

TOWN OF FORT FRANCES

AGENDA - April 23, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 124) 5:30 p.m.

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Identifiable individual - Succession Planning.
 - 4.2 Litigation or Potential Litigation - Tender Matter.
 - 4.3 Proposed or pending acquisition of land - Scott Street property - Verbal Update.
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. Paul Ryan - verbal update
7. **Consent Agenda:**
 - 7.1 Waiving of Procurement Policy. 5
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to waive Procurement Procedures Policy 4.0 with respect to purchases over \$5,000. but not exceeding \$35,000. for the purchase of Extrication eDraulics Cutters & Spreaders from CODE 4 Fire & Rescue Inc.
 - 7.2 Health & Safety Policy - Annual Review. 6 - 7
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Health and Safety Policy.
 - 7.3 Use of Corporate Resources in Election Periods Policy. 8 - 12

	Page
- approval of this report will agree with the recommendation of Administration and Finance Executive Committee to adopt the amended 'Use of Corporate Resources in Elections Periods' policy 1.17	
7.4 Recount Policy - 2018 Municipal Elections.	13
- approval of this report will agree with the recommendation of Administration and Finance Executive Committee to move forward in the 2018 Election utilizing the recount provisions found in the Municipal Elections Act and not implement a separate policy/by-law.	
7.5 Further Bill 68 Amendments - Declaration of Interest.	14 - 15
- approval of this report will agree with the recommendation of Administration and Finance Executive Committee to accept the report and procedure outlined therein and support implementation of this process effective immediately.	
7.6 February 2018 Drinking Water Systems Monthly Summary Report.	16 - 21
- approval of this report with agree with the recommendation of the Operations and Facilities Executive Committee to accept the February 2018 report prior to it being made available to the general public.	
7.7 March 2018 Drinking Water Systems Monthly Summary Report.	22 - 27
- approval of this report will agree with the recommendations of the Operations and Facilities Executive Committee to accept the March 2018 report prior to it being made available to the general public.	
7.8 Enterprise Car Rental Airport Counter Lease Renewal.	28 - 31
- approval of this report will agree with the recommendation of the Operations and Facilities Executive committee to ensure that the lease agreement with Enterprise Rent-A-Car Canada Limited be executed and further that Mayor and Clerk be authorized to execute the lease agreements on behalf of the corporation.	
7.9 Borderland Pride Request.	32 - 34
- approval of this report will agree with the recommendations of the Administration & Finance Executive Committee to formally declare the week of Monday, July 9 through Sunday, July 15 as Pride Week in the Town of Fort Frances for 2018; permit and assist in holding a flag-raising event at the town office on July 14, to be coordinated with the Clerk's office; and provide guidance with respect to any necessary permits or escorts that must be arranged for a pedestrian Pride march, to be coordinated with the Clerk's office.	
7.10 2018 Capping Parameters for Capped Properties.	35 - 39
- approval of this report will agree with the recommendation of	

Administration and Finance Executive Committee to approve the 2018 capping parameters as outlined in the report and further that the authorizing parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward for execution by Mayor and Clerk.

- 7.11 Rainy River Valley Agricultural Society Financial Request. 40
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to receive the request only with no further action.

8. Administration and Finance Division:

- 8.1 High Tonnage Rail Lines Revenue Request. 41 - 47
- approval of this report will agree with the recommendation of Administration and Finance Executive Committee to pass a formal resolution requesting that the Minister of Finance consider the high-tonnage rate for railway right-of-way properties in the Town of Fort Frances as we believe that our municipality meets the high-tonnage threshold.

9. Operations and Facilities Division:

- 9.1 Request from Economic Development Advisory Committee - Sewer and Water Rates - Report No. 4. 48 - 71
- approval of this report will ensure that The Operations and Facilities Division continues to charge time and materials for the installation of sewer and water services as this is the most fair and equitable method to do so and that the matter be referred to the Planning and Development Executive Committee for consideration of inclusion into the Community Improvement Plan.
- 9.2 Application to the Municipal Asset Management Program. 72 - 75
- approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee:
 - 1) THAT the Town apply for funding to further its work in Asset Management under the Federation of Canadian Municipalities Municipal Asset Management Program; 2) THAT the Town commit their 20% contribution share totalling \$6,640.00 from the Operations and Facilities Division Operating Budget; and 3) THAT Council by way of resolution support the application to the program.

10. General:

- 10.1 Fort Frances Canadian Bass Championship - Resolution of Designation
- "THAT Council for the Town of Fort Frances designates the Fort Frances Canadian Bass Championship planned for July 18-21, 2018 in

	Page
Fort Frances as a Municipally Significant Event."	
11. <u>Information:</u>	
11.1 Fire & Rescue Services - March 2018 Report.	76 - 78
11.2 Town of Fort Frances General Fund (Operating) Summary for Three Months Ending Saturday, March 31, 2018.	79 - 80
11.3 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Three Months Ending Saturday, March 31, 2018.	81
11.4 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - March 2018 Monthly Report.	82 - 91
11.5 Operations and Facilities Division - Environmental Area - Operations Statistics - January 2018.	92 - 94
11.6 Operations and Facilities Division - Environmental Area - February 2018.	95 - 97
11.7 Tonnage at the Landfill Site - updated April 13, 2018.	98
11.8 Sewer and Water Data for 2018 - updated April 13, 2018.	99
11.9 Airport Statistics 2018 - updated April 13, 2018.	100 - 101
11.10 Building Department - Stats Canada Report for the month ending March 2018.	102
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	

To: Mayor & Council

From: Tyler Moffitt, Fire Chief/CEMC

Date: April 17, 2018

Subject: Waiving of Procurement Policy

Background

The 2018 Capital Budget of \$36,000 for Extrication eDraulics Cutters & Spreaders was approved in principle.

There are only two authorized dealers in all of Canada, and because we are in Ontario, we are required to purchase the eDraulics Cutters & Spreaders from CODE 4 Fire & Rescue Inc.

As per the Procurement Policy, this purchase with tax falls into the Purchases over \$5,000 but not exceeding \$35,000 category. As well, as per the policy, at least three written quotes prior to ordering is required.

Given the circumstances of this unique piece of equipment and limited suppliers in Canada, I am requesting to waive the Procurement Policy for this purchase.

The Administration & Finance Executive Committee recommends to waiving:

4.0 PROCUREMENT PROCEDURES / D. Purchasing Methods / iii Purchases over \$5,000 but not exceeding \$35,000, with regards to purchasing the Extrication eDraulics Cutters & Spreaders.

Respectfully submitted,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to waiving **4.0 PROCUREMENT PROCEDURES / D. Purchasing Methods / iii Purchases over \$5,000 but not exceeding \$35,000**, with regards to purchasing the Extrication eDraulics Cutters & Spreaders.



Administration & Finance Division

To: Mayor and Council
From: Jordan Forbes, Human Resources Coordinator
Date: April 18, 2018
Subject: Health and Safety Policy – Annual Review

Attached, please find the Health and Safety Policy, as recommended by the Administration and Finance Executive Committee. An annual review of the policy is a legal requirement.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is positioned above a horizontal line.

Jordan Forbes
Human Resources Coordinator

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Health and Safety Policy.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Health and Safety

Creation Date:	December 1999
Revised Date:	2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2017
Review by Date:	April 24, 2018
Resolution Number:	783
Supersedes Resolution Number:	095
Policy Number:	5.1

The Corporation of the Town of Fort Frances ("The Town") is vitally interested in the health and safety of our employees, and protecting them from occupational injury and illness is a major continuing objective. The Town will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury in the workplace.

The Town, as an employer, is ultimately responsible for worker health and safety and will strive to control any workplace hazards which may result in fires, security losses, damage to property, and occupational injuries and illness. Accidental loss can be controlled through sound management practices in combination with active employee participation and engagement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe, and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their job-specific tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Town.

It is in the best interest of all parties to consider health and safety in the workplace. Our commitment to occupational health and safety is an integral part of what we do at every level of the organization, from the Mayor and Council to every employee of the Town.

April 18, 2018

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Use of Corporate Resources in Election Periods Policy

BACKGROUND

The Municipal Elections Act (MEA) was reviewed following the 2014 Municipal Election and as Council is aware a number of amendments have been enacted within Bill 181, the Municipal Elections Modernization Act (Bill 181). Specifically, section 88.18 of the MEA states that municipalities shall establish rules and procedures with respect to the use of municipal or board resources during the election campaign period.

In June of 2006, the Town of Fort Frances established Policy 1.17 (attached) which provided for rules respecting use of corporate resources in election periods. Due to the enactment of Bill 181, several policy amendments are necessary in order for us to expand the scope of the policy to include Third Party advertisers, municipal staff, candidates, technological changes (i.e. website and ipads) as well as provide further clarity with updated definitions.

REQUIRED ACTIONS

That the following sections of the 'Use of Corporate Resources in Election Periods' (policy 1.17) be amended / replaced:

1. General Policy Statement:
2. Limitation:
3. Application:
4. ~~Specific Policy~~: replaced with Definitions:
5. Implementation:

RECOMMENDATIONS

The Administration & Finance Executive Committee considered this matter at the April 17, 2018 meeting and recommends that the attached 'Use of Corporate Resources in Election Periods' policy 1.17 (as amended) be adopted.

Approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to adopt the amended 'Use of Corporate Resources in Elections Periods' policy 1.17.

<i>The Town of Fort Frances</i>	SECTION
	ADMINISTRATION AND FINANCE
<u>USE OF CORPORATE RESOURCES IN ELECTION PERIODS</u>	REVISED
POLICY	April 23, 2018 Replaced June 2006
Resolution No. Consent xxx (04/18)	Supercedes Resolution No. Consent 197 (06/06)
Policy Number 1.17	Page 1 of 2

1. General Policy Statement:

The purpose of this policy is to clarify that Council, Third Party Advertisers, candidates, and municipal staff are required to follow the provisions of the *Municipal Elections Act*, 1996 and specifically that there shall be:

- No use of facilities, equipment, supplies, services, staff, corporate technology or other resources of the municipality for any election campaign or campaign activity.
- No campaign activity on municipal property during regular working hours.
- No using the services of persons (i.e. municipal staff, contractors, etc.) during hours in which those persons receive any compensation from the municipality.

2. Limitation:

Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

3. Application:

This policy is applicable to all members of Council, Third Party Advertisers, candidates and municipal staff.

4. Definitions:

“Campaign Period” means:

- In the case of a regular municipal election, the period between May 1 and Voting Day in the year of a municipal election; or,
- In the case of a municipal or school board by-election, the period between the passage of a by-law authorizing a by-election and Voting Day.

“Campaign Activity” means any action, event or pursuit that promotes or opposes any Candidate, or a response to any question on a ballot or referendum and includes any display, posting or distribution of Campaign Material.

“Campaign Material” means any material, regardless of format, that promotes or opposes any Candidate, or a response to any question on a ballot or referendum and includes, but is not limited to, printed literature, banners, posters, pictures, buttons, clothing, signs, magnets and vehicle decals.

“Candidate” means any individual who has filed nomination papers with the Clerk in accordance with Section 33 of the Municipal Elections Act, 1996.

“Clerk” means the Clerk of the Town of Fort Frances, or his or her designate.

“Council” means the Council of the Corporation of the Town of Fort Frances.

“Corporate Resource” means any physical, intellectual or financial asset owned, leased or otherwise controlled by the Town and includes vehicles, equipment, supplies, services and employees.

“Corporate Technology” includes computers, servers, cell phones, smart phones, telephones, tablets, ipads, printers, scanners, copiers, email, file storage, voicemail, or any other equipment or technology controlled, leased or owned by the Town.

“Municipal Staff” means for the purposes of this Policy all full-time, part-time, seasonal, casual employees of the Town, all contract and temporary employees, students and volunteers.

“Municipal Property” means any land, building or other structure owned, leased, operated or otherwise controlled by the Town, other than a Town roadway or sidewalk, and includes the Civic Centre, administrative offices, operations & facilities premises, library, museum, community and recreation centres, parks, trails, marina, sports fields and open space located within the boundaries of the Town of Fort Frances.

“Third Party Advertiser” means any individual, corporation or trade union registered in accordance with Section 88.6 of the Municipal Elections Act.

5. Implementation:

That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

This policy shall become effective immediately upon approval by Municipal Council.

<i>The Town of Fort Frances</i>	SECTION
	ADMINISTRATION AND FINANCE
<u>USE OF CORPORATE RESOURCES IN ELECTION PERIODS</u>	REVISED
<u>POLICY</u>	New June 2006
Resolution No. Consent 197 (06/06)	Supercedes Resolution No.
Policy Number 1.17	PAGE 1 of 2

1. GENERAL POLICY STATEMENT:

The purpose of this policy is to clarify that Members of Council are required to follow the provisions of the *Municipal Elections Act, 1996* and specifically that:

- No member shall use the facilities, equipment, supplies, services, staff or other resources of the municipality for any election campaign or campaign-related activities.
- No member shall undertake campaign-related activities on municipal property during regular working hours.
- No member shall use the services of persons during hours in which those persons receive any compensation from the municipality.

2. LIMITATION:

Nothing in this Policy shall preclude a Member of Council from performing their job as a Councilor, nor inhibit them from representing the interests of the constituents who elected them and further this policy does not preclude Members of Council from participating in a formal all-candidates meeting as may be organized for the benefit of the electors and conducted in the council chambers.

3. APPLICATION:

This policy is applicable to all members of Municipal Council for the Town of Fort Frances.

4. SPECIFIC POLICY:

- A. That, in accordance with the provisions of the *Municipal Elections Act, 1996*:
- i. Corporate resources and funding shall not be used for any election-related purposes;
 - ii. Staff shall not canvass or actively work in support of a municipal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave;

- iii. Members of Council shall not use any office or other facilities provided by the municipality for any election-related purposes, which includes displaying of any campaign-related signs or any other election-related material.
- iv. The following be discontinued for members of Council from the day prior to Nomination Day in a municipal election year to Election Day:
 - a. All forms of advertising, including in municipal publications;
 - b. All printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
- v. Members of Council may not deliver any unsolicited material where the printing and/or distribution costs are paid by the municipality. This recommendation to be effective not only during an election year but also at all times.
- vi. Members of Council may not:
 - a. Print or distribute any material paid by municipal funds that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
 - b. Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
 - c. Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; and that Minutes of municipal Council and Committee meetings be exempt from this policy; and
 - d. Enter into joint ventures using municipal funds from September 25 to Election Day, in the year of a municipal election, unless specifically approved by Council.
- vii. Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the municipality for the operation of each member of Council's office, is not directly election-related;
- viii. Web sites or domain names that are funded by the municipality may not include any election-related campaign material;
- ix. Members of Council may not use the municipality's voice mail system to record election related messages;
- x. This policy applies also to an acclaimed member or a member not seeking re-election.

- B. That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

5. IMPLEMENTATION:

This policy shall become effective immediately upon approval by Municipal Council.

April 18, 2018

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Recount Policy – 2018 Municipal Elections

Elections that are conducted freely and fairly and that ensure the certainty of the votes cast are a key feature of a well-functioning democracy. Where the accuracy of the results are called into question, a recount can be conducted to instill confidence among candidates, electors and election administrators that the results are a true reflection of the votes cast by the participants.

The amendments to the Municipal Elections Act (MEA) provides the opportunity for a municipality to adopt a policy respecting the circumstances in which the municipality requires a recount. This type of policy would establish a threshold for when a recount must be taken.

The adoption of a recount policy does not restrict the power of Council or a school board to direct a recount pursuant to Section 57 of the Act (which enables Council or a school board to pass a resolution, or the Minister of Municipal Affairs to issue an order, requiring a recount) and it does not affect an elector's right to seek an order pursuant to Section 58 (which allows an elector to seek an order from the Superior Court of Justice directing a recount).

Absent a policy, the MEA provisions apply. The MEA requires that a recount be held when:

- Two or more candidates receive the same number of votes and cannot both or all be elected to the office;
- A by-law submitted to the electors for approval has equal votes 'yes' and 'no';
- A question on the ballot has two or more answers with equal votes.

