



REGULAR MEETING OF COMMITTEE OF THE WHOLE AGENDA

August 8, 2022 5:30 PM

MEETING - Committee Room and Council Chambers, Civic Centre

Session # 104

Microsoft Teams meeting

Join on your computer or mobile app

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Or join by entering a meeting ID

Meeting ID: 251 045 884 598

Passcode: 4d5dQR

Or call in (audio only)

[+1 807-701-5975,,649181037#](#) Canada, Thunder Bay

Phone Conference ID: 649 181 037#

Page

1. Call to Order/Roll Call

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

3. Delegations/Deputations: None

4. Council Reports on Board & Committee Activity:

4.1 Mayor Caul - Verbal Update

Councillor Behan - Verbal Update

Councillor Brunetta - Verbal Update

Councillor Hallikas - Verbal Update

5. Consent Agenda:

5.1 Approval of Consent Agenda

Recommendation: THAT the matters listed on the Consent Agenda be referred to the Consent Agenda for the Regular Meeting of Council later tonight for approval being items #5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11 and 5.12.

6 - 7

5.2 New Official Plan and Zoning By-Law - Technical Advisory Committee

Recommendation: THAT on the recommendation of the Planning and Development Executive Committee Council approves the development of a Technical Advisory Committee for the facilitation of the new Official Plan AND THAT the Zoning By-law consisting of the following Composition:

1. Up to two members of administration
 2. One member of the Committee of Adjustment
 3. One member of the Economic Development Executive Committee
 4. One member of the MAT Committee
 5. One member of the BIA Board
 6. Up to four citizen members (local developers, stakeholders or general public)
 7. One member of the Fort Frances Chamber of Commerce
- And that the Terms of Reference of the Committee be brought back to Council at a future meeting for approval.

8 - 11 5.3 Relocation of the Hallett & Owandem

Recommendation: THAT the Council of the Town of Fort Frances approves the request to find a permanent home for the Hallett and Owandem, near the Sorting Gap Marina/Shevlin Wood Yard development, as detailed in the report attached by Kayleigh Speirs, Museum Curator, and

FURTHER THAT the Council approves an unbudgeted capital expenditure for 2022 that will be used to start the design phase of this project to ensure construction can begin in the summer of 2023.

12 - 18 5.4 Request for Reconsideration Minutes of Settlement for 1124 Third St E Roll# 5912-030-007-06400-0000

Recommendation: *THAT the Committee of the Whole of Council recommend processing the request for reconsideration minutes of settlement for the property located at 1124 Third Street East for 2022 as received.*

19 - 22 5.5 BIA Request to place large Christmas Tree at Rainy Lake Square

Recommendation: 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.

23 - 24 5.6 Award of RFP 2022-OF-13 Internal Quality Assurance Audit Service for the Fort Frances Airport Safety Management System

Recommendation: THAT 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.

- 25 - 33 5.7 Approval of an unbudgeted capital expenditure for survey work at Riverview Cemetery
- 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
- 34 - 35 5.8 Award of Tender T-2022-10 - MHSW Services to host 2022 Household Hazardous Waste Event
- Recommendation:** THAT 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.
- 36 - 45 5.9 June 2022 Water System Monthly Report
- Recommendation:** *THAT Council approval of this report will accept the June 2022 report prior to it being made available to the general public.*
- 46 - 81 5.10 Adoption of the Town's Levels of Service Framework
- 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
- 82 - 88 5.11 Make a Big Splash Spray Park Advisory Committee Update
- Recommendation:** THAT 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.
- 89 - 96 5.12 Entering into an easement agreement with the Township of Albertain
- Recommendation:** THAT 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 Albertain 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.

6. Administration and Finance Division:

- 97 - 99 6.1 2022 Moffat Funding Disbursement

***THAT** approval of this report will endorse the inclusion of the application from 908 Rainy Lake Squadron Royal Canadian Air Cadets and **FURTHER THAT** Council approve the grant funding allotted for 908 Rainy Lake Squadron Royal Canadian Air Cadets and the revised funding for the Kiwanis Club as recommended by the Moffat Fund Steering Committee for the year 2022.*

- 100 - 104 6.2 Contribution Agreement Amendment – Microgrid Feasibility Study

Recommendation: It is the recommendation of Administration:

THAT Council of the Town of Fort Frances authorize the amendment in the contribution agreement to reflect the change in project completion date;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the amendment document on behalf of the corporation.

7. Planning and Development Division:

- 105 - 110 7.1 Lot 26 Industrial Park - Surplus Declaration for Disposition

Recommendation: THAT Council approval of this report will recommend declaring Lot 26 in the Industrial Park, legally described as LOTS 26 PL48M353 MCIRVINE; TOWN OF FORT FRANCES (PIN 56019-1146), as surplus for the purpose of direct sale and that notice be provided once in the Fort Frances Times.

8. Operations and Facilities Division:

- 8.1 Verbal Update on Capital Projects

9. General:

- 9.1 Integrity Commissioner Report Notice of Intent

Recommendation: THAT the delegated Integrity Commissioner for the Town of Fort Frances has provided notice that an inquiry with respect to an Allegation of a Violation of the Town of Fort Frances Council Code of Conduct & MCIA relating to Mayor Caul Complaint #5 has been completed and that a report overview will be provided at the _____.

10. Information:

- 111 10.1 2022 Reserves Q2 to Council
- 112 - 114 10.2 2022 General Fund
- 115 10.3 2022 June Water Sewer Fund
- 116 - 117 10.4 Fire Rescue Service May 2022 Report
- 118 - 120 10.5 Fire Rescue Service June 2022
- 121 - 122 10.6 Update on Blue Box Recycle Transition
- 123 - 132 10.7 June 2022 Wastewater Treatment Monthly Report

11. ADJOURNMENT

11.1 The meeting adjourned at _____.

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

**Town of Fort Frances
Administrative Report**

TO: Mayor & Council
FROM: Cody Vangel, Chief Building Official & Municipal Planner
SUBJECT: **New Official Plan and Zoning By-law - Technical Advisory Committee**
DATE: August 8, 2022

Issue:

Consideration of creating a Technical Advisory Committee for the development of the new Official Plan and Zoning By-law.

Strategic Impact:

1. Attracting new industry and attracting investment for local business development.
2. Promotion of Tourism / Destination Tourism
3. Develop a plan for the Shevlin Woodyard
11. Undertake residential development

Options/Alternatives:

1. Recommend approval of Technical Advisory Committee;
2. Recommend amendment to Technical Advisory Committee; or
3. Recommend rejection of Technical Advisory Committee.

Administrative Recommendation:

Recommended to develop a Technical Advisory Committee for the facilitation of the new Official Plan and Zoning By-law consisting of the following Composition:

1. Up to two members of administration
2. One member of the Committee of Adjustment
3. One member of the Economic Development Executive Committee
4. One member of the MAT Committee
5. One member of the BIA Board
6. Up to four citizen members (local developers, stakeholders or general public)
7. One member of the Fort Frances Chamber of Commerce

And that the Terms of Reference of the Committee be brought back to Council at a future meeting for approval.

History:

The Town of Fort Frances has retained WSP Canada Inc. (WSP) as the successful consultant to create a new Official Plan and Zoning By-law for the Town. WSP proposes an in-depth consultation strategy with the general public, key stakeholders and neighboring indigenous communities. WSP strongly recommends that a Technical Advisory Committee (TAC) be struck to provide recommendations to the Planning and Development Executive Committee and the whole of Council on key components and topics that will be encountered through the project.

Analysis:

WSP has strongly recommended against having the TAC be formed that is only composed of Town administration members, therefore the following composition is recommended:

1. Up to two members of administration
2. One member of the Committee of Adjustment
3. One member of the Economic Development Executive Committee
4. One member of the MAT Committee
5. One member of the BIA
6. Four citizen members (local developers, stakeholders or general public)
7. One member of the Fort Frances Chamber of Commerce

Additional seats may be further recommended by Council to include into the list. WSP recommend 8-12 members being a comfortable number, but no greater than.

If Council wishes to proceed, a draft term of reference would be brought forward to the inaugural TAC meeting for review, comment and approval. The Terms of Reference for the TAC would then be brought back to Council for approval.

The proposed TAC composition is intended to include members from all walks of life and backgrounds with a key goal to see an Official Plan and Zoning By-law that will permit and create a Town of Fort Frances that can grow and prosper as a leading community in Northwestern Ontario.

As a result of the proposal submitted by WSP, the general intent and vision (subject to approval of the TAC and terms of reference) would be:

“that information is shared, examples can be explained, and various scenarios can be played out. A TAC allows for a common ground and foundation to understand policies, zoning provisions and their implications, the needs and technical issues from landowners/developers, and to ensure that the OP and ZBL documents are reflective of current and potential future needs and aspirations for the Fort Frances community, which includes seasonal residents, business owners, and visitors to the area.

The TAC would be asked to review key background documents and draft and final versions of the OP and ZBL and provide technical input on key policy and zoning issues through the OP and ZBL review process.”

It would be intended that members assigned to the Committee would not be members of Council, as Council will be the final decision maker on the project documents.

The Planning and Development Executive Committee considered this matter and recommended approval of the committee and proposed the addition of up to two members of administration and one member of the Chamber of Commerce with their recommendation.

Consultation:

- Senior Management
- WSP Canada Inc.
- Planning and Development Executive Committee

Supporting Document / Financial Documents:

- N/A

ADMINISTRATIVE REPORT

Subject: Relocation of the Hallett & Owandem
Date: 2022-08-03
To: Committee of the Whole of Council
From: Tyler Young, Recreation & Culture Manager
File Number: N/A



ISSUE

- (1) The Hallett and Owandem's relocation to a permanent location that will help preserve, protect, and showcase both vessels, while highlighting the historic contributions that they have made to the community.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT the Council of the Town of Fort Frances approves the request to find a permanent home for the Hallett and Owandem, near the Sorting Gap Marina/Shevlin Wood Yard development, as detailed in the report attached by Kayleigh Speirs, Museum Curator, and

FURTHER THAT the Council approves an unbudgeted capital expenditure for 2022 that will be used to start the design phase of this project to ensure construction can begin in the summer of 2023.

STRATEGIC IMPACT

- *Objective 2 – Promotion of Tourism/Destination Tourism.*
- *Objective 3 – Develop a Plan for the Shevlin Woodyard.*

OPTIONS & ALTERNATIVES

- (1) Approve the request, as presented.
- (2) Deny the request.
- (3) Committee provides alternative direction.

