

TOWN OF FORT FRANCES

AGENDA - March 27, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 88) 5:30 p.m.

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Personal Matters About an Identifiable Individual, including municipal or local board employees: Employment Contract.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor Doug Kitowski - Verbal Update
Councillor K. Perry - Verbal Update
Councillor G.P. Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 Telephone / Internet Voting for 2018 Election. 6

- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the report and further direct that an authorizing by-law for the use of telephone/internet voting for the 2018 municipal and school board elections be brought forward at the next regular meeting for execution by Mayor and Clerk.
 - 7.2 Dial-a-Ride Agreement. 7 - 10

- approval of this report will agree with the recommendation of the Community Services Executive Committee to award RFP 17-CS-02 for the provision of door to door bus type transportation services in the Town of Fort Frances known as "Dial-a-Ride" to 539989 ON LTD for a 3 year term with option to renew for an additional 3 year term, as may be negotiated to the satisfaction of both parties and further direct that an authorizing by-law be prepared.

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7.3	Rainy River Cattlemen's Association Request for Support. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to decline this request for financial support.	11
7.4	Fort Frances High School Chem Free Grad Party Donation Request. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve a donation to the FFHS chem Free Grad Committee in the amount of \$960.90 for the 2017 Chem Free Grad event taking place Thursday, June 22nd, 2017 at the Memorial Sports Centre.	12
7.5	National Aboriginal Hockey Player Sponsorship Request. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to receive the request only with no further action.	13
7.6	Rainy River District Music Festival Association Financial Request. - approve of this request will agree with the recommendation of the Administration and Finance Executive Committee to authorize a donation in the amount of \$100.00 to the Rainy River District Music Festival Association's 77th Festival of the Performing Arts taking place in April 2017.	14
7.7	Town and Gown Association of Ontario (TGAO) Membership Opportunity. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to receive the request only with no further action being taken.	15
7.8	Execution of Northern Ontario Heritage Fund Corporation (NOHFC) Funding Agreement - Internship Program. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to authorize Mayor and Clerk to execute the transfer payment (financial support) agreements for the temporary Asset Management Plan coordinator position with NOHFC on behalf of the Town of Fort Frances, and further that an authorizing by-law be brought forward to the next regular meeting of Council.	16 - 18
7.9	Request for a Memorial Bench on LaVerendrye Parkway at 5th Street East. - approval of this report will agree with the recommendations of the Operations and Facilities Executive Committee to ensure that 1) Mrs.	19 - 22

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	N. Boyd be responsible for all costs of (a) "Select Bench" complete with ash slats manufactured by Trystan; (b) freight costs to transport the bench materials to Fort Frances; (c) the plaque supplied by General Supply be purchased on her own, 2) that the Town supply labour and materials to construct the foundation for the select bench; and 3) that the Town supply labour to install the new "select bench" and plaque.	
7.10	Award of Tender 17-OF-03 - Supply and Deliver 1 Half Ton Two Wheel Drive 4 Door Pick Up Truck. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to award Tender 17-OF-03 to Sunset Country Ford in the amount of \$29,807.00 plus applicable taxes.	23 - 24
7.11	Geospatial Data Share Agreement with Fire Underwriters. - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to enter into a geospatial data licence agreement with Fire Underwriters and further that an authorizing by-law be brought forward to the next regular meeting for execution by Mayor and Council.	25 - 27
7.12	Funding Agreement with Automotive Materials Stewardship. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to ensure that 1) the Town enter into an agreement with Automotive Materials Stewardship for the funding of the collection of automotive products at the annual Municipal Hazardous and Special Waste (MHSW) Collection Event and 2) that the Mayor and Clerk be authorized to execute the agreement with Automotive Materials Stewardship and further that an authorize by-law be prepared for execution by Mayor and Clerk.	28 - 55
7.13	Ducks Unlimited Signage. - approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to ensure 1) that the Town partner with Ducks Unlimited in the replacement and expansion of the current informational signage along the LaVerendrye Parkway; 2) that the sign structure be reviewed and approved by the Town prior to purchasing/construction; 3) that the location of the signs be at mutually agreed upon locations through the length of the walkway.	56 - 58
8.	<u>Administration and Finance Division:</u>	
8.1	We Own It - Municipal Motion Request. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to adopt the	59 - 60

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Municipal Motion provided by We Own It Canada and as amended by the Town of Fort Frances.	
8.2 2016 Capital Financing.	61 - 69
- approval of this report will agree with the recommendation from Administration to allocate Contributions to Capital from Reserve Funds in the amount of \$259,810.55 and Contributions to Capital in the amount of \$2,168.38 from the General Operating Fund to finance 2016 Capital Fund expenditures as outlined in the report.	
8.3 Council Remuneration and Expenses.	70 - 75
- approval of this report will receive the information as outlined in the Treasurer's report.	
8.4 Change of Council Meeting Date - November 13th, 2017 to November 14th, 2017.	76
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve this report which officially authorizes by resolution the change in meeting date for the November 13th, 2017 Committee of the Whole and Council meetings to be Tuesday November 14th, 2017.	
9. <u>Operations and Facilities Division:</u>	
9.1 2016 Drinking Water System Annual Report - Schedule 22 (<i>refer to the Annual Report document found in the March 22nd, 2017 Operations and Facilities Executive Committee Agenda package</i>).	77 - 95
- approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to ensure 1) that Council accepts the 2016 Schedule 22 Annual Summary Report and that a separate resolution be prepared; 2) that the 2016/2017 MOE "Announced Focused" Inspection Report of the Town's water system be reviewed and accepted by Council; 3) that at this time, the staff of the drinking water system be acknowledged for all their efforts and hard work to ensure that all consumers connected to the Town's water system receive outstanding water.	
10. <u>Information:</u>	
10.1 Fort Frances Fire and Rescue February 2017 Report.	96 - 99
10.2 Operations and Facilities Division - Public Works Area Operations Statistics - January 2017.	100 - 103
10.3 Operations and Facilities Division - Public Works Area Operations Statistics - February 2017.	104 - 107

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10.4 Operations and Facilities Division - Environmental Area - Operations Statistics - February 2017.	108 - 110
10.5 2017 Tonnage at Landfill Site - updated March 15th, 2017.	111
10.6 Sewer and Water Data for 2017 - updated March 20th, 2017.	112
10.7 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - February 2017 Monthly Report.	113 - 118
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	

DATE: March 21, 2017
TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Town Clerk
SUBJECT: Telephone / Internet Voting for 2018 Election

BACKGROUND

The next municipal and school board elections are scheduled for October 2018 per the regulations provided for in the Municipal Elections Act, 1996.

The Town Clerk reported to Council in November 2016, December 2016 and January 2017 with regard to the use of alternative voting in the 2018 municipal and school board elections. At the January 23, 2017 Council meeting, Council subsequently approved the use of telephone / internet voting for the 2018 municipal and school board elections.

NEXT STEPS

The Municipal Elections Act, 1996 requires that a by-law to authorize alternative voting must be passed and enacted by May 1, 2017.

The Administration & Finance Executive Committee considered this matter at their March 21, 2017 meeting and supports this report and the preparation of appropriate by-law.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve this report and further authorize appropriate by-law be brought forward at next meeting for execution by Mayor and Clerk.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: March 17, 2016

RE: **Dial-a-ride Agreement**

Background

The Community Services Division undertook a Request For Proposals process (RFP #17-CS-02) that closed on Tuesday, February 28, 2017 for the 'provision of door to door bus-type transportation services in the Town of Fort Frances known as Dial-a-ride (3 year term).

There were 3 RFP packages picked up at Town Hall with 1 submission received by the deadline. There were 10 items, as a minimum, that needed to be included in the proposal; particulars of the submitted RFP by the incumbent, North-Air Services are detailed below.

1. Experience-

North-Air is a transportation company based out of Fort Frances in which has been operating taxi services for over 40 years. Henry Bock started the company as a taxi service in the 60's. His son Paul took over in 1988 and in that time it had expanded into not only taxi services but provided the town with a bus depot as an agent for Greyhound and Caribou Coach, an AVIS car rental agent as well as UHAUL services. In the year 2000 Paul went into an agreement with the Town of Fort Frances to provide a transit type service to the community, known as dial-a-ride. It provides door to door affordable transportation 7 days a week and currently still operates under virtually the same schedule, pattern and prices as it did 17 years ago when it started.

In 2009 Bock's sold the business to Kevin and Lisa Pocock, who are the current owners today. With them they brought 20 years of experience in their ground transportation business, Pokey's Vans. Pokey's was a highway transportation company providing services for companies like CN Rail and MNR. They amalgamated the companies in 2010 and operate as North-Air Services.

2. Employees-

Margaret Silk: Maggie has been employed with North-Air since October 2013. She was hired as a full-time taxi driver and occasional dispatcher. In April of 2016 she started as the primary dial-a-ride driver, working Monday to Friday. Since then she has developed a faithful following of clients who all adore her and the sales have increased 17% over the last 10 months. Maggie has experience with the processing of the dial-a-ride paperwork as a dispatcher well as having to record and total the statistics daily as the primary dial-a-ride driver.

James Dobie: James has been employed with North-Air since February 1997. He was hired as a taxi driver, dispatcher and Limo Driver. He has been the primary dispatcher for the last 18 years. He has assisted with the dial-a-ride service since it started in 2000 and is currently the primary dial-a-ride driver on Saturday's, a position he has held for the last 10 years. James also has experience processing the dial-

a-ride paperwork during his 5 day work week as the dispatcher as well as having to record and total the statistics for his Saturday shifts.

Richard Peachey: Peach has been employed with North-Air since August 1980. He was hired as a full-time taxi driver and has held that position for 36 years. Peach has experience with all aspects of the dial-a-ride. He assists with services during his 4 day a week work schedule and is the primary handi-van operator. He also has experience recording and totalling the dial-a-ride statistics daily.

Kathy Johnson: Kathy has been employed with North-Air since March 2016. She was hired as a full-time taxi driver, part-time dispatcher and highway driver. She currently is the primary dial-a-ride driver on Sunday's and assists with dial-a-ride during the week. Kathy has experience processing the daily dial-a-ride paperwork as a dispatcher as well as recording and totalling the statistics for her Sunday shift.

Kyle Baldwin: Kyle has been employed with North-Air since February 2015 as a full-time taxi driver. He has experience in assisting with dial-a-ride during his 4 day work schedule as well as being the handi-van operator.

Debbie Barnard: Debbie has been employed with North-Air since October 2011 as a full-time taxi driver. She occasionally assists with dial-a-ride services when needed and has experience with handi-van services during her 4 day work schedule.

Rick Chambers: Rick has been employed with North-Air since January 2014 as a full-time driver, part-time dispatcher and highway driver and he also fills in for dial-a-ride services during vacation/sick days. He has experience with handi van services and with recording/totalling the statistical paperwork as the dial-a-ride driver and with processing the paperwork as a dispatcher as well.

Richard Piotrowski: Richard has been employed with North-Air since October 2015 as a part-time dispatcher and taxi driver. Richard has experience with the handi-van services that North-Air provides.

John Galusha: John has been employed with North-Air since August 2010 as a full-time driver and evening dispatcher. He has experience with the handi-van services and has assisted in dial-a-ride services during his 4 day work schedule.

3. **Vehicles:**

North-Air currently has 13 vehicles in its fleet.

Primary Dial-A-Ride vehicle is unit # 58 2009 Dodge Grand Caravan.

Handicap accessible vehicle is unit # 6 2004 Dodge Caravan with rear wheelchair ramp.

We regularly use Unit #54 2002 Chevrolet Malibu for dial-a-ride customers who have trouble getting into the van.

When the primary dial-a-ride vehicle is down for maintenance it is often replaced with unit #96 2004 Chevy Express for the day or Unit #55 2004 Pontiac Montana.

4. **Statistics:**

Enclosed are examples of the current paperwork that is used to document and keep track of the daily stats as well as end of month reporting required for billing to the Town of Fort Frances. This same spreadsheets have been used to record ridership since dial-a-ride started in 2000.

Example A is the drivers worksheet used by the dial-a-ride driver to write down the times and locations of clients, their destination (according to area of town; East, West or downtown),

A is for adult and ½ is for Child, which means ½ fare, this is where the driver will record the number of occupants picked up at that location. Then there is the breakdown of whether or not the passenger is a child, a senior, low income, wheelchair or other. The driver submits this sheet along with any tokens collected during their daily shift and the back office completes the rest of the paperwork.

Example B is an excel spreadsheet used by the back office to record the data that was submitted by the driver. Each cell is formulated to calculate the information gathered from the driver's worksheet.

Example C is the summary of statistical information gathered that is included with the monthly invoice to the Town of Fort Frances.

5. **Token Program:**

Dial-A-Ride tokens are small, coloured poker chip type tokens used as a form of payment by clients specifically designed for dial-a-ride users. This method has proven to be key allowing various programs in the community to purchase in bulk from North-Air and provide to their clients free transportation. For Example: Canadian Mental Health will purchase 100 dial-a-ride tokens from North-Air and when needed, they will provide their clients with a token that they can use to pay for dial-a-ride transportation. North-Air currently has 15 community programs that purchase tokens for their clients and 2500 tokens in circulation. This is a very important part of what dial-a-ride is and we want to make sure that we are giving our clients the best possible option for transportation. Each of the drivers at North-Air is familiar with the dial-a-ride tokens, as they often assist in accommodating all of our customer's needs. There is a variety of colours and certain colours are often assigned to certain programs so we can keep track of who is using the service. We have designated yellow tokens as "child tokens" so programs can also have the option of purchasing the tokens for children riders as well. Included is a dial a ride token for your reference.

6. Reservations:

Dial-a-ride drivers carry a cell phone that connected to wireless ear piece through Bluetooth which enables them to answer calls and make reservations on the fly. The phone number associated with dial-a-ride has been the same since it started in 2000. To make a reservation you call 275-9741 which is the direct line to the driver. Clients are welcome to call the office at North-Air as well. The dispatcher can radio the dial-a-ride van and provide instructions. **Example D** is a copy of the current Dial-A-Ride services which shows the reservation procedures, rules & regulations, operating hours and cost outline for customers.

7. Schedule:

The Dial-a-Ride schedule has had minimal changes over the last 17 years. Times have been tweaked here and there to provide the best possible service and we feel that it is perfect the way that it is structured at this time.

Please refer to Example D for reference to the schedule.

Service operating times are as follows:

7:30 am to 5:00 pm Monday to Friday.

Customers can start calling dial-a-ride at 7:30, 20 minutes before the first scheduled pick-up begins.

8:30 am to 2:00 pm Saturday & Sunday.

Customers can start calling dial-a-ride at 8:30, 20 minutes before the first scheduled pick up at 8:50.

8. Rules & Regulations:

As outlined in Example D of the current schedule, the rules and regulations are as follows:

- A. Customers are asked to phone the driver a minimum of 20 minutes ahead of scheduled pick-up time.
- B. Customers should be prepared to tell the driver/dispatcher which address they want to be picked up at, what area of town they are going to and how many passengers they have in their group. The customer will then be informed roughly when the driver will pick them up give or take 5 minutes.
- C. Customers are asked to be ready to go when the vehicle gets there. The dial-a-ride is patterned after the transit service and if you are not ready to go when the bus is leaving, you are not on the bus.

9. Fee Structure:

	2017 (Apr-Dec)	2018 (Jan-Dec)	2019 (Jan-Dec)	2020 (Jan-Mar)
Town Subsidy for Adult	\$3.00	\$3.00	\$3.00	\$3.00
Adult user fare	\$2.50	\$2.50	\$2.50	\$2.50
Town subsidy for Child	\$1.50	\$1.50	\$1.50	\$1.50
Child fare	\$1.25	\$1.25	\$1.25	\$1.25
Additional Child	\$2.50	\$2.50	\$2.50	\$2.50
Age details for children(# of children per adult)	Age 4 & under are free. 1 Child per adult. Each additional child pays adult fare.	Age 4 & under are free. 1 Child per adult. Each additional child pays adult fare.	Age 4 & under are free. 1 Child per adult. Each additional child pays adult fare.	Age 4 & under are free. 1 Child per adult. Each additional child pays adult fare.
Town subsidy for wheelchairs	\$9.00	\$9.00	\$9.00	\$9.00
Wheelchair user fare	\$8.50	\$8.50	\$8.50	\$8.50

Cost:

Adults are \$2.50

Children 5-11 are \$1.25

12 & over pay adult fare

Children under the age of 4 are free

Every additional child must pay adult fare

1 child per adult


10. Miscellaneous:

Also included with the proposal is a petition signed and commented on by over 100 dial-a-ride customers.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to sanction the attached Agreement with 539989 ON LTD (North-Air Services) to provide Dial-a-ride services for a (3) year term with an option to renew for additional three (3) year terms, as may be negotiated to the satisfaction of both parties and further that an authorizing by-law be enacted.

Respectfully Submitted,



Jason Kabel

Council approval of this report will sanction the attached Agreement with 539989 ON LTD (North-Air Services) to provide Dial-a-ride services for a (3) year term with an option to renew for additional three (3) year terms, as may be negotiated to the satisfaction of both parties and further that an authorizing by-law be enacted.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/35**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 22, 2017
SUBJECT: Rainy River Cattlemen's Association Request for Support

BACKGROUND

At the March 13, 2017 Council Meeting, a letter from Murray MacDonald, President of the Rainy River Cattlemen's Association was referred to the Administration and Finance Executive Committee for consideration.

The Rainy River District Regional Abattoir (RRDRAI) is struggling to keep its doors open. The request has been sent to all District municipalities to consider making a donation to the Township of Emo to help them offset the fees that the RRDRAI is being charged on their tax arrears.

RECOMMENDATION

The Administration & Finance Executive Committee recommends declining this request for financial support.

Council Approval of This Report Will agree to the Administration & Finance Executive Committee recommendation to decline this request for financial support.
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**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/34**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 22, 2017
SUBJECT: FFHS Chem Free Grad Party Donation Request

BACKGROUND

At the March 14, 2017 Council Meeting the letter received from the FFHS Chem Free Grad Committee requesting a donation was referred to the Administration & Finance Executive Committee for their recommendation with input from Community Services Executive Committee.

The Fort Frances High School graduation and chem free grad party will take place at the Memorial Sports Centre. As indicated in the attached letter, the FFHS Chem Free Grad Committee is requesting a donation equivalent to the cost of the rental fees for the arena and auditorium, totaling \$960.90.

In the past Council has approved financial donations to the FFHS to offset their cost of the arena and auditorium rental fees and the Rainy River District School Board submitted an HST rebate for the FFHS Chem Free Grad rental expense.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that a donation be approved for the 2017 FFHS Chem Free Grad Committee in the amount of \$960.90.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation to the FFHS Chem Free Grad Committee in the amount of \$960.90 for the 2017 chem free grad event taking place at the Memorial Sports Centre.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/33**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 22, 2017
SUBJECT: National Aboriginal Hockey Player Sponsorship Request

BACKGROUND

At the March 13, 2017 Council Meeting, the letter from Wes Marsden, General Manager- Team Ontario, Male was referred to the Administration and Finance Executive Committee for consideration. Izzy Smith has been selected as a defenseman to Team Ontario and will be attending the 2017 National Aboriginal Hockey Championship in Cowichan, British Columbia from May 1-6, 2017. Each player is responsible for fundraising the required costs to cover travel, accommodations, food services, uniforms and team apparel, which is estimated at \$1,200.00.

RECOMMENDATION

The Administration and Finance Executive Committee recommend receiving the report.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to receive the report.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/32**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 22, 2017
SUBJECT: Rainy River District Music Festival Financial Request

BACKGROUND

At the March 13, 2017 Council Meeting the letter received from the Rainy River District Music Festival Association requesting financial contribution for the 77th Festival of Performing Arts taking place in April 2017 has been referred to the Administration & Finance Executive Committee for recommendation.

In the past Council has approved financial donations from the Council Public Relations Expense account in the amount of \$200.00 in 2002 and 2003, and \$100.00 in 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2015, and 2016.

RECOMMENDATION

The Administration and Finance Executive Committee recommend approval of the Rainy River District Music Festival Association's request for financial donation in the amount of \$100.00 as a Council Public Relations Expense.

Council Approval of This Report Will Approve the Administration & Finance Executive Committee recommendation to authorize a donation of \$100.00 to the Rainy River District Music Festival Association's 77th Festival of the Performing Arts taking place in April 2017.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/31**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 22, 2017
SUBJECT: Town & Gown Association of Ontario Membership Opportunity

BACKGROUND

At the March 13, 2017 Council Meeting, the letter from Kathryn Hoffer, MSW, Town & Gown Association of Ontario (TGAO) President was referred to the Administration and Finance Executive Committee. TGAO is the trusted, coordinated voice for students, post-secondary institutions, municipalities, first responders, residents, and landlords in Ontario communities that host post-secondary institutions. TGAO shares information and facilitates connections among diverse stakeholders to promote vibrant, cohesive communities for everyone. There are various membership levels, however, this year they are offering the Neighbourhood Association Membership at no cost.

