

# TOWN OF FORT FRANCES

AGENDA - October 23, 2017

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 104) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
  - 4.1 Personal matters about an identifiable individual, including municipal or local board employees: Tenure Reform
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 Ken Perry - Verbal Update  
Councillor G. P. Ryan - Verbal Update
7. **Consent Agenda:**
  - 7.1 Consumer Price Index (CPI) Increase for 2018 User Fees. 4 - 5  
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to direct Division Managers to affect a 1.5% user fee increase for 2018 reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review the week of November 6-10, 2017.
  - 7.2 CUPE Local 65 Retirement Dinner and Dance Request. 6 - 7  
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to contribute Town of Fort Frances promotional items for attendance draws to the Retirement Committee for CUPE 65 for their Retirement Dinner and Dance which will be held at the Royal Canadian Legion, Branch #29 in Fort Frances on November 18, 2017.
  - 7.3 Request for Reconsideration - Minutes of Settlement. 8 - 17

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	- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located at 412 Scott Street, 509 Victoria Avenue, 213 Second Street East and 1014 Scott Street for the 2017 taxation year.	
7.4	Royal Canadian Legion Manitoba/NW Ontario Command Advertising. - approval of this request will agree with the recommendation of the Administration and Finance Executive Committee to support the advertisement request from the Royal Canadian Legion Manitoba/NW Ontario Command by placing a 1/10m Page (Business Card) size advertisement in the "Military Service Recognition Book".	18 - 22
7.5	Church Street Sanitary Sewer Study - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the report dated October 2, 2017 by Hatch Corporation Thunder Bay on East End Sanitary Sewer Study and further that recommendations 1, 2, 3, 5 and 6 be brought forward through the 2018 Capital budget for consideration.	23 - 45
7.6	Asset Management Roadmap Project Update - this report is received as information only.	46 - 51
7.7	September 2017 Drinking Water Systems Monthly Summary Report - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the September 2017 report prior to it being made available to the general public.	52 - 57
7.8	Skate Park Graffiti - approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the management plan for the graffiti at the skate park as outlined in the report.	58 - 59
7.9	Sister Kennedy Centre Fitness Programs - approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse a fitness user fee of \$20/session for activities offered 2 days/week and \$10/session for activities offered 1 day/week at the Sister Kennedy Centre beginning with the winter session.	60
7.10	Request to Re-name Colonization Road - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to receive the information and take no further action at this time.	61 - 65

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<b>8.     <u>Operations and Facilities Division:</u></b>	
8.1     Verbal Update on Capital Projects	
<b>9.     <u>Information:</u></b>	
9.1     Town of Fort Frances General Fund (Operating) for the Nine Months Ending September 30, 2017.	66 - 67
9.2     Town of Fort Frances Water and Sewer Fund (Operating) Summary for Nine Months Ending September 30, 2017.	68
9.3     2017 Capital budget vs Actual Financial Statement as at September 30, 2017.	69 - 72
9.4     Fort Frances Wastewater Treatment Facility - September 2017 Monthly Report	73 - 77
9.5     Fort Frances Airport (Landings and Fuel Sales) as of October 10, 2017	78 - 79
9.6     Tonnage at Landfill Site as of October 10, 2017	80
9.7     Sewer & Water Data as of October 10, 2017	81
9.8     Complaint Register - September 2017	
<b>10.    <u>Non-agenda items:</u></b>	
<b>11.    <u>ADJOURNMENT</u></b>	



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/105**

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

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: October 17, 2017**

**SUBJECT: Consumer Price Index (CPI) Increase for 2018 User Fees**

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**BACKGROUND**

User Fees are an important part of the operational budget preparation for the coming year. In the past few years we have endeavored to pass the user fees, with the exception of water and sewer rates, for the upcoming year in November or early December.

The first step in this process is to provide the Ontario Provincial Consumer Price Index (CPI) and the Canada Consumer Price index as guide for the user fee increases for the coming calendar year. The Ontario CPI indicates inflationary increase of 1.5% change for the period of August 2016 to August 2017 and the Federal CPI indicates 1.4% change for the same period as published by Statistics Canada, of which is attached for your information.

Administration is seeking direction for the inflationary increase for the 2018 user fees. Divisions will bring user fee schedules forward to their respective executive committees the week of November 6th for committee review and recommendation.

**RECOMMENDATION**

The Administration & Finance Executive committee recommends a 1.5% inflationary increase for the 2018 User Fees reflective of the Ontario Consumer Price Index. Further to direct Division Managers to affect the Ontario CPI inflationary increase to their user fees, where appropriate, for review at Executive Committee meetings during the week of November 6 – 10, 2017.

Council Approval of this Report will direct division managers to affect a 1.5% user fee increase for 2018, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review the week of November 6 - 10, 2017.



**Consumer Price Index, by province (monthly)**  
**(Ontario)**

	August 2016	July 2017	August 2017	July 2017 to August 2017	August 2016 to August 2017
	2002=100			% change	
<b>Ont.</b>					
<b>All-items</b>	<b>129.9</b>	<b>131.9</b>	<b>131.8</b>	<b>-0.1</b>	<b>1.5</b>
Food	142.4	145.1	<b>144.3</b>	-0.6	1.3
Shelter	138.7	139.8	<b>140.0</b>	0.1	0.9
Household operations, furnishings and equipment	123.4	124.2	<b>123.5</b>	-0.6	0.1
Clothing and footwear	91.8	88.9	<b>89.7</b>	0.9	-2.3
Transportation	128.5	132.7	<b>132.8</b>	0.1	3.3
Health and personal care	123.6	126.4	<b>126.7</b>	0.2	2.5
Recreation, education and reading	115.5	119.2	<b>118.6</b>	-0.5	2.7
Alcoholic beverages and tobacco products	160.4	166.0	<b>166.1</b>	0.1	3.6
<b>Special aggregates</b>					
All items excluding food	127.7	129.6	<b>129.6</b>	0.0	1.5
All items excluding energy	128.2	130.6	<b>130.4</b>	-0.2	1.7
Energy	155.8	151.6	<b>152.9</b>	0.9	-1.9
<b>Source:</b> Statistics Canada, CANSIM, table <a href="#">326-0020</a> and Catalogue nos. <a href="#">62-001-X</a> and <a href="#">62-010-X</a> . Last modified: 2017-09-22.					

**Consumer Price Index, by province (monthly)**  
**(Canada)**

	August 2016	July 2017	August 2017	July 2017 to August 2017	August 2016 to August 2017
	2002=100			% change	
<b>Canada</b>					
<b>All-items</b>	<b>128.7</b>	<b>130.4</b>	<b>130.5</b>	<b>0.1</b>	<b>1.4</b>
Food	142.3	144.1	<b>143.6</b>	-0.3	0.9
Shelter	136.2	137.7	<b>138.0</b>	0.2	1.3
Household operations and furnishings	122.2	122.2	<b>121.9</b>	-0.2	-0.2
Clothing and footwear	93.6	92.5	<b>93.2</b>	0.8	-0.4
Transportation	128.2	131.3	<b>131.8</b>	0.4	2.8
Health and personal care	122.7	124.7	<b>125.0</b>	0.2	1.9
Recreation, education and reading	112.9	115.8	<b>115.3</b>	-0.4	2.1
Alcoholic beverages and tobacco products	157.3	161.7	<b>162.0</b>	0.2	3.0
<b>Special aggregates</b>					
All items excluding food	126.1	127.8	<b>128.0</b>	0.2	1.5
All items excluding energy	127.1	128.9	<b>128.8</b>	-0.1	1.3
Energy	147.0	147.8	<b>150.4</b>	1.8	2.3
<b>Source:</b> Statistics Canada, CANSIM, table <a href="#">326-0020</a> and Catalogue nos. <a href="#">62-001-X</a> and <a href="#">62-010-X</a> . Last modified: 2017-09-22.					



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/104**

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

**FROM:** Dawn Galusha, Deputy Treasurer

**DATE:** October 17, 2017

**SUBJECT:** CUPE Local 65 Retirement Dinner and Dance Request

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**BACKGROUND**

At the October 10, 2017 Council Meeting, the letter received from the Retirement Planning Committee for CUPE 65 was referred to the Administration & Finance Executive Committee for recommendation.

The Committee is requesting a donation for their annual Retirement Dinner and Dance which will be held at the Royal Canadian Legion, Branch #29 in Fort Frances on November 18, 2017. This annual event is held to honour the retirees from Fort Frances, Atikokan, Sioux Lookout, Dryden, Rainy River, Emo and all communities in between. Any donation would be appreciated as it will enable them to have special draws for the evening.

Last year, Council provided Town of Fort Frances promotional items for attendance draws.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council support the Retirement Planning Committee for CUPE 65's request for a contribution to their annual Retirement Dinner and Dance and provide Town of Fort Frances promotional items for attendance draws.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to contribute Town of Fort Frances promotional items for attendance draws to the Retirement Planning Committee for CUPE 65 their annual Retirement Dinner and Dance which will be held at the Royal Canadian Legion, Branch #29 in Fort Frances on November 18, 2017.



*To Whom It May Concern;*

*The Retirement Planning Committee for CUPE 65 would appreciate it if you and your business would consider donating a gift for our Annual Retirement Dinner and Dance. This is an annual event we have held for several years to honour our retirees who come from Fort Frances, Atikokan, Sioux Lookout, Dryden, Rainy River, Emo and all communities in between.*

*We thank you for considering our request as you probably receive similar requests. Any donation would be greatly appreciated to enable us to have some special draws for the evening, which will be held at the Royal Canadian Legion, Branch #29, in Fort Frances on November 18th, 2017. We would appreciate it if you would please inform us of your decision by November 1, 2017.*

*The contact people are:      Tracy Smith - 807.276.2042  
   Bobbi Smith - 807.276.1830*

*Please leave a message if there is no answer and we will respond as soon as possible.*

*Once again, Thank You very much for taking the time to address our request.*

*Sincerely,*

*Tracy Smith  
Bobbi Smith*

*On behalf of the CUPE 65 Retirement Planning Committee 2017*



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/107**

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

**FROM:** Dawn Galusha, Deputy Treasurer

**DATE:** October 17, 2017

**SUBJECT:** Request for Reconsideration M.O.S.

<b>RE:</b>	412 Scott Street	(2017)	Roll # 5912-020-002-08001-0000
	509 Victoria Ave	(2017)	Roll # 5912-020-002-13300-0000
	213 Second St E	(2017)	Roll # 5912-020-008-01500-0000
	1014 Scott St	(2017)	Roll # 5912-030-005-01200-0000

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**BACKGROUND**

Attached are the Minutes of Settlement for the 2017 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- **412 Scott Street- Commercial Vacant Land (CX) CVA of 24,125 reduced to CVA of 0 for 2017 taxation year resulting from a consolidation of properties**
- **509 Victoria Ave – Residential (RT) CVA of 168,500 reduced to CVA of 161,250 for 2017 taxation year resulting from an adjustment based on similar properties and updated structure data**
- **213 Second St E – Commercial (CT) CVA of 44,250 reduced to CVA of 0 and Commercial Vacant (CX) CVA of 0, increased to 9,316 for the 2017 taxation year resulting from structures being demolished and an adjustment to lot size**
- **1014 Scott St – Residential (RT) CVA of 71,250 reduced to CVA of 66,250 for the 2017 taxation year resulting from an adjustment based on similar properties and updated structure data**

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Many of the dates for municipal appeal have passed, with the exception of the property at 213 Second St E which is November 3, 2017.

That total financial impact of the Minutes of Settlement is \$2,619.95 consisting of a reduction of municipal revenue of \$1,990.04 and education revenue of \$629.91 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for properties located at 412 Scott Street, 509 Victoria Ave, 213 Second Street E, and 1014 Scott Street.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located at 412 Scott Street, 509 Victoria Ave, 213 Second Street E, and 1014 Scott Street.

**2017 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2017	2.2.08001	-24,125	CX	0.02285733	0.0077922	-551.43					-187.99		-739.42
	2017	2.2.133	-7,250	RTEP	0.01686886	0.0017900	-122.30	-12.98						-135.28
	2017	2.8.015	-44,250	CT	0.03265332	0.01113172	-1,444.91					-492.58		-1,937.49
	2017	2.8.015	9,316	CX	0.02285733	0.00779220	212.94					72.59		285.53
							-1,231.97	0.00	0.00	0.00	0.00	-419.99	0.00	-1,651.96
	2017	3.5.012	-5,000	RTES	0.01686886	0.0017900	-84.34		-8.95					-93.29
<b>Minutes of Settlement</b>							<b>-1,990.04</b>	<b>-12.98</b>	<b>-8.95</b>	<b>0.00</b>	<b>0.00</b>	<b>-607.98</b>	<b>0.00</b>	<b>-2,619.95</b>

**Minutes of Settlement  
2017 Tax Year  
Results of Request for Reconsideration  
Property Assessment Notice**



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

DALTON LYLE TAYLOR  
1021 THIRD ST E  
FORT FRANCES ON P9A 1S3

**Contact Us**



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



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

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

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

**Owner name(s)** DALTON LYLE TAYLOR

**Roll number** 59-12-020-002-08001-0000

**Property location and description** 412 SCOTT ST  
PLAN SM126 PT LOT 4 RP 48R2139 PART 1 PCL 4-1

**Municipality/Local taxing Authority** Town of Fort Frances

**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Commercial: Vacant land (CX)	\$21,500	\$32,000	\$24,125	\$26,750	\$29,375	\$32,000
Total	\$21,500	\$32,000	\$24,125	\$26,750	\$29,375	\$32,000

**RECOMMENDED Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Commercial: Vacant land (CX)	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

**Why your property assessment changed**

- Adjustment due to a consolidation

To complete your Request for Reconsideration, please complete the back of this form.

**MPAC  
RECEIVED  
OCT 03 2017  
FORT FRANCES**

**What this change means to you**

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

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

OR

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by October 02, 2017.

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



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

We must receive your response no later than August 18, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Dalton Taylor</i>	Print name DALTON TAYLOR	Date (yyyy/mm/dd) OCT 3-2017
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Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/07/04
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**Objection by Municipality or Local Taxing Authority**

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: January 3, 2018

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

Tax Year: 2017 Roll Number: 59-12-020-002-08001-0000

**MPAC  
RECEIVED  
OCT 03 2017  
FORT FRANCES**

**Minutes of Settlement  
2017 Tax Year  
Results of Request for Reconsideration  
Property Assessment Notice**



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

HEATHER ROBIN GUSTAFSON  
509 VICTORIA AVE UNIT B  
FORT FRANCES ON P9A 2C5

**Contact Us**



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



Email: enquiry@mpac.ca

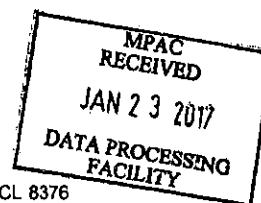


Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

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

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

Owner name(s) HEATHER ROBIN GUSTAFSON  
Roll number 59-12-020-002-13300-0000  
Property location and description 509 VICTORIA AVE  
PLAN M70 BLK 3 LOT 3 S PT LOT 2 PCL 8376  
Municipality/Local taxing Authority Town of Fort Frances



**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$158,000	\$200,000	\$168,500	\$179,000	\$189,500	\$200,000
Total	\$158,000	\$200,000	\$168,500	\$179,000	\$189,500	\$200,000

**RECOMMENDED change to your Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$158,000	\$171,000	\$161,250	\$164,500	\$167,750	\$171,000
Total	\$158,000	\$171,000	\$161,250	\$164,500	\$167,750	\$171,000

**Why your property assessment changed**

- Adjustment based on similar properties
- Updated structure data

To complete your Request for Reconsideration, please complete the back of this form.



**What this change means to you**

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2017 to 2020 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

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

OR

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by April 12, 2017.

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



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

We must receive your response no later than February 26, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Heather R Gustafson</i>	Print name <i>Heather R Gustafson</i>	Date (yyyy/mm/dd) <i>2017/01/16</i>
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Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/01/12
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Objection by Municipality or Local Taxing Authority May 3, 2017

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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**PLEASE NOTE:** MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-020-002-13300-0000

**Minutes of Settlement  
2017 Tax Year  
Results of Request for Reconsideration  
Property Assessment Notice**



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

1578289 ONTARIO LTD  
RMB 3  
RR 1  
FORT FRANCES ON P9A 3M2

**Contact Us**



Call: 1 866 296-MPAC (6722)  
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Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

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for assistance.

