intimidated, harassed, or otherwise interfered with an attempt by any other prospective vendor to bid for a Town Contract or to perform any Contract awarded by the Town to that vendor;
 - (viii) the vendor having discussed or communicated, directly or indirectly, with any other vendor or their agent or representative about the preparation of the vendor's Bid including, but not limited to, any connection, comparison of

figures or arrangements with, or knowledge of any other vendor making a Bid for the same work except in the instance of a Joint Venture where one is permitted;

- (ix) the vendor having unlawfully or unreasonably threatened, intimidated, harassed, assaulted or committed battery against, or otherwise interfered with an official, employee, representative, agent or independent consultant or contractor of the Town in the performance of his or her duties or in any way attempted to influence such persons;
 - (x) the vendor having any safety infringements;
 - (xi) the vendor's reference checks being unsatisfactory, as determined by the Town in its absolute discretion.
- (b) The vendor has on one or more occasions, in the performance of a Contract with the Town, deliberately, with wilful blindness or negligence, save and except an inadvertent error corrected to the satisfaction of the Town within a reasonable time, as determined by the Town:
- (i) over-billed, double-billed and/or retained a known over-payment, or has failed to notify the Town of an over-payment or duplicate payment;
 - (ii) billed for items not supplied;
 - (iii) billed for items of one grade, while supplying items of an inferior grade;
 - (iv) made a misrepresentation as to the quality or origin of Goods, their functionality or suitability for a purpose, or their performance characteristics;
 - (v) submitted false or misleading information to the Town;
 - (vi) acted in conflict with the Town's interests;
 - (vii) misappropriated any property or right of the Town, in any form;
 - (viii) committed any other form of sharp or deceptive practice; or

- (ix) any other act or omission by the vendor that the Town deems to impair the commercial relationship between the Town and the vendor.
- (5) All Council members shall conduct themselves in accordance with the *Municipal Conflict of Interest Act RSO 1990, c. M 50* as amended.
- (6) No procurement shall be made under this policy unless Council has authorized funding for such procurement in the budget or otherwise agreed to the provision of such funds.
- (7) For purchases included within the Council endorsed Municipal Budget:
 - (a) The CAO shall have signing authority up to \$100,000.00, including the case when less than 3 competitive quotations are received.
 - (b) Except where delegation of authority has been expressly assigned by By-Law, the Mayor and Municipal Clerk shall be required to sign contracts over \$100,000.00 as approved by Council.
 - (c) Procurement Authority Level

<i>Total Procurement Amount (\$)</i>	<i>Delegated Purchasing Authority Level</i>
Up to \$10,000	Staff will be assigned by the Manager and Treasurer
Up to \$50,000	Division Managers
Up to \$100,000	CAO
Over \$100,000	Council approval

- (d) Execution of Award
 - (i) The person having the applicable Approval Authority for the Procurement as listed above shall also have the authority to execute the Award and the Contract on behalf of the Town.

- (ii) For all other Contracts that require Council approval, the Town officials named in the Council resolution shall execute such Contracts on behalf of the Town. Where officials have not been named in the Council resolution, the Mayor and Municipal Clerk shall execute such contacts by way of enactment of a by-law.
 - (iii) All Contracts issued by the Town shall be signed by two Town officials.
- (8) Where any tender or contract has been authorized under this policy, the CAO may authorize disbursement of additional funds provided that the additional funds:
 - (a) Shall not exceed ten percent (10%) of the original contract price;
 - (b) Are available within the program budget; and
 - (c) Are required to complete works that are necessary as part of the original contract.
- (9) No procurement shall be arranged or made to avoid the application of this policy or a trade treaty. Without limiting the generality of the foregoing, no procurement of deliverables shall be divided into two or more parts for the purpose or intent of, or with the effect of, avoiding or frustrating the application of this bylaw or a trade treaty. The total cost of a procurement must be estimated.
- (10) No deliverables may be procured by the Town directly or indirectly for the personal use of any member of Council or any member of a local board or for any officer or employee of the Town.

3.5. NOTIFICATION

- (1) Notification of procurement opportunities for goods, services or construction with a total acquisition cost of greater than \$50,000 shall be made by electronic advertising and electronic advertising may be used for any other purchases.
- (2) Notification of procurement opportunities may be supplemented by other means of notification where appropriate.
- (3) Notification must be advertised for a minimum of 15 calendar days, unless a reasonable exception exists and is approved by the CAO.

4. GENERAL PROCUREMENT PROCEDURES

4.1. ESTABLISHMENT OF METHODS

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

4.2. PURCHASE CARDS

- (1) The Treasurer or Deputy Treasurer is responsible for the purchase card program outlined in the Town of Fort Frances Purchasing Card Policy 1.09. The purchase card procedures shall be applied consistently with this procurement policy.

4.3. REQUEST FOR EXPRESSION OF INTEREST

- (1) A Division Manager or Chief Administrative Officer may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, services or construction and for the purpose of keeping a list of available suppliers, which will be updated from time to time.

4.4. STANDARD PROCUREMENT METHODS

- (1) The Town may procure deliverables through a number of different procurement methods. Depending on the nature and estimated total cost of the deliverables, standard procurement may include:
 - (a) Procuring deliverables through an existing price agreement;
 - (b) Obtaining quotes;
 - (c) Conducting an invitational competitive procurement process by soliciting bids through the issuance of a call for bids to invited suppliers;

- (d) Conducting an open competitive procurement process by soliciting bids through the public posting of a call for bids; and
- (e) Obtaining pricing through co-operative purchasing with other entities or utilizing sourcing programs such as Ontario Education Collaborative Sourcing (OECM), or Canoe procurement group of Canada (Canoe).

5. PURCHASING METHODS

5.1. PURCHASES NOT EXCEEDING \$500 (PETTY CASH FUNDS)

- (1) The Treasurer shall have the authority to establish petty cash funds in such an amount to meet the requirements of a division for the acquisitions of goods, services or construction having an individual total acquisition cost not exceeding \$500.
- (2) All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer.
- (3) Purchases made pursuant to this section shall be made from the competitive marketplace whenever possible.

5.2. PURCHASES NOT EXCEEDING \$5,000

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

5.3. PURCHASES EXCEEDING \$5,000 BUT NOT EXCEEDING \$50,000

- (1) Purchases requiring the acquisition of goods, services or construction having a total acquisition cost between \$5,000 and \$50,000 may be made by using a purchase card or approved invoice subject to:
 - (a) At least three written quotes without the necessity of advertising or formal tender procedures prior to ordering;
 - (b) In appropriate circumstances, the request for Proposal or Request for Tender process may be utilized for goods, services or construction in this total acquisition cost range; and

- (c) The procedure used to purchase goods, services and construction in this total acquisition cost range shall demonstrate that fair market value was achieved.