RELOCATION OF THE HALLETT & OWANDEM**ANALYSIS**

On May 30th, 2022, the Hallett, our community's historic tugboat, was removed from the water because of the unprecedented flooding along the Rainy River. The action was preventative, as the extremely high water levels posed a significant risk to the vessel, as it was on the verge of breaching its cradle and floating down the river. Without this preventative action, the resulting floodwaters could've proved catastrophic for the tugboat. Much the same as they did for the 117-year-old James Whalen Tugboat in Thunder Bay, which sunk and became completely submerged as a result of the flooding this Spring.

Now that the floodwaters are receding, the Hallett needs to move from its temporary resting place on the shore of the Rainy River. This provides us with an opportunity. An opportunity that would allow us to bring the Hallett and the Owandem together, by placing them in a dry berth near the Sorting Gap Marina/Shevlin Wood Yard development. From a conservation viewpoint, this would allow us to preserve and protect the vessels from future flooding. In addition, it would also allow us to showcase the ships in a cohesive way that would highlight the impressive history of the vessels and the historic contributions that they have made.

Please find attached a report dated July 24th, 2022, from Kayleigh Speirs, Museum Curator, Town of Fort Frances. The report details a three-phased approach and timeline for this particular project. The first step in the process will be to issue an RFP to secure a landscape architecture firm to do the design work in preparation for grant applications and construction, which in turn, will be brought before Council for final approval before proceeding, outlining true costs and schedule of expenditures. At this time, it is anticipated that the design works will cost in the neighborhood of \$30,000 to \$40,000, which is an unbudgeted expenditure that will be funded by the Corporate Projects reserve or through the year end surplus.

CONSULTATION

- Museum and Cultural Centre Advisory Committee - Fort Frances Museum
- Kayleigh Speirs, Museum Curator - Town of Fort Frances
- Travis Rob, Manager of Operations and Facilities – Town of Fort Frances

SUPPORTING DOCUMENTS

- (1) Report from Kayleigh Speirs, Museum Curator – Town of Fort Frances.

259 Scott St.
Fort Frances, ON, P9A 1G8



P: (807) 274-7891
E: ffmuseum@fortfrances.ca

July 24th, 2022

Report To: Tyler Young, Recreation and Culture Manager

From: Kayleigh Speirs, Museum Curator

RE: Revitalization of waterfront location for the Hallett and Owandem

On May 30, 2022, history was made in Fort Frances when the historic Hallett tugboat was taken out of the water in order to prevent it from breaching its cradle and drifting away due to the extensive flooding in the area. Attempts had been made to weigh the Hallett down using concrete blocks, however, due to the unprecedented high-water levels, the tug had shifted in its cradle and needed to be safely removed. During the rigging of the tug in preparation for the removal, the diver hired to complete the rigging noted that the stern concrete cradle had cracked at some point and would require remedial repairs before the boat could be safely returned to its location in the water.

While the Hallett has been out of the water, we have had time to consider the long-term care and sustainability of our beloved tug and have been exploring options for how to better conserve and share this important piece of our town's history. We have developed a three-phased approach (see Table 1) for how to move forward with the Hallett's conservation and exhibition. We are also taking advantage of this opportunity to include the Owandem tugboat in our plans, as well as the creation of new educational signage and programming, and an update to the educational signage presently located along the waterfront.

It is the recommendation of the Museum Curator that:

1. The Hallett **not** be returned to its location in the water;
2. This project will include the Owandem, as well as the creation of new - and the revitalization of current - educational signage along the waterfront;
3. The Hallett and Owandem be placed together on land at the waterfront near the current berth location;
4. We move forward with a three phased approach consisting of a design phase, construction phase, and education phase (see Table 1);
5. We take advantage of this opportunity to conduct community engagement with Couchiching First Nation and/or all Agency 1 communities to ensure waterfront signage is telling important and culturally significant stories in both English and Anishinaabemowin;
6. and finally, that an unbudgeted capital expenditure be approved to start the design works, and to facilitate the application to funding programs, in preparation for construction to be completed in summer 2023.

259 Scott St.
Fort Frances, ON, P9A 1G8



P: (807) 274-7891
E: ffmuseum@fortfrances.ca

Table 1.

Proposed Project Timeline		
Phase	Date	Activity
1 Design	Fall/Winter 2022	Designs for berth for both boats are obtained
		Grant proposals to subsidize funding for the project are submitted
2 Construction	Spring/Summer 2023	Construction of berths for both boats
		Repairs are conducted on Hallett and Owandem as needed/required
		Boats are placed in their berths
3 Education	Winter 2024	Community engagement regarding messaging for educational signage
		Educational signage is written and designed
	Spring/Summer 2024	Educational signage is installed

Respectfully submitted,

Kayleigh Speirs, MES
Museum Curator
Fort Frances Museum & Cultural Centre

ADMINISTRATIVE REPORT

Subject: Request for Reconsideration Minutes of Settlement for 1124 Third St E Roll# 5912-030-007-06400-0000
Date: 2022-08-08
To: Committee of the Whole of Council
From: Dawn Galusha, Treasurer
File Number: TRE2022-39



ISSUE

- (1) Request for Reconsideration Minutes of Settlement for 1124 Third St E Roll# 5912-030-007-06400-0000

ADMINISTRATIVE RECOMMENDATION

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

THAT the Committee of the Whole of Council recommend processing the request for reconsideration minutes of settlement for the property located at 1124 Third Street East for 2022 as received.

STRATEGIC IMPACT

N/A

OPTIONS & ALTERNATIVES

- (1) Approve the request for reconsideration.
- (2) Deny the request.

HISTORY

Attached are the Minutes of Settlement for the 2022 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

1124 Third Street East- Residential (RT) CVA of 316,000 decreased to CVA of 305,000, effective January 1, 2022 for the 2022 taxation year resulting from updated bathroom and structure data.

ANALYSIS

The Municipality may object to the *Request for Reconsideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being October 20, 2022.

REQUEST FOR RECONSIDERATION MINUTES OF SETTLEMENT FOR 1124 THIRD ST E ROLL# 5912-030-007- 06400-0000

That total financial impact of the Minutes of Settlement is \$220.41 consisting of a reduction of municipal revenue of \$203.58 and education revenue of \$16.83 as listed in the attached Tax Account Adjustment worksheet.

CONSULTATION

N/A

SUPPORTING DOCUMENTS

- (1) Tax Account Adjustment Worksheet
- (2) Results of Request for Reconsideration



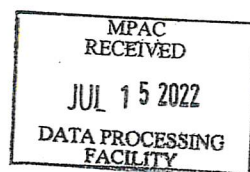
# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS	2022	3.7064	RETP	-11,000	0.01850739	0.00153000	-203.58	-16.83						-220.41

**Minutes of Settlement
2022 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MILLER, WILLIAM TYLER
1124 THIRD ST E
FORT FRANCES ON P9A 1S5



Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility
needs, please contact MPAC
for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	MILLER, WILLIAM TYLER
Roll number	59-12-030-007-06400-0000
Property location and description	1124 THIRD ST E PLAN SM50 LOT 135 & 136 PCLS 135-1 & 136-1
Municipality/Local taxing Authority	FORT FRANCES TOWN

CURRENT Property Assessment

**Property
Classification**

Residential (RT)
Total

Current Value Assessed	
2012	2016
\$310,643	\$316,000
\$310,643	\$316,000

**Property
Classification**

Residential (RT)
Total

Effective date: January 01, 2022

Phase-in Assessment for Taxation Years	
2022	
	\$316,000
Total	\$316,000

RECOMMENDED Property Assessment

**Property
Classification**

Residential (RT)
Total

Current Value Assessed	
2012	2016
\$310,643	\$305,000
\$310,643	\$305,000

**Property
Classification**

Residential (RT)
Total

Effective date: January 01, 2022

Phase-in Assessment for Taxation Years	
2022	
	\$305,000
Total	\$305,000

Why your property assessment changed

- Updated bathroom data
- Updated structure data

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2022 property taxes.

Please check (✓) one of the following:



I **accept** my recommended assessment

I understand that if I **accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR



I **reject** my recommended assessment

I understand that if I **reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by June 20, 2022.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway,
Suite 101, Pickering ON L1V 0C4

We must receive your response no later than April 17, 2022. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

*Received
July 5/22*

Signature of property owner/representative <i>William Miller</i>	Print name William Miller	Date (yyyy/mm/dd) 22/7/7
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Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2022/03/22
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Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: October 20, 2022

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2022

Roll Number: 59-12-030-007-06400-0000

Date: 7/22/2022 2:42:04 PM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07222022MIL

Account Number	Account Description	Amount
10-001-0000-0040-10241	Taxes Receivable- Current	-\$220.41
10-010-0150-0121-50018	Residential - EP	\$203.58
10-010-0151-0121-50018	Residential - EP	\$16.83
	Report Total:	\$0.00

=====
*** E N D O F R E P O R T ***

Date: 7/22/2022 2:39:23 PM
User: hhatch

Town of Fort Frances
Assessment Changes Report

Page: 1

AGENDA ITEM #5.4

Journal: PTASM00000276

Balance: HH07222022MOS
2022 MOS - MILLER

Document	Roll #	Lot Qtr	Block Sec Twp Rge Mer
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22186	030007064000000	135	SM5
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Primary Owner: MILLER WILLIAM TYLER

Assessment Year: 2022 Assessment Date: 7/22/2022

Change Code: MOS Minutes of Settlement

Assessment Change Type: Write Offs

Current/New	Base	Code	Description	Land	Improvements	Other	Current Value Assessment
Current	General	RTEP	Res/Farm Tx:Full - EPubSup	0	0	316,000	316,000
				0	0	0	
New	General	RTEP	Res/Farm Tx:Full - EPubSup	0	0	-11,000	
				0	0	0	

*** END OF REPORT ***

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.

BIA REQUEST - TREE AT THE RL SQUARE**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.