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**Owner name(s)** 1578289 ONTARIO LTD

**Roll number** 59-12-020-008-01500-0000

**Property location and description** 213 SECOND ST E  
PLAN M68 BLK 2 E25FT LOT 3 PCL 2-3-2

**Municipality/Local taxing Authority** Town of Fort Frances

**CURRENT Property Assessment**

**Property  
Classification**

**Current Value Assessed**

	2012	2016
Commercial (CT)	\$40,000	\$57,000
<b>Total</b>	<b>\$40,000</b>	<b>\$57,000</b>

**Property  
Classification**

Effective date: January 01, 2017  
Phase-in Assessment for Taxation Years

	2017	2018	2019	2020
Commercial (CT)	\$44,250	\$48,500	\$52,750	\$57,000
<b>Total</b>	<b>\$44,250</b>	<b>\$48,500</b>	<b>\$52,750</b>	<b>\$57,000</b>

**RECOMMENDED Property Assessment**

**Property  
Classification**

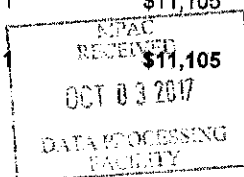
**Current Value Assessed**

	2012	2016
Commercial: Vacant land (CX)	\$8,421	\$12,000
<b>Total</b>	<b>\$8,421</b>	<b>\$12,000</b>

**Property  
Classification**

Effective date: January 01, 2017  
Phase-in Assessment for Taxation Years

	2017	2018	2019	2020
Commercial: Vacant land (CX)	\$9,316	\$10,211	\$11,105	\$12,000
<b>Total</b>	<b>\$9,316</b>	<b>\$10,211</b>	<b>\$11,105</b>	<b>\$12,000</b>



**Why your property assessment changed**

- Structure(s) demolished
- Adjustment to lot size

**What this change means to you**

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2017 to 2020 property taxes. MPAC will introduce **any increase** in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make **any decrease** in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

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

OR

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by December 18, 2017.

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

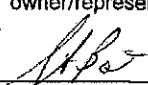


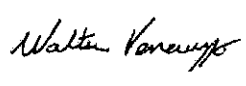
Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

We must receive your response no later than November 03, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name STEVE BUEL	Date (yyyy/mm/dd) 2017/09/22
---	--------------------------	---------------------------------

Signature of MPAC representative 	Print Name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/09/19
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**Objection by Municipality or Local Taxing Authority**

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: January 4, 2018

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

Tax Year: 2017 Roll Number: 59-12-020-008-01500-0000

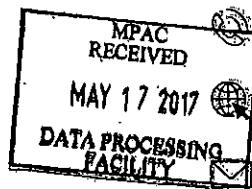
**Minutes of Settlement  
2017 Tax Year  
Results of Request for Reconsideration  
Property Assessment Notice**



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

KATHERINE DEBRA BURNS  
1014 SCOTT ST  
FORT FRANCES ON P9A 1J5

**Contact Us**



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

Email: enquiry@mpac.ca

Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

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

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

**Owner name(s)** KATHERINE DEBRA BURNS

**Roll number** 59-12-030-005-01200-0000

**Property location and description** 1014 SCOTT ST  
PLAN SM48 LOT 118 TO 119 PCL 118-1, 119-1 SEC SM 48

**Municipality/Local taxing Authority** Town of Fort Frances

CURRENT Property Assessment			Effective date: January 01, 2017			
Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$64,000	\$93,000	\$71,250	\$78,500	\$85,750	\$93,000
Total	\$64,000	\$93,000	\$71,250	\$78,500	\$85,750	\$93,000

RECOMMENDED Property Assessment			Effective date: January 01, 2017			
Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$64,000	\$73,000	\$66,250	\$68,500	\$70,750	\$73,000
Total	\$64,000	\$73,000	\$66,250	\$68,500	\$70,750	\$73,000

Why your property assessment changed

- Adjustment based on similar properties
- Updated structure data

To complete your Request for Reconsideration, please complete the back of this form.

**What this change means to you**

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:



I accept my recommended assessment

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

OR



I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by July 24, 2017.

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



Email: [enquiry@mpac.ca](mailto:enquiry@mpac.ca)



Write: MPAC, P.O. Box 9808  
Toronto, ON M1S 5T9

We must receive your response no later than June 09, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Katherine Burns</i>	Print name KATHERINE BURNS	Date (yyyy/mm/dd) May 04/17
--	-------------------------------	--------------------------------

Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/04/25
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**Objection by Municipality or Local Taxing Authority**

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: January 4, 2018

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

Tax Year: 2017 Roll Number: 59-12-030-005-01200-0000



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/106**

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

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: October 17, 2017**

**SUBJECT: Royal Canadian Legion Manitoba/NW Ontario Command  
Advertising**

---

**BACKGROUND**

At the October 10, 2017 Council Meeting the letter received from the Royal Canadian Legion Manitoba/NW Ontario Command requesting advertising consideration in the printing of the "Military Service Recognition Book" was referred to the Administration & Finance Executive Committee for recommendation.

This book is designed to recognize and honour many of Manitoba/NW Ontario's brave Veterans on an individual basis who have served our Country so well. The publication is intended to help the legion in their role as the "Keepers of Remembrance".

A rate sheet is enclosed for consideration of levels of advertising.

**RECOMMENDATION**

The Administration and Finance Executive Committee recommends that Council support the advertisement request from the Royal Canadian Legion Manitoba/NW Ontario Command by placing a 1/10 Page (Business Card) size advertisement in the "Military Service Recognition Book".

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to support the advertisement request from the Royal Canadian Legion Manitoba/NW Ontario Command by placing a 1/10m Page (Business Card) size advertisement in the "Military Service Recognition Book".

**Lisa Slomke**

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**From:** John Richards <jrichards@campaign-office.com>  
**Sent:** Tuesday, September 26, 2017 1:43 PM  
**To:** Lisa Slomke  
**Subject:** Manitoba / NW Ontario Command of the Royal Canadian Legion "Military Service Recognition Book"  
**Attachments:** rates09.pdf

Hello Mayor & Council

Thank you for taking a moment to talk with me today. Here is the information you have requested regarding our the **9th Annual "Military Service Recognition Book"**. This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches including the Fort Frances Branch and your local members will distribute it to public waiting rooms and schools so the younger generation never forgets the sacrifice of our Veterans. It will also be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. **The Military Service Recognition Book** is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

We would like to extend an invitation to **TOWN OF FORT FRANCES** to show its support to our Veterans through a **support/thank you advertisement** in our Book. Our most popular size ad has always been the quarter page colour, this allows space for thanking our veterans for their service and sacrifice, along with recognizing your own company.

Every year, we recognize about 5-10 local Veterans from Fort Frances that served. Examples of local names: James A (Jim) Birt WWII, Maurice Thomas Godin WWII, Don C Kerr WWII, Merdo Krawchuk WWII, Arthur F. Scheirer Special Duty Area, Colin A H Campbell WWII.

We do have a lot of Township's, Municipalities and Town's closer to your area that are helping with this and we hope you could be part of a beautiful project too.

If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email.

Thank you again for your consideration.

Sincerely,

***John Richards***

**Manitoba / NW Ontario Command of the Royal Canadian Legion**

**Campaign Office**

**Web Site: [www.mbnwo.ca](http://www.mbnwo.ca)**

**Ad copy to [mbcl@fenety.com](mailto:mbcl@fenety.com)**

**1-855-559-5056**







## The Royal Canadian Legion Manitoba/NW Ontario Command

### *“Military Service Recognition Book”*

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Manitoba/NW Ontario Command** and the local **Veterans**. Please consider this our written request for your support as per our recent telephone conversation.

Our **Command** is very pleased to be printing our **“Military Service Recognition Book”**, which is designed to recognize and honour many of **Manitoba/NW Ontario’s** brave **Veterans** on an individual basis who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This publication will go a long way to help our Legion in our role as the **“Keepers of Remembrance”**.

It will be distributed to school and university libraries, Legion branches, and many other public facilities in Manitoba and NW Ontario.

We would like to have your organization’s support for this milestone project of our **Manitoba/NW Ontario Command Legion**, by purchasing an advertisement space in our **“Military Service Recognition Book”**. Proceeds raised from this important project will allow us to make this unique publication available throughout the Province and will also benefit the many ongoing community activities of our Legion Command including **Scholarships, Youth Sponsored Programs** and, of course, our ongoing tireless support for **Manitoba/NW Ontario’s Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be sincerely appreciated. For further information please contact our **Manitoba/NW Ontario Command Military Service Recognition Book Office** toll free at **1-855-559-5056**.

**Thank you for your consideration and/or support.**

Sincerely,

**Ronn Anderson**  
**President**  
**The Royal Canadian Legion Manitoba/NW Ontario Command**



**The Royal Canadian Legion  
Manitoba/NW Ontario Command  
“Military Service Recognition Book”  
Advertising Prices**

<b><u>AD SIZE</u></b>	<b><u>PRICE</u></b>	<b><u>GST</u></b>	<b><u>TOTAL</u></b>
Full Color Outside Back Cover	\$1,495.24	+ \$74.76	= \$1,570.00
Inside Front/Back Cover (Full Colour)	\$1,295.24	+ \$64.76	= \$1,360.00
2 Page Full Colour Spread 15.25x9.735	\$1,990.48	+ \$99.52	= \$2,090.00
Full Page (Full Colour) 7x4.735	\$995.24	+ \$49.76	= \$1,045.00
Full Page 7x9.625	\$795.24	+ \$39.76	= \$835.00
½ Page (Full Colour) 7x4.735	\$595.24	+ \$29.76	= \$625.00
½ Page 7x4.735	\$495.24	+ \$24.76	= \$520.00
¼ Page (Full Colour) 3.375x4.735	\$395.24	+ \$19.76	= \$415.00
¼ Page 3.375x4.735	\$295.24	+ \$14.76	= \$310.00
1/10 Page (B/Card Full Colour) 3.375x1.735	\$223.81	+ \$11.19	= \$235.00
1/10 Page (Business Card) 3.375x1.735	\$195.24	+ \$9.76	= \$205.00

**G.S.T. Registration # 107933665RT0001**

All typesetting and layout charges are included in the above prices.

A complimentary copy of the Military Service Recognition Book will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.



**PLEASE MAKE CHEQUE PAYABLE TO:**

MB/NW Ontario Command  
The Royal Canadian Legion  
(MB RCL)  
P.O.Box 1967 Stn. Main  
Winnipeg, MB R3C 3R2  
Tel (Toll Free): 1-855-559-5056



October 18, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Church Street Sanitary Sewer Study**

---

At the June 12, 2017 meeting of Council, direction was given to study the sanitary sewer catchment feeding into the Church Street Lift station as well as the discharge and main system to the White Pine Lift Station. Quotations were solicited from engineering firms to carry out this work. Hatch Corporation of Thunder Bay was retained to complete this study.

The scope of works was:

1. Review flow and pump records from the White Pine and Church Street Lift Stations as well as the lift station report.
2. Complete flow calculations on the existing system as well as the proposed development worst case to determine loading.
3. Review I&I study and CCTV data to evaluate the cause of the high wet weather flows
4. Conduct a survey of the neighboring property owners to determine sump pump connections and evestrough connection.
5. Review data obtained during the 2014 flood event.
6. Complete any flow monitoring or other investigations that may be required to develop a full understanding of this area.

Through July and August, Hatch completed these works to understand the system in this area and how it behaves during high rainfall events.

Attached to this report you will find the final report submitted by Hatch Corporation on October 2, 2017 outlining the findings through the study being:

1. There is no evidence of a major source of surface inflow into the sanitary sewer system in the Church Street Pumping Station.
2. A back-up or surcharge in the Minnie Avenue sewer could result in back flow into the Church Street Pumping Station through the overflow pipe of MH S03011 (Church Street and Minnie Avenue) as there is no isolation valve or check valve on this pipe.
3. The size and configuration of the manhole at Scott Street and Minnie Avenue (MH S03006) can cause back-up in the sewer on Minnie Avenue south of Scott Street during moderate and heavy flows.
4. The configuration of the manhole at the intersection of Minnie Avenue and Nelson Street could result in backflow into the Church Street Pumping Station drainage shed in the event of a back-up or surcharge in the Minnie Avenue sewer.
5. Calculations indicate that the Church Street Pumping Station should have adequate capacity for the flow from this area even with a generous infiltration allowance.

6. The sewer on Scott Street from Minnie Avenue to Butler Avenue does not appear to have adequate capacity to accommodate the flow that was experienced during the 2014 event when one considers that 350 US gpm of flow was taken out of the system through by-pass pumping.

7. The White Pine Pumping Station does not appear to have adequate capacity to accommodate the flow that was experienced during the 2014 event when one considers that 350 US gpm of flow was taken out of the system by by-pass pumping.

Further it was determined early that the direct connection of weeping tile to the sanitary sewer service laterals is likely a contributing factor to the wet weather flows, however mitigation of this situation is extremely difficult and costly to the homeowner, further this situation is not secluded to these houses and is a main cause of infiltration and inflow to the entire sanitary sewer system. The overall conclusion that was drawn from this investigation was that the bypass pumping activities that were carried out by the Town crews during the 2014 flood event, if not conducted at the locations they were, would have been required further downstream through the system.

From the conclusions drawn through the study, several recommendations with cost estimates were provided for consideration by the Town to help alleviate the flood risk in this area, which are summarized below:

1. Install an isolation valve or check valve on the overflow pipe from the Church Street Pumping Station to prevent backflow during high flow periods in the Minnie Avenue sewer. Estimated cost \$10,000.
2. Install an additional manhole at the intersection of Minnie Avenue and Nelson Street to separate the Church Street Pumping Station drainage shed from the Minnie Avenue sewer. Estimated cost \$10,000.

The above two items would allow development of the vacant lands at Minnie Avenue and Nelson Street and Nelson Street and Williams Avenue to proceed with minimal impact from high rainfall events and high flows in the sewer system. However, development on those properties should be slab-on-grade construction (i.e. no basements).

3. Reconfigure the manhole at Scott Street and Minnie Avenue to provide better hydraulics and reduce the potential for back-up in the Minnie Avenue sewer south of Scott Street. Estimated cost \$50,000.
4. Carry out a review of the White Pine Pumping Station drainage shed to look for controllable sources of surface inflow into the sanitary sewer system. Estimated cost \$50,000.
5. Investigate increasing the capacity of the sewer on Scott Street the White Pine between Minnie Avenue and Butler Avenue to accommodate the additional flow during high flow events (nominal increase in capacity of 350 US gpm (22 l/s). Estimated cost \$5,000.
6. Investigate increasing the capacity of the White Pine Pumping Station (larger pumps) or permanent emergency pump. This exercise will also need to consider the impact on the sewer downstream of the discharge point and review of the capacity of the Scott Street sewer. Estimate cost \$25,000.

7. Review the White Pine SPS drainage shed for possible downspout connections.
8. Maintain the by-pass pumping procedure for implementation as warranted during heavy rainfall events until such time as sewer and pumping station capacity is increased.

From these 8 recommendations the first two are suggested to be completed prior to the further development of this area and should be considered in the 2018 Capital budget. The sanitary manhole at Scott Street and Minnie avenue is a major contributor to the backflow up Minnie Avenue under dry flow conditions and more severely under wet weather flows. Further with the revitalization of Scott Street from Colonization Road East to Butler Avenue on the horizon in the coming years, the investigation in the Scott Street sewer capacity and impacts to the White Pine Lift Station should also be considered.

Out of these recommendations Administration recommends the following:

1. That Council accept the report dated October 2, 2017 by Hatch Corporation Thunder Bay on the East End Sanitary Sewer Study, and
2. That Recommendations 1, 2, 3, 5 and 6 be brought forward through the 2018 Capital Budget for consideration.

Respectfully Submitted



Travis Rob, EIT

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

- 1. That Council accept the report dated October 2, 2017 by Hatch Corporation Thunder Bay on the East End Sanitary Sewer Study, and**
- 2. That Recommendations 1, 2, 3, 5 and 6 be brought forward through the 2018 Capital Budget for consideration.**

Manager of Operations and Facilities

2017OctSanitarySewerStudyChurchStreet



# **TOWN OF FORT FRANCES**

## **East End Sanitary Sewer Study**

### **Final Report**

**HATCH**

**HATCH CORPORATION**  
Unit 101-973 Balmoral Street  
Thunder Bay, Ontario, P7B 0E2  
P: (807) 623-3449  
F: (807) 623-5925



Hatch Corporation  
Unit 101-973 Balmoral Street  
Thunder Bay, Ontario, Canada P7B 0E2  
Tel: +1 (807) 623-3449 Fax: +1 (807) 623-5925 www.hatch.com

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October 2, 2017

H-354684

Town of Fort Frances  
320 Portage Ave  
Fort Frances ON P9A 3P9

**Attention: Travis Rob**

**Subject: East End Sanitary Sewer Study**

---

The following is our report on the review of the sanitary sewer system in the south easterly portion of the Town (Church Street, Nelson Street, Minnie Avenue, Williams Avenue area) with respect to flooding which occurred during the major rainstorm event in June of 2014.

During the field review we did not identify any significant sources of direct inflow into the sanitary sewer system but did note some field conditions that contributed to a back-up in the Church Street Pumping Station drainage shed. The flow data and flooding that occurred suggests that the White Pine and Church Street Pumping Stations were simply overwhelmed by the flow and the most probable source was through the weeping tile in the residences and businesses.

Minor remedial work in manholes on Minnie Avenue will isolate the Church Street Pumping Station drainage shed from the rest of the system to help protect the area. However issues still exist with the Scott Street sewer and White Pine Pumping Station that require further review. Until these are resolved it will still be necessary to implement by-pass pumping during heavy rainfall events.

We thank you for the opportunity to be involved in this Study and will be pleased to discuss the report further with you at your convenience.

Yours truly,

A handwritten signature in blue ink, appearing to read "Rob Marasco".

Rob Marasco  
Principal Project Manager

A handwritten signature in blue ink, appearing to read "Gerald Buckrell".

Gerald Buckrell, P. Eng.  
Senior Project Engineer

GB:ks

Cc

Encl.

