

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - July 4, 2018, 8:30 AM

MEETING - Fort Frances Civic Centre Committee Room

Session #009

	Page
1. <u>Call to Order</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Minutes from the previous meeting on June 6, 2018.	3 - 4
4. <u>Non-agenda Items</u>	
5. <u>New Business</u>	
5.1 Presentations of proposals in response to RFP 18-OF-06 - Operation, Maintenance and Management Services for the Fort Frances Wastewater Treatment Plant, Sewage Pumping Station and the Provisional Overall Responsible Operator Functions for the Wastewater Collection and Water Treatment Systems (OCWA 8:30am, NWI 9:15am)	5 - 9
5.2 May 2018 Drinking Water Systems Monthly Summary Report.	10 - 18
5.3 Changes to the O.Reg 239/02 - Minimum Maintenance Standards for Municipal Highways.	19 - 41
5.4 Review of the Municipal Alcohol Policy	42 - 50
6. <u>Items Referred from Council</u>	
6.1 Request Dated June 25, 2018 from Belluz Concrete and Rental for Payment Plan	51 - 52
6.2 Geospatial Data Share Agreement with Fire Underwriters	53 - 55
7. <u>Information</u>	
7.1 Fort Frances Wastewater Treatment Facility May 2018 Monthly Report	56 - 62
7.2 Tonnage at the Landfill Site - updated June 27, 2018	63

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7.3 Sewer and Water Data for 2018 - updated June 27, 2018	64
7.4 Airport Statistics updated June 27, 2018	65 - 66
8. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #008

June 6, 2018

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on June 6, 2018 from 8:30 a.m. to 9:03 a.m.

PRESENT: Paul Ryan, Chairperson, Ken Perry, June Caul, Doug Brown, CAO and Travis Rob

ALSO PRESENT:

1. Call to Order

2. Disclosure of pecuniary interest and the general nature thereof

3. Approval of Previous Committee Minutes

- 3.1 Minutes from the previous meeting on May 9, 2018 - the minutes were approved as circulated.

4. Non-agenda Items - In Camera

- 4.1 That the Operations and Facilities Executive Committee now meet in-camera in order to address a matter pertaining to: the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose: Seven Generations Education Institute Sewer and Water Application.

5. Items Referred from Council

- 5.1 OGRA Letter Re: Autonomous Vehicles Test Corridor - the administration report was approved per the recommendation.

6. New Business

- 6.1 Airport Property - Land Lease Private Aircraft Hangers - the administration report was approved as recommended.
- 6.2 April 2018 Drinking Water Systems Monthly Summary Report - the administration report was approved as recommended.
- 6.3 Municipal Funding Agreement - Ontario's Main Street Revitalization Initiative - the administration report was approved as recommended.

7. Information

- 7.1 Fort Frances Wastewater Treatment Facility April 2018 Monthly Report - the Wastewater report for April was reviewed and will be forwarded to Council as information only. No action required.
- 7.2 Aircraft Statistics as of May 30, 2018 - the Aircraft Statistics were reviewed and will be forwarded on to Council as information only. No action required.
- 7.3 Tonnage at the Landfill Site updated May 30, 2018 - the landfill statistics were reviewed and will be forwarded on to Council as information only. No action required.
- 7.4 Sewer and Water Data for 2018 - updated May 30, 2018 - the sewer and water data as of May 30, 2018 was reviewed and will be forwarded to Council as information only. No action required.

8. Adjourn / Next Meeting Date

- 8.1 The meeting adjourned at 9:03 a.m.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

July 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 18-OF-06 – Operations and Maintenance of the Town of Fort Frances Wastewater Treatment Facility

The Town of Fort Frances released RFP 18-OF-06 on April 23, 2018 looking for a firm for the operation and maintenance of the Town's Waste Water Treatment Facility and to provide provisional Overall Responsible Operator services for the Town's waste water collection system as well as the water distribution, and Water Treatment Plant. This will be a 5-year term agreement for the initial term.

There was a mandatory site visit that took place at the Town of Fort Frances Waste Water Treatment Plant on May 16, 2018. There were 3 firms represented by a total of 8 staff at the Site visit. The plant was toured as well as all of the wastewater lift stations and the Water Treatment Plant. Through the RFP period there were two addendums put out addressing firm questions.