RECOMMENDATION

The Administration and Finance Executive Committee recommend receiving the report.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to receive the report.

March 22, 2017

Report To: Mayor & Council

From: Doug Brown, CAO

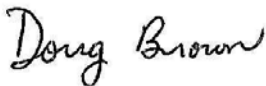
SUBJECT: Execution of Northern Ontario Heritage Fund Corporation (NOHFC) Funding Agreements- Internship Program for a Temporary Asset Management Plan Coordinator

Further to the report dated November 29th, 2016 re: "Updating Asset Management Plan (AMP)", administration made an application for the funding of a recent engineering graduate under the NOHFC internship program to assist with this AMP updating process. This is the same NOHFC funding program by which Trish Law & Travis Rob were initially retained.

On February 14, 2017, the Town received official notification that our funding application was approved. (Please refer to the attached letter). The job posting for the temporary AMP coordinator position will be advertised during the week of March 20, 2017 with an expected commencement date of May 1st, 2017.

The Administration & Finance Executive Committee recommends the Mayor and Clerk be authorized to execute the transfer payment (financial support) agreements for the temporary AMP coordinator position with NOHFC on behalf of the Corporation of the Town of Fort Frances.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

1) That the Mayor and Clerk be authorized to execute the transfer payment (financial support) agreements for the temporary AMP coordinator position with NOHFC on behalf of the Corporation of the Town of Fort Frances, and further that an authorizing by-law be brought forward to the next meeting for execution by Mayor and Clerk.

2017MarchAMPcoordinator

Honourable Bill Mauro - Chair

NOHFC File #8501633

Board of DirectorsDavid Sinclair,
Vice ChairLorraine Irvine,
Vice Chair

Jason Corbett

Robert Fontaine

Victoria Hanson

Geordi Kakepetum

Robert Norris

Marielle Brown

Michael Fox

Ella-Jean Richter

Carolyn Lane-Rock

James Caicco

James Beatty

Murray Scott

John Simperl

Jeff Perry

February 14, 2017

Doug Brown
 Chief Administrative Officer
 Town of Fort Frances
 320 Portage Avenue
 Fort Frances ON P9A 3P9

Dear Doug Brown:

I am pleased to advise that your request for financial assistance from the Northern Ontario Heritage Fund Corporation (NOHFC) has been approved for an amount not to exceed thirty one thousand and five hundred dollars (\$31,500). This funding is a conditional contribution toward your Asset Management Plan Coordinator Intern placement for 52 weeks of employment to be completed within an 18 month time frame commencing on date of approval.

You may now proceed with hiring an eligible employee. Your Project Officer will contact you regarding placing the job advertisement, the employee verification process and the legal and contractual requirements for disbursement and administration of the contribution. If you have not selected, hired, and advised your Project Officer of an eligible candidate within 6 months of the date of this approval letter, please contact your Project Officer to request approval for an extension, failing to do this may cause your file to be closed.

On behalf of the Board of Directors, please accept my best wishes.

Sincerely,



Bill Mauro, MPP
 Chair, Northern Ontario Heritage Fund
 Minister of Northern Development and Mines



Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie, Ontario P6A 6V8
Tel: (705) 945-6700 or 1-800-461-8329, Fax: (705) 945-6701. www.nohfc.ca

Place Roberta Bondar, Bureau 200, 70, promenade Foster, Sault Ste. Marie (Ontario) P6A 6V8
Tél. (705) 945-6700 ou 1-800-461-8329, Téléc. (705) 945-6701. www.nohfc.ca

March 1, 2017

Mr. Doug Brown
Chief Administrative Officer
Town of Fort Frances
320 Portage Avenue
Fort Frances ON P9A 3P9



NOHFC Project # 8501633

COPY

Dear Mr. Brown:

Enclosed are:

- Two copies of the proposed transfer payment agreement between Town of Fort Frances and Northern Ontario Heritage Fund Corporation (NOHFC).
- An electronic funds transfer (EFT) form.

If the agreement is acceptable, **please arrange for signatures on both copies by an authorized signing officer. Both copies of the agreement should then be forwarded, with the completed EFT form and a void cheque, to the NOHFC, 70 Foster Drive, Suite 200, Sault Ste. Marie, ON P6A 6V8.** One copy of the agreement will be returned to you after signing by the NOHFC. Signed copies must be provided to NOHFC within 60 days from the date of this letter.

Your assigned project officer is Joey Harris at the Ministry of Northern Development and Mines, 70 Foster Drive, Suite 200, Sault Ste. Marie, ON P6A 6V8, who may be contacted at 705-945-5914.

Before your new employee starts the position, please provide your assigned project officer with the following:

- confirmation that the eligibility criteria as set out in the verification report to be provided by the project officer have been met. To protect your employee's privacy, please do not provide the employee's social insurance number or any other personal information, except the information required to complete the forms.
- a certificate of insurance. See Schedule A – Section 9 of the attached legal agreement.

To request reimbursement of the Eligible Costs you have paid (for more information, please see Schedule A, section 1(c) of the attached legal agreement), you must complete a Request for Reimbursement form (see Schedule C of the agreement) and, for a final payment, a Final Report (see Schedule D). Send completed forms to your assigned project officer.

If there are any aspects of the agreement that you wish to discuss, please contact your assigned project officer, or financial officer, Sherry Gauthier of the NOHFC at 1-800-461-8329.

Sincerely,

Bruce Strapp
Executive Director
c. Joey Harris, MNDM
Enclosure

March 22, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter dated March 1, 2017 – request for a Memorial Bench on the LaVerendrye at 5th Street East

A letter was received from Ms. Nancy Boyd requesting to have a bench installed along the Waterfront Parkway in honor of her parents, Mr. Edward and Mrs. Lila Weir. See attached letter.

A little history on the benches along the Waterfront Parkway; in 2003 & 2004 several citizens and organizations purchased a bench at a price of \$1600 which included the cost of the plaque. The bench & plaque were installed for the commemoration of the Town of Fort Frances 100th anniversary. The last bench purchased was in May of 2004 by the Evergreen Chapter No. 80 – order of the Eastern Star. The paperwork was handled out of the CAO's office where the park's crew installed the plaque. Since Fort Frances 100th Birthday event, five additional benches (Mr.& Mrs. Allison 2013 & Bob Ward 2014 & Tammy Wihnan, Anne Gladu(Boon) 2016, and Mr. & Mrs. Cupp 2017 - yet to be installed) have been approved by Council where the requests were directed to the O & F executive committee.

In January of 2017 Ms. Wendy Derendorf made a similar request, which was approved by Council, where she was responsible for the cost of a Trystan bench, freight from the manufacturer to Fort Frances and the plaque. The cost of the bench is \$1494.99 (includes HST) plus shipping, and the plaque can be paid for directly to General Supply or included as part of the bench costs. A detailed quote will be prepared for Ms. Boyd prior to ordering any materials.

The Operations & Facilities Executive Committee recommends the following;

- 1) That Ms. Nancy Boyd would be responsible for all the costs of the following materials;
 - "Select Bench" complete with ash slats manufactured by Trystan
 - Freight costs to transport the bench materials to Fort Frances.
 - The plaque supplied by General Supply-purchased on her own.
- 2) That the Town will supply the labour & materials to construct the foundation for the select bench.
- 3) That the Town will supply the labour to install the new select bench and plaque.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations and Facilities

Council approval of this report will ensure the following

- 1) That Ms. Nancy Boyd would be responsible for all the costs of the following materials;**
 - **“Select Bench” complete with ash slats manufactured by Trystan**
 - **Freight costs to transport the bench materials to Fort Frances.**
 - **The plaque supplied by General Supply-purchased on her own.**
- 2) That the Town will supply the labour & materials to construct the foundation for the select bench.**
- 3) That the Town will supply the labour to install the new select bench and plaque.**

2017MarchBoydRequestForBench

2648 Ridgetop Crescent,
 Peterborough, ON , K9L 1H9
 01/03/17



To the Mayor and Council

Fort Frances, Ontario

Our family would like to have a bench and commemorative plaque installed between Colonization Road and Rainy River at or near the end of 5th St. East. This would be in memory of our parents, Edward and Lila Weir. Since our mother is still a resident of Rainycrest, at the age of 95, timing of the plaque installation is an issue, but one that we can deal with at a later date.

Our parents built their home at 1210 5th St. East approximately 60 years ago and it was just sold last fall to a new owner. Both our parents were residents of Fort Frances most of their lives. Fort Frances was home. It would give our family a great deal of satisfaction to think that residents, while taking a break from their exercise along the waterfront, might take a moment to remember them or even wonder who our parents were. This something we do on our walks around the shores of Little Lake in Peterborough.

We understand that the town deals with purchase and installation of the bench, at our cost, and that we must arrange for purchase of the plaque from Fort Frances General Supply.

We would hope that you give this request your careful consideration and get back to us in regards to costs and any other responsibilities on our part. We would, of course, get payment to the town of Fort Frances in a timely manner, if it is your decision to grant us this request. Thank you for your consideration.

Sincerely, on behalf of our family

Nancy Boyd (POA for Lila Weir)

Nancy Boyd

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

March 14, 2017

Nancy Boyd
2648 Ridgetop Crescent
Peterborough, ON K9L 1H9

Dear Ms. Boyd:

At their meeting March 13, 2017, Council referred the request dated March 1, 2017 from N. Boyd re: Request Commemorative Bench to the Operations & Facilities Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to T. Rob, Manager of Operations & Facilities, at 274-9893, ext 1316.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth Slomke, Clerk

/es

c.c. T. Rob, Manager of Operations & Facilities

March 22, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Award of Tender 17-OF-03 – Supply and Deliver 1 Half-ton Two-wheel Drive 4-Door Pick-up Truck

As you are aware the approved 2017 capital budget included the purchase of one ½ ton pick-up truck for the Parks Area. The total approved capital budget is \$42,000.00. Tender packages were hand delivered on February 16, 2017 to the local dealers (Dodge, GMC and Ford). The tender call was advertised on February 16 and 23, 2017 in the Fort Frances Times with the tender closing on Tuesday, March 14th, 2016 at 2:00 p.m. The tender documents and specifications were developed to be generic in nature to ensure all three (3) main truck manufacturers (Dodge, GMC and Ford) could meet the specifications and that the Town could select the low tender.

There were 3 tenders submitted from 3 different suppliers and all three of the pick-up trucks tendered did not meet all the tender specifications. The below table outlines the tender results and details where each tendered pick-up truck did not meet the specifications

	Sunset Country Ford	MacDonald Motors	West End Motors Inc.
Unit Price	\$ 29,807.00	\$ 31,197.00	\$ 31,500.00
HST	\$ 3,874.91	\$ 4,055.61	\$ 4,095.00
Total	\$ 33,681.91	\$ 35,252.61	\$ 35,595.00
Net Cost to Town	\$ 30,331.60	\$ 31,746.07	\$ 32,054.40
Difference from low bid		\$ 1,414.46	\$ 1,722.80
Compliance with Tender Specifications	NO: service manual for rent, body not all steel - military grade aluminum, service manual not included, available for rent on-line, no undercoating	NO: body not all steel, service manual unavailable, no line/chassis card	NO: Body not all steel (aluminum hood), no shop/owner's manuals

Total Budget	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00
Total Cost to Town	\$ 30,331.60	\$ 31,746.07	\$ 32,054.40
Savings	\$ 11,668.40	\$ 10,253.93	\$ 9,945.60

The bid submission from Ford stated no front mounted tow hooks but referenced additional information which was not included in the bid submission. Upon clarification the truck cannot be ordered with tow hooks from the factory, however OEM hooks will be ordered and installed upon arrival prior to pickup by the Town. In general all of the bid submissions had similar non-compliance areas.

It is, therefore, the recommendation of the Operations and Facilities Executive Committee that tender 17-OF-03 be awarded to Sunset Country Ford for a purchase price of \$29,807.00 plus applicable taxes.

Respectfully Submitted,

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

Travis Rob, EIT

Manager of Operations and Facilities

Council Approval of this report will agree to the Operations and Facilities Executive Committee that tender 17-OF-03 be awarded to Sunset Country Ford for a purchase price of \$29,807.00 plus applicable taxes.

2017MarchTruckTender17-OF-03

March 22, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Geospatial Data Share Agreement with Fire Underwriters

Please find attached a report prepared by Trisha Law, GIS Expert outlining all the background information and the request from the Fire Underwriters for certain portions of the Town's Geospatial Data

It is our understanding that the geospatial data is going to be utilized by this firm to provide mapping to be utilized by insurance companies to determine the level of fire protection provided to dwellings and businesses within the Town of Fort Frances. The cost for the data being requested, as outlined in the 2017 User Fee By-Law, would be \$1148.64 plus HST

The O & F executive committee recommends that the Town enter into a geospatial data license agreement with Fire Underwriters where the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations and Facilities

Council Approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that the Town enter into a geospatial data license agreement with Fire Underwriters where the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.

2017MarchFireUnderwritersGISData

March 14, 2017.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request from Fire Underwriters

Since November 25th, 2016, Public Works has been working with the Fire Department to complete the Fire Underwriters Survey for Fort Frances, under which data has been collected to be used to update the online Canadian Fire Insurance Grading index for Fort Frances. On February 24th, 2017, I was contacted by Fire Chief Moffitt via email to request the Town's GIS hydrant information to be forwarded to David Wilson at the Fire Underwriters Survey. A copy of the Town of Fort Frances Geospatial Data Share Agreement was forwarded to the Fire Underwriters Survey at that time. Signed agreement was received on March 14, 2017.

The data currently being requested from the Town for use by the Fire Underwriters Survey is base map with addresses, fire hydrants, water mains and mainline water valves. The cost of layers requested is 4 @ 287.16 plus HST for the vector data (each layer of base map with addresses, watermain, mainline valves and fire hydrants), for a total of \$1148.64 plus HST.

For references purposes, this is a listing of current Geospatial License Agreements with the Town:

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC
- TBAYTEL/Telecon - paid \$639.40 (including HST)

After consideration of this request, I recommend the Town entering into a Geospatial Data License Agreement with the Fire Underwriters Survey for the requested data. As the Fire Underwriters are not a contractor working directly for

the Town of Fort Frances, I also recommend that the data be provided at cost set forth in the current User Fees by-law.

Respectively Submitted,

A handwritten signature in blue ink, appearing to read "Trisha Law", is positioned above the printed name.

Trisha Law, MGIS
GIS Expert

March 22, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Funding Agreement with Automotive Materials Stewardship

Over a number of years the funding model surrounding the Municipal Hazardous and Special Waste (MHSW) Collection Events has been evolving. At first all material funding was provided through Stewardship Ontario; in 2015 Council entered into a funding agreement with Product Care Association for the funding of certain materials. The overall goal of this shift is to get to a point where the producers of these products are paying for the true costs to collect and recycle these products at end of life.

In 2017 the next phase of this shift is for the automotive materials to be funded through a new organization, Automotive Materials Stewardship (AMS). These materials include coolant, coolant containers, oil containers and oil filters. If council chooses to host an event in 2017, the quantity of these materials collected will be reported to AMS for payment. Attached to this report is a copy of the letter from Stewardship Ontario outlining the transition to the AMS program.

Administration recommends the following

1. That the Town enter into an agreement with Automotive Materials Stewardship for the funding of the collection of automotive products at the annual MHSW Event.
2. That the Mayor and Clerk be authorized to execute the agreement with Automotive Materials Stewardship.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations and Facilities

Council Approval of this report will ensure the following:

1. That the Town enter into an agreement with Automotive Materials Stewardship for the funding of the collection of automotive products at the annual MHSW Event.
2. That the Mayor and Clerk be authorized to execute the agreement with Automotive Materials Stewardship.

2017MarchAMSFundingAgreement

MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT

THIS AGREEMENT is made as of the 1st day of April, 2017 (the “**Effective Date**”).

BETWEEN:

AUTOMOTIVE MATERIALS STEWARDSHIP INC. (“AMS”)

- and -

THE CORPORATION OF THE TOWN OF FORT FRANCES (“MUNICIPALITY”)

collectively, the “Parties”

*Reporting Contract #:*_____

WHEREAS:

- A. By letter received by Waste Diversion Ontario December 12, 2006, the Minister of the Environment for the Province of Ontario required Waste Diversion Ontario (“WDO”) to develop a waste diversion program for municipal hazardous or special waste (“MHSW”) and that Stewardship Ontario (“SO”) act as the Industry Funding Organization (“IFO”) for the program;
- B. SO, at the direction of and in cooperation with Waste Diversion Ontario, developed a municipal hazardous or special waste program plan for 9 materials (the Phase 1 materials), which was approved for implementation by the Minister of the Environment by letter dated February 19, 2008;
- C. SO and the Municipality entered into an agreement concerning the provision of certain services by the Municipality to SO concerning the Phase 1 materials.
- D. On May 31, 2016, in accordance with Section 34 of the *Waste Diversion Transition Act, 2016*, AMS submitted an Industry Stewardship Plan (“ISP”) for Automotive Materials (as defined in Section 1.2)
- E. On August 10, 2016, WDO approved the AMS ISP for Automotive Materials pursuant to the provisions of Section 34 of the *Waste Diversion Act, 2002*.
- F. On November 30, 2016, the *Waste-Free Ontario Act, 2016* was proclaimed and replaced the *Waste Diversion Act, 2002*

- G. On November 30, 2016, the Resource Productivity and Recovery Authority (the “Authority”) was proclaimed as part of the new Waste-Free Ontario Act, 2016, replacing the WDO.
- H. On December 20, 2016, the Authority designated April 1, 2017 as the effective date of the ISP for Automotive Materials.
- I. AMS and the Municipality wish to enter into a new agreement concerning the provision of certain services by the Municipality to AMS concerning Automotive Materials.

NOW THEREFORE in consideration of the premises, the parties hereto agree as follows:

1.0 Definitions and Interpretation

- 1.1. Terms beginning with capital letters and used herein without definition shall have the meanings given to them in either the *Waste Diversion Transition Act, 2016* (Ontario) or the *Municipal Act, 2001* (Ontario), as the case may be unless otherwise specified.
- 1.2. In this Agreement:
 - (a) **“Agreement”** means this Agreement and includes all schedules and amendments thereto;
 - (b) **“Automotive Materials”** means the following designated waste materials designated as Phase 1 in the Minister’s program request letter to Waste Diversion Ontario received on October 25, 2010 and as may be further defined by the Minister from time to time:
 - Antifreeze, and the containers in which it is contained
 - Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil
 - Oil filters – after they have been used for their intended purpose
 - (c) **“Business Day”** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario has elected to be closed for business;
 - (d) **“Claims Submission”** means submission to AMS of data required to validate claim for payment;
 - (e) **“Collection Services”** means all the activities, including those conducted at Events and Depots operated by or on behalf of the Municipality, for the purpose of receiving, classifying, packing, storing and transferring Automotive Materials onto transportation vehicles, including the manifesting of the Automotive Materials prior to transportation away from the Event or Depot;
 - (f) **“Depot”** means a collection and transfer facility/location operated by or on behalf of the Municipality for receiving Automotive Materials from the public and/or Exempt Small Quantity IC&I Generators and transferring same to transporters for processing or recycling;
 - (g) **“Diversion Report”** means invoices, Automotive Material tonnage reports, or other such documents as may reasonably be required by AMS from time to time for the validation of Claims Submissions;
 - (h) **“End Processor”** means a Service Provider that processes collected Automotive Materials;
 - (i) **“Event”** means a one-day or other collection event, operated by or on behalf of a municipality to collect, pack, transport, weigh, and process Automotive Materials from the public and/or Exempt Small Quantity IC&I Generators;

- (j) **“Exempt Small Quantity IC&I Generator”** means a business that is not required to submit a Generator Registration Report with respect to Automotive Materials under subsection 18 (1) of Regulation 347, made under the *Environmental Protection Act* (Ontario), as amended from time to time;
- (k) **“FOB”** means free on board;
- (l) **“Generator”** means the final user who generates waste which will be reused, recycled or disposed;
- (m) **“Manifesting”** means those activities associated with preparing a manifest for Post-Collection Services in accordance with Regulation 347 made under the *Environmental Protection Act* (Ontario);
- (n) **“Member Associations”** means representatives from the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association;
- (o) **“Minister”** means the Minister of the Environment for the Province of Ontario;
- (p) **“Municipal Services”** means the Collection Services and/or Post-Collection Services provided by the Service Provider;
- (q) **“Packing Standards”** means the Waste Packing Protocols listed in Schedule “D” as amended by AMS from time to time;
- (r) **“Post-Collection Services”** means the management of Automotive Materials after delivery of such Automotive Materials to a transportation Service Provider FOB the Event or Depot location, including but not limited to transportation of Automotive Materials from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities;
- (s) **“Service Provider”** means the Municipality and/or a commercial party that provides Municipal Services to AMS or the Municipality as the case may be; and
- (t) **“WeRecycle Portal”** means AMS’s online system for uploading Claims Submissions.