5.4. PURCHASES EXCEEDING \$50,000

5.4.1. REQUEST FOR TENDER

- (1) A request for tender shall be used for purchases exceeding \$50,000 where the following criteria apply:
 - (a) Two or more sources are considered capable of supplying the requirement;
 - (b) The requirement is adequately defined to permit evaluation of tenders against clearly defined stated criteria;
 - (c) The market conditions are such that tenders can be submitted on a common pricing basis;
 - (d) It is intended that the lowest compliant bid will be accepted without negotiations, unless an evaluation grid is utilized; and
 - (e) Where an evaluation grid is utilized, the tender is awarded to the bidder with the best score.
- (2) All tenders shall be subject to the procedures in Schedule C.

5.4.2. REQUEST FOR PROPOSAL

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

5.5. SOLE SOURCING

- (1) Where only one supplier is able to meet the requirements of procurement, the Town may conduct non-competitive procurement in the circumstances listed below (also known as sole-source situations) provided that they do not so for the purposes of avoiding competition between suppliers or to discriminate against suppliers:
 - (a) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
 - (b) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
 - (c) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
 - (d) For the purchase of goods on a commodity market;
 - (e) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
 - (f) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
 - (g) For a contract to be awarded to the winner of a design contest;
 - (h) For the procurement of a prototype of a first good or service to be developed in the development, but not for any subsequent purchases;
 - (i) For the purchase of goods, under exceptionally advantageous circumstances such as bankruptcy, receivership, or demonstrative equipment, but not for routine purchases;
 - (j) For the procurement of original works of art;
 - (k) For the procurement of subscriptions to newspapers, magazines or other periodicals; and
 - (l) For the procurement of real property.

5.6. CO-OPERATIVE PURCHASING

- (1) The Town may participate with other levels of government, municipalities, agencies or public authorities, and other entities in co-operative purchasing where the Division Manager determines it is in the best interests of the Town to do so.
- (2) Where the Town participates in co-operative purchasing, where the call for bids is issued by another entity, the Town shall adhere to the policies of the entity issuing the co-operative call for bids providing the other public body uses a competitive method consistent with that set out in this policy with respect to the procurement process.
- (3) Where the Town participates in co-operative purchasing by utilizing sourcing programs such as, but not limited to, Ontario Education Collaborative Sourcing (OECM), or Canoe procurement group of Canada (Canoe), the sourcing program is leveraging the collective buying power of many organizations and has already undergone an effective and competitive procurement process.
- (4) Despite the above, the awarding, reporting and execution of contracts resulting from the co-operative purchasing is consistent with that as set out in this policy and supporting procedures.

5.7. EMERGENCY PURCHASES

- (1) In the case of an emergency, the purchase of deliverables may be authorized by the CAO without issuing a call for bids.
- (2) The Division Manager (or delegate) shall endeavour to obtain the best value for any deliverables purchased during an emergency, using as fair and transparent a process as is feasible having regard to the particular emergency notwithstanding any other provision of this policy.
- (3) The Division Manager may authorize the purchase provided that the total cost does not exceed one hundred thousand dollars (\$100,000.00).
- (4) The Chief Administrative Officer may authorize the purchase where the total cost exceeds one hundred thousand dollars (\$100,000.00).
- (5) Emergency purchases shall not be used to circumvent the need to procure deliverables through a standard procurement process in accordance with this bylaw.
- (6) For all emergencies over \$50,000, the Division manager shall submit a report to Council to advise of any purchases made under delegated authority for emergency purchases.

6. BID ISSUES

6.1. BIDS IN EXCESS OF PROJECT ESTIMATES

- (1) Where bids are received in response to a bid solicitation but exceed project estimates, the manager in charge of the bid solicitation may enter into negotiations with the lowest compliant bidder, where it is agreed that the changes required to achieve an acceptable Bid will not change the general nature of the requirement described in the request.
- (2) Where bids received that are in excess of the project estimates, where the project estimates are determined to be too low, and the value of the bid is at fair market value, a report will be presented to Council with a recommendation for a decision.

6.2. BID IRREGULARITIES

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

6.3. IDENTICAL PRICING

- (1) If the lowest compliant price from two or more vendors are identical in Total Acquisition Cost or unit price, the manager is authorized to enter negotiations with the vendors who have submitted the identical prices in an attempt to obtain the lesser price and shall maintain a record with respect to such negotiations.
- (2) When negotiations are not successful in breaking the identical pricing, then factors to be considered in breaking the tie include:
 - (a) When delivery or completion date are important factors, preference to the vendor offering the best delivery or completion date;
 - (b) Preference to a vendor in a position to provide better after sales services; or
 - (c) Preference to a vendor with an overall satisfactory performance record.
- (3) When the considerations above do not break the tie, the successful bidder shall be determined by a coin toss. The coin toss may be performed in the presence of the bidders if they wish to attend, and the Town.

7. PURCHASE WITHOUT BUDGET APPROPRIATION

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

8. CONTRACTUAL AGREEMENTS

- (1) The award of a contract over \$50,000 shall be by way of an agreement. The Division Manager and / or Chief Administrative Officer will have the authority to negotiate contracts on behalf of the Town.
- (2) A formal agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the Town of Fort Frances standard contractual terms and conditions.
- (3) Changes to a contract, and more specifically add-ons, shall not exceed the project tender limitations for contingencies as defined in the contract, or in the absence of such limitations the variance must not exceed the approved tender amount by more than 10%. The appropriate Executive Committee and Council must approve any changes in excess of those prescribed above prior to proceeding.
- (4) The completed contracts are to be returned to the Municipal Clerk for execution by the Town.

8.1. GUARANTEE OF CONTRACT EXECUTION AND PERFORMANCE

- (1) The Town shall require that a deposit by way of a certified cheque, bid bond or other similar security to guarantee entry into a contract accompany a bid. Unless otherwise specified in circumstances where a bid bond or other security is required the refundable deposit required shall be:
 - (a) 5% for projects where Total Acquisition Cost is \$50,000 to \$100,000.
 - (b) 10% for project where Total Acquisition Cost is in excess of \$100,000.

- (2) Prior to commencement of work the successful bidder may be required to provide the following security in addition to the security referred to in section 1:
 - (a) A performance bond to guarantee the performance of the contract; and
 - (b) A payment bond to guarantee the payment of labour and materials to be supplied in connection with a contract.
- (3) The Manager shall select the appropriate means of guarantee for execution and performance of the contract. Means may include but not be limited to certified cheque, bank draft, irrevocable letter of credit, money order, and, where appropriate a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Town of Fort Frances.
- (4) The Municipal Clerk shall retain the certified cheque, bank draft, bid bond or surety until a decision is made by Council to award or not to award. At that time, the Municipal Clerk shall forward the cash security, bid bond or surety, as the case may be, of the successful Tenderer to the Treasurer for safekeeping or deposit. The Municipal Clerk shall forward such securities of all unsuccessful Tenderers to the Division Manager of authority to accompany advisement of tender results. The original insurance certificate and WSIB clearance certificate, etc. of the successful Tenderer are to be retained on file by the Municipal Clerk.
- (5) Deposits of unsuccessful Tenderers will be returned no later than three weeks following the Tender award. Except as otherwise provided for herein, the Deposit of the successful Tender will be returned with the first progress certificate.
- (6) Prior to the commencement of work, evidence of insurance coverage satisfactory to the Town must be provided by the successful bidder ensuring indemnification of the Town of Fort Frances from any and all claims, demands, losses, costs, or damages resulting from the performance of bidders obligations under the contract and from any other risk determined by the Town requiring coverage. This certificate of insurance of the successful Tenderer are to be retained on file by the Municipal Clerk.