---

H-354684



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## 1. Introduction

Between June 12 and June 15, 2014, the Fort Frances area experienced a significant rainfall event which resulted in flooding in the sanitary sewer system and some basements in the Church Street, William Avenue, Nelson Street and Minnie Avenue area as well as other areas of Town. To alleviate the flooding in the Church Street area the town staff setup temporary pumps at Church Street and Minnie Avenue and First Street East and Minnie Avenue to pump from the sanitary sewer into the adjacent storm sewers. This temporary pumping was effective in lowering the water level in the sanitary sewer to eliminate the flooding. By-pass pumping was also done adjacent to the overpass on Colonization Road East.

The homes that experienced flooding were predominantly in the area served by the Church Street pumping station. Additional development is being contemplated in this area and the Town initiated this Study to look at the area, try to determine the causes of the flooding and suggest remedial work to eliminate the causes or deal with the additional flow.

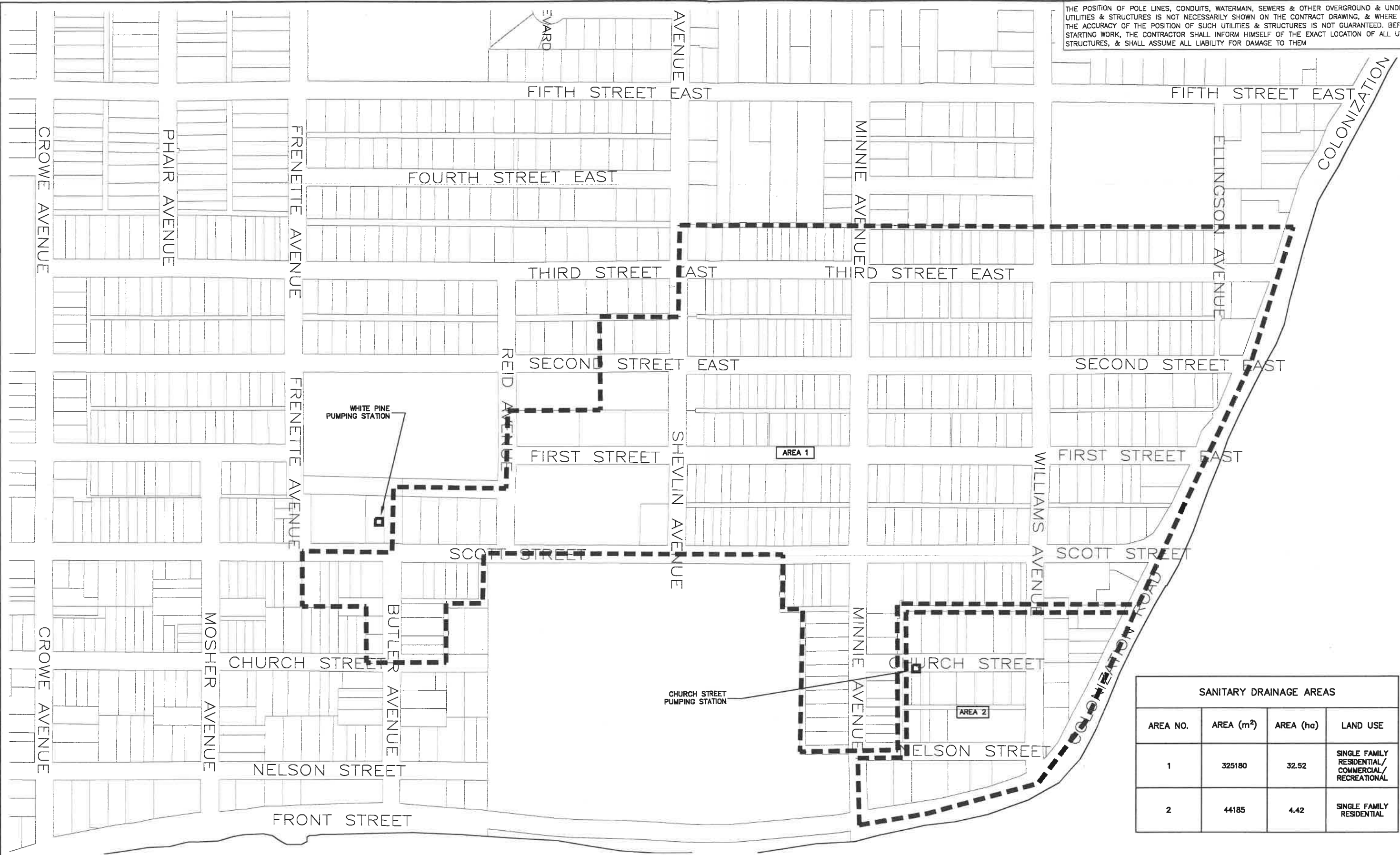
**Drawing A1-354684-D1** illustrates the locations of the Church Street and White Pine Pumping Stations and their respective drainage areas.

## 2. Scope of Work

The scope of work proposed for the study was to:

- ◆ Review recent CCTV reports for the sewers in the area.
- ◆ Review pumping station and rainfall records.
- ◆ Conduct a visual survey of the Church Street area including sewer manholes to look for obvious signs of inflow (i.e. manholes in drainage paths, possible downspout connections, sinkholes).
- ◆ Carry out home inspections and discuss flood related issues with the homeowners (sump pump discharges, check valves, flood experience).
- ◆ Analyse flow data from the pumping stations to try to characterize the excess flow as inflow or infiltration.
- ◆ Identify deficiencies and problem areas.
- ◆ Make recommendations on remedial work to help alleviate sanitary sewer flooding in the study area.

THE POSITION OF POLE LINES, CONDUITS, WATERMAIN, SEWERS & OTHER OVERGROUND & UNDERGROUND UTILITIES & STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWING, & WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES & STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL UTILITIES & STRUCTURES, & SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM



SANITARY DRAINAGE AREAS			
AREA NO.	AREA (m <sup>2</sup> )	AREA (ha)	LAND USE
1	325180	32.52	SINGLE FAMILY RESIDENTIAL/ COMMERCIAL/ RECREATIONAL
2	44185	4.42	SINGLE FAMILY RESIDENTIAL

<p>  -PROPOSED STORM SEWER   -PROPOSED STORM MANHOLE   -PROPOSED STORM CB   -DRAINAGE AREAS </p>	<p>  -EXISTING STORM SEWER   -EXISTING STORM MANHOLE   -EXISTING STORM CB </p>	<table border="1"> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>ISSUED FOR FINAL REPORT</td><td>09/29/17</td><td>CM/GB</td></tr> <tr><td>A</td><td>ISSUED FOR 1ST CLIENT REVIEW</td><td>.</td><td>.</td></tr> <tr> <th>No.</th><th>Revision</th><th>Date</th><th>Initial</th></tr> </table>													B	ISSUED FOR FINAL REPORT	09/29/17	CM/GB	A	ISSUED FOR 1ST CLIENT REVIEW	.	.	No.	Revision	Date	Initial	Approved	DRAINAGE PLAN	TOWN OF FORT FRANCES	<h1>HATCH</h1>
B	ISSUED FOR FINAL REPORT	09/29/17	CM/GB																											
A	ISSUED FOR 1ST CLIENT REVIEW	.	.																											
No.	Revision	Date	Initial																											
					WHITE PINE LIFT STATION AND CHURCH STREET LIFT STATION	EAST END SANITARY SEWER STUDY	Scale NTS Drawn By CM Ckd. By GB Dwg. No. A1-354684-D1 Date SEPTEMBER 2017 Rev. B																							

### 3. Analysis

#### 3.1 Chronology

The first storm event started around 8:30 pm on June 11, 2014 and continued intermittently until 1:00 pm on June 12, 2014. A total of 5.6" (142 mm) of rain fell during this period.

Reports of basement flooding in the Church Street, Minnie Avenue, Nelson Street area began to come in and the Public Works Department setup one pump at the intersection of Minnie Avenue and Nelson Street to pump from the sanitary sewer into the storm sewer. This was not having much effect so a second pump was setup at 2:36 pm. This was still not having a significant effect so a third pump was setup at First Street East and Minnie Avenue at 5:58 pm. This was having a very positive effect so one pump at Minnie Avenue and Nelson Street was shut down at 6:30 pm and the second pump at 10:00 pm. The pump at Minnie Avenue and First Street East operated over night and was shut down at 8:40 am on the morning of June 13, 2014. An estimated volume of 2276 cubic metres was pumped from the sanitary sewer into the storm sewer during this period. **Figure 1** shows the by-pass pumping locations.

Rain started again around midnight on June 13, 2014 and continued until 4:00 pm on June 15, 2014. A total of 4.7 inches (119 mm) of rain fell during this period. Temporary by-pass pumps were again setup at Church Street and Minnie Avenue at 1:47 pm and First Street East and Minnie Avenue at 2:17 pm on June 15, 2014. The Church Street pump was shut down at 5:53 pm on June 15, 2014 and the pump at First Street East and Minnie Avenue continued to operate until 4:05 pm on June 16, 2014. The volume of sewage pumped during the period was estimated to be 2051 m<sup>3</sup>.

The chronology on the following page provides a more detailed breakdown of the rainfall and the pumping installations and a bar chart illustrates the rainfall pattern for the 5-day period. There were essentially two rainfall events separated by 35 hours with no rainfall. At the time, it was not clear why the pumping was so much more effective at the Minnie Avenue and First Street East location and a review of this is part of this Study. By-pass pumping was also implemented near the Mill Road overpass on the sewer from Couchiching First Nation during this period to relieve flooding in other parts of the sanitary sewer system.



Town of Fort Frances

East End Sanitary Sewer Study

### Storm Chronology

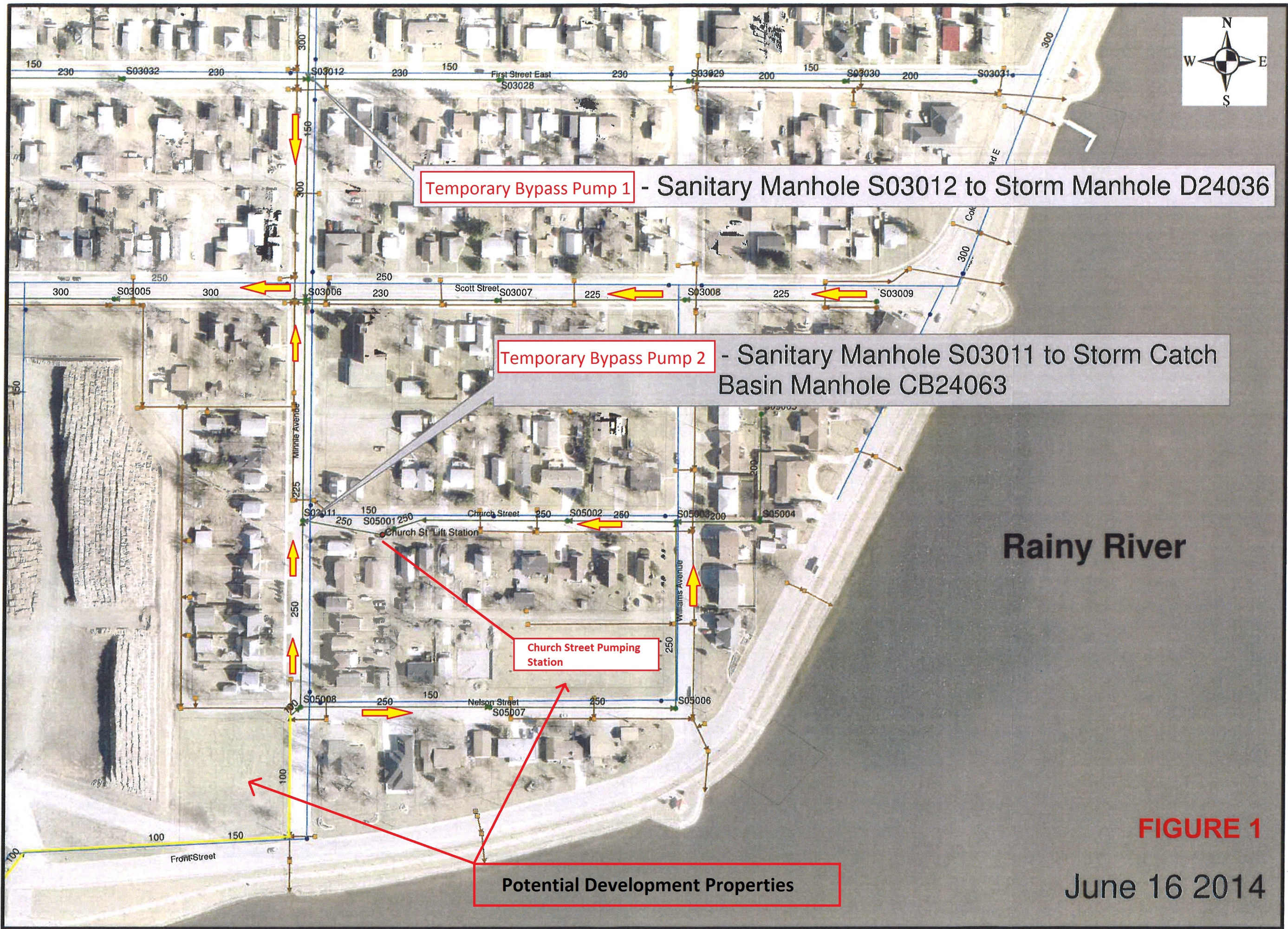
Date	Time	Detail
June 11, 2014	2038-2055 2243-2355	0.76" rain 1.1" rain
June 12, 2014	0155-0555 0613-0755 0955-1255 1255-2400 1255 1436 1758 1830 2200	2.01" rain 1.07" rain 0.62" rain No rain One bypass pump in service at Minnie & Nelson Second pump in service at Minnie & Nelson One pump in service at Minnie & First Shut off one pump at Minnie & Nelson Shut off second pump at Minnie & Nelson
June 13, 2014	0000-2400 0840	No rain Shut off pump at Minnie & First (volume pumped 2226 m <sup>3</sup> )
June 14, 2014	0000-1916 1916-1955 2000-2100 2100-2400	0.65" rain 0.49" rain 0.29" rain 0.48" rain
June 15, 2014	0000-0900 0900-1055 1055-1200 1200-1255 1255-1355 1347 1417 1355-1731 1733 1731-2400	0.11" rain 0.82" rain 1.32" rain 0.28" rain 0.07" rain Set up one pump at Church & Minnie Set up one pump at First & Minnie 0.22" rain Shut down pump at Church & Minnie 0.02" rain
June 16, 2014	000-1555 1605 1555-2400	No rain Shut down pump at First & Minnie (volume pumped 2015 m <sup>3</sup> ) No rain

October 2, 2017

H-354684

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**FIGURE 1**

June 16 2014





### 3.2 *Review of CCTV Inspection Video*

The Town of Fort Frances had completed CCTV inspections of some of the sanitary sewers in the area and these were reviewed to determine whether there are any conditions that might contribute to high flows.

◆ Scott Street from Minnie Avenue to Butler Avenue	June 2015
◆ Nelson Street from Minnie Avenue to Williams Avenue	June 2013
◆ Church Street from Minnie Avenue to Williams Avenue	June 2013
◆ Minnie Avenue from Scott Street to Nelson Street	June 2013
◆ Williams Avenue from Church Street to Nelson Street	June 2013
◆ Easement east of Williams Avenue at Church Street	June 2013

There were no conditions in these videos that indicated a significant potential for infiltration. There were several locations with calcified joints and minor drips and trickles but overall the system appeared quite tight.

### 3.3 *Visual Survey*

A visual survey of the area was done to look for possible sources of inflow into the sewer system. These would include manhole covers sitting in areas that might flood during a storm, potential downspout connections and sink holes. This survey also included a check of the manholes to look for leaks or other deficiencies.

Most manholes are located in the roadway where potential for inflow is minimal. The following issues were noted.

**MH S05001** (adjacent to the Church Street to Pumping Station) is located in the gutter line and water was observed flowing into the lift holes during the inspection. The inflow is not significant in volume but consideration should be given to changing the cover to a waterproof style.

**MH S05004** (east of Williams Avenue along the extension of Church Street) appears to be under a garden shed so could not be evaluated.



**MH S05003 (Church Street and Williams Avenue)** a significant flow was observed in this manhole coming from the east (from direction of MH S05004). There was a no video of this run of sewer. The video that was identified for this in the information package was for another unknown location. The proper video should be located and reviewed or re-televised to try to determine the source of the flow.

**MH S03011 (Church Street and Minnie Avenue)** is the discharge point for the overflow pipe and forcemain from the Church Street pumping station. The slope of the sewer on Minnie Avenue is quite flat here and, during the inspection, we noted that the discharge from the pump was flowing south as well as north. The overflow pipe is located very close to the bottom of the manhole.

Under normal conditions these conditions are not an issue. However, during high flows if there is any backup or surcharge in the pipe on Minnie Avenue between Church Street and Scott Street, there could be back flow into the Church Street pumping station. This would result in pumped flow from the station essentially going around in a circle and potentially cause flooding in the Church Street Pumping Station drainage shed. Consideration should be given to installing a check valve or manual gate valve on the overflow pipe.

**MH S03006 (Scott Street and Minnie Avenue).** This manhole has pipes coming into it from the north, south and east and one pipe flowing west along Scott Street. It is a small manhole (1200 mm diameter) for this many pipes and it is not benched very well so there is a lot of turbulence.