2.0 Municipal Services

2.1. This Agreement is for three different service location types for the provision of Municipal Services by the Municipality to AMS. These are as follows:

- (a) Depot
 - (i) The Municipality or the Municipality’s Service Provider provides Depot Collection Services for Automotive Materials. AMS pays the Municipality an hourly rate for the Collection Services of Automotive Materials.

- (ii) Automotive Materials are to be separately sorted by material as per Packing Standards by the Municipality at its Depots and made ready for pick-up by approved Automotive Incentive Program (“AIP”) transporters.
- (b) Event
 - (i) The Municipality or the Municipality’s Service Provider provides Event Collection Services for Automotive Materials. The Municipality may combine Events with other activities, including collection of non-Automotive Materials. AMS pays the Municipality a cost per tonne of Automotive Materials as per Schedule “B” for the Collection and Post-Collection Services.
- (c) Event (and transportation to Depot)
 - (i) The Municipality or the Municipality’s Service Provider provides Event Collection Services for Automotive Materials and transports the collected Automotive Materials to a Depot. AMS pays the Municipality a cost per tonne.
 - (ii) Automotive Materials are to be separately sorted by material as per Packing Standards by the Municipality at its Depots and made ready for pick-up by AIP transporters.

For the purpose of this Agreement, AMS and the Municipality have agreed that the service location types marked with an “X” below will be the ones under which the Municipality will provide Municipal Services to AMS.

☐ Depot

☒ Event

☐ Event (and transportation to Depot)

- 2.2. AMS and Municipality may agree in writing at any time to change the service location type under which Municipality is providing Municipal Services to AMS herein to the other service location type listed or to add another service location type and this Agreement shall be deemed to have been amended accordingly.

3.0 Price and Payment

3.1. Price

- (a) Municipal Services – Depot. AMS will pay for Municipal Services provided by the Municipality as follows:
 - (i) AMS will pay the Municipality the hourly rate as set out in Schedule “B” for the Total Reimbursable Hours of Operation as specified in Schedule “A” for the Collection Services.
 - (ii) Post-Collection Services for Automotive Materials collected at Depots will be paid directly to Service Providers by AMS as part of the AIP.

- (b) Municipal Services - Event. AMS will pay for Municipal Services provided by the Municipality as follows:
 - (i) AMS will pay the Municipality an amount per tonne as set out in Schedule “B” for the Collection Services and Post-Collection Services for each of the approved Events that are submitted as outlined in Schedule “A”. The actual weight of the Automotive Materials as determined by the Service Provider providing the Post-Collection Services will be used.
- (c) Municipal Services – Event (and transportation to Depot). AMS will pay for Municipal Services provided by the Municipality as follows:
 - (i) AMS will pay the Municipality an amount per tonne as set out in Schedule “B” for the Collection Services and transportation of Automotive Materials to a Depot for each of the approved Events that are submitted as outlined in Schedule “A”. The actual weight of the Automotive Materials as determined by the Service Provider providing the Post-Collection Services will be used.
 - (ii) Post-Collection Services for Automotive Materials collected at Events and transported to Depots will be paid directly to Service Providers by AMS as part of AIP.

3.2. Payment

- (a) Municipal Services – Depot.
 - (i) For Depot Collection Services payable pursuant to Section 3.1(a)(i), AMS will pay the Municipality pursuant to this Agreement within thirty (30) days of the end of each calendar month.
- (b) Municipal Services - Event.
 - (i) To receive payment for Event Collection Services and Post-Collection Services, the Municipality must upload a Claims Submission via the WeRecycle Portal and send AMS a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Automotive Materials. The Claims Submission is to be submitted by Municipality to AMS within thirty (30) days of Municipality receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. AMS will validate the Claims Submission with the Diversion Report(s) received from Municipality within thirty (30) days of receipt and AMS will pay the Municipality pursuant to this Agreement within thirty (30) days of the date on which AMS determines the claim to be correct and accurate. If any errors or omissions are found, AMS will issue a payment adjustment and AMS may require a corrected Claims Submission from the Municipality.
- (c) Municipal Services – Event (and transportation to Depot).
 - (i) To receive payment for Event Collection Services and transportation of Automotive Materials to a Depot, the Municipality must upload a Claims Submission via the WeRecycle Portal and send AMS a copy of the shipping

manifest(s) with respect to the Automotive Materials. The Claims Submission is to be submitted by Municipality to AMS within thirty (30) days of Municipality receiving the related manifest(s) but no later than the end of the following calendar quarter. AMS will validate the Claims Submission with the manifest(s) received from Municipality within thirty (30) days of receipt and AMS will pay the Municipality pursuant to this Agreement within thirty (30) days of the date on which AMS determines the claim to be correct and accurate. If any errors or omissions are found, AMS will issue a payment adjustment and AMS may require a corrected Claims Submission from the Municipality.

- 3.3. Municipality will provide any additional back-up/supporting information reasonably requested by AMS to verify the accuracy of the Claims Submissions from time to time.
- 3.4. The Municipality will not charge residential Generators of Automotive Materials for collection of Automotive Materials at its Depots or Events.
- 3.5. Late Submission Penalties
 - (a) AMS may reduce amounts payable under Claims Submissions which are not submitted to AMS within the time periods set out in section 3.2 (b) and (c) by five (5%) per cent per month.
 - (b) AMS will have no responsibility to pay and Municipality will forfeit the right to claim for, any Claim Submission in respect of a calendar year which is not received by AMS by January 31 of the following calendar year.

4.0 Term

- 4.1. This Agreement will commence on the Effective Date and its initial term will continue until the expiry of a three (3) year period following the Effective Date. The initial term and any such additional term or terms are herein referred to as the "Term".

5.0 Title and Compliance with Laws

- 5.1. Title to all Automotive Materials collected by Municipality at Events and Depots will belong to Municipality from the time of collection until transfer of the collected Automotive Materials to an approved AIP transporter. At no time will AMS have title to Automotive Materials unless handled directly by AMS employees. Any contract entered into between Municipality and a transporter or an End Processor for Automotive Materials must provide that title transfers in accordance with the Transporter and Processor Standards found on the AMS website at www.automotivematerialsstewardship.ca, as amended from time to time.
 - (a) Notwithstanding the foregoing, if the Municipality operates a reuse program for any Automotive Materials, title to the Automotive Materials being reused shall transfer to municipality one (1) second prior to being given to the person or entity requesting it for reuse purposes.

- 5.2. In performing the Municipal Services hereunder, Municipality represents and warrants that it will at all times, and will require its service providers to, have all Certificates of Approval (also known as an Environmental Compliance Approval), and any other approvals required and that it will otherwise comply at all times and require its service providers to comply, with all applicable laws, regulations and requirements of any governmental authority having jurisdiction, including without limitation the Ontario Ministry of the Environment and the Ontario Ministry of Labour.

6.0 AMS Policies, Standards and Guidelines

- 6.1. AMS may develop or propose amendments, from time to time, to policies, standards and guidelines relative to the provision of Municipal Services. AMS will endeavour to provide the Member Associations sufficient time to comment on the proposed amendments for the purposes of reaching consensus in support of implementing the proposed amendments, and for clarifying potential impacts to the Municipality.
- 6.2. The AMS Collection Site Standards in effect at the time of entering into this Agreement are included in Schedule "D" for convenience.
- 6.3. Municipality will use best efforts to comply with, and will require that any of its contractors supplying Municipal Services use best efforts to comply with, the provisions of all such policies, standards and guidelines as they pertain to the provision of the Municipal Services. AMS will communicate any new or amended such policies, standards and guidelines to Municipality via email and will post copies of such new or amended policies, standards and guidelines on AMS's website as they are developed.
- 6.4. Municipality may provide written notice within thirty (30) days of receiving such communication that it does not wish to comply with a new or amended policy, standard or guideline, and in the event that the Municipality provides such written notice either Party may exercise the termination provisions of 19.4(b).

7.0 Promotion and Education

- 7.1. Proper education and promotion of the proper end of life management of Automotive Materials is essential to the ISP's success. The Municipality will work cooperatively with AMS in undertaking such promotion and education activities with respect to the ISP for Automotive Materials and collection of the Automotive Materials as set out in Schedule "C" and as may otherwise be reasonably requested by AMS from time to time.

8.0 Indemnity and Insurance

- 8.1. Each party (the "Indemnifying Party") hereby indemnifies and saves harmless the other party (the "Indemnified Party") on its behalf and as trustee for, its respective directors, officers, contractors, employees and agent, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the Indemnified Party, its directors, officers, contractors, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising out of any breach of this Agreement by the other party or any wilful misconduct or negligence of the Indemnifying Party or any person for whom the Indemnifying Party is, at law, responsible, in relation to matters arising out of this Agreement.

- 8.2. The Municipality will, during the Term of the Agreement, self-insure, maintain at its expense and/or require any Service Provider to maintain at either the Municipality's or Service Provider's expense Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence. For clarity, only the Municipality can self-insure.
- 8.3. The Comprehensive General Liability policy of insurance referred to in this section will include AMS as an additional insured.
- 8.4. Unless the Municipality wholly self-insures, the Municipality will deliver a copy of Certificate(s) of Insurance maintained by the Municipality or a Service Provider pursuant to this Agreement, upon the effective date of this Agreement, and annually upon renewal of the Municipality or Service Provider's insurance, naming AMS as an additional insured with the following language:

“Automotive Materials Stewardship and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insureds for Comprehensive General Liability. Such coverage is primary and non-contributing.”

If the Municipality wholly self-insures, the Municipality will deliver a letter stating such self-insurance to AMS upon the effective date of this Agreement, and annually upon each automatic renewal of this Agreement.

- 8.5. The Certificate(s) of Insurance, referred to in subsection 8.4, must also provide that AMS will be provided with thirty (30) days advance written notice of cancellation, termination, non-renewal or material change.

9.0 Assignment

- 9.1. The Municipality may not subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of AMS.
- 9.2. Notwithstanding subsection 9.1, the Municipality may assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of, but with written notice to, AMS:
 - (a) from a Lower-tier Municipality to an Upper-tier Municipality or vice versa;
 - (b) to a municipal service board pursuant to sections 194 to 202 of the Municipal Act, 2001, as amended; or
 - (c) to a municipal business corporation pursuant to section 203 of the Municipal Act, 2001, as amended

10.0 Notices

Any notice, request, demand or other instrument or communication herein provide, permitted or required to be given by either AMS or the Municipality will be in writing and sufficiently given if delivered personally, by facsimile transmission or other electronic means of written communication tested prior to transmission to the extent such testing is

available (unless otherwise expressly provided herein) or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to AMS will be delivered to:

Operations Officer
Automotive Materials Stewardship
1 St. Clair Avenue West, Suite 701
Toronto, ON M4V 1K6

Email: operations@autostewardship.ca

Notices to The Municipality will be delivered to:

Doug Brown, Operations & Facilities Manager
Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Email: dbrown@fort-frances.com

Any such notice if delivered personally, by facsimile transmission or by other electronic means will be conclusively deemed to have been given on the day of personal delivery, or facsimile transmission or electronic communication (and if after 5 p.m. E.T. the next following Business Day), or if mailed as aforesaid, will be conclusively deemed to have been received on the fifth (5th) business day following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered via courier). Either party may, at any time, give written notice to the other of any change of address (postal and/or email) of the party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such party for the giving of notices thereafter.

11.0 No Partnership or Joint Venture

- 11.1. This Agreement does not create and will not in any circumstances create or be deemed to create a partnership or joint venture between the parties. For all purposes Municipality will be an independent contractor.

12.0 Severability

- 12.1. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination will not impair or affect the validity, legality or enforceability of the remaining provisions hereof, and each provision is hereby declared to be separate, severable and distinct. To the extent that any such provision is found to be invalid, illegal or unenforceable, the parties hereto will act in good faith to substitute for such provision, to the extent possible, a new provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

13.0 Amendment and Waivers

- 13.1. No amendment or waiver of any provision of this Agreement will be binding on any party unless consented to in writing by such party. No waiver of any provision of this Agreement will constitute a waiver of any other provision, and no waiver will constitute a continuing waiver unless otherwise provided.

14.0 Further Acts

- 14.1. Each party will execute all such documents and do all such other acts and things as may be necessary or desirable from time to time in order effectively to carry out the provisions of this Agreement and will not to take any action, or omit to take any action, that would constitute a breach of this Agreement.

15.0 No Third Party Beneficiaries

- 15.1. No person or entity which is not a party hereto will have any rights or obligations pursuant to this Agreement or be permitted to place any reliance on anything in this Agreement or on the continuation of this Agreement.

16.0 Counterparts and Facsimile

- 16.1. This Agreement may be executed in counterparts, and may be transmitted by facsimile or secure electronic document (PDF) each of which will constitute an original and all of which taken together will constitute one and the same instrument.

17.0 Force Majeure

- 17.1. In the event that either party hereto is delayed or hindered in the performance of any act required herein by reason of Acts of God, riots, insurrection, war or other reasons of a like nature not the fault of such party (an "Event of Force Majeure"), then the performance of such act will be excused for the period of the delay and the period for performance of any such act will be extended for a period equivalent to the period of such delay. The party whose performance of this Agreement is or may reasonably be expected to be affected by an Event of Force Majeure will promptly notify the other party of the existence of such circumstances and will use its best efforts to resume and complete performance. Whenever a party is reasonably certain that such an Event of Force Majeure is likely to occur, it will notify and consult with the other party as soon as practicable. All time periods for the performance of obligations hereunder will be extended by a period corresponding to the time period of any delay caused by the occurrence of an Event of Force Majeure.

18.0 Dispute Resolution

- 18.1. All disputes arising out of in connection with this Agreement, or in respect of any legal relationship associated with or derived from this Agreement, that cannot be resolved within thirty (30) days by a senior representative of each party, will upon written notice by any party to the others be arbitrated and finally resolved by one (1) arbitrator qualified by education, experience or training to render a decision upon the issues in dispute and who has not previously been employed by any party or any of their affiliates, and does not have a direct or indirect interest in any party or the subject matter of the arbitration.

Such arbitrator will either be mutually agreed upon by the parties within thirty (30) days after written notice from any party requesting arbitration or, failing agreement, the Resource Productivity and Recovery Authority may appoint the arbitrator on behalf of the Parties after receiving written submission from both.

19.0 Termination

- 19.1. If, in the reasonable opinion of either party, there has been a breach of this Agreement by the other party (the “defaulting party”), the Municipality or AMS (the “party giving notice”) may give the defaulting party written notice to remedy the breach or default within sixty (60) days, failing which the Agreement may be terminated. In the event that the remedy of such breach reasonably requires more than sixty (60) days, the defaulting party will so advise the party giving notice forthwith and provide a revised timetable for remedying the breach. The party giving notice will notify the defaulting party in writing as to whether the revised time line is acceptable and, if it is, the revised time line to remedy such breach will apply.
- 19.2. On the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters and payment obligations arising prior to the date of termination.
- 19.3. Either Party may terminate this Agreement for any reason whatsoever save and except for matters arising from sections 19.1 & 19.4, without cause, cost or penalty, save and except for matters arising prior to termination, upon providing the other Party with ninety (90) days prior written notice of its intention to terminate this Agreement.
- 19.4. Either Party may terminate this agreement immediately upon written notice to the other Party, except as expressly stated, if:
 - (a) Either Party assigns or subcontracts any of its rights or obligations under this Agreement or any part thereof except as expressly provided for herein; or
 - (b) the Municipality provides written notice that it will not comply with any new or amended policies, standards and guidelines developed by AMS as per section 6.1; or
 - (c) the Municipality fails to keep the terms of this Agreement confidential as per section 26.1, in such instances only AMS may terminate this agreement; or
 - (d) a receiver or trustee is appointed for any part of the assets of AMS; or
 - (e) the Industry Stewardship Plan Agreement between AMS and the Authority is terminated.

20.0 Survival

- 20.1. Articles 8, 19.2 and 26 of this Agreement will survive termination or expiry and continue in full force and effect.

21.0 Additional Conditions

- 21.1. The parties shall execute such further and other documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

22.0 Entire Agreement

- 22.1. This Agreement constitutes the entire agreement between the parties with respect to all of the matters herein and supersedes and replaces all previous agreements, whether oral or written, concerning the same or similar subject matter.

23.0 Headings for Convenience Only

- 23.1. The division of this Agreement into articles and sections is for convenience of reference only and will not affect the interpretation or construction of this Agreement.

24.0 Governing Law

- 24.1. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

25.0 Legislation References

- 25.1. Any reference in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body will be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.

26.0 Confidentiality

- 26.1. Subject to any legal requirements, including those included in the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), Municipality will at all times treat Schedule "B" and the financial terms contained therein as private and confidential information. Notwithstanding the foregoing, Municipality may provide Schedule "B" and the financial terms contained therein to the Member Associations solely for the purpose of discussion with AMS as set out in section 4.3 of this Agreement.

To the extent permitted under MFIPPA, Municipality will inform AMS of any request made of Municipality under MFIPPA for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by AMS to Municipality so that AMS will have an opportunity to make representations to Municipality with respect to the proposed disclosure.

27.0 Rights and Remedies

- 27.1. The rights, remedies and privileges in this Agreement given to the Parties:
- (a) are cumulative and any one or more may be exercised;
 - (b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this Agreement; and
 - (c) are not dependent or conditional upon, or in any way lessened, restricted or affected by any other provisions of this Agreement.

28.0 Schedules

- 28.1. Schedules "A" through "D" are attached hereto and incorporated in and form part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first set out above.

AUTOMOTIVE MATERIALS STEWARDSHIP

by: _____

Name: David Pearce

Title: Operations Officer

**THE CORPORATION OF THE TOWN OF FORT
FRANCES**

by: _____

Name:

Title:

SCHEDULE “A” – COLLECTION ACCESSIBILITY SCHEDULES

Municipality will collect all Automotive Materials from its residents according to the following Collection Accessibility Schedules.

Depots

Depot Name	Address	Days & Hours of Operation	Operating Season	Operating Hours	Reimbursable Hours
N/A	N/A	N/A	N/A	0	0
TOTAL REIMBURSABLE HOURS					0

Events

Municipality will use commercially reasonable efforts to submit Event Collection Accessibility Schedules in the format below to AMS for approval by March 31st of the calendar year in which the Events will be held, and in all cases will submit Event Collection Accessibility Schedules not less than sixty (60) days prior to the next planned Event. Once approved by AMS, the updated information on Event Schedules will be deemed to be incorporated into this Agreement.

Event Collection Accessibility Schedule - Example

Event #	Municipality	Date	Location	Address	Collection Hours	Service Provider
1	<i>Municipality name</i>	<i>Event date</i>	<i>Location name</i>	<i>Full address</i>	<i>ex. 9am - 2pm</i>	<i>SP Name</i>

INITIALLED BY MUNICIPALITY: _____

SCHEDULE “B” – PAYMENT FOR COLLECTION SERVICES

AMS will pay the Municipality for Automotive Materials Collection Services as follows:

For Municipal Services – Depot, AMS will pay the Municipality the rate of **\$0.00** per hour plus applicable taxes for the Total Reimbursable Hours set out in Schedule “A”, to be paid in twelve (12) equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by twelve (12) and multiplied by the Hourly Rate.

For Municipal Services – Event, AMS will pay the Municipality a rate of **\$2,200.00** per tonne of Automotive Materials plus applicable taxes.

For Municipal Services – Event (and transportation to Depot), AMS will pay the Municipality a rate of **\$0.00** per tonne of Automotive Materials plus applicable taxes.

INITIALLED BY MUNICIPALITY: _____

SCHEDULE “C” – PROMOTION & EDUCATION

The Municipality will actively promote the collection of Automotive Materials through municipal publications, events and activities that support the Municipality's waste management strategy. The Municipality will not charge AMS for any promotion or education activities unless AMS has agreed to such charges in advance in writing. AMS's decision not to pay for specific promotion and education activities does not discharge the Municipality from its obligation to inform the Municipality's residents of its Collection Accessibility Schedules (see Schedule “A”).

The Municipality must submit to AMS draft copies of all publications using AMS trademarks and logos for approval, which AMS may withhold for any reason.

The Municipality, its employees and Service Providers will not engage in any activity that may cause or perceive to cause harm to Automotive Materials Stewardship or any brand owned or used under license by AMS, such as Orange Drop.