9. SURPLUS AND OBSOLETE GOODS

- (1) The Chief Administrative Officer shall dispose of all goods and services for which a Division no longer has use and the CAO may use any method for disposal in the Town of Fort Frances best interest, including without limitation, public auction, public tender, trade or transfer to another division.
- (2) An employee who has the responsibility of declaring goods surplus or obsolete or for sending items to a public auction shall not bid on or personally obtain any goods that the employee has declared as surplus.

- (3) No member of Council or any Town employee shall be permitted to acquire surplus or obsolete goods except by purchase at public auction, by public tender, trade or negotiated sale.

10. POLICY REVIEW

- (1) This policy shall be reviewed within each term of Council.
- (2) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- (3) The senior management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

11. REQUIREMENT FOR COUNCIL APPROVAL

- (1) Council approval is required in each of the following circumstances:
 - (a) prior to authorizing a procurement where the procurement is prescribed by statute to be made by Council,
 - (b) prior to authorizing a procurement where the procurement of any deliverable is not authorized by this policy,
 - (c) prior to authorizing a procurement where the term of a proposed term contract is for a period greater than five (5) years, or where the extension or renewal of a contract would result in an aggregate term of greater than five (5) years,
 - (d) prior to renewing a term contract where the contract does not provide for a renewal option or all renewal options have been exercised,
 - (e) prior to authorizing a procurement where the total cost of a non-standard procurement exceeds one hundred thousand dollars (\$100,000.00), or
 - (f) where otherwise specifically required by this policy.

12. DEFINITIONS

- **"Approval Authority"** means the authority delegated by the Town to a person to approve procurements including the award and contract up to the authority levels.

- **“Approved invoice”** means an original supplier’s invoice issued at the time of purchase of goods and services that bears both the signature of an appropriately authorized employee and required account distribution codes.
- **“Authorized Delegate”** means the individual holding a position which has been delegated by Council an approval authority and includes any other individuals further delegated by Division Managers.
- **“Award”** means authorization to proceed with the purchase of goods, services or construction from a chosen supplier.
- **“Bid”** means a submission received in response to a call for bids, and includes a quotation, a tender and a proposal.
- **“Bid bond”** means the form of security required by the terms and conditions of bid solicitation documentation to guarantee that the successful bidder enters into a contract with the town of Fort Frances as required.
- **“Bidder”** means any legal entity that submits a bid in response to a call for bids.
- **“Bid solicitation”** means a formal request for bids and includes, but is not necessarily limited to, a request for quotations, a request for tenders and a request for proposals.
- **“Chief Administrative Officer”** means the Chief Administrative Officer (CAO) of The Town of Fort Frances.
- **“Clerk”** means the duly appointed Municipal Clerk of the Town of Fort Frances.
- **“Community benefit”** means additional physical, social, economic and/or environmental benefits for local communities that can be leveraged through funds already being spent on goods, services, construction and land development projects.
- **“Conflict of interest”** means:
 - when applied to individuals, any situation or circumstance in which an individual’s impartiality may be affected because of a personal relationship or where an individual may stand to gain from the outcome of a procurement; and
 - when applied to suppliers, any situation or circumstance where:
 - in the context of a procurement process, the supplier has an unfair advantage or engages in conduct, directly or indirectly,

that may give it an unfair advantage, including, but not limited to:

- having, or having access to, confidential information of the Town that is not available to other suppliers,
 - communicating with any person with a view to influencing preferred treatment in the procurement process, or
 - engaging in conduct that compromises, or could be seen to compromise, the integrity of an open and competitive procurement process or render that process non-competitive or unfair, or
- in the context of performance under a contract, the supplier's other commitments, relationships or financial interests:
 - could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or
 - could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.
- **“Construction”** means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in, and incidental to, the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications of the procurement.
 - **“Contingency”** means an event or circumstance that gives rise to an increase in a contract price, and which could not have been reasonably anticipated at the time the call for bids closed.
 - **“Contract”** means any form of binding agreement between the Town of Fort Frances and a contractor for the purchase of deliverables and includes a purchase order.

- **“Contractor”** means any legal entity to whom a contract is awarded.
- **“Cooperative Purchasing”** means a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same supplier(s) or contractor(s).
- **“Council”** means the duly elected Council of the Town of Fort Frances.
- **“Council approved Budget”** means the approved department budgets including authorized revisions, or where applicable, Council approved budgets of local boards to which this policy applies.
- **“Division”** means an organizational unit of the Town of Fort Frances headed by a manager.
- **“Division Manager”** means the person appointed by Council to be responsible for the operation of a division and/or designate and includes the persons appointed to the position by the CAO.
- **“Electronic Advertising”** means the use of a computer-based system directly accessible by suppliers irrespective of location that provides suppliers with information related to bid solicitation.
- **“Emergency”** means an event or circumstance where the immediate purchase of deliverables is necessary to prevent or alleviate:
 - serious delay in service delivery that could not have been foreseen,
 - a threat to the environment, life, safety, health and/or welfare of any person,
 - the disruption of essential services, or
 - damage to public or private property, and includes, but is not limited to, an emergency declared under the Emergency Management and Civil Protection Act.
- **“Essential service”** means any service rendered to or by the Town, the interruption of which could endanger the life, health or personal safety of any person.
- **“Fair Market Value”** means the price that would be agreed to in an open, unrestricted market between knowledgeable and willing parties dealing at arms-length, who are fully informed and not under any duress to transact.
- **“Goods”** means moveable property including:

- The cost of installing, operating, maintaining or manufacturing such moveable property; and
 - Raw materials, products, equipment and other physical objects of every kind and description.
- **“Lowest Compliant Bid”** means the bid that would provide the Town of Fort Frances with the desired goods, services, or construction at the lowest total acquisition costs, meets all the specifications and contains no irregularities requiring automatic rejection.
- **“Professional Services”** means persons having a specialized knowledge or skill for a defined service requirement including:
 - Architects, engineers, designers, management, and financial consultants; and
 - Firms or individuals having specialized competence in environment, planning, information technology or other disciplines.
- **“Proposal”** means an offer submitted in response to a request for proposal acceptance of which may be subject to further negotiation.
- **“Purchase Card”** means a card issued in accordance with the purchasing card policy, to purchase goods and services.
- **“Purchase order”** means a legal document generated by the Town of Fort Frances, setting out the terms and conditions for the purchase of deliverables, and includes the upset limit of the purchase.
- **“Real property”** means land, or land and buildings, and includes fixtures attached to such land or buildings.
- **“Request for Proposal”** means a document used to request suppliers to supply solutions for the delivery of more complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.
- **“Services”** means all professional and consulting services, all services in relation to real property or personal property including, but not limited to: the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of and except only services to be delivered by an officer or employee of the Town of Fort Frances in accordance with terms of employment.

