

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - June 17, 2015, 8:30 AM

#### MEETING - Civic Centre

Session #013

Page

#### Call to Order

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

#### Approval of Previous Committee Minutes

- 3..1 Minutes from meeting of this Committee on June 3, 2015. 2 - 3

#### Non-agenda Items

#### Outstanding Items

- 5..1 Review and Endorsement of the Sewer System Management By-Law ( Final Draft) 4 - 33

#### New Business

- 6..1 Tender No. 15-OF-07 - Rental Rates for Equipment and Vehicles 34 - 44
- 6..2 Request from Megan Walchuk, Property Owner of 1500 Colonization Road West to Plant Trees on the Town's Highway or R.O.W. 45 - 54

#### Information

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- 7..2 Fort Frances Wastewater Treatment Facility May 2015 Monthly Report. 56 - 61
- 7..3 Aircraft Landings 2015 as of May 30, 2015. 62 - 63
- 7..4 2015 Tonnage at Landfill Site - updated June 1st, 2015 64
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- 7..6 Operations and Facilities Division - Public Works Area - Operations Statistics - May 2015 69 - 72

#### Adjourn / Next Meeting Date

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #012

June 3, 2015

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on June 3, 2015 from 8:30 a.m. to 9:00 a.m.

PRESENT: Paul Ryan, Chairperson, Doug Kitowski, June Caul and Doug Brown.

### ALSO PRESENT:

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

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

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

2.1. None

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

3.1. Minutes from meeting of this Committee on May 20, 2015- the minutes from the meeting on May 20, 2015 were approved as circulated.

#### **4. Non-agenda Items**

4.1. None

#### **5. Items Referred from Council**

5.1. In-Kind Services and Financial Support for the 2015 Fort Frances Canadian Bass Championship - the memo was reviewed and will be forwarded to the Administration and Finance Executive committee.

#### **6. New Business**

6.1. None

#### **7. Outstanding Items**

7.1. Sewer Systems Management By-Law (to be discussed at a future meeting) - as a result of Paul Ryan being back on his feet, the new sewer systems management by-law will be reviewed at the next Operations and Facilities Executive committee meeting on June 17,

2015.

**8. Information**

- 8.1. 2015 Tonnage at the Landfill Site - updated May 1, 2015 - the Landfill data was reviewed and will be forwarded to Council as information only. No action required.
- 8.2. Sewer & Water Data for 2015 - updated June 1, 2015 - the Sewer and Water data as of June 1, 2015 was reviewed and will be forwarded to Council as information only. No action required.

**9. Adjourn / Next Meeting Date**

- 9.1. The meeting was adjourned at 9:00 a.m.

There being no further matters before this Committee as this time this meeting was closed.

**10. Signatures**

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Executive Committee Chair

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D. Brown, Manager of Operations and Facilities

April 17, 2015

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Review and Endorsement of the Sewer System Management By-law  
(Final Draft)**

The up-dating of the “sewer system management by-law” has been in the works for several years. An extensive review of the existing Town’s by-laws related to both the sanitary sewer system and the storm sewer system was conducted. Also Town staff researched and investigated how communities managed their sewer systems (sanitary & storm).

Please find attached the administration report (c/w a draft copy of the Sewer System By-Law) prepared by Douglas Herr, Environmental and Facilities Superintendent outlining all pertinent revisions on how the Town proposes to manage the sewer systems going forward.

Some of these revisions will have a financial impact on sanitary sewer customers as such the report and draft copy of sewer system management by-law have been distributed at this point in time for an all-embracing review. The proposed By-law will be discussed in-depth at the next O & F executive committee meeting scheduled for May 6, 2015.

Respectfully submitted,  
Operations & Facilities Division

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, P. Eng.  
Operations & Facilities Manager

2015AprilSewerSystembylaw



# Memo

**To:** Doug Brown, P. Eng.  
Manager of Operation & Facilities

**From:** Doug Herr,  
Supt. Environmental & Facilities

**CC:**

**Date:** Thursday April 16, 2015

**Re:** "Sewer System Management By-law (FINAL DRAFT)"

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Find attached the final version of the Sewer System Management By-law (FINAL DRAFT). With the collaboration of the following departments/personnel; Chief Building Official, Treasurer, Clerk, Utility Billing Clerk, By-law Enforcement, Public Works Administrative Assistant and yourself this by-law was jointly created. Several meetings were held to discuss and obtain input with respect to their area of expertise, all of which have been incorporated.

This by-law has compiled previously associated sewer by-laws, has incorporated new/modified wording and the addition of specific sections to regulate and sustain the Town of Fort Frances' sewer system. In general listed below are some of the particulars that have been incorporated into this by-law:

1. Maintenance responsibility – service lateral – building sewer – charges – Part 2.19: When authorized by the property Owner the Town will perform maintenance work with respect to cleaning of the service lateral and/or building sewer only. The charge to perform maintenance services shall be determined as follows:
  - a) A minimum service charge as outlined in the current Town's User Fee By-law will be charged to the Owner for maintenance services, unplugging/cleaning of the service lateral.

All previous conditions and charges remain unchanged.

2. One service – per premises – Part 2.21: Except as stated herein, in no case shall piping of one building be connected to the piping of another. Pursuant to Ontario Building Code, Article 7.1.5.4, sentences (1), No premises shall be provided with more than one sewer service, except that where a principle use building is serviced, and ancillary/accessory building may be serviced by the same sewer service provided that:
  - a) both building are on the same property,
  - b) the services are registered on title to the lands with the local authority,
  - c) a formal agreement is reached with all interested parties and,
  - d) permission is granted by the Engineer.

3. Purchasing of property – Part 2.25: Purchaser is to search records of outstanding arrears and properties serviced for future development where payment of such service is outstanding.
4. Minimum monthly charge – providing and maintaining – service lateral – who payable by – Part 3.9: The minimum monthly charge for providing and maintaining a service lateral and private drain connection to a property is applicable for every customer serviced by the Town. In instances when the occupant of a premise terminates his account with the Town, subsequent minimum monthly charges shall be rendered to the owner of the premises until such time as a new occupant applies to the Town.
5. Prohibited discharges – roof water/ground water – sanitary sewer – Part 7.1: Identifies all aspects associated with prohibiting roof water and ground water (weeping tile) into the sanitary system. As well as the procedure to obtain access to inspect suspected violations.
6. Separation of mutual service lateral/building sewers – Part 10.3: Identifies the criteria for separating service laterals/building sewers servicing two or more properties.
7. Warranty – Part 10.5: Town to warranty work, whether new installation, replacement or repairs on the service lateral for a period of twenty (20) years.

In regards to Items 1 and 4 a minimum fee would be charged to the Owner. Under Item 1, where the Town performs work cleaning the service lateral either during or after hours, whether there is a blockage or not the Owner will be charged a minimum charge for this service. Attached is a spreadsheet outlining the number of plugged sewers the Town attended to over the past three (3) years. Of these approximately 44.6% of the blockages were within the service lateral (Town road-right-of-way). This equates to approximately 75 blockages per year.

Also shown are three scenarios identifying different minimum charge rates; per regular hours (\$25.00, \$41.47 and \$50.00), after hours and on statutory holidays and what revenue would be generated. Presently the charge to unplug/clean a building service is \$107.80 per regular hour. The scenarios are for your review and consideration.

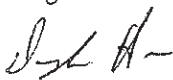
Under Item 4, where an Owner/Occupant terminates his account with the Town the service lateral remains in place. In some cases service laterals have remained in place for years, even decades. Any work involved in repairing the service would be at the cost of the Town. A monthly charge would help offset some of the costs. It is uncertain how many of these types of conditions exist, but by checking through our records we could determine where and how many there are.

I have checked with other communities that implement this fee and the cost varies from \$14.00 to \$19.00 per month. This fee would include both services, sanitary sewer and water. Since this is new I would suggest a \$15.00 charge.

The above items, once approved should be advertised over a period of time, say six (6) months prior to implementation. This will let customers of the Town of Fort Frances become aware of these changes, give them time to ask questions and will ultimately lessen the number of complaints.

If you have any questions regarding the above feel free to contact the undersigned.

Doug Herr



# Sanitary Sewer Service Unplugging Data 2012 to 2014

	Year				
	2012		2013		2014
Number of Plugged Sewer Services		161		157	184
Number of Plugged Sewer Services - Billable	Owner	82	51%	94	60%
Number of Plugged Sewer Services - Non-Billable	Town	79	49%	63	40%
					82
					45%

3-Year Average (Non-billable):

74.7

	Regular Hrs.		O.T. Hrs.		Holidays	
	(x1.0)	Yearly Total	(x1.5)	Yearly Total	(x2.0)	Yearly Total
Senerio No. 1 - Minimum Charge (\$25.00)	\$25.00	\$1,866.67	\$37.50	\$2,800.00	\$50.00	\$3,733.33
Senerio No. 2 - Minimum Charge (1 - employee (\$41.47))	\$41.47	\$3,096.43	\$62.21	\$4,644.64	\$82.94	\$6,192.85
Senerio No. 3 - Minimum Charge (\$50.00)	\$50.00	\$3,733.33	\$75.00	\$5,600.00	\$100.00	\$7,466.67

	2012		2013		2014	
	Total	Private	Total	Private	Total	Private
J	9	4	17	10	14	10
F	8	2	15	9	14	7
M	14	7	14	9	25	9
A	8	4	21	19	14	6
M	16	11	14	6	20	9
J	8	7	6	4	13	9
J	16	6	16	7	20	13
A	18	9	8	3	8	7
S	12	8	9	4	14	12
O	15	7	7	2	12	4
N	15	8	17	12	15	8
D	22	9	13	9	15	8
Total	161	82	157	94	184	102
Avg.	13.4	6.8	13.1	7.8	15.3	8.5



**2015**

**Sewer System  
Management By-law  
No. XX/15**

Town of Fort Frances

By-law No. XX/XX

*A by-law to provide for the*  
REGULATION OF THE SEWER SYSTEM IN THE  
TOWN OF FORT FRANCES

*Municipal Act, 2001, R.S.O. 2001, c. 25, Subsections 10(1) and 10(2); the Ontario Water Resources Act, R.S.O. 1990, c. 40, Sections 30(1), 44, 92; and the Environmental Protection Act Sections 2, 14(2) and Regulation 309.*

WHEREAS on XXXX XX, XXXX Council approved a recommendation from the Operations and Facilities Executive Committee to enact this by-law.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances  
HEREBY ENACTS AS FOLLOWS:

**BY-LAW INDEX**

**Part 1**  
**DEFINITIONS**

- 1.1 Authorized Representative of the Owner or Operator
- 1.2 Application
- 1.3 Building
- 1.4 Building, Principle use
- 1.5 Building, Ancillary/Accessory use
- 1.6 Building Drain
- 1.7 Building Sewer
- 1.8 Chief Building Official
- 1.9 Clean out
- 1.10 Combined Sewer
- 1.11 Connection Inspection
- 1.12 Construction
- 1.13 Contractor
- 1.14 Corporation
- 1.15 Customer
- 1.16 Dampproofing
- 1.17 Deposit
- 1.18 Developer
- 1.19 Development
- 1.20 Duplex Dwelling
- 1.21 Engineer
- 1.22 Home Industry/Occupation
- 1.23 Inspector
- 1.24 ICI
- 1.25 Land
- 1.26 Main
- 1.27 Municipal Address
- 1.28 Municipality
- 1.29 Occupant
- 1.30 Owner
- 1.31 Person
- 1.32 Plumbing Code
- 1.33 Plumbing System
- 1.34 Premises

- 1.35 Private Drain Connection (P.D.C.)
- 1.36 Private Main
- 1.37 Property
- 1.38 Property Owner
- 1.39 Public Sewage Works
- 1.40 Sanitary Sewage
- 1.41 Sanitary Sewer
- 1.42 Schedule of Fees
- 1.43 Semi-detached Dwelling
- 1.44 Septage
- 1.45 Serviceability
- 1.46 Service Lateral
- 1.47 Sewer Service
- 1.48 Sewage Works
- 1.49 Single-detached Dwelling
- 1.50 Storm Sewer
- 1.51 Storm Water
- 1.52 Storm Water Retention System
- 1.53 Sub Divider
- 1.54 Termination of Service
- 1.55 Town
- 1.56 Waterproofing

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- 2.3 Application – existing service – connection – inspection
- 2.4 Application – termination of service – building demolition – permanent/temporary
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- 2.8 Cost – deposit – User Fee By-law
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- 2.10 Decision to be final
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- 2.12 Development – property – servicing requirements – costs
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- 2.14 Entry onto private property
- 2.15 Entry into dwelling - exception
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- 2.18 Maintenance responsibility – owner – service lateral – charges
- 2.19 Maintenance responsibility – service lateral – building sewer – charges
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- 2.22 Purchasing of property – arrears outstanding
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- 2.24 Private drain connections – serving dwelling units
- 2.25 Purchasing of property – serviced with sewer – future development – payment
- 2.26 Random Inspection – vacancies – Town
- 2.27 Sewer rate - single tenant – responsibility
- 2.28 Sewer rate – multiple tenants – responsibility
- 2.29 Sewer rate – ICI – responsibility
- 2.30 Sewer Fees or Charges – Unoccupied or Vacant Residential Properties
- 2.31 Sewer Fees or Charges – Unoccupied or Vacant Multi-residential Unit(s)

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- 2.33 Sewer Usage – Vacant Multi-residential Unit(s) or Vacant Mobile Trailer(s)

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- 6.7 Maintenance of service lateral – Town
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- 7.7 Prohibited discharges – alterations to prevent
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- 8.1 Undertaking a development
- 8.2 Alternate methods of storm water management
- 8.3 Development requiring site plan approval
- 8.4 Discharge of foundation drain (weeping tile) flows
- 8.5 Gravity connections
- 8.6 New plans of subdivision
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- 8.8 Requirements for foundation drain (weeping tile) flows
- 8.9 Roof water downspouts
- 8.10 Roof water downspouts – no discharge to side yard – damage to adjoining property
- 8.11 Roof water downspouts – no connection to foundation drains
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- 10.5 Warranty
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- 12.1 Administration – enforcement fine – for contravention
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**Part 13**  
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- 13.1 Previous by-laws repealed

**Part 14**  
**EFFECTIVE DATE**

- 14.1 By-law effective date

**Part 15**  
**APPENDIX**

Illustration of Sewage System.

**SHORT TITLE  
SEWER BY-LAW**

**Part 1  
DEFINITIONS**

Definitions in this by-law:

**1.1 Authorized Representative of the Owner or Operator – defined**

“authorized representative of the owner or operator” shall mean;

- a) In the case of the owner or operator is a corporation, a person having signing authority to bind the corporation: or
- b) In the case of the owner or operator being a partner or proprietorship, a participating partner having signing authority to bind the partnership or the person being the proprietor, respectively: or
- c) A duly authorized representative of the individual designated above if such representative is responsible for facilities from which the sewage discharge originates.