SCHEDULE “D” – AMS COLLECTION SITE STANDARDS

The following are AMS’s Collection Site Standards applicable to this Agreement as of the date of this Agreement. Revisions to these standards will be posted on www.automotivematerialsstewardship.ca.

Collection Site Standards

Version: April, 2017



**Automotive
Materials
Stewardship**

To the extent that there is any conflict between these Collection Site Standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply. The collection site operator is required to comply with the requirements of the applicable laws and regulations and inform Automotive Materials Stewardship (“AMS”) of such discrepancies. For greater certainty, in the event that the Collection Site Standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the collection site operator is required to comply with the Collection Site Standards as well as with applicable laws and regulations.

Background:

Automotive Materials Stewardship submitted an Industry Stewardship Plan for Automotive Materials to ensure certain hazardous and special wastes are collected and recycled or otherwise safely disposed of in an environmentally appropriate way (the “ISP”).

The Resource Productivity and Recovery Authority approved the ISP submitted by AMS for the following materials (“Automotive Materials”):

- Antifreeze, and containers in which they are contained
- Oil containers that have a capacity of 30 litres or less and that were manufactured for the purpose of containing lubricating oil
- Oil Filters – after they have been used for their intended purpose

The ISP, rules and material definitions can all be viewed in the ISP, posted on the AMS website at www.automotivematerialsstewardship.ca.

Purpose:

These Collection Site Standards define the minimum operating requirements to qualify as a collection site for Automotive Materials. All locations wishing to act as a collection site on behalf of AMS must be approved by AMS or by an approved AMS transporter that has been granted authorization to approve collection sites.

These Collection Site Standards do not absolve collection sites from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the collection site’s responsibility to be aware of, and abide by, all such legislation and regulations.

AMS reserves the right to review and revise these standards on an ongoing basis. The most current version will be posted on the AMS website. AMS will, as a courtesy, provide notification of changes to active collection sites for which it has current email addresses; however, it is the collection site’s responsibility to regularly check the AMS website for revisions.

Who this applies to:

For the purposes of these standards, a Collection Site Operator means the operator of a location at which Automotive Materials are received from the public and/or a small quantity or IC&I generator, or via the site's internal operations from which a transporter will pick up Automotive Materials and transport it to an approved processor.

Enforcement of these Standards:

Collection site operators shall:

- Provide AMS with all reasonable information relating to these standards or any matter that relates to the ISP or procedures of AMS;
- Acknowledge that AMS has a right of access to any and all such information during normal business hours and on 24 hours' notice.

Moreover, AMS may verify compliance information provided by collection site operators, either directly or through a third party acting on its behalf. Please note that all parties acting on behalf of AMS are bound by strict confidentiality agreements.

1.0 General Requirements

All collection site operators shall:

- 1.1 Possess a valid business licence if they are a commercial operation.
- 1.2 Either self-insure, or possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability.
- 1.3 Identify and comply with all applicable legislation and approvals, including but not limited to be:
 - In possession of and in compliance with all terms in their MOE Environmental Compliance Approval (ECA);
 - In compliance with the Ontario Environmental Protection Act, 1990 (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
 - In compliance with the federal Transportation of Dangerous Goods Act (TDGA);
 - In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.
- 1.4 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable legislative and regulatory requirements, including but not limited to:
 - Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;
 - Occupational health and safety regulations;
 - Hazardous waste management regulations (storage, handling).

- 1.5 Implement and maintain an emergency response plan to prepare for and respond to emergency situations including fires, spills and medical events.
- 1.6 Maintain all records for a minimum of two years or longer as required by law, including manifests, bills of lading and waste records.
- 1.7 Provide notice to AMS of any fines or regulatory orders in the previous five years and, going forward, within 60 days of any new fine or regulatory order as it relates to the ISP.

2.0 Occupational Health and Safety

All collection site operators shall:

- 2.1 Identify and comply with all applicable health and safety legislation, including but not limited to:
 - Employment Standards Act, 2000;
 - Occupational Health and Safety Act, 1990;
 - Workplace Safety and Insurance Act, 1997;
 - Canada Labour Code.
- 2.2 Possess workers' compensation coverage through either a provincial (WSIB) program or a private insurance policy.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements.
- 2.4 Maintain an occupational health program that includes processes to safeguard the health and safety of employees by:
 - Providing regular documented health and safety training;
 - Providing and enforcing the correct use of personal protection equipment; and
 - Safeguarding hazardous mechanical processes.

3.0 Staff Training

All Collection Site Operators shall:

- 3.1 Train staff on their emergency response plan.
- 3.2 Train staff to identify and pack Automotive Materials in its appropriate waste class according to Waste Packing Standards (refer to Appendix A).
- 3.3 Train staff to differentiate between Automotive Materials that are eligible for collection services under the ISP and other materials that are not (refer to Appendix A).
- 3.4 Update staff training based on any changes made to the Collection Site Standards.
- 3.5 Document and maintain records of staff training.

4.0 Waste Packing Protocols

All collection site operators shall:

- 4.1 Pack waste according to the Ministry of the Environment and Climate Change waste classes and AMS Waste Packing Standards as outlined in Appendix A.
- 4.2 Ensure that Automotive Materials are handled and stored as follows:
 - In accordance with the conditions laid out in their respective Environmental Compliance Approval and all applicable laws and regulations.
 - Have the ability to receive wastes from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area, as applicable;
 - Have adequate infrastructure to shelter material from inclement weather in a consolidation storage area;
 - Have sufficient space to receive, sort, store and prepare transportation containers for shipment:
 - As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
 - Be accessible to transport vehicles for pick-up of Automotive Materials; and
 - Have adequate security measures in place to prevent Automotive Materials from being tampered with by anyone at the site or using the collection facility at unauthorized times.
- 4.3 All waste must be packed in an approved UN container and all materials transported must be contained in accordance with TDGA requirements.
- 4.4 Bulky items must be stored in an upright position in a secure area, and in accordance with Technical Standards & Safety Authority (TSSA) requirements.
- 4.5 Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the Collection Site Operator's Environmental Compliance Approval Storage Requirements. Waste material collected at event days is an exception since it may not always be possible to fill a transport container of a given waste class to capacity.
- 4.6 Make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage when there is a potential for spillage or breakage of containers in a lab pack during transport:
- 4.7 Place large pails (20 litres or more) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used.
- 4.8 Contamination allowances:
 - Reasonable efforts must be taken to minimize contamination.
 - The maximum contamination allowance is 5%. This is a weight-based allowance assessed on individual transport containers for a given waste class.

- Contamination levels in transport containers (mis-packed Automotive Materials, non-program wastes as identified in Appendix A) will be monitored by AMS through random sampling. Collection site operators will be required to take corrective action if contamination allowances are exceeded. AMS reserves the right to revoke the collection site's approval status if corrective action is not taken as requested by AMS.

Appendix A – Waste Packing Standards

Please note: Automotive Materials Stewardship requires that waste materials in each individual row (as numbered in the first column on the left) be packed separately (even though they may be packed under the same waste class)

#	Waste Class / UN#	Examples of Inclusions	Examples of Exclusions	Eligible Generators
1	Antifreeze Bulked – 212 Or Antifreeze Lab Pack – 212	<ul style="list-style-type: none"> • Antifreeze returned in containers with a volume of 30 litres or less. • Antifreeze recovered from vehicles at automotive service centres. 	<ul style="list-style-type: none"> • Plumbing antifreeze; • Vehicle windshield antifreeze; • Product marketed as industrial heat transfer fluid; • Fuel (gasoline & diesel) antifreeze; Lock de-icer; • Air brake antifreeze; • Antifreeze which does not contain ethylene or propylene glycol; • Containers used to deliver Antifreeze with a capacity greater than 30 litres. 	<ul style="list-style-type: none"> • Residential • All IC&I
2	Empty Auto Containers Or Empty Auto Containers - Shredded	<ul style="list-style-type: none"> • Antifreeze containers that are 30 litres or less; • Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil. • Note: Lubricating oil includes: Synthetic crankcase or engine oil; Hydraulic fluid; Polyester fluids; Circulating oil or turbine oil; Paper machine oil; Transmission fluid; Power steering fluid; Gear oil; Vegetable oil for lubrication; Re-refined oil; Electrical insulating oil; Refrigeration system oil; Compressor oil; Mineral heat transfer fluid; Marine engine oil for vessels operating domestically; Metal working oil; Form release oil; Textile oil; Chain oil; Rock drill oil; 2-cycle engine oil; Gasoline / 2-cycle engine oil mixes; Saw guide oil; Drawing, stamping and shaping oil; Process oil; Deducting oil; Marine cylinder oil; Machine tool and sideway lubricant; Natural gas compressor oil; Conveyor lube; Dripless lube; Quenching oil; Pneumatic system oil; Rustproof oil; Food grade white mineral oil. 	Containers from any of the following: Oil treatment; Diesel fuel treatment; Cleaning/flushing fluids for motors/equipment; Winter start fluid; Brake fluid; Undercoating; Penetrating oil; Hydraulic jack oil; 3-in-1 household oil; Aerosol propelled lubricant; Gun oil; Kerosene; Urethane coating; Sewing machine oil; Cooking oil; Windshield washer fluid; Emulsified oil.	<ul style="list-style-type: none"> • Residential • All IC&I

#	Waste Class / UN#	Examples of Inclusions	Examples of Exclusions	Eligible Generators
3	Oil Filters - 252	<ul style="list-style-type: none"> • Spin-on or element style filters that are used in hydraulic, transmission or internal combustion engine applications; • Diesel fuel filters; • Household furnace fuel filters; • Coolant filters; • Storage tank diesel fuel filters; • Plastic & paper element style filters; • Diesel fuel filters used at retail commercial pump islands 	<ul style="list-style-type: none"> • Gasoline fuel filters; • Air filters (automotive or non-automotive); • Household furnace air filters; • Sock-type filters 	<ul style="list-style-type: none"> • Residential • All IC&I

March 1, 2017

Dear municipal partner,

On April 1, 2017, Automotive Materials Stewardship (AMS) will commence operations of the industry stewardship plan (ISP) for the management of used oil filters, used oil containers, used antifreeze and its containers (Automotive Materials). Stewardship Ontario and AMS have been working together to ensure the transition of the management of these materials to AMS occurs with minimal disruption to residents and service providers, including municipalities.

As part of the transition, Stewardship Ontario will no longer have any payment obligations to municipalities for the management of Automotive Materials following March 31, 2017. Any reporting obligations with a service date prior to April 1, 2017 will need to be reported to Stewardship Ontario.

Municipalities that have been managing Automotive Materials under the Orange Drop program will be offered the opportunity to participate in the AMS program as of April 1st. AMS will contact municipalities by March 10, 2017 to provide a new services agreement for the management of Automotive Materials. The agreement is based on the current MHSW services agreement between municipalities and Stewardship Ontario.

Municipalities will not receive any payments from AMS for the collection of Automotive Materials from events or depots until the new services agreement is executed; however, once executed, AMS will retroactively pay the municipality for services rendered as of April 1, 2017 provided the municipality is in compliance with the terms of the agreement (e.g. reports have been submitted to AMS on time).

AMS will manage the transportation and processing of Automotive Materials collected at depots through the Automotive Incentive Program, in the same manner they were managed under the Orange Drop program. These services will be available to municipalities as of April 1st, even if the new services agreement has not been executed.


Next steps:

AMS will provide municipalities with the services agreement and further information on the transition process, including how municipalities will complete their event services reports.

Stewardship Ontario wants to take this opportunity to thank you for your participation in the MHSW Program, and for continuing to play a central role in successfully recycling Automotive Materials in Ontario.

Should you have any questions please contact Cynthia Hyland chyland@stewardshipontario.ca.

With thanks,



Cullen Hollister
Director of Operations
Stewardship Ontario



David Pearce
Operations Officer
Automotive Materials Stewardship

March 22, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter dated February 21, 2017 – Ducks Unlimited Signage

Council received a request from the Fort Frances Chapter of Ducks Unlimited to partner in the replacement and expansion of the informational signage along the LaVerendrye Parkway. A number of years ago Ducks Unlimited partnered with the Town to erect three signs providing information on local waterfowl or other animals that may be encountered while walking along the water front along the first phase of that development. Over the years these signs have degraded and are in need of replacement. The current signs are supported on two pressure treated wooden 4x4 posts.

Ducks Unlimited is looking to replace the original signs incorporating the Town of Fort Frances and Ducks Unlimited Logos and further for the Town to grant permission to erect new signage along the entire walkway. Ducks Unlimited would design and obtain the signs as well as the stands and is asking the Town to complete the installation. The project, depending on costs, may be spread over a number of years to complete the entire walkway length. Erection of signs similar to those currently installed would be simple and given that the Town currently provides labour and materials to complete the installation of memorial benches along the waterfront, this installation would be considered similar. The works would be completed by either the Public Works or Parks and Cemeteries crews in the summer season.

The requirements imposed would be that the Town be involved in the final design of the sign structure to ensure that the installation would suit the location and not be onerous in nature; and further that the location of the signs be mutually agreed upon between Ducks Unlimited and the Town of Fort Frances.

Administration recommends the following

1. That the Town partner with Ducks Unlimited in the replacement and expansion of the current informational signage along the LaVerendrye Parkway.
2. That the sign structure be reviewed and approved by the Town prior to purchasing/construction
3. That the location of the signs be at mutually agreed upon locations through the length of the walkway.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Travis Rob', written over a horizontal line.

Travis Rob, EIT
Manager of Operations and Facilities

Council approval of this report will ensure:

- 1. That the Town partner with Ducks Unlimited in the replacement and expansion of the current informational signage along the LaVerendrye Parkway.**
- 2. That the sign structure be reviewed and approved by the Town prior to purchasing/construction**
- 3. That the location of the signs be at mutually agreed upon locations through the length of the walkway.**

2017MarchDUSignageRequest

Town

From: Fort Frances Ducks Unlimited <fortfrancesducksunlimited@gmail.com>
Sent: February-21-17 9:45 PM
To: Town
Subject: Ducks Unlimited Waterfront Signage

Mayor and Members of Council,

Ducks Unlimited is celebrating its 80th anniversary in Canada, and after a year away, plans are being made to bring back the Fort Frances Ducks Unlimited Fundraising Banquet this May. Since 1985, the Fort Frances Ducks Unlimited Fundraising Banquet has raised over \$760,000 for wetlands conservation in Canada. Despite being a small community, in recent years Fort Frances was consistently one of the Top-20 fundraising events in Ontario.

A number of years ago, Ducks Unlimited Canada and the Town of Fort Frances partnered to install three panels on the Laverendrye Parkway walking paths. The idea behind these panels was to provide information about different species of waterfowl or other animals that may be observed along the walkway. As such, the three installed panels provide information on the common goldeneye, common loon, and bufflehead. Unfortunately over time these panels have fallen into a state of disrepair.

Ducks Unlimited is proposing a two-part project.

First, the existing panels will be replaced. Ducks Unlimited will design the panels, which will contain similar information on these three species, as well as the world-famous Ducks Unlimited "duck head" logo, and the Town of Fort Frances logo. Ducks Unlimited will seek out a local service provider to create the physical signage. The Town of Fort Frances would be responsible for providing installation of the new panels.

Second, Ducks Unlimited is seeking permission from the Town of Fort Frances to expand the number of panels along the waterfront. As the original idea of the project was to provide information about the various species one might encounter along the Laverendrye Parkway, additional signage should be incorporated in the project providing information on other species such as mallards, Canada geese, wood ducks, pelicans, and more. The new signs would extend along the walkway at regularly-spaced intervals along Front Street/Colonization Road. Depending on cost, the project may be extended over a number of years. Ducks Unlimited would be responsible for content design and fabrication of the signage and stands. The Town of Fort Frances would donate the space as well as installation of the signage.

This project will serve to provide educational information to users of the Laverendrye Parkway, visibility to Ducks Unlimited Canada in the Town of Fort Frances, and will position the Town as a partner with one of Canada's best-known environmental organizations. I look forward to discussing this proposal with you further.

Yours in Conservation,

Charles Fisher
 Ducks Unlimited Fort Frances Chapter



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/30**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 22, 2017
SUBJECT: We Own It- Municipal Motion Request

BACKGROUND

At the March 13, 2017 Council Meeting, Melissa Pearson made a presentation, representing 'We Own It'. The Municipal Motion is attached for Council to consider adopting. The basic premise is to ensure public delivery of public services to ensure transparency and accountability to the public, democratic oversight and control of public service delivery. Further, the request is for the Town of Fort Frances to review current privatized and outsourced services with a view to in sourcing them in order to lower costs and/or improve services.

RECOMMENDATION

The Administration & Finance Executive Committee recommends adoption of the Municipal Motion, amended as attached, for the Town of Fort Frances.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to adopt the Municipal Motion, amended as attached, for the Town of Fort Frances.

The public sector.
We built it. We paid for it.

We Own It

Municipal Motion

Whereas public services are, by their very definition, open to all members of the public and therefore of benefit to all members of the public;

And whereas the management and oversight of privatized services are, by their very definition, private and therefore of benefit primarily to investors;

And whereas there is ample evidence that privatized public services provide lower quality services to fewer members of the public;

And whereas there is also ample evidence that privatized public services cost more because of their need to generate profit for wealthy investors;

And whereas proposals to privatize public services have a consistent track record of breaking promises to maintain or even improve quality while reducing costs;

And whereas a growing number of communities around the world are reaping significant benefit by in sourcing services that had been previously privatized or outsourced;

Be it resolved that the Town of Fort Frances recognizes that the public delivery of public services ensures more transparency and accountability to the public, democratic oversight and control of public service delivery by our community's elected representatives, and avoids the diversion of public funds into profits for private corporations.

Be it further resolved that the Town of Fort Frances call a moratorium on privatizing or outsourcing any of its public services without first undertaking a rigorous, credible and fully public and transparent review of the privatization or outsourcing proposal

Be it further resolved that the Town of Fort Frances review current privatized and outsourced services with a view to in sourcing them in order to lower costs and/or improve services.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/37**

TO: Mayor Avis & Members of Council

FROM: Laurie Lindberg, Treasurer

DATE: March 22, 2017

SUBJECT: 2016 Capital Financing

BACKGROUND

The 2016 Capital Budget in total was \$12,164,941 with intended financing of \$6,281,462 from Corporate Reserve Funds (\$1,831,060), Cemetery Reserve Fund (8,944), Handi-Van MTO Gas Tax Reserve Fund (\$40,000), Library/Technology Reserve Fund (\$30,000), (Federal Gas Tax Reserve Funds (\$876,304) and Water & Sewer Reserve Funds (\$3,495,154) with balance funding from Federal & Provincial Grants and contributions from others.

The attached 2016 Capital & Reserve Fund Balancing report lists the budgeted reserve fund allocations for the individual projects/purchases, the Capital expense to December 31/16, other sources of revenue received, amount of reserve funds allocated and the remaining funds required for financing the Capital Fund. The second-last column is the difference between the Reserve Fund allocation as per approved Capital Fund budget and the total Reserve Funds to support the Capital Fund. This indicates that overall the Reserves Funds required to fund capital is \$746,697.37 less than the 2016 budgeted Reserve Fund allocation resulting from projects/purchases that were not completed or the projects/purchases came in under the budget amount.

Reserve Funds allocated to finance 2016 Capital less Reserve Funds Actual to December 31, 2016 is \$5,274,954.08 and the additional Reserve Funds required to finance the balance of the projects/purchases for 2016 is \$259,810.55 and General Revenue Funding for Town employee salaries, benefits, stores and own equipment rental of \$2,168.38 for capital project as follows:

	<u>Amount</u>	<u>Reserve Fund</u>	<u>Revenue Fund</u>
Financial Software (including Dual Core Server)	\$ 17,044.75	Corporate Projects	
Civic Centre Painting	\$ 5,306.65	Corporate Projects	
Public Works Small Equipment	\$ 2,650.06	Corporate Veh/Equip	
Public Works Office Renovations	\$ 3,395.88	Corporate Buildings	
Nelson Street Storm Sewer	\$ 16,464.19	Waterworks/Sewer	
Kings Hwy 11/71 Reconstruction- Roads	\$ 12,315.22	Federal Gas Tax	
Colonization Rd E. Scott to WTP - Roads	\$ 78,468.11	Federal Gas Tax	
Sidewalks Phair Ave	\$ 68,062.46	Federal Gas Tax	
Sidewalks Nelson St – Butler to Shevlin	\$ 17,936.87	Federal Gas Tax	
Sidewalks King`s Hwy Reconstruction	\$ 5,148.74	Federal Gas Tax	
Waste Transfer Station Upgrades	\$ 15,555.33	Corporate Projects	\$ 2,168.38

Parks & Cemeteries Small Equipment	\$ 449.77	Corporate Veh/Equip
Cemetery Riding Lawn Mowers	\$ 214.42	Cemetery
Children`s Complex Contracted Works	\$ 13,064.77	Children`s Complex Projects
Memorial Sports Centre Floor Scrubber	\$ 3,733.33	Corporate Projects
	<u>\$259,810.55</u>	<u>\$ 2,168.38</u>

RECOMMENDATION

Administration recommends that Council approve the additional Reserve Fund allocation to fund the remaining Capital expenditures in the amount of \$259,810.55 from Reserve Funds as indicated in this report and approve \$2,168.38 contributions from the General Revenue Fund (Operating) to complete the finance of the 2016 Capital purchases/projects as outlined in the attached report.