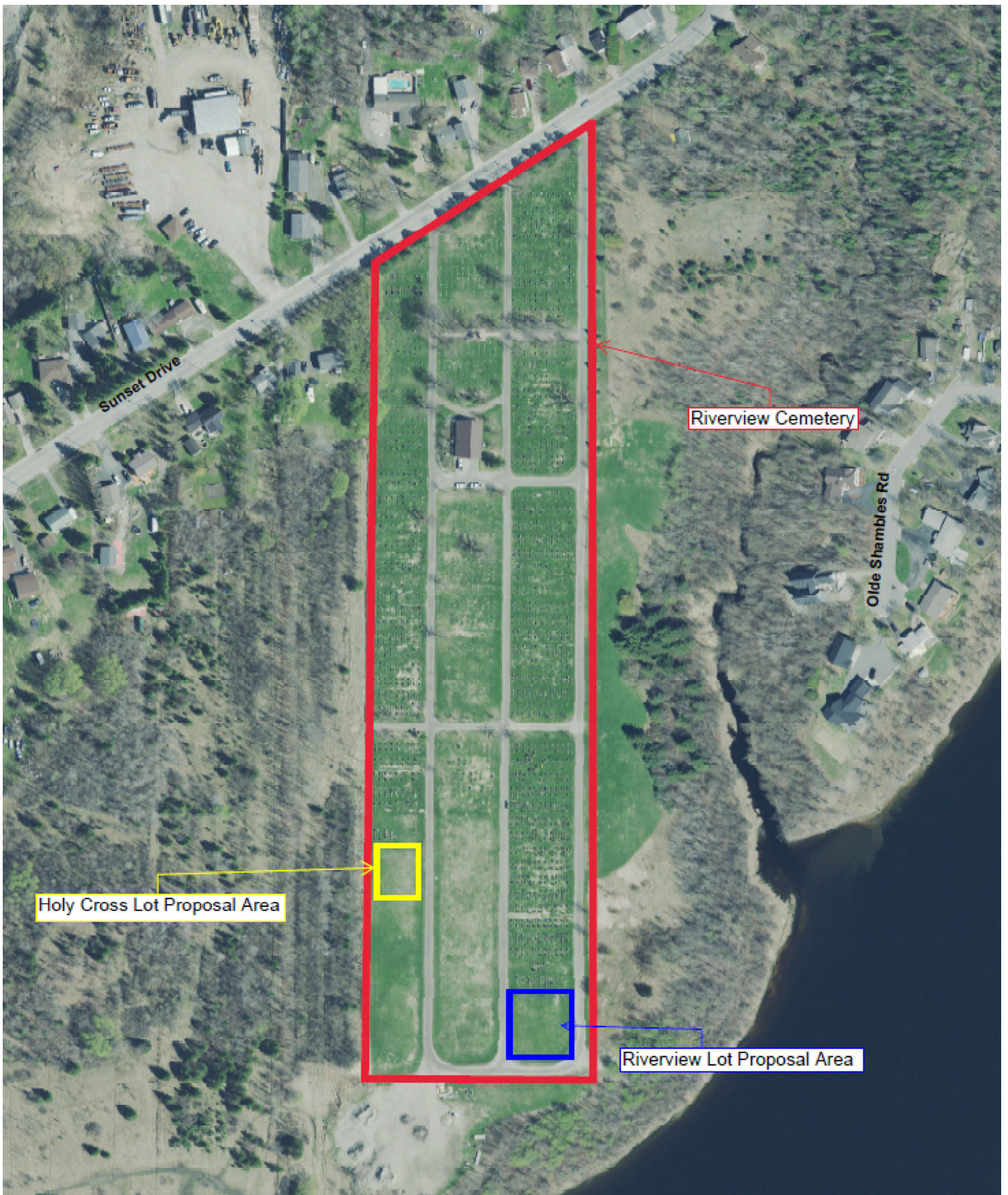
The request aligns with the Town's Strategic Plan where we strive to maintain/enhance existing levels of service.

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')



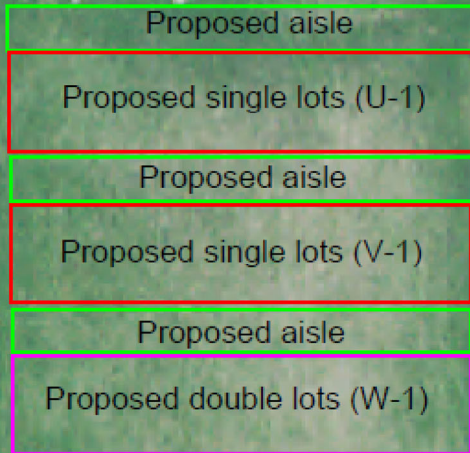
Doubles lot (10' by 10')



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 - MHSW 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

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 m ³	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 m ³	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 m ³	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: Carly Miller
Email: cmiller@fortfrances.ca

Signature: Tim Robb
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

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By:	Craig Miller (cmiller@fortfrances.ca)
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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

Adoption of the Town's Levels of Service Framework

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', with a stylized, cursive script.

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

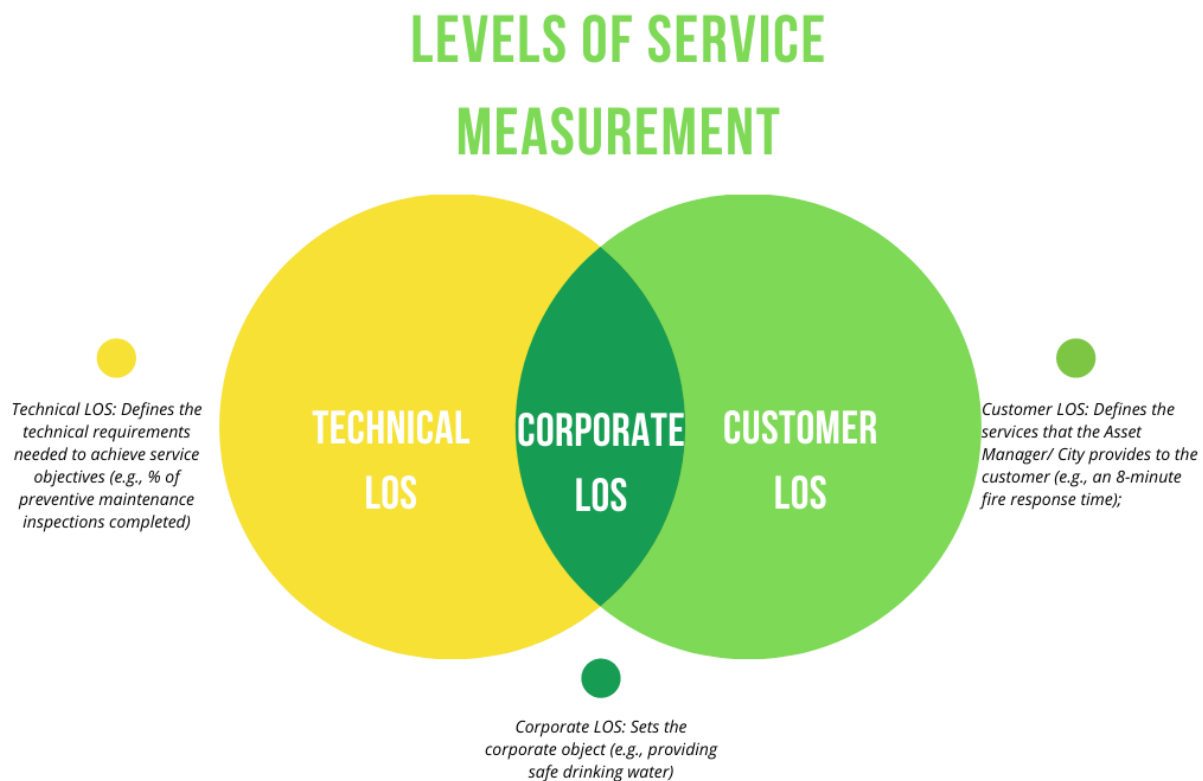


- **Safe:** Services are provided in such a way that emphasizes health and safety, and minimizes risk
- **Reliable:** Services are consistent and predictable.
- **Suitable:** Services are appropriate for their intended purpose (fit for purpose).

- 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 (IJPA) 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.

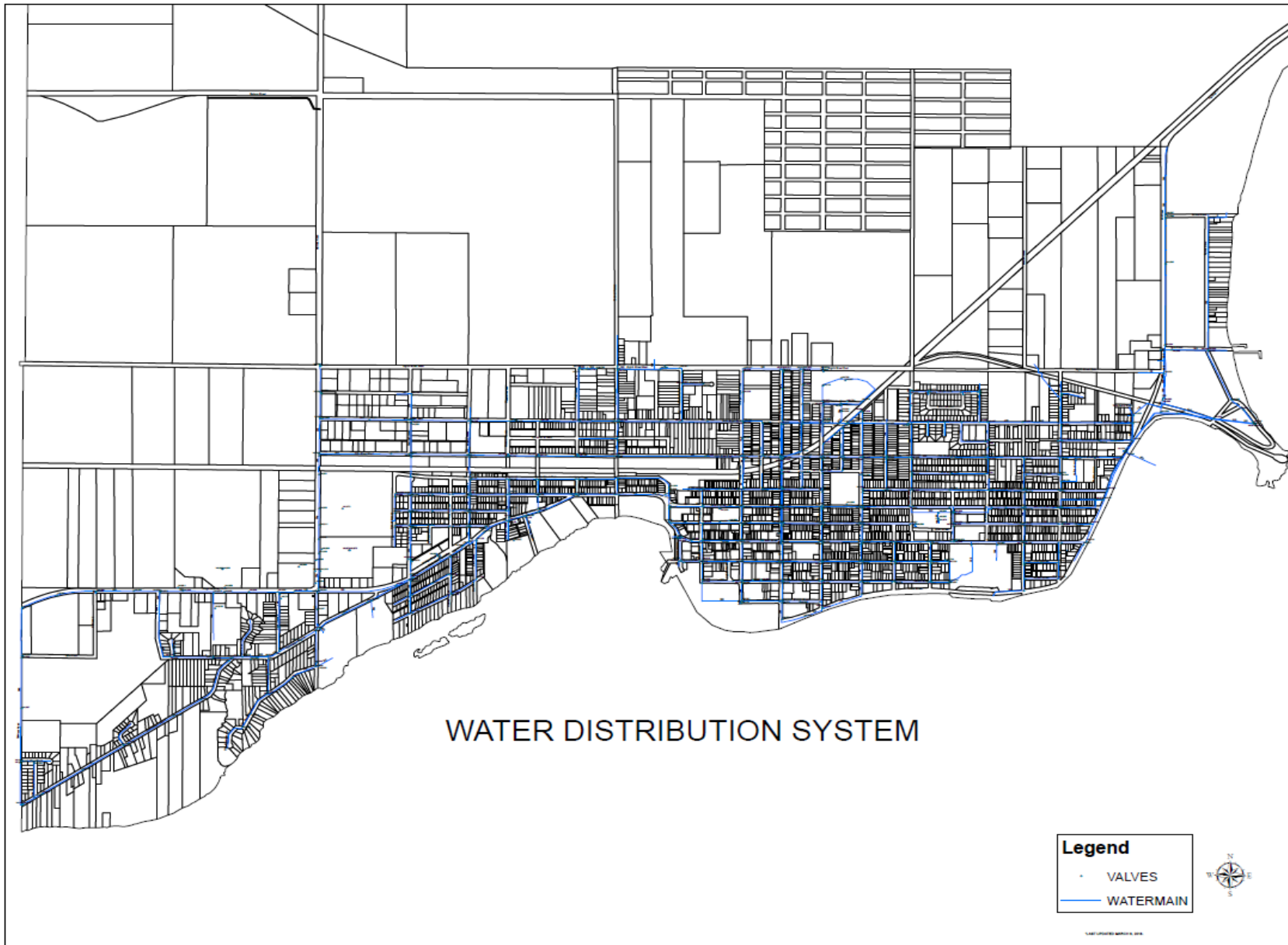


Figure 3: Fort Frances Municipal Water Distribution Network

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	2019	2020	2021
	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