During our inspection, there was a substantial flow from the north and it was obvious that this flow was overwhelming the flow from the south and causing a backup in the sewer along Minnie Avenue toward Church Street. To help alleviate this condition the manhole should be replaced with a much larger one (2100 mm diameter) or three smaller ones so that the hydraulics can be improved to facilitate better flow from the south.

**MH S05008 (Minnie Avenue and Nelson Street).** This manhole is the high point on both the Minnie Avenue and Nelson Street sewers. The pipe running east along Nelson Street flows to the Church Street Pumping Station while the pipe running north along Minnie Avenue flows to Scott Street and the White Pine Pumping Station.



At one time, there was a plug in the pipe running east along Nelson Street but this has been removed to facilitate maintenance. In the event of a significant back-up or surcharge in the Minnie Avenue sewer it is therefore possible that the sewage could flow into the Nelson Street sewer and into the Church Street Pumping Station. This could result in back-up in the Church Street drainage shed as the discharge flow is essentially going around in a circle. The plug should be reinstated or a new manhole installed on Nelson Street east of Minnie Avenue to separate the two drainage sheds.

#### 4. Household Visits

Introductory letters were hand-delivered to 52 homes in the study area. Of these we were able to connect with 21 homeowners to ask questions about their experience during the event and obtain information on how the sump pump and eave trough flow is dealt with on the property. A summary of the observations and comments is presented in the following table

Of the 21 homes visited, 18 had sump pumps with 2 discharging to the sanitary sewer and 16 discharging to the yard. For the two that discharged to the sewer there was a valve on the discharge pipe so the flow could be directed to the yard in the summer and the sewer in the winter. A visual review noted only one house (406 Williams Avenue) where the eave trough downspouts connect to the weeping tile.

Twelve homes have check valves on the sewer connections. At one location (1113 Church Street) the check valve failed during the 2014 event.

#### 5. Rainfall and Pumping Station Flow Analysis

Rainfall data from the International Falls Meteorological Station was reviewed to compare the rainfall pattern to the flow at the pumping stations. The following graphs represent the hourly rainfall from 8 pm on June 11 to noon on June 15 and daily rainfall superimposed on the daily pumped flow from the Church Street and White Pine Pumping Stations. Unfortunately, the SCADA system was not operating properly during this period so more detailed flow data (i.e. hourly) is not available to make a more refined analysis.

From the two pumping stations graphs it is apparent that the increase in the flow at the stations occurs fairly quickly (within 24 hours) after the rain events and decreases quickly as well.



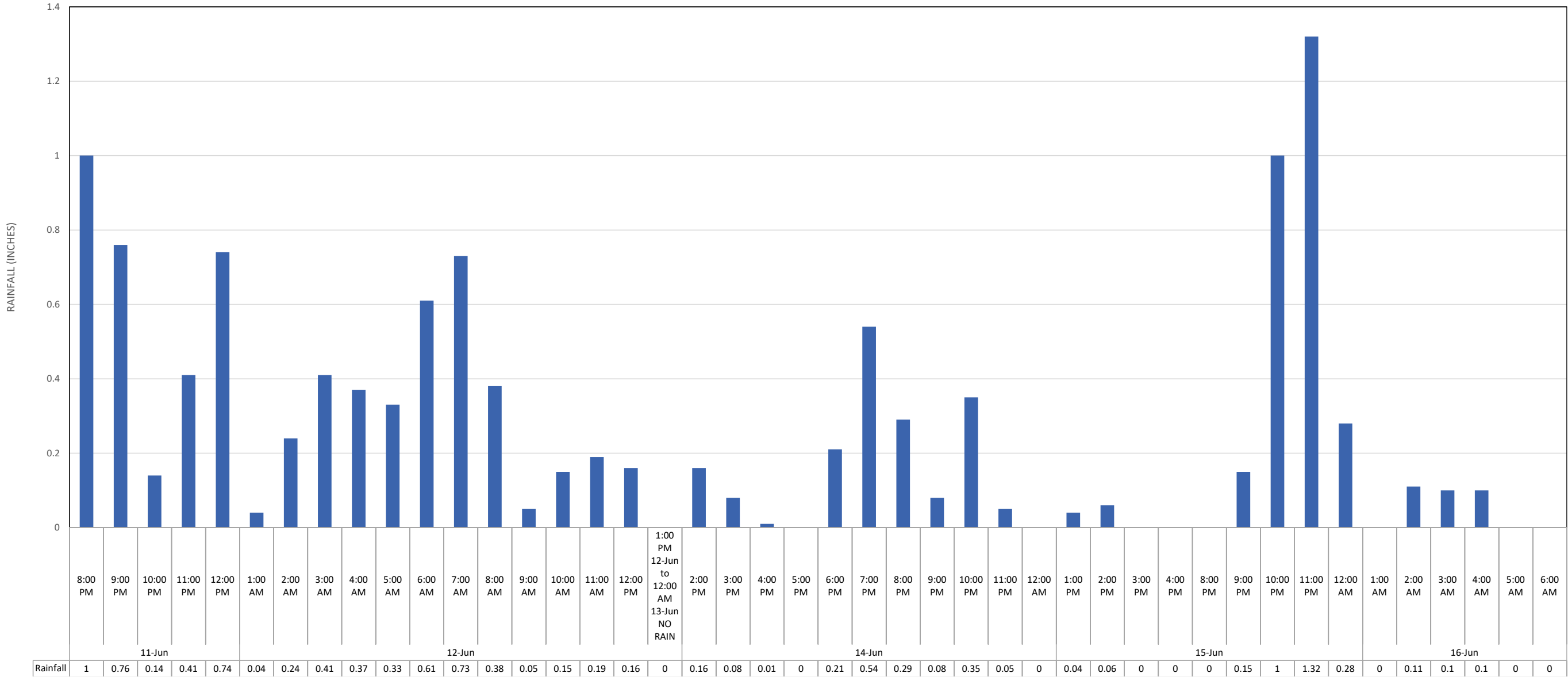
Town of Fort Frances  
East End Sanitary Sewer Studay  
House Questionnaire Summary

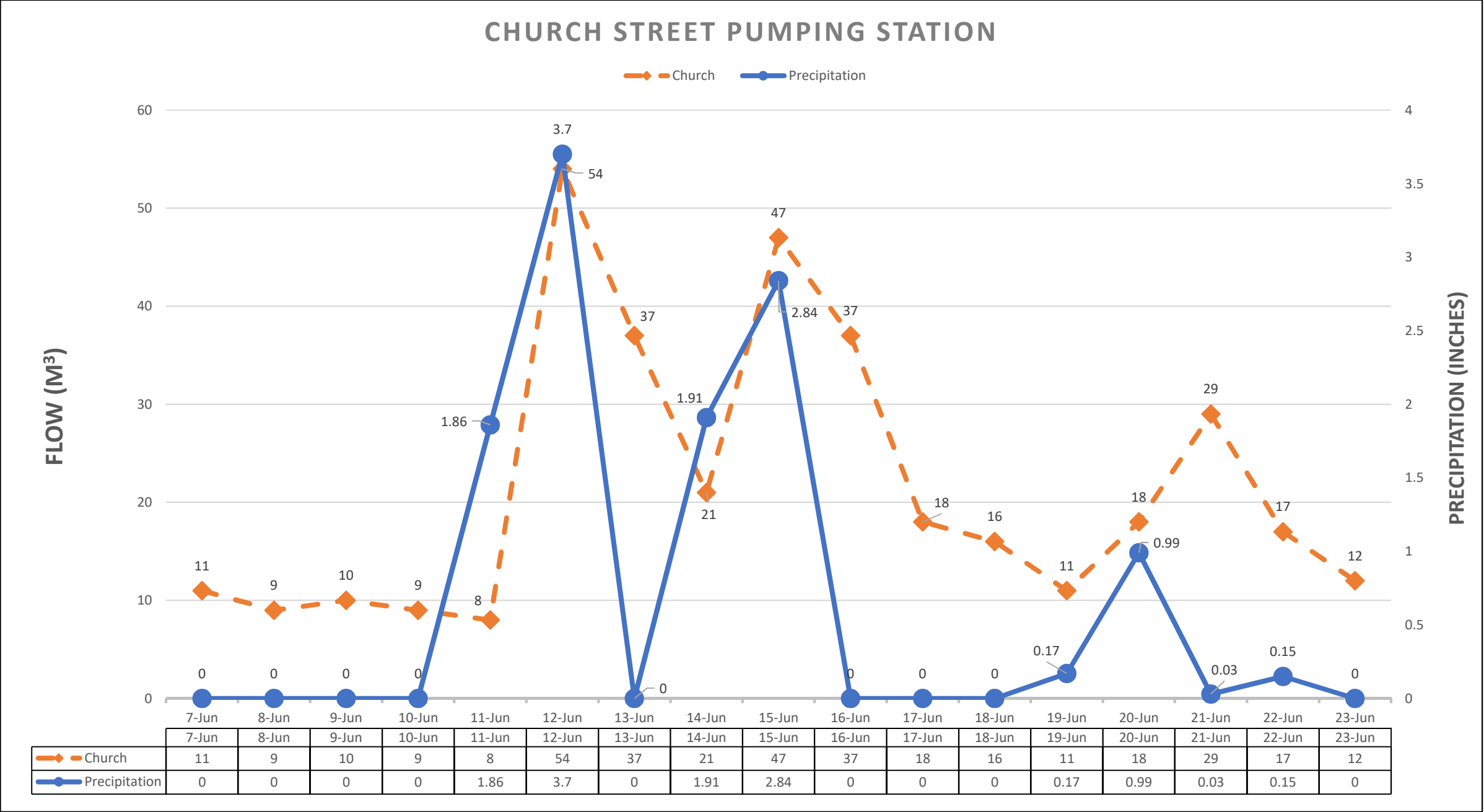
4-Oct-17

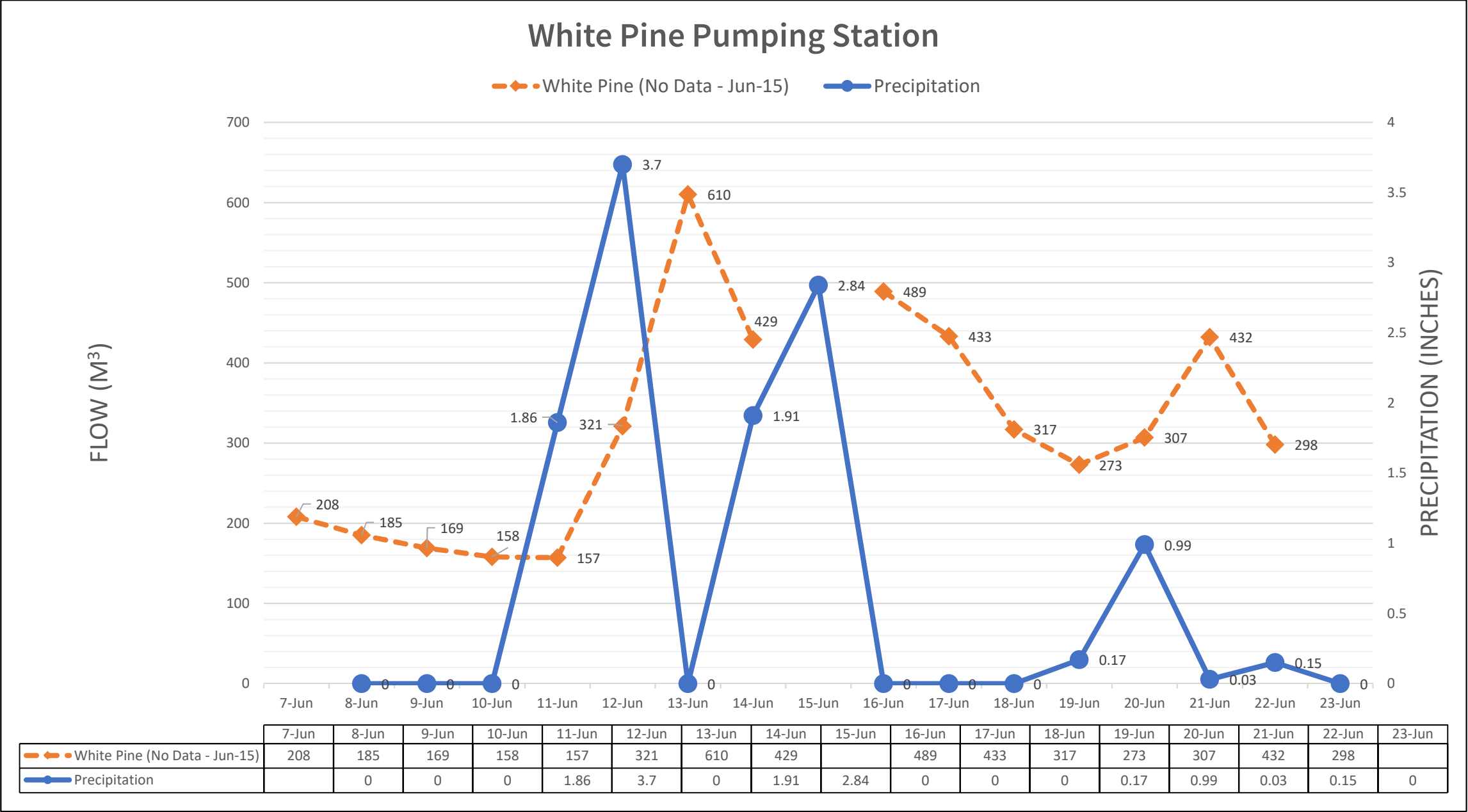
Street	Number	Surveyed (Y/N)	Sump Pit (Y/N)	Discharge Location	Eavestrough discharge	Flooding History	Sewer Check Valve (Y/N)	Weeping Tile Connection (Y/N)	Discharge Location	Notes
Front Street	401	Y	Y	Yard	Yard	None	N	N		
	403	N								Not Home
	405	N								Not Home
	409	Y	Y	Yard	Yard	Twice - 2014 3 Basement Floods	Y	Y	Sump Pit	
Williams Avenue	302	N								Not Home
	306	Y	N	No Basement	Yard	None	N	Unsure		
	308	N								Not Home
	402	Y	Y	Possibly SAN	Yard	Unknown	Unknown	No		Note - Owner didn't allow us into the house, they were unsure where the Sump Pit discharged to
	406	Y	Y	Possibly SAN	Weeping Tile	Minor flooding due to sewage backup, no flooding during major floods	Y	Y		Note - Four rain leaders go into the ground - into weeping tile system
	408	Y	Y	Yard/SAN Sewer	Yard	No Issues, only been there a couple years	Y	Y	Sump Pit	Note - Owner has a two way switch for sump pit, summer goes to the yard, winter to the SAN Sewer
Church Street	1104	Y	Y - Not Used	Yard	Yard					Note - Sump pump not currently hooked up
	1109	Y	Unsure		No eavestrough	None - no Basement	unknown	N		Note - Dugout basement
	1111	N								Not Home
	1113	Y	Y	Yard	Yard	Yes - 2001,2014	Y	N		Note - Owner says he has the deepest basement in the neighbourhood - Blew through his check valve
	1116	Y	Y	Yard	Ground - Street through a weeper	Yes - Lots	unknown	Y		
	1117	N								Not Home
	1118	N								Not Home
	1120	N								Not Home
	1121	Y	Y	Yard/SAN Sewer	Yard	Yes - 2014	Y	Y	Sump Pit	Note - Owner has a two way switch for sump pit, summer goes to the yard, winter to the SAN Sewer
	1126	N								Not Home
	1127	N								Not Home
	1129	N								Not Home
	1130	Y	Y	Yard	Yard	No Issues	Y	Y	Sump Pit	
	1131	N								Not Home
	1132	N								Not Home
Nelson Street	1105	N								Not Home
	1109	N								Not Home
	1110	Y	Y	Yard	Yard	2014	Y	Unknown		Note - Gurgling toilet last summer
	1112	N								Not Home
	1114	Y	Y	Yard	Yard	No Issues	Y	Y	Sump Pit	
	1115	Y	Y	Yard	Yard	Once - 2014	Y	Y	Sump Pit	
	1121	N								Not Home
	1125	N								Not Home
	1129	Y	Y - Two	Yard	Yard	2014	Yes - Didn't work	Y	Sump Pit	
Minne Avenue	302	N								Not Home
	307	N								Not Home
	310	N								Not Home
	311	Y	Y	Yard	Yard	Yes - 2014, others	Y	Y	Sump Pit	
	312	N								Not Home
	305	N								Not Home
	316	N								Not Home
	319	Y	Y	Yard	Yard	Yes - 2014	N	Y	Likely inoperable	
	320	Y	Y	Yard	Yard	2001 - Sewer Backup	Y	Y	Sump Pit	
	323	N								Not Home
	324	Y	Y	Yard	Yard	2014 - Sewage	Y	Unknown		
	327	N								Not Home
	331	N								Not Home
	400	N								Not Home
	404	N								Not Home
	405	Y	Y	Yard	None	None - Half Basement	N	Yes	unknown	
	409	N								Not Home
	411	Y	N		Yard	None	unsure	Yes	Unknown - possibly SAN	

354684

Town of Fort Frances  
East End Sanitary Sewer Study  
Rainfall Record  
(from International Falls Met Station)  
No Rainfall from 1:00pm June 12 to 12:00am June 13









A reaction of this nature is normally considered to be the result of inflow from direct connections to the sewer (though manholes, sump pumps and downspouts) and through weeping tile systems that have a good connection to the surface. The pump flow data is also affected by the by-pass pumping and probable short-circuiting in the Church Street pumping station.