The RFP period closed on June 12, 2018 where two proposals were received. Attached to this report you will find the costing spreadsheets from both firms.

Both proposals were reviewed by the Operations and Facilities Manager as well as the Environmental and Facilities Superintendent. In addition to the internal proposal review, the firms who submitted proposals were invited to present their proposal to the Operations and Facilities Executive Committee on July 4, 2018.

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

FORM "A" - SCHEDULE OF PRICES						
Operation, Maintenance and Management of the Fort Frances Water Pollution Control Plant and Sewage Pumping Stations and to provide (ORO) Services for wastewater collection system.						
Item	First Full Year Jan 1, 19 - Dec 31, 19	Second Full Year Jan 1, 20 - Dec 31, 20	Third Full Year Jan 1, 21 - Dec 31, 21	Fourth Full Year Jan 1, 22 - Dec 31, 22	Fifth Full Year Jan 1, 23 - Dec 31, 23	TOTAL
Personnel Services	\$270,953	\$276,372.06	\$281,899.50	\$287,537.49	\$293,288.24	\$1,410,050.29
Utilities (w/o Hydro or Gas)	\$9,950	\$10,149	\$10,351.98	\$10,559.02	\$10,770.20	\$51,780.20
Chemicals	\$58,486	\$59,655.72	\$60,848.83	\$62,065.81	\$63,307.13	\$304,363.49
Equipment	\$16,922	\$17,260.44	\$17,605.65	\$17,957.76	\$18,316.92	\$88,062.77
Materials/Supplies	\$20,485	\$20,894.70	\$21,312.59	\$21,738.85	\$22,173.62	\$106,604.76
Outside Services	\$58,955	\$60,134.10	\$61,336.78	\$62,563.52	\$63,814.79	\$306,804.19
Maintenance & Repair	\$36,272	\$36,997.44	\$37,797.39	\$38,492.14	\$39,261.98	\$188,760.94
Other	\$-		\$-	\$-	\$-	\$-
Overhead & Profit	\$7,021	\$7,161.42	\$7,304.65	\$7,450.74	\$7,599.76	\$36,537.57
BASE COST	\$479,044	\$488,625	\$498,397	\$508,365	\$518,533	\$2,492,964
H.S.T.	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL CONTRACT PRICE	\$479,044	\$488,625	\$498,397	\$508,365	\$518,533	\$2,492,964

Provisional Monthly Fees to Provide Overall Responsible Operator (ORO) Services

Fees Apply to Either the Waste Water Collection System or the Water Treatment System

First Full Year Jan 1/19 – Dec 31/19	Second Full Year Jan 1/20 – Dec 31/20	Third Full Year Jan 1/21 – Dec 31/21	Fourth Full Year Jan 1/22 – Dec 31/22	Fifth Full Year Jan 1/23 – Dec 31/23
\$6,500	\$6,500	\$6,500	\$6,500	\$6,500

4.1.2 LIST OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

No.	Date Issued	Date Received
1	May 28, 2018	May 28, 2018
2	June 5, 2018	June 5, 2019
_____	_____	_____
_____	_____	_____
_____	_____	_____

4.1.3 A COMPLETED FORM "B"

MATERIALS TO BE SUPPLIED

MATERIALS	SUPPLIER - MANUFACTURER	ADDRESS
UV Bulbs	eda Environmental Ltd.	180 Wyatt Rd., Winnipeg, MB R2X 2X6
Polymer	BASF	2626 Argentia Rd. Mississauga, ON L5N 5N2
Alum	General Chemical Performance Products Ltd.	PO.Box 8870, Station A Toronto, ON M5W 1P8 (Shipped out of Thunder Bay, ON)
Sodium Hypo	Brenntag Canada Inc.	43 Jutland Rd. Etobicoke, ON M8Z 2G6 (Shipped out of Winnipeg, MB)

Note to Contracting Firm:

Names and Addresses must be filled in and submitted with the Proposal.