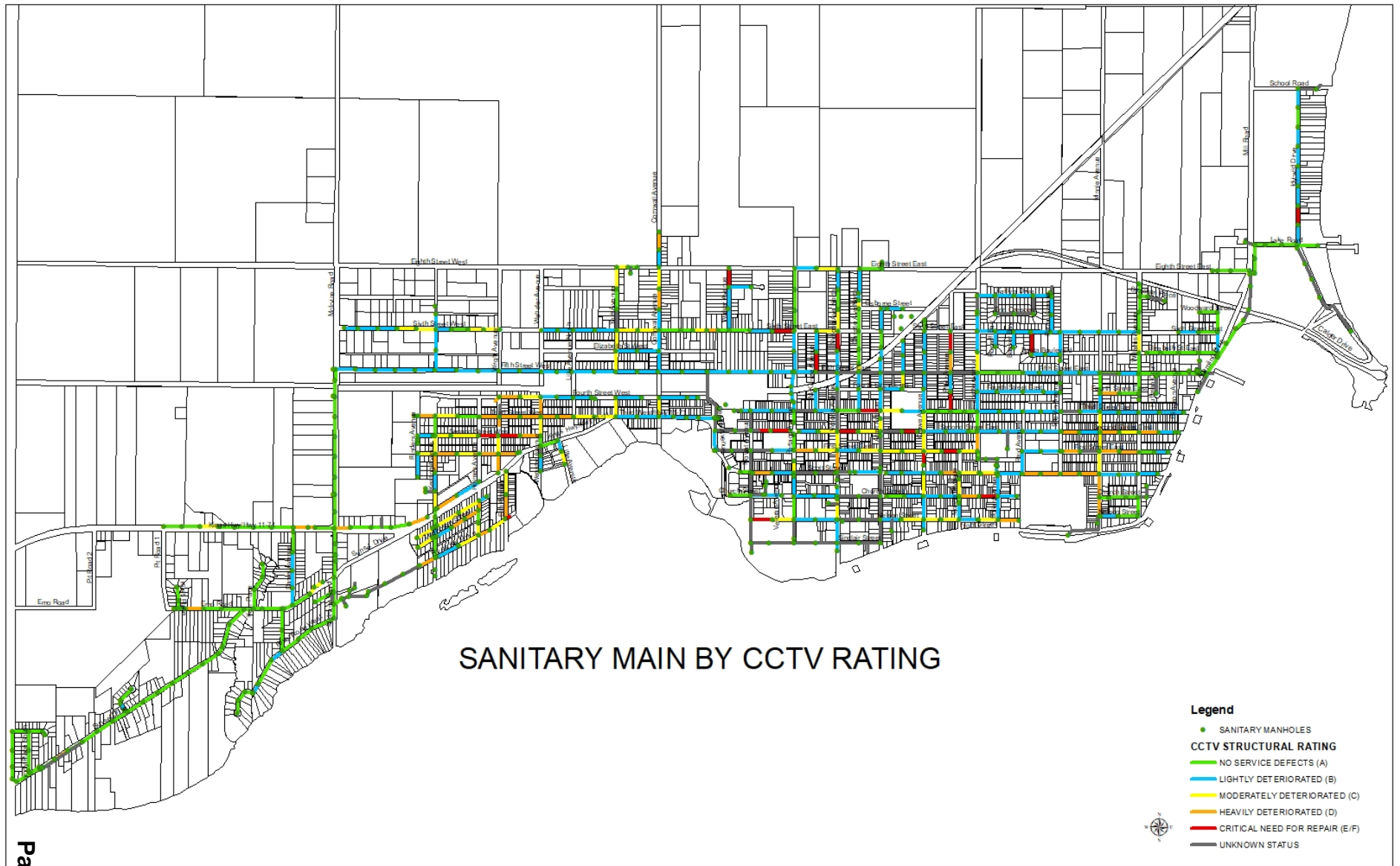


Figure 4: Extent of the Town's Wastewater Sewers, by CCTV Rating

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.

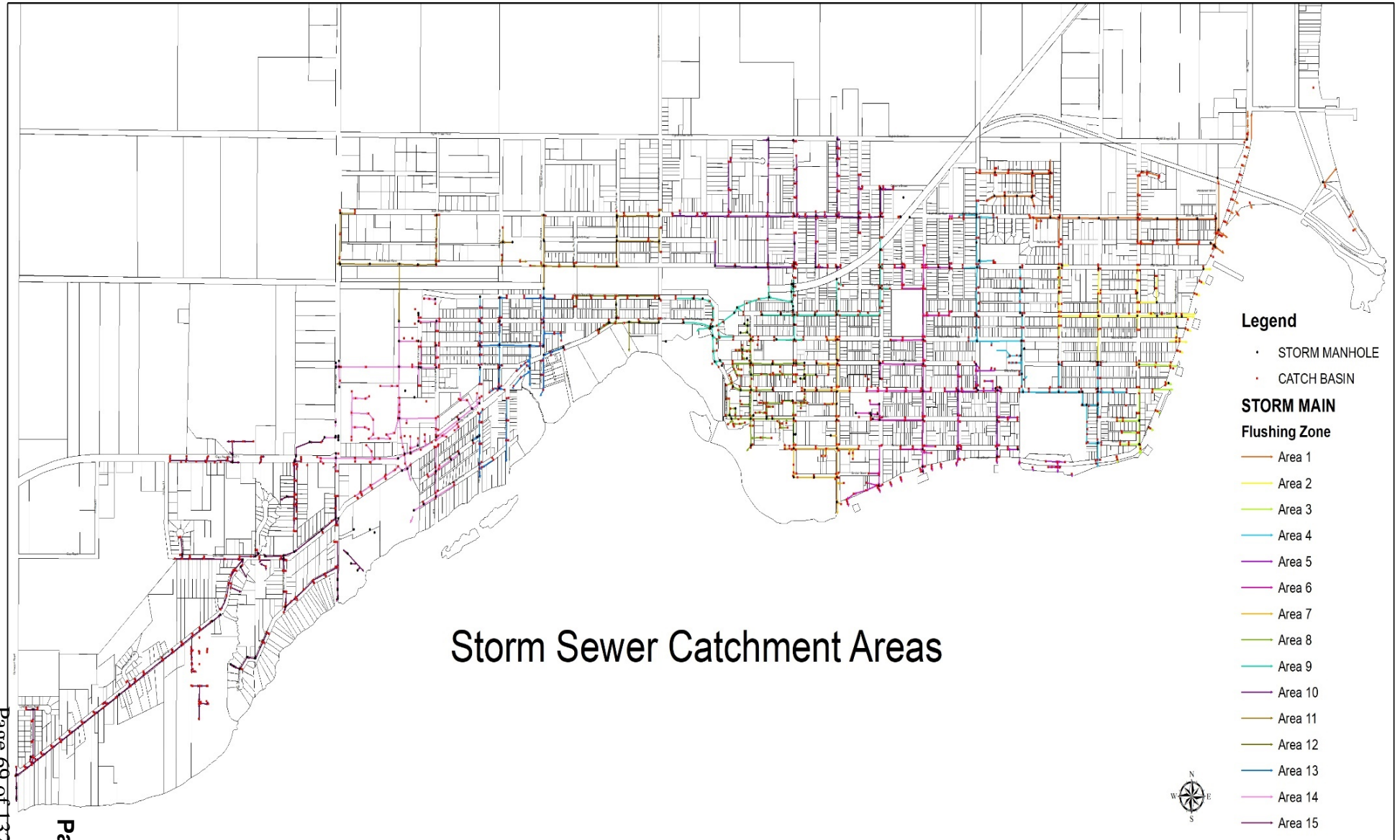


Figure 5: Extent of Municipal Stormwater Management System

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.

