

# TOWN OF FORT FRANCES

## AGENDA - May 25, 2015

### COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 021) 5:30 PM

Page

#### **1. Call to Order**

#### **2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

#### **3. Disclosure of pecuniary interest and the general nature thereof.**

#### **4. In-Camera:**

4.1 Identifiable Individual - Personnel Matter

4.2 Identifiable Individual - Personnel Matter

#### **5. Public Session Resumes in Council Chambers:**

#### **6. Consent Agenda:**

- |     |  |       |
|-----|--|-------|
| 6.1 | LaVerendrye General Hospital Auxiliary Donation Request<br>- approval of this report will agree to the Administration & Finance Executive Committee recommendation to receive the financial request for their Rock'N for a Reason fundraising event and further that Council Members be encouraged to make individual pledges. | 4     |
| 6.2 | Rainy River Vet Services Committee<br>- approval of this report will agree to the Administration & Finance Executive Committee recommendation to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00.   | 5     |
| 6.3 | Forestry Consultation Travel Expenses - Mark McCaig, CAO<br>- approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the claim for M. McCaig, CAO in the amount of \$61.00 for his   | 6 - 7 |

- attendance at a Forestry Consultation meeting held in Thunder Bay on April 23, 2015.
- 6.4 Purchase Card Expenses - Mark McCaig, CAO 8 - 10  
 - approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the purchase card expenses in the amount of \$62.31 for M. McCaig, CAO as outlined in the report.
- 6.5 Tender No. 15-OF-08 Three (3) Year Supply and Delivery of Granular Materials 11 - 13  
 - approval of this report will ensure that Tom Veert Contracting Ltd. be awarded the supply and delivery of various granular materials in 2015, 2016 and 2017 as per unit prices outlined in the report.
- 6.6 Request from Rainy River Substance Abuse Prevention Team - utilization of Point Park to host a Family Safety Day Event 14 - 16  
 - approval of this report will grant permission as requested with details outlined in the report.
- 6.7 Execution of Nuisance Beaver Program Agreement with Rainy River District Trapper's Council 17 - 23  
 - approval of this report will authorize the Mayor & Clerk to enter into an agreement with the Rainy River District Trapper's Council to address nuisance beavers within the community.
- 6.8 April 2015 Drinking Water Systems Monthly Summary Report 24 - 31  
 - approval of this report will accept the April 2015 DWS Monthly Summary Report.

## **7. Administration and Finance Division:**

- 7.1 Forestry Consultation Travel Expenses - Mayor Avis 32 - 35  
 - approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the claim in the amount of \$293.22 for his attendance at a Forestry Consultation meeting held in Thunder Bay on April 23, 2015.
- 7.2 NOMA Conference Per Diem & Travel Expenses - Councillor Caul 36 - 41  
 - approval of this report will agree to the Administration & Finance Executive Committee recommendation and approve the claim for \$518.02 for her attendance at the NOMA conference in Thunder Bay April 22-24, 2015.

**8. Operations and Facilities Division:**

8.1 Verbal Update on Capital Projects

**9. Information:**

9.1 Fort Frances Wastewater Treatment Facility - April 2015 Monthly Report 42 - 47

9.2 Administration & Finance Department Stats for April 30, 2015 48 - 49

9.3 Complaint Register - April 2015

**10. Non-agenda items:**

**11. ADJOURNMENT**



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/52**

**To:** Mayor Avis & Members of Council

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** May 19, 2015

**SUBJECT:** LaVerendrye General Hospital Auxiliary Donation Request

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## **BACKGROUND**

At the May 11, 2015 Council Meeting, the letter received from the LaVerendrye General Hospital Auxiliary requesting a donation was referred to the Administration & Finance Executive Committee for their recommendation.

The LaVerendrye General Hospital Auxiliary will be holding a Rock'n for a Reason at the Fort Frances Chamber of Commerce Business & Community Expo on May 22<sup>nd</sup> & 23<sup>rd</sup>, 2015. Volunteer participants will be obtaining pledges and rocking in rocking chairs for half-hour shifts over the two days, in addition to auxiliary volunteers and local celebrities, they are asking local businesses and clubs to nominate and sponsor a rocker from their organization and are seeking donations in financial support of their planned event. Proceeds from this fundraising event will go towards purchasing equipment for the hospital.

## **RECOMMENDATION**

The Administration & Finance Executive Committee recommends that the financial request from the LaVerendrye General Hospital Auxiliary for their Rock'n for a Reason event be received. Further that Council Members are encouraged to make individual pledges for this event.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to receive the LaVerendrye General Hospital Auxiliary financial request for their Rock'n for a Reason fundraising event taking place May 22<sup>nd</sup> & 23<sup>rd</sup>, 2015 at the Fort Frances Chamber of Commerce Business & Community Expo. Further, that Council Members be encouraged to make individual pledges for an auxiliary volunteer or local celebrity.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/51**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 19, 2015  
**SUBJECT:** Rainy River Vet Services Committee

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**BACKGROUND**

At the May 11, 2015 Council Meeting, the letter received from the Rainy River Vet Services Committee request for financial contribution was referred to the Administration & Finance Executive Committee for recommendation.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this district project and has made annual contributions since 2002 and of which has been expensed from the Council Public Relations budget line.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council support the Rainy River Vet Services Committee's request for a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 funded from Council Public Relations expense.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/49**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 19, 2015  
**Subject:** Mark McCaig, CAO – Forestry Consultation Travel Expenses

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$61.00 to attend a Forestry Consultation meeting held in Thunder Bay on April 23, 2015 as submitted by Mark McCaig, CAO.

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim for Mark McCaig, CAO in the amount of \$61.00 for his attendance at a Forestry Consultation meeting held in Thunder Bay on April 23, 2015.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim for Mark McCaig, CAO in the amount of \$61.00 for his attendance at a Forestry Consultation meeting held in Thunder Bay on April 23, 2015.

**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1.	Attendee	<i>Mark McLaig</i>								
2.	Conference/Seminar Attended	<i>Forestry Consultation</i>								
	Location (Facility and City)	<i>Thunder Bay (with Mayer Avis)</i>								
	Dates	<i>April 23<sup>rd</sup>, 2015</i>								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast									
	Lunch					<i>16.00</i>			<i>16.00</i>	
	Dinner					<i>35.00</i>			<i>35.00</i>	
	Per Diem					<i>10.00</i>			<i>10.00</i>	
	Other									
4.	Prepaid Expenses	Registration		Air Travel		Other		Total		
5.	Town Used Vehicle	Yes	No	Reason					Total	
	Mileage Claimed	KM x \$0.47 =								
6.	Approved					Total Expenses				<i>61.00</i>
						Advance Received				
						Balance Claimed				<i>61.00</i>
						Balance Refunded				

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

*May 13, 2015*  
 Date

*Mark McLaig*  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Division Manager Signature

Date	Treasurer	A / P	Cashier



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/50**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 19, 2015  
**SUBJECT:** M. McCaig, CAO – Purchase Card Expenses

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**BACKGROUND**

Attached is a copy of the Purchase Card expenses for Mark McCaig, CAO in the amount of \$62.31 for an Administrative Assistant Day luncheon held on April 27, 2015.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommend that Council approves the Purchase Card expenses for Mark McCaig, CAO in the amount of \$62.31 as listed in this report

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses for Mark McCaig, CAO. in the amount of \$62.31 as listed in this report.



**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <i>Mark McCaig</i>	Date <i>April 27, 2015</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Mark McCaig CAO - TOFF</i>	
2. <i>Lisa Slomke Clerk - TOFF</i>	
3. <i>Kathy Lawson Administrative Assistant - TOFF</i>	
4.	
Purpose of Entertainment <i>Annual Professional Assistants (secretaries) Day</i>	
Amount Claimed <i>\$62.31</i>	<i>Mark McCaig</i>
Treasurer Signature	Date <i>May 6, 2015</i>

An itemized receipt must be attached to process payment

# Bistro North

700 Stewart St.  
Fort Frances, ON P9A 2Y2  
807-274-1161

1015 BRITTANY

Tbl T15/1 Chk 5750 Gst 3  
Apr27'15 12:06PM

1 POP	2.99
1 TROP CHKN SAL	15.99
1 SWT. FRIES	7.99
1 SOUP OF THE DAY	4.99
1 REUBEN	13.99

Subtotal	45.95
Tax	5.98
Amount Due	<b>51.93</b>

Thanks for Dining With Us!