A recount policy would require passage by by-law.

This report was considered by the Administration & Finance Executive Committee at their April 17, 2018 meeting. The Committee directed that the MEA provisions provide ample opportunity for necessary recounts and therefore no policy/by-law is required.

Approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to move forward in the 2018 Election utilizing the recount provisions found in the Municipal Elections Act and not implement a separate policy/by-law.

April 18, 2018

REPORT TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Clerk
SUBJECT: Further Bill 68 Amendments – Declaration of Interest

BACKGROUND INFORMATION

In November 2016, the Province of Ontario tabled Bill 68, the Modernizing Ontario's Municipal Legislation Act, which introduced a series of reforms to the Municipal Act, Municipal Conflict of Interest Act, as well as several other pieces of municipally-relevant legislation.

Multiple reports have been brought to this Council recommending amendments to current practices in order to adhere to the updated legislation. This report highlights the amendment to the Municipal Conflict of Interest Act requiring municipalities to maintain a registry of all declarations made under this Act. The registry must include the original written declaration provided by the member of Council and must be available to the public.

Members of Council who have a potential pecuniary interest in an item on an agenda would be required to complete the form (preferably prior to the meeting) and submit them to the Clerk. For non-agenda items, the Clerk will have extra forms available to be completed during the meeting.

NEXT STEPS

I suggest that an online registry be built and maintained by the Clerk's Office which is sorted by Member of Council and stored on the Civic Web portion of our website. The original signed copies would be attached behind the approved minutes in which they belong and would be available for public inspection in the Clerk's Office during regular business hours.

Attached to this report is a Declaration of Interest form created to suit the needs of the Town of Fort Frances.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to accept the report and procedure outlined and further supports implementation of this process effective immediately.



DECLARATION OF INTEREST MUNICIPAL CONFLICT OF INTEREST ACT

MEETING TYPE:

- ☐ Regular Council Meeting
☐ Committee of the Whole Meeting
☐ Special Council Meeting

DATE OF MEETING:

DECLARATION

I, _____, declare a potential pecuniary interest on
 Agenda Item No.: _____ Item Title: _____
 for the following reason:

Councillor Signature

Councillor Name (print):



DECLARATION OF INTEREST MUNICIPAL CONFLICT OF INTEREST ACT

MEETING TYPE:

- ☐ Regular Council Meeting
☐ Committee of the Whole Meeting
☐ Special Council Meeting

DATE OF MEETING:

DECLARATION

I, _____, declare a potential pecuniary interest on
 Agenda Item No.: _____ Item Title: _____
 for the following reason:

Councillor Signature

Councillor Name (print):

April 18, 2018

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: February 2018 Drinking Water Systems Monthly Summary Report

Please find attached the February 2018 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the February 2018 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the February 2018 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

February, 2018

**Monthly Summary Report
Water Systems**

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

Dated: March 07, 2018

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of February 2018 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.

Airport Groundwater Well – Raw water flow data: 54.8 m3 as of March 01, 2018. (4.8 m3 used in February).

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. 740 Scott St. | 2. 1036 Victoria Ave. | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 1111 First St. E. | 6. 523 First St. E. | 7. 1103 Victoria Ave. | 8. W. Tower |
| 9. 740 Scott St. | 10. 1036 Victoria Ave | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 122 Scott St. | 14. 1036 Victoria Ave. | 15. 901 Wright Ave. | 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.

Water distribution sample taken January 15, 2018 – no adverse results.

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

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

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

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

7) Maintenance Activities at the WTP:

Feb. 02nd - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

Feb. 06th - calibrated the Distribution Chlorine Analyzer.
- painted water treatment plant floor.

Feb. 07th - painted water treatment plant floor.

Feb. 08th - worked on distribution analyzers and calibrated them.

Feb. 13th - took Reservoir No. 2 off line for inspection.

Feb. 22nd - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

Feb. 28th - ran emergency generator for an hour.
- worked on Reservoir No. 2 influent valve.
- calibrated distribution chlorine analyzer.

8) Water Complaints:

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

9) Other Miscellaneous Information:

Feb. 05th - took weekly routine micro samples.

Feb. 08th - took grab samples off the filters.

Feb. 12th - took weekly routine micro samples.

Feb. 13th - received a shipment of chlorine tonners.

Feb. 20th - took weekly routine micro samples.

Feb. 26th - took weekly routine micro samples.

Feb. 27th - received a shipment of Aluminum Sulphate.

Feb. 28th - took grab samples off the filters.

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 February 2018

April 18, 2018

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: March 2018 Drinking Water Systems Monthly Summary Report

Please find attached the March 2018 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the March 2018 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the March 2018 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

March, 2018

**Monthly Summary Report
Water Systems**

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

Dated: April 9, 2018

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of March 2018 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.

Airport Groundwater Well – Raw water flow data: **54.8** m3 as of April 05, 2018. (4.8 m3 used in March).

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. 1111 First St. E. | 2. 1104 Church St. | 3. 1036 Victoria Ave. | 4. W. Tower |
| 5. 523 Church St. | 6. 1103 Victoria Ave. | 7. 800 Fifth St. W. | 8. W. Tower |
| 9. 740 Scott St. | 10. 1036 Victoria Ave. | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 740 Scott St. | 14. 901 Wright Ave. | 15. 810 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.

Water distribution sample taken January 15, 2018 – no adverse results.

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

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

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

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

7) Maintenance Activities at the WTP:

Mar. 01st - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

Mar. 04th - installed a new poly pump line from the pump to the clarifier.

Mar. 07th - installed new filters in the dust collector.

Mar. 08th - calibrated the Distribution Chlorine Analyzer.

Mar. 09th - repaired the chlorine tonner hoist.

Mar. 13th - changed the sensor on Filter No. 4 Turbidity Meter.

Mar. 16th - calibrated the Distribution Chlorine Analyzer.

Mar. 23rd - calibrated all the Filter Turbidity Meters.

Mar. 24th - worked on Filter No. 1 Turbidity Meters.

- Mar. 29th - cleaned top and bottom tanks on the poly unit.
 - cleaned all four (4) check valves on the poly unit.
 - ran standby generator for one (1) hour.

8) Water Complaints:

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

9) Other Miscellaneous Information:

Mar. 05th - took weekly routine micro samples.

Mar. 06th - took total suspended solid (T.S.S.) samples off the filters.

Mar. 08th - QMS meeting.
 - WHMIS Training.

Mar. 12th - received a shipment of soda ash.
 - took weekly routine micro samples.

Mar. 19th - Training course “O & M of Water Distribution Systems”. Put on by the Keewaytinook Centre of Excellence at the Nanicost Building on Couchiching F.N.

Mar. 20th - Training course “O & M of Water Distribution Systems”. Put on by the Keewaytinook Centre of Excellence at the Nanicost Building on Couchiching F.N.

Mar. 21st - Training course “O & M of Water Distribution Systems”. Put on by the Keewaytinook Centre of Excellence at the Nanicost Building on Couchiching F.N.

Mar. 26th - took weekly routine micro samples.
 - water service repair at 615/618 Second St. E. - micro samples.
 - Municipal Lead Testing Program

Mar. 27th - Municipal Lead Testing Program.

Mar. 28th - Municipal Lead Testing Program.

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 March 2018

April 18, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Enterprise Car Rental Airport Counter Lease Renewal

Please find attached letter from Mr. Tom Batiuk, Airport Supervisor, outlining the annual lease agreement for counter space at the Fort Frances Municipal Airport Terminal. The lease agreements are required to be executed by the Corporation at this time. The rates in the agreement reflect the fees in the 2018 User Fee By-Law being \$1264.40 for the 2018 year.

The Operations and Facilities Executive Committee recommends that the lease agreement with Enterprise Rent-A-Car Canada Limited be executed and further that Mayor and Clerk be authorized to execute the lease agreements on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that the lease agreement with Enterprise Rent-A-Car Canada Limited be executed and further that Mayor and Clerk be authorized to execute the lease agreements on behalf of the corporation.

Manager of Operations and Facilities

2018April Enterprise Lease Agreement



2018-04-06

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Enterprise Car Rental Lease Renewal

Attached are the lease renewal documents for Enterprise Car Rental. These lease documents are set to commence on January 1, 2018 and expire on December 31st, 2018. Please review the attached documentation with my recommendation for approval by Town Council.

Kind Regards,

Tom Batiuk
Airport Supervisor

THIS AGREEMENT made this 1st day of January, Two Thousand and Eighteen

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The “Town”)

-And-

ENTERPRISE RENT-A-CAR CANADA LIMITED
(The “Tenant”)

WHEREAS:

- A. The Town and the Tenant hereinafter collectively referred to as the “Parties” entered into an agreement of lease (the “Lease”) dated January 1, 2006 with respect to the property (“Demised Premises”) described as: Counter space comprising of a total area of 3.3 square metres at the Fort Frances Airport.
- B. The copy of the lease dated January 1, 2006, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end December 31, 2017.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from January 1, 2018 to and including December 31, 2018 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.
- E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:
 - 1) An amount equal to that produced by applying the Previous year’s Ontario consumer price index to the previous year’s annual rental fee;
 - 2) An amount calculated as 1.5% over the previous year’s annual rental fee

NOW THEREFORE the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including January 1, 2018 to December 31, 2018.
- 2. The amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term January 1, 2018 to December 31, 2018 shall be the sum of \$1264.40, plus applicable taxes, which amount shall be payable by the Tenant to the Town upon the signing of this lease agreement.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For Enterprise Rent-A-Car Canada Limited:

Witness: _____ Per: _____

“I have the authority to bind the corporation”



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/55**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: April 18, 2018
SUBJECT: Borderland Pride Request

BACKGROUND

At the April 9, 2018 Council Meeting, the attached letter received from Borderland Pride was referred to the Administration & Finance Executive Committee for recommendation.

Borderland Pride co-chair, Douglas W. Judson, has requested assistance with respect to the following items:

- 1) Permission and assistance in holding a flag-raising event at the town office on July 14, where the mayor and other community leaders will be invited to offer brief remarks suitable for the occasion.
- 2) Guidance with respect to any necessary permits or escorts that must be arranged for a pedestrian Pride march as part of the celebrations on July 14.
- 3) Any assistance the Town can provide to expedite the Moffat funding decision process or fill the funding gap until Moffat decisions are made.

In addition, Borderland Pride is requesting that Council formally declare the week of Monday, July 9 through Sunday, July 15 as Pride Week in the Town of Fort Frances for 2018. The Rainy Lake Square will be used for some of the Pride Week events on July 14, and the Borderland Pride group thanks the Town for developing this wonderful public facility for the community.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council agree to assist Borderland Pride with their requests for this first Pride event in Fort Frances.

Council Approval of this Report Will Agree to the recommendations of the Administration & Finance Executive Committee to formally declare the week of Monday, July 9 through Sunday, July 15 as Pride Week in the Town of Fort Frances for 2018; permit and assist in holding a flag-raising event at the town office on July 14, to be coordinated with the Clerk's office; and provide guidance with respect to any necessary permits or escorts that must be arranged for a pedestrian Pride march, to be coordinated with the Clerk's office.



March 23, 2018

Mayor and Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Sent via Email

Dear Mayor Avis and Members of Council:

Re: Pride Week 2018

Borderland Pride is the LGBTQ2A (lesbian, gay, bisexual, trans, queer, two-spirit, and ally) Pride organization for Fort Frances and the surrounding municipalities and First Nations.

Like other Pride groups around the world, our mandate is (i) to promote LGBTQ2 inclusion and acceptance in our community, (ii) to celebrate the diversity of our region, and (iii) to provide resources and supports which improve the community's understanding of LGBTQ2 identities and orientations, and some of the unique challenges facing LGBTQ2 people in our society.

Since last summer, we have been engaging with the community through roundtables, networking events, and social media to identify specific needs for Fort Frances and the surrounding area. We have received significant support and encouragement from area residents, businesses, and public sector organizations to hold a 'Pride Week' celebration in the Fort Frances area, with a view to installing it as a new annual celebration for the region.

This has been a task that we have been proud to take on and we will soon be in a position to unveil the programming for Borderland's first-ever Pride Week. The event line-up we are preparing will be inclusive, suitable for all ages, and open to all members of the community. Our primary goal is to showcase our community as a welcoming, inclusive environment for LGBTQ2 young people, diverse families, and other individuals from equity-seeking groups. This is an important objective for any small community undergoing demographic and economic transition like we are seeing in Fort Frances and the Rainy River District.

We recognize that through the media, Pride in larger cities has become synonymous with ostentatious parades and parties, but people should know that the Pride event you will see in most smaller communities looks a lot like any other family-oriented festival, fair, or picnic. Our

event will be no different, and is modelled on recent successful Pride celebrations in Kenora and Dryden.

With this letter, we would like to request that council formally declare the week of Monday, July 9 through Sunday, July 15 as Pride Week in the Town of Fort Frances for 2018.


In addition, as part of this request, we would appreciate your assistance with respect to the following items:

1. We would like your permission and assistance holding a flag-raising event at the Fort Frances town office on July 14, where the mayor and other community leaders will be invited to offer brief remarks suitable for the occasion.
2. We plan to hold a pedestrian Pride march as part of the celebrations on July 14. This route will use sidewalks (no motor vehicles). We would appreciate any guidance with respect to any necessary permits or escorts that must be arranged for such an event.
3. While we have applied for a small amount of funds from this year's Moffat allocation, we have some concerns that the funding decisions will not be announced in advance of our event. We appreciate any assistance the Town can provide to expedite this process or help us to fill the funding gap until Moffat decisions are made.

Finally, the Rainy River Future Development Corporation has reserved the Rainy Lake Square for some of our Pride Week events on July 14, and we wish to thank the Town for developing this wonderful public facility for the community. We look forward to putting it to good use as a focal point for some of our Pride Week festivities.

Should you have any questions or if you would like more information about our plans, please contact us at borderlandpride@gmail.com or (807) 861-3684. We look forward to hearing from you soon.

Sincerely,



Douglas W. Judson
Co-Chair



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/54**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: April 18, 2018

Subject: 2018 Capping Parameters for Capped Properties

BACKGROUND

In accordance with s. 329.1 of the *Municipal Act*, a single tier municipality may pass a by-law to implement one or more of the capping parameters provided for each of the capped property classes (commercial, industrial and multi-residential).

Capping parameters consist of the following:

- Increase 10% of annualized taxes
- Increase 10% CVA tax increase
- Utilize up to \$500 threshold to move to CVA based taxes
- Properties that were at CVA Tax in 2017 or that would cross over CVA Tax in 2018 can be excluded from capping
- Exclude Reassessment related increases from the capping Calculations (new in 2017)
- Minimum tax level for new to class construction properties eligible for 6 comparables (i.e. 70% for 2005, 80% for 2006, 90% for 2007 and 100% for 2008 and beyond)
- Capping Exit Options – Eligible Phase-out at 1/3, Year 2 of 4 only if vacant land is excluded (new for 2017)

Any of the above referenced capping parameters may be used on their own or in combination with other options and can be applied differently to each capped class. If a by-law is not passed under section 329.1 then only 5% of the previous year's annualized tax limit would be allowed. In 2017, capping parameters were revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, exclude reassessment related increases from the capping calculation, properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 be excluded from capping, and that the capping phase-out Year 1 (1/4) be included in capping options.

As indicated in the OPTA 2017 Capping Summary Analysis Reports three (3) properties are subject to capping, 1 property is protected by the annualized tax limit and 2 properties that will be clawed back.

Since we chose to enter capping phase-out in 2017, it is best to continue with the same options as last year:

Capping Options

- Increase 10% of annualized taxes

- Increase 10% CVA tax increase
- Properties that were at CVA Tax in 2017 or that would cross over CVA Tax in 2018 are excluded from capping
- Exclude Reassessment related increases from the capping Calculations
- Capping Exit Options – Eligible Phase-out at 1/3, Year 2 of 4 only if vacant land is excluded

This will ensure the earliest exit of capping as well as ensure that each property is paying as close to CVA tax as possible.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the 2018 capping parameters:

1. That revenue neutral be maintained within the Industrial class.
2. That the annual limit on capping for the Industrial class will be a 10 per cent increase of the annualized tax limit based on the previous year's annualized taxes.
3. That the annual limit for the Industrial class will be a 10 per cent increase of the prior year CVA tax limit.
4. That there shall be a minimum tax level of 100% for properties eligible for New Construction or New to Class in 2018.
5. That properties that were at CVA Tax in 2017 or that would cross over CVA Tax in 2018 be excluded from capping.
6. To exclude reassessment related increases from the Capping Calculation.
7. That the Capping Phase-out Year 2 (1/3) be included in capping options.
8. Further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to the April 23, 2018 Council Meeting.