- **“Single Source”** means the use of a non-competitive method of procurement of goods or services from a supplier even though there may be more than one supplier capable of delivering the same goods or services.
- **“Scope change”** means any change to a contract to accommodate a need identified by the Town of Fort Frances which was not originally provided for in the contract and which may include the purchase of additional deliverables or the extension of the term of the contract and which may require an adjustment to the contract price.
- **“Social procurement”** means using procurement processes to generate positive social outcomes which may include job creation, training, or apprenticeships for a historically disadvantaged community, or reducing carbon emissions, in addition to the efficient delivery of goods and services, and may include other benefits as defined by the local community or the Town.
- **“Sole Source”** means the use of a non-competitive procurement process to acquire goods or services where there is only one available or known supplier for the sources of the goods or service.
- **“Supplier”** means a person carrying on the business of providing deliverables and includes a vendor, service provider, consultant, and contractor.
- **“Supplier Suspension Protocol”** means the protocol setting out the process for suspending suppliers from participation in the Town of Fort Frances’ procurement processes.
- **“Tender”** means a document used to request supplier responses to supply goods or services based on stated delivery requirements, performance specifications, terms and conditions. A tender usually focuses the evaluation criteria predominately on price and delivery requirements.
- **“Term contract”** means a contract which states a fixed duration during which the contract will be in effect.
- **“Terms of Reference”** means the document which explains the objectives, scope of work, activities, task to be performed, respective responsibilities of the procuring entity and the bidder, and expected results and deliverables of the assignment.
- **“Total Acquisition Cost”** means an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, and inventory carrying costs.
- **“Town of Fort Frances”** means the Corporation of the Town of Fort Frances, also referred to as Town.

- **“Treasurer”** means the duly appointed Treasurer of the Town of Fort Frances.
- **“Vendor”** means a person or company offering something for sale.

SCHEDULE A - EXEMPTIONS

- (1) The purchasing methods described in this policy do not apply to the following goods and services, although in some cases the Town may wish to follow the policy to procure these services:
 - (a) Training and Education
 - (i) Registration and tuition fees for conferences, conventions, courses and seminars
 - (ii) Magazines, books and periodicals
 - (iii) Memberships
 - (b) Refundable Employee/Council Expenses
 - (i) Advances
 - (ii) Meal Allowances
 - (iii) Travel and Entertainment
 - (iv) Per Diem Payments
 - (v) Miscellaneous – non travel
 - (c) Employer's General Expenses
 - (i) Payroll Deduction Remittances
 - (ii) Employee benefits
 - (iii) Licenses (vehicle, firearm, professional, etc.)
 - (iv) Debenture Payment
 - (v) Grants to Agencies
 - (vi) Damage Claims
 - (vii) Tax Remittances
 - (d) Professional and Special Services
 - (i) Auditing fees
 - (ii) Committee Fees
 - (iii) Insurance Costs
 - (iv) Legal fees and other professional services related to litigation or legal matters
 - (v) Veterinary Expenses
 - (vi) Road construction design services
 - (vii) Telecommunications
 - (viii) Utilities
 - (ix) Hardware and software licensing and support services
 - (x) Advertising services
 - (e) Bailiff or collection agencies

SCHEDULE B - BID IRREGULARITIES

Item	Description	Action
1	Late submission	Automatic rejection, not opened or read publicly
2	Insufficient financial security (no bid security or agreement to bond or insufficient bid bond or agreement to bond)	Automatic rejection
3	Bid forms no signed or signed in an erasable medium	Automatic rejection
4	All Addendum(s) not acknowledged (if issued)	Automatic rejection
5	All required sections of bid documents not completed	Automatic rejection unless the incomplete nature is trivial or insignificant at the Town's discretion.
6	Bids received on documents other than those provided by the Town	Automatic rejection
7	Bids containing minor obvious clerical errors	48 hours to correct and initial changes
8	Erasures, overwriting or strikeouts which are not initialled	48 hours to correct and initial changes
9	Mathematical errors which are not consistent with unit price	48 hours to correct and initial changes
10	If applicable- Unsealed envelopes	Automatic rejection

PROCUREMENT

11	If applicable- Failure to attend a mandatory site visit	Automatic rejection
12	Any other irregularities	The Division Manager in charge of bid solicitation shall have the authority to waive any other irregularities, grant 48 hours to initial changes, or automatically reject the bid

SCHEDULE C - TENDER PROCEDURES

- (1) Obtain sealed tenders by placing an electronic advertisement for the procurement of goods and services on the Town of Fort Frances website. Electronic advertising for procurement with a total acquisition cost greater than \$100,000 and construction with total acquisition costs greater than \$250,000 is required to be posted on a public procurement site designated for the Province of Ontario.
- (2) Other forms of advertising may be used, such as newspaper and radio.
- (3) In addition, copies of the tender call may be sent to:
 - (a) Construction Association of Thunder Bay, 857 North May Street, Thunder Bay, Ontario P7C 3S2 Fax: 807-623-2296
 - (b) Winnipeg Construction Association, 290 Burnell Street, Winnipeg, Manitoba R3G 2A7 Fax: 204-783-7805
 - (c) Fort Frances Times Fax: 807-274-7286
- (4) It is the responsibility of the Division Manager to ensure that proper tender documents, plans and specifications are prepared and available to prospective Tenderers the day of the advertisement.
- (5) Where appropriate (construction projects), the Division Managers are to consult with the Operations and Facilities Division Manager to determine the role and responsibilities of Engineering and/or other operations departments as it relates to the completion of the project. If capability or time commitments do not permit, it is the responsibility of the division in need to seek alternative methods of completing the project specifications.
- (6) Employee input is valuable to the determination of plans and specifications for items/projects/services etc. to ensure that the Town's needs are met. In situations where employees are users of the item/project/service/etc. Managers shall obtain (and record) employee input into the preparation of tender specifications.
- (7) In order to recover costs of producing detailed tender documents and drawings, where appropriate, at the discretion of the Division Manager, a fee may be charged for tender documents not to exceed \$50.00.
- (8) The Tenderer shall keep its tender open for acceptance for a period of 60 calendar days or in some cases longer than 60 days from the closing time.