**1.2 Application – defined**

“application” shall mean a contract, expressed or implied, for any of the customary services provided or supplied by, or in conjunction with this the Sewer System Management By-law.

**1.3 Building – defined**

“building” shall mean any building, structure or premises, whether for principal use or accessory use as defined in Sections 1.4 and 1.5.

**1.4 Building, Principal Use – defined**

“building, principal use” shall mean any building in which is carried on the principal purpose for which the property is used and shall include a barn or silo used in conjunction with a farm.

**1.5 Building, Ancillary/Accessory Use – defined**

“building, ancillary/accessory use” shall mean any building or structure, which is incidental, subordinate and exclusively devoted to and located on the same property as the principal use building.

**1.6 Building Drain – defined**

“building drain” shall mean the lowest horizontal piping, including any vertical offset, that conducts sewage, clear water waste or storm water by gravity to a building sewer.

**1.7 Building Sewer – defined**

“building sewer” shall mean the portion of a sewer service pipe from the property line to the location one (1) metre outside of the exterior wall of a structure, i.e. an extension of a service lateral.

**1.8 Chief Building Official – defined**

“chief building official” shall mean the person appointed by Council pursuant to the Building Code Act or any employee of the Town who acts at the direction of the Chief Building Official in the enforcement of this by-law.

**1.9 Clean out – defined**

“clean out” shall mean a device that has a removable cap and is incorporated into a drainpipe to permit the insertion of a steel sewer rod pipe cleaning apparatus.

**1.10 Combined Sewer – defined**

“combined sewer” shall mean a sewer intended to function simultaneously as a storm sewer and a sanitary sewer.

**1.11 Connection Inspection – defined**

“connection inspection” shall mean an examination and/or evaluation of a connection performed by visual, closed circuit television or other means to ensure conformity to all applicable statutes, by-laws and regulations.

**1.12 Construction – defined**

“construction” shall include new construction, reconstruction, improvements, extension, alteration, replacement and repairs.

- 1.13 Contractor – defined**  
“contractor” shall mean a person, partnership, or corporation who contracts to undertake the execution of work commissioned by the owner or the Town to install or maintain mains, service mains, lateral lines, services, hydrants and other appurtenances.
- 1.14 Corporation – defined**  
“corporation” shall mean the Corporation of the Town of Fort Frances, its officers or employees.
- 1.15 Customer – defined**  
“customer” shall mean any person who enters into a verbal or written contract with the Town to take sewage or to receive sewage related services from the Town.
- 1.16 Dampproofing – defined**  
“dampproofing” is a process that involves using a coating on the exterior side of a structure to stop the transference or wicking of ground moisture through a basement/foundation wall. Dampproofing is not intended to keep all water and moisture out, but rather its goal is to retard moisture infiltration and slow water penetration.
- 1.17 Deposit – defined**  
“deposit” means the payment in lawful tender of Canada in advance of the work or service to be rendered by the Town of Fort Frances.
- 1.18 Developer – defined**  
“developer” shall mean the owner or party specifically named or identified as the developer in a Development Agreement or in a Subdivision Agreement.
- 1.19 Development – defined**  
“development” shall mean the construction, erection or planning of one or more buildings or structures on land or the making of an addition or alteration to a building or structure or a subdivision of land into lots that has the effect of increasing the size or usability thereof, and includes the laying out and establishment of a commercial parking lot.
- 1.20 Duplex Dwelling – defined**  
“duplex dwelling” shall mean the whole of a dwelling other than a converted dwelling that is divided horizontally/vertically into two separate dwelling units, each of which has an independent entrance either directly from the outside or through a common vestibule.
- 1.21 Engineer – defined**  
“Engineer” shall mean the Town’s Engineer or any person acting by his or her authority for the Town of Fort Frances.
- 1.22 Home Industry/Occupation – defined**  
“home industry/occupation” shall mean any occupation accessory to, and carried on by at the occupant of, a single-detached dwelling and for which a municipal business license is required.
- 1.23 Inspector – defined**  
“inspector” shall mean any person authorized by the Engineer to act on his or her behalf for purposes of inspection.
- 1.24 ICI – defined**  
“ICI” shall mean Industrial, Commercial and Institutional.
- 1.25 Land – defined**  
“land” shall mean the land in the Town of Fort Frances and includes any estate, term, easement, right or interest in, to, over or affecting land.
- 1.26 Main – defined**  
“main” shall mean every sewer pipe, except lateral services and portions of private mains as herein defined, installed on the public road allowance or on any other land to which the Town has the legal interest through title or registered easements.
- 1.27 Municipal Address – defined**  
“municipal address” shall mean the combination of the number assigned and name of the street on which a property is located and to identify a building or buildings on a particular property within the Town of Fort Frances.

- 1.28 Municipality – defined**  
“municipality” shall mean The Corporation of the Town of Fort Frances.
- 1.29 Occupant – defined**  
“occupant” shall include any lessee, tenant, owner, the agent of a lessee, tenant or owner, or any person in possession of or occupier of a property.
- 1.30 Owner – defined**  
“owner” shall mean any person who or any firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator or a legal guardian.
- 1.31 Person – defined**  
“person” shall mean an individual, association, partnership, corporation, municipality, provincial or federal agency or agent or employee thereof and includes an occupant or owner.
- 1.32 Plumbing Code – defined**  
“plumbing code” shall mean the regulations respecting plumbing from time to time in force under Part 7 of *Ontario Regulation 350/06, the Ontario Building Code*, or any Regulation passed in amendment thereof or substitution therefore.
- 1.33 Plumbing System – defined**  
“plumbing system” shall mean the system of connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing that begins, is located and is connected immediately within private property.
- 1.34 Premises – defined**  
“premises” means property (land or real estate) conveyed by a deed. Where the context so requires, “premises” shall mean any house, tenement, building, lot, or part of a lot, or both, in, through, or past which sewer service pipes run.
- 1.35 Private Drain Connection (PDC) – defined**  
“private drain connection (PDC)” shall mean that portion of the Town sewage works which joins a building sewer to a service lateral and which is upon lands that are either owned by the Town or subject to an easement registered in the Land Registrar’s Office in favour of the Town.
- 1.36 Private Main – defined**  
“private main” shall mean a pipe connected to a main and installed on private property and from which more than one service is connected.
- 1.37 Property – defined**  
“property” means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, accessory buildings, outbuildings, fences and erections thereon whether heretofore or hereafter erected and included vacant property.
- 1.38 Property Owner – defined**  
“property owner” shall mean the property owner as shown on the last revised assessment roll of the Corporation of the Town of Fort Frances.
- 1.39 Public Sewage Works – defined**  
“public sewage works” shall mean any works for the collection, transmission, treatment and disposal of storm water and sanitary sewage or any part of such works but does not include plumbing to which the latest edition of the Building Code Act applies.
- 1.40 Sanitary Sewage – defined**  
“sanitary sewage” shall mean human and industrial waste and septic waste but does not include storm water.
- 1.41 Sanitary Sewer – defined**  
“sanitary sewer” shall mean any part of the public sewage works for the collection, transmission, treatment or disposal of domestic, commercial, institutional and industrial sewage or any combination thereof.
- 1.42 Schedule of Fees – defined**  
“schedule of fees” shall mean the schedule of user fees as amended from time to time and adopted by by-law passed by Council for the Town of Fort Frances.
- 1.43 Semi-detached Dwelling – defined**  
“semi-detached dwelling” shall mean one of a pair of two attached single dwellings with a common masonry wall dividing the pair of single dwellings vertically, each of which has an independent entrance either directly from the outside or through a common vestibule.

- 1.44 Septage – defined**  
“septage” shall mean all matter, liquid and solid that is pumped out of septic tanks and holding tanks. Such tanks may be used in residential, commercial or industrial properties, which are not connected to the Town’s sewerage system. Where septage is transported by truck for disposal at a Hauled Liquid Waste Facility, it shall be considered Hauled Liquid Waste.
- 1.45 Serviceability – defined**  
“serviceability” shall mean the capability of a component, pipe, and sewer to perform the function for which it was intended.
- 1.46 Service Lateral – defined**  
“service lateral” shall mean the portion of a sewer service pipe from a main to the property line.
- 1.47 Sewer Service – defined**  
“sewer service” shall include both sanitary sewer and storm sewer services.
- 1.48 Sewage Works – defined**  
“sewage works” shall mean all sewers, sewage systems, sewage pumping stations, sewage treatment plants and other works of the Town of Fort Frances. The collection, acceptance, transmission, treatment and disposal of liquid-borne wastes of storm water sewage and sanitary sewage.
- 1.49 Single-detached Dwelling – defined**  
“single-detached dwelling” shall mean a single dwelling used for human habitation, which is free standing, separate and detached from other main buildings or main structures including a split level dwelling but does not include a mobile home.
- 1.50 Storm Sewer – defined**  
“storm sewer” shall mean a sewer, open channel, ditch or depression for the purpose of which is to carry storm water and the collection and transmission of the uncontaminated water, storm water and drainage from land or from a watercourse or any combination thereof.
- 1.51 Storm Water – defined**  
“storm water” shall mean water from rainfall or other natural precipitation or from the melting of snow or ice, swimming pool drain water, water carried in underground drains, foundation drain flows and ground water but does not include sanitary sewage or septage.
- 1.52 Storm Water Retention System – defined**  
“storm water retention system” shall mean a system, which has been designed and constructed under the supervision of a professional engineer to control the rate at which storm water is emptied into the sewage works.
- 1.53 Sub Divider – defined**  
“sub divider” shall mean the owner or party specifically named or identified as a sub-divider in a Subdivision Agreement.
- 1.54 Termination of Service – defined**  
“termination of service” shall mean the discontinuation of use of a sewer service to supply the transmission and disposal from a premise, either on a permanent or temporary basis.
- 1.55 Town – defined**  
“Town” shall mean The Corporation of the Town of Fort Frances.
- 1.56 Waterproofing – defined**  
“waterproofing” is designed to stop water infiltration through a structure. Waterproofing materials have the ability to bridge cracks that develop over time due to their elastic, flexible nature and the thickness of the applied coating. Waterproofing materials also are designed to withstand hydrostatic pressures against the waterproofed surface.

**Part 2**  
**ADMINISTRATION – GENERAL PURPOSE**

- 2.1 Administration of By-law**  
This by-law shall be administered by both the Engineer and the Chief Building Official.
- 2.2 Application – payment prior to installation**  
An application for sewer service, sanitary and/or storm from the Town shall be completed on the standard forms provided by the Town and any required deposit shall be paid to the Town by the owner or their authorized agent before any work is commenced on the installation of the sewer service.

**2.3 Application – existing service – connection – inspection**

Where an existing service is required to be connected (private drain connection) to any property, such service(s) is to be inspected by the Town. The owner or their authorized agent shall make appropriate application to the Town.

**2.4 Application – termination of service – building demolition – permanent/temporary**

In the event of the demolition of any building or buildings on a premise serviced with a sewer service, the appropriate application is to be made to the Town for termination of such sewer service. The service shall be terminated

- a) where the existing sewer service will not or cannot be used or where no building requiring a sewer service is planned, the service is to be permanently terminated.
- b) where the existing sewer service will or can be used, or where a building requiring a sewer service is planned for construction within a specific period of time, the service is to be temporarily terminated.

If in the opinion of the Engineer, circumstances exist where it is not reasonable or practical to permanently terminate the service, it shall be terminated temporarily.

**2.5 Application – each property**

Separate applications are required for each property serviced.

**2.6 Blockage – tree roots - liability**

Where a sewer service blockage is caused by tree roots and the tree is located on Town property, the Town may assume liability for costs involved in clearing such blockage. Where the tree is located on private property and causes the blockage of a sewer service then the Owner of the property shall be liable for all of the cost involved in clearing the blockage. The Engineer shall be the sole judge of the location of the problem and as to whether or not the Owner is to be charged with any of the cost.

**2.7 Cost of service – owner**

The entire cost of the sewer service from the main to the property line shall be borne by the Owner of the premises.

**2.8 Cost – deposit – User Fee By-law**

The costs and deposits referred to in Sections 2.2 and 2.7 are payable in the amounts provided in the Town's User Fee By-law in effect at the date of the application.

**2.9 Cost of termination/connection inspection – owner**

The costs associated with the termination of services, whether permanent or temporary and for connection inspections shall be borne by the Owner of the premises. The cost of locating the private drain connection for reconnection is the responsibility of the Owner.

**2.10 Decision to be final**

All decisions made by the Engineer or the Chief Building Official with respect to any requirements set out in this by-law shall be final and binding.

**2.11 Development – agreement**

In case of land development where the land will be serviced with municipal sewer, the developer shall enter into an agreement with the Town. Plans and specifications will be prepared by a professional engineer, licensed with the province of Ontario and approved by the Engineer prior to any work commencing.

**2.12 Development – property – servicing requirements – costs**

In case of land development, whether under agreement or not and there is no municipal sewer (sanitary or storm) fronting the property, the developer shall extend the municipal sewer completely across the frontage being developed. All costs associated with the installation of the municipal services shall be the responsibility of the developer.

**2.13 Discontinuance of service – payment**

The Owner shall notify the Town immediately when the use of a sewer service for the collection of sewage from the premises is no longer required. The Town shall decide whether the service is to be terminated on a permanent or temporary basis for the charges provided in this by-law unless prior application for sewer service is received.

**2.14 Entry onto private property**

For the purpose of the administration of this by-law, the Engineer, any consultant engaged by the Corporation of the Town of Fort Frances and directed by the Engineer, and any person appointed by the Council to carry out inspection in respect of discharges prohibited or regulated by this by-law and directed by the Engineer may, upon production of identification enter in or upon land or premises, except land or premises being used as a dwelling unit, at any time without a warrant and carry out such inspections and take such tests and samples as are necessary for the purpose of the inspections.



**2.15 Entry into dwelling – exception**

Except under the authority of a search warrant issued under section 158 of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, for the purposes of enforcing this by-law, no person shall enter any place or room actually used as a dwelling without requesting and obtaining the consent of the occupier (being at least 18 years of age), first having informed the occupier that the right of entry may be refused and entry made only under the authority of a search warrant.

**2.16 Frozen service – thawing – application**

Thawing of a frozen sewer service between the building and main may be carried out by the Town's Public Works personnel providing that application for such is made on the Town's standard forms. The property Owners will be charged per hour (one hour minimum charge) for the appropriate equipment and manpower as established in the Town's User Fee By-law.

**2.17 Maintenance responsibility – owner – building sewer**

The maintenance, renewal or removal of that portion of the building sewer between the property line and the premises shall be the responsibility of the Owner.

**2.18 Maintenance responsibility – owner – service lateral – charges**

The Owner is responsible for the condition and maintenance of the service lateral servicing property under their ownership. All work upon such lateral shall be done exclusively by the Town at the request and expense of the Owner.