Council Approval of This Report Will approve the Administration recommendation to allocate Contributions to Capital from Reserve Funds in the amount of \$259,810.55 and Contributions to Capital in the amount of \$2,168.38 from the General Operating Fund to finance 2016 Capital Fund expenditures outlined in this report and summarized as follows:

General Fund Contribution	\$ 2,168.38
And	
Corporate Building Reserve Fund	\$ 3,395.88
Corporate Vehicle/Equip Reserve Fund	\$ 3,099.83
Corporate Projects Reserve Fund	\$ 41,640.06
Cemetery Reserve Fund	\$ 214.42
Children`s Complex Reserve Fund	\$ 13,064.77
Waterworks & Sewer Reserve Fund	\$ 16,464.19
Federal Gas Tax Reserve Fund	<u>\$181,931.40</u>
	<u>\$259,810.55</u>

2016 CAPITAL & RESERVE FUND BALANCING

REVENUE SOURCES										Difference Between Reserve Funds Budgeted & Reserve Funds Actual		Notes
Reserve Fund Allocated	RESERVE FUNDS as per CAPITAL BUDGET	Capital Expense to December 31/16	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2016	REVENUE SOURCES			Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	Notes
General Government/Civic Centre												
Corporate Projects	10,000.00	5,023.59		5,023.59					5,023.59		4,976.41	
Corporate Projects	250,000.00	238,757.27		238,757.27					238,757.27		11,242.73	
Corporate Projects	120,000.00	88,381.05	88,381.05	0.00					0.00		120,000.00	
Corporate Projects	25,000.00	23,376.97		23,376.97					23,376.97		1,623.03	
Corporate Projects	75,000.00	92,044.75		75,000.00				17,044.75	92,044.75		(17,044.75)	
Corporate Projects	15,000.00	12,271.11		12,271.11					12,271.11		2,728.89	
Corporate Projects	10,000.00	0.00		0.00					0.00		10,000.00	
Corporate Buildings	65,000.00	39,952.20		39,952.20					39,952.20		25,047.80	
Corporate Projects	10,000.00	15,306.65		10,000.00				5,306.65	15,306.65		(5,306.65)	
Corporate Projects	42,000.00	0.00		0.00					0.00		42,000.00	
	622,000.00	515,113.59	88,381.05	404,381.14				22,351.40	426,732.54	0.00	195,267.46	
Corporate Projects	17,855.00	0.00		0.00					0.00		17,855.00	
	17,855.00	0.00	0.00	0.00				0.00	0.00		17,855.00	
Corporate Projects	1,525.00	1,020.01		1,020.01					1,020.01		504.99	
Corporate Projects	3,900.00	4,760.67		4,760.67					4,760.67		(860.67)	
Corp Vehicle/Equipment	32,000.00	1,551.84		1,551.84					1,551.84		30,448.16	
Corporate Projects	3,000.00	3,190.03		3,190.03					3,190.03		(190.03)	
Corporate Projects	10,000.00	4,881.92		4,881.92					4,881.92		5,118.08	
	50,425.00	15,404.47	0.00	15,404.47				0.00	15,404.47	0.00	35,020.53	
TRANSPORTATION												
General Misc.												
Corp Vehicle/Equipment	8,000.00	10,650.06		8,000.00				2,650.06	10,650.06		(2,650.06)	
Corporate Buildings	10,000.00	8,390.13	500.00	7,890.13					7,890.13		2,109.87	
Corporate Buildings	27,405.00	30,800.88		27,405.00				3,395.88	30,800.88		(3,395.88)	
Corporate Projects	25,000.00	23,525.02		23,525.02					23,525.02		1,474.98	
Corporate Projects	2,290.00	1,529.98		1,529.98					1,529.98		760.02	
	72,695.00	74,896.07	500.00	68,350.13				6,045.94	74,396.07	0.00	(1,701.07)	
Roads												
Corporate Projects	25,000.00	21,196.97		21,196.97					21,196.97		3,803.03	
Waterworks & Sewer Waterworks & Sewer	588,241.00	724,599.67	165,606.00	558,993.67					558,993.67		29,247.33	
	120,031.00	136,495.19		120,031.00				16,464.19	136,495.19		(16,464.19)	
									0.00		0.00	
Federal Gas Tax	305,455.00	578,515.48	260,745.26	305,455.00				12,315.22	317,770.22		(12,315.22)	
Federal Gas Tax	166,813.00	2,141,327.11	1,896,046.00	166,813.00				78,468.11	245,281.11		(78,468.11)	
Corporate Projects	4,526.00	27,881.56	25,093.40	2,788.16					2,788.16		1,737.84	
											0.00	
Federal Gas Tax	104,036.00	172,098.46		104,036.00				68,062.46	172,098.46		(68,062.46)	
Federal Gas Tax	0.00	17,936.87						17,936.87	17,936.87		(17,936.87)	
Federal Gas Tax	0.00	5,148.74						5,148.74	5,148.74		(5,148.74)	
Federal Gas Tax	300,000.00	4,701.32		4,701.32					4,701.32		295,298.68	
	1,614,102.00	3,829,901.37	2,347,490.66	1,284,015.12				198,395.59	1,482,410.71	0.00	131,691.29	
Sidewalks												
Phair Ave - 3rd to 6th Street	C-320-9271-1523											
Nelson Street - Butler to Shevlin	C-320-9272-1523											
Kings Hwy 11-71 Reconstruction	C-320-9273-1523											
Scott Street 200 Block	C-320-9299-1523											
PW Equipment												
Sidewalk Machine c/w Blower	C-334-9230-1471			155,660.01					155,660.01		999.99	
Street Sweeper	C-334-9292-1471			310,175.27					310,175.27		6,578.73	
Bobcat c/w Bucket & Attachment	C-334-9298-1471		0.00	0.00			0.00		0.00		85,000.00	
		465,835.28	0.00	465,835.28				0.00	465,835.28	0.00	92,578.72	

		REVENUE SOURCES						Reserve Fund Allocated	RESERVE FUNDS as per CAPITAL BUDGET	Capital Expense to December 31/16	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2016	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	Notes
CAPITAL G/L #																	
Streetslight Pole Replacement																	
C-345-9135-1471	Streetslight Pole Replacement							Corporate Projects	8,000.00	6,243.76		6,243.76		6,243.76		1,756.24	
C-345-9301-1471	Central Ave/Scott St Traffic Light Pole							Corporate Projects	8,200.00	4,965.94		4,965.94		4,965.94		3,234.06	
									16,200.00	11,209.70	0.00	11,209.70		11,209.70		4,990.30	
Airport																	
c-390-9302-1523	Ground Water Well & Treatment System							Corporate Projects	60,000.00	39,452.03		39,452.03		39,452.03		20,547.97	
									60,000.00	39,452.03	0.00	39,452.03		39,452.03		20,547.97	
Waste Management System																	
C-351-9128-1471	Transfer Station Upgrades							Corporate Projects	13,255.00	44,919.82	13,941.11	13,255.00	15,555.33	28,810.33	2,168.38	(15,555.33)	
									13,255.00	44,919.82	13,941.11	13,255.00	15,555.33	28,810.33	2,168.38	(15,555.33)	
Parks & Cemeteries																	
C-580-9105-1471	Small Equipment Replacement							Corp Vehicle/Equipment	5,000.00	5,449.77		5,000.00	449.77	5,449.77		(449.77)	
C-580-9174-1471	Parks Truck							Corp Vehicle/Equipment	49,000.00	42,258.89		42,258.89		42,258.89		6,741.11	
																0.00	
Cemeteries																	
2 Riding Lawn Mowers								Cemetery	8,944.00	9,158.42		8,944.00	214.42	9,158.42		(214.42)	
									62,944.00	56,867.08	0.00	56,202.89	664.19	56,867.08	0.00	6,076.92	
Fort Frances Children's Complex																	
C-641-9106-000	Health & Safety							Children's Complex Projects	0.00	2,772.97			2,772.97	2,772.97		(2,772.97)	
C-641-9127-1523	FF Children's Complex Contracted Works							Children's Complex Projects	0.00	10,291.80		0.00	10,291.80	10,291.80		(10,291.80)	
C-641-9133-1471	Daycare Vehicle							Corp Vehicle/Equipment	35,000.00	0.00		0.00		0.00		35,000.00	
									35,000.00	13,064.77	0.00	0.00	13,064.77	13,064.77	0.00	21,935.23	
Handi-Transit System																	
C-653-9133-000	Handi-Van							MTO/Gas Tax	40,000.00	0.00		0.00		0.00		40,000.00	
C-653-9133-000	Handi-Van							Corp Vehicle/Equipment	45,000.00	0.00		0.00		0.00		45,000.00	
									85,000.00	0.00	0.00	0.00		0.00		85,000.00	
Memorial Sports Centre																	
C-722-9105-1471	Small Equipment - Floor Scrubber							Corporate Projects	8,000.00	11,733.33		8,000.00	3,733.33	11,733.33		(3,733.33)	
C-722-9219-1471	Stage							Corporate Projects	24,000.00	23,944.38		23,944.38		23,944.38		55.62	
C-722-9630-1523	52 Canadian Overhead Door							Corporate Building	4,500.00	2,532.35		2,532.35		2,532.35		1,967.65	
C-722-9631-1471	52 Canadian Dehumidifiers							Corporate Building	23,000.00	0.00		0.00		0.00		23,000.00	
52 Canadian Asbestos Removal								Corporate Projects	5,000.00	4,450.00		4,450.00		4,450.00		550.00	
C-722-9632-1523	IFK Rink Compressor Software							Corporate Projects	31,600.00	31,595.36		31,595.36		31,595.36		4.64	
C-722-9633-1471	Fitness Equipment							Corporate Projects	3,000.00	3,111.97	1,800.00	1,311.97		1,311.97		1,688.03	
C-725-9624-0000	MSC Treadmill							Corporate Projects	7,000.00	6,759.00		6,759.00		6,759.00		241.00	
C-725-9634-1471	Pool Motor & Pump							Corporate Projects	8,300.00	4,873.20		4,873.20		4,873.20		3,426.80	
Door to pool hallway								Corporate Projects	3,000.00	0.00		0.00		0.00		3,000.00	
C-725-9635-1523	Pool Natural Gas Heater							Corporate Projects	17,000.00	15,177.15		15,177.15		15,177.15		1,822.85	
Recreations																	
C-720-9294-1523	Tennis Courts							Corporate Projects	112,000.00	309,230.55	258,000.00	51,230.55		51,230.55		60,769.45	
C-740-9108-1523	Sunny Cove Upgrades							Corporate Projects	8,000.00	2,506.00		2,506.00		2,506.00		5,494.00	
									254,400.00	415,913.29	259,800.00	152,379.96	3,733.33	156,113.29	0.00	98,286.71	
Fort Frances Public Library																	
C-781-9109-0000	Computer Equipment							Library/Technology Centre	15,000.00	15,687.60		15,687.60		15,687.60		(687.60)	
C-781-9105-1471	Maker Space Equipment							Library/Technology Centre	10,000.00	1,135.09		1,135.09		0.00		10,000.00	
C-781-9132-0000	Office Furniture							Library/Technology Centre		1,759.89		1,759.89		1,759.89		(1,759.89)	
C-781-9165-1471	Materials/Salaries/Benefits/Equipment							Library/Technology Centre		6,941.51		428.34		428.34		(428.34)	
C-781-9210-1527	Contracted Works							Library/Technology Centre		2,770.67		2,770.67		0.00		0.00	
C-781-9220-1471	Surveillance Cameras							Library Building Reserve	5,000.00	1,337.64		1,337.64		1,337.64		3,662.36	
									30,000.00	29,632.40	10,418.93	19,213.47		19,213.47		10,786.53	
Planning & Development																	
C-815-9123-1471	GIS Capital Upgrade							Corporate Projects	2,290.00	1,529.97	0.00	1,529.97	0.00	1,529.97		760.03	
									2,290.00	1,529.97		1,529.97		1,529.97		760.03	

Library Board Approval

		REVENUE SOURCES								
		Other Grants/Project Funding	Reserve Funds Actual to December 31, 2016							
Reserve Fund Allocated		RESERVE FUNDS as per CAPITAL BUDGET	Capital Expense to December 31/16							
CAPITAL G/L #										
	Waterworks & Sewer	2,459,752.00	2,505,169.56	73,627.19	2,431,542.37		2,431,542.37		28,209.63	
	Waterworks & Sewer	327,130.00	648,033.14	335,850.59	312,182.55		312,182.55		14,947.45	
		2,786,882.00	3,153,202.70	409,477.78	2,743,724.92	0.00	2,743,724.92	0.00	43,157.08	
TOTAL CAPITAL		6,281,462.00	8,666,942.54	3,130,009.53	5,274,954.08	259,810.55	5,534,764.63	2,168.38	746,697.37	

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2016	Approved Additional Required Reserve Funds	TOTAL 2016 Reserve Fund Financing Allocation
PW Furnace/Air Conditioner	Corporate Building	10,000.00	7,890.13		7,890.13
PW Office Renovations	Corporate Building	27,405.00	27,405.00	3,395.88	30,800.88
52 Canadian Overhead Door	Corporate Building	4,500.00	2,532.35		2,532.35
52 Canadian Dehumidifiers	Corporate Building	23,000.00	0.00		0.00
Metal Cladding/Insulation	Corporate Building	65,000.00	39,952.20		39,952.20
		\$129,905.00	\$77,779.68	\$3,395.88	\$81,175.56

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2016	Approved Additional Required Reserve Funds	TOTAL 2016 Reserve Fund Financing Allocation
Fire Suburban Truck Replacement	Corporate Vehicle/Equipment	32,000.00	1,551.84		1,551.84
Public Works Small Equipment	Corporate Vehicle/Equipment	8,000.00	8,000.00	2,650.06	10,650.06
Sidewalk Machine c/w Blower	Corporate Vehicle/Equipment	156,660.00	155,660.01		155,660.01
Street Sweeper	Corporate Vehicle/Equipment	316,754.00	310,175.27		310,175.27
Bobcat c/w Bucket & Attachment	Corporate Vehicle/Equipment	85,000.00		0.00	0.00
Parks & Cemetery Small Equipment Replacement	Corporate Vehicle/Equipment	5,000.00	5,000.00	449.77	5,449.77
Parks Truck	Corporate Vehicle/Equipment	49,000.00	42,258.89		42,258.89
Daycare Vehicle	Corporate Vehicle/Equipment	35,000.00	0.00		0.00
Handi-Van	Corporate Vehicle/Equipment	45,000.00	0.00		0.00
		\$732,414.00	\$522,646.01	\$3,099.83	\$525,745.84

Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2016	Approved Additional Required Reserve Funds	TOTAL 2016 Reserve Fund Financing Allocation
iCompass Computers/iPads	10,000.00	5,023.59		5,023.59
Phone System Upgrades	250,000.00	238,757.27		238,757.27
Rainy Lake Market Square	120,000.00	0.00		0.00
Computer/Software Updates	25,000.00	23,376.97		23,376.97
Financial Software/Dual Core Server	75,000.00	75,000.00	17,044.75	92,044.75
Air Conditioner in Server Room	15,000.00	12,271.11		12,271.11
Civic Centre Painting	10,000.00	10,000.00	5,306.65	15,306.65
Civic Centre Sidewalks	42,000.00	0.00		0.00
Main Entry Mag Lock	10,000.00	0.00		0.00
PW Garage Equipment - Hoist	25,000.00	23,525.02		23,525.02
Museum Honeywell Controls	17,855.00	0.00		0.00
Fire Dept. GIS Plan/Equipment	1,525.00	1,020.01		1,020.01
Fire Dept. SCBA Replacement	3,900.00	4,760.67		4,760.67
Fire Hose Replacement	3,000.00	3,190.03		3,190.03
Police Services Board Speed Sign	10,000.00	4,881.92		4,881.92
PW Engineering - GIS Capital upgrade	2,290.00	1,529.98		1,529.98
Roads Upgrades to Pumping Station	25,000.00	21,196.97		21,196.97
Mill Road Overpass	4,526.00	2,788.16		2,788.16
Streetlight Pole Replacement	8,000.00	6,243.76		6,243.76
Central Ave/Scott St Traffic Light Pole	8,200.00	4,965.94		4,965.94
Airport Ground Water Well & Treatment System	60,000.00	39,452.03		39,452.03
Waste Management Transfer Station Upgrades	13,255.00	13,255.00	15,555.33	28,810.33
Small Equipment - Floor Scrubber	8,000.00	8,000.00	3,733.33	11,733.33
MSC Stage	24,000.00	23,944.38		23,944.38
52 Canadian Asbestos Removal	5,000.00	4,450.00		4,450.00
IFK Rink Compressor Software	31,600.00	31,595.36		31,595.36
Fit Fitness Equipment	3,000.00	1,311.97		1,311.97
MSC Treadmill	7,000.00	6,759.00		6,759.00
Pool Motor & Pump	8,300.00	4,873.20		4,873.20
Door to pool hallway	3,000.00	0.00		0.00
Pool Natural Gas Heater	17,000.00	15,177.15		15,177.15
Tennis Courts	112,000.00	51,230.55		51,230.55
Sunny Cove Upgrades	8,000.00	2,506.00		2,506.00
Planning & Development GIS Capital Upgrade	2,290.00	1,529.97		1,529.97
TOTAL Corporate Projects Reserve Fund	\$968,741.00	\$642,616.01	\$41,640.06	\$684,256.07

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2016	Approved for Additional Required Reserve Funds	TOTAL 2016 Reserve Fund Financing Allocation
<i>Roads</i>					
Kings Hwy 11-71 Reconstruction	Federal Gas Tax	305,455.00	305,455.00	12,315.22	317,770.22
Colonization Rd E - Scott to WTP	Federal Gas Tax	166,813.00	166,813.00	78,468.11	245,281.11
<i>Sidewalks</i>					
Phair Ave - 3rd to 6th Street	Federal Gas Tax	104,036.00	104,036.00	68,062.46	172,098.46
Nelson Street - Butler to Shevlin	Federal Gas Tax			17,936.87	17,936.87
Kings Hwy 11-71 Reconstruction	Federal Gas Tax			5,148.74	5,148.74
Scott Street Interlocking Brick	Federal Gas Tax	300,000.00	4,701.32		4,701.32
<i>Cemetery</i>					
2 Riding Lawn Mowers		876,304.00	581,005.32	181,931.40	762,936.72
	Cemetery	8,944	8,944.00	214.42	9,158.42
		8,944.00	8,944.00	214.42	9,158.42
<i>Fort Frances Children's Complex</i>					
Health & Safety		0.00		2,772.97	2,772.97
FF Children's Complex Contracted Works		0.00		10,291.80	10,291.80
		0.00	0.00	13,064.77	13,064.77
<i>Handi-Transit System</i>					
Handi-Van	MTO/Gas Tax	40,000.00	0.00	0.00	
		40,000.00	0.00	0.00	0.00
<i>Public Library</i>					
Computer Equipment	Library Technology	15,000.00	15,687.00		15,687.00
Maker Space Equipment	Library Technology	10,000.00	0.00		0.00
Office Furniture	Library Technology	0.00	1,759.89		1,759.89
Materials/Salaries/Benefits/Equipment	Library Technology	0.00	428.34		428.34
Surveillance Cameras	Library Building	5,000.00	1,337.64		1,337.64
		30,000.00	19,212.87	0.00	19,212.87
<i>NOTE: Library Board Approved the Reserve Fund Allocations</i>					
<i>Roads</i>					
Roads Phair Ave - 3rd to 6th Street	Water/Sewer	588,241.00	558,996.67		558,996.67
Roads Nelson Street - Storm	Water/Sewer	120,031.00	120,031.00	16,464.19	136,495.19
<i>Water & Sanitary Sewer</i>					
Sewer - Sludge Dewatering Equipment	Water/Sewer	2,459,752.00	2,431,542.37		2,431,542.37
Water - Colonization Rd E - Scott to WTP	Water/Sewer	327,130.00	312,182.55		312,182.55
		3,495,154.00	3,422,752.59	16,464.19	3,439,216.78
		\$4,450,402.00	\$4,031,914.78	\$211,674.78	\$4,243,589.56

TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURER'S MEMO

TO: MAYOR ROY AVIS
COUNCILLOR JOHN ALBANESE
COUNCILLOR WENDY BRUNETTA
COUNCILLOR JUNE CAUL
COUNCILLOR DOUG KITOWSKI
COUNCILLOR KEN PERRY
COUNCILLOR PAUL RYAN

FROM: LAURIE LINDBERG, TREASURER

DATE: 2017 03 17

SUBJECT: COUNCIL REMUNERATION AND EXPENSES

As per *The Municipal Act*, c. 25, Section 284, S.O. 2001, attached please find an itemized statement of the remuneration and expenses paid to each member of Council in respect to services as a member of Council.