Tip: \_\_\_\_\_ Total: \_\_\_\_\_

Room: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

COPPER RIVER INN AND

700 STEWART ST  
FORT FRANCES, ON P9A 2Y2

Merchant ID: 000000003652685  
Term ID: 05665627

## Purchase

VISA

XXXXXXXXXXXX6269

Entry Method: Swiped

Batch#: 000213

04/27/15

13:33:29

Invoice #: 000006

Appr Code: 056830

Apriva Transaction #: 8909

Ref #: 000075376132  
Host Response: Success

Amount:	\$	51.93
Tip:	\$	10.38
		=====
Total:	\$	62.31

Customer Copy

May 11, 2015

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Tender No. 15-OF-08 - Three (3) Year Supply and Delivery of Granular Materials**

The tender for the supply and delivery of granular materials closed on May 5, 2015. Please find attached a report prepared by Milt Strachan, Transportation Superintendent, outlining pertinent information in regards to the one tender bid received. The highlighted "yellow items on Milt's spreadsheet are the lowest unit price received for each of the granular products tendered in each of the three years.

The Operations and Facilities Executive Committee recommends the following;

- a) That Tom Veert Contracting Ltd. is awarded the supply and delivery of Granular "A", Granular "B", Winter Sand, Crusher screenings, Clear stone, Rip Rap (R50) and Cobble stone in 2015, 2016 & 2017 as per unit prices outlined on the attached spreadsheet.

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Operations and Facilities Manager

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

- a) That Tom Veert Contracting Ltd. is awarded the supply and delivery of Granular "A", Granular "B", Winter Sand, Crusher screenings, Clear stone, Rip Rap (R50) and Cobble stone in 2015, 2016 & 2017 as per unit prices outlined on the attached spreadsheet.

2015Maygranulartender



May 5, 2015

Report To: Doug Brown, Manager of Operations and Facilities

From: Milt Strachan, Transportation Superintendent

Re: Tender No. 15-OF-08 – Three (3) Year Supply and Delivery of Granular Materials

The tender for the supply and delivery of granular materials closed on May 5, 2015

One (1) tender was submitted, see attached spreadsheet. The math on the tenders submitted was verified where Tom Veert Contracting has submitted a tender without mathematical errors. The tender submitted is compliant.

The results of the tender is that:

- a) Tom Veert Contracting is the low bid for Granular "A", Granular "B", Winter Sand, Crusher Screenings, Clear Stone, Rip Rap (R50) and Cobble Stone for the three year term 2015, 2016 and 2017.

It is my recommendation that the supply and delivery of these materials be awarded accordingly.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Milt Strachan".

Milt Strachan,  
Transportation Superintendent



Spreadsheet No. 1 Tender No. 15-OF-08 3-year ( 2015 to 2017 ) Supply & Delivery of Granular Materials  
Closed on May 5, 2015

**2015 Product**

2015 Product	Estimated Quantity - tonnes	2015 Base Unit	HST	2015 Unit Price	2014 Unit Price	2015-2014 per tonne	%	Total Cost
Granular "A"	2000	\$11.40	\$1.49	\$12.89	\$12.12	\$0.77	6.35%	\$25,780.00
Granular "B"	3000	\$8.10	\$1.06	\$9.16	\$8.98	\$0.18	2.00%	\$27,480.00
Winter Sand	3000	\$11.25	\$1.47	\$12.72	\$11.19	\$1.53	13.67%	\$38,160.00
Crusher Screenings	2000	\$13.95	\$1.82	\$15.77	\$13.56	\$2.21	16.30%	\$31,540.00
Clear Stone	500	\$19.95	\$2.60	\$22.55	\$21.47	\$1.08	5.03%	\$11,275.00
Rip Rap (R50)	500	\$30.00	\$3.90	\$33.90	\$25.80	\$8.10	31.40%	\$16,950.00
Cobble Stone	500	\$19.91	\$2.59	\$22.50	\$22.24	\$0.26	1.17%	\$11,250.00
subtotal								\$162,435.00

**2016 Product**

2016 Product	Estimated Quantity - tonnes	2016 Base Unit	HST	2016 Unit Price	2015 Unit Price	2016-2015 per tonne	%	Total Cost
Granular "A"	2000	\$11.63	\$1.52	\$13.15	\$12.89	\$0.26	2.02%	\$26,300.00
	3000	\$8.27	\$1.08	\$9.35	\$9.16	\$0.19	2.07%	\$28,050.00
	3000	\$11.48	\$1.50	\$12.98	\$12.72	\$0.26	2.04%	\$38,940.00
Winter Sand	2000	\$14.23	\$1.85	\$16.08	\$15.77	\$0.31	1.97%	\$32,160.00
Crusher Screenings	500	\$20.35	\$2.65	\$23.00	\$22.55	\$0.45	2.00%	\$11,500.00
Clear Stone	500	\$30.60	\$3.98	\$34.58	\$33.90	\$0.68	2.01%	\$17,290.00
Rip Rap (R50)	500	\$20.31	\$2.64	\$22.95	\$22.50	\$0.45	2.00%	\$11,475.00
Cobble Stone								
Subtotal								\$165,715.00

**2017 Product**

2017 Product	Estimated Quantity - tonnes	2017 Base Unit	HST	2017 Unit Price	2016 Unit Price	2017-2016 per tonne	%	Total Cost
Granular "A"	2000	\$11.87	\$1.55	\$13.42	\$13.15	\$0.27	2.05%	\$26,840.00
	3000	\$8.44	\$1.10	\$9.54	\$9.35	\$0.19	2.03%	\$28,620.00
	3000	\$11.71	\$1.53	\$13.24	\$12.98	\$0.26	2.00%	\$39,720.00
Winter Sand	3000	\$11.71	\$1.53	\$13.24	\$12.98	\$0.26	2.00%	\$39,720.00
	2000	\$14.52	\$1.89	\$16.41	\$16.08	\$0.33	2.05%	\$32,820.00
Crusher Screenings	2000	\$14.52	\$1.89	\$16.41	\$16.08	\$0.33	2.05%	\$32,820.00
	500	\$20.76	\$2.70	\$23.46	\$23.00	\$0.46	2.00%	\$11,730.00
Clear Stone	500	\$20.76	\$2.70	\$23.46	\$23.00	\$0.46	2.00%	\$11,730.00
Rip Rap (R50)	500	\$31.22	\$4.06	\$35.28	\$34.58	\$0.70	2.02%	\$17,640.00
500	500	\$31.22	\$4.06	\$35.28	\$34.58	\$0.70	2.02%	\$17,640.00
Cobble Stone	500	\$20.72	\$2.70	\$23.42	\$22.95	\$0.47	2.05%	\$11,710.00
subtotal								\$169,080.00
Total								\$497,230.00

May 11, 2015

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Request from the Rainy River Substance Abuse Prevention Team Organization to Utilize the Point Park on Saturday September 12, 2015 from 11:00 am to 3:00 pm to host a Family Safety Day Event**

Please find attached a letter dated April 22, 2015 from Tiffany Clifford-Smith, Chairperson of the Rainy River District Substance Abuse Prevention Team organization to utilize the Point Park on Saturday, September 12, 2015 from 11:00 am to 3:00 pm to host a Family Safety Day Event. On the proposed day, the Point Park is still open to the general public, thus the grounds and washrooms are still maintained and operational.

The Rainy River District Substance Abuse Prevention Team organization is requesting additional garbage bins and the supply of electrical to the vendors. In the past, there usually is no cost to the organizations to utilize the point park to stage such an event, however any additional costs would be passed on to the event organizer. In this case the request for additional garbage bins and the supply of electricity for the vendors would be the responsibility of the Rainy River Substance Abuse Prevention Team organization.