**2.19 Maintenance responsibility – service lateral – building sewer – charges**

When authorized by the property Owner the Town will perform maintenance work with respect to cleaning of the service lateral and/or building sewer only. The Owner or Authorized representative of the Owner shall give the Town written authorization to perform such work by executing the appropriate Work Requisition form. The charge for maintenance services shall be determined as follows:

- a) A minimum service charge as outlined in the current Town's User Fee By-law will be charged to the Owner for maintenance services.
- b) Where it is determined by the Town that the location of the obstruction is on the Owner's property all charges incurred, less the minimum service charge shall be paid by the Owner.
- c) Where it is determined by the Town that the location of the obstruction is on the Town's property. This only applies to normal service laterals, property line to main (normally approximately ten (10) metres or thirty-three (33) feet) and not those made under special agreement with the Town. The Town may assume all costs for maintenance services to clear the blockage, except for the minimum service charge.
- d) Where it is discovered that the service obstruction is the direct result of a person(s) discharging or depositing items, i.e. female hygiene products, paper towels, etc. other than those deemed normal every day usage, regardless of the location of the obstruction (Owner's or Town's property), the Owner shall be responsible for the costs of the work done to clear the obstruction.

**2.20 Ownership change – notice**

Upon change in ownership of premises supplied with a sewer service by the Town, the new Owner shall notify the Town of the change.

**2.21 One service – per premises**

Except as stated herein, in no case shall piping of one building be connected to the piping of another. Pursuant to Ontario Building Code, Article 7.1.5.4, sentences (1), No premises shall be provided with more than one sewer service, except that where a principle use building is serviced, and ancillary/accessory building may be serviced by the same sewer service provided that:

- a) both building are on the same property,
- b) the services are registered on title to the lands with the local authority,
- c) a formal agreement is reached with all interested parties and,
- d) permission is granted by the Engineer.

**2.22 Purchasing of property – arrears outstanding**

It shall be the responsibility of any person purchasing property to which, sewer is supplied by the Town, to cause a search to be made of records for utility arrears outstanding against the property prior to completion of purchase and to obtain from the Town a certificate of such arrears.

**2.23 Private Drain Connection – requirements**

No person shall join or permit to be joined a building sewer to a service lateral:

- a) until an application, under section 2.3 is filed with the Town and:



- b) until an inspection by the Town employees has been carried out to confirm all work performed is in conformity to all applicable statutes, by-laws and regulations, and;
- c) until a television inspection has been carried out by Town employees to verify its serviceability and been deemed to be adequate for use and an approved connection can be made; [Note: where the connection is not approved for use the Owner shall renew the service lateral, as described in Section 6.8 of this by-law]; and
- d) until all payments required by this by-law have been paid.

**2.24 Private drain connections – serving dwelling units**

If a single detached dwelling or a semi-detached dwelling is served by a sanitary sewage service lateral, such dwelling shall have an individual building sewer and private drain connection.

This section does not apply to existing residential dwelling units, which share a private drain connection.

**2.25 Purchasing of property – serviced with sewer service – future development – payment**

It shall be the responsibility of any person purchasing property to which sewer service is supplied by the Town for future development, to cause a search of records for the service information prior to completion of purchase. Where properties are serviced as such, the person purchasing such property shall be required to make application for such sewer service and make payment as outlined in the Town's User Fee by-law in effect at the time.

**2.26 Random Inspection – Vacancies – Town**

Once property owners of vacant unit(s) listed under sections 2.28 & 2.29 complete a credit adjustment form or report, the Town may conduct random inspections of these unit(s) to ensure that they are vacant and are not using sewer services. If the Town becomes aware that a vacant unit(s) is occupied or the property owner is using sewer services in a vacant unit(s), the property owner shall be charged with an offence under this by-law and the applicable fees for sewer services will be charged back to the date the credit adjustment form or report became effective.

**2.27 Sewer rate – single tenant – responsibility**

Where a building is used or occupied by a tenant in a residential zone whose application for a supply of sewer services to such building is accepted by the Town, the owner of the premises shall be liable to the Town for the payment of all rates in respect of sewer services supplied to the building.

**2.28 Sewer rate – multiple tenants – responsibility**

Where a building is used or occupied by:

- a) an owner and one or more tenants: or
- b) two or more tenants each residing in separate dwelling units,

In a residential zone, it is the responsibility of the owner to make application for sewer service to such building and the owner shall be liable to the Town for the payment of all rates in respect of sewer supplied to such building.

**2.29 Sewer rate – ICI – responsibility**

Where a building is used or occupied by an owner and/or tenant in an ICI zone and a sanitary or storm sewer service is supplied, the Town shall accept an application for sewer service to such building from the owner and the owner shall be liable to the Town for the payment of all rates in respect of the sewer service supplied to such building.

**2.30 Sewer Fees or Charges – Unoccupied or Vacant Residential Properties**

A residential property owner may qualify for an adjustment to applicable fees for sewer services, if the water curb stop valve is placed in the "off" position in accordance with the terms and conditions outlined in the current Water System Management By-law 06/03, as amended and the sewer is not in use. Also the property owner is required to complete a credit adjustment form in accordance with timelines and guidelines as established by the Town of Fort Frances Utilities Department.

**2.31 Sewer Fees or Charges – Unoccupied or Vacant Multi-residential Unit(s)**

A multi-residential property owner with unoccupied or vacant multi-residential unit(s) may qualify for an adjustment to applicable fees for sewer services, if the property owner completes a credit adjustment form in accordance with timelines and guidelines as established by the Town of Fort Frances Utilities Department.

**2.32 Sewer Fees or Charges – Unoccupied or Vacant Mobile Home Trailer(s)**

This clause addresses mobile home trailer(s) located within a mobile home trailer park, exclusive of Recreational Vehicle (RV) campgrounds. A mobile home trailer park property owner with vacant trailer(s) may qualify for an adjustment to applicable fees for sewer services,

if the property owner completes a credit adjustment to applicable fees for sewer services and, if the property owner completes a credit adjustment report in accordance with timelines and guidelines as established by the Town of Fort Frances Utilities Department.

**2.33 Sewer Usage – Vacant Multi-residential Unit(s) or Vacant Mobile Trailer(s)**

Under no circumstances will applicable fees for sewer services be adjusted where vacant multi-residential unit(s) or vacant mobile home trailer(s) listed under clauses 2.31 or 2.32 are either:

- a) using water, and/or
- b) bleeding water in order to prevent their water service line from freezing.

**Part 3**  
**SEWER RATES AND CHARGES**

**3.1 Application for sewer service**

Before the initial supply of a sewer service, private drain connection or any subsequent reconnection to any premises in the Town, the owner shall make application for the same, and the owner shall be governed by the requirements of this by-law.

**3.2 Application – termination of service**

Before the termination of a sewer service, whether temporary or permanent, the owner shall make application for the same on the appropriate forms and the owner shall be governed by the requirements of this by-law.

**3.3 Billing – flat rate**

Customers shall be billed bi-monthly for sewer services at the rates outlined in accordance with the current Town's User Fee by-law.

**3.4 Billing – metered customers**

Customers shall be billed bi-monthly for sewer at the rates outlined in accordance with the current Town's User Fee By-law.

**3.5 Collection - charge**

When it has been necessary for a "notice of disconnection" to be delivered as set out in Section 3.10 of this part of the by-law, a collection charge shall be applied to the outstanding account. Where two (2) consecutive billings have resulted in the need for such notice of disconnection to be delivered as described herein, then a collection charge shall be applied for each occurrence. The rates for collection charges are outlined in the current Town of Fort Frances Collections Policy.

**3.6 Cost – outstanding - completion**

The applicant shall pay the remaining portion of the actual cost of installation within thirty (30) days from the date of billing for such installation.

**3.7 Deposit – prior to installation**

A deposit, as set out in the current Town's User Fee by-law, shall be made prior to installation of the service.

**3.8 Frozen service – thawing charge**

Costs of the thawing of frozen sewer service lateral, private drain connections or building sewer service are set forth in accordance with the current Town's User Fee by-law.

**3.9 Minimum monthly charge – providing and maintaining – service lateral – who payable by**

The minimum monthly charge for providing and maintaining a service lateral and private drain connection to a property is applicable for every customer serviced by the Town. In instances when the occupant of a premise terminates his account with the Town, subsequent minimum monthly charges shall be rendered to the owner of the premises until such time as a new occupant applies to the Town.

**3.10 Non-payment – water turn off – lien**

If the customer at any premises omits, neglects or refuses to pay any bills rendered, whether for sewer service installations, meter, service charges or any other monies to which the Town may be entitled in respect of sewer services to such premises, such charges shall remain as a lien on the property where they have been incurred by the owner of the property and may be collected in accordance with the procedures permitted by Section 398(2) of the *Municipal Act, 2001*.

**3.11 Notice of arrears – outstanding account – late payment charge**

When an account is not paid by the due date stated on the bill, a late payment charge, as outlined in accordance with the Town's Collection Policy will be assessed to the account. On

second billing, with one full bi-monthly in arrears, a notice of arrears will be served reminding the customer of the outstanding account and advising of further action.

**3.12 Notice of arrears – served**

The notice of arrears shall be served personally (hand delivered) or by “Registered Mail” to the premises or the last known property owner to which the service had been supplied.

**3.13 Notice of disconnection**

On third billing, with two full bi-monthly billings in arrears should the account remain unpaid, a water disconnection notice will be issued. The Engineer will deliver or cause to be delivered to the serviced address, advising the customer that unless payment is received, in full within ten (10) days the water supply will be discontinued.

**3.14 Reconnection – charge – non-payment**

Where it has been necessary to discontinue service as a result of “non-payment”, a reconnection charge as shown in current Town’s User Fee by-law will be levied against the delinquent account, in addition to the applicable collection charge.

**3.15 Service installation charges**

The Engineer, upon application for such sewer service shall prepare an estimate of the service installation costs.

**3.16 Unpaid bills - interest**

Unpaid bills, after thirty (30) days, shall have a 1.25 per cent interest charge added per month and each month thereafter until paid in full.

**Part 4**  
**DEPOSITS**

**4.1 Deposit – security for payment**

Whenever an application is made to the Town for a private drain connection, the Town will require the customer to make a deposit of such a sum of money, as it may consider advisable or as specified within this by-law. Each such deposit shall be security for payment for all services required in respect to which the deposit was made. In the case of discontinuance of service the customer is to notify the Town in writing. All requests will be in writing on the applicable forms for services required.

**4.2 Deposit – applied as payment**

Where a deposit has been made pursuant to Section 4.1 of this by-law, and the private drain connection supplied to the customer has not been paid for on demand as may be provided by the Town’s by-laws and regulations, then the deposit, or as much of it as shall be necessary, shall be applied in payment for such service and said service shall be discontinued until further monies have been paid to the Town sufficient to again bring up the deposit to the amount required.

**Part 5**  
**SEWER SYSTEM – OPERATION – USE**

**5.1 Authority – Town**

The Town in its own right shall have the sole responsibility, authority, power and capacity to construct, maintain and operate all sewer works, plant and equipment within its boundaries serving the Town and to establish whether the terms upon which municipalities or persons outside its boundaries may be allowed to connect to the said sewer works as consumers and to establish the rates to be charged for use by such consumers.

**5.2 Cleanout – existing**

Where cleanouts exist on the property line the property owner shall keep them in good repair and free from leaks, damage and disrepair.

**5.3 Connection to sewers – every building – having plumbing fixtures**

Every building in which plumbing fixtures are installed shall have a connection to a public sewer or private sewage disposal system by the most direct line from the building to the public sewer unless approved otherwise by the Engineer.

**5.4 Manholes**

No person except the Engineer or person authorized by the Engineer shall be permitted to interfere with the operation of the sewer system manholes.

**5.5 Sanitary sewer – location – restricted**

Unless otherwise approved by the Chief Building Official no sanitary sewer shall pass under any residential building other than the building it serves and the entire plumbing system of every building or premises shall be separate from and independent of that of

every other building or premises and shall have an independent connection with a public sewer.

**5.6 Private system – limitations**

No person shall construct or maintain any private system of disposal of excremental matter or sewage except upon permission by the Engineer. Application for permission shall be accompanied by a detailed description of the system and its location on the premises.

**5.7 Private system – where prohibited**

No private system of disposal of sewage shall be allowed to exist on lands abutting streets which have sewage facilities or upon those premises which, by reason of their situation, may connect to existing sewers where a public sewer exists and all such private systems of disposal are hereby declared as a nuisance within the meaning of the *Health Protection and Promotion Act*.

**5.8 Private system – discontinuance**

Where the Chief Building Official or the Engineer is satisfied upon due examination of a building that the connection to the sewers of the municipality is disconnected, the same must be made within thirty (30) days after written notice thereof has been given to the lessee, owner or occupant of such premises and the existing private system of disposal shall be cleaned, filled, removed or destroyed within a period of ten (10) days after the connection has been made to the sewerage system.

**5.9 Operation or interference – unauthorized – offence**

No person except the Engineer shall open or close any manhole, or valves within the sewer system, remove, tamper with or in any way interfere with any operation of valves or structures within the sewer works collection system.

**5.10 Pipes – maintained**

All persons supplied with a sewer service by the Town shall keep pipes, private drain connections, valves, fixtures and other appurtenances on their property of premises in good repair.

**Part 6**

**SEWER SERVICE CONSTRUCTION**

**6.1 Connection to main – prior application**

The installation of the service lateral will not be scheduled or commenced in any way until the customer has met the requirements of this by-law.

**6.2 Installation – access for inspection**

The Town or persons authorized by the Town for inspection shall at all times, be entitled to enter any premises for the purposes of examining pipes, connections and fixtures which are used in connection of the sewer service pipe and/or service main.

**6.3 Installation – alteration – approval by Town**

For any new service lateral or private main installation or alteration of existing service lateral or private main, the owner must apply for approval from the Town.

**6.4 Installation – by Town – by Contractor**

All sewer services between the sewer main and the property line shall be installed by the Town or by contractors engaged by the Town for the purposes of such installation or as specified in new land development projects where agreement with the Town and the developer or sub-divider to complete such work.

**6.5 Installation – Inspection by Town**

The Town must inspect all sewage works and appurtenances installed including those required under a Subdivision or Development Agreement. The charge for inspection is to be at an hourly wage charge plus a vehicle or as specified in the Subdivision or Development Agreement.

**6.6 Installation to Town specifications – Ontario Building Code requirements – Building Permit**

All sewage works and private mains located within the Town limits shall be inspected by and constructed according to Town specifications as approved by the Engineer from time to time. All sewage work plans and private mains located on private property shall be constructed in accordance with the Ontario Building Code as revised from time to time and in accordance with good engineering practices and shall be approved by the Chief Building Official prior to backfilling. Where the Ontario Building Code is silent the Town's specifications shall be applied and shall prevail. All such private mains and building services located on private property require a building permit for installation.