/dl

TOWN OF FORT FRANCES
Council Remuneration & Expenses
2016

1 Council Remuneration

(The Municipal Act, c. 25, Section 283(1), S.O. 2001; By-Law 12/03, Town of Fort Frances)

NAME	BASE SALARY	GROSS SALARY
Albanese, John	12,000.04	
Police Services	1,850.00	13,850.04
Avis Roy	23,000.12	
per diems	2,025.00	
Police Services	1,850.00	
Power Corporation	4,802.20	31,677.32
Brunetta, Wendy	12,000.04	
per diems	2,925.00	14,925.04
Caul, June	12,000.04	
per diems	975.00	12,975.04
Kitowski, Doug	12,000.04	
per diems	375.00	12,375.04
Perry, Ken	12,000.04	
per diems	2,475.00	14,475.04
Ryan, Paul	12,000.04	
per diems	1,425.00	13,425.04
		\$ 113,702.56

TOWN OF FORT FRANCES
Council Remuneration & Expenses
2016

2 Expenses - Members of Council
(The Municipal Act, c. 25, Section 283(2), S.O. 2001)

NAME	DATE	PURPOSE	AMOUNT
Albanese John			0.00
Avis, Roy	Feb 21 - 24, 2016	OGRA-ROMA Conference - Toronto	3,123.92
	25-May-16	EDC Meeting - Thunder Bay	385.40
	Aug 13 - 17, 2016	AMO Conference - Windsor	2,703.92
	Sep 21 - 23, 2016	NOMA Regional Conference - Thunder Bay	671.50
	19-Oct-16	AMO - Whats Next Ontario - Dryden	105.51
	07-Nov-16	Breakfast Mtg. - Hon. Bill Mauro	57.95
			7,048.20
Brunetta, Wendy	Feb 21-24, 2016	OGRA/ROMA Conf. Toronto	2,439.99
	14-Apr-16	Municipal Councillor Financial Literacy	200.01
	Apr 27 - 29, 2016	NOMA Conference - Thunder Bay	509.90
	Aug 14-17, 2016	AMO Conference - Windsor	1,900.79
	Sep 21 - 23, 2016	NOMA Regional Conference - Thunder Bay	614.90
			5,665.59
Caul, June	Apr 27 - 29, 2016	NOMA Conference - Thunder Bay	572.75
	Aug 14 - 17, 2016	AMO Conference - Windsor	2,337.03
			2,909.78
Kitowski, Doug	Apr 27 - 29, 2016	NOMA Regional Conference - Thunder Bay	651.11
Perry, Ken	Feb 21 - 24, 2016	OGRA/ROMA - Toronto	2,571.44
	Apr 27 - 29, 2016	NOMA Conference - Thunder Bay	544.90
	Sep 21 - 23, 2016	NOMA Reg. Conf. - Thunder Bay	614.90
	19-Oct-16	AMO - What's Next Ontario - Dryden	51.00
			3,782.24
Ryan, Paul	Apr 27 - 29, 2015	NOMA Conference - Thunder Bay	544.90
	Aug 13 - 17, 2015	AMO Conference - Windsor	2,385.33
	Sep 21 - 23, 2016	NOMA Regional Conference - Thunder Bay	579.90
			3,510.13

TOWN OF FORT FRANCES
Council Remuneration & Expenses
2016

NAME	BASE SALARY	GROSS SALARY	CONFERENCE EXPENSES	TOTAL EXPENSE & REMUNERATION
Albanese, John	12,000.04			
Police Services	1,850.00	13,850.04		13,850.04
Avis, Roy	23,000.12			
per diems	2,025.00			
Police Services	1,850.00			
Power Corporation	4,802.20	31,677.32	7,048.20	38,725.52
Brunetta, Wendy	12,000.04			
per diems	2,925.00	14,925.04	5,665.59	20,590.63
Caul, June	12,000.04			
per diems	975.00	12,975.04	2,909.78	15,884.82
Kitowski, Doug	12,000.04			
per diems	375.00	12,375.04	651.11	13,026.15
Perry, Ken	12,000.04			
per diems	2,475.00	14,475.04	3,782.24	18,257.28
Ryan, Paul	12,000.04			
per diems	1,425.00	13,425.04	3,510.13	16,935.17
Total		113,702.56	23,567.05	137,269.61

Subject: FW: NWHU - 2016 Remuneration Paid to Councillor Paul Ryan

From: Vicki Wyder [mailto:vwyder@nwhu.on.ca]
Sent: Tuesday, March 07, 2017 2:02 PM
To: Lisa Slomke <lslomke@fortfrances.ca>
Subject: NWHU - 2016 Remuneration Paid to Councillor Paul Ryan

Good afternoon,

As required under the Municipal Act, please note the following 2016 expenses paid directly to Councillor Paul Ryan regarding his service on the Board of Health for the Northwestern Health Unit as your municipal representative.

• Conference/Education	\$2,746.81
• Mileage	\$ 3,116.03
• Travel General	\$ 1,207.89
• Honorariums	<u>\$6,562.50</u>

Total Paid in 2016	\$13,633.23
---------------------------	--------------------

If you have any questions, please feel free to contact me directly.

Thank you,

Vicki Wyder
Accounting Clerk
Northwestern Health Unit
210 1st Street North
Kenora, ON P9N 2K4
(807) 468-3147 ext.3252
www.nwhu.on.ca

You can influence the health of your family, workplace and community. We're here to help. One thing, many rewards. www.DoOneThing.ca.

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Rainy River District Social Services Administration Board

450 Scott Street
Fort Frances, ON
P9A 1H2

Ph: (807) 274-5349
Fax: (807) 274-0678
Toll Free: 1-800-265-5349

• Children's Services • Land Ambulance • Ontario Works • Social Housing

March 20, 2017



Ms. Laurie Lindberg
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Laurie,

RE: 2016 Remuneration of Board Member

Please find below an itemized Statement of Remuneration and Expenses for the board member representing your Municipality on the Rainy River District Social Services Administration Board:

Board Member: Kenneth Perry

Honorarium	\$4,750.00
Per Diem	840.00
Travel & Training	73.24
Mileage	<u>0.00</u>

Total Remuneration \$5,663.24

If you have any questions regarding this statement, please do not hesitate to contact me at 807-274-5349 extension 245 or by e-mail at leluik@rrdssab.on.ca.

Sincerely,

Leanne Eluik, CPA, CGA
Director of Finance & Asset Management

/le

cc. Board Files

21 March 2017

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Change Council Meeting Date – November 13th to November 14th, 2017

Due to the November 11 holiday falling on a Saturday, the CUPE agreement (article 21.04) outlines that the holiday will be observed on the Monday following, therefore Management will follow the same protocol as CUPE.

This necessitates the need to move the November 13, 2017 Regular Committee of the Whole and Council meeting to Tuesday November 14, 2017. This direction must be confirmed by formal resolution as per the Procedure By-Law.

Appropriate public notice of the change in meeting date will be advertised as required.

The Administration & Finance Executive Committee considered this report at their March 21, 2017 meeting and supports the change.

<p>Council approval of this report: will agree to the recommendation of the Administration & Finance Executive Committee to approve this report which officially authorizes by resolution the change in meeting date for the November 13th, 2017 Committee of the Whole and Council meetings to be Tuesday November 14th, 2017.</p>
--

March 22, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: 2016 Drinking Water System Annual Report – Schedule 22

Administration is required to present to Council (owner) the 2016 Schedule 22 Summary Report prior to the March 31, 2017 deadline. Please find attached the Administration Report prepared by Douglas Herr, Environmental and Facilities Superintendent outlining the 2016 Schedule 22 Summary Report for the Town's Large Residential Drinking Water System. The entire Schedule 22 Summary Report is attached for your review and acceptance.

Also attached to the administration report prepared by Doug Herr outlined in appendix "E" is the MOE 2016/17 Drinking Water Inspection Report from their "announced focused" inspection, which was conducted on January 12th and 13th, 2017. There was one non-compliance issue found during this inspection. The incidence of non-compliance was related to the lead sampling program. The Town was granted a reduced sampling program by certificate of authorization. During the last sampling program in 2013, there were slightly more samples showing an exceedance over the lead standard of 10ug/L which requires the Town return to standard testing which was not completed in 2016. In 2017, before April 15, the Town will complete a full lead testing procedure to bring the sampling into compliance and continue to do so until the Town has met the criteria for a reduced sampling program.

It should be clearly noted that the non-compliance issue is minor in nature and there were no charges laid. Further there is a multi-barrier of protection system utilized throughout the year in order to ensure that safe drinking water was produced and delivered to all water customers connected to the Town's drinking water system. For example weekly microbiological water quality sampling & testing was completed with no adverse results throughout the year. Also free available chlorine residuals were maintained throughout the water distribution system within normal operating limits.

At this time I would like to acknowledge all the efforts and hard work of the following staff members; Doug Herr - Environmental and Facilities Superintendent, Randy White – Overall Operator in Charge, Brad Webb - Senior Water Treatment Plant (WTP) Operator, Paul Lemesurier - WTP Operator, Travis George -Water Distribution System Operator, Greg Wiedenhoeft -Water Distribution System Operator and Jay Bruyere – Water Distribution System Operator-in-Training (OIT) to ensure that all consumers connected to the Town's drinking water system receive outstanding potable water at all times. Please keep up the good work.

The 2016 Schedule 22 (Compliance) Summary Report will be available for inspection or review by any member of the public at the Water Treatment Plant or the Public Works Office during regular business hours without charge. Also a copy of the report will be forwarded to Couchiching First Nations, the Walleye Trailer Park and the Lakeview Trailer Park prior to March 31, 2016. Also a copy of the report will be posted on the Town's website.

The Operations and Facilities Executive Committee recommends the following;

1. That Council accepts the 2016 Schedule 22 Annual Summary Report and that a separate resolution be prepared.
2. That the 2016/2017 MOE “Announced focused” Inspection Report of the Town’s water system be reviewed and accepted by Council.
3. That at this time, the staff of the drinking water system should be acknowledged for all their effort and hard work to ensure that all consumers connected to the Town’s water system receive outstanding water. Please keep up the good work.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations and Facilities

Council approval of this report will ensure:

- 1. That Council accepts the 2016 Schedule 22 Annual Summary Report and that a separate resolution be prepared.**
- 2. That the 2016/2017 MOE “Announced focused” Inspection Report of the Town’s water system be reviewed and accepted by Council.**
- 3. That at this time, the staff of the drinking water system should be acknowledged for all their effort and hard work to ensure that all consumers connected to the Town’s water system receive outstanding water. Please keep up the good work.**

2017MArchSchedule22Report

March 08, 2016

Report To: Travis Rob, Manager of Operations & Facilities

From: Douglas Herr, Environmental & Facilities Superintendent

**SUBJECT: Fort Frances Drinking Water System
Annual Summary Report (O. Reg. 170/03, Schedule 22)
(Period: January 01 to December 31, 2016)
Including the
Ministry of the Environment Inspection Report – 2016/2017**

As a requirement of the Ontario Regulation 170/03, Schedule 22 the Owner of the Drinking Water System, Town of Fort Frances shall prepare a report for the preceding calendar year and give to the members of council no later than March 31. The report is to list the requirements of the Act, regulation, system's approval, drinking water works permit, municipal drinking water licence and any orders applicable to the drinking water system that were not met and what duration/measures were taken to correct the failure during this period. The report is also to include a summary of the quantities and flow rates and compare them to the rated capacity and flow rates approved in system's approval, drinking water works permit or municipal drinking water licence.

The attached Schedule 22 Summary Report identifies all of the above including the one (1) non-compliance item outlined in the MOE Drinking Water Inspection Report found during the Ministry inspection completed January 12 & 13, 2017.

Once approved by council a copy of the summary report will be sent to the Owners that connected to and receive all of its drinking water for the Town system. Finally a copy of the report will be posted on the Town's website for public viewing.

Respectfully submitted,

Doug Herr
Environmental & Facilities Supt.

Attachment: O. Reg. 170/03, Schedule 22 Annual Reporting



FORT FRANCES DRINKING WATER SYSTEM

Large Municipal Residential Drinking Water System

(O. Reg. 170/03 - SCHEDULE 22)

ANNUAL SUMMARY REPORT

For the period of

JANUARY 01, 2016 TO DECEMBER 31, 2016

DRINKING WATER SYSTEM #220000978

Prepared by: Douglas Herr

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1.0	Description	Page 3
2.0	General Overview	Page 3
3.0	Legislative Requirements	Pages 4 - 6
4.0	System Approvals	Page 6
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6.0	Quantity and Flow Data (2016)	Pages 8 – 10

Appendix:

Appendix "A"	- Municipal Drinking Water License
Appendix "B"	- Drinking Water Works Permit
Appendix "C"	- Permit to Take Water
Appendix "D"	- Regulatory Relief from Lead Sampling Requirements
Appendix "E"	- Drinking Water System Inspection Program (2016 – 2017 Inspection Report)

List of References

1.0 Description

This is the summary report for the Fort Frances Drinking Water System, as required by Schedule 22 of O. Reg. 170/03, as amended, Summary Reports for Municipalities. For the purposes of the regulation, the Fort Frances Drinking Water System is considered to be a large municipal residential system.

2.0 General Overview

The reporting period for this report is January 01 to December 31, 2016.

During the reporting period, the Fort Frances Drinking Water System was operated pursuant to the legislative, system approval, license and permits listed below:

1. Municipal Drinking Water License (MDWL) No. 224-101, Issue Number: 2, issued May 13, 2016 (NEW) **replaces** Municipal Drinking Water License (MDWL) No. 224-101, Issue Number: 1, issued July 29, 2011;
2. Drinking Water Works Permit (DWWP) No. 224-201, Issue Number 2: issued May 13, 2016 (NEW) **replaces** Drinking Water Works Permit (DWWP) No. 224-201, Issue Number 1: issued July 19, 2011.
3. Safe Drinking Water Act, 2002;
 - O. Reg. 170/03 Drinking Water Systems
 - O. Reg. 128/04 Certification of Drinking Water Operators and Water Quality Analysts
 - O. Reg. 169/03 Ontario Drinking Water Quality Standard
 - O. Reg. 188/07 Licensing of Municipal Drinking Water Systems
4. Ontario Water Resources Act;
 - O. Reg. 387/04 Taking of Water and Transfer
 Permit to Take Water No. 3258-AE6PEM, issued September 27, 2016 (NEW) **replaces** Permit to Take Water No. 7280-6UAMD9, issued October 5, 2006.
5. Regulatory Relief from Lead Sampling Requirements, Fort Frances Water Treatment Plant, C of A No. PB220000978RR-01

The DWWP and MDWL were issued in accordance with Sections 40 and 44, respectively of the Safe Drinking Water Act (SDWA), 2002. The issuance of the DWWP and MDWL replaces the previously required Certificate of Approval.

The Fort Frances Water Treatment Plant is designated a Class 3 Water Treatment Facility and the Water Distribution System as a Class 2 Water Distribution System. They are referenced through the Ministry of the Environment as Drinking Water System Number 220000978.

The summary report is required to provide the following:

1. A list of any instances when the system failed to meet the requirements of the Safe Drinking Water Act, the regulations, the system's approval, MDWL, DWWP and any order;
2. Descriptions of the measures that were taken to correct the failure;
3. A summary of the quantities and flow rates of water supplied during the reporting period;
4. The monthly average and maximum instantaneous flow rates;
5. A comparison of the data summarized above to the rated capacities and flow rates in the system's approval and/or MDWL.

3.0 Legislative Requirements

Safe Drinking Water Act, 2002 (SDWA):

Every owner of a municipal drinking-water system or a regulated non-municipal drinking-water system and, if an operating authority is responsible for the operation of the system, the operating authority for the system shall ensure the following:

1. That all water provided by the system to the point where the system is connected to a user's plumbing system meets the requirements of the prescribed drinking-water quality standards.
2. That, at all times in which it is in service, the drinking-water system,
 - i. is operated in accordance with the requirements under this Act,
 - ii. is maintained in a fit state of repair, and
 - iii. satisfies the requirements of the standards prescribed for the system or the class of systems to which the system belongs.
3. That the drinking-water system is operated by persons having the training or expertise for their operating functions that is required by the regulations and the license or approval issued or granted for the system under this Act.
4. That all sampling, testing and monitoring requirements under this Act that relate to the drinking-water system are complied with.
5. That personnel at the drinking-water system are under the supervision of persons having the prescribed qualifications.
6. That the persons who carry out functions in relation to the drinking-water system comply with such reporting requirements as may be prescribed or that are required by the conditions in the license or approval issued or granted for the system under this Act.

Ontario Regulation 170/03:

(Amendment O. Reg. 458/16, December 15, 2016 to December 31, 2016)

(Amendment O. Reg. 347/15, January 01, 2014 to December 14, 2016)

The Town of Fort Frances Drinking Water System is categorized as a Large Municipal Residential System; serves a major residential development and serves more than 100 private residences. For this system the regulation requires that:

The owner of a drinking-water system shall ensure that, not later than March 31 of each year, a report is prepared for the preceding calendar year and is given to,

- (a) in the case of a drinking-water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking-water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking-water system owned by a corporation, the board of directors of the corporation.

The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water license and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water license or if the system is receiving all of its water from another system under an agreement to the flow rates specified in the written agreement.

If a report is prepared for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

Ontario Regulation 128/04:

(Certification of Drinking Water Operators and Water Quality Analysts)

This Regulation establishes the training and certification requirements that must be satisfied by certified operators and water quality analysts.

Every operator is required to complete the required training hours within the three year operator certificate renewal period. Operator training consists of the following:

- a) Water Treatment Plant (Class 3): 42 hours of Ministry of the Environment's "Director Approved" class room training, plus 78 hours of On-the-job practical training.
- b) Water Distribution System (Class 2): 36 hours of Ministry of the Environment's "Director Approved" class room training, plus 69 hours of On-the-job practical training.

During the reporting period January 1, 2016 to December 31, 2016 all the Town's drinking water operators held a valid operator certificate in compliance with O. Reg. 128/04, made under the Safe Drinking Water Act.

Ontario Regulation 169/03:

(Ontario Drinking Water Quality Standards - ODWQS)

This Ontario Drinking Water Standard (ODWQS) identifies the minimum level of drinking water acceptable for human consumption.

The Town of Fort Frances assesses the acceptability of water through compliance with the following standards:

- Schedule 1. Microbiological Standards
- Schedule 2. Chemical Standards
- Schedule 3. Radiological Standards

As this Regulation indicates the minimum standard, exceedance of these values represents the point of which adverse reporting comes into effect.

Ontario Regulation 188/07:*(Licensing of Municipal Drinking Water Systems)*

The Safe Drinking Water Act, 2002 requires Owners and Operating Authorities of municipal residential drinking water systems to have an accredited Operating Authority. In order to become accredited, an Operating Authority must establish and maintain a Quality Management System (QMS). Minimum requirements for the QMS are specified within the Drinking Water Quality Management Standard (DWQMS). Ontario Regulation 188/07 of the SDWA has been established to aid licensing of municipal drinking water systems.

Ontario Water Resources Act, R.S.O. 1990, c. O.40:**Ontario Regulation 387/04:***(Water Taking and Transfer)*

The Ontario Water Resources Act requires Owners and Operating Authorities of municipal residential drinking water systems to obtain a Permit to Take Water. The Permit Holder. The Corporation of the Town of Fort Frances shall comply with the terms and conditions specified within the permit. On September 27, 2016 the Ministry of the Environment and Climate Change issued the Town a new permit, Permit No. 3528-AE6PEM. This permit will expire on September 27, 2026.

4.0 System Approvals – (Current)

The following outlines the current water system Approvals during the 2015 reporting period:

- Municipal Drinking Water License (No. 224-101), Issue Number: 2: Issued May 13, 2016.
- Drinking Water Works Permit (No. 224-201), Issue Number: 2: Issued May 13, 2016.
- Permit To Take Water: Permit Number 7280-6UAMD9: Issued October 5, 2006 and Permit Number 3528-AE6PEM: Issued September 27, 2016.
- Regulatory Relief from Lead Sampling Requirements, Fort Frances Water Treatment Plant, C of A No. PB220000978RR-01, Issued January 12, 2011.