Council Approval of This Report Will Agree to approve the 2018 capping parameters for revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, to exclude properties that were at CVA Tax in 2017 or that would cross over CVA Tax in 2018, to exclude reassessment related increases from the Capping Calculation and that the Capping Phase-out Year 2 (1/3) be included in capping options.

Further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to the April 23, 2018 Council Meeting.

[Home](#) | [Contact OPTA](#) | [Municipal Contacts](#) | [Feedback & Enquiries](#) | [User Agreement](#) | [Bulletins](#) | [Glossary](#) | [Exit](#)
[Tax Tools](#) | [Clear Parameters](#) | [See Parameters](#)

2018 Capping Report using Calculated Rates

Menu

Using OPTA calculated rates on April 12, 2018 5:38PM EST.

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used: 2018 Revenue Neutral Tax Ratios

Category: Subject to Capping

Fort Frances Town, 5912

Search Roll Number:

Annualized Tax Limit	10.00%
Prior Year CVA Tax Limit	10.00%
CVA Tax Threshold - Increasers	0
CVA Tax Threshold - Decreasers	0
Exclude Reassessment Increase	Yes
Exclude Properties Previously at CVA Tax	Yes
Exclude Properties that Move from Capped to Clawed Back	Yes
Exclude Properties that Move from Clawed Back to Capped	Yes
Exit capping immediately	Not Eligible
Capping phase-out	Year 2 (½)
Clawback Percentage	32.9616%
Net Class Impact/Shortfall	0

Levy Change	Fort Frances Town
Industrial	0.5491%
Large Industrial	0.3916%

Note: Some values have been rounded for display purposes.

[Click](#) here for detailed explanation of the treatment of new and excluded properties in the capping and notional tax rate calculation.

Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc	Asc / Desc
<< Expand										Expand >>	
Roll Number	RTC	2017 Annualized Taxes	2018 CVA Taxes Without Adjustments	2018 CVA Taxes Before Levy Change	2018 Capping Adjustment	2018 Overall Levy Change Adjustment	Threshold or Phase-Out Adj	Revised 2018 Tax	Tax Adjustment for 2018		
									\$ Amount	% of CVA Taxes	
591201000602600	I	1,033.51	2,047.90	2,036.72	197.87	6.76	330.90	1,569.04	-478.86	-23.38%	
591201000612000	I	2,493.06	2,177.85	2,165.96	-219.28	12.49	0.00	2,286.26	108.41	4.98%	
591201000716900	I	18,268.06	17,244.50	17,150.33	-749.31	96.20	0.00	17,614.95	370.45	2.15%	

Application Copyright: Reamined Systems Inc. All Rights Reserved



[Home](#) | [Contact OPTA](#) | [Municipal Contacts](#) | [Feedback & Enquiries](#) | [User Agreement](#) | [Bulletins](#) | [Glossary](#) | [Exit](#)

[Tax Tools](#) | [Clear Parameters](#) | [See Parameters](#)

2018 Capping Summary Analysis Report using Calculated Rates

Using OPTA calculated rates on April 12, 2018 5:35PM EST.

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used: 2018 Revenue Neutral Tax Ratios

Fort Frances Town, 5912

Capping Report		Frequency Distribution Report		Back to Capping Options	
		Multi-residential	Commercial	Industrial	
Capping Parameters					
Annualized Tax Limit				10.00%	
Prior Year CVA Tax Limit				10.00%	
CVA Tax Threshold - Increases				\$0	
CVA Tax Threshold - Decreasers				\$0	
Exclude Reassessment Increase				Yes	
Exclude Properties Previously at CVA Tax				Yes	
Exclude Properties that Move from Capped to Clawed Back				Yes	
Exclude Properties that Move from Clawed Back to Capped				Yes	
Exit capping immediately		Already Exited	Already Exited	Not Eligible	
Capping phase-out		Not Eligible	Not Eligible	Year 2 (½)	
Capping Clawback and Retained Percentages					
Clawback Percentage				32.9616%	
Retained Percentage				67.0384%	
Total				100.0000%	
Total Tax Adjustment					
Capped Properties				-\$479	
Clawback Properties				\$479	
Net Class Impact/Shortfall				\$0	

<< Expand

Expand

Category	Properties	2017 Annualized Taxes	2018 CVA Taxes Without Adjustments	2018 CVA Taxes Before Levy Change	2018 Capping Adjustment	2018 Overall Levy Change Adjustment	Threshold or Phase-Out Adj	Revised 2018 Tax	Tax Adj for 2018	\$ Amount
Multi-residential										
At CVA Tax due to Exclude Options:										
CVA Tax-Class is Excluded from Capping	20	624,793	625,508	625,458	0	0	0	625,508	0	0
Commercial										
At CVA Tax due to Exclude Options:										
CVA Tax-Class is Excluded from Capping	276	2,863,283	2,923,070	2,898,626	0	0	0	2,923,070	0	0
Industrial										
Capped by CVA Tax Limit, Phase-out Year 2	1	1,034	2,048	2,037	198	7	331	1,569	-479	
Tax Above CVA Tax due to Clawback	2	20,761	19,422	19,316	-969	109	0	19,901	479	
Total Subject to Capping	3	21,795	21,470	21,353	-771	115	331	21,470	0	
At CVA Tax due to Exclude Options:										
Excluded, Previously CVA Tax	46	930,806	933,484	929,670	0	0	0	933,484	0	
Total Excluded	46	930,806	933,484	929,670	0	0	0	933,484	0	
Class Total	49	952,600	954,955	951,023	-771	115	331	954,955	0	
Total All Classes										
Capped by CVA Tax Limit, Phase-out Year 2	1	1,034	2,048	2,037	198	7	331	1,569	-479	
Tax Above CVA Tax due to Clawback	2	20,761	19,422	19,316	-969	109	0	19,901	479	
Total Subject to Capping	3	21,795	21,470	21,353	-771	115	331	21,470	0	

At CVA Tax due to Exclude Options:									
Excluded, Previously CVA Tax	46	930,806	933,484	929,670	0	0	0	933,484	0
CVA Tax-Class is Excluded from Capping	296	3,488,076	3,548,578	3,524,085	0	0	0	3,548,578	0
Total Excluded	342	4,418,881	4,482,063	4,453,755	0	0	0	4,482,063	0
Grand Total	345	4,440,676	4,503,533	4,475,108	-771	115	331	4,503,533	0

Application Copyright: Reamined Systems Inc. All Rights Reserved



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/56**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: April 18, 2018
SUBJECT: The Rainy River Valley Agricultural Society Gala

BACKGROUND

At the April 7, 2018 Council Meeting the Rainy River Valley Agricultural Society event request for "The Rainy River Valley Gold Rush Gala" was referred to the Administration & Finance Executive Committee for recommendation.

This year's Gala fundraising event is taking place on April 14, 2018 at the Emo-LaVallee Arena. Attached is the fundraising event invitation to purchase tickets at a cost of \$50.00 each or to consider sponsorship of this event, which includes 12 tickets/reserved table, for Platinum - \$2,000, 8 tickets/reserved table for Gold - \$1,500, Silver - \$1,000 or Bronze -\$500. All proceeds from this year's Gala will go towards the renovation of the Emo Fair Grounds.

RECOMMENDATION

The Administration and Finance Executive Committee recommends that Council receive the request.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the request.
--



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/57**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: April 18, 2018
SUBJECT: High-Tonnage Rail Lines Revenue Request

BACKGROUND

On April 3, 2018, the Ministry of Finance advised of certain taxation and assessment measures that the Province is undertaking as part of the 2018 Ontario Budget and of which included the new property tax rate of \$110 per acre on mainline railway rights-of-way for 2018 as well as new flexibility for high-tonnage rail lines.

The Province is responding to municipalities' concerns regarding the revenue they receive in respect to high-tonnage rail lines. High-tonnage rail lines will initially be identified as those with at least 70 million gross ton-miles per mile route annually. The increase tax rate will be \$300 per acre on these high-tonnage rail lines.

The letter stated that municipalities that wish too utilize the increased rate should pass a formal Council resolution requesting that the Minister consider the high-tonnage rate for individual railway right-of-way properties that meet the high-tonnage threshold. The formal Council resolution must be submitted to the Minister of Finance on or before June 29, 2018. Pending verification of properties that meet the high-tonnage threshold, the high-tonnage tax rates would be implemented through a Minister's regulation.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council pass a formal resolution requesting that the Minister of Finance consider the high-tonnage rate for railway right-of-way properties in the Town of Fort Frances as we believe that our municipality meet the high-tonnage threshold.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to pass a formal resolution requesting that the Minister of Finance consider the high-tonnage rate for railway right-of-way properties in the Town of Fort Frances as we believe that our municipality meets the high-tonnage threshold.

Ministry of Finance
Provincial-Local Finance Division
10th Floor
777 Bay Street
Toronto, ON M5G 2C8
Tel (416) 327-0264
Fax (416) 325-7644

Ministère des Finances
Division des relations provinciales-
municipales en matière de finances
777, rue Bay, 10^e étage
Toronto (Ontario) M5G 2C8
Tél. : 416 327-0264
Téléc : 416 325-7644



April 3, 2018

Dear Municipal Treasurer/Clerk-Treasurer:

I am writing to advise you of certain property taxation and assessment measures that the Province is undertaking as part of the *2018 Ontario Budget*.

Supporting Fair and Accurate Property Assessments

The government has announced initiatives to improve the property assessment process.

As you may be aware, an Advance Disclosure process was introduced for the 2016 reassessment to enhance the accuracy and transparency of the Municipal Property Assessment Corporation's (MPAC) valuation process by enabling business property owners and municipalities to contribute to the determination of assessed values before assessment rolls are finalized.

To further strengthen the pre-roll engagement process, the Province is proposing that an earlier valuation date be used as the basis for property assessments. For the next reassessment, which will take place for the 2021 taxation year, assessments would be based on a valuation date of January 1, 2019. The intent of the earlier date is to facilitate a more effective valuation process that allows for meaningful and open exchange of information among MPAC, property owners and municipalities, leading to more transparent and accurate property assessments.

The Province also wants to make it easier for property owners to comply with MPAC's requests for information. Work is underway to review the format of MPAC's requests, ensuring they are clear and reasonable. As well, the *2018 Ontario Budget* announced a plan to introduce a framework for addressing non-compliance with MPAC's information requests.

These measures aim to create an environment that encourages the full exchange of information in order to improve the accuracy of property assessments and support a fair and transparent property tax system.

.../cont'd

- 2 -

Business Vacancy Rebate and Reduction Programs

In response to municipal and other stakeholders' requests, the Province provided municipalities broad flexibility to modify the vacant rebate and reduction programs for 2017 and future years. This greater flexibility enables municipalities to tailor these programs to best reflect local circumstances, while considering the interests of local businesses. While municipalities have implemented a variety of changes, 80 per cent of those municipalities will phase-out the municipal component by 2020.

With respect to education property taxes, the Province currently mirrors municipal property tax decisions related to the vacancy programs. This has resulted in different treatments of education property taxes across the province as each municipality modifies the programs to best suit its local needs.

As a result, the Province announced in the *2017 Ontario Economic Outlook and Fiscal Review* that it would review approaches related to the education property tax portion of the vacancy rebate and reduction programs in consultation with municipalities and the business community. In response to feedback received from the review, the *2018 Ontario Budget* announced that the education property tax portion of the vacancy programs will be aligned with changes made by municipalities, ensuring greater consistency across the province.

To align with the majority of municipal changes, the Province will phase out the education property tax portion of these programs. However, to avoid undue administrative burden for municipalities that have already made changes to the programs, the Province will continue to mirror these municipal changes, with respect to the education property tax portion of the vacancy programs. This initiative will begin in 2019 to ensure that businesses have time to plan for program changes.

Railway Right-of-Way Property Taxation

As you are aware, the Province initiated a review of the property taxation of railway rights-of-way in 2016. Based on consultations with municipalities and the railway industry, the Province announced changes in the *2017 Ontario Budget* to address three key issues related to indexation of rates, variation in rates, and implications for shortline railways.

In the *2018 Ontario Budget*, the Province announced further rate adjustments as part of its commitment to modernizing the property taxation of railway rights-of-way. The proposed measures for 2018 include the following:

.../cont'd

- 3 -

Key Issues	Proposed Measures for 2018
Indexation of Rates: Municipalities have expressed concerns that, prior to 2017, property tax rates on railway rights-of-way had not been updated since the late 1990s.	Building on progress made in 2017, mainline railway right-of-way property tax rates for 2018 will continue to be updated to reflect average annual commercial property tax changes. This means that municipal property tax rates will increase by \$7 per acre for 2018.
Variation in Rates: Municipalities have also expressed concerns about the significant variation in railway right-of-way property tax rates across the province.	The Province will further reduce rate inequities by increasing the lowest property tax rates on mainline railway rights-of-way to a minimum of \$110 per acre in 2018. The lowest mainline rate in 2016 was approximately \$35 per acre.
Shortline Railways: The railway industry expressed concerns about the impacts of potential property tax increases on shortline railways.	The Province will continue to freeze shortline railway property tax rates at 2016 levels in recognition of the challenges faced by this sector of the railway industry.

The education property tax rates on railway right-of-way properties will continue to be maintained at 2016 levels for the 2018 taxation year.

The 2018 railway right-of-way property tax rates for your municipality are provided in the attached table. The attachment also provides a list of railway right-of-way properties in your municipality, for your reference.

New flexibility for high-tonnage rail lines

The Province will also be responding to municipalities' concerns regarding the revenue they receive in respect of high-tonnage rail lines. Beginning in 2018, municipalities can request an increase to the rates per acre for certain high-tonnage rail lines.

High-tonnage rail lines will initially be identified as those with at least 70 million gross ton-miles per route mile annually. The increased tax rate will be \$300 per acre on these high-tonnage rail lines. The high-tonnage tax rate will represent a significant increase from the lowest mainline rate in 2016 of approximately \$35 per acre.

This approach represents a first step that will enable municipalities with high-tonnage railway properties to achieve additional revenues. By focusing only on the highest tonnage properties, it will also respond to concerns from the railway industry regarding the administrative burden of a tonnage approach to property taxation.

.../cont'd

- 4 -

Ministry of Finance staff will work with staff from interested municipalities to review eligibility for the high-tonnage tax rate. Ministry staff will also confirm data with owners of the identified railway right-of-way properties.

Municipalities that wish to utilize this increased rate should pass a formal Council resolution, requesting that the Minister consider the high-tonnage rate for individual railway right-of-way properties that meet the high-tonnage threshold. The formal Council resolution must be submitted to the Minister of Finance on or before June 29, 2018. Pending verification of properties that meet the high-tonnage threshold, the high-tonnage tax rates would be implemented through a Minister's regulation.

For 2019 and future years, the government will continue to adjust rates and, in consultation with stakeholders, will review additional options to reflect tonnage in railway right-of-way property taxation.

For further information about the railway right-of-way property taxation system, please contact Sara Tune, Manager, Strategic Policy Liaison Unit, at sara.tune@ontario.ca.

Sincerely,

Original signed by

Allan Doheny
Assistant Deputy Minister
Provincial-Local Finance Division

Enclosure



Railway Right-of-Way Property Taxation

Ministry of Finance

Provincial-Local Finance Division

Town of Fort Frances

5912

Table 1: Railway Right-of-Way Property Tax Rates (\$ per acre)

	Municipal Mainline ¹	Education
2016	35.26	15.43
2017	80.00	15.43
2018	110.00	15.43

Table 2: Railway Right-of-Way Property Details ²

Roll Number	Line Operator	Property Owner	RTQ	Site Area (Acres)	Line Type
5912010001181000000	CN	CANADIAN NATIONAL RAILWAY	T	102.75	Mainline

1. The 2018 property tax rate for identified railway right-of-way properties that meet the high-tonnage threshold could have rates per acre increased to the high-tonnage rate, subject to Minister's approval.