However, when one compares the pump station flows for the period before the storm (June 7-11) with the flow after the storm there is a noticeable and sustained increase in flow which is considered to be due to ongoing infiltration. Both stations also show a flow spike following a rainfall event on June 20 which indicates a fairly direct connection between the ground surface and the sewer system.

Direct connections (downspouts) do not appear to be significant in number in the Church Street SPS drainage shed and, we understand that the general opinion is that there are not many in the White Pine SPS drainage shed either as the Town has aggressively pursued a disconnect policy in the recent past. However, it would be worthwhile to consider another review of this area.

From the somewhat qualitative analysis it appears that the majority of the flow increase is due to the weeping tile connections. Achieving a significant reduction in this flow will be very difficult because of what it will entail. However, an inspection of the homes may identify some opportunities for sump pump installations which could be beneficial.

## 6. Pumping Station Review

### 6.1 Church Street

This station was re-built in 1992 and contains 2 Flygt 3085 MT submersible pumps with Model 438 impellers rated for 12 l/s. The 2005 report by Wardrop noted the flow rate to be in the order of 7 l/s. The impellers were subsequently replaced with a 463 'N' style which according the operating staff are presently performing at 9 l/s.

Theoretical calculations in the Wardrop report estimate the peak dry weather flow be in the order of 2.4 l/s and the peak wet weather flow to be in the order of 9 l/s.

Recent records (August 20-25, 2017) indicate a daily flow volume of approximately 25 cu.m. which represents a daily average flow rate of 0.3 l/s which is approximately half the rate estimated by Wardrop. The station



therefore has ample capacity for the dry weather flow. Past records and comments from the operator indicate that this station has performed well under wet weather conditions with the exception of the June 11, 2014 event.

As discussed earlier the observations during the June 11, 2014 event present a strong indication that the entire system was flooded and the pump station performance was not a factor.

As noted earlier, isolating this station from the rest of the system will be the best way to minimize the impact of wet weather conditions. This will involve the following:

- ◆ Plugging or putting a control valve on the overflow pipe
- ◆ Installing an additional manhole at Nelson Street and Minnie Avenue to separate the Church Street drainage shed from Minnie Avenue System.

However, this will not help the situation on Minnie Avenue which appears to be affected by the hydraulic conditions at the manhole at Scott Street and Minnie Avenue.

## 6.2 *White Pine*

Reports from the 2014 event indicated this station did not appear to be overwhelmed by the high flows that occurred and the trunk sewer on Scott Street was flowing at about 90% full. However, during the peak of the storm, the flow in the sanitary sewer was being relieved by the by-pass pumping at Minnie Avenue and First Street.

The White Pine pumping station, located on Butler Avenue has two 7.5 hp pumps in a dry well/wet well configuration with a published capacity of 47 l/s. The station discharges to the 300-mm diameter gravity sewer at the intersection of Butler Avenue and Gillon Street, approximately 35 m from the station.

The 2005 report by Wardrop estimated the flows to the station to be as follows:

Average dry weather flow	5.36 l/s
Peak dry weather flow	17.11 l/s
Peak wet weather flow	64.69 l/s



The pump capacity based on pump records at the time were estimated to be in the order of 35 l/s. Recent data (August 2017) indicates that the pumps are producing approximately 33 l/s.

During the 2014 event the maximum flow through the station was 610 cu.m. per day (June 13) which represents an average flow rate of approximately 70 l/s. From this it is presumed that both pumps were operating continuously and probably at or near their maximum capability. During this time, the Town was also taking flow out of the sanitary sewer system at a rate of approximately 22 l/s (350 US g.p.m.).

Detailed records on flow rates and water levels in the wet well during the June 2014 events were not available for a better analysis of the performance of the station but the information above suggests that the station would not have been able to keep up with the flow without the by-pass pumping.

The sanitary sewer on Scott Street is clay pipe installed in 1924. The CCTV video inspection done in 2015 indicates that it is in reasonably good condition. The construction drawings of the day show that it is laid at a slope of 0.26% which would give it a theoretical capacity of approximately 50 l/s under non-surcharge conditions.

The conclusion of this basic analysis is that the Scott Street sewer and White Pine Pumping Station did not have the capacity to deal with the June 2014 storm event. This of course is borne out by the fact that by-pass pumping was needed to prevent more intense flooding than did occur.

## 7. Conclusions

Based upon the available records and observations available from the 2014 flood event, observations from earlier reports, CCTV reports and videos and observations from inspections in August 2017 we offer the following conclusions:

- ◆ There is no evidence of a major source of surface inflow into the sanitary sewer system in the Church Street Pumping Station area.
- ◆ A back-up or surcharge in the Minnie Avenue sewer could result in back flow into the Church Street Pumping Station through the overflow pipe of MH S03011 (Church Street and Minnie Avenue) as there is no isolation valve or check valve on this pipe.



- ◆ The size and configuration of the manhole at Scott Street and Minnie Avenue (MH S03006) can cause back-up in the sewer on Minnie Avenue south of Scott Street during moderate and heavy flows.
- ◆ The configuration of the manhole at the intersection of Minnie Avenue and Nelson Street could result in backflow into the Church Street Pumping Station drainage shed in the event of a back-up or surcharge in the Minnie Avenue sewer.
- ◆ Calculations indicate that the Church Street Pumping Station should have adequate capacity for the flow from this area even with a generous infiltration allowance.
- ◆ The sewer on Scott Street from Minnie Avenue to Butler Avenue does not appear to have adequate capacity to accommodate the flow that was experienced during the 2014 event when one considers that 350 US gpm of flow was taken out of the system through by-pass pumping.
- ◆ The White Pine Pumping Station does not appear to have adequate capacity to accommodate the flow that was experienced during the 2014 event when one considers that 350 US gpm of flow was taken out of the system by by-pass pumping.

## 8. Recommendations

- ◆ Install an isolation valve or check valve on the overflow pipe from the Church Street Pumping Station to prevent backflow during high flow periods in the Minnie Avenue sewer. Estimated cost \$10,000.
- ◆ Install an additional manhole at the intersection of Minnie Avenue and Nelson Street to separate the Church Street Pumping Station drainage shed from the Minnie Avenue sewer. Estimated cost \$10,000.

The above two items would allow development of the vacant lands at Minnie Avenue and Nelson Street and Nelson Street and Williams Avenue to proceed with minimal impact from high rainfall events and high flows in the sewer system. However, development on those properties should be slab-on-grade construction (i.e. no basements).

- ◆ Reconfigure the manhole at Scott Street and Minnie Avenue to provide better hydraulics and reduce the potential for back-up in the Minnie Avenue sewer south of Scott Street. Estimated cost \$50,000.





- ◆ Carry out a review of the White Pine Pumping Station drainage shed to look for controllable sources of surface inflow into the sanitary sewer system. Estimated cost \$50,000.
- ◆ Investigate increasing the capacity of the sewer on Scott Street the White Pine between Minnie Avenue and Butler Avenue to accommodate the additional flow during high flow events (nominal increase in capacity of 350 US gpm (22 l/s). Estimated cost \$5,000.
- ◆ Investigate increasing the capacity of the White Pine Pumping Station (larger pumps) or permanent emergency pump. This exercise will also need to consider the impact on the sewer downstream of the discharge point and review of the capacity of the Scott Street sewer. Estimate cost \$25,000.
- ◆ Review the White Pine SPS drainage shed for possible downspout connections.
- ◆ Maintain the by-pass pumping procedure for implementation as warranted during heavy rainfall events until such time as sewer and pumping station capacity is increased.

October 18, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Asset Management Roadmap Project Update**

---

In February of 2017 the Town engaged Public Sector Digest to complete a holistic review and update of the Town's Asset Management Plan and expand the plan to encompass all assets as well as strengthen our asset management practices. Back in May of 2017 Council was presented with a State of Maturity Report and new Asset Management Policy as some of the first steps in strengthening our Asset Management program. Since that time a tremendous amount of work has been completed reviewing, developing and updating our asset databases for inclusion in the overall Asset Management Plan that we will have at the end of this exercise.

In July of 2017 Crystal Tan, a Civil Engineering graduate joined us as for a one-year interim as our Asset Management Coordinator. Attached to this report you will find a project update outlining the works completed so far.

All of this work is being completed to ensure that the Town is compliant with a new Asset Management Regulation that is anticipated to be in place by January 1, 2018 requiring public sector organizations to undertake specific actions relating to Asset Management on an ongoing basis to be eligible for a multitude of funding avenues including the Federal Gas Tax Fund.

As we continue to work through this project and the Asset Management plan continues to take shape other policies and project updates will continue to be brought forward for Council's Consideration.

Respectfully Submitted



Travis Rob, EIT

<b>Council approval of this report is not required as this is provided for information only.</b>
--

Manager of Operations and Facilities

2017OctAMPUpdate

October 12, 2017

Report To: Travis Rob, Manager of Operations and Facilities

From: Crystal Tan, Asset Management Plan Coordinator

**Re: Project Progress Report for the Town of Fort Frances Asset Management Plan**

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**Background**

Council will recall that the Town of Fort Frances engaged Public Sector Digest to update their Asset Management Plan. The Plan provides a life cycle activity analysis for public assets consisting of asset performance, risk and cost. The Asset Management is integrated with Asset Financial Management, which allocates available resource and provide sustainable infrastructure to the community. This report is to present an update on the Town of Fort Frances Asset Management Plan.

As of October 2017, the core infrastructures in the Town of Fort Frances are defined and the asset registry schedule is settled by the Public Works department. The following infrastructure categories will be monitored by the asset management system:

- Road Network
- Facilities
- Water Network
- Storm Network
- Sanitary Sewer Network
- Bridges
- Social Housing
- 

The asset registry for the road surface of the road network was completed and uploaded to the asset management system. The facilities data capture is in progress and site visits will be scheduled in the next few months. Parts of the assets information for water and storm network are available in the asset management database.

**Methodology**

Road Network

The road network inventory data capture tool was provided by the consultant, the road inventory consisted segment location, material, length, road classification, acquisition data and condition data. The segment location, material, length, road classification, acquisition is obtained from existing GIS database and road patrol records. The condition data is obtained from site evaluation.

A subjective test was performed on the Town of Fort Frances road network. Rater evaluates road condition based on the following parameters:

- The riding quality of the pavement surface; and
- The extent and severity of pavement surface distress manifestations.

The riding quality of the pavement is relied on driver's physiological responses and vehicle type. The visual inspection of pavement surface is used to define surface distress manifestations. There are three types of distress manifestations considered in the evaluation, such as surface defects, distortion or permanent deformation and cracking. Combined the above two parameters, the pavement condition will be generated.

There are several steps to evaluate pavement condition:

1. Drive the selected segment at the posted speed limit, assess the pavement functional condition by obtaining the Ride Condition Rating(RCR).
2. After determining the RCR, assess the pavement structural condition by driving over the pavement slowly to obtain distress manifestations. Several stops should be made to examine distress type and severity, photos should be taken for the representative distress type.
3. After capturing the road surface distress, drive the entire segment in two directions slowly, evaluate the pavement shoulder condition based on the shoulder evaluation guide. Take photos for the specific section to represent the shoulder condition.
4. Complete the data capture sheet by recording the Ride Condition Rating(RCR), all observed distress manifestations and shoulder distress manifestation in their appropriate places.

#### Facilities

There are thirty facilities in the Town of Fort Frances that require someone to obtain their asset information. In this stage, the primary asset registry for the Civic Center and Memorial Sport Centre have almost completed. Data will be sent to the consultant and uploaded to the Asset Management system. Meetings will be scheduled between consultant, project coordinator and facility staff, the purpose of these meetings is to discuss types of expected work activities and the operation of the asset management system.

In this phase of data capture, only asset name, location, description and manufacture information will be required.

There are several steps to evaluate facility condition:

1. Walk around the entire facility, split the facility into different sections depend on functional difference.
2. Start from one section, obtain the asset name, location, description, and the manufacturer information. Photo of the asset will be required for further usage and keep as a record of manufacture information.
3. Complete the data capture sheet by recording the asset profile and manufacturer information. Confirm the exiting asset record is matching the actual site inspection.

#### Water Network

The hydrants data are uploaded to the Asset Management System by the consultant, therefore, all hydrants within the town will be monitored by the system.

#### Storm Network

The catchbasin and manhole data is upload to the Asset Management System with asset profile and condition by the consultant.

## Interpretation

### Road Network

Consequence	5	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00	0 Assets - \$0.00
	4	5 Assets 649.14 m \$649.14	22 Assets 7,282.69 m \$7,282.69	16 Assets 4,747.06 m \$4,747.06	6 Assets 1,249.64 m \$1,249.64	2 Assets 214.83 m \$214.83
	3	2 Assets 325.56 m \$325.56	56 Assets 8,402.99 m \$8,402.99	52 Assets 12,574.03 m \$12,574.03	35 Assets 6,009.67 m \$6,009.67	8 Assets 1,273.42 m \$1,273.42
	2	7 Assets 883.91 m \$883.91	37 Assets 5,418.28 m \$5,418.28	89 Assets 12,758.01 m \$12,758.01	29 Assets 4,176.29 m \$4,176.29	9 Assets 1,448.46 m \$1,448.46
	1	0 Assets - \$0.00	0 Assets - \$0.00	2 Assets 176.39 m \$176.39	0 Assets - \$0.00	0 Assets - \$0.00
		1	2	3	4	5
		Probability				

Figure 1-Risk Report for Paved Road

The system generates a risk report based on asset age, condition, MTO class and cost of maintenance. Figure 1 shows the risk distribution of the Paved Roads in the town. Most of the Paved Roads fall in the range of medium risk of failure, none of the Paved Roads in town are in extreme condition. The asset with higher road class has higher potential to failure, which is the major road segment in the road network.



Figure 2-Risk Report for Surface Treatment Road

Figure 2 shows the risk distribution of the Surface Treatment Roads in the town. Most of the Surface Treatment Roads in medium to low risk of failure, the assets fall in the range of higher risk of failure may require road upgrading works to provide a better road service to road users.



Figure 3-Risk Report for Unpaved Road

Figure 3 shows the risk distribution of Unpaved Roads in the town. All Unpaved Roads fall in the range of medium to low risk of failure. 13% of the assets are likely to failure, further maintenance works are required in these assets to improve their service.

The risk report gives a visual representation of assets risk distribution. It helps the Town of Fort Frances to prioritize and optimize asset maintenance program and the capital budget program delivery. To ensure the Town of Fort Frances invest available money and resource on the right asset at the right time.

### **Conclusion**

This report is an update on asset data capture status in the Town of Fort Frances. In this stage, the town finish pavement condition evaluation and data capture, all available data are uploaded to the asset management system. The user can review the risk reports for operation and maintenance needed. The facilities data capture is in processing, the primary asset registry is completed in Civic Centre and Memorial Sport Centre. Staff will review and confirm the asset information before delivery, a discussion for work activity types of the asset will be conducted. Other Assets in the Town of Fort Frances will be captured and uploaded in the asset management system in the future. The Town can use the Asset Management Plan to make the best possible decisions regarding the construction, operation, maintenance, renewal, replacement and disposal of all infrastructure assets. The Plan will help Town of Fort Frances to provide sustainable infrastructure services to the community and the future generation.

Respectfully Submitted

Original Signed By

Crystal Tan

Asset Management Plan Coordinator

October 11, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

**SUBJECT: September 2017 Drinking Water Systems Monthly Summary Report**

Please find attached the September 2017 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

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

Respectfully submitted,  
Operations & Facilities Division

Travis Rob, E.I.T.  
Manager of Operations & Facilities

<b>Council approval of this report will</b> accept the September 2017 report prior to it being made available to the general public.
--

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

03CouncilwaterreportMarch 2015



**September, 2017**

**Monthly Summary Report  
Water Systems**

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

**Dated: October 11, 2017**

### 1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of September 2017 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

A NEW drinking water system at the Airport was put into service August 01, 2017. The system is classified as a Small Drinking Water System, System No. 849N7DGE0 which falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems. The old drinking water system, Airport Groundwater Well Water Works # 26002736 has been decommissioned.

### 2) **Flow Data:**

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

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

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

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

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

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

Water distribution samples taken at the following locations:

- |                       |                       |                        |              |
|-----------------------|-----------------------|------------------------|--------------|
| 1. 1104 Church St.    | 2. 1111 First St. E.  | 3. 525 First St. E.    | 4. W. Tower  |
| 5. 740 Scott St.      | 6. 1036 Victoria Ave. | 7. 901 Wright Ave.     | 8. W. Tower  |
| 9. 1216 Third St. E.  | 10. 425 Nelson St.    | 11. 1103 Victoria Ave. | 12. W. Tower |
| 13. 1111 First St. E. | 14. 851 Fifth St. E.  | 15. 1324 King's Hwy.   | 16. W. Tower |

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

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

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

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

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

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

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

**7) Maintenance Activities at the WTP:**

Sept. 08<sup>th</sup> - cleaned top and bottom tanks on the poly unit.  
 - cleaned all four (4) check valves on the poly unit.  
 - calibrated chlorine distribution analyzer.