NORTHERN WATERWORKS

Operation, Maintenance and
Management Services Proposal

The Town of Fort Frances
April 2018

FORM "A" - SCHEDULE OF PRICES *						
Operation, Maintenance and Management of the Fort Frances Water Pollution Control Plant and Sewage Pumping Stations and to provide (ORO) Services for wastewater collection system.						
Item	First Full Year Jan 1, 19 - Dec 31, 19	Second Full Year Jan 1, 20 - Dec 31, 20	Third Full Year Jan 1, 21 - Dec 31, 21	Fourth Full Year Jan 1, 22 - Dec 31, 22	Fifth Full Year Jan 1, 23 - Dec 31, 23	TOTAL
Personnel Services	252,025	256,435	260,923	265,489	270,135	1,305,007
Utilities (w/o Hydro or Gas)	17,892	18,205	18,524	18,848	19,178	92,647
Chemicals	81,615	83,043	84,496	85,975	87,480	422,609
Equipment	3,499	3,560	3,622	3,685	3,749	18,115
Materials/Supplies	7,645	7,779	7,915	8,054	8,195	39,588
Outside Services	69,492	70,708	71,945	73,204	74,485	359,834
Maintenance & Repair	8,690	8,842	8,997	9,154	9,314	44,997
Other	2,352	2,393	2,435	2,478	2,521	12,179
Overhead & Profit	66,481	67,644	68,828	70,032	71,258	344,243
BASE COST	509,691	518,609	527,685	536,919	546,315	2,639,219
H.S.T.	66,260	67,419	68,599	69,799	71,020	343,098
TOTAL CONTRACT PRICE	575,951	586,028	596,284	606,718	617,335	2,982,317

*All values in the table are expressed in Canadian dollars (CAD).

NORTHERN WATERWORKS

Operation, Maintenance and
Management Services Proposal

The Town of Fort Frances
April 2018

Provisional Monthly Fees to Provide Overall Responsible Operator (ORO) Services *

Fees Apply to Either the Waste Water Collection System or the Water Treatment System

First Full Year Jan 1/19 – Dec 31/19	Second Full Year Jan 1/20 – Dec 31/20	Third Full Year Jan 1/21 – Dec 31/21	Fourth Full Year Jan 1/22 – Dec 31/22	Fifth Full Year Jan 1/23 – Dec 31/23
\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

*Note that provisional ORO services are value-added for up to 60 days in a calendar year. Refer to the proposal for more information.

4.1.2 LIST OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

No.	Date Issued	Date Received
1	May 28, 2018	May 28, 2018
2	June 5, 2018	June 5, 2018
_____	_____	_____
_____	_____	_____
_____	_____	_____

4.1.3 A COMPLETED FORM "B"

MATERIALS TO BE SUPPLIED

MATERIALS	SUPPLIER - MANUFACTURER	ADDRESS
alum sulphate (Supplier 1)	Border Chemical	104 Regent Ave., Winnipeg MB
alum sulphate (Supplier 2)	Chemtrade Logistics	145 MacDougall St., Thunder Bay ON
polymer products	Northland Chemical	7480 Bath Road, Mississauga ON
UV components (Supplier 1)	Xylem	50 Terracon Pl., Winnipeg MB
UV components (Supplier 2)	Waterite	75 Meridian Dr., Winnipeg MB
UV components (Supplier 3)	Wolseley Waterworks	1300 St Matthews Ave., Winnipeg MB
sodium hypochlorite	ClearTech	340 Saulteaux Cr., Winnipeg MB

Note to Contracting Firm:

Names and Addresses must be filled in and submitted with the Proposal.

June 12, 2018

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: May 2018 Drinking Water Systems Monthly Summary Report

Please find attached the May 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 May 2018 report as presented.

Respectfully submitted,
Operations & Facilities Division

Travis Rob, P. Eng.
Manager of Operations & Facilities

Council approval of this report will accept the May 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

May 2018

**Monthly Summary Report
Water Systems**

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

Dated: June 04, 2018

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of May 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: 72.5 m3 as of June 4, 2018. (7.4 m3 used in May).

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. 901 Wright Ave. | 4. W. Tower |
| 5. 740 Scott St. | 6. 1036 Victoria Ave. | 7. 901 Wright Ave. | 8. W. Tower |
| 9. 740 Scott St. | 10. 320 Portage Ave. | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 1111 First St. E. | 14. 1104 Church St. | 15. 740 Scott St. | 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 April 10, 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:

May 02nd - worked on Reservoir No. 2 valve stem.