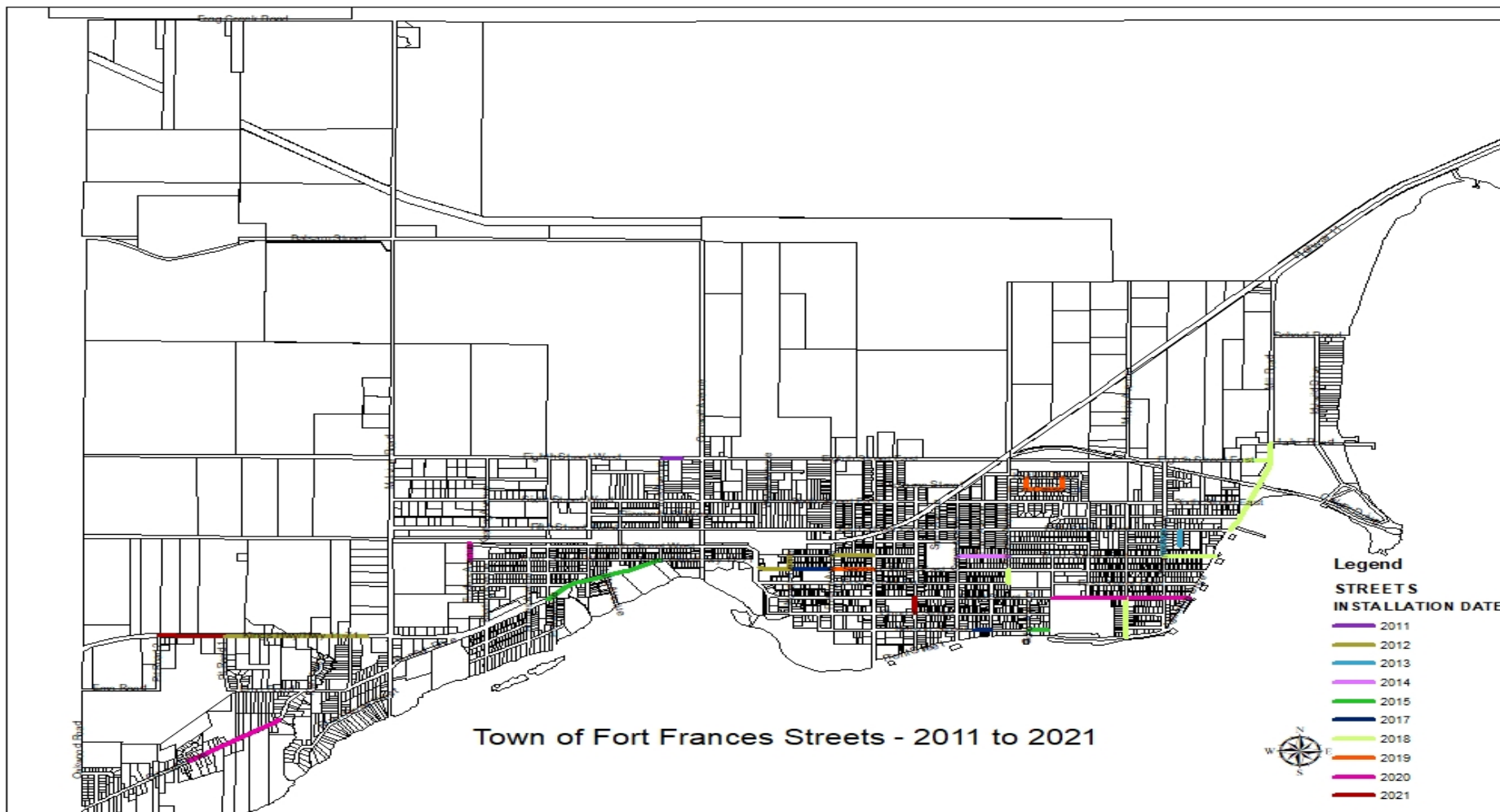


Figure 6: Town of Fort Frances Road Installation History Map 2011-2021

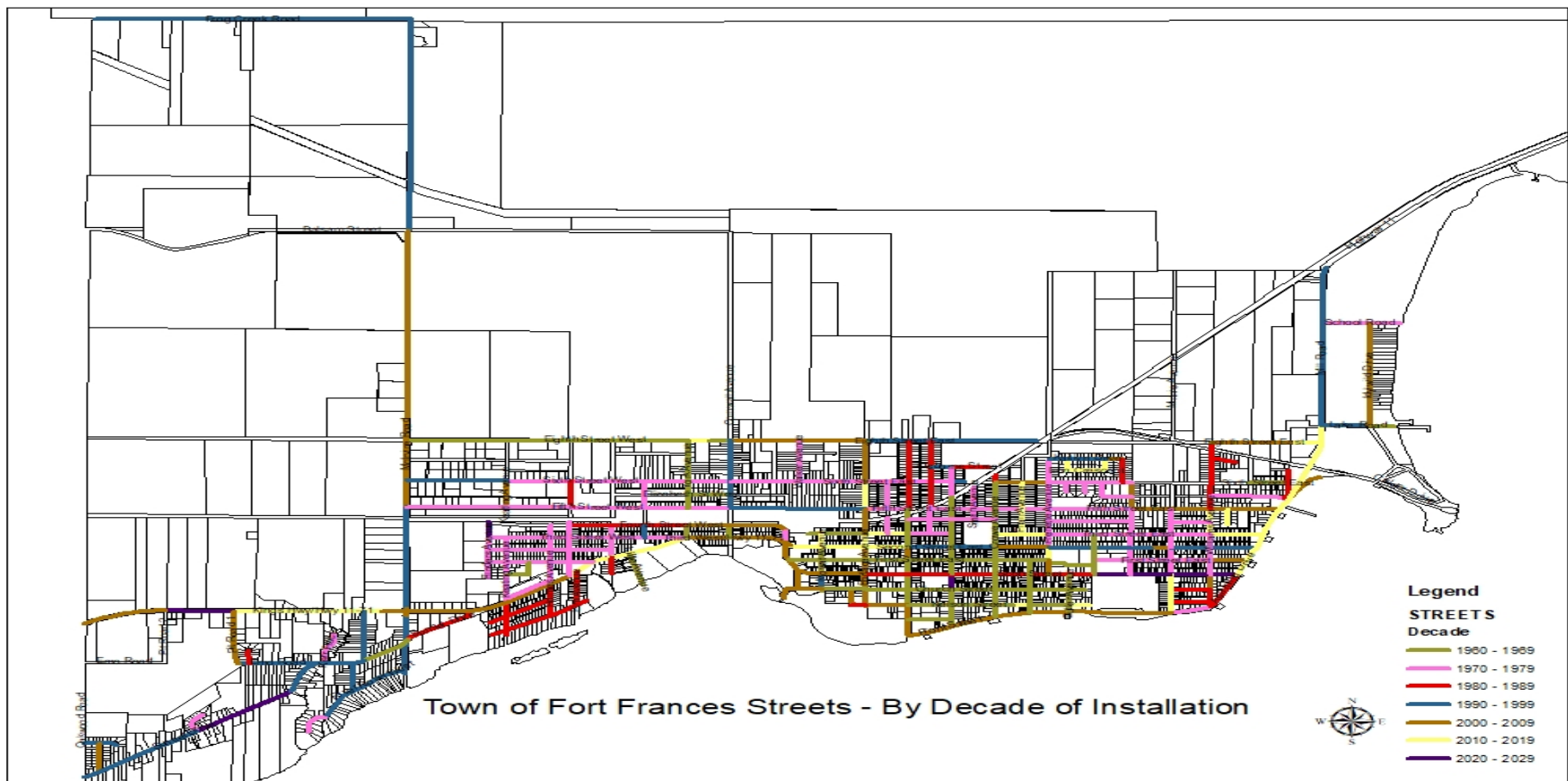


Figure 7: Town of Fort Frances Road Installation History Map by the Decade

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	<i>Number of lane-kilometers as a proportion of sq. km of the town's land area (lanes*km/km²)</i>		
	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:

Make a Big Splash Spray Park Advisory Committee Update

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 Refrence](#)
[Location Resolution](#)
scans@fortfrances.ca 20220725 134854

Make a Big Splash Spray Park Advisory Committee Update

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.

Entering into an easement agreement with the Township of Alberton

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

WE HAVE AUTHORITY TO BIND THE CORPORATION. (seal)

THE CORPORATION OF THE TOWN OF FORT FRANCES

Per: _____
June Caul, Mayor

Per: _____
Gabrielle Lecuyer, Municipal Clerk

WE HAVE AUTHORITY TO BIND THE CORPORATION. (seal)



DATE: July 26, 2022
 TO: Mayor and Council
 FROM: Karyn Haney, Committee Resource
 SUBJECT: 2022 Moffat Family Fund Grant Allocations

Issue

Disbursement of 2022 Moffat Funding

Facts

- The Town of Fort Frances received a \$97,000.00 charitable grant in 2022 from the Winnipeg Foundation, through a generous contribution from the Moffat Family Fund.

Moffat Family Fund Steering Committee ("the committee") is comprised of the following members: Mayor June Caul, Councillor Mike Behan, Councillor John McTaggart, Mrs. Linda Hamilton from the Community Chest, and Ms. Shelley Shute, Rainy River District Social Services Administration Board. Serving as resources to this group are Faisal Anwar, CAO and Karyn Haney, Committee Resource.

At the Council meeting of July 11th, 2022, disbursement of 2022 Moffat funding was presented to the 10 successful applicants. On July 17, 2022, it was brought to the attention of Committee Resource, Karyn Haney that one application submitted had not been included in the report presented to Council.

After review, it was determined that the application submitted on behalf of 908 Rainy Lake Squadron Royal Canadian Air Cadets was misfiled and as such was not included with the submission to the Moffat Fund Steering Committee at the meeting of April 8th, 2022, or in the report to Council on April 20, 2022. The 10 applications submitted at that meeting were each deemed eligible for consideration.

On July 18, 2022, Committee Resource, Karyn Haney informed the Moffat Fund Steering Committee of the administrative error, and it was decided by the Committee that the application from 908 Rainy Lake Squadron Royal Canadian Air Cadets be approved. After the allotment of funds were carefully re-considered by the committee, the Committee made the recommended financial support allocations. The following applications are being recommended for financial support in 2022.

RECOMMENDATION

THAT approval of this report will endorse the inclusion of the application from 908 Rainy Lake Squadron Royal Canadian Air Cadets and **FURTHER THAT** Council approve the grant funding allotted for 908 Rainy Lake Squadron Royal Canadian Air Cadets and the revised funding for the Kiwanis Club as recommended by the Moffat Fund Steering Committee for the year 2022.

2022 MOFFAT FAMILY FUND GRANT APPLICATIONS			AMOUNT RECOMMENDED
#	ORGANIZATION	PURPOSE	
1	908 RAINY LAKE SQUADRON ROYAL CANADIAN AIR CADETS	The Squadron Sponsorship Committee (SCC) is seeking funding from the Moffat Family Fund to subsidize the increasing cost of rental of a secure and safe weekly meeting place and the many different fitness, citizenship and aviation activities we offer our cadets. Our goal is to continue to have the Air Cadet program free of charge so all youth ages 12 to 18 can participate regardless of each child's economic, social, physical or intellectual challenges	\$12,000.00
2	KIWANIS CLUB (SUNNY COVE CAMP)	The Camp is in need of major capital improvements to continue providing safe and healthy camping environment to the youth. The improvements include but are not limited to cabin siding replacement, electrical upgrades, bath house repairs, BBQ shed roof and new mattresses. The project will be completed in partnership with the Town of Fort Frances.	\$18,916.50
			\$30,916.50

ADMINISTRATIVE REPORT

Subject: [Contribution Agreement Amendment – Microgrid Feasibility Study]
Date: 2022-08-08
To: Committee of the Whole
From: Faisal Anwar, [CAO]
File Number: [STATUS]



ISSUE

- (1) Consider authorizing the amendment in contribution agreement with the Federal Economic Development Agency for Northern Ontario (FedNor) for Fort Frances Community Microgrid Feasibility Study.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council of the Town of Fort Frances authorize the amendment in the contribution agreement to reflect the change in project completion date; and

FURTHER THAT the Mayor and Clerk be authorized to sign the amendment document on behalf of the corporation.

STRATEGIC IMPACT

- *Objective 1 - Attracting new industry and attracting investment for local business development; and*
- *Objective 25 - Preserve Power Agreement, and support Fort Frances Power Corporation.*

OPTIONS & ALTERNATIVES

- (1) Authorize the amendment
- (2) Deny the amendment
- (3) Provide another direction

HISTORY

In March of 2020 a special FFPC shareholder meeting was called to obtain support for microgrid feasibility study partnership. On behalf of FFPC, the Corporation of Town of Fort Frances submitted Fort Frances Community Microgrid Feasibility Study Phase 1 grant application to FedNor on September 23, 2020, followed by Phase 2 submission on January 22, 2021.