Sept. 19<sup>th</sup> - calibrated chlorine distribution analyzer.

Sept. 20<sup>th</sup> - ran the emergency generator for an hour.  
 - changed the soda ash pump.  
 - rebuilt two (2) soda ash pumps.

Sept. 28<sup>th</sup> - cleaned top and bottom tanks on the poly unit.  
 - cleaned all four (4) check valves on the poly unit.  
 - cleaned the roto meters on the poly unit.

**8) Water Complaints:**

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

**9) Other Miscellaneous Information:**

Sept. 05<sup>th</sup> - took weekly routine micro samples.

Sept. 08<sup>th</sup> - took grab samples off the filters.

Sept. 11<sup>th</sup> - took weekly routine micro samples.

Sept. 12<sup>th</sup> - completed quarterly samples and T.S.S. samples.

Sept. 13<sup>th</sup> - took micro samples at Sunny Cove Camp.  
- water main repair - Nelson St. (400 blk.) - micro samples - 1<sup>st</sup> set.

Sept. 14<sup>th</sup> - water main repair - Nelson St. (400 blk.) - micro samples - 2<sup>nd</sup> set.  
- water main (new) - Second St. E. (200 blk.) – not tied into system - micro samples.

Sept. 18<sup>th</sup> - took weekly routine micro samples.  
- took grab samples off the filters.

Sept. 20<sup>th</sup> - water main (new) - Second St. E. (200 blk.) - micro samples - 1<sup>st</sup> set.

Sept. 21<sup>st</sup> - water main (new) - Second St. E. (200 blk.) - micro samples - 2<sup>nd</sup> set

Sept. 25<sup>th</sup> - took weekly routine micro samples.

Sept. 27<sup>th</sup> - received a shipment of Chlorine Tonners.

Sept. 28<sup>th</sup> - received a load of Liquid Alum.

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

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

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

**Monthly Report September 2017**



## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** October 13, 2017

**RE:** **Skate Park Graffiti**

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### Background

At the August 8, 2017 meeting of the Community Services Executive Committee there was a non-agenda item presented regarding the graffiti at the skate park as there was also a notable increase in the amount of graffiti around town as well.

It was discussed that the Community Services Division should investigate if there were previous recommendation or resolutions of Council or the Police Services Board on the matter. There is not evidence that Mayor & Council have ever rendered direction regarding graffiti at the skate park but the Police Services Board did have discussion on the matter in 2006 as attached in their meeting minutes.

Currently, Memorial Sports Centre maintenance staff will paint over any vulgar or indecent graffiti that is produced at the skate park but does not make it a high priority to cover markings on the concrete fixtures that may be considered innocuous or mild in nature (please see pictures attached).

### Recommendation

The Community Services Executive Committee recommends to Council to endorse the management plan for the graffiti at the skate park as follows:

- 1) Clean or paint over any indecent or offensive markings as soon as possible.
- 2) Schedule removal of any innocuous markings in the regular course of maintenance.
- 3) Purchase a portable surveillance camera that can be used as necessary on site during high incidence of graffiti in the community.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

**Council approval of this report will** endorse the management plan for the graffiti at the skate park as follows:

- 1) Clean or paint over any indecent or offensive markings as soon as possible.
- 2) Schedule removal of any innocuous markings in the regular course of maintenance.
- 3) Purchase a portable surveillance camera that can be used as necessary on site during high incidence of graffiti in the community.





## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** October 13, 2017

**RE:** **Sister Kennedy Centre Fitness Programs**

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### Preamble

The Sister Kennedy Centre (SKC) has offered fitness programs like seated yoga and tai chi to patrons 2-3 days per week for several years. These programs have been offered without cost to provide seniors an opportunity for physical activity without the financial barrier. The activities have been very successful in getting over 20 participants per class consistently.


Sister Kennedy Centre Manager, Cindy Noble has received inquiries from patrons to include a 4<sup>th</sup> day of exercise opportunity each week that was recently presented to the Sister Kennedy Centre Board of Management for consideration. The SKC Board of Management has passed a motion that the fitness classes going forward should generate some revenue as the instructor's compensation should be covered partially by a nominal fee to the patrons. The Board has recommended that \$20/session per patron would be sufficient to offer additional programming without the concern of eclipsing the budget. Sessions typically span 9-10 weeks per activity. The 2017 fall session of programs are as follows:

Tai Chi	Mon & Wed	11:00 - 11:45 a.m.
Yogafit	Tue	9:00 - 9:45 a.m.

### Recommendation

The Community Services Division recommends to endorse a fitness user fee of \$20/session for activities offered 2 days/week and \$10/session for activities offered 1 day/week at the Sister Kennedy Centre.

Respectfully Submitted,



Jason Kabel

**Council approval of this report will** endorse a fitness user fee of \$20/session for activities offered 2 days/week and \$10/session for activities offered 1 day/week at the Sister Kennedy Centre beginning with the winter session.



Date: October 19, 2017

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Request to Re-Name Colonization Road**

Council will recall at the June 19, 2017 Council meeting, a request to rename Colonization Road within the Town of Fort Frances came forward. The request was forwarded to Planning and Development Executive Committee with input to be provided by the Operations and Facilities Executive Committee.

The Operations and Facilities division has attached a report describing the estimated costs for the Town's signage and labour to change such road signs if the changes occur. These are strictly estimates.

The Planning and Development Division has researched the number of properties, including business and residential, a road name change would affect. The total number of property Roll Numbers that would be affected by a road name change is 222. Of the 222 Roll Numbers, there are 137 individual properties. Out of the 137 properties, 132 residential properties and five are primary business addresses. Home based businesses are not included in the business calculation.

When contacting representatives at Service Canada and Service Ontario, there are no fees for changing personal government identification such as driver's license, health cards or passports. The identification address changes are covered by Provincial and Federal Governments.

Regional Emergency Command Centre does not anticipate any fees for the municipality when a road name is changed. This was investigated by the Fort Frances Fire Department. Bell 911 and Emergency Response would not have fees for map and system data updates.

The Town solicitor was contacted as well to determine an estimated cost as to what the public would be responsible for cost, if the road is renamed. On a residential property, there is no foreseeable fees or costs when considering property registration fees. These are completed during a sale of a property and would not necessarily be done until the property is sold or transferred to different owners. Legal descriptions are used to determine property information, not mailing addresses. Personal time for completing new applications for address changes would be the only costs. On a commercial or business property there could be fees associated with business name registration and address, which could only be determine on a case by case scenario.

Local residents would have personal identification, memberships and mailing address information changed if Colonization Road is renamed. This would be completed by every individual living at an address that resides at a "Colonization Road" property. To determine a cost for individuals to change personal information is very difficult as it is more of a time loss, than a fee being paid for changes. What is an individual's time worth?

At the Planning and Development Executive meeting on Monday October 16, 2017, the committee heard deputations from the original letter author, Dawson Mihichuk, as well from local Colonization road resident Kevin Stewart. Both Dawson and Kevin had the opportunity to speak and have the committee ask questions about the proposed road name change.

I have attached maps of the properties which would be affected by the name changing of Colonization Road.

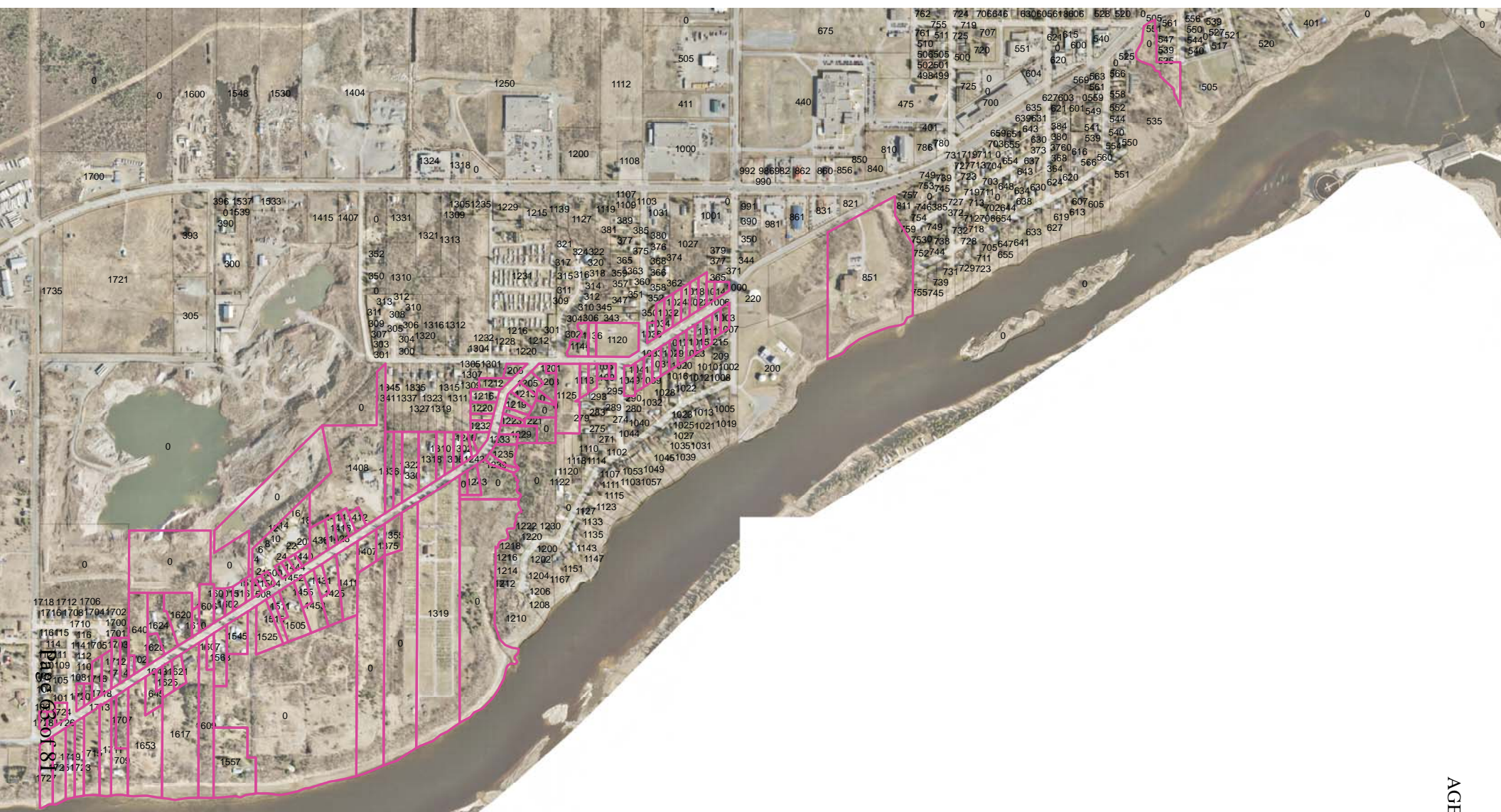
After processing the information presented by the two deputations on October 16, 2017, the information Administration researched and gave to the Planning and Development Committee, it is the recommendation of the Planning and Development Committee to receive the information and take no further action on the matter of renaming Colonization Road.

Respectfully submitted,

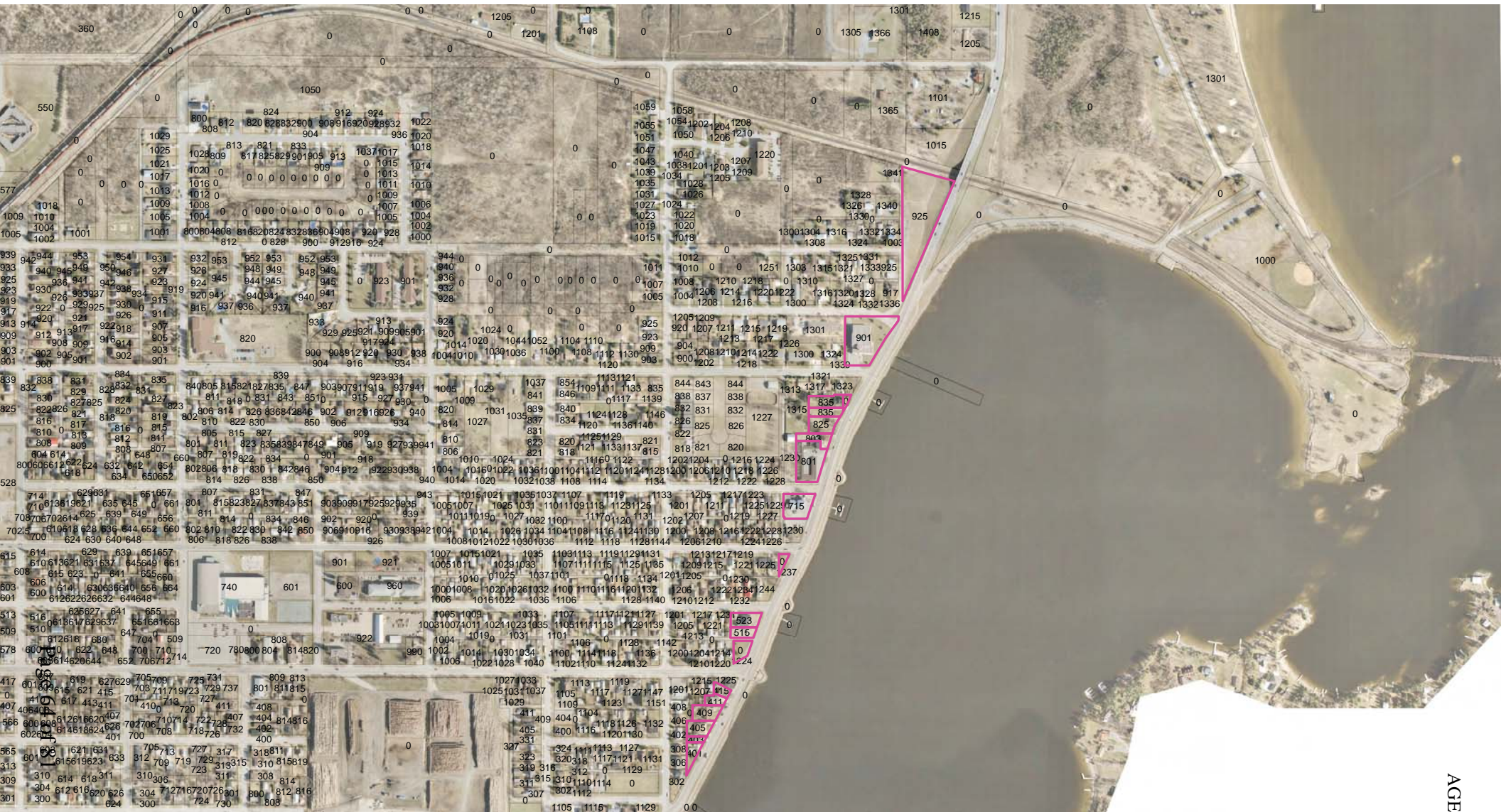
Original Signed By

Tyson Dennis  
Chief Building Official/Municipal Planner

<p><b>Council approval of this report will:</b> receive the information and take no further action on the matter of renaming Colonization Road.</p>
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September 6, 2017

Report To: Planning and Development Executive Committee

From: Operations and Facilities Executive Committee

**RE: Request Dated June 19, 2017 to rename Colonization Road within the Town of Fort Frances**

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On June 19, 2017 Mayor and Council received a request to rename Colonization Road within the Town of Fort Frances. This request was referred to the Planning and Development Executive Committee with input from the Operations and Facilities Executive Committee. Since Council received the request additional correspondence has been received both for and against the renaming, which you can find attached. The Operations and Facilities Division has undertaken an inventory of the existing signage on these road segments as well as the signage at the Town facilities currently on Colonization Roads.

From this it was determined that there were 6 standard green street name signs and 7 blue LaVerendrye style signs. A quote was provided by Airmaster Signs and Pryus Direct for replacement signs with the lowest cost taken for each sign type. The following table outlines a cost estimate for the replacement of the street signs within the Town.

6 Green Signs at \$30.40 Each = \$182.40

7 Blue Signs at \$135.00 Each = \$945.00

Subtotal: \$1127.40

HST: \$146.56

**TOTAL SIGN COST: \$1273.96**

For Labour and equipment, 2 labourers with a 1/2ton truck would be required to complete this work, and it is assumed that it would take 1 hr per sign. This would account for stuck bolts, damaged brackets, etc.

Total Time Required: 13 hrs

2 Labourers at \$42.60/hr = \$85.20/hr \* 13 hr = \$1107.60

1 Truck at \$22.15/hr = \$22.15/hr \* 13 hr = \$287.95

**TOTAL LABOUR COST = \$1395.55**

**TOTAL SIGN REPLACEMENT COST: \$2669.51**

In addition to the cost for the changing of the road signage there is a cost of staff time required to re-label all of the property files, road construction plans currently in the Operations and Facilities Office as well as the GIS Asset Database. This work is not something that can be estimated but there will be staff time dedicated to this task. Further the Operations and Facilities Division operates two facilities addressed Colonization Road and, there is no signage requiring changing on these facilities, however there would be additional staff time to change this information on any billings, insurance, etc.

Administration presents this information for council's consideration at this time.