2. Actual roll details are subject to MPAC's determination.



Railway Right-of-Way Property Taxation

Ministry of Finance
Provincial-Local Finance Division

Appendix: List of Rail Operators in Ontario

Acronym	Operator Name
ANRCI	Arnprior-Nepean Railway Company Inc.
BCRY	Barrie Collingwood Railway
CASO	Canadian Southern Railway
CN	Canadian National Rail
CP	Canadian Pacific Rail
CSX	CSX Transportation
ETR	Essex Terminal Railway
GEXR	Goderich-Exeter Railway
GJR	Guelph Junction (OSR)
GO	Metrolinx/GO
NCR	Nipissing Central Railway
OBRY	Orangeville Brampton Railway
ONR	Ontario Northland
OSR	Ontario Southland Railway
OVR	Ottawa Valley Railway
PCHR	Port Colborne Harbour Railway
PSTR	Port Stanley Terminal Rail Inc.
SOLRS	Southern Ontario Locomotive Restoration Society (Waterloo Central Railway)
SOR	Southern Ontario Railway
SSHR	South Simcoe Railway Heritage Corporation
VAEX	Vale Railway
VIA	VIA Rail
WCR	Waterloo Central Railway
YDHR	York-Durham Heritage Railway

April 23, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from EDAC - Sewer and Water Rates – Report 4

The following item has been defeated at the Council table 5 different times, the matter has, each time, been reviewed at the Operations and Facilities Executive Committee Level, returned to council to be defeated. Attached to this report you will find copies of all reports taken to OFEC as well as the original recommendation from the Economic Development Advisory Committee. At the April 18, 2018 meeting of the Operations and Facilities Executive Committee the matter was again discussed where Administration informed the committee that to review it again at the committee level would be a waste of time as the committee majority are in favour of remaining with the current model and that instead, the matter would return directly to the Committee of the Whole for consideration by all of Council.

Administration has been working with the request from Economic Development Advisory Committee since December of 2017. Administration has been looking for direction from both the whole of Council as well as the Operations and Facilities Executive Committee and has received very little. At the April 9, 2018 meeting the comment was made that the town charges too much for this work. The Town bills on a time and materials formula plus a 10% administration charge. At the end of the job the time taken to complete the work is reviewed as is the materials used. If time was taken to complete works not directly related to the installation or materials were used to complete repairs outside of the installation works, those costs are take out of the bill to be sure that the cost borne by the property owner is as fair as possible. Attached you will find a full break down of an installation that was completed in 2017 where there was 18" of frost in the road way therefore the asphalt patch will be completed in 2018. In addition, you will find attached the actual billed amounts showing the difference absorbed by the Town, \$5438.12 before asphalt. Currently we are paying \$50.45 per m² for asphalt through our contract with Pioneer. The Town does not charge a mark-up on any of the materials, we bill out at true cost (materials plus shipping) nor do we charge overtime. Further the rates we charge are set out in the Town's user fee by-law which is reviewed annually. Typically, an installation takes between one to two days depending on depth, ground conditions, main location, etc. This comment therefore does not apply to the current costing model.

Another comment that has been made is that people choose to build homes outside of Town because the cost of servicing is too much. The price listed above of \$8,212.81 is far lower than any septic system could be installed to code by a licenced installer, and the life of a current service installation is well in excess of 80 years compared to 25 years for a maintained septic system. This comment also does not apply to the current costing mode.

What the Operations and Facilities Executive Committee has been saying through this entire process reviewing this matter, is that the person that is getting the installation should pay the true costs for that work and no one should be subsidising another, each person gets exactly what they pay for as this is the fairest method for this type of work. What other members of council are NOT saying but eluding to is that the Town should be subsidising these installations at some level up to no cost to the property owner. This would mean that all property owners would pay some set amount less than the actual costs

for the work and the Town would pay for the remaining costs from the Sewer and Water Rates or Reserves. In relation to this, the Town of Fort Frances Official Plan states that

“The Planning Act allows municipalities to identify Community Improvement Project Areas, prepare Community Improvement Plans, and provide incentive programs which stimulate redevelopment of lands as a means to maintain the vitality of the municipality.”

The Town of Fort Frances Community Improvement Plan states that

1.0 Plan Background

1.1 Foundation and Basis

The Town of Fort Frances has undertaken a number of studies in recent years that recognise the changing role of the Town towards economic development and the need to facilitate a broader and more diverse range of uses throughout the community.

Various and significant area of the community are available for development and although the permitted uses generally exemplify the current and anticipated uses, it is recognized that the opportunity exists to attract and broaden potential prospective developers to the Town of Fort Frances through innovative and unprecedented methods.

In June 2002 Council considered and approved in principle the establishment of various financial incentive programs as a means toward attracting development to the community.

This community improvement plan was adopted by council and represents a strong indication by Council to the community that the future health and vitality of the Town is important and that the Community Improvement Project Areas identified, and defined by by-law, are deserving of special attention.

The Planning and Development Division will administer this Community Improvement Plan with assistance provided by various other Departments and Divisions assigned the responsibility for specific implementation of projects.

Currently the Town administers a grant program for residential property owners where they can get up to \$2500.00 to put toward a number of costs relating to works over \$25,000.00 that require a building permit through the current Community Improvement Plan which was adopted in 2002. To ensure that the Town incentivises development in a fair and equitable manner, in accordance with the regulations set out in the Municipal Act and Planning Act, any incentive put toward the installation of sewer and water services should be part of a Community Improvement Plan. Further the economic outlook of the Town has changed dramatically since 2002 and areas of the current Community Improvement Plan are no longer valid.

It is the recommendation of Administration that:

1. The Operations and Facilities Division continues to charge time and materials for the installation of sewer and water services as this is the most fair and equitable method to do so.

2. That the matter be referred to the Planning and Development Executive Committee for consideration of inclusion into the Community Improvement Plan.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will ensure the following:

- 1. The Operations and Facilities Division continues to charge time and materials for the installation of sewer and water services as this is the most fair and equitable method to do so.**
- 2. That the matter be referred to the Planning and Development Executive Committee for consideration of inclusion into the Community Improvement Plan.**

Actual Cost
SEWER AND WATER SERVICE INSTALLATIONS (NEW)

COST SUMMARY:

THURSDAY NOVEMBER 16, 2017:

SEWER SERVICE INSTALLATION: (New 4" PVC)

Labour		Hours Worked						Vehicle/Equipment								
		Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	Meal Chit	Name	Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	
T. George	(WD2)	8	\$42.60	\$340.80	3.5	\$63.90	\$223.65	\$12.00	V182	4	\$22.15	\$88.60	3.5	\$22.15	\$77.53	
J. Bruyere	(WD1)	8	\$42.60	\$340.80	3.5	\$63.90	\$223.65	\$12.00	V124	3	\$22.15	\$66.45	3.5	\$22.15	\$77.53	
G. Wiedenhoeft	(ORS)	4	\$42.60	\$170.40	3.5	\$63.90	\$223.65	\$12.00	V184	2	\$22.15	\$44.30	3.5	\$22.15	\$77.53	
R. McArthur	(GO1)		\$42.60	\$0.00		\$63.90	\$0.00	\$12.00	E318		\$96.49	\$0.00	3	\$117.04	\$351.12	
D. Woods	(TD)	4	\$42.60	\$170.40	1.5	\$63.90	\$95.85	\$6.00	V121	4	\$82.73	\$330.92	1.5	\$82.73	\$124.10	
R. Walton	(GO1)		\$42.60	\$0.00		\$63.90	\$0.00		E317	3	\$96.49	\$289.47		\$117.79	\$0.00	
D. Gill	(TD)		\$42.60	\$0.00	3	\$63.90	\$191.70	\$12.00	V122		\$82.73	\$0.00	3	\$82.73	\$248.19	
				\$1,022.40			\$958.50	\$66.00				\$819.74			\$955.98	

WATER SERVICE INSTALLATION: (New 3/4" Copper)

Labour		Hours Worked						Vehicle/Equipment								
		Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	Meal Chit	Name	Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	
J. Bruyere	(WD1)		\$42.60	\$0.00		\$63.90	\$223.65		V124		\$22.15	\$0.00		\$22.15	\$77.53	
G. Wiedenhoeft	(ORS)		\$42.60	\$0.00		\$63.90	\$0.00	\$0.00	V184		\$22.15	\$0.00		\$22.15	\$0.00	
D. Woods	(TD)	4	\$42.60	\$170.40	1.5	\$63.90	\$95.85	\$6.00	V121	3	\$82.73	\$248.19	1.5	\$82.73	\$124.10	
R. Walton	(GO1)		\$42.60	\$0.00		\$63.90	\$0.00		E317	3	\$96.49	\$289.47		\$117.79	\$0.00	
D. Gill	(TD)		\$42.60	\$0.00		\$63.90	\$0.00	\$0.00	V122		\$82.73	\$0.00		\$82.73	\$0.00	
				\$170.40			\$319.50	\$126.00				\$537.66			\$201.62	

FRIDAY NOVEMBER 17, 2017:

SEWER SERVICE INSTALLATION: (New 4" PVC)

Labour		Hours Worked						Vehicle/Equipment								
		Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	Meal Chit	Name	Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	
J. Bruyere	(WD1)	4	\$42.60	\$170.40		\$63.90	\$0.00	\$0.00	V124	1	\$22.15	\$22.15		\$22.15	\$0.00	
G. Wiedenhoeft	(ORS)	4	\$42.60	\$170.40	1	\$63.90	\$63.90	\$0.00	V184	2	\$22.15	\$44.30	1	\$22.15	\$22.15	
D. Mattson	(WF)		\$42.60	\$0.00		\$63.90	\$0.00	\$0.00	E318	2	\$96.49	\$192.98		\$117.04	\$0.00	
P. LaFreniere	(GO1)		\$42.60	\$0.00		\$63.90	\$0.00	\$0.00	E317	2	\$96.49	\$192.98		\$117.04	\$0.00	

D. Gill	(TD)	\$42.60	\$0.00	\$63.90	\$0.00	\$0.00	V122	\$82.73	\$0.00	\$82.73	\$0.00
		<u>\$340.80</u>		<u>\$63.90</u>	<u>\$0.00</u>			<u>\$452.41</u>		<u>\$22.15</u>	

WATER SERVICE INSTALLATION: (New 3/4" Copper)

Labour		Hours Worked						Vehicle/Equipment							
		Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	Meal Chit	Name	Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.
J. Bruyere	(WD1)	4	\$42.60	\$170.40	1	\$63.90	\$63.90	\$0.00	V124	2	\$22.15	\$44.30	1	\$22.15	\$22.15
G. Wiedenhoeft	(ORS)	4	\$42.60	\$170.40		\$63.90	\$0.00	\$0.00	V184	2	\$22.15	\$44.30		\$22.15	\$0.00
D. Mattson	(WF)		\$42.60	\$0.00		\$63.90	\$0.00	\$0.00	E318		\$96.49	\$0.00		\$117.04	\$0.00
D. Gill	(TD)	2	\$42.60	\$85.20		\$63.90	\$0.00	\$0.00	V122	2	\$82.73	\$165.46		\$82.73	\$0.00
				<u>\$426.00</u>			<u>\$63.90</u>	<u>\$0.00</u>				<u>\$254.06</u>			<u>\$22.15</u>

RENTED EQUIPMENT:

		No. of hrs.	Rate/hr.	Total
Thursday November 16, 2017	G. Armstrong Co.	10.5	\$130.00	\$1,365.00
Friday November 17, 2017	G. Armstrong Co.	7.5	\$130.00	\$975.00
				<u>\$2,340.00</u>

MATERIALS:
 Stores:

Sanitary Sewer:

4" off 10" PVC Saddle	1 each	\$107.34	\$107.34
4" - 45 Elbow PVC - BxS	1 each	\$46.74	\$46.74
4" SDR 35 Sewer Pipe	12 metres	\$7.81	\$93.72
Granular A	30 each	\$11.80	\$354.00
Granular B	280 each	\$8.41	\$2,354.80
Crushed Rock	9 each	\$20.94	\$188.46
			<u>\$3,145.06</u>

Water:

3/4" Curb Stop - comp.	1 each	70.97	\$70.97
Service Box, complete	1 each	80.21	\$80.21
Service box rod	1 each	\$50.95	\$50.95
Copper thaw wire	15 metre	\$5.25	\$78.75
Anode - 24 lb.	1 each	\$95.84	\$95.84
3/4" Type K copper pipe	41 foot	\$4.44	\$182.04
Granular A	each	\$11.80	\$0.00
Granular B	each	\$8.41	\$0.00
			<u>\$558.76</u>

Total materials (Stores): **\$3,703.82**

External:	Sanitary Sewer:				
	Belluz Drill/Cutter Rental	1 each	\$96.00	\$96.00	
				<u>\$96.00</u>	

MATERIAL:	INVENTORY (PW)	\$4,074.20	
<u>TOTAL:</u>	Labour (Reg.)	\$1,959.60	
	Labour (O.T.)	\$1,405.80	
	External Charges	\$108.51	(Belluz Saw Rental - includes Town portion of HST) (Asphalt Patch - 76.5 sq. m.)
	Equip. (Reg.)	\$2,063.87	
	Equip. (O.T.)	\$1,201.90	
	Equip. (Rented)	\$2,645.04	Incl. Town portion of HST & 10% Mark-up
	Meal Chits	\$192.00	
	Material	<u>\$4,074.20</u>	
	<i>SUBTOTAL</i>	<u>\$13,650.93</u>	
	GST	N/A	
	<i>TOTAL</i>	<u>\$13,650.93</u>	

Note: 18 inches of frost in the roadway.

Billed - Adjusted Cost
SEWER SERVICE INSTALLATION (NEW)

COST SUMMARY:

THURSDAY NOVEMBER 16, 2017:

SEWER SERVICE INSTALLATION: (New 4" PVC)

Note: 18 inches of frost in the roadway.
Note: OT billed at straight time rates.