[CONTRIBUTION AGREEMENT AMENDMENT – MICROGRID FEASIBILITY STUDY]

In December of 2021, the Town has been successful in receiving funding from FedNor to complete the feasibility study and entered into the contribution agreement.

ANALYSIS

The microgrid study was planned to be started in June of 2021 with the completion in September of 2022. As a result of delays to the pandemic, the Town had requested FedNor for extension on the project completion date. FedNor is prepared to amend the contribution agreement while extending the completion date to March 31, 2024.

CONSULTATION

- President & CEO, Fort Frances Power Corporation

SUPPORTING DOCUMENTS

- (1) Amendment – Contribution Agreement





Government
of Canada

Gouvernement
du Canada

Federal Economic Development
Agency for Northern Ontario
19 Lisgar Street
Suite 307
Sudbury, Ontario
P3E 3L4

Agence fédérale de développement
économique pour le Nord de l'Ontario
19 rue Lisgar
Bureau 307
Sudbury (Ontario)
P3E 3L4

August 4, 2022

Project Number: 851-513365

Mr. Faisal Anwar
Chief Administrative Officer
The Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances ON P9A3P9

Dear Mr. Anwar:

**Re: Microgrid Feasibility Study
Amendment Number: 1**

As a result of delays to the pandemic and in response to your request dated July 29, 2022, FedNor is prepared to amend our Contribution agreement of December 10, 2021 as follows:

Delete: Clause 2.1 The Recipient shall ensure that the Project described in Annex 1 (the "Project") commences on or before June 1, 2021 (the "Commencement Date") and is completed on or before September 30, 2022 (the "Completion Date").

Substitute: Clause 2.1 The Recipient shall ensure that the Project described in Annex 1 (the "Project") commences on or before June 1, 2021 (the "Commencement Date") and is completed on or before March 31, 2024 (the "Completion Date").

- 2 -

Delete: The Project - Statement of Work

iii) Dates:

- a) Commencement Date - June 1, 2021
- b) Completion Date - September 30, 2022.

Substitute: The Project - Statement of Work

iii) Dates:

- a) Commencement Date - June 1, 2021
- b) Completion Date - March 31, 2024.

- 3 -

All other terms and conditions of our Contribution agreement remain unchanged.

This amendment is open for acceptance for a period of 30 days following the date on the first page, after which it will be null and void. This amendment shall be effective the date the duplicate copy of this amendment, unconditionally accepted and duly executed by the Recipient, is received by FedNor.

If further information is required, please contact Jeffrey O'Brien toll-free at 1-877-333-6673 ext. 8730 or 844-805-8730 in our Thunder Bay office.

Yours sincerely,

Lucie Perreault
Executive Director, Program Delivery
Federal Economic Development Agency for Northern Ontario (FedNor)

The Corporation of the Town of Fort Frances

Project Number: 851-513365

Amendment Number: 1

The foregoing is hereby accepted this _____ day of _____, _____.

Per: _____
Signature of Recipient

Title

Per: _____
Signature of Recipient

Title

**Town of Fort Frances
Administrative Report**

TO: Mayor and Council
FROM: Cody Vangel, Chief Building Official & Municipal Planner
SUBJECT: Lot 26 Industrial Park – Surplus Declaration for Disposition
DATE: August 8, 2022

Issue:

To consider passing a resolution to declare Lot 26 in the Industrial Park as surplus for the purpose of disposition by direct sale.

Strategic Impact:

1. Attracting new industry and attracting investment for local business development.

Options/Alternatives:

1. Pass a resolution to declare Lot 26 as surplus with intent for direct sale; or
2. Amend resolution; or
3. Abort passing resolution.

Administrative Recommendation:

Recommend declaring Lot 26 in the Industrial Park, legally described as LOTS 26 PL 48M353 MCIRVINE; TOWN OF FORT FRANCES (PIN 56019-1146), as surplus for the purpose of direct sale, and that notice be provided once in the Fort Frances Times.

History:

The Town of Fort Frances has a number of serviced, unserved, grade and ungraded industrial lots available for sale in the Industrial Park located in the in the North end of Town, as shown in the attached map.

General terms for most of the properties are as follows:

- Price is \$3,500 per acre
- In addition to the \$3,500 price, a development guarantee of \$10,000 per acre or lot, whichever is lesser, will be added to the purchase price
- The purchaser will pay all costs associated with the sale of the property
- All lots are sold "as is"

The general intent of the low-cost sales is to generate development and increase the tax base.

Properties are to be declared surplus prior to entering into agreement of purchase and sale.

Analysis:

An interested private party has approached the Town of Fort Frances with interest to purchase and develop on Lot 26. Council considered this matter during an in-camera session where it was agreed to

proceed with bringing a report to the public agenda to pass a resolution to declare Lot 26 as surplus and to further proceed with entering into an Agreement of Purchase and Sale with the proponent.

Consultation:

- Fort Frances Power Corporation
- Treasury Department

Supporting Document / Financial Documents:

- Industrial Lot Map
- By-law 23/95



PROPERTY DETAILS

PROPERTY	FRONTAGE (metres +/-)	DEPTH (metres +/-)	AREA* (acres)	PRICE /ACRE	
Lot 26	32.49	60.96	0.5	\$3,500.00	
Lots 27-29	32.49	60.96	0.5	\$3,500.00	SOLD
Lots 41-44	94.92	45.45	1.10	\$3,500.00	
Lots 45-46	94.92	45.45	1.10	\$3,500.00	
Fifth Street	810.88	50.87	10.19	\$3,500.00	

Lot sizes are approximate

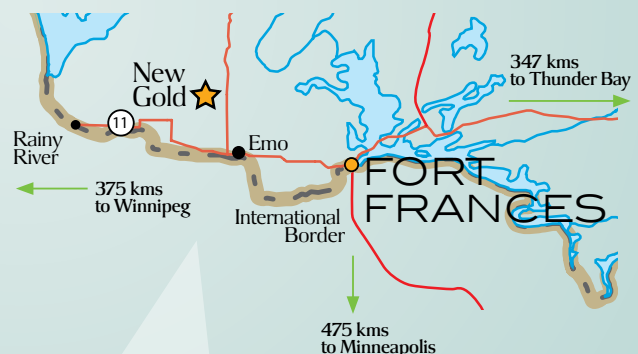
Fully Serviceable
Excavated & backfilled

Fully Serviceable
Not Excavated

Services Pending
Excavated and backfilled

TERMS OF SALE

- Price is \$3,500 per acre
- In addition to the \$3,500 price, a development guarantee of \$10,000 per acre or lot, whichever is lesser, will be added to the purchase price
- The purchaser will pay all costs associated with the sale of the property
- All lots are sold "as is"



TOWN OF FORT FRANCESBY-LAW NO. 23/95

(Being a by-law to establish procedures, including the giving of notice, governing the sale of real property.)

WHEREAS The Municipal Act, as amended, R.S.O. 1990, Chapter M.45, Section 193 provides that every Council with authority to sell or otherwise dispose of real property, shall by by-law, establish procedures governing the sale of real property, including the giving of notice to the public;

AND WHEREAS by definition in the Municipal Act, sale includes a lease of twenty-one (21) years or longer;

AND WHEREAS the Council, by Resolution passed March 13, 1995, approved a recommendation from the Clerk to establish procedures to govern the sale or other disposal of real property owned by the Corporation;

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances enacts as follows:-

DECLARATION THAT LAND IS SURPLUS

1. Prior to offering any real property for sale or entering into a lease for twenty-one (21) years or more, the Council shall by By-law or Resolution passed at a meeting open to the public declare the real property to be surplus to its municipal needs and requirements.

NOTICE

2. (1) The Council shall in the By-law or Resolution declaring the real property to be surplus, direct that notice be given to the public and such other persons, authorities or bodies corporate as it deems necessary and proper in the circumstances and such By-law or Resolution shall establish the method or methods of notice to be used in each case.
- (2) The methods of notice may include:
 - (a) advertisement one or more times in a daily or weekly newspaper or newspapers;
 - (b) advertisement in the Ontario Gazette;
 - (c) listing of the real property on the Council Agenda as property which has been declared surplus and which is to be disposed of;
 - (d) any other means of communication which in the opinion of Council, acting reasonably and in good faith, is deemed appropriate in the circumstances in order to give notice to the public.
- (3) The By-law or Resolution may direct that a combination of the above methods be used.
- (4) In addition to the above provisions for notice intended to reach the general public, Council may, if it deems it to be appropriate, in the By-law or Resolution direct that the notice be communicated directly, by ordinary mail, or such other means as may be set out in the By-law or Resolution, to any of the following:
 - (a) the Government of Canada or any of its ministries or agencies;

- (b) the Government of Ontario or any of its ministries or agencies;
- (c) the Fort Frances-Rainy River Divisional Board of Education;
- (d) the Fort Frances-Rainy River Roman Catholic Separate School Board;
- (e) the Fort Frances Public Utilities Commission;
- (f) the adjacent landowners as determined from a search of the records at the appropriate land registry or land titles office;
- (g) such other persons, authorities and bodies corporate as Council shall deem appropriate in the circumstances.

METHODS OF SALE

3. (1) The real property shall be disposed of or offers to purchase or lease solicited by any appropriate method as determined by Council, which may include:
 - (a) public auction
 - (b) public tender
 - (c) direct sale by the Town
 - (d) land exchange
 - (e) call for proposals
 - (f) listing of the real property with a real estate broker.
- (2) In the event that the sale is to be by public auction or public tender then this shall be set out in the By-law or Resolution declaring the property surplus or in a subsequent By-law or Resolution, and the By-law or Resolution shall set out the terms and conditions of sale and may set out the reserve amount, if applicable, all as determined by Council.

APPRAISAL

4. Except for sales or leases for twenty-one (21) years or longer of properties of prescribed classes, or to those public bodies or classes thereof for which an appraisal is not required by reason of the regulations made pursuant to the Municipal Act as they may be amended from time to time, prior to the sale of any real property or entering into a lease thereof for twenty-one (21) years or more, the Council shall:
 - (a) Obtain an appraisal of the fair market value of the property. For the purposes of this section, an appraisal shall include either or both of:
 - (i) An estimate of value prepared by a licensed realtor or property appraiser;
 - (ii) An estimate of value prepared by employees of the Corporation based on raw land costs, development, overhead, and carrying costs, and may include an allowance for profit.