May 03rd - worked on Reservoir No. 2 valve stem.

May 04th - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.
- chlorinated Reservoir No. 2 and began filling it.

May 06th - calibrated the Distribution Chlorine Analyzer.

May 16th - put Reservoir No. back on-line.

May 22nd - flushed the poly line from the pumps to the clarifiers.
- installed a Soda Ash pump.

May 23rd - flushed the poly line from the pumps to the clarifiers

May 24th - installed a new valve (Day Tank Valve) at the water tower.
- cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit

May 25th - greased clarifier gears, chains and bearings.
- calibrated the Distribution Chlorine Analyzer.

May 29th - ran standby generator for one (1) hour

May 30th - installed new flushing valves for the poly system.

8) **Water Complaints:**

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

9) **Other Miscellaneous Information:**

May 01st - QMS Meeting

May 02nd - water main break repair - water samples - 547 Webster Ave. - 1st set.

May 03rd - water main break repair - water samples - 547 Webster Ave. - 2nd set.

May 07th - took weekly routine micro samples.
- samples taken from Reservoir No. 2 - 1st set.

May 08th - samples taken from Reservoir No. 2 - 1st set.

May 09th - QMS Interviews – Internal Audit.

May 11th - QMS Interviews – Internal Audit.

May 14th - took weekly routine micro samples.
- seasonal samples at Rainy Lake Square. and St. Francis Ballfield.

May 15th - seasonal samples at the Point Park, Lions Park and Marina.

May 16th - took DWSP samples.

May 17th - water main break repair - water samples - Armit Ave. - 400 blk. - 1st set

May 18th - received a shipment of Fluoride.

May 22nd - took weekly routine micro samples.
- water main break repair - water samples - Armit Ave. - 400 blk. - 2nd set.

- May 24th - took quarterly samples at the water tower and the plant.
- took total suspended solid (T.S.S.) samples off the filters during backwash.
- May 25th - took grab samples off the filters.
- May 28th - took weekly routine micro samples.
- water main break repair - water samples - Reid Ave. - 500 blk. - 1st set.
- May 29th - water main break repair - water samples - Reid Ave. - 500 blk. - 2nd set.
- to micro (1st set) and quarterly samples at Sunny Cove Camp.
- May 30th - to micro (2nd set) samples at Sunny Cove Camp.