**6.7 Maintenance of service lateral – Town**

The Town of Fort Frances at its expense shall maintain the service lateral.

**6.8 Renewal of service lateral – Building Permit – Town – Owner**

Upon issuance of a building permit for new construction, reconstruction or as determined necessary by the Chief Building Official or Engineer, the Town shall renew service lateral on public property at the Owner's expense if in the opinion of the Engineer one of the following exists:

- a) piping beyond repair (structurally); or
- b) existing pipe material is of substandard material; or
- c) serviceability is deemed unacceptable.

Replacement piping shall conform to the specifications of the Town and shall be the same size as existing or the minimum size as specified in the Ontario Building Code. If the owner requests a larger size, the owner shall pay the difference in material costs. The Owner shall make application as per Section 2.2 of this by-law.

**6.9 Responsibility for frozen pipes – Town – Owner**

Thawing out frozen service laterals shall be the Town's responsibility. Thawing out frozen building service and private mains shall be the Owner's responsibility. Where any employee of the Town assists the Owner in the thawing of frozen pipes in the Owner's property, all such work will be at the Owner's expense as outlined in accordance with the current Town's User Fee By-law. The Owner shall have no claim against the Town by reason of such work.

**6.10 Responsibility for Manhole Maintenance – Town – Private**

Any manhole situated within the road allowance is the property of the Town and shall be maintained by the Town. Manholes privately owned and paid for by any persons, other than the Town shall be maintained by qualified persons or the Town through a written agreement.

**6.11 Termination of sewer service – building demolition – permanent/temporary**

In the event of the demolition of any building or buildings on a premise serviced with sewer, the appropriate application is to be made to the Town and the existing sewer service is to be terminated as follows:

- a) where a sewer service pipe is to be permanently terminated, the service pipe is to be disconnected at the sewer main, the sewer service is to be plugged and the existing cleanout is to be removed from the property line. This work shall be carried out by the Town at the expense of the Owner.
- b) where the sewer service pipe is to be temporarily terminated, the Owner or Authorized Representative of the Owner or their Contractor shall dig at the property line, expose and plug the service with an appropriate plug/cap.

Should the Owner or Authorized Representative of the Owner or their Contractor damage any portion of the Town's infrastructure while performing this work he/she must notify the Town immediately. The repair/replacement of the infrastructure shall be completed by the Town at the expense of the Owner.

**6.12 Termination (temporary)/connection of service – inspection**

Where a sewer service connection (private drain connection) is required to be temporarily terminated or connected to a premise, such service shall be dug by the Owner or Authorized Representative of the Owner or their Contractor at the property line and the sewer service inspected. The Town shall require forty-eight (48) hours notice prior to any work being done.

Temporary termination:

The Engineer shall inspect the termination of such service to ensure that all particulars outlined in Section 6.11 of this by-law are met.

Connection of service:

The service shall be inspected in accordance with Section 2.23 of this by-law. Connections to existing services are to be inspected by the Town prior to backfilling at the applicable inspection rates as set forth in the current Town's User Fee by-law.

If the service does not meet present standards or by-law requirements or is in a poor state of repair, the Owner shall make application for a new service as described in Section 2.2 of this by-law.

The owner/applicant shall be liable for all the costs of locating the sewer service connection upon application for reconnection.



**Part 7**  
**PROHIBITIONS AND DISCHARGES TO PUBLIC SEWAGE WORKS**

- 7.1 Prohibited discharges – sanitary sewer**  
No person shall permit storm water sewage, surface or subsurface drainage from his or her property to be discharged into a sanitary sewer.
- 7.2 Prohibited discharges – sanitary sewer – ground surface heat pump**  
No person shall permit water discharged from a ground source heat pump system located on his or her property to discharge into a sanitary sewer.
- 7.3 Prohibited discharges – storm sewers**  
No person shall permit sanitary sewage from his or her property to be discharged into a storm sewer.
- 7.4 Prohibited discharges – storm sewers – ground source heat pump**  
No person shall permit water from a ground source heat pump system located on his or her property to be discharged into a storm sewer.
- 7.5 Prohibited discharges – sanitary sewer – storm sewer – general**  
No person shall permit the discharge or deposit or cause or permit the discharge or deposit of matter of any kind into or in land drainage works, private branch drains or connections to any sanitary sewer or combined sewer:
- a) matter of any type at any temperature or in any quantity, which may be or may become a health or safety hazard to a sewage works employee, or which may become harmful to sewage works, or which may cause the sewage works effluent to contravene any requirement by or under the Ontario Water Resources Act or the Environmental Protection Act (Ontario), or which may cause the sludge from sewage works to fail to meet the criteria relating to contaminants for spreading the sludge on agricultural lands under Ontario's Guidelines for Sewage Sludge Utilization on Agricultural Lands (as revised from time to time) unless the person has been advised in writing by the operator of the sewage treatment works will never be used on agricultural lands, or which may interfere with the proper operation of a sewage works, or which is or may result in a hazard to any person, animal, property or vegetation and;
  - b) without limiting the generality of the foregoing, any of the following:
    - i. solid or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in a sewer, including but not limited to bones, cinders, sand, mud, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal guts, female hygiene products, paper towels or tissues, paunch manure, and whole blood
    - ii. sewage that may cause an offensive odour to emanate from a sewage works, and without limiting the generality of the foregoing, sewage containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity that may cause an offensive odour
    - iii. except in the case of discharge into a combined sewer, stormwater, water from drainage of roofs or of land, water from a watercourse or uncontaminated water
    - iv. water other than stormwater that has originated from a source separate from the water distribution system of the municipality
- 7.6 Prohibited discharges – roof water/ground water – sanitary sewer**  
No person shall permit the drainage of building roof water into the sanitary sewer. Any system of drainage works, including foundation weeping tile sump pump discharge, or building roof water into the sanitary sewer is prohibited. The Corporation may enter any property at reasonable times as may be arranged with the property owner, occupant or their representative, as outlined in Sections 2.14 & 2.15 to determine the system of drainage works for drainage of building roof water or foundation weeping tile sump pump discharge into the sanitary sewer:
- a) In the event the Corporation is denied, prevented or is refused access to any property for the purposes of this by-law, written notice shall be hand delivered or sent by prepaid registered mail to the property owner directing that if the Corporation is not allowed to make its determination within forty-eight hours of the delivery of the notice, any and all sewer and water services to the property shall be discontinued until such determination is permitted. Sewer and water services shall not be reinstated until these costs, including prepayment of costs of reinstatement of services, have been paid in full together with the Corporation completing its determination.
  - b) Where the Corporation determines that any property is draining building roof water and/or ground water from a foundation weeping tile sump pump

system and discharging it into the sanitary sewer or has a system of drainage works for draining of building roof water into the sanitary sewer; The Corporation shall send by registered mail to the property owner, notice to reconstruct the drainage system to cease and desist drainage of building roof water into the sanitary sewer:

- (i) The property owner may make application, within six months of the date of the notice, for an extension of not more than one year from the end of the notice.
- c) In the event the property owner has failed to reconstruct the drainage system to cease and desist drainage of building roof water and/or foundation weeping tile sump pump discharge into the sanitary sewer as per the notice, the Corporation may, without further notice;
  - (i) Seek prosecution for contravention of the by-law, and/or,
  - (ii) Discontinue any and all sewer and water services to the property until such reconstruction is completed. Sewer and water services shall not be reinstated until these costs, including prepayment of costs of reinstatement of service have been paid in full together with the completion of the reconstruction works.
- d) Corporation costs for discontinuance of sewer and water services, if unpaid by the property owner within ten (10) days of billing shall be added to the Collector's Roll of the Corporation and collected in the same manner as taxes in accordance with the Town's Collection Policy.

The above clauses shall not apply where pre-existing (prior to August 12, 1985) weeping tile connections only are connected to a sanitary sewer service except in the event of demolition and reconstruction of a building whereupon the above clauses shall be in affect.

**7.7 Prohibited discharges – alterations to prevent**

No person shall refuse to alter, relay or repair every plumbing or drain system upon his or her lands to ensure that:

- a) no storm water sewage from their property is discharged into a sanitary sewer and;
- b) no sanitary sewage is discharged into a storm sewer.

**7.8 Plumbing systems to be sealed**

In the case where a property owner wishes to undertake new construction, addition, partial or whole demolition, alteration or renewal of foundation dampproofing or waterproofing or other works as determined by the Chief Building Official or Engineer, a building permit is to be obtained by the property owner or authorized agent and the building sewer servicing the plumbing system must be sealed against the entry of all foundation drain water.

**Part 8**

**DEVELOPMENT REQUIREMENTS STORM SEWER**

**8.1 Undertaking a development**

Every person shall provide for the discharge of storm water sewage into a storm sewer for all developments other than single-detached, semi-detached or duplex dwelling units. For single-detached semi-detached or duplex dwelling units, every person shall provide for the discharge of storm water sewage in accordance with Sections 8.2 to 8.12.

**8.2 Alternate methods of storm water management**

Where in the opinion of the Engineer there is no storm sewer accessible or the accessible storm sewer does not have the capacity to accept additional flow. The person undertaking the development shall provide a dry well or storm water retention system, which is certified by a Professional Engineer to the satisfaction of the Engineer.

- a) Where, as determined by the Engineer, there is an acceptable storm sewer abutting the property at an acceptable elevation, the owner may direct the discharge from the weeping tile sump pump to a properly installed connection. The Town of Fort Frances Operations & Facilities Division at the expense of the property owner will complete the installation of the required service from the storm sewer main to the property line. The applicable forms are to be completed before arrangements for the installation is made. The rates for the installation of this service are as provided in the current Town's User Fee by-law.
- b) Where as determined by the Engineer, there is no acceptable storm sewer or open ditch abutting the property, the property owner may make application annually for permission to direct the discharge from the weeping tile sump pump to the sanitary sewer between October 15 and March 31 each year. Approval by the Engineer, of the application is required before any connection to the sanitary sewer is made. The property owner shall terminate the connection of the discharge from the weeping tile sump pump to the sanitary sewer and redirect the discharge to the outdoors by March 31 or as directed by the Engineer.

In special circumstances, the Engineer may grant permission to a property owner to deviate from the foregoing required timelines.

No property owner shall permit the discharge from the weeping tile sump pump to the surface of any municipal roads during winter months.

**8.3 Development requiring site plan approval**

For all new site plan approvals, all existing connections of foundation drains (weeping tile) shall be removed and no new connection of foundation drains shall be allowed to the sanitary sewer system unless approved by the Engineer.

**8.4 Discharge of foundation drain (weeping tile) flows**

Every person shall discharge all foundation drain (weeping tile) flows from a building in accordance with this by-law.

**8.5 Gravity connections**

No gravity connection of foundation drains (weeping tile) will be allowed to the storm sewer system unless the system has the capacity to provide for such connections and is approved by the Engineer.

**8.6 New plans of subdivision**

Where ever possible no person shall create a lot that does not have a storm sewer adjacent to it and, in subdivisions where the subdivision agreement has been approved by Council no person shall create a lot that does not have a storm private drain connection, except where a geotechnical engineer certifies that foundation drains (weeping tile) are not required.

**8.7 When sump pumps are discharged to ground surface**

For all new subdivisions, where the subdivision agreement is approved by Council where ever possible sump pumps shall discharge foundation drain (weeping tile) flows into a storm sewer. Where a sump pump discharges foundation drain (weeping tile) flows to the ground surface, the following shall apply:

- a) if a problem related to a lot, caused by the discharge of the sump pump to the ground surface occurs prior to the Town's assumption of the street fronting that lot, the developer will be required to redirect the sump pump discharge to the storm sewer via a storm private drain connection at no cost to the Town;
- b) prior to the assumption of a street by the Town, the developer will be required to engage a geotechnical engineer to certify that the soil and ground water conditions on any vacant lot or lots are such that a direct connection to a storm sewer will not be required. If such certification cannot be provided, the developer shall be required to install a storm private drain connection to serve each affected lot, at no cost to the Town;
- c) prior to the assumption of a street by the Town, should the discharge of a sump pump on any lot adjacent to a vacant lot be required, because of unsuitable or unfavourable soil and ground water conditions, to be connected directly to the storm sewer, the developer shall install storm private drain connections to all vacant lots as directed by the Engineer, at no cost to the Town.

**8.8 Requirements for foundation drain (weeping tile) flows**

The foundation drain (weeping tile) flows from a building shall be discharged in the following manner:

- a) via a sump pump to the ground surface, provided that the discharge to the ground surface does not create continually wet ground conditions and/or do not create any adverse effect upon municipal sidewalks and roads or upon adjacent properties; or
- b) via a sump pump to a storm sewer; or
- c) via a sump pump to a dry well system, provided that appropriate soil testing is completed to establish the suitability of using a dry well system, and that the dry well system is designed and certified by a qualified Ontario Professional Engineer; or
- d) by gravity water flow to the storm sewer, if capacity and availability, as determined by the Engineer, exists in the storm sewer; and
- e) in subdivisions where the subdivision agreements are approved by Council, notwithstanding the requirements of clauses 8.8 (a) to (d) inclusive, sump pump discharges shall be connected to storm building sewers, which shall be connected to storm private drain connections.

Except in cases where a recommendation is made by a geotechnical engineer, on a site-specific basis that foundation drains are not required due to the nature of the soils.

**8.9 Roof water downspouts**

No person shall connect a roof water downspout to the sanitary private drain connection.



- 8.10 Roof water downspouts – no discharge to side yard – damage to adjoining property**  
No person shall direct a roof water downspout towards a side yard in such a manner as to cause damage or any other adverse affect to adjoining property.
- 8.11 Roof water downspouts – no connection to foundation drains**  
No person shall connect a roof water downspout to the foundation drains.
- 8.12 Roof water downspouts – discharge distance from exterior walls**  
Every person shall extend all roof water downspout so that the water flow discharges from the downspout a minimum distance of 1.22m (4') from the exterior walls of a building.
- 8.13 Storm private drain connections**  
For every residential lot that is created or infill development which comes forward by variance through the Committee of Adjustment, where a storm sewer exists or where in the opinion of the Engineer it can be extended, every person shall provide a storm private drain connection to serve the building, and sump pump discharges from the building shall be connected to the storm building sewer, which shall be connected to the storm private drain connection, except as approved otherwise by the Engineer.
- 8.14 Weeping tile discharge (temporary)**  
No person shall redirect weeping tile discharge into the sanitary sewer system unless approved by the Engineer and the appropriate forms are completed. This will allow the occupant to temporarily redirect the weeping tile discharge from the outdoors to the sanitary sewer system between October 15 and March 31.