TERMS OF DISPOSITION

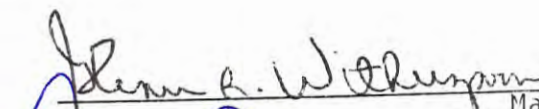
5. Notwithstanding that the public notice of the intended disposition or lease for a period of twenty-one (21) years or more has been given and that one or more interested parties may present to Council an Offer to Purchase or an Offer to Lease the real property, nothing shall restrict the absolute discretion of Council to retain the land or to dispose of the land on such terms and conditions as may be fixed by Council, which shall include the power to sell or lease the real property for nominal consideration and to whomever it wishes, regardless of whether the disposition is to the party which apparently has presented the best offer.

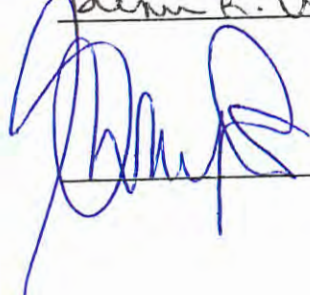
PUBLIC REGISTER

6. A public register which shall be available for inspection during regular office hours shall be maintained and kept current, listing and describing the real property owned and leased by the Corporation of the Town of Fort Frances, save and except for those classes of real property which may be exempt from listing in the public register by The Municipal Act or the regulations made pursuant thereto, as the same may be amended from time to time.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 13th day of March, 1995.


 _____ Mayor


 _____ Clerk

2022 RESERVE FUNDS

As at June 30, 2022

Account Name	G/L Account #	Balance as at Dec 31/21	Line %	Interest Earned 1st Quarter	Subtotal 1st Quarter	Subtotal	Line %	Interest Earned 2nd Quarter	Subtotal 2nd Quarter
Museum Projects	30-002-0000-0810-20805	36,270.73	0.177%	62.31	36,333.04	36,333.04	0.177%	131.01	36,464.05
Handi-Transit MTO Gas Tax	30-002-0000-0810-20809	205,327.73	0.999%	352.76	205,680.49	205,680.49	0.999%	741.64	206,422.13
Parks & Cemeteries Projects	30-002-0000-0810-20823	56,540.53	0.275%	97.14	56,637.67	56,637.67	0.275%	204.22	56,841.89
Public Library & Technology Centre	30-002-0000-0810-20827	197,063.57	0.959%	338.56	197,402.13	197,402.13	0.959%	711.79	198,113.92
Sister Kennedy Centre Projects	30-002-0000-0810-20832	22,255.09	0.108%	38.24	22,293.33	22,293.33	0.108%	80.39	22,373.72
Post Landfill Closure	30-002-0000-0810-20851	924,912.16	4.502%	1,589.04	926,501.20	926,501.20	4.502%	3,340.78	929,841.98
Waterworks & Sanitary Sewer	30-002-0000-0810-20860	8,024,111.77	39.058%	13,785.78	8,037,897.55	8,037,897.55	39.058%	28,983.06	8,066,880.61
Point Park Reserve	30-002-0000-0810-20865	1,411,410.89	6.870%	2,424.87	1,413,835.76	1,413,835.76	6.870%	5,098.01	1,418,933.77
Safe Restart Funding	30-002-0000-0810-20866	430,580.58	2.096%	739.76	431,320.34	431,320.34	2.096%	1,555.26	432,875.60
Watermeter Replacement	30-002-0000-0810-20870	174,494.17	0.849%	299.79	174,793.96	174,793.96	0.849%	630.27	175,424.23
Townshend Theatre	30-002-0000-0810-20871	127,662.05	0.621%	219.33	127,881.38	127,881.38	0.621%	461.11	128,342.49
Municipal Accom. Tax Reserve Fund	30-002-0000-0810-20872	135,464.41	0.659%	232.73	135,697.14	135,697.14	0.659%	489.30	136,186.44
Corporate Vehicles/Equipment	30-002-0000-0810-20874	975,204.59	4.747%	1,675.45	976,880.04	976,880.04	4.747%	3,522.44	980,402.48
Corporate Building	30-002-0000-0810-20875	2,041,610.60	9.938%	3,507.58	2,045,118.18	2,045,118.18	9.938%	7,374.29	2,052,492.47
Corp. Projects Reserve	30-002-0000-0810-20876	2,742,831.12	13.351%	4,712.31	2,747,543.43	2,747,543.43	13.351%	9,907.10	2,757,450.53
Corporate Contingency	30-002-0000-0810-20877	1,416,067.98	6.893%	2,432.87	1,418,500.85	1,418,500.85	6.893%	5,114.83	1,423,615.68
Federal Gas Tax Reserve	30-002-0000-0810-20878	808,546.85	3.936%	1,389.12	809,935.97	809,935.97	3.936%	2,920.47	812,856.44
Modernization Reserve Fund	30-002-0000-0810-20879	714,400.43	3.477%	1,227.37	715,627.80	715,627.80	3.477%	2,580.41	718,208.21
Tax Rate Stabilization Reserve	30-002-0000-0810-20880	99,551.91	0.485%	171.03	99,722.94	99,722.94	0.485%	359.58	100,082.52
		20,544,307.16	100.00%	35,296.04	20,579,603.20	20,579,603.20	100.00%	74,205.96	20,653,809.16
						-			
Library Building	30-002-0000-0811-20828	986,023.58		1,799.73	987,823.31	987,823.31		1,819.72	989,643.03
		21,530,330.74		37,095.77	21,567,426.51	21,567,426.51		76,025.68	21,643,452.19

Fort Frances

Current Year YTD to Budget

	2022 V5 Council Approved Operating Forecast	2022 Actuals YTD to June	\$ Variance	% Variance
Fort Frances				
Corporate Services				
0150 Taxation-Municipal	(11,788,757)	(11,777,508.93)	(11,248)	0.10%
0151 Taxation-Education		(681,873.75)	681,874	
0152 Payments-in-lieu of Taxation	(858,159)	(36,650.83)	(821,508)	95.73%
0240 Governance (Mayor & Council)	(3,066,326)	(1,579,897.74)	(1,486,428)	48.48%
0260 Program Support	2,412,074	1,292,434.61	1,119,639	46.42%
0261 Elections	43,600	10,990.26	32,610	74.79%
0270 Long Term Debt	322,911	162,470.42	160,441	49.69%
0272 Contribution to Reserve/Reserve	2,022,900		2,022,900	100.00%
1820 Economic Development Commission	86,190	(54,972.75)	141,163	163.78%
1825 Solar Panels	(13,345)	(1,639.89)	(11,705)	87.71%
Total Corporate Services	(10,838,912)	(12,666,648.60)	1,827,737	(16.86%)
Administration & Finance				
0251 Town Real Estate	1,835		1,835	100.00%
0252 Human Resources	68,110	49,578.67	18,531	27.21%
0262 Administration	369,236	60,378.15	308,858	83.65%
0263 Administration- Vehicle	5,236	2,710.44	2,526	48.24%
0264 Clerk's Department	222,927	96,271.27	126,656	56.82%
0265 Treasury Department	557,163	253,042.93	304,120	54.58%
0266 Unassigned Revenue	(206,200)	(114,402.20)	(91,798)	44.52%
0267 FFPC Administration		4,717.07	(4,717)	
0268 Information Technology	404,404	213,104.12	191,300	47.30%
Total Administration & Finance	1,422,711	565,400.45	857,311	60.26%
Community Services				
0632 Handi-Transit System	111,578	22,938.10	88,640	79.44%
1220 Sister Kennedy Centre	53,852	19,129.79	34,722	64.48%
1230 Child Care		313.88	(314)	
1614 Sunny Cove Camp	13,267	11,462.43	1,805	13.61%
1620 Recreation Programs	288,069	104,417.56	183,651	63.75%
1621 Community Services	139,123	23,375.97	115,747	83.20%
1631 Sorting Gap Marina	14,033	201,308.63	(187,276)	(1,334.54%)
1634 Recreation Facilities	1,030,590	839,740.81	190,849	18.52%
1635 Townshend Theatre		234.00	(234)	
1640 Fort Frances Public Library	533,836	307,462.70	226,373	42.40%
1642 Library School Co-op Fund		(9,276.54)	9,277	
1645 Museums	209,218	72,474.33	136,744	65.36%

Fort Frances

Current Year YTD to Budget

	2022 V5 Council Approved Operating Forecast	2022 Actuals YTD to June	\$ Variance	% Variance
Total Community Services	2,393,566	1,593,581.66	799,984	33.42%
Emergency Services				
0410 Fire	1,094,005	572,669.02	521,336	47.65%
0420 Police	2,490,427	1,319,838.52	1,170,588	47.00%
0421 911 Services	10,910	10,817.10	93	0.85%
0422 Police Services Board	16,664	2,242.37	14,422	86.55%
0450 Emergency Measures	(330,912)	17,988.31	(348,900)	105.44%
Total Emergency Services	3,281,094	1,923,555.32	1,357,539	41.37%
Operations & Facilities				
0611 Municipal Roads - Paved	1,546,445	(488,049.26)	2,034,494	131.56%
0614 PW Administration	(165,361)	217,547.83	(382,909)	231.56%
0615 PW Municipal Bldg & Yards	147,402	58,462.38	88,940	60.34%
0617 Sidewalks	145,700	64,456.66	81,243	55.76%
0618 PW Vehicles	214,244	129,260.30	84,984	39.67%
0619 PW Equipment	212,171	338,935.48	(126,764)	(59.75%)
0620 Public Works Stores	85,981	40,394.42	45,587	53.02%
0623 Traffic Signal Maintenance	13,215	9,486.42	3,729	28.22%
0624 Engineering	35,525	19,364.44	16,161	45.49%
0640 Public Parking Lots	13,946	1,249.34	12,697	91.04%
0650 Street Lighting	125,045	44,366.04	80,679	64.52%
0670 Private Work Charges	21,364	5,725.99	15,638	73.20%
0671 Private Crossing Charges	33,142	425.80	32,716	98.71%
0840 Garbage Collection	(187,417)	(72,735.57)	(114,681)	61.19%
0850 Sanitary Landfill	(107,136)	80,508.11	(187,644)	175.15%
0860 Recycling Services	294,553	92,176.58	202,376	68.71%
Total Operations & Facilities	2,428,819	541,574.96	1,887,244	77.70%
Planning & Development				
0253 Civic Centre	25,086	(24,010.57)	49,097	195.71%
0440 By-Law Enforcement Animal Contr	130,440	47,363.89	83,076	63.69%
0441 Animal Shelter	6,301	2,277.24	4,024	63.86%
0445 Building Official	21,096	3,116.08	17,980	85.23%
1810 Planning & Zoning	72,616	24,200.36	48,416	66.67%
Total Planning & Development	255,539	52,947.00	202,592	79.28%
Airport				
0660 Municipal Airport	38,952	(108,286.70)	147,239	378.00%
0661 Airport Building Maintenance	34,506	19,945.59	14,560	42.20%
0662 Airport Grounds Maintenance	59,745	13,124.48	46,621	78.03%