- (9) A tendering number obtained from the office of the Municipal Clerk shall identify all tender calls.
- (10) All tender forms are to be submitted in duplicate prior to closing time and date to the Office of the CAO.
- (11) Tenders shall close at 2:00 p.m. on a Tuesday that is not a public holiday unless otherwise specifically authorized by the CAO and instructions to bidders shall note that tenders will be publicly opened at the Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario after the specified closing time and date.
- (12) Tenders will be opened in the presence of the Municipal Clerk or designee and the applicable Division Manager or designee.
- (13) Tender openings shall be open to the public.
- (14) Unless the Town determines otherwise a tenderer will be responsible to complete an Occupational Health and Safety agreement form and submit a valid WSIB clearance certificate.
- (15) The successful Tenderer(s) shall take out and keep in force, throughout and for the duration of such Tenderer's obligations to and/or contract with the Town such insurance policies and evidence of insurance coverage as determined by the Town. A certified copy of the Policy or certificate thereof shall be deposited with the Town upon signing of the Form of Agreement or as the Town may direct. Such Policy shall name the Town as an additional insured thereunder and some suggested wording which may be included in the insurance policies is as follows:
 - (a) The insurer's waiver of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled as against the Town and any other corporation owned, operated, or controlled by or affiliated with the Town, together with a severability of interest clause and a cross liability clause; and
 - (b) An undertaking by the insurer not to cancel, change, lapse or refuse to renew the insurance therein granted without first giving the parties notice of its intentions in writing of at least 60 days prior to the intended change, lapse, cancellation or termination.
- (16) Tenders are to be opened and read out by the Municipal Clerk or designee. A formalized checklist is to be completed at time of opening.

- (17) Following the opening of tenders and after the completion of the formalized checklist by the Municipal Clerk or designee, copies of each tender received shall be referred to the appropriate Division Manager for tabulation, confirmation of price extensions, analysis of quantities, and qualities, and conformity to plans and/or specifications. Conveyance envelopes will only be discarded following the completion of the project.
- (18) A tender recommendation report will be prepared for Council's approval regarding the tenders.
- (19) All Tender and Proposal documents will outline a term respecting the making of application and obtaining of a Town Business License if the company was successfully awarded the Tender/Proposal.
- (20) This clause may be considered as part of the Tender/Proposal documents. The division manager or designee will determine its utilization. In the event of any dispute arising in connection with this Tender/Proposal or Tender/Proposal process, including, without limitation, a dispute as to whether the bid of any Tenderer was submitted on time, the Town, in its unqualified subjective discretion, may refer the dispute to a confidential arbitration before a single arbitrator at Fort Frances, Ontario, pursuant to the Arbitration Act, 1991, as amended. If the Town refers the dispute to arbitration, the Tenderer agrees that it is bound to arbitrate such dispute with the Town. Unless the Town shall refer such dispute to arbitration, there shall be no arbitration of such dispute.
- (21) If the Town refers the dispute to arbitration, the Town and the Tenderer agree that they shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to an arbitration hearing which shall last no longer than 2 days, subject to the discretion of the arbitrator to increase such time. The Town and the Tenderer further agree that there shall be no appeal from the arbitrator's award.



FORTFRANCES

BOUNDLESS

PURCHASING CARD ADMINISTRATION & FINANCE 1.09

POLICY

Created:	2022-08-02
Revised:	2022-08-02
Authorized:	Resolution X on YYYY-MM-DD
Superseded:	N/A

1. PURPOSE

- (1) The purpose of this program is to provide the Town of Fort Frances, with an easy, low-cost purchase and payment-processing alternative to petty cash, invoice/cheque processing and prepaid purchase orders within established purchasing authorization.
- (2) The Purchasing Card Program is not intended to avoid or bypass other appropriate procurement procedures.

2. AUTHORITY AND LIABILITY

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

3. RESPONSIBILITIES

3.1. CARDHOLDER

- (1) Division Manager shall submit a request for a Purchasing Card for an employee in their division, including the determined single transaction limit and the monthly transaction limit, to the Purchase Card Co-ordinator (Treasurer or Deputy Treasurer) .
- (2) Cardholder reads, agrees to and signs a Town of Fort Frances Purchasing Cardholder Agreement, when picking up purchasing card from Purchase Card Co-ordinator;
- (3) Cardholder maintains the security of the Purchasing Card;
- (4) Cardholder shall ensure the purchase of authorized goods;
- (5) Ensures spending authority approves purchase in advance;

(6) The Cardholder must:

- (a) Inspect and verify the accuracy and quality of the goods received;
- (b) Reconcile and verify all purchasing receipts and statements and forward the original documents to Finance Division within the timeframe requested by Treasury after receiving the Purchasing Card statement;
 - (i) If you lose a receipt, attempt to get a copy from your supplier. If it is impossible to get a copy then create one detailing the information required on a receipt and have your supervisor/manager sign it as an authorized proof of purchase.

(1) All receipts must include the following information:

- Purchasing Card #
- Itemized description of goods or service purchased
- Supplier name
- Transaction date
- Transaction total
- HST if applicable

- (7) Identifies discrepancies and reports to the supplier and the Purchasing Card Co-ordinator if the statement is incorrect.
- (8) Lost or stolen cards are to be reported immediately.
- (9) Notifies the Purchasing Card Co-ordinator in writing of name, telephone, address and department changes.
- (10) Notifies the Purchasing Card Co-ordinator upon employment resignation and returns purchasing card to same.
- (11) Notifies the Purchasing Card Co-ordinator about any leave of absence over one month in length to have purchasing card put on voluntarily closed to ensure no purchases are made during the employees leave period.

- (12) Notifies the Purchasing Card Co-ordinator about return from leave of absence and request to have purchasing card taken off voluntarily closed.

3.2. PURCHASING SERVICES

- (1) Purchasing Card Co-ordinator(s) appointed (Treasurer and Deputy Treasurer);
- (2) Performs spot audits to ensure compliance with Purchasing Card policy and procedures, and general purchasing activities;
- (3) Identifies future Purchasing Card enhancements and applications;
- (4) Notifies appropriate administrators and managers of non-compliance issues;

3.3. PURCHASING CARD CO-ORDINATOR

- (1) Approves/Changes/Cancel's Purchasing Cards upon request from Division Manager or Supervisor;
- (2) Establishes and maintains communication;
- (3) Primary contact person for questions regarding the use of Purchasing Cards for the Town;
- (4) Ensures Cardholder Agreements are completed correctly and approved appropriately;
- (5) Maintains Purchase Card Request Forms, Purchasing Cardholder Agreements, Purchasing Card Applications, Cardholder Limits and Change Requests;
- (6) Informs Cardholders of their responsibilities and obligations for use of the Purchasing Card;
- (7) Advises (financial institution) of changes to status of Cardholders;
- (8) Cancels cards immediately upon employee termination. (Division managers must immediately notify the Purchasing Card Co-ordinator of the termination of employment of any employee who holds an issued Purchasing Card);
- (9) Distributes Purchasing Cards and witnesses that each cardholder signs the Town of Fort Frances Purchasing Cardholder Agreement;
- (10) Reviews and verifies that the monthly transactions are appropriate;
- (11) Ensures cardholder confidentiality.

3.4. FINANCE DIVISION

- (1) Processes the monthly Purchasing Card transactions in the financial software;
- (2) Stores and files all Cardholder original receipts and monthly statements.

3.5. CARD COMPANY

- (1) Co-ordinates and structures the initial implementation of the Purchasing Card;
- (2) Assists in the development and implementation of specific applications;
- (3) Manages all aspects related to client services;

4. HOW DOES THE PURCHASING CARD WORK?

- (1) The Purchasing Card is for business use only.
- (2) The Purchasing Card is a commercial VISA credit card. There are specific merchant limitations, single transaction limits and monthly limits. Each time you use your Purchasing Card, an electronic process verifies that your purchase is within the predetermined limits. If your purchase violates these limits, the supplier will not be able to process your order.