**Part 9**  
**COMMERCIAL, INSTITUTIONS & INDUSTRIAL PREMISES**

- 9.1 Billing**  
All billing shall be accordance with the current Town's User Fee by-law.
- 9.2 Charge – lien on land – collected as taxes**  
Any charge based on the rates set out in the current Town's User Fee by-law imposed upon any owner or occupant of land has priority lien status and may be added to the tax roll against the property in respect of which the sewer service was supplied.
- a) if any charge or any part thereof remains unpaid after its due date, the Tax Administrator, upon notice to the owner or occupant of the amount due, the person by whom it is due, shall add the same to the tax roll.
  - b) if an amount is added to the tax roll in respect of a property under this section, that amount, including interest;
    - (i) may be collected in the same manner as taxes on the property;
    - (ii) may be recovered with costs as a debt due to the municipality from the assessed owner of the property at the time the charge was added to the tax roll and from any subsequent owner of the property or any part of it;
    - (iii) is a special lien on the property in the same manner as taxes under subsection 349(3) of the Municipal Act, 2001; and
    - (iv) may include cancellation price under Part XI of the Municipal Act, 2001 in the same manner, as are taxes on the property.
- 9.3 Default of duty – expense recovery by Town**  
Where the owner or occupant of commercial, institutional or industrial premises does not install or maintain each manhole device or facility required under this by-law, such installation or maintain each manhole device or facility required under this by-law, such installation or maintenance may be done at the direction of the Engineer at the expense of the owner or occupant and the Municipality may recover the costs incurred in doing such work by action or by adding the costs to the tax roll and collecting them in the same manner as municipal taxes.
- 9.4 Grease, oil, sand and dirt interceptors and screening devices**  
The Engineer may require the owner or occupant of commercial, institutional or industrial premises with one or more connections to the public sewage works to install and maintain in good repair in each connection, a suitable device to prevent the entry of grease, oil, sand and dirt into the public sewage works.
- 9.5 Manhole – accessible at all times**  
A person required to install a manhole, device or facility shall ensure such manhole, device or facility is accessible at all times for the purposes of observing, sampling and measuring the flow of sewage therein.

**9.6 Manhole – alternative installed and maintained**

The Engineer may require the owner or occupant of commercial, institutional or industrial premises with one or more connections to the public sewage works to install and maintain in good repair in each connection a suitable manhole having a diameter of not less than 1.2 metres to allow observation, sampling and measurement of the flow therein. Provided that where installation of a manhole is not possible, an alternative device or facility may be substituted with the approval of the Engineer.

**9.7 Manhole – failure to install and maintain – prohibited**

No person shall fail to install or maintain in good repair a manhole, device or facility that meets the standards of this by-law upon being required to do so by the Engineer.

**9.8 Manhole – other design construction and maintenance**

Every manhole, device or facility installed as required by this by-law shall be designed and constructed in accordance with good engineering practice to the satisfaction of the Engineer and shall be constructed and maintained on the land of the owner or occupant of the premises, at the owner's expense.

**9.9 Monitoring devices – reporting requirements**

The owner or occupant of commercial, institutional or industrial premises shall, at the discretion of the Engineer, install devices to monitor discharges, and if required to do such installation, shall submit regular reports regarding such discharges to the Engineer.

**9.10 Monitoring devices – failure to provide reports**

No person shall fail to install a device to monitor discharges or fail to submit regular reports regarding such discharges when required to do so by the Engineer.

**9.11 Screening devices installed and maintained**

No person shall fail to install or maintain a suitable device to prevent the entry of grease, oil, sand and dirt into the public sewage upon being required to do so by the Engineer.

**Part 10  
CHARGES FOR SERVICES PROVIDED**

**10.1 Rates/charges – applicable taxes**

All rates/charges outlined in the current Town's User Fee by-law are exclusive of applicable taxes which are payable by the owner in addition to the charges for services rendered.

**10.2 Payment due upon completion of work**

The cost of installation, replacement or repair as described within this by-law shall be due and payable in advance of the commencement of the work as a fee or charge under Part XII of the Municipal Act, 2001 as amended. At the property owner's request the fee may be added to the property owner's tax roll over a ten (10) year period with the addition of an appropriate financing charge as determined by the Town's Treasurer, under the authority of subsection 398 (2) of the Municipal Act, 2001, as amended.

**10.3 Separation of mutual service lateral/building sewer**

Where a mutual service lateral/building sewer serves two or more properties where at least one facility is a single detached, semi-detached or duplex dwelling and separation of the mutual service lateral is desired, the installation of the new sewer service shall be completed by the Town at the expense of the Owner as outlined in the Town's User Fee By-law.

**10.4 Services provided by the Engineer – repair, replacement, installation – single detached, semi-detached, duplex dwellings - charge**

The fees and charges as set out in the Town's User Fee by-law are imposed on owners of single detached, semi-detached or duplex dwelling for the following services or activities provided by the Engineer.

- a) New service lateral – construction of sewer – sanitary: The installation of a new sanitary sewer lateral in conjunction with a Town construction project that involves the construction of a sanitary sewer main;
- b) New service lateral – construction of sewer – storm: The installation of a new storm sewer lateral in conjunction with a Town construction project that involves the construction of a storm sewer main;
- c) Existing service lateral – replacement – construction of sewer – sanitary: The replacement of an existing sanitary sewer lateral to the property line in conjunction with a Town construction project that involves the construction of a sanitary sewer main;
- d) Existing service lateral – replacement – construction of sewer – storm: The replacement of an existing storm sewer service lateral to the property line in conjunction with a Town construction project that involves the construction of a storm sewer main;

- e) Repair or replace existing service lateral – excavation: The repair or replacement of an existing service lateral in conjunction with a Town construction project with excavation below the road structure where the service lateral is within the excavated area but that does not involve the construction of a sewer main; and
- f) Repair or replace existing service lateral – no construction: The repair or replacement of an existing service lateral do not apply.

**10.5 Warranty**

Notwithstanding any provision of this by-law, where it is demonstrated by the owner through a closed circuit television inspection, in accordance with the Town's requirements and to the Town's satisfaction, that there is a failure in his/her service lateral which has been installed, replaced or repaired by the Town, due to faulty workmanship or materials within twenty (20) years of the date of the last installation, repair or replacement. There shall be no charge for any work done by the Town to correct the faulty workmanship or materials.

**10.6 Work undertaken by the Town - limited**

Subject to 10.4, the Engineer shall not undertake:

- a) the repair or replacement of a private drain connection serving a property that is not single detached, semi-detached or a duplex dwelling; or
- b) the installation of new private drain connection for any property
- c) the responsibility and costs for such works in this subsection shall be borne by the property owner.
- d) Despite 10.6 (a) the Engineer may undertake the following for any property for the applicable fee:
  - (i) the repair or replacement of a private drain connection where the work is done in conjunction with Town main sewer construction project or applicable Town construction project under authority of the Municipal Act, 2001: and
  - (ii) the installation of a new private drain connection if the work is done in conjunction with Town main sewer construction project under authority of the Municipal Act, 2001.

**Part 11**  
**MISCELLANEOUS**

**11.1 Failure to comply**

The following shall apply;

- a) where sanitary sewage or storm water sewage is discharged from a building in contravention of the by-law, the owner shall forthwith perform all necessary work to comply with the requirements of this by-law;
- b) where any building sewer or private drain connection is required to be sealed under this by-law, the owner shall forthwith perform all necessary work to comply with the requirements of this by-law; and
- c) where any building sewer, private drain connection, plumbing system or drainage system is required to be altered, relayed or repaired under this by-law, the owner shall forthwith perform all necessary work to comply with the requirements of this by-law.

**11.2 Offences**

Every person who contravenes this by-law is guilty of an offence.

**Part 12**  
**ENFORCEMENT AND PENALTIES**

**12.1 Administration – enforcement – for contravention**

The provisions of this by-law are to be enforced by both the Chief Building Official and/or the By-Law Enforcement Officers, as Council for the Town of Fort Frances appoints them from time to time.

**12.2 Penalty for contravention**

Any person who contravenes any provision of this by-law is, upon conviction, guilty of an offence and is liable to a penalty as provided in the *Provincial Offences Act*.

**12.3 Fines for contravention**

Any person other than a corporation who contravenes any section of this by-law is guilty of an offence and upon conviction is liable for a fine of not more \$5,000.00 for a first offence and not more than \$25,000.00 for each subsequent offence.

**12.4 Fines for contravention – corporation**

Notwithstanding any other provision of this by-law, a corporation upon conviction of a contravention of this by-law is liable for a fine of not more than \$50,000.00 for a first offence and not more than \$100,000.00 for each of any subsequent offences.

**12.5 Contravention – repetition – prohibited – by order**

The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make and order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

**Part 13**  
**REPEALING**

**13.1 By-law – previous – repealed**

By-laws No.6/92, 27/85, 62/88 and all amendments thereto are hereby repealed.

**Part 14**  
**EFFECTIVE DATE**

**14.1 By-law effective date**

This by-law comes into force and effect on XXXX/XX/XXXX

Part 14  
APPENDIX

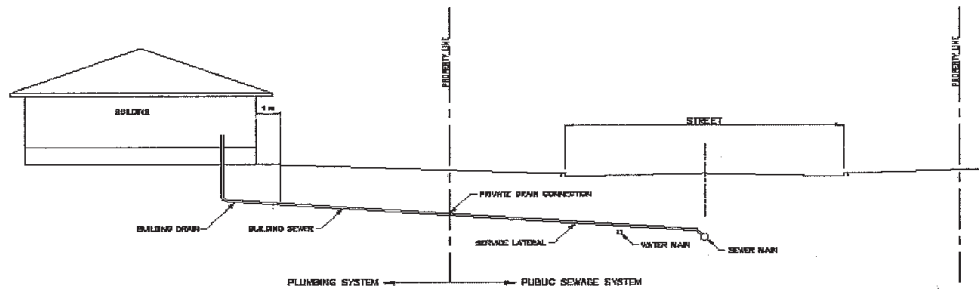


ILLUSTRATION OF SEWAGE SYSTEM

June 12, 2015

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Tender No. 15-OF- 07 Rental Rates for Equipment & Vehicles**

Please find attached a report prepared by Milt Strachan, Transportation Superintendent outlining the hourly rental rates for various pieces of equipment and vehicles. Most pieces of equipment have several contractors who are able to supply the equipment, where the hourly rental rates vary among the contractors.

These hourly rental rates are in place from June 19, 2015 to June 18, 2018 (three year term).

It is recommended by the Operations & Facilities Executive Committee that Council approve the hourly rental rates for equipment and vehicles as submitted for a three-year period until June 18, 2018.

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Operations & Facilities Manager

<p><b>Council approval of this report will</b> ensure that hourly rental rates for Construction Equipment and Vehicles are in place for a three (3) year period until June 18, 2018.</p>
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2015Junerentalequipment



June 12, 2015

Report To: Doug Brown, Manager of Operations and Facilities

From: Milt Strachan, Transportation Superintendent

**SUBJECT: Award Tender No. 15-OF-07 Equipment/Vehicle Rental**

Tenders were opened on June 2, 2015 at 2:00 p.m. in the Council Chambers at the Civic Centre.

Five tenders were received with several bids in the required areas.

Attached is the complete listing of all quotes received in order of price. Prices are per hour unless otherwise stated. These prices will be effective June 19, 2015 until June 18, 2018.

Milt Strachan  
Transportation Superintendent  
Operations and Facilities Division

**TENDER NO. 15-OF-07**

**TOWN OF FORT FRANCES  
OPERATIONS AND FACILITIES DIVISION**

**EQUIPMENT/VEHICLE RENTAL RATES  
Effective June 19, 2015 to June 18, 2018**

**\*NOTE:** All prices are per hour with operator unless otherwise indicated.

**ITEM #1 HYDRAULIC BACKHOE - CRAWLER**

**(A) Minimum Operating Weight - 15,000 kg.**

Contractor	Description	Price
Rolling Lake Holdings Ltd.	Case 210CX (2006) – 1.0 m3 Bucket	\$115.00
Tom Veert Contracting	Link Belt 210 X 2 (2008) – 1 ¾ yd., wrist twist	\$125.00
Tom Veert Contracting	Hitachi EX200 (2000) – 1 ¾ yd., wrist twist – 30 ft reach	\$125.00

**(B) Minimum Operating Weight – 23,000 kg.**

Contractor	Description	Price
George Armstrong Co. Ltd.	Cat 325BL (1997) – 2 yd.	\$120.00
Leon DeGagne Ltd.	Cat 329E (2013) – 1.74 yd. – 11'6" Stick	\$129.00
George Armstrong Co. Ltd.	Cat 329EL (2014) – 2.5 yd. – 72" Ditch.	\$130.00
Rainy Lake Holdings Ltd.	Yutani 240 (1989) – 1.3 m3	\$130.00



Mike Carmody Contracting	Linkbelt 290LX (2007) – 2 yd. – 4 yd. Ditch.	\$140.00
Tom Veert Contracting	Hitachi EX270 (2007) – 2.5 yd. – Ditch. Bkt.	\$145.00
Leon DeGagne Ltd.	Cat 330D (2008) – 2.14 yd. – 13'6" Stick	\$149.00

(C) Minimum Operating Weight - 44,000 kg.

Contractor	Description	Price
George Armstrong Co. Ltd.	Cat 235C (1992) - 3 yd. & 72" Ditch. Bkt. & Ripper	\$140.00
George Armstrong Co. Ltd.	Cat 235D (1993) – 3.5 yd. – 72" Ditch. Bkt. & Ripper	\$150.00

## ITEM #2 HYDRAULIC BACKHOE - RUBBER

(A) Minimum Operating Weight - 11,000 kg.

No Bids Submitted

(B) Minimum Operating Weight - 18,000 kg.

Rainy Lake Holdings Ltd.	Cat 224 (1985) – 1 m3	\$140.00
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## ITEM #3 FRONT END LOADER - CRAWLER

(A) Minimum Operating Weight - 6500 kg.

No Bids Submitted

(B) Minimum Operating Weight - 10,000 kg.

## No Bids Submitted

(C) Minimum Operating Weight - 13,500 kg.