Fort Frances

Current Year YTD to Budget

	2022 V5 Council Approved Operating Forecast	2022 Actuals YTD to June	\$ Variance	% Variance
Total Airport	133,203	(75,216.63)	208,420	156.47%
Parks & Cemeteries				
1040 Fort Frances Cemetery	152,225	25,346.54	126,878	83.35%
1041 Riverview Cemetery	209,836	63,061.96	146,774	69.95%
1610 Parks & Cemeteries Administrati	226,770	82,163.15	144,607	63.77%
1611 Point Park	32,497	6,468.33	26,029	80.10%
1612 Parks- Outdoor Facilities	277,842	96,410.91	181,431	65.30%
1613 Lions Millennium Park	12,855	1,079.84	11,775	91.60%
1615 Rainy Lake Square	11,955	3,327.96	8,627	72.16%
Total Parks & Cemeteries	923,980	277,858.69	646,121	69.93%
Total Fort Frances		(7,786,947.15)	7,786,947	
Total Fort Frances		(7,786,947.15)	7,786,947	

Water & Sewer

Current Year YTD to Budget

	2022 V5 Council Approved Operating Forecast	2022 Actuals YTD to June	\$ Variance	% Variance
Water & Sewer				
Water				
0831 Water Treatment	701,840	366,704.98	335,135	47.75%
0832 Water Works Administration	(701,840)	(1,212,749.65)	510,910	(72.80%)
Total Water		(846,044.67)	846,045	
Sewer				
0811 Sanitary Sewer/Waste Water	(691,316)	(1,256,853.53)	565,538	(81.81%)
0812 Sewage Treatment Plant	691,316	754,994.91	(63,679)	(9.21%)
Total Sewer		(501,858.62)	501,859	
Total Water & Sewer		(1,347,903.29)	1,347,903	
Total Water & Sewer		(1,347,903.29)	1,347,903	



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



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

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
54.38	7	1	40	0	6	2	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid; Auto Aid; Calls:	Misc. Calls:	Tickets Issued:
4	2	0	1	0	0	3	0

TEAM MEMBERS RESPONDED TO 18 EMERGENCY RESPONSE CALLS DURING MAY 2022.

Total Hours:

- **15.38 Hours** was spent on responding to emergency incidents.
- **39 Hours** was spent on Training.

May Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	44%
Night Shift (19:00 – 07:00) Calls	56%

2022 Emergency Response Calls by Month to Date

January	24
February	13
March	19
April	8
May	18
Total Calls to Date	82
Average Calls Per Month to Date	16.4

Fire Prevention Inspections / Re-inspections: 9 fire safety standard & enforcement inspections were completed for the month of May.



FIRE RESCUE SERVICE

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



Fire Calls: 2 Calls, which consisted of calls to the jail.

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

Fire Alarm Calls: 4 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 1 Call, which was a False CO Alarm Call.

Miscellaneous Calls: 3 Calls. One call consisted of powerlines down. Another call was for a tree on a powerline. As well, another call pertained to sandbagging activities.

Paramedic Assist Calls: 6 Calls.

Public Fire Safety Education:

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

Business & Community Expo 2022 and Recruitment of Volunteer Firefighters:

Team members attended the expo on Friday, May 13th 4:00pm to 8:00pm and on Saturday, May 14th 10am to 4:00pm. Public Fire Safety Education and Emergency Preparedness was promoted along with recruitment information on becoming a Volunteer Firefighter.

Training:

Training consisted of two regular training sessions (fire practices) and a special training session with CN Rail. As well, five of our team members participated in the completion of their **NFPA 1001 Fire Fighter Level 1** certification course, which consisted of 31 hours.



FIRE RESCUE SERVICE

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

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
141.98	0	3	43	0	6	1	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid; Auto Aid; Calls:	Misc. Calls:	Tickets Issued:
4	3	0	3	0	0	14	0

TEAM MEMBERS RESPONDED TO 31 EMERGENCY RESPONSE CALLS DURING JUNE 2022.

Total Hours:

- **141.98 Hours** was spent on responding to emergency incidents.

June Emergency Response Calls %: Day Shift versus Night Shift	
Day Shift (07:00 – 19:00) Calls	77%
Night Shift (19:00 – 07:00) Calls	23%

2022 Emergency Response Calls by Month to Date	
January	24
February	13
March	19
April	8
May	18
June	31
Total Calls to Date	113
Average Calls Per Month to Date	18.83

Fire Prevention Inspections / Re-inspections: 3 fire safety standard & enforcement inspections were completed for the month of June.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

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



Public Fire Safety Education:

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

Fire Calls: 1 Call, which consisted of a pot on the stove; no fire damage resulted.

MVC (Motor Vehicle Crashes): 3 Calls, two were in town, and one was outside of town.

Fire Alarm Calls: 4 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 3 Calls, one was a False CO Alarm Call, and two others had CO present.

Paramedic Assist Calls: 6 Calls.

Miscellaneous Calls: 14 Calls for service. One call consisted of powerlines down. Another call was for smoking in a ditch of water at a local hotel; it was determined to be dry ice. As well, other calls for service pertained to the historic high-water level event. Town of Fort Frances team members utilized sandbags, portable sump pumps, a pumper fire truck, sand trucks pick-up trucks/trailers, and heavy mobile equipment during the historic event.

Historic High-Water Level Event: 2022

A big thank you goes out to all the people for their amazing gift of service and dedication during this historic high-water level event. Peoples' willingness to help in a time of need was greatly appreciated and will never be forgotten.

The dedication of our community volunteers, school children and teachers, MNRF team members, Town of Fort Frances staff team members from multiple departments, Fort Frances Power Corporation team members, team members from local businesses, is an inspiration to others seeking to serve their community.

As well, for all that have help ... remember ... you have been a critical partner in our response to this historic high-water level event.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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

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



Front Street: Town's team member checking pumps



Front Street: From left to right, our team members utilizing a pumper fire truck to de-water an area, and the result, which was sustainable during the entire time of the historic high-water level event.

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

Update on Blue Box Recycle Transition

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



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 C', is positioned above the printed name of the sender.

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)

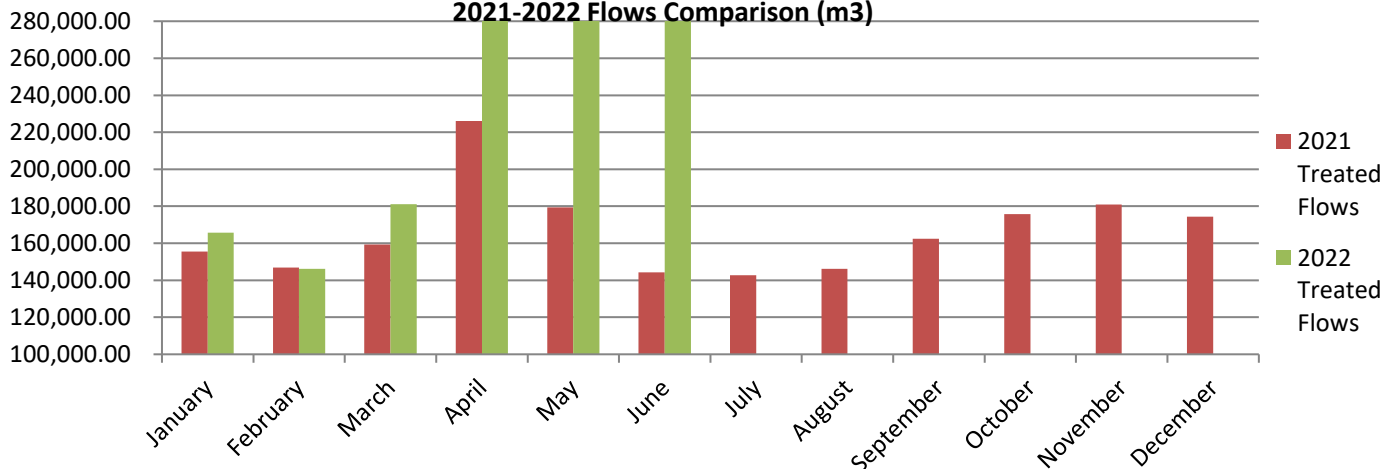
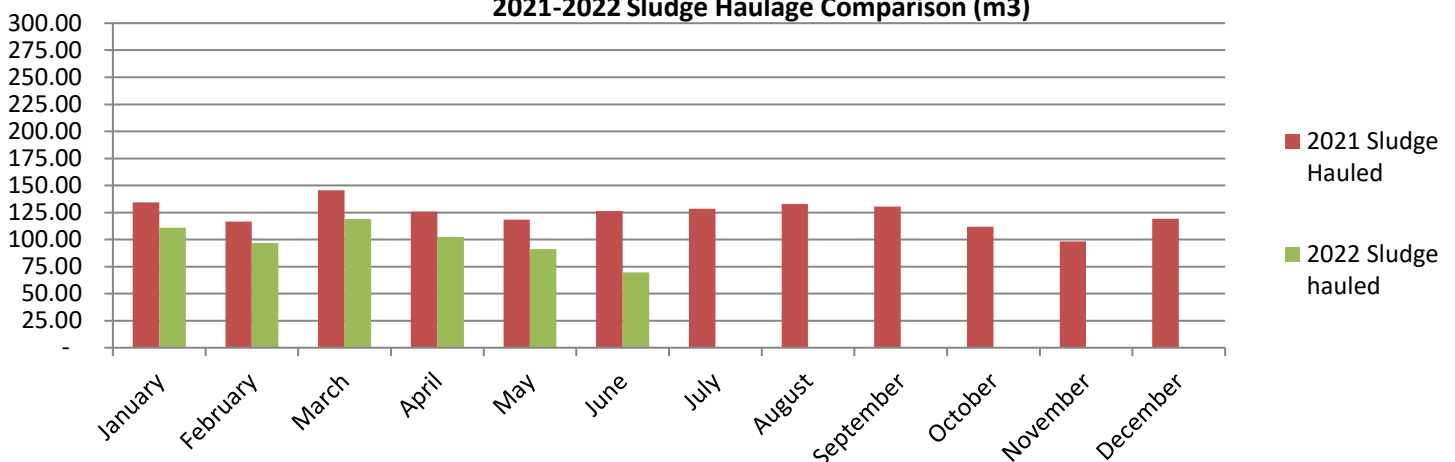
2022 Fort Frances Wastewater

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.