4.1. DECLINED PURCHASE

- (1) If your purchase is not approved call the number on the card to determine the reason for the decline.
- (2) If you believe that the spending limits are too restrictive then you must have your supervisor/manager complete a new request and provide it to the Purchasing Card Co-ordinator.

4.2. RETURNING AN ITEM PURCHASED WITH A PURCHASING CARD

- (1) For all purchases, return the item directly to the supplier and obtain a credit receipt to include with the next monthly statement.
- (2) Cash refunds are prohibited.

4.3. REVIEWING AND RECONCILING MONTHLY STATEMENTS

- (1) Your monthly Purchasing Card Statement will be e-mailed to each cardholder or their supervisor by the 10th of the month.
- (2) It is the responsibility of the cardholder to verify that they have received the monthly statement and verify the accuracy of the statement by reconciling the receipts to the statement. You are checking for:
 - (a) Amounts on the VISA statement that are different from your receipts. (The difference may be a shipping or handling charge).
 - (b) Items on the statement that you did not purchase.
- (3) If you find a discrepancy, follow the instructions under “Incorrect Charges”.
- (4) Attach the receipts with GL codes noted to the monthly statement in the same order as they appear on the statement.
- (5) Sign the statement. Your signature confirms that:
 - (a) the charges are correct with any exceptions noted
 - (b) all receipts are attached
 - (c) all purchases are authorized Town purchases
- (6) Forward the signed statement and receipts to your supervisor/manager for their authorized signature. The CAO is to forward their signed statement and receipts to the mayor for their authorized signature. Forward the statement and receipts to the Finance Division by the due date on the statement.

4.4. INCORRECT CHARGES

- (1) If you find a discrepancy between your quote and statement, call the supplier immediately to resolve the discrepancy. If a transaction on the monthly statement does not belong to you contact the purchasing card company and advise your Purchasing Card Co-ordinator.

4.5. PRODUCT QUALITY/SERVICE

- (1) If you receive a product that is either incorrect or defective allow the supplier a reasonable amount of time to either replace the product, resolve the service issue or issue you a credit.

4.6. LOST OR STOLEN CARDS

- (1) If you have lost your Purchasing Card or had it stolen contact the card company immediately. They will block further use of the existing card and issue a new card and account number.
- (2) Record the name of the person you contacted and the exact time of the call.

5. SPENDING CONTROLS

5.1. CARDHOLDER MONTHLY CREDIT LIMIT

- (1) This monthly limit is the maximum dollar amount authorized for a cardholder within a 30-day billing cycle. Spending limits for each cardholder vary per card and have been set based on discussions with the Manager in conjunction with the Purchasing Card Co-ordinator.
- (2) To allow for ongoing use of each Purchasing Card, cardholder monthly spending limits are replenished automatically by the bank on the day following the issue of statements. The statement day is set for the 6th of each month. Cardholder balances are cleared at midnight on the 6th of each month.
- (3) To request an adjustment to your credit limit, the Manager must complete the Purchase Card Limit Change Request Form and forwarded to the Purchasing Card Co-ordinator. Each request received will be reviewed to determine the viability of the request.

5.2. AUDITS

- (1) The Treasurer will periodically perform internal audits for compliance with Purchasing Card policies and procedures.
- (2) The following non-compliant situations may result in cancellation of a Purchasing Card:
 - (a) Inadequate supporting documentation for purchases,
 - (b) Inappropriate purchases, or
 - (c) Monthly statements that have not been reconciled and signed by the Cardholder and Supervisor/Manager.
- (3) Cardholders may be subject to disciplinary action for the following non-compliant situations:
 - (a) Personal use of the Purchasing Card,
 - (b) Not reporting a lost or stolen Purchasing Card, or

- (c) Other excessive violations of Purchasing Card policies.

5.3. PURCHASING CARD CANCELLATIONS

- (1) If it is necessary to cancel a Purchasing Card, the Cardholder must return the Purchasing Card to the Purchase Card Coordinator. The Purchasing Card Coordinator will contact the Card Company to immediately cancel the card.
- (2) The Purchasing Card Coordinator will cut the card in half and the card may then be disposed of. Reasons for cancellation:
 - (a) Cardholder is no longer employed by the Town,
 - (b) Cardholder goes on leave without pay, or
 - (c) Cardholder is requested to surrender the Purchasing Card due to violation of policies.

6. AUTHORIZED PURCHASES

- (1) Purchasing Cards may be used to purchase the following goods & services:
 - (a) Travel related expenses such as hotel accommodation, airline tickets, car rentals, and conference and seminars fees,
 - (b) Magazine Subscriptions,
 - (c) U.S. purchases or other foreign countries,
 - (d) Library/Text books and other supplies,
 - (e) Supplies and materials,
 - (f) Computer software and hardware,
 - (g) Equipment and Furniture including freight and taxes,
 - (h) Meeting refreshments and lunches, or
 - (i) Any other budgeted items within your scope of responsibility.

7. UNAUTHORIZED PURCHASES

- (1) Purchasing Cards must not be used to purchase the following goods and services:

- (a) Alcoholic beverages, meals (use travel expense report for per diem) and entertainment, or
- (b) Casual labour.

ADMINISTRATIVE REPORT

Subject: Update on Blue Box Recycle Transition

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

Council of the Town of Fort Frances delegated the authority to the Operations and Facilities Manager to decide on if the Town will remain providing blue box services through the transition period of 2023 to 2025 at the Council Meeting of July 11, 2022.

ADMINISTRATIVE RECOMMENDATION:

No recommendation required - report AR-22-0017 is for informational purposes only.

STRATEGIC IMPACT:

Objective 10 - Examine opportunities to generate additional revenue

Objective 13 - Maintain/Enhance existing service levels

OPTIONS & ALTERNATIVES:

N/A

HISTORY:

At the Council meeting of July 11, 2022, the authority to determine if the Town would remain the service provider or pass of the responsibility to Circular Materials Ontario (CMO) was delegated to the Manager of Operations and Facilities. There was a survey provided by CMO that was to be returned no later than July 15th and with the summer meeting schedule and the short notice provided for the survey Council could not have been updated before the deadline. Administration met with CMO to ensure that they had all of the information required to make the best possible decision on the survey response.

ANALYSIS:

From the meeting with CMO, Administration learned that the only responsibility that would fall to the town if we chose to maintain an operational role would be to get materials from curb site to a designated material transfer station. CMO would be responsible to pickup the materials at that site and take it through processing. The issue with this, however is the designated transfer station is, at this time unknown and could be within an

hour drive of the centroid of the community. The Town's depot materials would also be taken to this site at which time the transportation to processing and processing would also be taken care of by CMO.