Contractor	Description	Price
Tom Veert Contracting	John Deere 755C (2006) – 4.5 yd.	\$145.00

## ITEM #4 TRACTOR BULLDOZER - CRAWLER

(A) Minimum Net Flywheel Power 160 kw

Contractor	Description	Price
George Armstrong Co. Ltd.	Cat D6C (1974) - Winch	\$100.00
George Armstrong Co. Ltd.	Cat D5GLGP (2007) – 6 Way	\$100.00
Mike Carmody Contracting	Cat D6R (2002)	\$130.00
Leon DeGagne Ltd.	Komatsu D85 (1981)	\$155.00

(B Minimum Net Flywheel Power 210kw

Contractor	Description	Price
Rolling Lake Holdings Ltd.	Dresser TD25-C (1979)	\$160.00
Tom Veert Contracting	Cat D8R (1999)	\$215.00

**ITEM #5 - FRONT END LOADER - 4WD RUBBER****(A) Minimum Operating Weight - 10,500 kg**

Contractor	Description	Price
Leon DeGagne Ltd.	Volvo L50C (1998) – 2.35 yd.	\$85.00
Rolling Lake Holdings Ltd.	Komatsu WA250 (1997) – 1.9 m3	\$90.00
Rolling Lake Holdings Ltd.	Cat 938G (1998) – 2.4 m3	\$90.00
George Armstrong Co. Ltd.	Cat IT28B (1991) – 2.4 yd. – Forks, Boom, Snow Bucket, Snow Blade	\$100.00
George Armstrong Co Ltd.	Cat IT28G (1998) – 2.6 yd. – Forks, Boom, Snow Bucket, Snow Blade	\$100.00
George Armstrong Co. Ltd.	Cat 924K (2014) – 2.6 yd. – Forks, Boom, Snow Bucket, Snow Blade	\$100.00
Tom Veert Contracting	Komatsu WA250 (2005) – 3 yd. – Material arm, Forks, Broom	\$115.00

**(B) Minimum Operating Weight - 14,000 kg**

Contractor	Description	Price
Leon DeGagne Ltd.	John Deere 644D (1986) – 4 yd.	\$99.00
Mike Carmody Contracting	Cat IT38H (2011) – 3.75 yd. – 5 yd. Snow Bucket, 14' Snow Blade, Forks	\$120.00
Tom Veert Contracting	Komatsu WA400 (1992) – 5 yd.	\$140.00

**(C) Minimum Operating Weight - 16,500 kg****No Bids Submitted**

(D) Minimum Operating Weight - 20,000 kg

Contractor	Description	Price
Leon DeGagne Ltd.	Volvo L150C (1998) – 5 yd.	\$122.00
Rolling Lake Holdings Ltd.	Komatsu WA450 – 4.6 m3	\$125.00
Mike Carmody Contracting	Cat 950G (2000) – 4.5 yd. – 9 yd. Snow Bucket	\$130.00
Tom Veert Contracting	Cat 966F (1994) – 5 yd.	\$155.00
Tom Veert Contracting	John Deere 824J (2006)	\$155.00

(E) Minimum Operating Weight - 28,000 kg

Contractor	Description	Price
George Armstrong Co. Ltd.	Cat 980C (1989) – 6 yd.	\$100.00
George Armstrong Co. Ltd.	Cat 980G (1998) – 6.75 yd.	\$115.00
George Armstrong Co. Ltd.	Cat 980H (2007) – 7.25 yd.	\$125.00
Rolling Lake Holdings Ltd.	Cat 980C (1985) – 5.5 m3	\$150.00
Tom Veert Contracting	John Deere 844J (2007)	\$170.00

ITEM #6 - MOTOR GRADER

(A) Minimum Operating Weight - 11,500 kg.

Contractor	Description	Price
Tom Veert	Champion 730 (1987) – 14' Moldboard, Wing – will rent w/o operator	\$115.00

(B) Minimum Operating Weight - 15,500 kg.

Contractor	Description	Price
Leon DeGagne Ltd.	Champion 736A (2000) – 14’ Moldboard	\$105.00
Rolling Lake Holdings Ltd.	Cat 140H (2002)	\$108.00
Rolling Lake Holdings Ltd.	Cat 140H (2004)	\$108.00
Tom Veert Contracting	John Deere 772BH (1995) – 14’ Moldboard, Wing, will rent w/o operator	\$115.00
George Armstrong Co. Ltd.	Cat 14G (1986) – 16’ Moldboard	\$120.00

ITEM #7 TANDEM TRUCKS - See back for Listing

ITEM #8 - LOADER/BACKHOE COMBINATION

(A)Minimum Power - 30 k

Contractor	Description	Price
Rolling Lake Holdings Ltd.	Bobcat 763 (1998) - .49 m3	\$65.00

(B) Minimum Power - 45 kw

Contractor	Description	Price
Rolling Lake Holdings Ltd.	Bobcat 864 (2001) - .76 m3	\$75.00
Mike Carmody Contracting	Terex 760B (2008) – 1.75 yd.	\$98.00
Tom Veert Contracting	John Deere 310SJ (2010)	\$125.00

**ITEM #9 FRONT END LOADER - SKID STEER****(A) Minimum Bucket Size - 0.5 Cu. M**

Contractor	Description	Price
George Armstrong Co. Ltd.	Cat 257B (2003) – Bucket, Forks, Broom, Brusher	\$ 85.00
Tom Veert Contracting	Case 1845C (1994)	\$ 105.00

**(B) Minimum Bucket Size - 0.75 Cu. M**

Contractor	Description	Price
George Armstrong Co. Ltd.	Cat 299DXHP (2013) – Bucket, Forks, Broom, Brusher	\$95.00
Tom Veert Contracting	Case 75XT (2003)	\$105.00

**ITEM #10 - AIR COMPRESSOR WITH HAMMER**

Contractor	Description	Price
Tom Veert	Sullair (1998) 10 lb to 150 lb hammer	\$220.00 per day

**ITEM #11 - OTHER EQUIPMENT**

Contractor	Description	Price
Tom Veert Contracting	Water Truck – Ford L9000 (1995)	\$100.00
Tom Veert Contracting	RingOMatic Vacuum Trailer (1999)	\$145.00
Tom Veert Cotracting	Vac Star 500 Vacuum Trailer (2000)	\$145.00

Tom Veert Contracting	Float – Big Tow (2011) – 60 tonne – Lowbed	\$145.00
Tom Veert Contracting	Trench Box – Empire 814 (1993) 8' x 14'	\$320.00 per day
Tom Veert Contracting	Light Towers – Amida LT5000	\$195.00 per day
George Armstrong Co. Ltd.	Generator/Light Tower – Mobilight 16.5 kw (2006)	\$30.00
George Armstrong Co. Ltd.	Air Compressor – Ingersoll 375HP (2010)	\$40.00
George Armstrong Co. Ltd.	4x4 Rock Wagon – Cat D35HP (1987) – 35 Ton Capacity	\$110.00
George Armstrong Co. Ltd.	4x4 Rock Wagon – Cat D35HP (1987) – 35 Ton Capacity	\$110.00
George Armstrong Co. Ltd.	Steel Vibratory Packer – Ingersoll SD100 (1988) – 84" Drum	\$100.00
George Armstrong Co. Ltd.	75 Ton Lowbed Float – KW W900 (2000)	\$145.00
George Armstrong Co. Ltd.	Water Truck/Fire Truck – Sterling 9530 (2001) – 4400 gallons	\$95.00
Mike Carmody Contracting	Screening Plant – Power Screen (1999) – 7' x 10' Deck	\$1000.00 per day – Non Operated
Mike Carmody Contracting	Mini Excavator – Bobcat E60 (2010) – 4 Buckets	\$90.00
Mike Carmody Contracting	Generator – Silent Diesel KW20 (2014)	\$300.00 per day – Non Operated
Rolling Lake Holdingd Ltd.	Snow Bucket – for Cat 938G – 4.6 m3	\$10.00

**ITEM #7 Tandem Trucks**

NAME	MAKE/MODEL	LIC PLATE NO.	Box Capacity	ALL GROSS WEIGHT (KG)	VEH. TARE WEIGHT (KG)	Inspection Certificate Expiry Date	PRICE/HOUR INCL. H.S.T.		WINTER OPERATION
Rolling lake Holdings Ltd.	Ford LT9513 1998	AC87629	15.3 m3	34400	13350	15-07-02	\$85.00		No
Rolling Lake Holdings Ltd.	WSTR 4900 1996	7973ZZ	15.3 m3	35490	13080	16-03-02	\$85.00		No
Rolling Lake Holdings Ltd.	Peterbilt 359 2007	AE81354	15.3 m3	34400	13490	16-05-25	\$85.00		No
Rolling Lake Holdings Ltd.	Sterling 9522 2004	AH22527	15.3 m3	34400	12220	15-12-17	\$85.00		No
Tom Veert Contracting	Ford LNT 8000 1995	898 3LF	18 yd3	22900	10750		\$100.00		Yes
Tom Veert Contracting	Peterbilt 335 2005	591044	24 yd3	31200	11850	16-01-06	\$100.00		Yes
Tom Veert	Ford LNT 8000 1996	577 ORX	18 yd3	23600	10730		\$100.00		Yes
Tom Veert Contracting	Peterbilt 365 2005	497 5YC	24 yd3	34500	12110		\$100.00		Yes



June 5, 2015

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Request from Megan Walchuk, Property Owner of 1500 Colonization Road West to Plant Trees on the Town's Highway or R.O.W.**

The email dated May 29, 2015 from Megan Walchuk, property owner of 1500 Colonization Road West was referred by Council at the June 8, 2015 meeting to the Operations and Facilities Executive committee for review and recommendation. See attached copy of the email dated May 29, 2015.

Please find attached the last report where property owners wanted to plant trees on the Town's Hwy. or Right-Of-Way (R.O.W.) and including a copy of the pertinent section of the existing by-laws;

- 1) By-law 1331 – dated December 23, 1943 - see Sections 3 & 7 for applicable sections
- 2) By-law 1513 – dated May 10, 1948 – see Sections 4 (d) for applicable section.

There are Pros and Cons for allowing trees to be planted on the Town's R.O.W.

**PROS**

- Beautifies the Community
- Environmentally friendly way of reducing the Town's carbon footprint on the planet.
- Property Owners satisfaction

## CONS

- Safety issue for motorists and pedestrians – reduce sightlines and visibility
- Roots will eventually find their way into sanitary service lines and mains – maintenance and property owner inconvenience.
- Increase in on-going maintenance costs for tree trimming tasks, unblocking sanitary service lines
- Another obstacle for snow fighting equipment to deal with
- Root obstruction issue for other buried utilities such as gas, bell, water, hydro & cable.
- Difficult to manage – Town's responsibilities vs property owners, permission granted to property owners to plant tree(s) on Town's ROW vs no permission and eventually homes have different owners no agreement in place which is registered against property thus history is lost on who is responsible for what.

In regards to the existing by-laws there appears to be a conflict on how permission is granted to property owners to plant trees on the Town's ROW. By-law No. 1331- Clerk issues a permit vs By-law No. 1513 - written permission from Council. It is suggested that the existing by-laws be revised at this time as to establish the permission protocol and the age of the By-laws over 60 years old. Also there is a cost to locate or trace out service lines (water & sanitary sewer) – existing by-law rate is \$123.43 per hour, who is going to pay this, the Town or the property owner? See attached plan showing the location of the property in-question to the Armstrong Place/ Colonization Road West intersection.

The Operations & Facilities Executive Committee recommends the following;

- That the request from Megan Walchuk, property owner at 1500 Colonization Road West be denied as a result of on-going maintenance costs associated with trees planted on the Town's boulevards as they mature.
- That Megan Walchuk be encouraged to plant trees on her property.
- That Administration review & update the existing by-laws associated with planting trees within the Town's right-of-ways and highways in the future.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Manager Operations & Facilities

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

- That the request from Megan Walchuk, property owner at 1500 Colonization Road West be denied as a result of on-going maintenance costs associated with trees planted on the Town's boulevards as they mature.
- That Megan Walchuk be encouraged to plant trees on her property.
- That Administration review & update the existing by-laws associated with planting trees within the Town's right-of-ways and highways in the future.

RECOMMENDED

JUN 17 2015

DIV. MNG.

EXECUTIVE COMM.





Megan Walchuk  
<phillmeg@yahoo.com>

05/29/2015 03:04 PM

Please respond to  
Megan Walchuk  
<phillmeg@yahoo.com>

To "Islomke@fort-frances.com" <Islomke@fort-frances.com>

cc

bcc

Subject permission to plant easement trees

Hello,

I am writing to request permission to plant trees on the city easement of our property. The property in question is 1500 Colonization Rd W. We are planning to erect a fence enclosing the north end of our property. The easement on the east side, or the side facing onto Armstrong Pl, is quite wide. We would like to build the fence along the Armstrong side to our property line but plant small shrubs and likely 2 apple trees in the strip between our property line, and going no closer to the street than the existing fire hydrant. These plantings would help camouflage the fence from view, and preserve the beauty of the neighbourhood. The space between our property line and the curb is 20 feet. Our proposed plantings would be limited to the first 10 feet, behind the hydrant, likely closer to five feet out, allowing roughly 15 feet of open boulevard. There are no sidewalks on Armstrong.

If you would like to see the property in person, we had a survey done today, so stakes are currently visible to show the boundary.

Please advise if we can go ahead with our fence camouflage plan.

Thank you,  
Megan Walchuk  
1500 Colonization Rd W  
274-2701

July 17, 2009

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Request from Property Owners of 325 & 318 First Street East to Plant Royal Red Maple Trees on the Town's Highway or R.O.W.**

The letters dated July 6, 2009 from Mr. Paul Blais (318 First Street East) and Mr. & Mrs. Martinson (325 First Street East) were referred by Council at the July 13, 2009 meeting to the Operations and Facilities Executive committee for review and input.

Please find attached By-laws in regards to planting trees on the Town's Hwy. or Right-Of- Way (R.O.W.);

- 1) By-law 1331 – dated December 23, 1943 - see Sections 3 & 7 for applicable sections
- 2) By-law 1513 – dated May 10, 1948 – see Sections 4 (d) for applicable section.

Royal Red Maple are one of the tree species which are allowed to be planted on the Town's R.O.W. Please see information on the mature size of these type of trees. Also attached are some pictures of the said properties and damage to sidewalks and curb as a result of mature trees.

There are Pros and Cons for allowing trees to be planted on the Town's R.O.W.

**PROS**

- Beautifies the Community
- Environmental friendly way of reducing the Town's carbon footprint on the planet.
- Property Owners satisfaction

## CONS

- Safety issue for motorists and pedestrians – reduce sightlines and visibility
- Roots will eventually find their way in sanitary service lines and mains – maintenance and property owner inconvenience.
- Increase in on-going maintenance costs for tree trimming tasks, unblocking sanitary service lines
- Another obstacle for snow fighting equipment to deal with
- Root obstruction issue for other buried utilities such as gas, bell, water, hydro & cable.
- Difficult to manage – Town's responsibilities Vs property owners, permission granted to property owners to plant tree(s) on Town's ROW Vs no permission and eventually homes have different owners no agreement in place which is registered against property thus history is lost on who is responsible for what.

Since my time with the Town, I am not aware of any requests from property owners to plant trees on the Town's ROW. In regards to the existing by-laws there appears to be a conflict on how permission is granted to property owners to plant trees on the Town's ROW. By-law No. 1331- Clerk issues a permit VS By-law No. 1513 - written permission from Council. It is suggested that the existing by-laws be revised at this time as to establish the permission protocol and the age of the By-laws over 60 years old. Also there is a cost to locate or trace out service lines (water & sanitary sewer) – existing by-law rate is \$110.38 per hour who is going to pay this the Town or the property owner?