Labour		Hours Worked						Vehicle/Equipment								
		Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	Meal Chit	Name	Reg.	Rate	Total Reg.	O.T.	Rate	Total O.T.	
T. George	(WD2)	8	\$42.60	\$340.80	3.5	\$42.60	\$149.10		V182	4	\$22.15	\$88.60	3.5	\$22.15	\$77.53	
J. Bruyere	(WD1)	8	\$42.60	\$340.80		\$42.60	\$0.00		V124	2	\$22.15	\$44.30		\$22.15	\$0.00	
G. Wiedenhoeft	(ORS)	4	\$42.60	\$170.40	3.5	\$42.60	\$149.10		V184	2	\$22.15	\$44.30	3.5	\$22.15	\$77.53	
R. McArthur	(GO1)		\$42.60	\$0.00		\$42.60	\$0.00		E318		\$96.49	\$0.00	3	\$96.49	\$289.47	
D. Woods	(TD)	4	\$42.60	\$170.40	1.5	\$42.60	\$63.90		V121	4	\$82.73	\$330.92	1.5	\$82.73	\$124.10	
R. Walton	(GO1)		\$42.60	\$0.00		\$42.60	\$0.00		E317	3	\$96.49	\$289.47		\$96.49	\$0.00	
D. Gill	(TD)		\$42.60	\$0.00	3	\$42.60	\$127.80		V122		\$82.73	\$0.00	3	\$82.73	\$248.19	
				\$1,022.40				\$489.90	\$0.00					\$797.59	\$816.81	

RENTED EQUIPMENT:

		No. of hrs.	Rate/hr.	Total	
Thursday November 16, 2017	G. Armstrong Co.	10.5	\$130.00	\$1,365.00	
Friday November 17, 2017	G. Armstrong Co.	3.5	\$130.00	\$455.00	
				<u>\$1,820.00</u>	
				<u>\$50.23</u>	Town portion of HST
				<u>\$1,870.23</u>	
				<u>\$187.02</u>	10% Mark-up
				<u>\$2,057.26</u>	
				Total Rented Equipment:	

MATERIALS:

Stores:	Sanitary Sewer:				
	4" off 10" PVC Saddle	1 each	\$107.34	\$107.34	
	4" - 45 Elbow PVC - BxS	1 each	\$46.74	\$46.74	
	4" SDR 35 Sewer Pipe	12 metres	\$7.81	\$93.72	
	Granular A	20 each	\$11.80	\$236.00	
	Granular B	150 each	\$8.41	\$1,261.50	
	Crushed Rock	9 each	\$20.94	\$188.46	
				<u>\$1,933.76</u>	
				<u>\$193.38</u>	10% Mark-up
				<u>\$2,127.14</u>	
				Total Materials (Stores):	

EXTERNAL CHARGES:	Sanitary Sewer:				
	Belluz Drill/Cutter Rental	1 each	\$96.00	\$96.00	
				<u>\$2.65</u>	Town portion of HST
				<u>\$98.65</u>	
				<u>\$9.86</u>	10% Mark-up
				<u>\$108.51</u>	

<u>TOTAL:</u>	Labour (Reg.)	\$1,363.20	
	Labour (O.T.)	\$489.90	
	External Charges	\$108.51	(Belluz Saw Rental)
			(Asphalt Patch - ? sq. m.) - To be completed in 2018
	Equip. (Reg.)	\$1,250.00	
	Equip. (O.T.)	\$816.81	
	Equip. (Rented)	\$2,057.26	
	Meal Chits	\$0.00	
	Material	\$2,127.14	
	<i>SUBTOTAL</i>	<i>\$8,212.81</i>	
	GST	N/A	
	<i>TOTAL</i>	<i>\$8,212.81</i>	

G/L# 40-080-0811-0430-40619 (S410-0430-0619)

Send Invoice to:

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

December 7th, 2017

Mayor and Council
Town of Fort Frances

Dear Mayor Avis and Council:

At their meeting December 4th, 2017, the Economic Development Advisory Committee considered the matter of equitable changes to the rates for sewer and water infrastructure installation for existing and new residential property development.

As a result of their discussion, the EDAC Committee approved the following resolution:

“THAT the Economic Development Advisory Committee recommends to Mayor and Council that the Town review the existing methods by which sewer and water infrastructure installation costs are established in order to provide an equitable costing for all residential property development”.

Yours very truly,

Economic Development Advisory Committee



for: Gary Rogozinski, Chair

GR/kl

February 7, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request From EDAC to Review Sewer and Water Infrastructure Installation Costs.

At the December 4, 2017 meeting of the Economic Development Advisory Committee, a recommendation was referred to the Operations and Facilities Executive Committee with input from the Planner to investigate a flat rate for sewer and water service installations for residential properties within the Town of Fort Frances. This request is not a simple one as there are numerous factors that affect the price to install sewer and water into a property. Further the costs outlined within this report are all assuming that there is already sewer and water infrastructure fronting the property in question that has sufficient capacity to accept additional connections.

Primary Factors Affecting servicing:

- Distance from main to property line
- Main depth
- Curb and gutter
- Sidewalk
- Road surface material type and thickness
- Required service size
- Location of other utilities within excavation
- Soil type
- Frost or other unforeseen obstacles

Currently the installation of new services are completed by the Town within the road right of way at a cost plus 10% plus road restoration model. The town does everything in its power to limit the expenses when completing these types of works to the benefit of the property owner. Additionally the Town will include services in a road works tender to help get a preferential rate for these works when notification is given well in advance. Attached to this report is a listing of the private services that have been installed by the Town and the associated costs to complete those works over the last three years.

As can be seen, the costs are widely varying due to the factors listed above. To move away from a cost-plus system would mean that one property owner would be subsidising another to cover the costs of service installations where one is lower than the flat rate and the other is higher. The other factor to consider is the material costs and changes over time. A flat rate system would have to be reviewed annually as the costs of materials change annually and usually more than the inflationary increases seen within our use fee by-law, a good example of this is asphalt costs. This would mean that an annual review of costs would have to be completed and the change to this fee would have to be completed to reflect true costs.

Should council choose to shift to a flat rate model for this type of installation the following should be imposed as limitations on the fee, based on consultation with the Municipal Planner:

1. The lot must be an existing serviced lot
2. The Property must have, or be in the process of having a single detached dwelling being constructed under Building Permit

3. ¾" copper water service and 6" PVC Sanitary service sizes only
4. Only applies to one service per lot
5. Where sewer and water infrastructure is available and suitable to be connected to
6. Only for installations between May 1 and October 15

Given the variable nature in servicing costs throughout town and in an effort to provide servicing in a fair and equitable manner, it is the recommendation of Administration that the fees for service installation remains a cost-plus model.

Respectfully Submitted

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

Travis Rob, P.Eng

Council approval of this report will ensure that the costs for the installation of sewer and water services remain a cost-plus model.

Manager of Operations and Facilities

2018Feb Sewer and Water Fee Review

Sanitary and Water Service Installation Costs - 2014 to 2017

Location	Month/Year Installed	Sanitary Sewer Installation Cost	Water Service Installation Cost	Sewer & Water Service Installation Cost	Service Depth	Soil Conditions	Utilities Encountered	Remarks
228 Sixth St. E.	November-14			\$8,836.81	1.95m - Water 1.5m - Sewer	Good, Dry	None	No frost. Existing curb/gutter and sidewalk left intact.
1316 Sixth St. E.	August-15		\$4,503.96		2.5m	Good, Dry		Ditches, no curb/gutter or sidewalk
103 Sixth St. E.	May-15			\$11,791.18	2.5m - Water 1.8m - Sewer	Good, Dry	Gas main	Existing curb/gutter left intact.
130 Fifth St. E.	November-17	\$10,773.41			3.2m	Good, Dry	Two gas services	18" Frost Patch cost estimated - \$2,200 Ditches, no curb/gutter or sidewalk
1009 Cornwall Ave. N.	July-17			\$14,818.99	2.1m - Water 2.6m - Sewer	Wet	Two gas mains	Ditches, no curb/gutter or sidewalk

Notes:

Almost every location is different:

1. May have to deal with different infrastructure - i.e.; curb/gutter/driveways, sidewalks, storm sewer, poles, etc.
2. Sanitary sewer and water main are at different depth throughout the Town.
3. The water main is generally on the north and east sides of the road right-of-ways. Properties being service on the north/east sides of the right-of-way will have less water service to install.
4. Residential properties along the highway will have to tend with thicker asphalt. Highway are generally up to 150 mm whereas residential streets are 50 mm.
5. Some locations you will have to deal with other utilities - i.e.: gas, bell, tbaytel, mill effluent line, etc.

February 21, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request From EDAC to Review Sewer and Water Infrastructure Installation Costs.

At the December 4, 2017 meeting of the Economic Development Advisory Committee, a recommendation was referred to the Operations and Facilities Executive Committee with input from the Planner to investigate a flat rate for sewer and water service installations for residential properties within the Town of Fort Frances. This request is not a simple one as there are numerous factors that affect the price to install sewer and water into a property. Further the costs outlined within this report are all assuming that there is already sewer and water infrastructure fronting the property in question that has sufficient capacity to accept additional connections.

Primary Factors Affecting servicing:

- Distance from main to property line
- Main depth
- Curb and gutter
- Sidewalk
- Road surface material type and thickness
- Required service size
- Location of other utilities within excavation
- Soil type
- Frost or other unforeseen obstacles

Currently the installation of new services are completed by the Town within the road right of way at a cost plus 10% plus road restoration model. The town does everything in its power to limit the expenses when completing these types of works to the benefit of the property owner. Additionally the Town will include services in a road works tender to help get a preferential rate for these works when notification is given well in advance. Attached to this report is a listing of the private services that have been installed by the Town and the associated costs to complete those works over the last three years.

As can be seen, the costs are widely varying due to the factors listed above. To move away from a cost-plus system would mean that one property owner would be subsidising another to cover the costs of service installations where one is lower than the flat rate and the other is higher. The other factor to consider is the material costs and changes over time. A flat rate system would have to be reviewed annually as the costs of materials change annually and usually more than the inflationary increases seen within our use fee by-law, a good example of this is asphalt costs. This would mean that an annual review of costs would have to be completed and the change to this fee would have to be completed to reflect true costs.

Should council choose to shift to a flat rate model for this type of installation the following should be imposed as limitations on the fee, based on consultation with the Municipal Planner:

1. The lot must be an existing serviced lot
2. The Property must have, or be in the process of having a single detached dwelling being constructed under Building Permit

3. ¾" copper water service and 6" PVC Sanitary service sizes only
4. Only applies to one service per lot
5. Where sewer and water infrastructure is available and suitable to be connected to
6. Only for installations between May 1 and October 15

Given the variable nature in servicing costs throughout town and in an effort to provide servicing in a fair and equitable manner, it is the recommendation of Administration that the fees for service installation remains a cost-plus model.

Respectfully Submitted

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

Travis Rob, P.Eng

Council approval of this report will ensure that there will be no change to the way that sewer and water services installations are invoiced to the customers.

Manager of Operations and Facilities

2018Feb Sewer and Water Fee Review

March 21, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from EDAC – Sewer and Water Installation Rates – Report 2

This matter was referred to the Operations and Facilities Executive Committee from the Economic Development Advisory Committee on December 4, 2017 where historical costs for sewer and water installations were presented as well as a description on the current costing method. The Operations and Facilities Executive Committee recommended to maintain the current cost-plus method for sewer and water installation to Council twice and it was defeated both times. At the March 7 meeting of the Operations and Facilities Executive Committee direction was sought so that Administration could prepare suitable information to satisfy council in relation to this matter. The direction received both in Council and at the executive was as follows: What are other municipalities using for this type of work, there should be a formal quotation form required prior to any work starting, and there should be a flat rate. Each of these will be addressed through this report.

After the February 26 meeting of Council direction was received to reach out to other municipalities to see what they do for rates to complete this type of work. Below you will find a spreadsheet outlining 11 neighboring municipalities and their rates.

Municipality	Rate	Comments
Kapuskasing	Time and Materials	Materials + 15%
Hearst	Time and Materials	
Greenstone	Cost Recovery + \$300.00 application fee	
Kenora	Do not do this work	Property owner contract work out City Inspect
Dryden	Time and Materials	Time + 70% materials + 30%
Red Lake	Time and Materials	Cost + 15%
Sioux Lookout	Time and Materials	
Thunder Bay	Time and Materials	
Nipigon	Time and Materials	Cost + 10%
Marathon	Time and Materials	
Atikokan	Cost per meter	Sewer or water \$275/m combined \$300/m plus boulevard restoration. Rates have not been reviewed since 2014.

Overwhelmingly those who undertake this work do so at a similar time and materials rate, the mark-up on these rates however vary from municipality to municipality. Municipalities in our area, who had similar ground constraints, weather constraints and are of similar size utilize the same cost-plus model as the Town. The City of Kenora had so many issues with completing this work, they no longer do. It is the responsibility of the property owner to engage a sewer and water contractor to do the work and the City inspects the work. In addition, the City completes the live tap of the water main when the property owner is ready as they must by law, and all of this work is billed at cost recovery per hour.

Currently the Town process, when a property owner must replace the water and sewer services to their property, is that the property owner fills out an application (form attached) and is given an estimate for that work, usually verbally but can be written. The estimate may or may not be detailed depending on the information available to the Town about the site and other underground services in the vicinity and usually is on the high side of typical. Attached to this report is a draft connection quotation sheet. Given the variable nature

of digging in the ground it is proposed that the quotation is given an allowance of 25% plus or minus to cover unknowns. In addition, the Town would not be in a position to complete a formal binding quotation until all locates have been received, usually taking 7 days, meaning that the property owner would be waiting in excess of 2 weeks before the Town could start work. This method is not really any better than the current system because the quotation will always be set based on worse case and if we limit our lower value then we stand to profit from a dig that goes better than expected. Further if there is a major complication that is unforeseen or if there are delays caused by the property owner, the Town stands to lose. So, the question is do we estimate the job and bill extra for any unforeseen circumstances or delays or hold to a set value and again have inequalities in the billing. Typically, when billing jobs of this nature out discretion is used, and the bill sent out may not be the full cost of the work to be as fair as possible to the property owner.

The inherent issue with a fixed price for sewer and water installation is that those properties who have shallow sewer and water mains or no sidewalk curb and gutter will pay a higher cost for their services thereby subsidizing those services that are very deep, are in proximity to other underground infrastructure or have sidewalk, curb and gutter. Further the Town is holding the loss until enough 'simple' installations are completed to offset the 'complex' installations. This means that property owners are not truly 'getting what they pay for'. That being said, if Council chooses to adopt a fixed rate model the rates are proposed as follows:

Sewer and water: \$19,000.00

Water only: \$14,000.00

Sewer only: \$14,000.00

All rates would be plus applicable taxes.

Overwhelmingly the concern brought forward through this discussion has been that one rate payer should not be subsidizing the installation of another rate payer's installation. These rates are then established high enough so that all installations stand alone, and inequalities will be covered. The down side to this, much the same as with the formalized quotation, the Town will make a profit from most installations.

Based on the above information and direction received, the recommendation of Administration is that the current time and material plus 10% method for the installation of sewer and water services is the fairest method to bill for this work and that continuing to utilize this method will keep the Town in line with neighboring municipalities.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that the current time and material plus 10% method for the installation of sewer and water services is the fairest method to bill for this work and that continuing to utilize this method will keep the Town in line with neighboring municipalities.

Manager of Operations and Facilities

2018Mar Sewer and Water Installation Report 2

FLAT RATE SERVICE INSTALLATION DEPOSITS**DEPOSIT AMOUNTS**

The following are only **DEPOSIT** amounts for residential homes and small commercial properties.

*****REMEMBER – THESE ARE DEPOSITS – NOT AN ESTIMATE OR QUOTE*****

	Services to Property Line	
	Residential	Commercial
<u>Urban Streets with curb & gutter and sidewalks</u>		
Sewer & Water	\$3,000.00	\$4,000.00
Water only <u>OR</u> Sewer only	\$2,500.00	\$3,500.00
<u>Urban Streets with curb & gutter OR sidewalks</u>		
Sewer & Water	\$2,500.00	\$3,500.00
Water only <u>OR</u> Sewer only	\$2,000.00	\$3,000.00
<u>Urban Streets with NO curb & gutter or sidewalks</u>		
Sewer & Water	\$2,000.00	\$3,000.00
Water <u>OR</u> Sewer only	\$1,500.00	\$2,000.00

- ❖ An extra \$1,000.00 will be added to any deposit for the installation of a Storm Sewer Connection in conjunction with any other work applied for.
- ❖ Commercial Connection deposit fees may be adjusted (increased) depending on the size of the project (ie: manhole, catch basin, hydrant or directional drilling required). Generally, a deposit of \$10,000.00 is acceptable in such cases.

March 21, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from EDAC – Sewer and Water Installation Rates – Report 3

This matter was referred to the Operations and Facilities Executive Committee from the Economic Development Advisory Committee on December 4, 2017 where historical costs for sewer and water installations were presented as well as a description on the current costing method. The Operations and Facilities Executive Committee recommended to maintain the current cost-plus method for sewer and water installation to Council twice and it was defeated both times. At the March 7 meeting of the Operations and Facilities Executive Committee direction was sought so that Administration could prepare suitable information to satisfy council in relation to this matter. The direction received both in Council and at the executive was as follows: What are other municipalities using for this type of work, there should be a formal quotation form required prior to any work starting, and there should be a flat rate. Each of these will be addressed through this report.

After the February 26 meeting of Council direction was received to reach out to other municipalities to see what they do for rates to complete this type of work. Below you will find a spreadsheet outlining 11 neighboring municipalities and their rates.