Given that the Town already operates a transfer station and materials collected all go to, or are collected at the Town's transfer station and the Town is well positioned to continue to operate as the designated transfer station and doing so would reduce the risk of cost increases for the operation of our current depot. CMO had a Request for Proposals out, which closed July 29th relating to the operating of these transfer stations, however due to the workload currently on Administration as well as limitations on Council meetings in summer months, there simply was insufficient time to prepare a proposal for use of the Town's transfer station. In addition the Town's site is not setup to meet many of the requirements of the RFP document that was developed. If there are no local transfer site proposals received, CMO will come back to the Town to negotiate this service.

Given all of the information received, the Town submitted our survey stating we would stay as the collection operator, however under the condition that the Town's transfer station remains as the end location for the materials through transition. The survey response is not binding on the organization, unless service agreements are signed by the Town. Until a transfer station is declared Administration is recommending no agreements be signed by the Town.

CONSULTATION:

Circular Materials Ontario

Other Northwestern Ontario Municipalities



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

July 15, 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
June 2022 Monthly Report**

As per the operating agreement, the attached document is the June 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 CTD'.

Kelly Cunningham
Team Lead

For Ty Maurice
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
June 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 June 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.

JUNE 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	2.2 mg/L	25 mg/L	15 mg/L	28.4 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	4.3 mg/L	25 mg/L	15 mg/L	51.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.19 mg/L	1.0 mg/L	0.9 mg/L	2.18 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	7.70 mg/L 4.06 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		70.7 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 7.3 to 7.6; average pH was 7.5		
Temperature degrees C				Temperatures ranged from 8.5 to 12.0 C; average temperature of effluent was 10.4 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 June was 11416.7 m³/day. This represents 187% of the design average flow. Total treated flow for the month was 342500 m³. There was 1 Manhole 8 overflow event that began in May and ended in June that totaled 286.0 m³. All daily peak flow and total flow numbers were estimates as river level is impeding the outfall flow through our parshall flume. 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
- Greased clarifier drives
- Pumped out digester valve chamber sump
- Flushed digester level sensor

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Gavel Manufacturing removed the old flowmeter and installed the new unit in White Pine lift station drywell
- Reset Milltronics fault at Church Street lift station
- Assisted the TOFF crew to lift the Atlas pump suction piping

PROCESS AND OPTIMIZATION ISSUES

The Atlas Dewatering pump has remained onsite for the month. Blower 3 is providing air to the digesters. Blowers 1 and 2 are providing air to their respective aeration cells. Blower 4 has been sent for repair and a new replacement has been ordered as well.

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 69.6 m3 (9 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 25.5 % TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 92.3 hours in the past month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There was 1 Manhole 8 overflow event that began in May and ended in June that totaled 286.0 m3. There was also 1 UV bypass event that began in May and ended in June and 1 other UV bypass event mid-month.

COMMENTS

Plant power consumption for the month was 525 (x 180 multiplier) kWh.

The Fournier press has been operated 677.8 hours in 2022.

There was 1 Manhole 8 overflow event that began in May and ended in June that totaled 286.0 m3. There was also 1 UV bypass event that began in May and ended in June and 1 other UV bypass event mid-month.

All daily peak flow and total flow numbers were estimates as river level is impeding the outfall flow through our parshall flume.

The Atlas Dewatering pump remained onsite for the month.

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

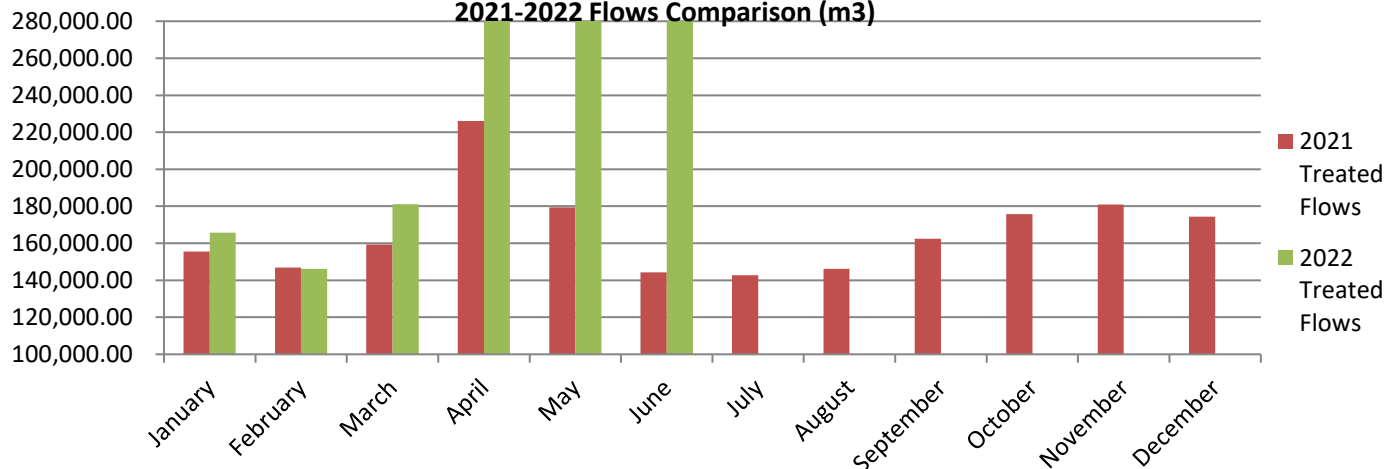
Month	Sewage Flows Year 2022					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.959202195	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.971876775	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.966786604	
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%	118.9	11		
April	12204.4	19452	366133	27675.2	393808.2	136%	102.4	10		
May	16832.1	19000	521795	16930.4	538725.4	187%	91.3	9		
June	11416.7	19000	342500	286	342786	127%	69.6	7		
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				44891.6	1768388.6		590	59		
Average	9477		287250		294731	93%	98.3	9.8		
Max		19452	521795		538725.4			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	19.5	13.1	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	59.3	2.8	31.0	105.9	3.7	44.4	1.55	0.33	3.81	10.4	9.9	742.1	7.3	7.5
May	30.6	2.8	49.7	62.8	5.7	95.6	1.04	0.23	3.90	6.0	7.0	107.0	7.3	7.5
June	27.1	2.2	28.4	68.5	4.3	51.2	0.94	0.19	2.18	7.8	7.7	70.7	7.3	7.6
July														
August														
September														
October														
November														
December														
Average	79.0	3.2	28.5	137.9	3.9	40.8	6.02	0.20	2.06	13.5	11.5	169.6	7.2	7.5
Max	139	4.53	49.7	212.5	5.7	95.6	26.50	0.33	3.90	20.8	16.0	742.1	7.3	7.6
ECA		25	225		25	225		1.0	9.0			200	6.0	9.5