The Operations & Facilities Executive Committee recommends the following;

- 1) The Rainy River District Substance Abuse Prevention Team organization will be granted permission to utilize the Point Park on Saturday, September 12, 2015 from 11:00 am to 3:00 pm to host a Family Safety Day Event.
- 2) The Rainy River District Substance Abuse Prevention Team organization will be responsible to supply the conductor and electrician to connect from the Point Park existing electrical supply or panels to their vendor equipment.
- 3) The Rainy River District Substance Abuse Prevention Team organization will contact Asselin Transportation & Storage Ltd. to supply and empty additional waste bins to be utilized for their event at no cost to the Town.

Respectfully Submitted  
Operations & Facilities Division,

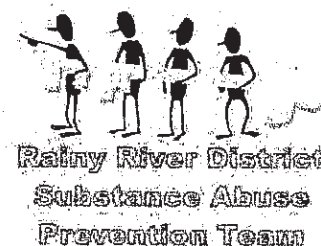
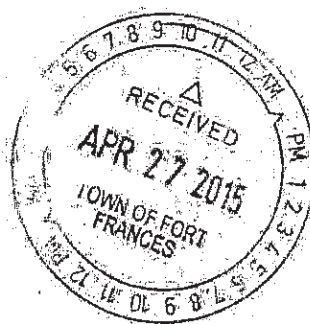


Doug Brown, P. Eng.  
Operations & Facilities Manager

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

- The Rainy River District Substance Abuse Prevention Team organization will be granted permission to utilize the Point Park on Saturday, September 12, 2015 from 11:00 am to 3:00 pm to host a Family Safety Day Event.
- The Rainy River District Substance Abuse Prevention Team organization will be responsible to supply the conductor and electrician to connect from the Point Park existing electrical supply or panels to their vendor equipment.
- The Rainy River District Substance Abuse Prevention Team organization will contact Asselin Transportation & Storage Ltd. to supply and empty additional waste bins to be utilized for their event at no cost to the Town.

2015MayRainy RiverDistrictSubstanceAbusePreventionTeam



April 22, 2015

Mayor Roy Avis &  
Fort Frances Town Council  
Fort Frances, ON

Dear Mr. Avis:

The Rainy River District Substance Abuse Prevention Team are planning our second annual FAMILY SAFETY DAY on September 12, 2015 from 11:00 a.m. – 3:00 p.m. The goal of our event is to promote health and safety to families; we hope to have vendors/booths on site to promote awareness on a variety of safety issues including water/transport safety (life jackets, boat safety, seat belts, car seats etc). We are inviting the Fire Department, OPP, Treaty #3 Police Service & Ambulance to be on site. We also hope to have vendors/booths to provide information and education on Fetal Alcohol Syndrome, safe handling of pharmaceuticals and safe needle disposal etc. We plan on having a BBQ at lunch time and activities for families to enjoy.

We believe that the best possible place to hold this event would be at The Point. This is our formal request for permission for the use of The Point. We would like to work in cooperation with you and would appreciate your assistance with this event by supplying the electricity for the vendors, washrooms and extra garbage bins.

Your partnership with us on this event again is very much appreciated as it will benefit many families in the Town of Fort Frances and neighbouring communities.

If you have any questions or concerns, please do not hesitate to contact me at [aadw@jam21.net](mailto:aadw@jam21.net) or at 274-8541.

Sincerely

Tiffany Clifford-Smith RRDSAPT Chair  
& the Substance Abuse Prevention Team



May 12, 2015

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Execution of Nuisance Beaver Program Agreement Rainy River District Trapper's Council**

As a result of local beavers destroying trees in the back yard of 1235 King's Hwy. (Mary Lou Beaulieu ) property and the beavers building a dam inside the main 1800 diameter culvert which services the Walmart Retention pond and the Biddeson Creek system from the north side of King's Hwy. 11-71 an alternative method of dealing with nuisance beaverS was required.

The existing method of dealing with nuisance beavers within the Town's storm sewer system is that Milt Strachan is registered with the MNR to shoot or live trap nuisance beavers. The Town has no live trappers for beavers. See attached MNR letter from April of 2006. However, in this situation it is difficult to consider shooting nuisance beavers as near a built up area (commercial and residential properties) of the community.

With the assistance of Mary Lou Beaulieu a contact was made with Brian Love of the Rainy River District Trapper's Council to determine if this organization could provide assistance in addressing the nuisance beaver situation at 1235 King's Hwy. See attached copy of the agreement. Basically traps will be placed within the culverts near 1235 King's Hwy. The approximate cost to trap a nuisance beaver is estimated at \$100.00.

It is recommended by the Operations & Facilities Executive committee that the Mayor & Clerk be authorized to enter into an agreement with the Rainy River District Trapper's Council to address nuisance beavers within the community.

Respectfully submitted  
Operations & Facilities Division



D. Brown, P. Eng.  
Manager of Operations & Facilities

**Council approval of this report will authorize** the Mayor & Clerk to enter into an agreement with the Rainy River District Trapper's Council to address nuisance beavers within the community.

F/n: 2015MayNuisance Beaveragreement

Ministry of Natural  
Resources

922 Scott Street  
Fort Frances, ON  
P9A 1J4

Ministère des Richesses  
naturelles

<http://www.mnr.gov.on.ca/mnr>  
Fax : 807-274-4438



Ontario

RECEIVED  
MAY - 9 2006

April 21, 2006

File #2.3.7.5

The Town of Fort Frances  
PO Box 38  
Fort Frances, On.  
P9A 3M5  
Doug Brown

**SUBJECT: Destruction of Nuisance Wildlife on Municipal Land**

Dear Doug,

The Fish and Wildlife Conservation Act (FWCA) replaced the Game and Fish Act in 1999 and allows for nuisance wildlife control including beaver.

Landowners may deal with wildlife that is causing or about to cause damage to their property.

Municipal employees whose responsibilities include wildlife control are exempt from obtaining MNR authorization to deal with nuisance wildlife. This applies only to municipal property. Removal on Crown land requires authorization. Some species such as moose, deer or endangered species are not included. Special authorization is required to live trap black bear.

Employees Arlene Burns and Dave Egan are registered by us and will not have to be pre-authorized to destroy nuisance wildlife. We will add Milt Strachan to this list. This will allow the live trapping or shooting of nuisance beaver. Only a licensed trapper may possess and use body gripping traps.

Employees may use a firearm to kill nuisance wildlife or live traps. Please ensure designated employees who use firearms are trained in the safe and wise use of them. We would prefer that a licensed trapper trap nuisance wildlife, particularly beaver during the trapping season from October to May in order for the pelt to be harvested. A licensed trapper may be hired to eliminate nuisance beaver. Trappers are required to report nuisance beaver catches and obtain a License to Possess a Pelt in order to sell the pelt.

Beaver dams on Crown land may be removed without authorization in protection of municipal roads, but only where absolutely necessary. Entering private land requires permission from the landowner and you may be liable for any damages caused by the removal. Please contact the baitfish harvester for the area when considering this action. Also you may require authorization to alter or destroy fish habitat from the Department of Fisheries and Oceans at:

Office Hours 8:30 – 5:00 Monday to Friday  
Closed 12:00 – 1:00

*"Your comments regarding our services are welcome at anytime"*

Fisheries & Oceans Canada  
 Fish Habitat Biologist  
 Fish habitat Management Branch  
 PO Box 649, Lakeside Beach  
 Kenora, On.  
 P9N 3X6  
 Lyndon Kivi / Earle Jessop  
 Tel: 807-4678470  
 Fax: 807-467-8470

We have authorized wildlife control agents in the district that are authorized and equipped to remove nuisance wildlife. They may be contacted at :

Second Chance Wildlife Control  
 Emo, On.  
 P0W 1E0  
 482-2269

Please report the following to this ministry at the end of the year:

- Number of nuisance wildlife destroyed by species
- Date the animal was destroyed
- Location
- Method of disposal of the carcass

If you have any further questions, contact Tony Elders at 807-274-8628.