5.0 Failure to Meet Requirements (Non-compliance Issues)

The following is a list of instances when the system failed to meet the requirements of the Act, legislative, the system's approval, MDWL, DWWP or any order that has been issued.

Non-Compliance with Ontario Regulation:**Ontario Regulation 170/03:**

There is one (1) incidence of non-compliance with the Terms and Conditions of Ontario Regulation 170/03 during this reporting period.

C. of A. No. PB220000978RR-01 granted relief from standard sampling (Schedule 15.1-4) in exchange for complying with reduced sampling requirements (Schedule 15.1-5). Section 6, of Schedule 15.1-5 states that this section ceases to apply to a drinking water system and standard sampling applies (Section 15.1-4) again, if in any sampling period, more than 10% of all the samples taken from plumbing exceed the lead standard of 10 ug/L. In April 2013, lead samples were taken from 22 plumbing locations (44 samples in total). There were lead exceedances at 3 of the locations: therefore, 13.6% of the samples exceeded that standard. As a result, the Town of Fort Frances was to return to standard lead sampling, but this has not yet taken place and the Town continues to sample at a reduced frequency.

Action(s) Required:

During the December 15, 2016 to April 15, 2017 sampling period, the Town of Fort Frances shall return to Standard Lead Sampling, as outlined in Schedule 15.1, section 15.1-4 of O. Reg. 170/03. Standard lead sampling shall continue to be conducted in subsequent sampling periods until the Town has met the criteria that will allow for reduced sampling or has been directed otherwise by the Ministry.

Action(s) Taken:

By April 21, 2017, the Town of Fort Frances shall provide the undersigned officer with a copy of chain of custody forms, for the December 15, 2016 to April 15, 2017 sampling period, demonstrating that the required number of samples were taken.

Ontario Regulation 128/04:

(Certification of Drinking Water Operators and Water Quality Analysts)

There were no incidences of non-compliance with the Terms and Conditions of Ontario Regulation 128/04 during this reporting period.

Ontario Regulation 169/03:

(Ontario Drinking Water Standards - ODWQS)

There were no incidences of non-compliance with the Terms and Conditions of Ontario Regulation 169/03 during this reporting period.

Ontario Regulation 188/07:

(Licensing of Municipal Drinking Water Systems)

There were no incidences of non-compliance with the Terms and Conditions of Ontario Regulation 188/07 during this reporting period.

****New Municipal Drinking Water License and Drinking Water Works Permit received May 13, 2016.**

Non-Compliance with the Municipal Drinking Water License (MDWL) No. 224-101 and Drinking Water Works Permit (DWWP) No. 224-201:

From January 12th to January 13, 2017 the Ministry of the Environment and Climate Change conducted an unannounced, focus inspection of the Town's Water Treatment Plant, see inspection report in Appendix "E". As a result of this inspection there was one (1) non-compliance issue related to this regulatory requirement and what actions, if any the Ministry required the Town to do. The non-compliance item is described Non-compliance with Ontario Regulation 170/03 above.

Further to the Inspection Report the Ministry has established an inspection compliances risk framework based on the principles on the Inspection, Investigation & Enforcement Secretariat and advice in internal/external risk experts. The Inspection Rating for the Town of Fort Frances Drinking Water System scored 100%.

Non-Compliance with the Permit to Take Water No. 7280-6UAMD9 and No. 3528-AE6PEM:

There were no incidences of non-compliance with the Terms and Conditions of the Permit to Take Water during this reporting period.

Provincial Orders:

No Orders have been issued by the Ministry of the Environment with respect to municipal drinking water system during this reporting period.

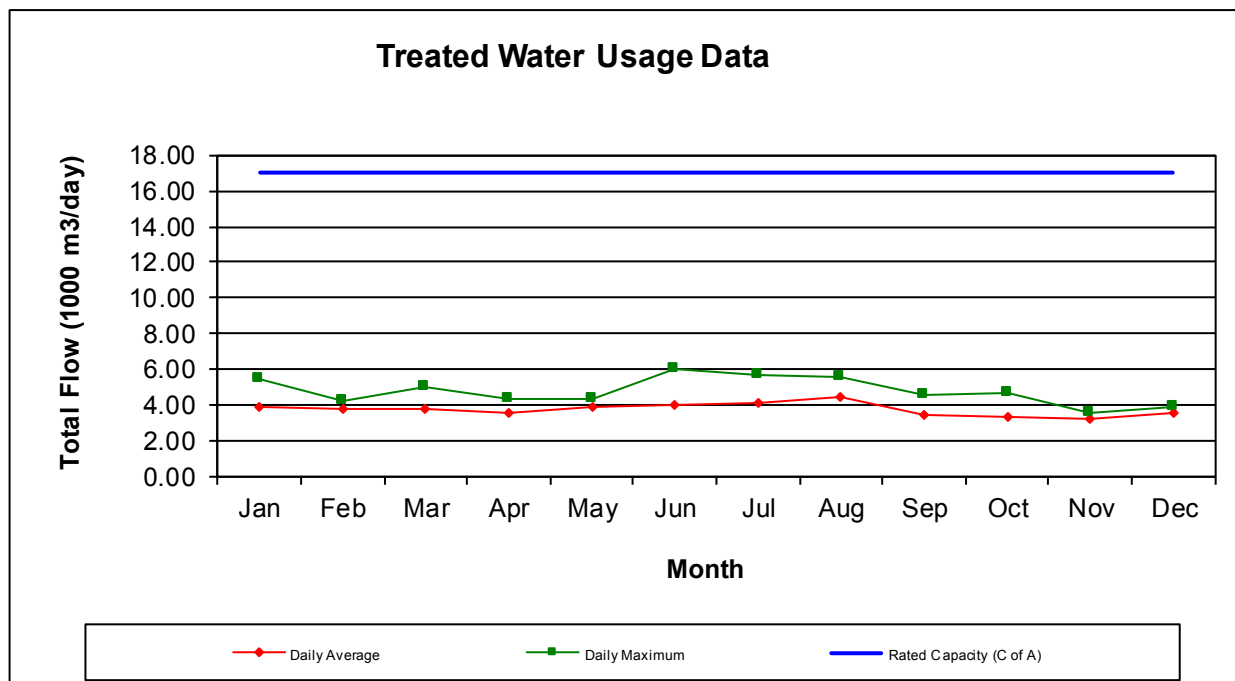
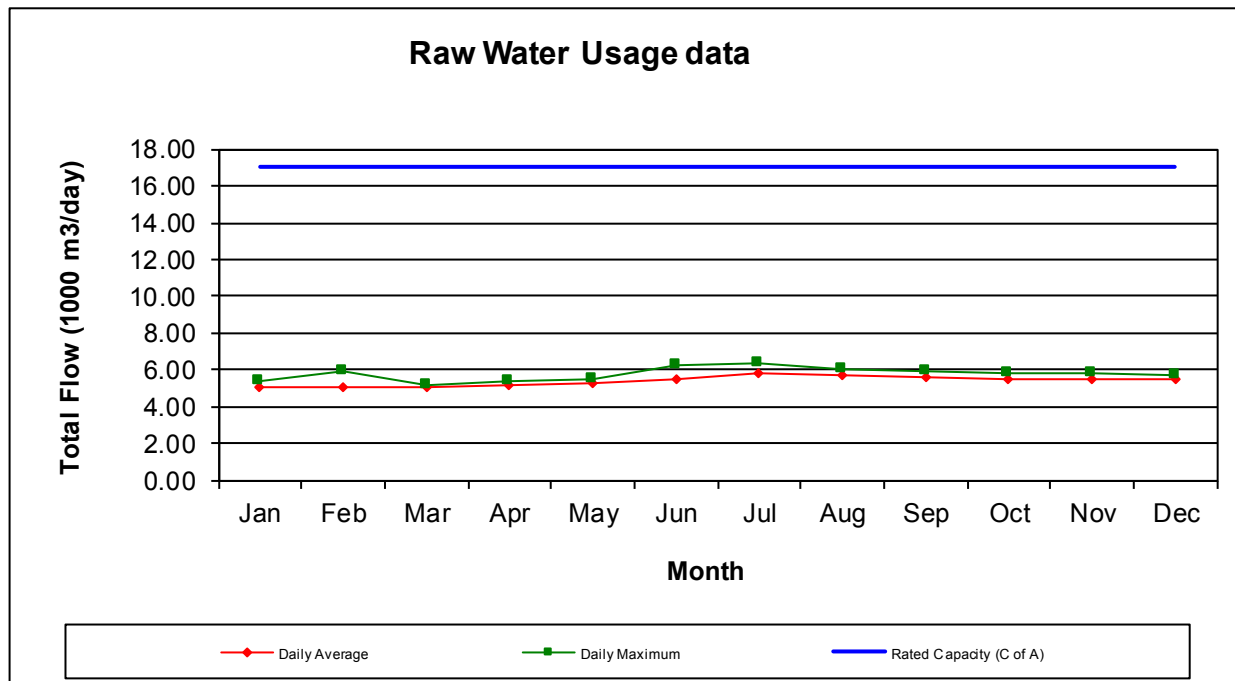
6.0 Quantity and Flow Data (2016)

The following tables and graphs indicate the quantities and flow rates of water taken and produced during the reporting period, including monthly average flows, maximum daily flows and total monthly volumes.

Table 1 - RAW WATER USAGE - 2016						
Month	Total Unit (1000 m ³)	Daily Average Unit (1000 m ³)	Max Day Unit (1000 m ³)		Max Daily Instantaneous Peak Flow Rate (m ³ /min.)	
January	158.34	5.11	5.44	Jan. 01/16	3.59	Jan. 23/16
February	147.91	5.10	5.93	Feb. 01/16	3.76	Feb. 24/16
March	156.06	5.03	5.20	Mar. 25/16	3.72	Mar. 30/16
April	150.74	5.20	5.36	Apr. 17/16	3.90	Apr. 02/16
May	163.49	5.27	5.52	May 28/16	3.79	May 31/16
June	165.75	5.53	6.21	Jun. 11/16	4.45	Jun. 11/16
July	179.15	5.78	6.32	Jul. 09/16	4.33	Jul. 09/16
August	178.41	5.76	6.01	Aug. 11/16	4.16	Aug. 16/16
September	169.15	5.64	5.89	Sept. 03/16	4.04	Sept. 08/16
October	171.52	5.53	5.79	Oct. 01/16	3.94	Oct. 03/16
November	165.66	5.52	5.82	Nov. 06/16	3.89	Nov. 07/16
December	170.51	5.51	5.75	Dec. 05/16	3.87	Dec. 06/16
Yearly Totals	1976.69	5.42	6.32 Jul. 09/16		4.45 Jun. 11/16	

Table 2 - TREATED WATER USAGE - 2016						
Month	Total Unit (1000 m ³)	Daily Average Unit (1000 m ³)	Max Day Unit (1000 m ³)		Max Daily Instantaneous Peak Flow Rate (m ³ /min.)	
January	114.44	3.81	4.13	Jan. 18/16	3.93	Jan. 27/16
February	110.25	3.80	4.19	Feb. 29/16	4.01	Feb. 23/16
March	118.06	3.81	5.04	Mar. 04/16	6.37	Mar. 01/16
April	106.74	3.56	4.33	Apr. 06/16	4.64	Apr. 07/16
May	118.58	3.83	4.34	May 31/16	6.50	May 14/16
June	120.19	4.01	5.97	Jun. 09/16	6.79	Jun. 04/16
July	126.03	4.07	5.68	Jul. 29/16	8.42	Jul. 27/16
August	137.50	4.44	5.50	Aug. 03/16	6.84	Aug. 03/16
September	104.26	3.48	4.56	Sept. 02/16	5.43	Sept. 14/16
October	103.05	3.32	4.65	Oct. 06/16	6.06	Oct. 17/16
November	96.94	3.23	3.52	Nov. 11/16	5.05	Nov. 04/16
December	108.03	3.46	3.84	Dec. 24/16	4.96	Dec. 18/16
Yearly Totals	1364.07	3.74	5.97 Jun. 09/16		8.42 Jul. 27/16	

Comparison of Flow Summary to Rated Capacity (Municipal Drinking Water Licence Number 224-201)



The **Permits to Take Water #7280-6UAMD9** (Issued October 5, 2006) and **#3528-AE6PEM** (Issued September 27, 2016) allows the municipality to draw 17,000 m³/day at a maximum flow rate of 12,000 L/min. from its raw water source. As indicated from the charts provided, the maximum daily flow of raw water in 2016 is 6,320 m³/day recorded on July 09, 2016, which is 37.2% of the maximum allowable flow rate.

The maximum instantaneous peak flow rate for **Raw** water is 4.450 m³ /min. (4,450 L/min.) which was recorded on June 11, 2016 due general to water system maintenance and repair work. This accounted for 37.1% of the maximum allowable flow rate.

In accordance with the Municipal Drinking Water License No. 224-101, the Town of Fort Frances Drinking Water System shall not be operated to exceed the rated capacity of 17,000 m³/day on any calendar day, conveyed from the treatment system to the distribution system. The highest single day treated flow of 5,970 m³/day was recorded on June 09, 2016, which is 35.1% of the plant's maximum capacity.

The maximum instantaneous peak flow rate for **Treated** water is 8.42 m³/min. (8,420 L/min.) recorded on July 27, 2016, which is 70.2% of the plant's maximum capacity.

There were no instances of treated water flows exceeding the rated capacity as stated in the Municipal Drinking Water Licence during the reporting period of January 1 to December 31, 2016.

Appendix "A"

**MUNICIPAL DRINKING WATER LICENCE
License Number: 224-101
Issue Number: 2**

Appendix “B”

DRINKING WATER WORKS PERMIT
Permit Number: 224-201
Issue Number: 2

Appendix “C”

**PERMIT TO TAKE WATER
Surface Water
Number 7280-6UAMD9
and
Number 3528-AE6PEM**

Appendix “D”


**Regulatory Relief from Lead Sampling Requirements
Fort Frances Water Treatment Plant
Certificate of Approval Number: PB220000978RR-01**

Appendix “E”

**DRINKING WATER SYSTEM INSPECTION PROGRAM
(2016 – 2017 Inspection Report)**

List of References

Safe Drinking Water Act, 2002 (SDWA)
Ontario Regulation 170/03 of the SDWA (Drinking Water Systems),
Ontario Regulation 128/04 of the SDWA (Certification of Drinking Water System Operators and Water Quality Analysts),
Ontario Regulation 169/03 of the SDWA (Ontario Drinking Water Quality Standards)
Ontario Regulation 188/07 of the SDWA (Licensing of Municipal Drinking Water Systems)

 FORTFRANCES <small>BOUNDLESS</small> Fire & Rescue Service Feb. 2017 Report	Total Hours: Incidents & Training;	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
Number of Events	15 hrs.	2	0	10	0	30	3	\$500	1	1	0	0	0	0	0

Highlights from: Tyler Moffitt - Fire Chief/CEMC

»**CALLS FOR EMERGENCY SERVICE:** THE FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 35 EMERGENCY CALLS FOR SERVICE DURING FEBRUARY 2017.

»**Total Hours:** A total of 15 Hours were spent on responding to emergency incidents. As well, there were two (2- hour Fire Practices).

»**Time of Day:** During this month 57% of our calls for service occurred on the Day Shift between 07:00 & 19:00 and 43% of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»**Public Fire Safety Education:** There were no Public Fire Safety Education events.

»**Public Events:** No events during the month of February.

»**Fire Prevention Inspections:** There was a total of 8 (Eight) Follow-up Fire Inspections. As well, there was 1 (one) Follow-up Fire Inspection Order, and one completed Fire Inspection for La Place Rendezvous. Please be aware, after a fire prevention inspection ... there are many times where fire orders are given, which require follow-up of our personnel. For this month, all the Fire Prevention Inspections were follow-ups, involving post inspection completion.

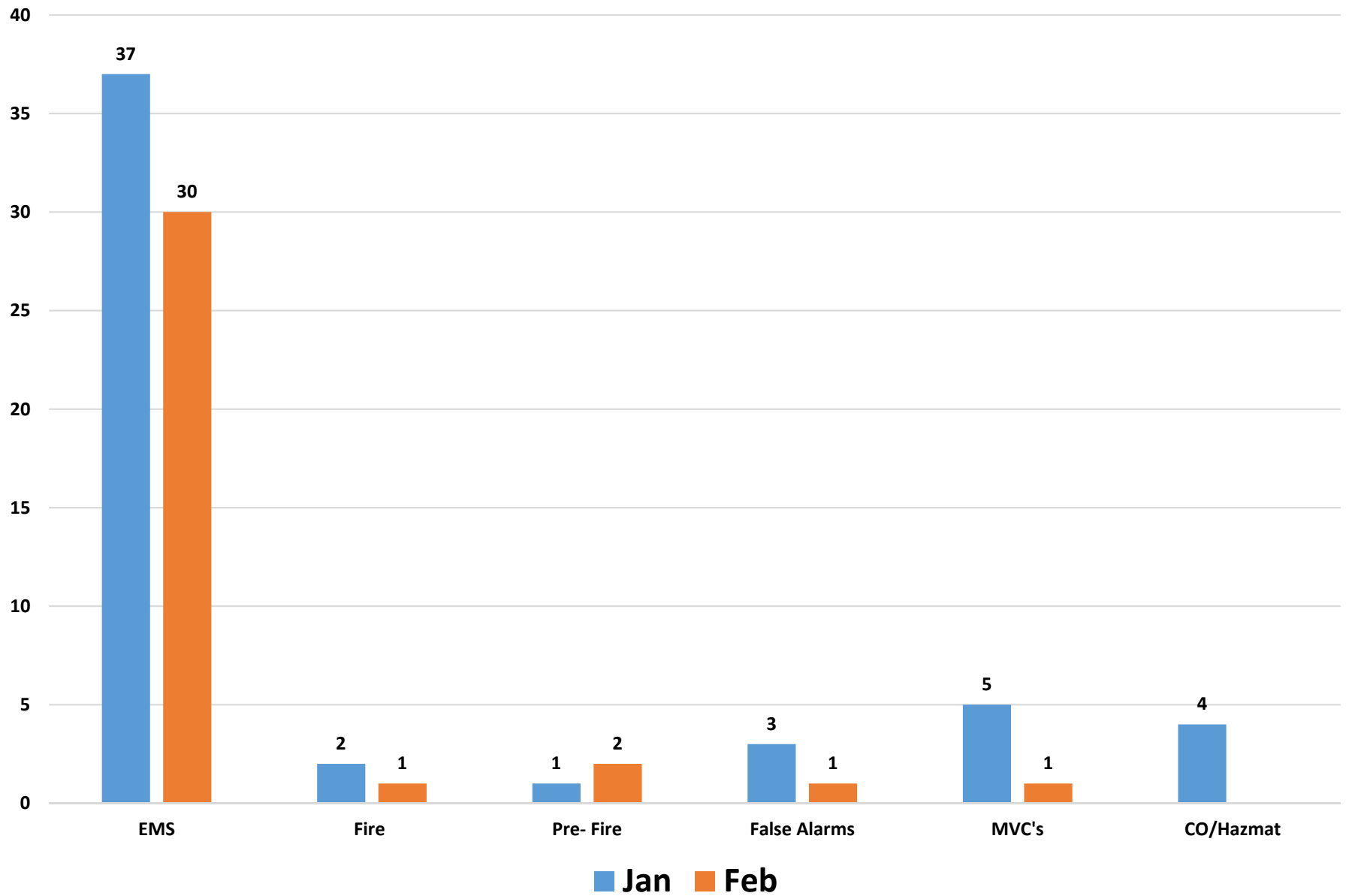
»**Emergency Medicals Service (EMS) Response Calls:** Emergency Medical Service (EMS) requests, accounted for 85% of our calls. Note: 7 (seven) of our EMS calls were "LEVEL ZERO CALLS" ... known as "FIRST RESPONSE CALLS." These are calls where our Fire & Rescue Service were on scene in advance of the Paramedic Service, because they were unavailable at the time of the call.

»**Fire Response Calls:** There was a total of 1 (one) Fire related call this month, which involved a fully involved snow mobile fire in the Lake View Trailer.