Respectfully Submitted

Mr. Paul Ryan

Chair, Operations and Facilities Executive Committee

2017SeptRenameColRd

**TOWN OF FORT FRANCES**  
**General Fund (Operating) Summary**  
**For the Nine Months Ending September-30-17**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
<b>CORPORATE</b>				
Municipal Tax Levy	(\$10,595,331.05)	(\$10,595,333.00)	(\$1.95)	100.00%
Education Tax Levy	(1,599,069.10)	(1,599,847.00)	(777.90)	99.95%
Supp/Omit Municipal Tax Levy	(44,458.79)	-	44,458.79	0.00%
Supp/Omit Education Tax Levy	(8,908.02)	-	8,908.02	0.00%
W/O Municipal	30,520.06	226,140.00	195,619.94	13.50%
W/O Education	82,989.85	21,007.00	(61,982.85)	395.06%
OMPF	(2,329,875.00)	(3,106,500.00)	(776,625.00)	75.00%
Payments-in-Lieu	(742,439.11)	(789,904.00)	(47,464.89)	93.99%
Sale of Land	(161,850.00)	-	161,850.00	0.00%
Mayor & Council	385,144.25	719,600.00	334,455.75	53.52%
Contribution to Reserves & Reserve Funds	-	1,375,000.00	1,375,000.00	0.00%
Long Term Debt	384,843.85	633,228.00	248,384.15	60.77%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	7,000.00	7,000.00	0.00%
RR DSSAB	1,436,718.38	1,991,502.00	554,783.62	72.14%
Northwestern Health Unit	276,610.05	368,814.00	92,203.95	75.00%
Economic Development	107,280.21	167,768.00	60,487.79	63.95%
Travel Information Centre	23,589.32	19,000.00	(4,589.32)	124.15%
Solar Panel Project	(10,005.35)	(25,625.00)	(15,619.65)	39.05%
English Public School Board	994,544.41	1,308,908.00	314,363.59	75.98%
English Separate School Board	202,020.34	265,764.00	63,743.66	76.01%
French Public School Board	991.51	1,322.00	330.49	75.00%
French Separate School Board	2,134.93	2,846.00	711.07	75.02%
Total Corporate	<u>(11,496,549.26)</u>	<u>(8,941,310.00)</u>	<u>2,555,239.26</u>	<u>128.58%</u>
<b>ADMINISTRATION AND FINANCE</b>				
Other Unassigned Revenue	(203,933.74)	(319,195.00)	(115,261.26)	63.89%
Administration	273,930.97	382,295.00	108,364.03	71.65%
Admin Vehicle	4,739.60	3,330.00	(1,409.60)	142.33%
Municipal Buildings	9,070.99	11,830.00	2,759.01	76.68%
HR Department	50,532.96	58,500.00	7,967.04	86.38%
Clerk	186,116.60	198,660.00	12,543.40	93.69%
Treasury	374,897.06	397,297.00	22,399.94	94.36%
FFPC Administration	107,182.01	108,000.00	817.99	99.24%
Total Administration and Finance	<u>802,536.45</u>	<u>840,717.00</u>	<u>38,180.55</u>	<u>95.46%</u>
<b>EMERGENCY SERVICES</b>				
Emergency Services	675,794.82	963,438.00	287,643.18	70.14%
Emergency Measures	3,663.04	14,107.00	10,443.96	25.97%
911 Service	15,534.58	11,800.00	(3,734.58)	131.65%
Police Revenue	(19,337.73)	(24,000.00)	(4,662.27)	80.57%
Police Services Board	9,221.03	17,670.00	8,448.97	52.18%
Police Administration	1,577,899.38	2,030,005.00	452,105.62	77.73%
Total Emergency Services	<u>2,262,775.12</u>	<u>3,013,020.00</u>	<u>750,244.88</u>	<u>75.10%</u>
<b>COMMUNITY SERVICES</b>				
Sister Kennedy Centre	23,000.20	43,053.00	20,052.80	53.42%
Fort Frances Children's Complex	105,662.66	51,358.00	(54,304.66)	205.74%
Best Start Hub	(31,964.61)	-	31,964.61	0.00%
Day Care Resource Teachers	(17,629.35)	-	17,629.35	0.00%
Handi-Transit System	80,119.40	103,377.00	23,257.60	77.50%
Townshend Theatre	(8,580.98)	-	8,580.98	0.00%
Recreation Facilities	488,423.20	602,187.00	113,763.80	81.11%
Recreation Programs	1,702.91	138,656.00	136,953.09	1.23%
Community Services	106,219.58	133,742.00	27,522.42	79.42%
11/10/2017				1 of 2
5:36 PM				

**TOWN OF FORT FRANCES**  
**General Fund (Operating) Summary**  
**For the Nine Months Ending September-30-17**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Sunny Cove Camp	(9,455.19)	23,705.00	33,160.19	(39.89%)
Fort Frances Public Library	381,568.34	480,749.00	99,180.66	79.37%
Museum	124,029.09	144,027.00	19,997.91	86.12%
Waterfront Development/Marina	23,297.24	38,056.00	14,758.76	61.22%
Total Community Services	<u>1,266,392.49</u>	<u>1,758,910.00</u>	<u>492,517.51</u>	<u>72.00%</u>

**OPERATIONS AND FACILITIES**

PW Administration	(92,700.28)	(198,059.00)	(105,358.72)	46.80%
PW Buildings & Yards	95,162.31	119,380.00	24,217.69	79.71%
Municipal Roads	969,324.69	1,382,899.00	413,574.31	70.09%
Public Parking Lots	3,020.84	16,994.00	13,973.16	17.78%
Sidewalks	41,129.86	101,671.00	60,541.14	40.45%
Private Works Charges	14,748.45	47,060.00	32,311.55	31.34%
Private Crossing Charges	30,332.61	16,678.00	(13,654.61)	181.87%
PW Vehicles	134,132.73	230,462.00	96,329.27	58.20%
PW Equipment	137,093.31	264,141.00	127,047.69	51.90%
PW Stores	61,803.59	72,336.00	10,532.41	85.44%
Traffic Signal Maintenance	4,809.45	8,735.00	3,925.55	55.06%
Streetlight Maintenance	53,513.91	75,496.00	21,982.09	70.88%
Garbage Collection	(149,894.10)	(208,376.00)	(58,481.90)	71.93%
Recycling Services	90,799.88	213,649.00	122,849.12	42.50%
Sanitary Landfill	(126,984.96)	(5,273.00)	121,711.96	2408.21%
Engineering	29,254.13	33,795.00	4,540.87	86.56%
Airport	(38,547.75)	(28,880.00)	9,667.75	133.48%
Airport Building Maintenance	27,643.15	46,625.00	18,981.85	59.29%
Airport Grounds Maintenance	24,071.49	63,704.00	39,632.51	37.79%
Parks & Cemeteries Maintenance	152,552.07	163,466.00	10,913.93	93.32%
Fort Frances Cemetery	111,602.72	78,580.00	(33,022.72)	142.02%
Riverview Cemetery	151,488.71	186,636.00	35,147.29	81.17%
Point Park	(13,953.86)	30,111.00	44,064.86	(46.34%)
Parks - Outdoor Facilities	246,004.68	266,840.00	20,835.32	92.19%
Lions Millennium Park	7,774.40	9,634.00	1,859.60	80.70%
Total Operations and Facilities	<u>1,964,182.03</u>	<u>2,988,304.00</u>	<u>1,024,121.97</u>	<u>65.73%</u>

**PLANNING AND DEVELOPMENT**

Civic Centre	65,477.58	114,718.00	49,240.42	57.08%
By-Law Enforcement	115,437.23	146,640.00	31,202.77	78.72%
Animal Shelter	3,776.43	9,105.00	5,328.57	41.48%
Building Official	(26,200.77)	21,776.00	47,976.77	(120.32%)
Planning & Zoning	32,003.35	48,120.00	16,116.65	66.51%
Total Planning and Development	<u>190,493.82</u>	<u>340,359.00</u>	<u>149,865.18</u>	<u>55.97%</u>

Sub-Total General Fund (Operating)	<u>(5,010,169.35)</u>	<u>-</u>	<u>5,010,169.35</u>	<u>0.00%</u>
TOTAL BUDGET- Revenue	(19,537,194.55)	(21,739,787.00)	(2,202,592.45)	89.87%
TOTAL BUDGET- Expenditures	<u>14,527,025.20</u>	<u>21,739,787.00</u>	<u>7,212,761.80</u>	<u>66.82%</u>
	<u>(5,010,169.35)</u>	<u>-</u>	<u>5,010,169.35</u>	<u>0.00%</u>

**TOWN OF FORT FRANCES**  
**Water and Sewer Fund (Operating) Summary**  
**For the Nine Months Ending September-30-17**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$1,276,413.95)	(\$680,548.00)	\$595,865.95	187.56%
Water Treatment Plant	485,232.20	556,442.00	71,209.80	87.20%
Water Storage Facility	105,600.03	124,106.00	18,505.97	85.09%
	<u>(685,581.72)</u>		<u>685,581.72</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(1,274,527.91)	(756,652.00)	517,875.91	168.44%
Sewage Treatment Plant	523,667.99	756,652.00	232,984.01	69.21%
	<u>(750,859.92)</u>		<u>750,859.92</u>	<u>0.00%</u>



**2017 Capital Budget vs Actual Financial Statement**  
as at September 30, 2017

	Account Number	TOTAL BUDGET	Actual To Date September 30, 2017	Current Year Variance	COMMENTS
<b>GENERAL GOVERNMENT</b>					
Fibre Optic to Town Facilities	20-020-0253-9125-71523	10,000.00		10,000.00	Need more info from Tbaytel before we know what hardware we require
Folding/Inserter Machine Replacement (approx. 100,000/yr.)	20-020-0265-9107-71471	18,000.00	12,108.42	5,891.58	Purchase Complete
Computer Upgrades/Server/Switches	20-020-0265-9109-71471	35,000.00	40,669.97	-5,669.97	Backup server and tape library , domain controller, environmental monitor for server room, KVM for servers, windows server licenses, veeam license, UPS
Financial Software Additions	20-020-0265-9109-71503	15,000.00	559.68	14,440.32	Network Management Card, Power Distribution Units for Server Rack
<b>TOTAL GENERAL GOVERNMENT</b>		<b>78,000.00</b>	<b>53,338.07</b>	<b>24,661.93</b>	By-Law Ticketing Software Addition - In Progress
<b>PROTECTION</b>					
<b>Fire</b>					
SCBA & Air Cylinders	20-040-0410-9122-75363	3,900.00		3,900.00	
GIS Capital Upgrade	20-040-0410-9123-71471	1,020.00	505.17	514.83	Fire Department portion ledger enter.
Fire Truck Replacement (2016 Carryover)	20-040-0410-9133-71471	36,470.00	36,639.40	-169.40	Completed
Fire Hose Replacement	20-040-0410-9239-71431	3,000.00	2,840.87	159.13	All Fire Hose acquired.
Portable Air Monitor	20-040-0410-9239-71431	6,000.00	4,049.58	1,950.42	
		50,390.00	44,035.02	6,354.98	
<b>Police Services Board</b>					
1 - Mobile Speed Sign	20-040-0422-9278-71471	5,830.00	4,898.32	931.68	Sign has been received and will be installed when staff is available.
<b>TOTAL PROTECTION</b>		<b>56,220.00</b>	<b>48,933.34</b>	<b>7,286.66</b>	
<b>TRANSPORTATION</b>					
<b>Public Works Buildings/General Misc.</b>					
Public Works Small Equipment	20-060-0614-9105-71471	8,000.00	1,278.87	6,721.13	On Going
Asset Management Plan	20-060-0614-9115-71523	155,250.00	114,384.22	40,865.78	On Going - AMP Coordinator started July 17/17
Stores / Coffee Room Renovations	20-060-0614-9127-71471	40,000.00	45,868.36	-5,868.36	Complete
Public Works Landscaping & Drainage Repairs	20-060-0614-9129-71471	14,400.00	6,952.83	7,447.17	On Going - PW landscaping approx 90% complete
Engineering GIS Capital Upgrade	20-060-0624-9123-71471	1,530.00	757.76	772.24	On Going
		219,180.00	169,242.04	49,937.96	
<b>Large Equipment &amp; Vehicles</b>					
Replace 1989 Bobcat with Track c/w Bucket (Carryover)	20-060-0619-9298-71471	90,500.00	90,388.32	111.68	Complete
Attachments for Track Bobcat Landscaping Rake & Stump Grinder	20-060-0619-9298-71471	26,300.00	26,657.05	-357.05	Complete
		116,800.00	117,045.37	-245.37	
<b>Roads / Storm Sewers</b>					
Frog Creek Road - Surface Treatment Application	20-060-0611-9268-71523	44,750.00		44,750.00	Tender awarded to MSO July 10/17 - To be completed October 4th
Phair Ave 3rd to 5th Contracted Works	20-060-0611-9271-71523	0.00	1,996.86	-1,996.86	2017 Finalizing
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0611-9274-71523	216,063.00	231,158.03	-15,095.03	Complete waiting on Asphalt
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0611-9275-71523	898,048.00	77,257.25	820,790.75	On Going
Oakwood Road - Surface Treatment Application	20-060-0611-9283-71523	31,100.00		31,100.00	Tender awarded to MSO July 10/17 - To be completed October 4th
<b>Connecting Link</b>					
Kings Hwy - Wright to York Cont Works			1,707.53	-1,707.53	
Colonization Rd E - Scott Street to WTP Contracted Works	20-060-0616-9277-71523	462,311.00	460,651.80	1,659.20	Work substantially complete - Deficiency clean up remains
Mill Road Overpass Design (2016 Hatch carryover)	20-060-0616-9303-71523	17,372.00	17,371.17	0.83	Completed

	Account Number	TOTAL BUDGET	Actual To Date September 30, 2017	Current Year Variance	COMMENTS
<b>Sidewalks</b>		1,669,644.00	790,142.64	879,501.36	
Phair Ave 3rd to 5th Contracted Works	20-060-0617-9271-71523	0.00	278.69	-278.69	Complete
Nelson Street - Butler to Shevlin Sidewalk	20-060-0617-9272-71523	0.00		0.00	Completed
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0617-9274-71523	22,811.00		22,811.00	Complete waiting on Asphalt
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0617-9275-71523	92,859.00		92,859.00	On Going
Kings Hwy/McIrvine Sidewalk	20-060-0617-9276-71523	30,000.00		30,000.00	No update from FFHS
Scott Street Interlocking Bricks 200 Blocks (North & South sides)	20-060-0617-9299-71523	330,750.00	219,770.80	110,979.20	Complete
		476,420.00	220,049.49	256,370.51	
<b>Streetlight Pole Replacement &amp; Traffic Lighting</b>					
10 - Waterfront Walkway Poles	20-060-0623-9135-71471	15,000.00	16,191.59	-1,191.59	Complete
		15,000.00	16,191.59	-1,191.59	
<b>TOTAL TRANSPORTATION</b>		<b>2,497,044.00</b>	<b>1,312,671.13</b>	<b>1,184,372.87</b>	
<b>PARKS &amp; CEMETERIES</b>					
<b>Parks</b>					
Small Equipment Replacement (Mowers & whipper snippers)	20-160-1610-9105-71471	5,500.00	5,728.79	-228.79	
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box	20-160-1610-9133-71471	42,000.00	31,045.06	10,954.94	New Truck received June 9/17
X730 Law Tractor c/w 60" mower deck (Trade in old X720 Tractor)	20-160-1610-9174-71471	16,000.00	10,582.03	5,417.97	New Tractors in service
		63,500.00	47,355.88	16,144.12	
<b>Cemeteries</b>					
2 - John Deere X360 Lawn Tractors (Trade-in 2 x 360 lawnmowers)	20-160-1610-9174-71471	17,000.00	10,173.96	6,826.04	New Tractors in service
		17,000.00	10,173.96	6,826.04	
<b>TOTAL PARKS &amp; CEMETERIES</b>		<b>80,500.00</b>	<b>57,529.84</b>	<b>22,970.16</b>	
<b>AIRPORT</b>					
Groundwater Well & Treatment	20-060-0660-9302-71523	0.00	12,692.58	-12,692.58	Complete
Sanitary Holding Tank installation	20-060-0660-9304-71523	25,000.00	13,639.67	11,360.33	Complete
<b>TOTAL AIRPORT</b>		<b>25,000.00</b>	<b>26,332.25</b>	<b>-1,332.25</b>	
<b>WASTE MANAGEMENT SYSTEM</b>					
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	20-080-0860-9238-71523	75,000.00		75,000.00	Getting additional information from MOECC
<b>TOTAL WASTE MANAGEMENT SYSTEM</b>		<b>75,000.00</b>	<b>0.00</b>	<b>75,000.00</b>	
<b>ENVIRONMENT</b>					
<b>Sanitary Sewer - Collection System</b>					
Sanitary Sewer Tools & Equipment	20-080-0811-9105-71471	12,000.00	7,288.35	4,711.65	
GIS Capital Upgrades	20-080-0811-9123-71471	1,530.00	757.76	772.24	
Refurbishing Sanitary Manholes	20-080-0811-9138-71523	50,000.00		50,000.00	TopShot not coming in 2017. Looking at other vendors
Design for Infrastructure Renewal Project for 2018 Construction Work	20-080-0811-9238-71523	37,500.00	36,477.78	1,022.22	On Going
Phair Ave 3rd to 5th Street Sewer	20-080-0811-9271-71523		1,291.22	-1,291.22	Deficiency Clean up on going
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0811-9274-71523	184,476.00	168,032.00	16,444.00	Complete waiting on Asphalt
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0811-9275-71523	267,883.00	79,384.09	188,498.91	On Going
Colonization Rd E - Scott Street to WTP	20-080-0811-9277-71523		80.66	-80.66	Complete
Sanitary Study - Church Street Lift Station	20-080-0811-9281-71524		274.75	-274.75	
		553,389.00	293,586.61	259,802.39	