Sincerely,



J. Wiume  
 Area Supervisor - Rainy River Manitou Area  
 Fort Frances District  
 Téléphone: 807-274-8617  
 Fax: 807-274-4438

TE/te

c.c : Dave Saunders, A/Enforcement Supérieur  
 Sergeant Steve Loshaw, Ontario Provincial Police

## RAINY RIVER DISTRICT TRAPPERS' COUNCIL

## NUISANCE BEAVER PROGRAM

By this agreement, the Rainy River Trappers Council will conduct nuisance beaver removal services on behalf of:

The Town of Fort Frances

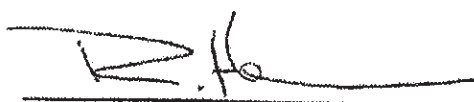
The Council has been authorized by the Ontario Ministry of Natural Resources and Forestry to act as an agent under Section 31 (2) of the Fish and Wildlife Conservation Act to conduct these activities under Section 11 (1) within trap lines designated as registered trap lines and administered by the Fort Frances District MNRF. For nuisance beaver complaints, the proponent will contact the Council and follow the procedures set out below. Upon completion of the services, the proponent agrees to pay \$75.00 per beaver for all nuisance beaver taken. If full payment has not been received within 30 days of invoice, a 2% interest rate will be applied and compounded each consecutive 30 days until full payment has been received.

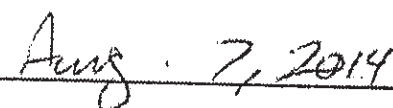
The procedures to follow upon a nuisance beaver complaint are:


1. Proponent identifies the nuisance beaver problem and contacts the Trappers Council representative. The proponent will provide details of the complaint to the contacted person, including the location and ownership of property. The proponent is responsible for obtaining landowner permission for all problems occurring on land not owned by them. Based on this agreement signed by MNRF and the Rainy River Trappers Council, the Council is authorized to dispatch trappers to provide nuisance beaver service on Crown Land. The complainant will advise the Council delegate if they wish to institute a maximum payable clause for each contract. Once the designate trapper has reached the allocated maximum limit, he/she will contact the Council designate who will, in turn, relay the information to the complainant.
2. The Council will act to provide service by dispatching the appropriate trapper according to the program criteria. Complaints can be submitted at any time but trappers will only be dispatched twice weekly – Mondays and Wednesdays.
3. The trapper undertakes the removal service, only during the closed season for beaver (May 15 – October 1). The trapper submits the pelts and/or carcass to the Nuisance Beaver Co-ordinator for verification and marking. The Council shall issue a receipt verifying the number of nuisance beaver harvested to the trapper and the council shall invoice the proponent.
4. The trapper will take appropriate action within forty-eight (48) hours of being notified.
5. Mileage compensation for the trapper will be fifty-four and an half cents per kilometre (\$0.545/km) (subject to change January each year) beginning from the home. A maximum of four (4) trips are to be allowed for compensation for the removal of all nuisance beaver from the specified complaint.

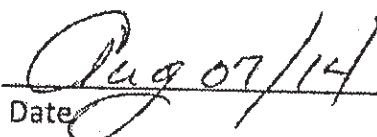
6. Should the Council dispatch a trapper to a specific site to remove nuisance beaver and no beaver are found, the proponent agrees to compensate the trapper thirty dollars (\$30.00) in addition to the mileage due for one trip as per item # 5
7. The proponent may request the Council to have a trapper lower the water level at the specified site. The proponent will pay the trapper twenty dollars (\$20.00) per hour up to a maximum of three (3) hours per specified complaint.
8. The Council will maintain and submit records to the MNRF on an annual basis.

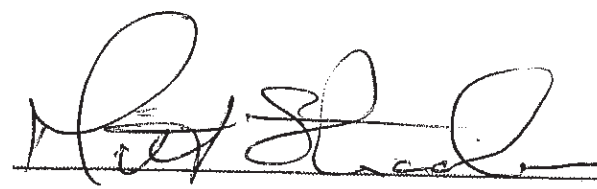
The Undersigned parties agree to the terms and conditions of this agreement:

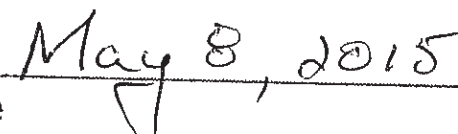
  
 \_\_\_\_\_  
 Authorized Official MNRF

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Rainy River Trappers Council President

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Proponent

  
 \_\_\_\_\_  
 Date

**AUTHORIZATION TO CONDUCT**  
**NUISANCE BEAVER CONTROL FOR**  
**THE RAINY RIVER DISTRICT TRAPPERS' COUNCIL**

Complaint Number: \_\_\_\_\_ Complaint Date: \_\_\_\_\_

Complainant: \_\_\_\_\_

Specific Location of Complaint:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trap line Number: \_\_\_\_\_

*Please note: If the problem area is located on Crown Land the complainant must have entered into a nuisance beaver agreement with the Rainy River Trapper's Council. Trappers are responsible for ensuring permission has been obtained to enter on to private lands.*

Trapper Assigned: \_\_\_\_\_

Trap line Number of Assigned Trapper: \_\_\_\_\_

Dates of Authorization: \_\_\_\_\_

Number of Beaver Removed: \_\_\_\_\_

Authorized by:

Rainy River Trapper's Council \_\_\_\_\_  
Rainy River District Trapper's Council Delegate \_\_\_\_\_ Date \_\_\_\_\_

Fort Frances MNRF District Manager \_\_\_\_\_  
FFMNRF District Manager or Delegate \_\_\_\_\_ Date \_\_\_\_\_

*Please note: Staple a copy of the receipt issued to the trapper to this form upon completion of complaint*

## NUISANCE BEAVER PROGRAM

### RAINY RIVER DISTRICT TRAPPERS' COUNCIL

1. Program to run May 15 to Oct. 1 of each year.
2. During the regular season – MNRF will contact 01 trapper, then 02.  
During the closed season MNRF will call Nuisance Beaver Program Co-ordinator.
3. Co-ordinator will attempt to contact 01 trapper then 02 – then designated trapper.
4. Participating trappers must be a member in good standing with RRDTTC with liability insurance \$2,000,000.00
5. Trapper will receive \$65.00 per beaver. Mileage will be \$0.545 per km to a maximum of 4 trips.
6. Co-ordinator will receive \$10.00 per nuisance beaver and be responsible for the year-end report to the District Manager.
7. RRDTTC Nuisance Beaver Program Co-ordinator

*Tammy Hunsburger*  
*Mine Centre, Ontario*  
*599-2884*  
*hwoolsey@bell.net*

May 19, 2015

Report To: Mayor & Council

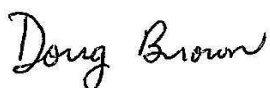
From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: April 2015 Drinking Water Systems Monthly Summary Report**

Please find attached the April 2015 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the April 2015 report as presented.

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Manager of Operations & Facilities

<p><b>Council approval of this report will</b> accept the April 2015 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.</p>
---

c.c. – Doug Herr, Environmental & Facilities Supt.  
Randy White, Senior WTP Operator

03CouncilwaterreportMarch 2015



**April, 2015**

**Monthly Summary Report  
Water Systems**

**Prepared by: Randy White, ORO  
Senior Water Treatment Plant Operator**

**Dated: May 14, 2015**

### 1) **Introduction -**

This report contains the major maintenance activities and operational events that occurred during the month of April 2015 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 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.

### 2) **Flow Data**

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

### 3) **Microbiological (Health Related) Water Analysis– Main Water System # 220000978**

Water Treatment Plant (treated): 5 samples taken no adverse results  
 Water Treatment Plant (raw): 5 samples taken no adverse results  
 Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

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

### 4) **Microbiological (Health Related) Water Analysis– Airport Groundwater Well # 26002736**

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

**5) Free Available Chlorine Residual (FAC) – Main Water System – # 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 # 26002736**

Signs posted, exempt from testing.