The Operations & Facilities Executive Committee recommends the following;

- 1) That the request from the property owners at 318 First Street East and 325 First Street East be denied as a result of on-going maintenance costs associated with trees planted on the Town's boulevards as they mature.
- 2) That both property owners are encouraged to plant trees on their own property.

- 3) That Administration review & update the existing by-laws associated with planting trees within the Town's right-of-ways and highways in the future

Respectfully submitted,  
Operations & Facilities Division

Doug Brown, P. Eng.  
Manager Operations & Facilities

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

- That the request from the property owners at 318 First Street East and 325 First Street East be denied as a result of on-going maintenance costs associated with trees planted on the Town's boulevards as they mature.
- That both property owners are encouraged to plant trees on their own property.
- That Administration review & update the existing by-laws associated with planting trees within the Town's right-of-ways and highways in the future

2009Julyplanting of trees on hwys.



*Lucinda*  
*Feb 1943*

TOWN OF FORT FRANCES

By-Law No. 1331

A by-law to regulate the planting, trimming and removal of trees in the said Town of Fort Frances.

The Council of the Corporation of the Town of Fort Frances enacts as follows:

Sections 50, 51, and 52 of by-law No. 10 of the said Municipality are hereby rescinded.

Shade or ornamental trees shall hereafter be planted upon any highway in this Municipality only in conformity with this by-law.

No person shall hereafter plant any shade or ornamental tree upon any highway in the said Town of Fort Frances until he has obtained a permit for that purpose, signed by the Clerk of the said Municipality, or by such other person or officer as the Council may authorize.

No person shall hereafter plant on any street in the said Town any tree of the following kind or species, viz: poplar, willow, balsam of Gilead, or any evergreen tree or shrub.

No person shall destroy or injure any tree growing on a highway in the said Town.

When the Council of the said Town deems it necessary in the public interest to remove any tree or trees, the said Council may, by resolution, instruct some official of the said Municipality to cause such tree or trees to be removed in accordance with Clause 8 (f), Section 523, Chapter 286, R. S. O. <sup>413</sup>

1955-4950

All trees planted upon a highway or upon private property where the branches extend over a highway shall be neatly and properly trimmed by the owner of the land to which any tree is appurtenant.

All trees whose branches extend over a sidewalk or pathway or whose branches are close to the wires of any public utility shall be trimmed to a height of at least ten (10) feet above such sidewalk or pathway, and to such distance from the wires of the said public utility as may be required under the Regulations of the Hydro Electric Commission.

Should the owner referred to in Clause 7 above refuse or neglect to trim any tree or trees as herein required, the Council may, by resolution, direct and authorize one of its officers to perform the said trimming.

In this by-law "tree" shall include "shrub".

PASSED in open council this 28th day of December, 1942.

*[Signature]*  
Mayor

*[Signature]*  
Clerk.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



*Indorse.*

TOWN OF FORT FRANCES  
By-Law 1513

Chap. 286, R.S.O. 1937  
Sec. 404 (46)  
Sec. 507 (1) & (2)

A by-law for the purpose of setting apart portions of highways for the purpose of boulevards; for permitting the owners of land abutting on such highways to make and maintain such boulevards at their own expense; and for regulating the construction, maintenance and protection of such boulevards, and to control and regulate the planting of trees thereon.

WHEREAS it is expedient that certain portions of the highways at or near the sides of them should be set apart for the purpose of boulevards;

AND WHEREAS it is desirable that the owners of land abutting on such highways or portions thereof, should be permitted to make and maintain at their own expense, boulevards on that part of any highway set apart for that purpose;

AND WHEREAS it is necessary to regulate the construction, maintenance and protection of such boulevards;

THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances ENACTS as follows:

1. The north, south, east, and west sixteen feet of all highways within the Town of Fort Frances is hereby set apart for the purpose of boulevards, excepting those portions thereof that are used and required for sidewalk purposes and for street and lane intersections and for the purpose of any public utility in the Town of Fort Frances.

2. The owner of any land may petition the Council for permission to make and maintain at his own expense, a boulevard upon that portion of the highway so set apart and abutting upon his land.

3. The permission to make and maintain such boulevard shall be granted by resolution of the Council of the said Municipality.

4. All boulevards within the Town of Fort Frances, heretofore or hereafter constructed, shall conform to the following regulations:

(a) All boulevards hereafter constructed or repaired shall be made two (2) inches below the level of the adjacent sidewalk and the outer edge thereof shall be four (4") inches below the said sidewalk level. Should the Council deem it necessary or in the public interest, it may direct that any boulevards heretofore constructed be made to conform with this section.

(b) The outer edge of such boulevard shall be bounded or confined by a curb of stone, cement, or plank, the outer edge of said curb being free from projections.

(c) All boulevards shall be kept clean, free from weeds, and well and regularly mown.

(d) No shrubs or trees shall hereafter be planted in such boulevard without written permission from the Council of the said Municipality.

5. No person shall, by any means whatsoever, injure, damage, foul, or encumber any boulevard, made and maintained in accordance with the provisions of this by-law, or which has been heretofore constructed within the Town of Fort Frances.

6. The Council shall have the right and may at any time, tear out or destroy any boulevard, or any portion thereof which unreasonably confines impedes or incommodes public traffic.

7. Any person convicted of a breach of any of the provisions of this by-law shall forfeit and pay at the discretion of the convicting magistrate, a penalty not exceeding the sum of Fifty (\$50.00) dollars for each offence, exclusive of costs, and in default of payment of said penalty and costs forthwith, the convicting magistrate may commit the offender to the common gaol, and for any period not exceeding twenty-one days unless the said penalty and costs are sooner paid.

8. By-Laws 891 and 973 be and the same are hereby repealed.

PASSED in open Council this 10th day of May 1948.

*[Signature]*  
"J. H. WALKER"  
Clerk.

*[Signature]*  
"B. V. HOLMES"  
Mayor.







2015 CAPITAL BUDGET

O & F Division	G/L Code	TOTAL BUDGET	Budget as of May 31, 2015	Variance	Notes
TRANSPORTATION	Public Works Buildings/General Misc				
1 Engineering and O&F Managers Office Upgrades	C-310-9127-1471	12,000	0	12,000	Work to be scheduled when Manager on holidays
2 Salt Shed Storage Building	C-310-9113-1523	528,278	17,657	510,621	As of June 8 - Foundation 99.5% complete
3 PW Garage Exterior Renovations & 7 Overhead Doors	C-310-9127-1523	150,000	0	150,000	Travis Rob preparing tender
4 Public Works Small Equipment	C-310-9105-1471	8,000	1,271	6,729	
		698,278	18,928	679,350	
Large Equipment & Vehicles					
5 Snowplow Truck - 1997 Replacement (2014 Carryover)	C-334-9244-1471	237,000	235,722	1,278	
6 Street Sweeper (2001 Replacement)	C-334-9292-1471	325,000	0	325,000	Tender closes on June 29, 2015
7 Sidewalk Machine c/w Blower Attachment	C-334-9230-1471	120,000	0	120,000	
		682,000	235,722	446,278	
Small Vehicles					
8 Replace V180 - 2002 Ford F250 3/4 Ton Truck c/w 4 Wheel Drive	C-333-9133-1471	40,000	0	40,000	Awarded Tender to MacDonald Motors on April 13,2015
		40,000	0	40,000	
Roads					
9 Concrete Repairs Portage Ave/CNR East abutment Wall Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-313-9110-1523	150,000	4,691	145,309	
10 Nelson Street from Butler Ave to Shevlin Woodyard (105 meters Sanitary Main replacement)	C-313-9271-1523	462,667	3,336	459,331	
11 Nelson Street from Butler Ave to Shevlin Woodyard (105 meters Sanitary Main replacement)	C-313-9272-1523	308,532	1,325	307,207	
Connecting Link				0	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of 12 York	C-316-9273-1523	2,059,755	9,591	2,050,165	Bay City on site as May 19, 2015 - 10 days on - 12 hours days
		2,980,954	18,942	2,962,012	
Sidewalks					
Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-320-9271-1523	98,163	466	97,697	
14 Nelson Street from Butler Ave to Shevlin Woodyard	C-320-9272-1523	13,406	23	13,383	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of 15 York	C-320-9273-1523	51,556	243	51,312	
16 Keating Ave to JW Walker to 1st Street (Traffic Safety Committee)	C-320-9274-1523	65,000	0	65,000	
		228,125	732	227,393	
Streetlight Pole Replacement					
20 Poles Replaced along Waterfront	C-345-9135-1471	25,000	16,057	8,943	As of June 5 shipped new street light poles to International Falls,MN
		25,000	16,057	8,943	
TOTAL TRANSPORTATION					
PARKS & CEMETERIES					
Parks					
18 Small Equipment Replacement (Mowers & whipper snippers)	C-580-9105-1471	5,000	1,282	3,718	
19 60" wide Snow Plow attachment for Large JD Tractor	C-580-9174-1471	5,500	0	5,500	
20 Replace V411 - 1992 Chevy Truck (2-Wheel Drive)	C580-9133-1471	30,000	0	30,000	Awarded Tender to MacDonald Motors on April 13,2015
Cemeteries				0	
21 Riding Lawn Mowers - Trade in existings two mowers	C-580-9157-1471	16,586	10,276	6,310	both mowers delivered on April 28, 2015
TOTAL PARKS & CEMETERIES		57,086	11,558	45,528	
AIRPORT					
22 Video Surveillance System	C-390-9105-0000	3,000	0	3,000	Surveillance Equipment Installed as of May 15
Front End Loader c/w Sweeper - ASCAP Funding (Dependant on 23 Funding)	C-390-9257-1471	216,427	0	216,427	Tender closes on June 9, 2015 at 2:00 pm low tender with ACAP funding
24 Replacement Loader-Mounted Snow Blower	C-390-9293-1471	119,250	0	119,250	Tender closes on June 9, 2015 at 2:00 pm low tender with ACAP funding
TOTAL AIRPORT		338,677	0	338,677	
WASTE MANAGEMENT SYSTEM					
Transfer Station Upgrades - Installation of 2 Stationary Compactors (2014 Carryover)	C-351-9128-1471	218,275	0	218,275	PW Crew working on Foundation starting on June 8, 2015
		218,275	0	218,275	
ENVIRONMENT					
Sanitary Sewer - Collection System					
26 Sanitary Sewer Tools & Equipment	C-410-9105-1471	12,000	0	12,000	
27 Refurbishing Sanitary Manholes	C-410-9138-1523	162,400	39	162,361	
28 Design for Infrastructure Renewal Project	C-410-9238-1523	37,500	0	37,500	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of 29 York	C-410-9273-1523	364,814	1,263	363,551	
Nelson Street from Butler Ave to Shevlin Woodyard (105 meters Sanitary Main replacement)	C-410-9272-1523	157,442	777	156,665	
Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-410-9271-1523	220,607	2,090	218,517	
		954,763	4,169	950,594	
Sewage Treatment Plant					
32 Misc Capital Upgrades	C-413-9108-1471	120,000	28,525	91,475	
Sludge Dewatering Equipment & Installation of Secondary Clarifier					
33 Chains	C-413-9290-1523	800,000	18,355	781,645	
34 Honeywell Improvements at STP including Street lighting	C-413-9280-0000	50,406	0	50,406	
		970,406	46,880	923,526	
Water System					
Water Distribution System					
35 Miscellaneous Tools/Equipment	C-961-9105-1471	12,000	622	11,378	
36 Replacing Main Line Water Valves/Hydrants	C-961-9137-1523	211,300	45	211,255	
37 Design for Infrastructure Renewal Project for 2016 construction work	C-961-9238-1523	37,500	0	37,500	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of 38 York	C-961-9273-1523	704,545	3,172	701,373	
Nelson Street from Butler Ave to Shevlin Woodyard (105 meters Sanitary Main replacement)	C-961-9272-1523	126,778	515	126,263	
Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-961-9271-1523	203,145	2,367	200,778	
		1,295,268	6,721	1,288,547	
Water Treatment Plant					
41 Misc Small Capital Equipment	C-965-9105-1471	60,000	3,502	56,498	
42 Back-up Generator	C-965-9260-1471	357,000	7,692	349,308	
		417,000	11,194	405,806	
TOTAL ENVIRONMENT					
PW		4,654,357	290,382	4,363,975	
Waste Management		218,275	0	218,275	
Airport		338,677	0	338,677	
Parks		57,086	11,558	45,528	
Water		1,712,268	17,914	1,694,354	
Sewer		1,925,169	51,049	1,874,120	
Total		8,905,832	370,903	8,534,929	



**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

June 9, 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**  
**May 2015 Monthly Report**

As per the operating agreement, the attached document is the May 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 Cunningham'.