	Account Number	TOTAL BUDGET	Actual To Date September 30, 2017	Current Year Variance	COMMENTS
<b>Sewage Treatment Plant</b>					
Misc. Capital Upgrades	20-080-0812-9105-71471	120,000.00	41,836.69	78,163.31	Working with Design firm to finalize design works, installation this fall Finalizing details with Associated Engineering to get the works completed
Honeywell Improvements at STP including Street lighting	20-080-0812-9280-71523	50,406.00		50,406.00	
Sludge Watering Upgrades	20-080-0812-9290-71523	400,000.00	76,424.56	323,575.44	
		570,406.00	118,261.25	452,144.75	
<b>Water System</b>					
<b>Water Distribution System</b>					
Miscellaneous Tools/Equipment	20-080-0832-9105-71471	12,000.00	8,338.54	3,661.46	Tender awarded to Nortax - Delivery anticipated late December or January
Replace 1995 Large Wheeled Hyundai Excavator	20-080-0832-9107-71471	400,000.00		400,000.00	
GIS Capital Upgrades	20-080-0832-9123-71471	3,055.00	1,515.49	1,539.51	
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Tender)	20-080-0832-9137-71523	100,000.00	47,130.35	52,869.65	
Design for Infrastructure Renewal 2018 Construction Work	20-080-0832-9238-71523	37,500.00	36,477.76	1,022.24	On Going
Phair Ave 3rd to 5th Street Sewer	20-080-0832-9271-71523		1,416.91	-1,416.91	Deficiency Clean up on going
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0832-9274-71523	137,917.00	112,522.34	25,394.66	Complete waiting on Asphalt
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0832-9275-71523	241,509.00	49,690.44	191,818.56	On Going
Colonization Rd E - Scott Street to WTP	20-080-0832-9277-71523		614.56	-614.56	Deficiency Clean up on going
Mill Road Overpass Reconstruction (Pending Funding)	20-080-0832-9303-71523	231,307.00		231,307.00	No funding - Will not be in the 2018 Capital Program
Water - Market Square Project	20-080-0832-9286-71523		28,433.57	-28,433.57	Complete
		1,163,288.00	286,139.96	877,148.04	
<b>Water Treatment Plant</b>					
Misc. Small Capital Equipment	20-080-0831-9105-71471	60,000.00	18,277.05	41,722.95	
		60,000.00	18,277.05	41,722.95	
<b>TOTAL ENVIRONMENT</b>		<b>2,347,083.00</b>	<b>716,264.87</b>	<b>1,630,818.13</b>	
<b>SOCIAL &amp; FAMILY SERVICES</b>					
<b>Children's Complex</b>					
Roof Replacement	20-120-1230-9127-71523	42,200.00	34,841.99	7,358.01	Completed
Vehicle Replacement -AWD (2016 Carryover)	20-120-1230-9133-71471	35,000.00	29,586.13	5,413.87	Completed
		<b>77,200.00</b>	<b>64,428.12</b>	<b>12,771.88</b>	
<b>Handi-van Transit Services</b>					
Handivan Bus (2016 Carry Over)	20-060-0632-9133-71471	86,100.00	86,083.67	16.33	Delivered
Handivan Bus (PTIF Grant)	20-060-0632-9133-71471	92,518.00		92,518.00	Delivered- bill to be paid mid October
		<b>178,618.00</b>	<b>86,083.67</b>	<b>92,534.33</b>	
<b>TOTAL SOCIAL &amp; FAMILY SERVICES</b>		<b>255,818.00</b>	<b>150,511.79</b>	<b>105,306.21</b>	
<b>Memorial Sports Centre</b>					
Olympia Edger	20-160-1634-9107-71471	5,245.00	7,841.00	-2,596.00	Completed
Small Capital Purchases	20-160-1634-9105-71471		66.52	-66.52	
Ladies Sauna	20-160-1634-9127-71523	7,800.00	6,668.34	1,131.66	Completed - modifications required
52 Canadian Rink North Dehumidifier (Carryover)	20-160-1634-9631-71471	23,000.00	34,000.00	-11,000.00	Completed
IFK Compressor Rebuild	20-160-1634-9633-71471	40,000.00	31,059.61	8,940.39	Completed
52 Canadian Brine Pump Filter (Maintenance)	20-160-1634-9637-71471	5,000.00	3,675.00	1,325.00	Completed
52 Canadian Ammonia Gas Detector	20-160-1634-9637-71471	3,000.00	5,867.60	-2,867.60	Completed
52 Canadian Compressor Overhaul	20-160-1634-9637-71523	12,000.00	6,816.07	5,183.93	Completed
52 Canadian Water Line Loop Tie-in	20-160-1634-9637-71523	50,000.00		50,000.00	Water Guys to access as per Randy White
52 Canadian Meeting Room Windows	20-160-1634-9637-71523	3,000.00	2,527.38	472.62	Completed
Auditorium Bar Renovations	20-160-1634-9638-71523	17,300.00	57.38	17,242.62	Completed- not yet billed
		166,345.00	98,578.90	67,766.10	

	Account Number	TOTAL BUDGET	Actual To Date September 30, 2017	Current Year Variance	COMMENTS
<b>Recreation</b>					
Sunny Cove Upgrades (5-year Plan)	20-160-1614-9108-71523	8,000.00	57.97	7,942.03	Washroom renovations - late October by Ed Halvorsen
Fitness Equipment (annual)	20-160-1620-9624-71471	10,000.00		10,000.00	water fitness bikes being spec'd
Waterfront Fitness Equipment	20-160-1621-9624-71471		85.22	-85.22	
Fitness Station Sign	20-160-1631-9624-1471		156.00	-156.00	completed
Tennis Courts (Carryover)	20-160-1636-9294-71523	129,555.00	12,214.09	117,340.91	Completed - difficiencies being addressed beginning Oct 13
		147,555.00	12,513.28	135,041.72	
<b>Museum</b>					
Interactive Programming - App Design	20-160-1645-9109-71523		3,000.00	-3,000.00	
Roof Replacement, Accessible Washroom, Front Entrance Ramp (Dependant on Canada 150 Grant & Federal Grant)	20-160-1645-9127-71523	154,000.00	9,233.55	144,766.45	Tender - Tyson D. Roof Complete. Sherry is looking for funding extension
		154,000.00	12,233.55	141,766.45	
<b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>		<b>467,900.00</b>	<b>123,325.73</b>	<b>344,574.27</b>	
<b>Library</b>					
Maker Space Equipment	20-160-1640-9105-71471	10,000.00	620.54	9,379.46	As per Caroline/Library Board
Computer Upgrades	20-160-1640-9109-71471	20,000.00	296.60	19,703.40	As per Caroline/Library Board
Materials	20-160-1640-9165-71471		5,922.43	-5,922.43	
Surveillance Upgrade	20-160-1640-9220-71471	5,000.00	2,497.19	2,502.81	As per Caroline/Library Board
		<b>35,000.00</b>	<b>9,336.76</b>	<b>25,663.24</b>	
<b>PLANNING &amp; DEVELOPMENT</b>					
<b>By-Law</b>					
Ticket Device for Issuing Parking Tickets	20-040-0440-9109-71471	6,500.00		6,500.00	Deferred purchasing unit in 2017 as preferred unit not compatible with new Diamond financial software. Diamond By-law module has been implemented instead
<b>Building/Planning</b>					
GIS Capital	20-180-1810-9109-71471	1,530.00	757.76	772.24	
		<b>8,030.00</b>	<b>757.76</b>	<b>7,272.24</b>	
<b>Civic Centre</b>					
Mag Locks & Access Control - Main Entry	20-020-0253-9127-71471	10,000.00	9,201.60	798.40	Complete
Main Entrances Remove and Replace Floor Tiles	20-020-0253-9127-71523	53,500.00	58.40	53,441.60	Completed- not yet billed
Replace Front Walkway/Sidewalk	20-020-0253-9232-71523	42,000.00	72,359.74	-30,359.74	Complete
		105,500.00	81,619.74	23,880.26	
Old Rainy Lake Hotel Site Development - Market Square (2016 Carryover)	20-020-0251-9286-71523	1,537,636.00	1,249,871.34	287,764.66	90% Complete - Anticipated full completion mid October
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>1,651,166.00</b>	<b>1,332,248.84</b>	<b>318,917.16</b>	
<b>TOTAL CAPITAL BUDGET vs ACTUAL TO DATE</b>		<b>7,568,731.00</b>	<b>3,830,492.62</b>	<b>3,738,238.38</b>	



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

October 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  
September 2017 Monthly Report**

As per the operating agreement, the attached document is the September 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 blue ink, appearing to read 'Kelly C', is positioned above the typed name.

Kelly Cunningham  
Team Lead

For Larry Wachter  
Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
September 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 September 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 <sup>3</sup> /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant 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.

## SEPTEMBER 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 <sub>5</sub>	2.1 mg/L	25 mg/L	15 mg/L	12.0 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.5 mg/L	25 mg/L	15 mg/L	20.6 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.15 mg/L	1.0 mg/L	0.9 mg/L	0.89 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	7.59 mg/L 6.10 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		9.0 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 7.5 to 7.9; average pH was 7.7		
Temperature degrees C				Temperatures ranged from 17.0 to 18.5 C; average temperature of effluent was 18.0 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 September was 5826.5 m<sup>3</sup>/day. This represents 65% of the design average flow. Total treated flow for the month was 174796 m<sup>3</sup>.

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

## INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1070 +/- @ 8.0% +3x205 L @ 12%	Litres
Alum	6.2 +/- @ 55 %	Cubic meters
Polymer	3 x 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 and changed oil blowers 1, 2 and 3
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Replaced belt John Deere mower drive
- Replaced shear pin clarifier cross collector drive #1
- Weekly manifold wash on the Fournier press
- Tensioned drive chain cross collector #2
- Replaced tubing and calibrated both automatic samplers
- Serviced air handler ASU 101 greased bearings and replaced belt
- Serviced air handler ASU 01, 02 greased bearings, replaced belt and filters
- Replaced belt head works exhaust fan
- Hosed and swept UV banks
- Greased clarifier drives
- Both clarifiers were drained for inspection, 2 links were removed longitudinal chains

### Pump Stations:

- Ran gensets
- Changed seal water strainers
- Replaced UPS unit at Boundary Road lift station



## PROCESS AND OPTIMIZATION ISSUES

The lack of a booster pump for the polymer system dilution water is preventing further optimization of the new sludge thickener.

Fournier suggested modifications to the wiring in the polymer system control box were completed with assistance from plant staff. Fournier then made programming changes to their PLC. No obvious benefit has been achieved.

The check valves on the polymer pumps have been problematic, gumming up unnecessarily and to such an extent that no polymer is delivered.

The sludge cake produced this month has not been able to meet design specifications for dryness.

## SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a calculated total of 116.5 m<sup>3</sup> (13 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 16.3 % TS for the month.

*In order to more accurately reflect sludge haulage volumes, we have changed the formula that is used for this calculation. Use of the new formula will result in haulage volumes which are approximately 30% greater. The adjustment will be applied in this report as well as to all of the sludge haulage totals for the year.*

## COMPLAINTS

There were no complaints during the report period.

## BYPASS/OVERFLOW REPORT(S)

There were no bypass or overflow events during the reporting period.

## COMMENTS

Plant power consumption for the month was 646 (x 180 multiplier) kWh.

Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.

The secondary clarifiers were drained for inspection and 2 links were removed from the longitudinal collector chains in each tank.

## 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)

Aircraft Landings 2017  
As of October 10, 2017 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017-2016
January	76	70	76	308	261	256	0	1	6	2	3	6	42	30	43	4	3	4	48	36	42	172	143	177	29
February	80	69	67	334	233	241	1	1	2	1	1	7	32	35	36	0	1	3	39	49	40	153	156	155	-3
March	90	69	78	336	199	341	10	0	5	4	17	30	50	34	36	14	3	5	51	55	38	219	178	192	41
1/4 Total	246	208	221	978	693	838	11	2	13	7	21	43	124	99	115	18	7	12	138	140	120	544	477	524	67
April	67	81	81	289	288	330	0	7	1	18	8	23	40	47	41	3	3	2	41	40	53	169	186	201	-17
May	87	88	82	389	309	365	8	4	1	8	9	28	50	37	37	33	32	34	54	59	77	240	229	259	11
June	82	76	80	324	273	322	10	0	11	16	30	36	38	38	31	87	77	74	63	52	96	296	273	328	23
1/2 Total	482	453	464	1980	1563	1855	29	13	26	49	68	130	252	221	224	141	119	122	296	291	346	1249	1165	1312	84
July	70	72	81	224	221	297	3	2	8	26	48	40	52	51	35	76	66	83	54	47	77	281	286	324	-5
August	82	84	79	292	256	297	4	6	4	27	42	39	46	66	31	80	71	73	50	53	87	289	322	313	-33
September	79	78	76	267	277	328	7	1	0	14	15	17	40	40	36	42	45	44	39	51	76	221	230	249	-9
3/4 Total	713	687	700	2763	2317	2777	43	22	38	116	173	226	390	378	326	339	301	322	439	442	586	2040	2003	2198	37
October		85	83		357	309		2	4		10	20		41	47		18	9		47	51	0	203	214	-203
November		72	68		328	260		3	0		20	9		28	30		7	1		38	38	0	168	146	-168
December		64	68		231	200		0	0		0	4		29	31		0	2		29	34	0	122	139	-122
Total	713	908	919	2763	3233	3546	43	27	42	116	203	259	390	476	434	339	326	334	439	556	709	2040	2496	2697	-456

Fort Frances Airport- Page 2/2 - Fuel Sales - As of October 10, 2017																				
Fuel Sales Recap - 2017									2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	9 year	Variance 2017-
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average	
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2015 to 2007	month
January	8,175	8,175	17,500	17,500	0	0	25,675	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,002	18,147
February	8,377	16,552	4,126	21,626	0	0	12,503	38,178	11,904	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,316	599
March	4,574	21,126	16,954	38,580	200	200	21,728	59,906	13,255	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,235	8,473
April	4,322	25,448	8,780	47,360	0	200	13,102	73,008	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	13,505	4,510
May	3,044	28,492	18,318	65,678	0	200	21,362	94,370	24,681	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	26,824	-3,319
June	6,882	35,374	20,498	86,176	0	200	27,380	121,750	26,015	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,416	1,365
July	4,236	39,610	20,406	106,582	0	200	24,642	146,392	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,566	-4,360
August	5,171	44,781	17,858	124,440	0	200	23,029	169,421	21,119	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	28,566	1,910
September	2,215	46,996	11,274	135,714	0	200	13,489	182,910	21,325	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,730	-7,836
October		46,996		135,714		200	0	182,910	30,655	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	18,358	-30,655
November		46,996		135,714		200	0	182,910	22,349	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	12,582	-22,349
December		46,996		135,714		200	0	182,910	13,797	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	8,484	-13,797
Total	46,996		135,714		200		182,910		230,222	229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,583	-47,312
								Jan to Sept	163,421	201,822	160,002	128,391	163,042	135,294	197,217	167,952	269,632	281,483	185,159	27,325

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

## AGENDA ITEM #9.0

Sewer & Water Data for 2017

up-dated October 10, 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	28	174956	6248.43	13811	493.25	7.89%	103680.0	3702.9	10605.0	378.8	10.23%	-6570.0	17839.0	71276.0	2545.6
March	31	223183	7199.45	15572	502.32	6.98%	113560.0	3663.2	10785.0	347.9	9.50%	-4500.0	-8182.0	109623.0	3536.2
April	30	256759	8558.63	15613	520.43	6.08%	108330.0	3611.0	10785.0	359.5	9.96%	1590.0	2888.0	148429.0	4947.6
May	31	228551	7372.61	14312	461.68	6.26%	116990.0	3773.9	9850.0	317.7	8.42%	-1590.0	18298.0	111561.0	3598.7
June	30	201914	6730.47	13005	433.50	6.44%	114210.0	3807.0	9850.0	328.3	8.62%	-5980.0	-72302.0	87704.0	2923.5
July	31	212264	6847.23	14818	478.00	6.98%	126300.0	4074.2	10355.0	334.0	8.20%	270.0	-40152.0	85964.0	2773.0
August	31	181956	5869.55	13149	424.16	7.23%	123420.0	3981.3	10355.0	334.0	8.39%	-14080.0	-8702.0	58536.0	1888.3
September	30	174796	5826.53	12631	421.03	7.23%	107620.0	3587.3		0.0	0.00%	3360.0	-5489.0	67176.0	2239.2
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	365	1829124		126022			1028660.0		83190.0			-339080.0	-635454.0	800464.0	2193.1
Monthly Average												-28256.7	-52954.5	66705.3	2199.5