**7) Maintenance Activities at the WTP**

- April 01<sup>st</sup> - Galbraith Electric at plant to heaters and electrical cords.
- April 02<sup>nd</sup> - filled soda ash day tank
- April 03<sup>rd</sup> - cleaned all four (4) check valves on poly unit.
- April 06<sup>th</sup> - Caron Electric at plant to repair Poly Pump No. 4.
- April 07<sup>th</sup> - calibrated chlorine analyzer.
- April 08<sup>th</sup> - greased both clarifiers.  
- Cleartech, Pryde's and Galbraith Electric at plant to change chlorinator.  
- cleaned electric motors for poly pumps and changed pulley belt for Poly Pump No. 3
- April 09<sup>th</sup> - Cleartech at plant working on new chlorinator.  
- changed input out put card on Delta V system.
- April 10<sup>th</sup> - Galbraith Electric at plant to service poly motor and prep. for switch-over.  
- cleaned the top and bottom tank on the poly unit.
- April 11<sup>th</sup> - Galbraith Electric at plant to change motor for poly pump.
- April 13<sup>th</sup> - tested backflow device at Manitoulines.  
- greased both clarifiers.
- April 15<sup>th</sup> - began filling Clearwell No. 2.  
- changed vacuum valve on chlorine system.
- April 16<sup>th</sup> - cleaned the top and bottom tank on the poly unit.

- April 17<sup>th</sup> - Galbraith Electric at plant to work on HL #2 motor.  
- calibrated chemical feeders.
- April 21<sup>st</sup> - ordered Soda Ash.
- April 22<sup>nd</sup> - made chains for clarifier drives.
- April 23<sup>rd</sup> - took course on Working from Heights.
- April 28<sup>th</sup> - calibrated distribution chlorine analyzer.  
- took grab samples from each filter.
- April 30<sup>th</sup> - worked on Sunny Cove.

#### 8) **Water Complaints –**

- Poor Pressure – 0 complaints
- Water Quality – 1 complaint

1006 Webster Avenue: sampled (bacti) April 9, 2015 – no adverse  
Chlorine – 1.77 mg/L

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

- April 06<sup>th</sup> - took weekly routine bacti samples.
- April 07<sup>th</sup> - completed lead sampling – distribution system.
- April 09<sup>th</sup> - took weekly routine bacti samples.
- April 13<sup>th</sup> - took weekly routine bacti samples.
- April 20<sup>th</sup> - took weekly routine bacti samples.  
- took bacti samples – Clearwell No. 2 – 1<sup>st</sup> set.
- April 21<sup>st</sup> - took bacti samples – Clearwell No. 2 – 2<sup>nd</sup> set.
- April 27<sup>th</sup> - took weekly routine bacti samples.

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:

- Randy White, ORO, Senior WTP Operator: \_\_\_\_\_
- Doug Herr, Environmental & Facilities Supt.: \_\_\_\_\_
- Doug Brown, Manager of Operations & Facilities: \_\_\_\_\_
- Mark McCaig, CAO: \_\_\_\_\_
- Paul Ryan, Chair O& F Exec Committee: \_\_\_\_\_
- Roy Avis, Mayor: \_\_\_\_\_
- June Caul, Councillor: \_\_\_\_\_
- John Albanese, Councillor: \_\_\_\_\_
- Wendy Brunetta, Councillor: \_\_\_\_\_
- Doug Kitowski, Councillor: \_\_\_\_\_
- Ken Perry, 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 myself or Randy White, Senior WTP Operator at 274-2325.

**Monthly Report April 2015**

Flow Data	APRIL	Units	2013		2014		2015	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m <sup>3</sup>		126330		206600		165700	
Raw Maximum Day	m <sup>3</sup>	Sunday 28th	5140	Thursday 03rd	9660	Friday 17th	6650	
Raw Minimum Day	m <sup>3</sup>	Monday 01st & 9th	4210	Saturday 26th	4770	Thursday 09th	5270	
Raw Average Daily Consumption	m <sup>3</sup>		4360		7120		5710	
Total Treated Water	m <sup>3</sup>		111400		173600		112830	
Treated Water Maximum Day Consumption	m <sup>3</sup>	Friday 28th	4070	Thursday 03rd	7020	Sunday 12th	4260	
Treated Water Minimum Day Consumption	m <sup>3</sup>	Friday 12th	3340	Saturday 26th	4810	Tuesday 21st	3390	
Treated Water Average Day Consumption	m <sup>3</sup>		3710		5790		3760	
Daily Average Per Household Consumption Rate	m <sup>3</sup>		0.98		1.53		0.99	
* Daily Average Per Person Consumption Rate	m <sup>3</sup>		0.46		0.73		0.47	
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L		1.68		1.63		2.04	
Total Chlorine Residual - Treated Water	mg/L		2.02		1.92		2.32	
Aluminum Sulphate - Raw Water	mg/L		33.9		34.5		35.6	
Aluminum Sulphate - Treated Water Residual	mg/L		0.08		0.06		0.06	
Fluoride - Treated Water	mg/L		0.62		0.63		0.68	
Soda Ash - Raw Water	mg/L		34.0		35.0		37.3	
PH - Adjusted	mg/L		7.20		7.25		7.19	
Temperature	C		3.1		2.7		5.5	
Quantity of Chemical Used:								
Aluminum Sulphate	kg		4425.5		7457.2		6105.7	
Polyelectrolyte	kg		50		75		62.5	
Chlorine Gas	kg		391		689		639	
Soda Ash - Used for PH Adjustment	kg		4438.4		7565.3		6398.2	
Fluoride	kg		311		574		365	

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

Town of Fort Frances - Water treatment Plant - Water Works # 220000978  
Monitoring Record  
April 2015