Municipality	Rate	Comments
Kapuskasing	Time and Materials	Materials + 15%
Hearst	Time and Materials	
Greenstone	Cost Recovery + \$300.00 application fee	
Kenora	Do not do this work	Property owner contract work out City Inspect
Dryden	Time and Materials	Time + 70% materials + 30%
Red Lake	Time and Materials	Cost + 15%
Sioux Lookout	Time and Materials	
Thunder Bay	Time and Materials	
Nipigon	Time and Materials	Cost + 10%
Marathon	Time and Materials	
Atikokan	Cost per meter	Sewer or water \$275/m combined \$300/m plus boulevard restoration. Rates have not been reviewed since 2014.

Overwhelmingly those who undertake this work do so at a similar time and materials rate, the mark-up on these rates however vary from municipality to municipality. Municipalities in our area, who had similar ground constraints, weather constraints and are of similar size utilize the same cost-plus model as the Town. The City of Kenora had so many issues with completing this work, they no longer do. It is the responsibility of the property owner to engage a sewer and water contractor to do the work and the City inspects the work. In addition, the City completes the live tap of the water main when the property owner is ready as they must by law, and all of this work is billed at cost recovery per hour.

Currently the Town process, when a property owner must replace the water and sewer services to their property, is that the property owner fills out an application (form attached) and is given an estimate for that work, usually verbally but can be written. The estimate may or may not be detailed depending on the information available to the Town about the site and other underground services in the vicinity and usually is on the high side of typical. Attached to this report is a draft connection quotation sheet. Given the variable nature of digging in the ground it is proposed that the quotation is given an allowance of 25% plus or minus to cover unknowns. In addition, the Town would not be in a position to complete a formal binding quotation until all locates have been received, usually taking 7 days, meaning that the property owner would be waiting in excess of 2 weeks before the Town could start work. This method is not really any better than the current system because the quotation will always be set based on worse case and if we limit our lower value then we stand to profit from a dig that goes better than expected. Further if there is a major complication that is unforeseen or if there are delays caused by the property owner, the Town stands to lose. So, the question is do we estimate the job and bill extra for any unforeseen circumstances or delays or hold to a set value and again have inequalities in the billing. Typically, when billing jobs of this nature out discretion is used, and the bill sent out may not be the full cost of the work to be as fair as possible to the property owner.

The inherent issue with a fixed price for sewer and water installation is that those properties who have shallow sewer and water mains or no sidewalk curb and gutter will pay a higher cost for their services thereby subsidizing those services that are very deep, are in proximity to other underground infrastructure or have sidewalk, curb and gutter. Further the Town is holding the loss until enough 'simple' installations are completed to offset the 'complex' installations. This means that property owners are not truly 'getting what they pay for'. That being said, if Council chooses to adopt a fixed rate model the rates are proposed as follows:

Sewer and water: \$19,000.00

Water only: \$14,000.00

Sewer only: \$14,000.00

*All rates would be plus applicable taxes.

Overwhelmingly the concern brought forward through this discussion has been that one rate payer should not be subsidizing the installation of another rate payer's installation. These rates are then established high enough so that all installations stand alone, and inequalities will be covered. The down side to this, much the same as with the formalized quotation, the Town will make a profit from most installations.

At the March 21, 2018 meeting of the Operations and Facilities Executive Committee the above situations were discussed with the quotation sheet being the most favourable. There was, however a great deal of discussion surrounding the format of the form. It was suggested that the variance be removed, and a disclaimer be added stating that this is an estimate only.

Based on the above information and direction received, the recommendation of the Operations and Facilities Executive Committee to adopt the Quotation sheet in addition to the existing application form and that the current time and material plus 10% method for the installation of sewer and water services remains.

Respectfully Submitted

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

Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to adopt the Quotation sheet in addition to the existing application form and that the current time and material plus 10% method for the installation of sewer and water services remains.

2018Mar Sewer and Water Installation Report 2

SANITARY SEWER AND WATER SERVICE INSTALLATION QUOTATION

NAME _____ DATE _____

LOCATION _____

APPLICANT _____ TYPE OF SERVICE _____

QUOTATION BY _____

☐ APPLICATION RECEIVED

☐ APPLICATION APPROVED

Excavation:

Labour: _____ hr at \$ _____ per hour = \$ _____

Equipment:

1/2 Ton Trucks: _____ hr at \$ _____ per hour = \$ _____

Excavator: _____ hr at \$ _____ per hour = \$ _____

Tandem Trucks: _____ hr at \$ _____ per hour = \$ _____

Loader: _____ hr at \$ _____ per hour = \$ _____

Hydrovac: _____ hr at \$ _____ per hour = \$ _____

Materials: \$ _____

Total Excavation \$ _____

Sanitary Sewer:

_____ " PVC SDR Pipe _____ m at \$ _____ per meter = \$ _____

Sanitary Sewer Saddle: \$ _____

Sanitary 90°: _____ at \$ _____ each = \$ _____

Sanitary 45°: _____ at \$ _____ each = \$ _____

Sanitary 22.5°: _____ at \$ _____ each = \$ _____

Total Sanitary Materials (tax inclusive): \$ _____

Water:

Saddle: \$ _____

Corporate Stop: \$ _____

3/4" Copper Pipe: _____ m at \$ _____ per meter = \$ _____

Curb Stop: \$ _____

Curb Stop Box: \$ _____

Curb Stop Rod: \$ _____

Total Water Materials (tax inclusive): \$ _____

Service Installation Labour: _____ hr at \$ _____ per hr = \$ _____

Asphalt Patch: _____ m x _____ m = _____ m²

Asphalt Cost: \$ _____ per m²

Patch Cost (tax Inclusive): \$ _____

Concrete Curb and Gutter: _____ m

Concrete Curb and Gutter Cost: \$ _____ per m

Total Concrete Curb and Gutter Cost (tax Inclusive): \$ _____

Boulevard Restoration Labour: _____ hr at \$ _____ per hour = \$ _____

Materials: \$ _____

Total Boulevard Restoration (tax inclusive): \$ _____

TOTAL QUOTATION PRICE*: \$ _____

*This quoted price should be taken as an estimate only. Given the variability with working in the ground additional work or materials may be required. All time and materials will be billed at cost plus a 10% administration fee. Quoted price good for 30 days.

Signed: _____ Date: _____

April 18, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Application to the Municipal Asset Management Program

In the middle of 2016, the Federation of Canadian Municipalities (FCM) launched a finding program to help municipalities to bring their asset management program up to meeting the new asset management regulation O. Reg. 588/17. The funding program will pay 80% of eligible expenses up to \$80,000.00 for asset management work, staff or materials. The works under the funding model are required to be completed in 11 months and have to be supported by a resolution of Council, see draft attached.

In the 2018 operating budget the Town of Fort Frances budgeted \$6500.00 to undertake a pilot project whereby the Town would complete zoom camera type inspection of their storm sewer lines. Zoom camera utilizes a high-resolution camera with powerful lights, inserted in a manhole or catch basin where it zooms in to quickly inspect the pipe. Zoom camera inspection does not give the same level of detail as CCTV but is substantially cheaper than CCTV. Zoom camera inspections of sanitary mains is not known to be an effective method as this type of inspection does not work well if the pipe segment has horizontal or vertical alignment issues, particularly in smaller diameter pipes, and you can not get a good picture of the service attachments. Because of these shortfalls with this type of inspection, paired with the larger size of pipe within the storm network, this should provide sufficient level of detail to further the Town's Asset Condition Dataset. The Town will be applying for funds for zoom camera inspection through this program where we will utilize the \$6500 budgeted as our 20% contribution.

In addition to the work on the storm network, the Town is currently working to expand our asset database to include all of our assets including facilities. The Town's asset management software has the technical capability to, through a mobile app, scan a barcode on an asset and pull up that asset in the dataset allowing the town to make updates or changes to the asset or condition rating quickly and easily. The Town will also be applying for funds to purchase the hardware to print barcode labels to label our assets to work better with our software platform.

With the availability of a mobile app, the Town is also looking to buy a tablet to aid in the collection of condition data as well as moving forward to better track asset changes and work. The third portion of our application for FCM funding would be to offset the costs of purchasing a tablet.

The total amount of funding that the Town is applying for is \$33,200.00 whereby the Town's 20% contribution, \$6640.00 will be funded out of the Operations and Facilities operating budget.

The Operations and Facilities Executive Committee recommends that:

1. The Town apply for funding to further its work in Asset Management under the Federation of Canadian Municipalities Municipal Asset Management Program.
2. That the Town commit their 20% contribution share totalling \$6640.00 from the Operations and Facilities Division Operating Budget.
3. Council, by way of resolution, support the application to the program.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', written in a cursive style.

Travis Rob, P.Eng

Council approval of this report will ensure that

- 1. The Town apply for funding to further its work in Asset Management under the Federation of Canadian Municipalities Municipal Asset Management Program.**
- 2. That the Town commit their 20% contribution share totalling \$6640.00 from the Operations and Facilities Division Operating Budget.**
- 3. Council, by way of resolution, support the application to the program.**

Manager of Operations and Facilities

2018April MAMP Application report

Sample –Resolution

Instructions

In order to be eligible for Municipal Asset Management Program funding you will need to have a resolution drafted and adopted by your council, band council, or board of directors. When submitting your application to FCM, please include proof that the resolution was adopted by submitting *one* of the following:

- a formal copy of the resolution (on letterhead with a seal or signature and date);
- a signed and dated copy of the minutes at which the motion was adopted (including the text of the resolution); or
- a signed and dated copy of the text of the resolution, with confirmation from the applicant that the text is identical to that adopted by council.

Council Resolution Requirements

If you choose to draft your own resolution, it must include the following points:

- Acknowledgement that staff is submitting the application;
- Commitment to undertake the activities proposed in the application to FCM, should the application be approved;
- Declaration of your municipality's financial contribution (unless you have secured alternate sources of funding to cover 100% of total project costs); and
- Signature or official seal, resolution number, date passed, and confirmation that the resolution passed.

Sample Council Resolution Text

Be it resolved that <Council / Band Council / Board> directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for <Project Title>.

Be it therefore resolved that the <Municipality / Organization> commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- <Activity 1>
- <Activity 2>, and
- <Activity 3>.

Be it further resolved that the <Municipality / Organization> commits \$XXXX from its budget toward the costs of this initiative.



FIRE & RESCUE SERVICE

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



March 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
113	15	2	15	0	2	5	\$50,000
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
3	2	0	2	0	0	0	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 14 EMERGENCY RESPONSE CALLS DURING MARCH 2018.

Total Hours:

A total of **9.5 Hours** was spent on responding to emergency incidents; a total of **113 Hours** was spent on training.

Training is the primary factor in handling an emergency incident. As a team, we need to continue with educating ourselves, and train to known standards, as well as set the bar high ... our citizens of Fort Frances, and visitors deserve nothing less!

Meanwhile, we have started to train one of volunteer firefighters for fulltime relief; the training consists of 384-hours of training. As well, another volunteer firefighter will begin his training when his work schedule and family life permits.

For 2019, we will look to budget for more volunteer firefighters to train for fulltime relief.

Time of Day:

During this month, **93%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **7%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Public Fire Safety Education / Public Events / Public Service / Highlights:

Weekly Fire Safety Tips continues in the Thursday edition of the Fort Frances Bulletin. As well, we stated to share a Weekly Fire & Life Safety Tip on our towns official Facebook Page.



FIRE & RESCUE SERVICE

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



March 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

On March 10, our team members took part in our “Spring Ahead – Push 2 Buttons” campaign at Safeway. Our team engaged with approximately 400 people, as well as handed out Fire & Life Safety Education material.



On March 31st, our team members took part in our “Don’t Be an April Fool” campaign at Safeway. Our team engaged with over 500-plus people, and handed out Fire & Life Safety Education material, as well as information on open-air burning. This was one of the busiest days for Safeway, as according to the manager.





FIRE & RESCUE SERVICE

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



March 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Meanwhile, our team will be raising awareness about the importance of Fire & Life Safety, as well as Emergency Preparedness at the **Business & Community Expo** on **April 27th** and **28th**.

Fire Prevention Inspections / Re-inspections:

15 (fifteen) inspections / re-inspections were completed.

Emergency Medicals Service (EMS) Response Calls:

There were **2 (two)** Emergency Medical Service (EMS) requests.

Fire Response Calls:

There was **5 (five)** Fire Response Calls.

Two of our fire calls were a result of burnt food.

Three of the other Fires Calls were of a more serious nature and resulted in Fire Losses estimated at \$50,000. One fire was the result of fumes from contact cement being ignited. Another fire was a garage fire, which was accidental. Meanwhile, the last fire of the month was a vehicle fire.

Fire Alarms:

There were **3 (three)** False Fire Alarm calls this month.

(CO) Carbon Monoxide / Gas Leak Calls:

There were **2 (two)** False Gas Leak calls this month.

MVC (Motor Vehicle Crashes):

There were **2 (two)** MVC calls, which were outside the Town of Fort Frances.

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Three Months Ending Saturday, March 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
CORPORATE				
Municipal Tax Levy	(\$5,296,186.86)	-	\$5,296,186.86	0.00%
Education Tax Levy	(796,255.16)	-	796,255.16	0.00%
W/O Municipal	4,038.81	-	(4,038.81)	0.00%
W/O Education	1,199.48	-	(1,199.48)	0.00%
OMPF	(835,525.00)	-	835,525.00	0.00%
Payments-in-Lieu	(18,167.12)	-	18,167.12	0.00%
Mayor & Council	54,386.88	-	(54,386.88)	0.00%
Long Term Debt	88,549.55	-	(88,549.55)	0.00%
Election	3,001.38	-	(3,001.38)	0.00%
RR DSSAB	483,933.33	-	(483,933.33)	0.00%
Northwestern Health Unit	122,937.80	-	(122,937.80)	0.00%
Economic Development	56,098.65	-	(56,098.65)	0.00%
Travel Information Centre	609.67	-	(609.67)	0.00%
Solar Panel Project	(247.41)	-	247.41	0.00%
English Public School Board	331,569.00	-	(331,569.00)	0.00%
English Separate School Board	67,351.47	-	(67,351.47)	0.00%
French Public School Board	330.51	-	(330.51)	0.00%
French Separate School Board	711.64	-	(711.64)	0.00%
Total Corporate	<u>(5,731,663.38)</u>	<u>-</u>	<u>5,731,663.38</u>	<u>0.00%</u>
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	(59,312.86)	-	59,312.86	0.00%
Administration	78,414.45	-	(78,414.45)	0.00%
Admin Vehicle	790.25	-	(790.25)	0.00%
Municipal Buildings	1,416.36	-	(1,416.36)	0.00%
HR Department	5,020.45	-	(5,020.45)	0.00%
Clerk	58,515.71	-	(58,515.71)	0.00%
Treasury	183,694.62	-	(183,694.62)	0.00%
FFPC Administration	29,790.24	-	(29,790.24)	0.00%
Total Administration and Finance	<u>298,329.22</u>	<u>-</u>	<u>(298,329.22)</u>	<u>0.00%</u>
EMERGENCY SERVICES				
Emergency Services	213,631.17	-	(213,631.17)	0.00%
Emergency Measures	4,496.17	-	(4,496.17)	0.00%
911 Service	8,646.60	-	(8,646.60)	0.00%
Police Revenue	(12,853.12)	-	12,853.12	0.00%
Police Services Board	2,326.54	-	(2,326.54)	0.00%
Police Administration	507,662.79	-	(507,662.79)	0.00%
Total Emergency Services	<u>723,910.15</u>	<u>-</u>	<u>(723,910.15)</u>	<u>0.00%</u>
COMMUNITY SERVICES				
Sister Kennedy Centre	13,923.01	-	(13,923.01)	0.00%
Fort Frances Children's Complex	104,436.03	-	(104,436.03)	0.00%
Best Start Hub	(14,534.73)	-	14,534.73	0.00%
Day Care Resource Teachers	(9,090.42)	-	9,090.42	0.00%
Handi-Transit System	(4,133.64)	-	4,133.64	0.00%
Townshend Theatre	(1,825.10)	-	1,825.10	0.00%