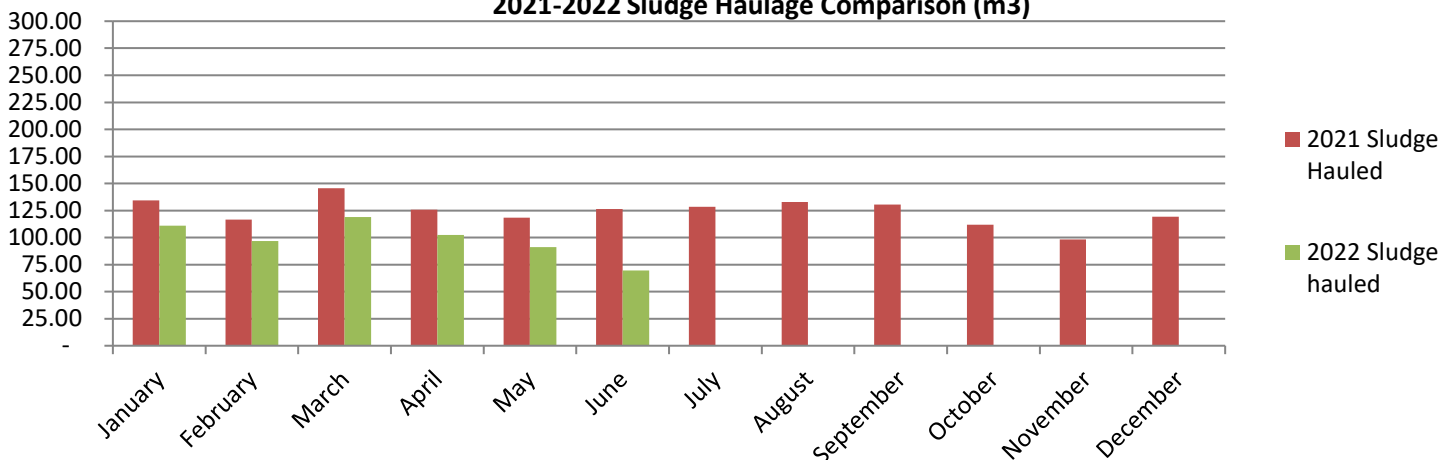
2021-2022 Comparison Chart

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	366,133.00	38%	125.70	102.40	-19%
May	179,453.00	521,795.00	66%	118.30	91.30	-23%
June	144,334.00	342,500.00	58%	126.40	69.60	-45%
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	1,723,497.00	-16%	1,488.00	590.00	-60%

2021-2022 Flows Comparison (m3)



2021-2022 Sludge Haulage Comparison (m3)



Workorder Summary Report

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

Report End Date: Jun 30, 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
2836501			1103, Fort Frances WPCP, Facility, Safety Equipment	PM	Health and Safety	1	YEARS	Fire extinguishers annual inspections (1y)	COMP	6/1/22 12:00 AM	6/3/22 09:03 AM	6/3/22 09:03 AM	Fire extinguishers annual inspections (1y) - SPI did the annual fire extinguisher inspection/maintenance on May 26
2863350			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	6/1/22 12:00 AM	6/30/22 03:09 PM	6/30/22 03:09 PM	
2863366			1103, Fort Frances WPCP	PM	Health and Safety	1	YEARS	Fire Protection System Inspection (1y) 1103	COMP	6/1/22 12:00 AM	6/3/22 09:00 AM	6/3/22 09:00 AM	Fire Protection System Inspection (1y) 1103 - SPI did the annual fire extinguisher inspection/maintenance May 26
2863369			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	6/1/22 12:00 AM	6/19/22 07:00 AM	6/19/22 08:00 AM	H&S Inspection - No issues.
2863704			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	6/1/22 12:00 AM	6/19/22 12:30 PM	6/19/22 01:30 PM	Blower Maint. - I greased all blowers.
2863715	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	6/1/22 12:00 AM	6/21/22 11:55 AM	6/21/22 12:55 PM	Teacup Maint. - I removed the lid to find little to no debris.
2863732			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	3	MONTHS	Clarifiers Inspection/Service (3m) 1103	COMP	6/1/22 12:00 AM	6/26/22 01:09 PM	6/26/22 01:09 PM	
2867275			Fort Frances Water Pollution Control Plant	CALL	Compliance	0		Announced plant Bypass event termination after hours	COMP		6/1/22 08:30 PM	6/1/22 09:30 PM	Announced plant Bypass event termination after hours - After discussing when our bypass termination would likely have to be announced by as well as how close we were to having the bypass start up again with Ty on June 1, we agreed that I would come back to the plant later in the evening to confirm that it was time to terminate.

Workorder Summary Report

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

Report End Date: Jun 30, 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
2870629			1103, Fort Frances WPCP, Process	CALL	Refurbish/ Replace/Repair	0		Plant power failure call in 1103 June 14, 2022	COMP		6/14/22 06:55 PM	6/14/22 10:50 PM	Plant power failure call in 1103 June 14, 2022 - Plant power failure call in 1854 hours. I drove to the plant and then reset the phase loss protection system and main plant power. After acknowledging all alarms on the SCADA computer I started equipment not yet running. Central Avenue lift station had all 3 pumps on at 1930 hours and level was climbing so I drove to the station where I was able to purge some air from pump 2. Pumping immediately improved and the level was under control quickly Reset pump 3 fault at Fifth St. lift station UV bypass Reference #1-1UEH0F began at 2105 hours. Called Julien at SAC 2110 hours, Brian at MOH 2123 hours, Craig TOFF 2125 hours, Geoff in Emo 2126 hours and our manager Ty at 2128 hours. Grabbed a sample of the UV bypass 2132 hours.
2873517	0000246436	PANEL CONTROL PCL	1103, Boundary Pumping Station, Facility	CALL	Refurbish/ Replace/Repair	0		Boundary Road high level alarm call in 1103.	COMP		6/26/22 08:30 PM	6/26/22 10:00 PM	Boundary Road high level alarm call in 1103. - I was called by the auto dialer at 2030 hours for a Boundary Road lift station high level alarm. I drove to the plant and called CommunicAction. I was able to acknowledge the alarms on the SCADA computer. There were several other Boundary Road alarms that had come in at the same time that were acknowledged as well. This indicates to me that a PLC error had occurred but was fine now.

Workorder Summary Report

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

Report End Date: Jun 30, 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
2874368	0000246422	METER LEVEL MULTIRANGER PLUS	1103, Church Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		Church Street high level alarm call in 1103	COMP		6/27/22 06:35 PM	6/27/22 10:00 PM	Church Street high level call in 1103 June 27/22 - I was called by the auto dialer at1836 hours for a Church Street lift station high level alarm. I called CommunicAction and drove to the plant. I acknowledged the alarms on the SCADA computer and then drove to the station where both pumps were operating correctly but level was high. I then drove to the White Pine lift station where I found that the wet well was high and there were multiple alarms on the Atlas pump HMI. I started one of the lift station pumps and then acknowledged the Atlas pump alarms and was able to run it. I called Craig Miller to discuss the situation and I will let him know how everything is running once the levels are normal. Levels at Church Street and White Pine lift stations are normal and pump 1 at White Pine lift station is keeping up fine. I notified Craig miller that the Atlas pump is currently off and we will run pump 1 at White Pine lift station overnight. Craig will have a town crew address the Atlas pump issues in the morning.