Operating Data		Units	*MAC or Range	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
Flow rates	Raw Water	10 <sup>3</sup> M <sup>3</sup> /d	17	5.60	5.59	5.75	5.63	5.50	5.70	5.57	5.64	5.27	5.98	5.58	5.94	5.33	5.59	6.45	6.21	6.65	5.89	5.55	5.70	5.62	5.60	5.38	5.83	5.81	5.59	5.48	5.60	5.68	5.59	165.70	5.71
	Peak Instantaneous - Raw Water	L/s	n/a	65.59	65.52	65.57	65.49	65.53	65.52	65.64	65.58	65.65	75.71	65.59	65.54	65.57	65.52	76.29	76.00	75.85	75.57	65.80	65.76	65.63	65.64	65.62	65.65	65.66	65.69	65.76	65.75	65.82	65.81	2020.32	67.34
	Treated Water	10 <sup>3</sup> M <sup>3</sup> /d	17	3.89	3.92	3.82	3.86	3.76	4.02	3.98	4.12	3.52	4.17	3.46	4.26	3.70	3.77	3.70	3.60	3.92	3.64	3.66	3.92	3.86	3.86	3.68	3.68	3.77	3.58	3.74	3.61	3.74	3.69	112.83	3.76
	Peak Instantaneous - Treated Water	L/s	5	82.59	83.04	82.52	81.64	82.24	80.83	82.76	84.59	81.87	82.95	79.30	82.81	82.95	82.71	80.97	88.83	83.15	83.06	83.95	82.56	81.14	81.64	81.84	81.38	81.07	81.74	82.15	82.32	81.19	86.03	2475.82	82.53
	BackWash Water	10 <sup>3</sup> M <sup>3</sup> /d	n/a	0.23	0.23	0.21	0.23		0.23	0.23	0.21	0.23	1.33		0.23	0.21	0.23	0.20			0.22	0.23	0.20	0.22	0.23	0.20	0.21	0.23	0.21	0.22	0.23	0.22	6.59	0.26	
Fluoride Information																																			
Fluoride Residual - Treated Water		mg/l	0.5 to 0.8	0.75	0.72	0.68	0.69	0.69	0.72	0.64	0.37	0.22	0.19	0.53	0.77	0.73	0.74	0.75	0.76	0.77	0.76	0.74	0.74	0.72	0.70	0.72	0.75	0.75	0.71	0.74	0.71	0.73	0.77	20.26	0.68
Turbidity Information																																			
Raw Water		NTU	n/a	0.79	0.75	0.69	0.62	0.66	0.72	0.92	1.03	0.84	0.71	0.99	1.06	0.92	0.76	1.28	1.36	1.44	1.34	1.19	1.46	1.38	1.35	1.30	1.37	1.45	1.39	1.45	1.35	1.31	1.42	33.28	1.11
Settled Water		NTU	n/a	0.11	0.12	0.11	0.13	0.21	0.11	0.35	0.37	0.22	0.10	0.11	0.15	0.16	0.18	0.16	0.12	0.11	0.09	0.09	0.09	0.07	0.12	0.12	0.14	0.11	0.12	0.11	0.12	0.11	0.09	4.20	0.14
Treated Water		NTU	1	0.09	0.09	0.06	0.06	0.06	0.09	0.06	0.08	0.04	0.03	0.07	0.06	0.07	0.06	0.06	0.05	0.05	0.04	0.05	0.04	0.04	0.04	0.06	0.07	0.06	0.05	0.07	0.08	0.06	0.05	1.79	0.06
Other Operating Parameters																																			
pH - Treated Water		no units	6.5 to 8.5	7.49	7.41	7.26	7.20	7.16	7.17	7.14	7.07	7.13	7.15	7.08	7.01	6.69	7	7.14	7.21	7.08	7.16	7.41	7.14	7.14	7.37	7.27	7.41	7.32	7.41	7.32	7.01	7.1	7.35	215.84	7.19
pH - Settled water		no units	n/a	6.71	6.77	6.84	6.52	6.56	6.61	6.80	6.36	6.87	6.80	6.74	6.85	6.47	6.41	6.43	6.46	6.52	6.36	6.41	6.36	6.40	6.52	6.45	6.45	6.41	6.45	6.41	5.96	5.89	5.97	194.76	6.49
pH - Raw Water		no units	n/a	6.81	6.92	6.87	6.89	6.89	7.05	6.74	6.58	6.63	6.54	6.77	6.83	6.73	6.69	6.92	6.97	6.90	6.95	6.94	6.87	6.99	6.99	6.91	6.84	6.92	6.99	6.89	7.02	7	7.22	206.26	6.88
FAC - Treated Water		mg/l	0.2 to 4	1.97	1.99	1.97	2.01	1.89	1.95	1.85	1.89	1.74	1.40	2.20	2.15	2.24	2.29	1.91	2.65	1.97	1.94	1.91	1.94	2.01	2.19	1.79	2.15	2.05	2.15	2.19	1.94	2.57	2.15	61.05	2.04
Total Chlorine Residual Treated		mg/l	0.3 to 7	2.17	2.19	2.24	2.29	2.16	2.19	2.30	2.38	2.16	1.76	2.47	2.44	2.64	2.67	2.31	2.88	2.39	2.21	2.20	2.18	2.27	2.32	2.10	2.30	2.29	2.30	2.35	2.25	2.8	2.31	69.52	2.32
Temperature		C	15	4.0	4.0	4.0	5.0	5.0	4.0	4.0	5.0	5.0	6.0	6.0	6.0	6.0	5.0	5.0	5.0	5.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	7.0	7.0	165.0	5.5	
Fluoride used (Total Daily Consumption)		kg	n/a	11.0	12.0	12.0	11.0	12.0	12.0	11.0	9.0	9.0	10.0	11.0	12.0	12.0	16.0	20.0	14.0	15.0	14.0	12.0	13.0	12.0	13.0	11.0	13.0	11.0	11.0	11.0	14.0	365.0	12.2		
Chlorine used (Total Daily Consumption)		kg	n/a	21.0	20.0	19.0	21.0	19.0	21.0	20.0	20.0	20.0	19.0	20.0	24.0	22.0	24.0	22.0	29.0	27.0	23.0	21.0	21.0	21.0	21.0	20.0	20.0	22.0	21.0	21.0	19.0	19.0	639.0	21.3	
Soda ash (Total Daily Consumption)		kg	n/a	207.8	207.4	213.3	208.9	204.1	211.5	208.6	209.2	195.5	221.9	207.0	220.4	197.7	209.6	241.9	236.6	249.4	220.9	208.1	213.8	210.8	210.0	201.8	218.6	217.9	209.6	205.5	210.0	213.0	209.6	6398.2	213.3
Soda Ash - Dosage		mg/l	n/a	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.1	37.5	38.1	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	37.5	1120.4	37.3
Alum residual - (Total Daily Consumption)		kg	n/a	199.0	199.0	204.7	200.4	195.8	202.9	198.3	200.8	187.6	212.9	198.6	211.5	189.7	198.4	229.0	221.7	237.4	210.3	198.1	203.5	200.6	199.9	192.1	208.1	207.4	199.6	195.6	195.9	202.8	199.6	6105.7	203.5
Alum residual - Dosage		mg/l	n/a	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.6	35.5	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	35.7	1089.3	35.6
Alum residual - Treated Water		mg/l	0.1	0.09	0.09	0.06	0.06	0.03	0.06	0.08	0.06	0.08	0.08	0.08	0.06	0.06	0.05	0.04	0.06	0.06	0.03	0.05	0.06	0.07	0.06	0.05	0.04	0.07	0.06	0.05	0.04	0.05	0.06	1.83	0.06
Poly bags added (25 kg bags )		kg					0.5						0.5											0.5										62.5	



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/53**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 19, 2015  
**Subject:** Mayor Roy Avis – Forestry Consultation Travel Expenses

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$143.22 and Schedule “F” Travel Expenses - Mayor/Council Honorarium in the amount of \$150.00 to attend a Forestry Consultation meeting held in Thunder Bay on April 23, 2015 as submitted by Mayor Roy Avis.

Travel Expense Summary

1.	Meals	\$ 51.00
2.	Gas (Own Vehicle)	92.22
3.	Per Diem (1 day)	<u>150.00</u>
	Total Travel & Per Diem Expense	\$293.22

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the travel expense and per diem claims for Mayor Roy Avis in the amount of \$293.22 for his attendance at a Forestry Consultation meeting held in Thunder Bay on April 23, 2015.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the travel expense and per diem claims for Mayor Roy Avis in the amount of \$293.22 for his attendance at a Forestry Consultation meeting held in Thunder Bay on April 23, 2015.



# **TOWN OF FORT FRANCES - SCHEDULE "B"** **TRAVEL EXPENSE STATEMENT**

1.	Attendee	<i>ROY AUBS</i>							
2.	Conference/Seminar Attended	<i>FORESTRY MEETING</i>							
	Location (Facility and City)	<i>THUNDER BAY Ont</i>							
	Dates	<i>APRIL 23 2015</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation					<i>92.22</i>			<i>92.22</i>
	Breakfast								
	Lunch				<i>16.00</i>				<i>16.00</i>
	Dinner				<i>35.00</i>				<i>35.00</i>
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason	Total				
	Mileage Claimed	KM x \$0.45 =							
6.	Approved						Total Expenses		<i>143.22</i>
							Advance Received		
							Balance Claimed		
							Balance Refunded		

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

*April 24 2015*  
 Date

*[Signature]*  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Division Manager Signature

Date	Treasurer	A / P	Cashier



# Fort Frances Husky

500 Kings Highway  
Fort Frances ON P9A 3P8  
(807) 274-7680

GST# 804707339 Merchant ID:4976296  
Receipt 71959656  
Type: SALE

Qty	Name	Price	Total
1.87	GAS	\$ 1.069	\$ 92.22
	Pump:	7	
	Litres:	86.268	
	Price / Litre:	\$ 1.069	

Subtotal	\$ 92.22
GST / HST Fuel	\$ 10.61

Total	\$ 92.22
Purchase	\$ 92.22
#*****2408	Exp **/** \$
VISA	04/24/2015 13:22:44
722071EK 71	RESP:001 ISO:00
Ref:091001001022	Auth:073647
Approved	

4/24/15 1:22:48 PM

Pos:71 Cashier:31 Store:7220


Earn FREE fuel faster.  
Register today at [myHuskyRewards.ca](http://myHuskyRewards.ca)

**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	ROY AULI
Conference / Seminar Attended	
Location	THUNDER BAY ONT
Dates	APRIL 23 2015

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				APRIL 23				
Amount				150 -				150.00

Name (Please Print)	Signature
ROY AULI	
Approved	Date
	APRIL 24 2015

To be submitted to Payroll for processing when approved by Council





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/48**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 19, 2015  
**Subject:** Councillor June Caul – NOMA Conference Per Diem & Travel Expense

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Travel Expense Claim in the amount of \$68.02 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 22 - 24, 2015 as submitted by Councillor June Caul.