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 May 2018

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
May 2018

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	10^3 M^3	17	5.25	5.12	5.30	5.11	5.30	5.20	5.34	5.10	5.36	5.20	5.29	6.78	4.97	5.32	5.26	5.31	5.22	5.42	5.21	5.30	5.31	5.34	5.28	5.13	5.41	5.21	5.33	5.49	5.33	5.29	5.17	164.65	5.31
Peak Instantaneous - Raw Water	L/s	n/a	60.94	61.02	61.08	61.14	61.21	61.29	61.29	61.41	61.49	61.46	61.59	61.60	61.69	61.61	61.66	61.74	61.80	63.09	61.92	61.89	62.02	62.04	62.14	62.25	62.14	61.69	62.02	62.13	62.45	62.72	62.60	1915.12	61.78
Treated Water	10^3 M^3	17	3.25	3.35	3.48	3.31	3.55	3.30	3.95	3.76	3.68	3.60	3.83	3.55	3.47	3.98	3.82	3.91	3.98	3.56	3.06	3.13	3.29	3.95	4.08	4.13	3.60	3.24	3.70	3.66	3.97	4.09	3.74	112.97	3.64
Peak Instantaneous - Treated Water	L/s	n/a	66.29	67.38	65.08	78.40	65.39	74.23	63.44	82.88	65.51	65.88	65.69	64.40	62.57	64.15	64.46	64.99	65.62	65.28	63.70	66.42	61.70	64.02	68.40	67.78	66.44	63.70	63.15	63.72	64.15	72.89	68.85	2066.56	66.66
BackWash Water	10^3 M^3	n/a	0.269	0.241	0.276	0.271	0.242		0.275		0.268	0.239	0.276	0.257	0.237	0.276	0.268	0.240	0.277	0.268	0.239			0.277	0.271	0.241	0.243	0.510	0.277		0.273	0.240	0.277	7.028	0.270
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.69	0.69	0.69	0.69	0.70	0.70	0.65	0.66	0.67	0.67	0.67	0.69	0.69	0.70	0.71	0.71	0.71	0.71	0.72	0.72	0.72	0.71	0.74	0.72	0.72	0.79	0.78	0.78	0.77	0.81	0.78	22.16	0.71
Turbidity Information																																			
Raw Water	NTU	n/a	0.63	0.61	0.60	0.57	0.63	0.70	0.67	0.65	0.70	0.73	0.68	0.71	0.77	1.01	1.19	1.53	1.47	1.63	1.76	1.79	1.36	1.44	1.47	1.54	1.67	1.74	1.66	1.70	1.33	1.46	1.51	35.91	1.16
Settled Water	NTU	n/a	0.16	0.17	0.16	0.17	0.14	0.12	0.13	0.12	0.14	0.14	0.15	0.14	0.12	0.14	0.14	0.14	0.13	0.14	0.14	0.14	0.11	0.13	0.14	0.14	0.14	0.16	0.16	0.16	0.14	0.13	0.14	4.38	0.14
Treated Water	NTU	1	0.07	0.07	0.07	0.08	0.08	0.07	0.07	0.08	0.07	0.07	0.08	0.09	0.08	0.08	0.07	0.08	0.07	0.07	0.09	0.07	0.06	0.07	0.07	0.08	0.07	0.06	0.08	0.07	0.08	0.08	0.07	2.30	0.07
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.12	7.10	7.10	7.08	7.11	7.19	7.00	7.08	7.06	7.12	7.05	7.11	7.15	7.04	7.08	7.09	7.09	7.05	7.06	7.05	7.11	7.13	7.15	7.14	7.20	7.34	7.21	6.92	7.09	7.12	7.13	220.27	7.11
pH - Settled water	no units	n/a	6.00	6.01	6.01	5.98	6.11	6.09	5.94	6.02	6.02	5.99	5.92	5.88	5.91	5.98	5.98	5.96	5.99	6.01	5.97	6.00	6.03	6.09	6.04	6.00	6.05	6.16	6.11	6.05	5.93	5.99	5.97	186.19	6.01
pH - Raw Water	no units	n/a	6.87	6.95	6.88	6.90	6.94	7	6.93	6.89	6.96	6.99	6.99	6.99	7.10	6.97	6.96	6.97	6.93	6.98	7.01	7.00	6.98	7.01	6.95	6.98	6.94	6.96	6.92	6.94	6.97	6.96	7.00	215.82	6.96
FAC - Treated Water	mg/l	0.2 to 4	2.11	2.15	2.18	2.15	2.25	1.80	2.32	1.96	2.05	2.01	1.95	2.01	2.04	2.09	2.07	2.09	2.09	2.06	1.91	2.03	2.12	2.18	2.15	2.15	1.85	1.76	2.22	2.30	2.11	2.01	1.98	64.15	2.07
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.24	2.32	2.34	2.30	2.48	2.02	2.48	2.24	2.38	2.28	2.24	2.20	2.24	2.32	2.24	2.22	2.26	2.26	2.08	2.30	2.34	2.32	2.30	2.28	2.10	2.06	2.46	2.64	2.60	2.36	2.28	71.18	2.30
Temperature	C	15	5.0	5.0	5.0	5.0	5.0	6.0	6.0	7.0	7.0	6.0	7.0	6.0	8.0	8.0	9.0	9.0	10.0	10.0	10.0	10.0	11.0	12.0	12.0	14.0	13.0	11.0	12.0	13.0	18.0	18.0	17.0	295.00	9.5
Fluoride used (Total Daily Consumption)	kg	n/a	19.0	18.0	19.0	18.0	18.0	18.0	19.0	17.0	18.0	18.0	17.0	21.0	19.0	19.0	20.0	19.0	18.0	20.0	18.0	19.0	18.0	19.0	18.0	18.0	17.0	19.0	21.0	21.0	20.0	19.0	583.00	18.81	
Chlorine used (Total Daily Consumption)	kg	n/a	19.0	20.0	20.0	20.0	21.0	21.0	22.0	20.0	21.0	21.0	20.0	22.0	19.0	21.0	20.0	21.0	20.0	22.0	20.0	22.0	23.0	22.0	23.0	22.0	20.0	25.0	27.0	25.0	26.0	24.0	671.00	21.65	
Soda ash (Total Daily Consumption)	kg	n/a	183.8	179.2	185.5	178.9	185.5	182.0	186.9	178.5	187.6	182.0	185.2	237.3	174.0	186.2	184.1	185.9	182.7	189.7	182.4	185.5	185.9	186.9	184.8	179.6	189.4	182.4	186.6	192.2	186.6	185.2	181.0	5762.75	185.90
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.00	35.00
Alum residual - (Total Daily Consumption)	kg	n/a	183.8	179.2	185.5	178.9	185.5	182.0	186.9	178.5	187.6	182.0	185.2	237.3	174.0	186.2	184.1	185.9	182.7	189.7	182.4	185.5	185.9	186.9	184.8	179.6	189.4	182.4	186.6	192.2	186.6	185.2	181.0	5762.75	185.90
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.00	35.00
Alum residual - Treated Water	mg/l	0.1	0.05	0.08	0.04	0.02	0.04	0.02	0.06	0.04	0.01	0.03	0.05	0.05	0.01	0.06	0.03	0.01	0.02	0.03	0.03	0.03	0.03	0.04	0.03	0.03	0.04	0.02	0.04	0.01	0.02	0.02	0.02	1.01	0.03
Poly bags added (25 kg bags)	kg		0.5			0.5				0.5				0.5				0.5		0.5					0.5		0.5					0.5		112.5	