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Three Months Ending Saturday, March 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Recreation Facilities	112,648.42	-	(112,648.42)	0.00%
Recreation Programs	7,739.19	-	(7,739.19)	0.00%
Community Services	31,721.54	-	(31,721.54)	0.00%
Sunny Cove Camp	(4,540.31)	-	4,540.31	0.00%
Fort Frances Public Library	130,930.73	-	(130,930.73)	0.00%
Museum	44,293.06	-	(44,293.06)	0.00%
Waterfront Development/Marina	7,971.53	-	(7,971.53)	0.00%
Total Community Services	<u>419,539.31</u>	<u>-</u>	<u>(419,539.31)</u>	<u>0.00%</u>

OPERATIONS AND FACILITIES

PW Administration	(92,944.49)	-	92,944.49	0.00%
PW Buildings & Yards	17,728.25	-	(17,728.25)	0.00%
Municipal Roads	333,596.71	-	(333,596.71)	0.00%
Public Parking Lots	937.30	-	(937.30)	0.00%
Sidewalks	35,196.07	-	(35,196.07)	0.00%
Private Works Charges	1,000.74	-	(1,000.74)	0.00%
Private Crossing Charges	251.08	-	(251.08)	0.00%
PW Vehicles	52,046.60	-	(52,046.60)	0.00%
PW Equipment	50,611.38	-	(50,611.38)	0.00%
PW Stores	18,930.91	-	(18,930.91)	0.00%
Traffic Signal Maintenance	1,033.80	-	(1,033.80)	0.00%
Streetlight Maintenance	8,740.39	-	(8,740.39)	0.00%
Garbage Collection	(35,710.87)	-	35,710.87	0.00%
Recycling Services	24,860.52	-	(24,860.52)	0.00%
Sanitary Landfill	(28,462.70)	-	28,462.70	0.00%
Engineering	8,358.71	-	(8,358.71)	0.00%
Airport	15,862.51	-	(15,862.51)	0.00%
Airport Building Maintenance	7,651.12	-	(7,651.12)	0.00%
Airport Grounds Maintenance	6,786.72	-	(6,786.72)	0.00%
Parks & Cemeteries Maintenance	9,863.57	-	(9,863.57)	0.00%
Fort Frances Cemetery	2,925.98	-	(2,925.98)	0.00%
Riverview Cemetery	8,003.84	-	(8,003.84)	0.00%
Point Park	856.60	-	(856.60)	0.00%
Parks - Outdoor Facilities	22,049.98	-	(22,049.98)	0.00%
RLSquare	987.58	-	(987.58)	0.00%
Lions Millennium Park	49.84	-	(49.84)	0.00%
Total Operations and Facilities	<u>471,212.14</u>	<u>-</u>	<u>(471,212.14)</u>	<u>0.00%</u>

PLANNING AND DEVELOPMENT

Civic Centre	18,634.58	-	(18,634.58)	0.00%
By-Law Enforcement	36,762.06	-	(36,762.06)	0.00%
Animal Shelter	613.68	-	(613.68)	0.00%
Building Official	16,396.63	-	(16,396.63)	0.00%
Planning & Zoning	7,099.47	-	(7,099.47)	0.00%
Total Planning and Development	<u>79,506.42</u>	<u>-</u>	<u>(79,506.42)</u>	<u>0.00%</u>

Sub-Total General Fund (Operating)	<u>(3,739,166.14)</u>	<u>-</u>	<u>3,739,166.14</u>	<u>0.00%</u>
------------------------------------	-----------------------	----------	---------------------	--------------

TOTAL BUDGET- Revenue	(8,099,656.76)	-	8,099,656.76	0.00%
TOTAL BUDGET- Expenditures	<u>4,360,490.62</u>	<u>-</u>	<u>(4,360,490.62)</u>	<u>0.00%</u>
	<u>(3,739,166.14)</u>	<u>-</u>	<u>3,739,166.14</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Three Months Ending Saturday, March 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$326,975.81)		\$326,975.81	0.00%
Water Treatment Plant	115,358.96		(115,358.96)	0.00%
Water Storage Facility	12,049.65		(12,049.65)	0.00%
	<u>(199,567.20)</u>	<u> </u>	<u>199,567.20</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(362,760.88)		362,760.88	0.00%
Sewage Treatment Plant	156,054.02		(156,054.02)	0.00%
	<u>(206,706.86)</u>	<u> </u>	<u>206,706.86</u>	<u>0.00%</u>



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

April 10, 2018

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
March 2018 Monthly Report**

As per the operating agreement, the attached document is the March 2018 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 – Sr. Operations Manager.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham
Team Lead

For Larry Wachter
Sr. Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
March 2018 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 March 2018; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

MARCH 2018 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	3.1 mg/L	25 mg/L	15 mg/L	16.7 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	7.6 mg/L	25 mg/L	15 mg/L	41.4 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.16 mg/L	1.0 mg/L	0.9 mg/L	0.86 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	12.6 mg/L 3.42 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		14.1 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 6.9 to 7.5; average pH was 7.2		
Temperature degrees C				Temperatures ranged from 7.5 to 8.0 C; average temperature of effluent was 7.9 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 March was 5409.9 m³/day. This represents 60% of the design average flow. Total treated flow for the month was 167707 m³.

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

**The Town of Fort Frances accepted an additional 163.7 m³ of sewage from the New Gold mine site into the collection system in March. Dates of discharge and lab analysis has not been provided.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	980 +/- @ 8.0% +3x205 L @ 12%	Liters
Alum	10.2 +/- @ 55 %	Cubic meters
Polymer	1 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 and a summary will be included:

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash on the Fournier press
- Cleaned DO probes
- Drained and inspected teacup
- Replaced belts exhaust fans EF 01 and EF 02
- Pulled main building sump pump 2
- Replaced belts blower 4
- Greased flocculator seal bearing
- Pumped out digester sump pit

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned Pump 1 at Central Avenue lift station
- Installed rebuilt pump 2 at Central Avenue lift station
- Pulled pump 3 at Fifth Street lift station and sent out for repair

PROCESS AND OPTIMIZATION ISSUES

We would like a Fournier press technician to come back to complete optimization as the polymer water booster pump has been installed and 18% TS cake has not been produced.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a calculated total of 95.0 m³ (9 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.3 % TS for the month which is under the 18% guideline and slump test results from the landfill have not been provided.

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 605 (x 180 multiplier) kWh.
The Town has asked Associated Engineering to arrange for a Fournier press technician to come back to complete optimization as the polymer water booster pump has been installed and 18% TS cake has not been produced.

REPORTS

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

Month	Sewage Flows Year 2018					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.972109057	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.956975506	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.932844933	
January	5458.1	5955	169201		169201	61%	128.9	13		
February	5267.8	5685	147497		147497	59%	108.3	11		
March	5409.9	6024	167707		167707	60%	95.0	9		
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	484405		332.2	33		
Average	5379		161468		161468	60%	110.7	11.0		
Max		6024	169201		169201			13		
C of A	9000	18000								

Month	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean
	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	Counts
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/100ml
January	102.6	3.3	18.1	155.8	6.4	34.8	2.64	0.22	1.19	19.4	8.1	69.5
February	112.0	2.5	13.0	157.2	6.2	32.5	2.82	0.17	0.87	21.8	11.1	14.1
March	104.5	3.1	16.7	156.5	7.6	41.4	2.73	0.16	0.86	19.1	12.6	14.1
April												
May												
June												
July												
August												
September												
October												
November												
December												
Sum												
Average	106.4	3.0	15.9	156.5	6.7	36.2	2.7	0.18	0.97	20.1	10.6	32.6
Max	112	3.3	18.1	157.2	7.6	41.4	2.8	0.22	1.19	21.8	12.6	69.5
C of A		25	225		25	225		1.0	9.0	200	6.0	200

Workorder Summary Report

Report Start Date: Feb 1, 2018 12:00 AM

Report End Date: Feb 28, 2018 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
664493	0000227429	PUMP CENT VERTICAL NON CLOG SEWAGE #3 P3 FIFTH ST	1103, 5th St. Pumping Station, Process	CALL	REFURBISH/REPLACE/REPAIR	0		Fifth Street Pump Fail Alarm 1103	COMP		2/21/18 10:15 PM	2/22/18 02:15 AM	Fifth Street Pump Fail Alarm -I arrived at the lift station to find no issues so I reset the main beakers and pump resets. I then pumped all three pumps on hand and watched one cycle. All was good.
664577	0000227429	PUMP CENT VERTICAL NON CLOG SEWAGE #3 P3 FIFTH ST	1103, 5th St. Pumping Station, Process	CALL	REFURBISH/REPLACE/REPAIR	0		Fifth Street Pump Fail Alarm 1103	COMP		2/22/18 08:45 PM	2/22/18 09:45 PM	Fifth Street Pump Fail Alarm -I arrived at the lift station to find all pumps to be functioning fine. I reset all pumps then pumped each on hand to find all to be normal. I then powered down the PLC for a reboot and repowered after one minute and it repowered fine. After returning to the plant and watching a few pump cycles and looking at SCADA trending nothing stood out .

Workorder Summary Report

Report Start Date: Feb 1, 2018 12:00 AM
Report End Date: Feb 28, 2018 11:59 PM
Location: 1103*
Work Order Type: ADMIN, CALL, CAP, CORR, EMER, OPER, PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
664677			1103, Fort Frances WPCP, Facility, Power Distribution	CAP	REFURBISH/ REPLACE/ REPAIR	0		Plant power failure call in	COMP		2/25/18 02:50 AM	2/25/18 06:00 AM	Plant power failure call in - I was called by the auto dialer for a plant power failure at 0250 hours. I called communique Action and drove to the plant, arriving at 0335. I reset the phase loss protection, reset power and brought all equipment back on line. While monitoring plant process and acknowledging alarms I noted that the generator at Central Avenue lift station was still running. I drove to the station to check on the situation and found that a Fort Frances Power Corporation crew and the fire department were onsite as there had been a fire on the pole feeding power to the station. After speaking to the crew it became obvious that it could be many hours before power was restored so I called our fuel supplier to top up the generator fuel tank. I left messages with Doug Herr from the town and Larry Wachter and also spoke to Brad McMahon about the power situation. Power was restored by end of normal day shift.
658018			1103, Fort Frances WPCP	OPER	COMPLIANCE	1	MONTHS	WISKI Review (1m) 1103	COMP	2/1/18 12:00 AM	3/9/18 08:17 AM	3/9/18 08:17 AM	
657982	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	INSPECTION	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	2/1/18 12:00 AM	2/19/18 10:00 AM	2/19/18 11:21 AM	We test alarm daily -We test alarm daily.
657986			1103, Fort Frances WPCP	PM	REFURBISH/ REPLACE/ REPAIR	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	2/1/18 12:00 AM	2/16/18 08:48 AM	2/16/18 08:48 AM	Diesel Gensets Inspection/ Functional Tests (1m) 1103 -Exercised gensets. Fluids good.
658002			1103, Fort Frances WPCP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	2/1/18 12:00 AM	2/19/18 08:30 AM	2/19/18 09:30 AM	Monthly H&S -Still outstanding construction issues.
658013			1103, Fort Frances WPCP	PM	INSPECTION	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	2/1/18 12:00 AM	3/5/18 07:56 AM	3/5/18 07:56 AM	

Workorder Summary Report

Report Start Date: Feb 1, 2018 12:00 AM

Report End Date: Feb 28, 2018 11:59 PM

Location: 1103*

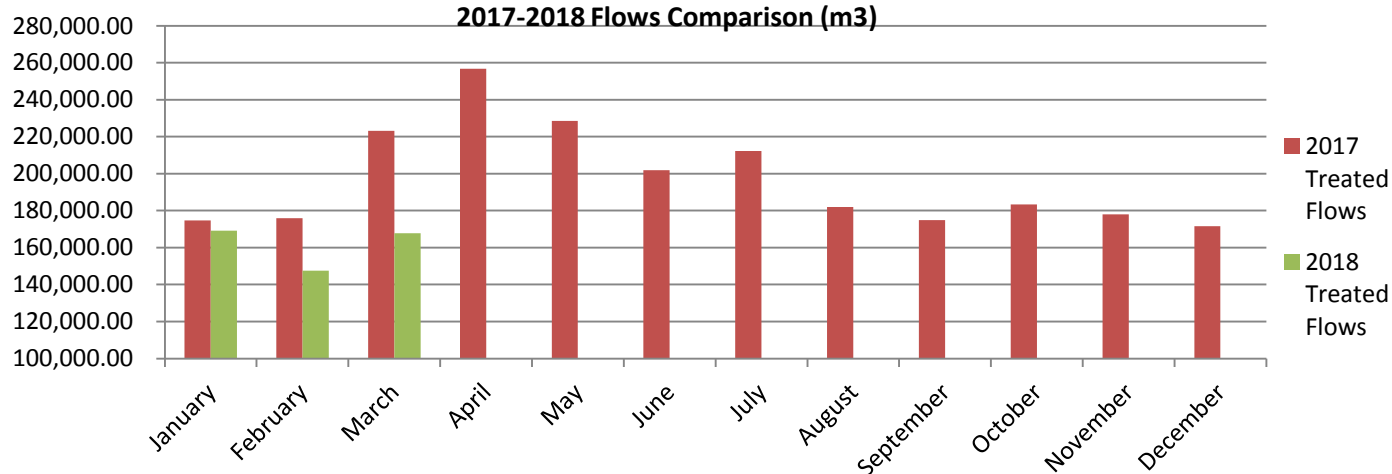
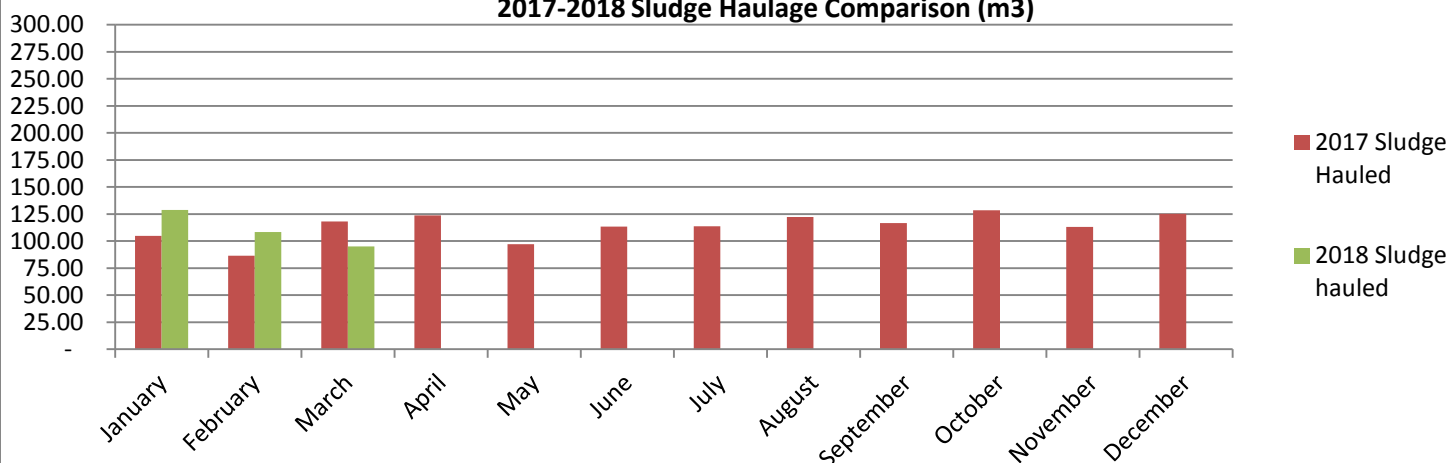
Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
658387			1103, Fort Frances WPCP	PM	INSPECTION	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	2/1/18 12:00 AM	2/18/18 12:15 PM	2/18/18 01:15 PM	Monthly Blowers -Changed oil in blowers 3 & 4 and checked air filters.
658395	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	INSPECTION	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	2/1/18 12:00 AM	3/5/18 07:47 AM	3/5/18 07:47 AM	Drain/Inspect teacup and snail -There was no debris in the snail when inspected. Lubrication and tensioning of drive chain was completed on February 16th.