Travel Expense Summary

1.	Own Vehicle Gas	68.02
2.	Per Diem (3 Days)	<u>450.00</u>
	Total	<u>\$518.02</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$980.16 to attend the NOMA Conference as authorized by Council on February 9, 2015.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$450.00 and Travel Expense Claim in the amount of \$68.02 as submitted by Councillor June Caul to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 22 - 24, 2015.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$518.02 as submitted by Councillor June Caul for her attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 22 - 24, 2015.

**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1. Attendee	June Caul							
2. Conference/Seminar Attended	NOMA Annual General Meeting + Conference							
Location (Facility and City)	Victoria Inn, Thunder Bay, ON							
Dates	April 22, 23, 24, 2015							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner								
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other			Total
5. Town Used Vehicle	Yes	No <input checked="" type="checkbox"/>	Reason: Already Taken					Total
Mileage Claimed	KM x \$0.47 =							
	2 Gas Invoices							\$30.01 + 38.01
6. Approved	Total Expenses							68.02
	Advance Received							
	Balance Claimed							68.02
	Balance Refunded							

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

May 11, 2015  
 Date

June Caul  
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

WEST ARTHUR ESSO  
645 ARTHUR ST. W.  
THUNDER BAY, ON P7E 5R6

00303214

VRN:R120985767

04/24/2015 2:19:29 PM

Register: 1 Trans #: 2435 Op ID: 6456

Your cashier: Meghan

REGLR CA PUMP# 4  
35.560 L @ \$ 1.069/L \$38.01 101  
HST Incl In Fuel \$4.37

Subtotal = \$38.01

Total = \$38.01

Change Due = \$0.00

Interac \$38.01

TYPE: PURCHASE  
ACCOUNT: INTERAC CHEQUING \$38.01  
AUTH: 152310-F INVOICE: PAD06755  
CARD NUMBER: C \*\*\*\*\*6087  
DATE/TIME: 2015/04/24 14:19:47  
REFERENCE: 61024888-001-220-055-0 C  
OO APPROVED - THANK YOU 001  
A- Interac  
B- A0000002771010  
LOYALTY: NO

Customer Copy

Thank You

04/20/15 12:34:11  
REG# 0001 CSH# 003 DR# 01 TRANS 11185  
THANKS, COME AGAIN  
CASH \$ 30.01  
TOTAL 30.01  
Tax 00.00  
Sub Total 30.01  
@ 2.249/6  
13.3426  
UNLD CA #03  
DESCR. qty amount

FORESTLAND SALES  
AND SERVICE  
WELCOME  
FORE000101



# VICTORIA INN

Victoria Inn Thunder Bay  
555 W. Arthur St  
Thunder Bay, ON  
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

June Caul  
320 Portage Ave  
Fort Frances, On

P9A 3P9

Page #	1
Res. #	436614
Checked in	Wed Apr 22/15 - 3:38pm
Checked out	Fri Apr 24/15 - 10:49am
Nights	2
Room Rate	115.99
Room	152

Group: Noma\*

Date	Description	Reference	Charges	Credits
Apr22	PAID BY VISA - Th auth #048272	*****8250		262.14
Apr22	Room - Best Available Rate		115.99	
Apr22	HST		15.08	
Apr23	Room - Best Available Rate		115.99	
Apr23	HST		15.08	
			0.00	
			262.14	262.14

N.O.M.A.  
Attn: Kristen Oliver  
P.O. Box 10308  
Thunder Bay, On. (NOMA01)  
P7B 6T8

Thank you for staying with us, Please visit our sister hotels  
Located in Brandon, Winnipeg, Flin Flon & Owen Sound  
Call 1-877-VIC-INNS or reserve online at [WWW.VICINN.COM](http://WWW.VICINN.COM)

Our H.S.T. # is 835058603

Charge Summary:  
HST

30.16



### TOWN OF FORT FRANCES - SCHEDULE "E" TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">June Caul</div>	Signature <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">June Caul</div>
Approved 	Date 



**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	June Caul
Conference / Seminar Attended	NOMA Annual General Meeting + Conference
Location	Thunder Bay, ON (Victoria Inn)
Dates	April 22, 23, 24, 2015

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr. 22/15	Apr. 23/15	Apr. 24/15			3
Amount			\$ 150.00	150.00	150.00			\$ 450.00

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date
	May 11, 2015

To be submitted to Payroll for processing when approved by Council



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

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

May 4, 2015

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

Attention: Mr. Doug Herr  
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility**  
**April 2015 Monthly Report**

As per the operating agreement, the attached document is the April 2015 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. Larry Wachter – Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read "Kelly G".

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
April 2015 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 April 2015; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

## **DESCRIPTION OF WORKS**

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

The Fort Frances Sewage Treatment Plant received and operates its operation under *Certificate of Approval Number 3-0049-96-006*, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval 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.



## APRIL 2015 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD <sub>5</sub>	4.4 mg/L	25 mg/L	15 mg/L	24.7 kg/d	225 kg/d	135 kg/d
Suspended Solids	7.8 mg/L	25 mg/L	15 mg/L	44.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.28 mg/L	1.0 mg/L	1.0 mg/L	1.6 kg/d	9 kg/d	9 kg/d
Ammonia as N	6.53 mg/L					
Nitrite as N	0.13 mg/L					
Nitrate as N	2.56 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		56.6 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 6.8 to 7.2; average pH was 7.0
Temperature degrees C						Temperatures ranged from 7.0 – 8.0 average temperature of effluent at 7.5

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

## WASTEWATER LIQUID PROCESS

The average daily flow for April was 5,628.8 m<sup>3</sup>/day. This represents 63% of the design average flow. Total treated flow for the month was 168,865 m<sup>3</sup>.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Certificate of Approval.

## INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	950 +/- @ 7.0% + 615 @ 12%	Litres
Alum	14.0 +/- @ 60 %	Cubic meters
Polymer	42 Bags (1050 kg)	Bags (25 kg/bag)

## MAINTENANCE

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

### Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Regular cleaning of head works EW basket strainer
- Greased clarifier drives
- Regular cleaning of seal water strainer TFP 9-5
- Removed debris from grit pump 1 inlet 90 and reducer
- Hot water flushed alum lines and pumps
- Acid washed UV sleeves all 3 banks
- Replaced all smoke detectors
- Flushed secondary digester level sensor
- Replaced flow meter RAS pump 2
- Installed new tubing rawsewage auto sampler and calibrated both

### Pump Stations:

- Ran gensets
- Changed seal water strainers
- Cleaned bar screens
- The radio antenna at Fifth Street lift station was re-aligned

**OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

**SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 605.4 m<sup>3</sup> for the month. Asselin Transportation and Storage Limited hauled a total of 239.8 m<sup>3</sup> of thickened digested sludge (average 12.0 m<sup>3</sup>/load) to the Town of Fort Frances landfill site.

**COMPLAINTS**

There were no complaints during the report period.

**BY-PASS REPORT(S)**

There were no bypass events in the report period.

**COMMENTS**

Plant power consumption for the month was 620 (x 180 multiplier) kWh.  
The additional effluent testing necessary to meet the requirements of the Wastewater Systems Effluent Regulations is now a part of our regular sampling regimen.