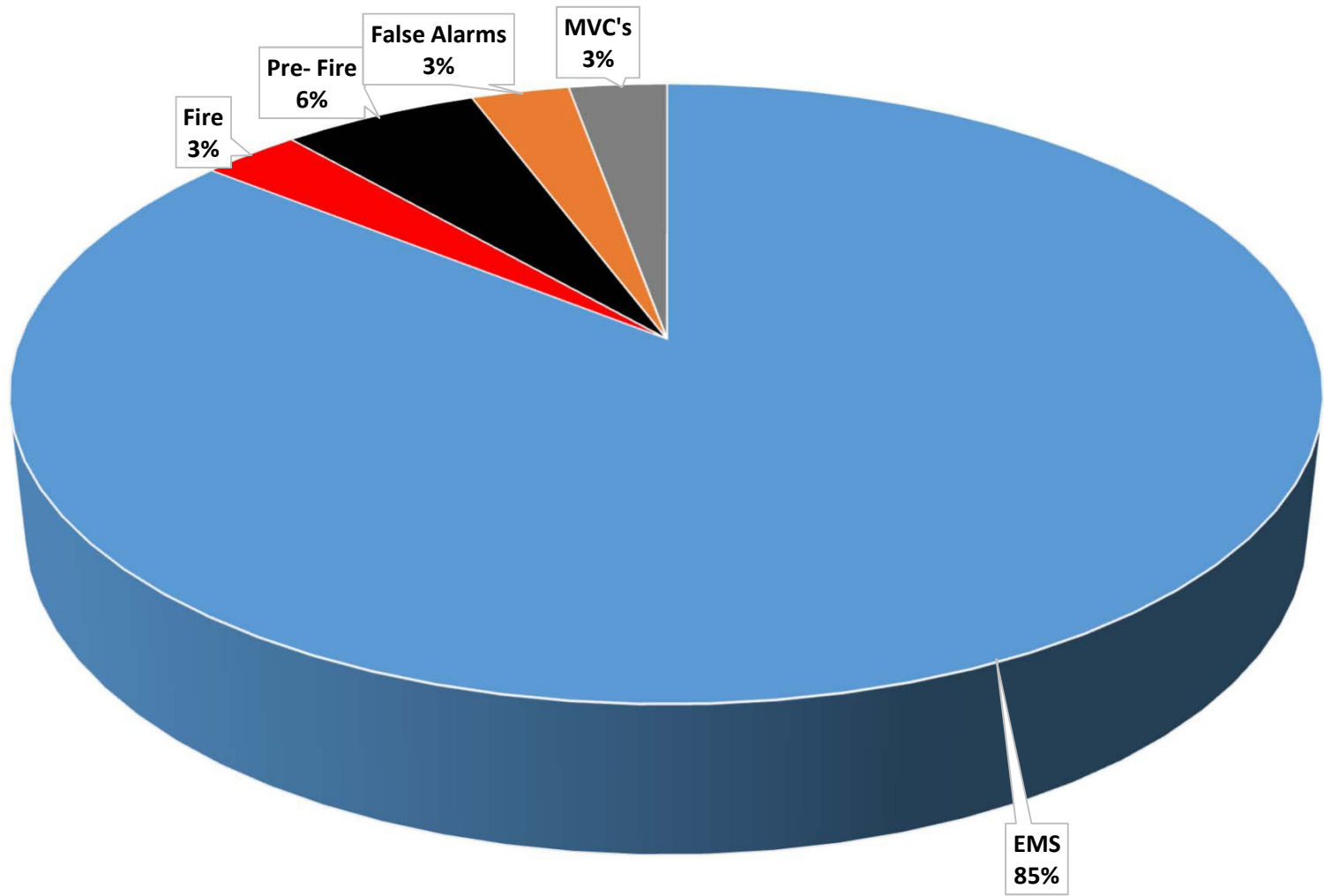
»**Pre- Fire Response Calls:** There were 2 (two) Pre-Fire related calls, which were cooking related.

»**Motor Vehicle Crashes (MVC's) Response Calls:** There was 1 (one) Motor Vehicle Crash in Fort Frances, which I attended along with other team members on a Saturday at 02:00 am. The MVC involved a pick-up truck, which went up a snow bank and collided with another vehicle in a driveway. The truck then ended up on its side and was still running when we arrived on scene. The driver of the truck had managed to get out through the back window, which was totally blown away. While the OPP attended to the driver, our team utilized the Jaws of Life to make enter into the truck by way of the front windshield so we could shut off the truck.

Emergency Response Calls: January to February 2017



Feb 2017 Emergency Response Calls



EMS Fire Pre-Fire False Alarms MVC's CO/Hazmat

2017 Emergency Response Call

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EMS	37	30										
Fire	2	1										
Pre- Fire	1	2										
False Alarms	3	1										
MVC's	5	1										
CO/Hazmat	4											

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
January 2017

STAFFING

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

	2016	2017
WSIB	0.00	0.00
WI/LTD	0.00	15.00
SICK DAYS	19.81	12.56
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	17.00	9.00
VACATION	10.50	7.25
BANKED TIME USED	3.25	9.50
OFF	1.00	0.38
STATUTORY HOLIDAYS	26.00	25.00
TOTAL	77.56	78.69

OVERTIME HOURS

Equivalent Straight Time Hours:

	2016 Current Month	2017 Current Month	2016 Year To Date	2017 Year To Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	2.50	0.00	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	8.25	0.00	8.25	0.00
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	16.00	5.25	16.00	5.25
ROADS	27.00	125.75	27.00	125.75
SEWER COLLECTION	27.25	28.50	27.25	28.50
SIDEWALKS	0.00	27.00	0.00	27.00
STORES	30.00	16.00	30.00	16.00
VEHICLE & EQUIPMENT	0.00	4.00	0.00	4.00
WATER TREATMENT PLANT	40.50	11.00	40.50	11.00
WATER DISTRIBUTION	129.50	0.00	129.50	0.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	278.50	220.00	278.50	220.00

TRANSPORTATION REPORT

January 2017

ROADS:

Storm Water Management – Urban:

- Steamed catchbasins to get water moving

Storm Water Management - Rural:

- Steamed culverts to get water moving

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Four (4) events – January 2, 8, 10 and 30.
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Removed snow from the Downtown area two (2) times
- Removed snow piles from Downtown parking lots
- Plowed OPP parking lot two (2) times
- Removed snow from intersections on priority routes
- Removed snow from lane entrances on priority routes
- Removed snow from Fire Hydrants
- Removed snow from Cul-de-sacs
- Used 2 hired triaxle trucks from Veert for both the day shift and night shift from January 5th to 20th.
- Cut down ice on streets during warm spell and cleaned up heavy wind rows behind the plows
- Pushed up snow dump on McIrvine Road daily.

Traffic Operations:

- Repaired and replaced signs as required.

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.
- Plowed snow from all yards as required.

Private Work:**Sidewalks – Winter:**

- Removed snow from Civic Centre sidewalks and applied ice melt as required
- Cleaned snow from underpass sidewalk and downtown corners and applied ice melt or sand/salt as required.
- Plowed snow from all sidewalks after events.

Sidewalks – Summer:**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:

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.

Interdepartmental:

- Removed Zamboni snow from Memorial Sports Centre two (2) times
- Pushed up Zambonis snow as required.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bins as required

Training:

- Scott Gosman received training at the Airport Facility for the entire month of January.

Health & Safety:

- A workplace inspection was done at the Public Works Building on January 25th
- A workplace inspection was done at the Water Treatment Plant on January 31st.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
February 2017

STAFFING

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

	2016	2017
WSIB	0.00	0.00
WI/LTD	12.00	21.00
SICK DAYS	13.38	11.00
COMPASSIONATE LEAVE	10.00	5.00
FLOATERS	8.00	9.00
VACATION	16.63	24.75
BANKED TIME USED	5.63	3.50
OFF	0.00	0.00
STATUTORY HOLIDAYS	26.00	26.00
TOTAL	91.64	100.25

OVERTIME HOURS

Equivalent Straight Time Hours:

	2016	2017	2016	2017
	Feb	Feb	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.50	0.00	2.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.75	0.00	9.00	0.00
PRIVATE WORK	0.00	3.00	0.00	3.00
RECYCLE/GARBAGE	0.00	4.00	16.00	9.25
ROADS	63.00	46.50	90.00	172.25
SEWER COLLECTION	17.50	11.00	44.75	39.50
SIDEWALKS	3.00	15.00	3.00	42.00
STORES	0.00	0.75	30.00	16.75
VEHICLE & EQUIPMENT	0.00	0.00	0.00	4.00
WATER TREATMENT PLANT	82.25	3.00	122.75	14.00
WATER DISTRIBUTION	48.50	34.75	178.00	34.75
TRAINING	0.00	2.25	0.00	2.25
TOTAL	217.50	120.25	496.00	340.25

TRANSPORTATION REPORT

February 2017

ROADS:

Storm Water Management – Urban:

- Steamed catchbasins to get water moving
- Cleared snow from catchbasins

Storm Water Management - Rural:

- Steamed culverts to get water moving

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Two (2) events – February 5th and 7th
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Removed snow from the Downtown area
- Removed snow piles from Downtown parking lots
- Plowed OPP parking lot
- Removed snow from 300, 400, 500 and 600 blocks of Second Street East
- Removed snow from Intersections and Lane Piles
- Removed snow from Fire Hydrants
- Removed snow from 1100 and 1200 blocks of Scott Street
- Cut down ice on streets and cleaned up wind rows behind
- Removed snow to curb line at 900 blocks of Smith Avenue and Crowe Avenue to get water moving to catchbasins
- Removed snow across from St. Michaels loading area
- Removed snow to curb at 800 and 900 blocks of Third Street East to get water moving
- Removed snow at Victoria Avenue CN crossing
- Removed snow from Water Treatment Plant parking lot and Water Tower parking lot
- Removed snow to curb line at 600 and 700 blocks of Church Street to get water moving

Winter Control (cont'd)

- Removed snow and ice from the south side of Third Street West and Kings Highway
- Removed snow piles from Memorial Sports Centre parking lots.

Traffic Operations:

- Repaired and replaced signs as required.

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.
- Plowed snow in all yards as required.

Private Work:**Sidewalks – Winter:**

- Removed snow from Civic Centre sidewalks and applied ice melt as required
- Cleaned snow from underpass sidewalk and downtown corners and applied ice melt or sand/salt as required.
- Plowed snow from all sidewalks after events.

Sidewalks – Summer:**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:**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.

Interdepartmental:

- Removed Zamboni snow from Memorial Sports Centre two (2) times
- Pushed up Zamboni snow as required.
- Scott Gosman supplied coverage for vacation at the Airport from February 15th to 28th
- Darrell Crowe read Hydro Meters February 28th

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bins as required

Training:

- Lorne Halvorsen, Eric Onichuck, Scott Gosman and Bryan Patterson attended a chainsaw training course in Barwick on February 14th.
- Randy White, Paul Lemesurier, Greg Wiedenhoeft, Travis George and Jay Bruyere attended Lockout/Tagout Training and Transfer of Dangerous Goods Training at Couchiching on February 21st and 22nd.

Health & Safety:

- A Health and Safety Tailgate Meeting was held in the Public Works Shop Area on February 1, 2017
- A workplace inspection was done at the Public Works Building on February 22nd
- A Joint Health and Safety Committee Meeting was held on February 28th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(February 2017)

STAFFING:

See Operations Statistics (February) 2017 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (February) 2017 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: One (1)
- Sinclair St. (400 blk.)

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service breaks: One (1)
- 307 Minnie Ave.

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Twelve (12)
- 950 Phair Ave. (2), 1111 Church St. (2), 316 Victoria Ave., 201 Eighth St. E. (2), 826 Huffman Ct.
- 912 Sixth St. E., 1006 First St. E. (2) and 1030 Portage Ave. N.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Six (6)
- 401 Nelson St., 500 Scott St. (2), 991 King's Hwy., 343 Fifth St. E. and 1230 Second St. E.

Other Information:

- Summarized final costs for invoicing, associated with private works
- February 17, 2017 - Thaw and pump out frozen fire hydrants for Couchiching FN
- February 21, 2017 - G. Wiedenhoeft, T. George and J. Bruyere attended a course on "Lock Out Tag Out" and "Transportation of Dangerous Goods". Held on Couchiching F.N. and put on by the Keewaytinook Centre, Dryden.
- February 22, 2017 - G. Wiedenhoeft, T. George and J. Bruyere attended a course on "Water Sources and Characteristics". Held on Couchiching F.N. and put on by the Keewaytinook Centre, Dryden.
- February 27, 2017 - 1006 First St. E. - completed a connection inspection of the water service.

WATER TREATMENT PLANT:

- February 2017 - In receipt of the Water Treatment Plant Monthly Report.
- February 21, 2017 - R. White and P. Lemesurier attended a course on "Lock Out Tag Out" and "Transportation of Dangerous Goods". Held on Couchiching F.N. and put on by the Keewaytinook Centre, Dryden.
- February 22, 2017 - R. White and P. Lemesurier attended a course on "Water Sources and Characteristics". Held on Couchiching F.N. and put on by the Keewaytinook Centre, Dryden.

SEWERAGE COLLECTION:**Wastewater Main Backups:**

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Cleaned fourteen (14) plugged sewer services at the following locations:
 - 217 Third St. W. (2), 826 Crowe Ave. (2), 415 First St. E., 710 Wright Ave., 600 Church St.
 - 817 McKenzie Ave., 646 Fifth St. E., 406 Third St. E., 410 Sinclair St., 283 Scott St.
 - 1003 Colonization Rd. W. and 313 Butler Ave.

Private Works:

- February 3 & 21, 2017 - Flushed/cleaned the sanitary sewer main on Jourdain Cresc. for Couchiching FN.
- February 17, 2017 - 101 Church St. (Customs) - Steamed out storm sewer system in Custom's yard, frozen.
- February 24, 2017 - (Private Work) - Flushed/cleaned the sanitary sewer main in the Walleye Trailer Park
- February 27, 2017 - 1006 First St. E. - completed a connection inspection of the sanitary service.
- Performed locates for other utilities.

WASTE-WATER TREATMENT FACILITY:

- In receipt of the Wastewater Treatment Facility Monthly Report for February 2017.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 6 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 118,000 kgs (118.00 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 230,260 kgs (230.26 tonnes)

- February 2, 2017 - Installed a new keypad for the weigh scale ticket controller

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - Emterra - 44.23 tonnes

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____

2017 - tonnage at Landfill Site - updated March 15, 2017

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	Average last	Average last	2017	Total Fees	Average last	Total Fees	2017-2016 Tonnes	2017-2016 Fees
								2016	10 years			10 years			
JAN	137.74	30.55	304.18	67.47	8.93	1.98	0.00	369.18	360.75	450.85	\$20,490.00	\$17,849.10	\$26,266.82	81.67	\$5,776.82
FEB	111.80	31.97	230.26	65.85	7.60	2.17	0.00	314.92	306.73	349.66	\$17,474.70	\$15,355.62	\$20,191.04	34.74	\$2,716.34
MAR		#DIV/0!		#DIV/0!		#DIV/0!		395.39	411.69	0.00	\$23,164.20	\$21,321.44		-395.39	-\$23,164.20
APRIL		#DIV/0!		#DIV/0!		#DIV/0!		573.09	574.04	0.00	\$34,152.50	\$30,505.60		-573.09	-\$34,152.50
MAY		#DIV/0!		#DIV/0!		#DIV/0!		641.69	719.34	0.00	\$34,655.80	\$36,978.61		-641.69	-\$34,655.80
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		1,246.89	846.85	0.00	\$37,412.30	\$38,270.35		-1,246.89	-\$37,412.30
JULY		#DIV/0!		#DIV/0!		#DIV/0!		618.23	673.76	0.00	\$37,556.30	\$37,267.74		-618.23	-\$37,556.30
AUG		#DIV/0!		#DIV/0!		#DIV/0!		897.44	657.07	0.00	\$43,194.40	\$34,723.56		-897.44	-\$43,194.40
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		695.10	651.51	0.00	\$42,510.30	\$34,879.94		-695.10	-\$42,510.30
OCT		#DIV/0!		#DIV/0!		#DIV/0!		686.35	803.03	0.00	\$36,305.40	\$40,187.03		-686.35	-\$36,305.40
NOV		#DIV/0!		#DIV/0!		#DIV/0!		615.60	569.91	0.00	\$37,603.60	\$29,432.34		-615.60	-\$37,603.60
DEC		#DIV/0!		#DIV/0!		#DIV/0!		587.46	416.38	0.00	\$21,415.30	\$21,716.47		-587.46	-\$21,415.30
Average per monthly	124.77	#DIV/0!	267.22	#DIV/0!	8.27	#DIV/0!	0.00	636.78	582.59	66.71	\$32,161.23	\$29,873.98	\$23,228.93	-852.07	-120,891.64
Total	249.54		534.44		16.53		0.00	7641.34	6991.06	800.51	\$385,934.80	\$358,487.81	\$46,457.86	-6840.83	-\$339,476.94
Town of Fort Frances Tonnage											\$385,934.80	Actual	\$46,457.86		
	783.98										\$384,888.00	Budget	\$384,888.00		
	Includes 603.005t associated with the Fight the Blight Campaign														
Total Tonnage	800.51										\$385,934.80	Forecasted	\$278,747.16		
Residential Tonnage	249.54	31.17%													
ICI Tonnage	534.44	66.76%													
Coverage material	0.00														

Sewer & Water Data for 2017

up-dated March 20, 2017

Month	Days per month	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017-2016	2017-2016	2017	2017
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP		
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily					
January	31	174745	5636.94	13111	422.94	7.50%	114550.0	3695.2	10605.0	342.1	9.26%	-3560.0	-1965.0	60195.0	1941.8
February	29	174956	6032.97	13811	476.24	7.89%	103680.0	3575.2	10605.0	365.7	10.23%	-6570.0	17839.0	71276.0	2457.8
March	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-118060.0	-231365.0	0.0	0.0
April	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-106740.0	-253871.0	0.0	0.0
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-118580.0	-210253.0	0.0	0.0
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-120190.0	-274216.0	0.0	0.0
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-126030.0	-252416.0	0.0	0.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-137500.0	-190658.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-104260.0	-180285.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-103050.0	-181205.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96940.0	-169075.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108030.0	-187407.0	0.0	0.0
Total	366	349701		26922			218230.0		21210			-1149510.0	-2114877.0	131471.0	359.2
Monthly Average												-95792.5	-176239.8	10955.9	366.6
daily Average															



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

March 10, 2017

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
February 2017 Monthly Report**

As per the operating agreement, the attached document is the February 2017 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 C', is written over a light blue circular stamp.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**+The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
February 2017 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 February 2017; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

FEBRUARY 2017 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.3 mg/L	25 mg/L	15 mg/L	15.5 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	5.8 mg/L	25 mg/L	15 mg/L	35.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.18 mg/L	1.0 mg/L	0.9 mg/L	1.1 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	7.97 mg/L 5.64 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		11.8 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.3 to 7.8; average pH was 7.6		
Temperature degrees C				Temperatures ranged from 8.0 to 9.0 C; average temperature of effluent was 8.7 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for February was 6284.1 m³/day. This represents 70% of the design average flow. Total treated flow for the month was 175956 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1110 +/- @ 8.0% +3x205 L @ 12%	Litres
Alum	16.5 +/- @ 55 %	Cubic meters
Polymer	2x 205 L drums	Liters

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 all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Weekly inspection spiral screen access hatch, removed wrapped debris as required
- Drained and inspected clarifier 2
- Tightened drive chain on clarifier 2 longitudinal collector
- Drained aeration cell 1 to replace recirculation pump and repair gate
- Removed debris from spiral screen drain
- Adjusted the nut on the effluent outfall Milltronics head mount bracket

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Adjusted the radio antenna at Church Street lift station
- Pulled and cleaned pump 1 at Central Avenue lift station and repaired strainer tubing
- Cleaned floats and reset PLC at Church Street lift station

OPERATIONAL ISSUES

There were no operational issues during the report period.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a total of 63.3 m³ (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BYPASS REPORT(S)

There were no bypass events during the report period.

COMMENTS

Plant power consumption for the month was 586 (x 180 multiplier) kWh.
Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)
Fort Frances WPCP Equipment Run Time Report (on-file at plant)
Bypass Report (on-file at plant as per occurrence)
Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2016					Usage	Sludge	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.97100472	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.96797153	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.93333333	
January	5636.9	6162	174745		174745	63%	85.3	11		
February	6284.1	9818	175956		175956	70%	63.3	8		
March						0%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	350701		148.6	19		
Average	5961		175351		175351	66%	74.3	9.5		
Max		9818	175956		175956			11		
C of A	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean
	BOD (mg/L)	CBOD (mg/L)	CBOD (kg/day)	S.S (mg/L)	S.S (mg/L)	S.S (kg/day)	T.P (mg/L)	T.P (mg/L)	T.P (kg/day)	TKN (mg/L)	Total N (mg/L)	Counts /100ml
January	84.0	2.0	11.3	138.4	3.2	18.1	2.31	0.11	0.63	17.5	8.8	3.6
February	64.3	2.3	15.5	142.6	5.8	35.2	2.04	0.18	1.09	16.5	8.0	11.8
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Average	74.2	2.2	13.4	140.5	4.5	26.7	2.2	0.15	0.86	17.0	8.4	7.7
Max	84	2.3	15.5	142.6	5.8	35.2	2.3	0.18	1.09	17.5	8.8	11.8
C of A		25	225		25	225		1.0	9.0	200	6.0	200