2017-2018 Comparison Chart

Month	2017 Treated Sewage	2018 Treated Sewage	% Variance 2017 to 2018	2017 Hauled Sludge	2018 Hauled Sludge	% Variance 2017 to 2018
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	174,745.00	169,201.00	-3%	104.90	128.90	23%
February	175,956.00	147,497.00	-19%	86.50	108.30	25%
March	223,183.00	167,707.00	-33%	118.10	95.00	-20%
April	256,759.00			123.70		
May	228,551.00			97.20		
June	201,914.00			113.50		
July	212,264.00			113.80		
August	181,956.00			122.20		
September	174,796.00			116.50		
October	183,450.00			128.50		
November	177,999.00			113.10		
December	171,598.00			125.10		
Totals	2,363,171.00	484,405.00	-388%	1,363.10	332.20	-76%

2017-2018 Flows Comparison (m3)**2017-2018 Sludge Haulage Comparison (m3)**

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(January 2018)

STAFFING:

See Operations Statistics (January) 2018 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (January) 2018 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: One (1)
- Intersection of Church St. at Mosher Ave.

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: None

Main Valve Replacements:

- Number of main valve replacements: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Sixteen (16)
 - 812 Nelson St., 828 Victoria Ave., 508 Front St. (2), 1140 First St. E. (2), 1315 Emo Rd. (2),
 - 1702 Colonization Rd. W., 8 Armstrong Pl., 413 Crowe Ave. (2), 937 Banta Blvd. (2), 629 Nelson St.
 - and 631 Nelson St.

Frozen Water Services:

- Number of frozen water services: One (1)
- 415 Third St. E.

Water Meter Repairss:

- Number of water meter installations/replacements: One (1)
- 1230 Second St. E.

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Two (2)
- 851 McIrvine Rd., 210 Third St. E.

Other Information:

- Replaced damaged fire hydrant markers
- January 22 - 26, 2018 - J. Bruyere and L. Carmody attended a Water Treatment and Distribution I-II-III course (Class 2 and Class 1, respectively) at the Keewatinook Centre in Dryden.

WATER TREATMENT PLANT:

- January 2018 - In receipt of the Water Treatment Plant Monthly Report.
- January 22 - 23, 2018 - Ministry of the Environment and Climate Change (MOECC) inspection (Focused Inspection).

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Breaks:

- Number of sewer service repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Televised the sanitary sewer service for the Owners at these locations: 396 Scott St.
- Cleaned Twenty-two (22) plugged sewer services at the following locations:
 - 1375 Colonization Rd. W., 411 Mosher Ave., 1123 Scott St., 1113 Fifth St. E., 614 Second St. E. (2), 610 Second St. W., 514 Central Ave., 316 Armit Ave., 561 Elm Ave., 1210 Fifth St. E., 1024 Colonization Rd. W. (2), 1003 First St. E., 314 First St. E., 200 Sixth St. E., 559 Church St., 418 Second St. E., 396 Scott St., 1017 Second St. E., 1146 Fourth St. E. and 1013 Second St. E.

WASTE-WATER TREATMENT FACILITY:

- January, 2018 - Received the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

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

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 139,640 kgs (139.64 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 345,270 kgs (345.27 tonnes)

- January 8, 2018 - Jon Galbraith, CANNECT Electric checked the weigh scales for electrical issues?
Determined the issue to be a load cell. Scale still functioning fine.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra - No data

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____

Operations and Facilities Division - Environmental Area - Operations Statistics (February 2018)

STAFFING:

See Operations Statistics (February) 2018 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (February) 2018 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:

Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service breaks: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Eight (8)
 - 545 Elm Ave., 809 Christie Ave., 820 Huffman Ct., 237 Church St. (3), 825 Cornwall Ave.
 - 920 Williams Ave.

Frozen Water Services:

- Number of frozen water services: Twenty-seven (27)
 - 1702 Colonization Rd. W., 1103 River Rd. W., 1617 Colonization Rd. W. (2), 833 Armit Ave. (2),
 - 143 Fourth St. W., 1123 Scott St., 127 Sixth St. E., 1004 Crowe Ave., 1012 Victoria Ave. N.,
 - 621 Scott St., 426 Third St. W., 909 Christie Ave. N. (2), 513 Armit Ave., 913 McKenzie Ave. N.,
 - 1227 Third St. E., 1337 Emo Rd., 237 Church St., 415 Third St. W., 1115 River Rd. W.,
 - 1032 Victoria Ave. N., 271 Scott St., 825 Crowe Ave., 1104 Victoria Ave. N.
 - and 1411 Colonization Rd. W.

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
 - 710 Fifth St. W.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 710 Fifth St. W.

Backflow Prevention - Testing:

- Number of backflow preventers tested: One (1)
- 710 Fifth St. W.

Other Information:

- Summarized final costs for invoicing, associated with private works
- Delivered sixteen (16) delinquent account notices.
- February 12 & 13, 2018 - G. Wiedenhoeft and L. Carmody attended a Red Cross First Aid Training Standard First Aid & CPR Level 'C'. Held in the Memorial Sportsplex - Training Room, Fort Frances.
- February 15, 2018 - G. Wiedenhoeft, T. George, J. Bruyere and L. Carmody attended the mandatory water operator course "Safe Drinking Water Operators Essentials". Held in the Shaw Room, F.F. Library.
- Replaced damaged and faded hydrant markers.

WATER TREATMENT PLANT:

- February 2018 - In receipt of the Water Treatment Plant Monthly Report.
- February 15, 2018 - R. White and B. Webb attended the mandatory water operator course "Safe Drinking Water Operators Essentials". Held in the Shaw Room, F.F. Library.

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Cleaned Twenty (20) plugged sewer services at the following locations:
 - 613 Second St. E., 1150 Walker Ave., 601 Second St. E., 340 Church St., 318 Second St. E.,
 - 1132 First St. E., 907 Fifth St. E., 514 Central Ave., 904 Third St. E., 819 Victoria Ave.,
 - 934 Victoria Ave. N., 316 Second St. E., 634 Riverview Dr., 532 Second St. W., 724 Nelson St.,
 - 239 Fifth St. E., 1123 First St. E., 1617 Colonization Rd. W., 521 Second St. W. and
 - 411 B Third St. E.

Private Works:

- CCTV inspected building sewer services at 1201 Idywild Dr., 924 Fifth St. E. and 808 Wright Ave.
- February 20, 2018 - 904 third St. E. - completed a connection inspection of the sanitary service.
- Performed locates for other utilities.

WASTE-WATER TREATMENT FACILITY:

- In receipt of the Wastewater Treatment Facility Monthly Report for February 2018.

WASTE MANAGEMENT:

Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 2 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 125,000 kgs (125.00 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 272,440 kgs (272.44 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - Emterra - No data

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2017			2017		2018		
								2017 Total Tonne	Average last 10 years Total Tonne	2018 Total Tonne	Total Fees	Average last 10 years Fees 2008 to 2017	Total Fees	2018-2017 Tonnes	2017-2016 Fees
JAN	139.64	28.17	345.27	69.65	10.78	2.17	0.00	450.85	360.13	495.69	\$26,266.82	\$17,849.10	\$30,177.28	44.84	\$3,910.46
FEB	125.00	30.75	272.44	67.03	9.02	2.22	0.00	349.66	306.73	406.46	\$20,191.04	\$15,355.62	\$23,347.65	56.80	\$3,156.61
MAR	153.37	33.09	297.91	64.27	12.26	2.64	0.00	466.01	411.69	463.54	\$28,951.58	\$21,321.44	\$27,716.10	-2.47	-\$1,235.48
APRIL		#DIV/0!		#DIV/0!		#DIV/0!		630.91	574.04	0.00	\$40,385.84	\$30,505.60		-630.91	-\$40,385.84
MAY		#DIV/0!		#DIV/0!		#DIV/0!		741.59	719.34	0.00	\$43,112.32	\$36,978.61		-741.59	-\$43,112.32
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		663.02	846.85	0.00	\$40,162.52	\$38,270.35		-663.02	-\$40,162.52
JULY		#DIV/0!		#DIV/0!		#DIV/0!		588.46	673.76	0.00	\$37,823.17	\$37,267.74		-588.46	-\$37,823.17
AUG		#DIV/0!		#DIV/0!		#DIV/0!		671.06	657.07	0.00	\$39,355.84	\$34,723.56		-671.06	-\$39,355.84
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		637.12	651.51	0.00	\$41,057.14	\$34,879.94		-637.12	-\$41,057.14
OCT		#DIV/0!		#DIV/0!		#DIV/0!		655.43	803.03	0.00	\$40,341.88	\$40,187.03		-655.43	-\$40,341.88
NOV		#DIV/0!		#DIV/0!		#DIV/0!		370.13	569.91	0.00	\$24,926.28	\$29,432.34		-370.13	-\$24,926.28
DEC		#DIV/0!		#DIV/0!		#DIV/0!		330.97	416.38	0.00	\$19,868.57	\$21,716.47		-330.97	-\$19,868.57
Average per monthly	139.34	29.46	305.21	68.34	10.69	2.20	0.00	546.27	582.54	113.81	\$33,536.92	\$29,873.98	\$27,080.34	-531.74	-117,829.09
Total	418.02		915.62		32.06		0.00	6555.20	6990.45	1365.70	\$402,443.00	\$358,487.81	\$81,241.03	-5189.51	-\$321,201.97
Town of Fort Frances Tonnage	1333.64										\$402,443.00 Actual		\$81,241.03		
											\$391,084.00 Budget		\$396,950.00		
Total Tonnage	1365.70										\$402,443.00 Forecasted		\$324,964.12		
Residential Tonnage	418.02	30.61%													
ICI Tonnage	915.62	67.04%													
Coverage material	0.00														

Sewer & Water Data for 2018

up-dated April 13, 2018

Month	Days per month	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018-2017	2018-2017	2018	2018
		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	169201	5458.10	10220	329.68	6.04%	119180.0	3844.5	8275.0	266.9	6.94%	4630.0	-5544.0	50021.0	1613.6
February	28	147497	5267.75	8365	298.75	5.67%	107410.0	3836.1	8275.0	295.5	7.70%	3730.0	-27459.0	40087.0	1431.7
March	31	167707	5409.90	10261	331.00	6.12%	124800.0	4025.8		0.0	0.00%	11240.0	-55476.0	42907.0	1384.1
April	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108330.0	-256759.0	0.0	0.0
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-116990.0	-228551.0	0.0	0.0
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-114210.0	-201914.0	0.0	0.0
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-126300.0	-212264.0	0.0	0.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-123420.0	-181956.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-107620.0	-174796.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-109480.0	-183450.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-102850.0	-177999.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-105970.0	-171598.0	0.0	0.0
Total	365	484405		28846			351390.0		16550.0			-1016350.0	-1980173.0	133015.0	364.4
Monthly Average		161468.3	1344.65	9615.333	79.95		117130.0	975.5	8275.0	46.9		-82964.2	-156480.5	11084.6	369.1

Aircraft Landings 2018
As of April 13, 2018 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018-2017
January	68	76	70	198	308	261	0	0	1	3	2	3	55	42	30	2	4	3	73	48	36	201	143	177	58
February	66	80	69	187	334	233	0	1	1	2	1	1	57	32	35	3	0	1	56	39	49	184	156	155	28
March	73	90	69	249	336	199	0	10	0	5	4	17	43	50	34	6	14	3	57	51	55	184	178	192	6
1/4 Total	207	246	208	634	978	693	0	11	2	10	7	21	155	124	99	11	18	7	186	138	140	569	477	524	92
April		67	81		289	288		0	7		18	8		40	47		4	3		41	40	0	186	201	-186
May		87	88		389	309		8	4		8	9		50	37		0	32		54	59	0	229	259	-229
June		82	76		324	273		10	0		16	30		38	38		14	77		63	52	0	273	328	-273
1/2 Total	207	482	453	634	1980	1563	0	29	13	10	49	68	155	252	221	11	36	119	186	296	291	569	1165	1312	-596
July		70	72		224	221		3	2		26	48		52	51		76	66		54	47	0	286	324	-286
August		82	84		292	256		4	6		27	42		46	66		80	71		50	53	0	322	313	-322
September		79	78		267	277		7	1		14	15		40	40		42	45		39	51	0	230	249	-230
3/4 Total	207	713	687	634	2763	2317	0	43	22	10	116	173	155	390	378	11	234	301	186	439	442	569	2003	2198	-1434
October		72	85		255	357		6	2		16	10		44	41		18	18		42	47	0	203	214	-203
November		71	72		281	328		0	3		2	20		28	28		0	7		40	38	0	168	146	-168
December		62	64		199	231		0	0		2	0		36	29		0	0		40	29	0	122	139	-122
Total	207	918	908	634	3498	3233	0	49	27	10	136	203	155	498	476	11	252	326	186	561	556	569	2496	2697	-1927

Fort Frances Airport- Page 2/2 - Fuel Sales - As ofApril 13, 2018																			
Fuel Sales Recap - 2018									2018	2017	2016	2015	2014	2013	2012	2011	2010	9 year	Variance
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	2018-2017
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2018 to 2009	month
January	269	269	16,228	16,228	100	100	16,597	16,597	16,597	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	13,924	-9,078
February	363	632	15,923	32,151	0	100	16,286	32,883	16,286	12,503	11,904	11,231	12,304	6,197	6,918	3,687	5,782	16,068	3,783
March	226	858	9,572	41,723	0	100	9,798	42,681	9,798	21,928	13,255	17,795	10,508	12,077	9,329	10,390	15,539	23,413	-12,130
April		858		41,723		100	0	42,681		13,102	8,592	13,219	8,377	4,453	8,251	5,294	24,825	29,302	-13,102
May		858		41,723		100	0	42,681		21,362	24,681	16,161	29,753	18,350	21,891	19,790	25,375	47,114	-21,362
June		858		41,723		100	0	42,681		27,380	26,015	45,698	30,789	22,786	23,537	25,723	27,768	60,775	-27,380
July		858		41,723		100	0	42,681		24,642	29,002	28,150	14,441	19,232	32,650	19,124	30,455	68,788	-24,642
August		858		41,723		100	0	42,681		23,029	21,119	36,638	20,450	20,075	30,783	21,467	33,139	80,752	-23,029
September		858		41,723		100	0	42,681		13,489	21,325	24,238	21,837	18,005	19,431	22,511	23,363	84,571	-13,489
October		858		41,723		100	0	42,681		16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,033	87,897	-16,604
November		858		41,723		100	0	42,681		9,924	22,349	11,616	7,238	6,398	8,170	6,785	17,747	89,273	-9,924
December		858		41,723		100	0	42,681		6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,641	89,639	-6,560
Total	858		41,723		100		42,681			216,198	230,222	229,246	189,561	149,926	190,716	158,202	237,638	691,516	-173,517
							Jan to Feb	42,681	60,106	32,687	37,718	34,355	25,490	26,499	21,385	32,292	53,406		17,425

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

Stats Canada Report -TOWN OF FORT FRANCES 2018-MARCH

Permit #	Roll #	Applicant	Contractor	Contractor Address	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0007	591203000412032				909 BANTA BV, FORT FRANCES	Building an addition to single detached dwelling. Sunroom and entry from rear of building.	110	3	200.00 Sq. Ft	\$25,000.00
2018-0008	591201000409100			610 THIRD ST W	610 THIRD ST W, FORT FRANCES	Install temporary ramp from rear deck to front of single detached dwelling.	110, 130, 115	02, 03, 01	120.00 Sq. Ft	\$2,000.00
2018-0009	591201000409100			610 THIRD ST W	610 THIRD ST W, FORT FRANCES	Construct new ramp from rear of dwelling to front of dwelling. Roughly 36" in height.	110	3	120.00 Sq. Ft	\$2,000.00
2018-0010	591201000411901		70798 MANITOBA LTD; 71045 MANITOBA LTD	600 WALL ST	740 SIXTH ST W, FORT FRANCES	Reconstruct buildings on existing foundation/floating slab. Wood frame with gable roof.	110	2	5,973.97 Sq. Ft	\$445,000.00