**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)



Month	Sewage Flows Year 2015					Usage	Sludge	Removal Efficiency	
	Avg. Day Flow	Max Day Flow	Total Treated	Total ByPass	Total Volume	% Plant Capacity	Volume Hauled	CBOD5	
	m3	m3	Volume ML	Volume ML	ML		M3	Suspended Solids	
								Total Phosphorus	
January	5205.2	5615	161362		161362	58%	133.6		
February	5008.5	5247	140237		140237	56%	163.2		
March	5608.6	6833	173865		173865	62%	244.8		
April	5628.8	5970	168865		168865	63%	239.8		
May						0%			
June						0%			
July						0%			
August						0%			
September						0%			
October						0%			
November						0%			
December						0%			
Sum				0	644329		781.4		
Average	5363		161082		161082	60%	195.4		
Max		6833	173865		173865				
of A	9000	18000							

		CBOD5			Suspended Solids			Total Phosphorus			E. Coli		pH	
		Avg Raw	Avg. Eff.	Avg. Load	Avg Raw	Avg. Eff.	Avg. Load	Avg Raw	Avg. Eff.	Avg. Load	Geo Mean	Monthly	Monthly	Maximum
		CBOD (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)	Counts	Minimum	Maximum	
Month														
	January	84.5	2.6	13.6	151.9	6.0	31.0	2.5	0.23	1.18	17.8	6.8	7.6	
	February	87.0	3.1	15.3	136.4	6.4	32.1	2.2	0.22	1.12	8.3	6.9	7.5	
	March	62.8	3.5	19.6	127.6	8.0	45.1	1.9	0.23	1.29	14.8	6.8	7.5	
April	66.3	4.4	24.7	135.3	7.8	44.2	1.9	0.28	1.57	56.6	6.8	7.2		
May														
June														
July														
August														
September														
October														
November														
December														
Average	75.2	3.4	18.3	137.8	7.1	38.1	2.1	0.24	1.29	24.4	6.8	7.5		
Max	87	4.4	24.7	151.9	8	45.1	2.5	0.28	1.57	56.6	6.9	7.6		
C of A		25	225		25	225		1	9	200	6.0	9.5		

**Administration & Finance Department Stats  
for the period ending April 30, 2015**

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
<b>Revenue</b>													
Tax Certificates	\$ 774.45	\$ 833.95	\$ 842.10	1,082.20									\$ 3,532.70
Business Licences	18,106.00	6,185.55	2,664.65	2,012.19									\$ 28,968.39
Lottery Licences	298.80	35.70	896.39	763.11									\$ 1,994.00
Fort Frances Portion of POA Fines													\$ -
Nat Gas/Purchase Card Rebates													\$ -
WSIB Safety Group Rebate													\$ -
Death/Still Birth Registrations	253.20		348.75	445.90									\$ 1,047.85
Marriage Licences	279.60		139.80	279.60									\$ 699.00
Civil Marriage		323.45											\$ 323.45
Certify Copies				11.30									\$ 11.30
Commissioning Oaths/Affidavits	72.63	34.35	86.20	68.60									\$ 261.78
Investment Income	1,064.96	903.81	4,448.71	1,006.02									\$ 7,423.50
Agreement Fee													\$ -
Sale of Land				500.00									\$ 500.00
Administration Service Charges	183.75	14,657.05	14,636.03	14,681.27									\$ 44,158.10
	\$ 21,033.39	\$ 22,973.86	\$ 24,062.63	\$ 20,850.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,920.07

<b>Accounts Receivable</b>													
Balance Forward	134,696.47	138,618.70	251,490.22	173,142.72									
Invoices/Debits	128,105.98	232,861.22	88,841.78	126,000.76									
Payments/Credits	(125,056.66)	(120,153.92)	(167,772.72)	(177,331.57)									
Interest Applied	872.91	164.22	583.44	640.95									\$ 2,261.52
Total Amount Owning	\$ 138,618.70	\$ 251,490.22	\$ 173,142.72	\$ 122,452.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,261.52

<b>A/R Invoices Processed</b>													
General/By-Law/Planning/CBO	8	31	13	10									62
Daycare	0	57	57	58									172
Airport	0	11	14	11									36
Landfill	26	22	34	46									128
Public Works	0	9	5	2									16
Sewer	3	3	6	5									17
Water	3	16	21	30									70
Fire Department	0	0	0	0									0
Memorial Sports Centre	0	44	3	21									68
Fort Frances Power Corp	0	10	4	10									24
Invoices Issued by Month	40	203	157	193	0	0	0	0	0	0	0	0	593

<b>NSF/Returned Payments</b>													
Daycare	0	0	0	0									0
Memorial Sports Centre	1	2	0	0									3
Utilities	0	5	2	9									16
Taxation	2	0	0	0									2
Other	0	0	0	0									0

<b>Taxes</b>													
Balance Forward	\$ 782,998.61	\$ 6,613,468.92	\$ 2,681,887.08	\$ 1,148,131.47									
Tax Billings/Debits	5,820,426.19	20,484.72		1,215.88									
Payments/Credits	(586.97)	(3,962,095.56)	(1,546,805.14)	(184,303.46)									
Interest Applied	10,631.09	10,029.00	13,049.53	14,282.77									47,992.39
Total Amount Owning	\$ 6,613,468.92	\$ 2,681,887.08	\$ 1,148,131.47	\$ 979,326.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,992.39



	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Arrears Notices Mailed/Letters	264	278	794	531									1,867
# of Properties in Arrears 3 years+	45	42	41	36									
# of Properties in Arrears 3 years+ with no payment plans	13	7	6	6									
# Tax Sale Registrations	1	1	0	0									
# Write offs (MOS/357 Applications)	1	1	0	0									2
Write-off - Municipal Portion	\$ 2,236.29	\$ 649.81	\$ -	\$ -									\$2,886.10
# of Charity Rebates	0	0	0	0									0
Charity Rebates - Municipal Portion	\$ -	\$ -	\$ -	\$ -									\$0.00
# Vacancy Rebates	2	1	0	0									3
Vacancy Rebates - Municipal Portion	\$ 3,819.31	\$ 955.44	\$ -	\$ -									\$4,774.75
<b><u>E.D. Financial Incentive Plan</u></b>													
Demolition Grant	\$ -	\$ -	\$ -	\$ -									0
Grant-In-Lieu of Taxes	\$ -	\$ -	\$ -	\$ -									0.00
<b><u>Water &amp; Sewer</u></b>													
Balance Forward	\$ 1,240,091.10	\$ 523,895.45	\$ 331,205.41	416,292.58									
W/S Billings/Debits	39.49	2,500.42	827,000.75	5,094.68									
Payments/Credits	(717,724.36)	(198,414.65)	(741,914.40)	(102,201.15)									
Interest Applied	1,489.22	3,224.19	0.82	1,504.73									6,218.96
Total Amount Owning	\$ 523,895.45	\$ 331,205.41	\$ 416,292.58	\$ 320,690.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,218.96
Bi-Monthly Water/Sewer Bills Issued	3,411		3,354										6,765
Final Billings Issued		20		20									40
Late Notices Mailed		644		494									1,138
Registered Letters		48		53									101
Disconnects		0		1									1
Reconnections		0		1									1
<b><u>Provincial Offences</u></b>													
Fines Paid	\$ 22,444.00	\$ 24,234.00	\$ 35,552.00										\$ 82,230.00
Outstanding Fines (pre & post transfer)	\$2,069,384.00	\$2,025,151.00	\$2,024,049.00										
IQOR Collections (pretransfer)													\$ -
IQOR Collections (post-transfer)	\$ 41.07		\$ 237.59										\$ 278.66
Total IQOR Collected													\$ -
Notice of Default - mailed out	44	62	55	47									208
New Charges Filed	165	177	209										551
Court Room Operating Hours	5	10	2										17.0
<b><u>Charges Disposed (Before or at Trial)</u></b>													
Failed to Attend - Convicted	79	43	33										155
Plead Guilty	22	19	28										69
Withdrawn	3	4	14										21
Quashed	3	2	0										5
Stayed	1	0	0										1
Dismissed/Acquitted	2	1	1										4
Plead Not Guilty - Convicted	2	6	3										11
Other	0	0	0										0
Total	112	75	79	0	0	0	0	0	0	0	0	0	266