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager

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

## MAY 2015 EFFLUENT QUALITY

Parameters	Monthly Actual Concentration mg/L	Compliance Criteria Concentration mg/L	Performance Objective Concentration mg/L	Monthly Actual Loading, kg/d	Compliance Criteria Loading kg/d	Performance Objective Loading kg/d
CBOD <sub>5</sub>	3.6 mg/L	25 mg/L	15 mg/L	34.9 kg/d	225 kg/d	135 kg/d
Suspended Solids	5.4 mg/L	25 mg/L	15 mg/L	43.4 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.18 mg/L	1.0 mg/L	1.0 mg/L	1.4 kg/d	9 kg/d	9 kg/d
Ammonia as N	3.81 mg/L					
Nitrite as N	0.18 mg/L					
Nitrate as N	3.63 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		20.1 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 7.3; average pH was 7.0		
Temperature degrees C				Temperatures ranged from 8.0 – 10.0 average temperature of effluent at 8.8		

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 May was 7834.5 m<sup>3</sup>/day. This represents 87% of the design average flow. Total treated flow for the month was 242869 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	880 +/- @ 7.0% + 615 @ 12%	Litres
Alum	12.2 +/- @ 60 %	Cubic meters
Polymer	35 Bags (875 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
- Repaired pressure washer
- Regular cleaning of seal water strainer TFP 9-5
- Pumped out digester valve chamber sump
- Repaired sludge line to bin
- Changed DO probe aeration cell 1
- Repaired 4" gate valve RAS 2 piping
- Flushed secondary digester level sensor

### Pump Stations:

- Ran gensets
- Changed seal water strainers
- Cleaned bar screens
- The radio antenna at Strachan lift station was re-aligned
- Back flushed pump 2 at White Pine lift station
- Isolated, pulled and cleaned pumps 1 and 2 at Central Avenue lift station

## **OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

## **SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 599.4 m<sup>3</sup> for the month. Asselin Transportation and Storage Limited hauled a total of 240.3 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 642 (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		Removal Efficiency	
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML	% Plant Capacity	Sludge Volume Hauled M3	CBOD5 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	7834.5	15983	242869		242869	87%	240.3		
June						0%			
July						0%			
August						0%			
September						0%			
October						0%			
November						0%			
December						0%			
Sum				0	887198		1021.7		
Average	5857		177440		177440	65%	204.3		
Max		15983	242869		242869				
C of A	9000	18000							

Month	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	Avg. Load	Geo Mean	Monthly	Monthly	Minimum	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)	T.P (kg/day)	Counts	Counts	Minimum	Maximum		
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	48.5	3.6	34.9	109.6	5.4	43.4	1.4	0.18	1.40	20.1	6.8	7.3				
June																
July																
August																
September																
October																
November																
December																
Average	69.8	3.4	21.6	132.2	6.7	39.2	2.0	0.23	1.31	23.5	6.8	7.4				
Max	87	4.4	34.9	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				

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015-2014
January	76	79	79	256	311	306	6	0	0	6	5	11	43	41	33	4	2	2	42	67	40	177	194	165	-17
February	67	74	75	241	308	370	2	0	7	7	5	16	36	22	49	3	5	2	40	50	46	155	156	195	-1
March	78	82	87	341	346	435	5	3	6	30	10	13	36	40	40	5	0	7	38	52	47	192	187	200	5
1/4 Total	221	235	241	838	965	1111	13	3	13	43	20	40	115	103	122	12	7	11	120	169	133	524	537	560	-13
April	81	74	83	330	276	448	1	2	1	23	18	26	41	22	34	2	1	4	53	47	49	201	164	197	37
May	82	81	89	365	308	408	1	6	7	28	24	45	37	23	43	34	30	25	77	76	71	259	240	280	19
June		77	86		292	400		7	4		37	66		35	27		89	75		69	49	0	314	307	-314
1/2 Total	384	467	499	1533	1841	2367	15	18	25	94	99	177	193	183	226	48	127	115	250	361	302	984	1255	1344	-271
July		75	87		230	378		7	6		35	52		18	37		59	79		59	55	0	253	316	-253
August		71	88		241	390		3	1		37	74		26	24		65	67		57	68	0	259	322	-259
September		73	78		254	432		1	5		22	43		37	41		32	44		65	42	0	230	253	-230
3/4 Total	384	686	752	1533	2566	3567	15	29	37	94	193	346	193	264	328	48	283	305	250	542	467	984	1997	2235	-1013
October		76	92		309	398		3	0		24	28		42	35		12	12		51	57	0	208	224	-208
November		80	85		286	309		3	3		8	7		28	32		3	6		39	39	0	161	172	-161
December		52	69		203	216		0	0		4	2		25	26		1	0		29	34	0	111	131	-111
Total	384	894	998	1533	3364	4490	15	35	40	94	229	383	193	359	421	48	299	323	250	661	597	984	2477	2762	-1493

Fuel Sales Recap - 2015									2014	2013	2012	2011	2010	2009	2008	2007	8 year	Variance 2015-
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	Average	2014
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	2014 to 2007	month
January	764	764	7,427	7,427	501	501	8,692	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,686	-2,851
February	1,291	2,055	9,940	17,367	0	501	11,231	19,923	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,117	-1,073
March	760	2,815	17,035	34,402	0	501	17,795	37,718	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,357	7,287
April	1,123	3,938	12,096	46,498	0	501	13,219	50,937	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	14,119	4,842
May	1,639	5,577	14,222	60,720	300	801	16,161	67,098	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	27,092	-13,592
June		5,577		60,720	0	801	0	67,098	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,716	-30,789
July		5,577		60,720	0	801	0	67,098	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,387	-14,441
August		5,577		60,720	0	801	0	67,098	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	29,496	-20,450
September		5,577		60,720	0	801	0	67,098	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,906	-21,837
October		5,577		60,720	0	801	0	67,098	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	16,821	-15,472
November		5,577		60,720	0	801	0	67,098	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	11,361	-7,238
December		5,577		60,720		801	0	67,098		2,028	8,179	2,446	7,641	7,596	13,083	14,733	6,963	0
Total	5,577		60,720		801		67,098		182,712	149,926	190,716	158,202	237,638	207,606	316,297	341,078	228,780	-5,387

67,098

Lowest month in last 7 years  
Highest month in last 7 years  
Highest month  
lowest month

2015- tonnage at landfill site- up-dated June 1st, 2015

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2014 Total Tonne	Average last 8 years Total Tonne	2015 Total Tonne	2014 Total Fees	Average last 8 years Fees 2007 to 2014	2015 Fees	2015-2014 Tonnes	2015-2014 Fees
JAN	147.69	39.65	214.43	57.57	10.33	2.77	83.64	376.54	358.23	372.45	\$18,990.70	\$19,078.66	\$22,076.55	-4.09	\$2,997.89
FEB	110.32	34.07	205.79	63.55	7.71	2.38	10.29	331.57	303.57	323.82	\$17,730.70	\$16,650.51	\$17,311.55	-7.75	\$661.04
MAR	171.11	38.30	267.42	59.85	8.28	1.85	0.00	347.04	409.34	446.81	\$18,869.70	\$23,107.28	\$25,940.55	99.77	\$2,833.27
APRIL	248.22	40.76	346.16	56.84	14.64	2.40	3.24	500.42	569.78	609.02	\$28,891.30	\$32,908.43	\$36,933.10	108.60	\$4,024.67
MAY	306.17	39.10	466.65	59.59	10.22	1.31	81.19	756.65	721.08	783.04	\$42,047.80	\$41,342.77	\$40,474.95	26.39	-\$867.82
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		725.30	816.36	0.00	\$44,815.30	\$42,253.75			
JULY		#DIV/0!		#DIV/0!		#DIV/0!		661.29	683.08	0.00	\$37,863.20	\$40,976.57			
AUG		#DIV/0!		#DIV/0!		#DIV/0!		547.91	628.81	0.00	\$32,880.80	\$37,269.88			
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		697.87	637.62	0.00	\$38,838.70	\$36,887.25			
OCT		#DIV/0!		#DIV/0!		#DIV/0!		648.58	641.16	0.00	\$38,154.80	\$37,889.98			
NOV		#DIV/0!		#DIV/0!		#DIV/0!		558.35	558.58	0.00	\$29,302.30	\$31,434.38			
DEC		#DIV/0!		#DIV/0!		#DIV/0!		449.26	386.07	0.00	\$24,963.10	\$23,643.32			
Average per monthly	196.70	37.34	300.09	60.32	10.24	#DIV/0!	35.67	550.07	559.47	211.26	\$31,112.37	\$31,953.56	\$28,547.34		
Total	983.51		1500.45		51.18		178.36			2535.14	\$373,348.40	\$383,442.77	\$142,736.70	222.92	\$9,649.06
												Actual	\$142,736.70		
Town of Fort Frances Tonnage	2483.96											Budget	\$370,684.00		
Total Tonnage	2535.14											Forecasted	\$342,568.08		
Residential Tonnage	983.51	38.79%										Difference	-\$28,115.92		
ICI Tonnage	1500.45	59.19%													
Coverage material	178.36														

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**April 2015**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	<b>2014</b>	<b>2015</b>
WSIB	0.00	0.00
WI/LTD	18.00	3.00
SICK DAYS	7.63	13.13
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	3.00	4.00
VACATION	28.75	29.06
BANKED TIME USED	10.94	14.25
OFF	2.25	0.00
STATUTORY HOLIDAYS	26.00	25.00
<b>TOTAL</b>	<b>96.57</b>	<b>88.44</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2014</b>	<b>2015</b>	<b>2014</b>	<b>2015</b>
	<b>April</b>	<b>April</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	5.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	4.50	0.00
INTERDEPARTMENTAL	0.00	6.00	1.50	7.50
PRIVATE WORK	0.00	0.00	23.50	0.00
RECYCLE/GARBAGE	0.00	0.00	0.00	2.25
ROADS	1.50	0.00	589.50	197.50
SEWER COLLECTION	70.75	98.25	384.88	167.75
SIDEWALKS	0.00	0.00	45.00	18.75
STORES	0.00	0.00	39.00	24.00
VEHICLE & EQUIPMENT	0.00	12.00	69.50	27.00
WATER TREATMENT PLANT	17.13	34.25	142.38	186.50
WATER DISTRIBUTION	101.25	8.00	2459.50	141.75
STORM WATER	0.00	4.00	0.75	4.00
<b>TOTAL</b>	<b>75.75</b>	<b>162.50</b>	<b>3760.00</b>	<b>782.00</b>

# **TRANSPORTATION REPORT**

## **APRIL 2015**

### **ROADS:**

#### **Storm Water Management – Urban:**

- Flushed storm sewer laterals and cleaned catch basin sumps with high pressure/vacuum truck

#### **Storm Water Management - Rural:**

- Steamed some culvert ends to keep water moving.
- Removed beaver dams along Balsam Street to behind Caul's field as required.

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Continued with the initial sweep of all streets – two, ten hour shifts Monday to Thursday
- Cleaned up winter sand from corners in parking lots.

#### **Loose Top Maintenance:**

- Graded all loose top roads twice.
- Continued grading lanes.

#### **Roadside Maintenance:**

- Put out bicycle racks in the Downtown areas and at the Marina.
- Repaired gate on Balsam Street beside Caul's field
- Clean up debris at Underpass along sidewalk once weekly

#### **Winter Control:**

- No events that required plowing.
- Sanded/salted streets as required.

#### **Traffic Operations:**

- Repaired and replaced signs as required.
- Installed Street Name sign and stop sign at the new Huffman Court development

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Turned over black dirt pile at McIrvine Road
- Cleaned up North Yard

**Private Work:****Sidewalks – Winter:**

- Cleaned snow/ice from Civic Centre sidewalks as required

**Sidewalks – Summer:**

- Swept sidewalk and bike path along the waterfront

**Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.
- Built shelving in new curb and gutter trailer.

**Public Relations:****Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

- Flushed dead end sanitary sewer mains.

### **Interdepartmental:**

- Repaired docks at the Lower River boat ramp
- Boarded up windows in the lane at the Rainy Lake Hotel
- Removed beaver dams at the Airport on April 10<sup>th</sup>
- Painted curb and parking areas at the Memorial Sports Centre before Dudley Hewitt Cup
- Cleaned up Christmas lights at the Civic Centre on April 17<sup>th</sup>
- Moved sleigh from Museum to our yard for summer storage
- Pressure washed gum, etc. at Memorial Sports Centre Entrances
- Prepared Sorting Gap Marina for summer operations
- Dale Gill provided coverage for vacation, etc. at the Airport from April 14 to April 20 and again on April 30<sup>th</sup>

### **Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times.
- Emptied bins from “drop off” centre as required
- Did a spring clean up of entire recycling yard

### **Training:**

- Dan Mattson, Curtis Wickstrom, Dave Martin, Brian Henttonen, Gerry Hawley, Chad Hanson, Jacques Fiset, Paul Lemesurier, Greg Wiedenhoef and Randy McArthur attended Traffic Control Training (book 7) on April 22, 2015.

### **Health & Safety:**

- A Workplace Inspection was done at the Public Works Building on April 15<sup>th</sup>.

Milt Strachan,  
Superintendent of Transportation



**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**May 2015**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2014	2015
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	5.09	6.00
COMPASSIONATE LEAVE	1.00	0.00
FLOATERS	1.50	4.00
VACATION	13.13	37.00
BANKED TIME USED	5.59	8.25
OFF	0.00	0.75
STATUTORY HOLIDAYS	27.00	25.00
<b>TOTAL</b>	<b>53.31</b>	<b>81.00</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2014	2015	2014	2015
	May	May	Year To	Year To
			Date	Date
TRAFFIC	0.00	20.00	0.00	25.00
FLOODING	0.00	48.00	0.00	48.00
ENGINEERING	0.00	0.00	4.50	0.00
INTERDEPARTMENTAL	3.00	6.00	4.50	13.50
PRIVATE WORK	0.00	79.75	23.50	79.75
RECYCLE/GARBAGE	0.00	1.50	0.00	3.75
ROADS	8.00	4.00	597.50	201.50
SEWER COLLECTION	127.00	174.50	511.88	342.25
SIDEWALKS	0.00	0.00	45.00	18.75
STORES	0.00	0.00	39.00	24.00
VEHICLE & EQUIPMENT	8.00	0.00	77.50	27.00
WATER TREATMENT PLANT	21.50	8.00	163.88	194.50
WATER DISTRIBUTION	81.25	55.75	2540.75	197.50
WATER TOWER	0.00	4.00	0.75	8.00
<b>TOTAL</b>	<b>248.75</b>	<b>401.50</b>	<b>4008.75</b>	<b>1183.50</b>

# **TRANSPORTATION REPORT**

## **MAY 2015**

### **ROADS:**

#### **Storm Water Management – Urban:**

- Flushed storm sewer laterals and cleaned catch basin sumps with high pressure/vacuum truck

#### **Storm Water Management - Rural:**

- Removed beaver dams along Balsam Street to behind Caul's field as required.
- Cleaned up garbage/debris along ditches in the North End area

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Continued with the initial sweep of all streets – two, ten hour shifts Monday to Thursday

#### **Loose Top Maintenance:**

- Graded all loose top roads twice.
- Continued grading lanes.

#### **Roadside Maintenance:**

- Cleaned up debris from Town entrances and ditches along Town entrances
- Repaired fence in front of Webb's at Underpass

#### **Winter Control:**

#### **Traffic Operations:**

- Repaired and replaced signs as required.
- Northwest Lines did contracted line painting the week of May 25<sup>th</sup> to 29<sup>th</sup>

#### **Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

### **Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Removed building at 501 Sixth Street West
- Continued cleaning up North Yard

### **Private Work:**

### **Sidewalks – Winter:**

### **Sidewalks – Summer:**

- Swept sidewalk and bike path along the waterfront

### **Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

### **Public Relations:**

- Supplied 4 barricades for 5 km run to be held on May 23<sup>rd</sup>

### **Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Flushed sanitary sewer mains.

### **Interdepartmental:**

- Cleaned up sand at Tourist Information parking lot
- Dale Gill provided coverage for vacation, etc. at the Airport on May 1<sup>st</sup> to 5<sup>th</sup> and again on May 15<sup>th</sup> to 22<sup>nd</sup>.

### **Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times.
- Emptied bins from “drop off” centre as required

### **Training:**

- Jacob Hawley, Nick Mosbeck and Britt Green attended small equipment training on May 5<sup>th</sup>.

### **Health & Safety:**

- Jacob Hawley, Nick Mosbeck, Britt Green and Kyle Turgeon attended Health and Safety Orientation training on May 4<sup>th</sup>
- A Health and Safety Tailgate Meeting was held in the Public Works Shop area on May 29<sup>th</sup>.

### **Capital:**

- Started preparing base for new Sand/Salt Shed.

Milt Strachan,  
Superintendent of Transportation