Flow Data MAY	Units	2016		2017		2018	
		Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m ³		163490		196210		191512
Raw Maximum Day	m ³	Saturday 28th	5520	Monday 22nd	7080	Saturday 12th	6780
Raw Minimum Day	m ³	Monday 09th	5090	Sunday 21st	5830	Sunday 13th	4970
Raw Average Daily Consumption	m ³		5270		6330		5310
Total Treated Water	m ³		118580		116990		112970
Treated Water Maximim Day Consumption	m ³	Tuesday 31st	4340	Wednesday 24th	5040	Thursday 24th	4130
Treated Water Minimim Day Consumption	m ³	Tuesday 17th	3240	Sunday 21st	2820	Sunday 19th	3060
Treated Water Average Day Consumption	m ³		3830		3770		3640
Daily Average Per Household Consumption Rate	m ³		1.01		1.00		0.96
* Daily Average Per Person Consumption Rate	m ³		0.48		0.47		0.46
Monthly Averages - Operating Parameters WTP:							
FAC Residual - Treated Water	mg/L		2.05		2.23		2.07
Total Chlorine Residual - Treated Water	mg/L		2.39		2.45		2.30
Aluminum Sulphate - Raw Water	mg/L		35.0		35.0		35.0
Aluminum Sulphate - Treated Water Residual	mg/L		0.04		0.03		0.03
Fluoride - Treated Water	mg/L		0.65		0.59		0.71
Soda Ash - Raw Water	mg/L		35.0		35.0		35.0
PH - Adjusted	mg/L		7.47		7.19		7.11
Temperature	C		10.5		9.9		9.5
Quantity of Chemical Used:	kg						
Aluminum Sulphate	kg		5722.1		6867.35		7416.50
Polyelectrolyte	kg		87.5		87.5		112.5
Chlorine Gas	kg		688		811		671
Soda Ash - Used for PH Adjustment	kg		5722.1		6867.35		7416.50
Fluoride	kg		547		547		583

* The Canadian Average is 450 Litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

July 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Changes to the O.Reg 239/02 - Minimum Maintenance Standards for Municipal Highways

Since the creation of Ontario Regulation 239/02 known as the Minimum Maintenance Standards for Municipal Highways there have been a number of revisions to the standards. On May 3, 2018 there was another revision to the standards which may have the largest impact to the Town's winter operations to date.

The May revision included a number of changes to definitions and the additions to definitions to clarify the document. In addition, the standard now has provisions for the Town to declare a 'significant weather event' which is defined as an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality. In the event that the Town declares a significant weather event, upon the Town declaring the end of the significant weather event, the timelines to address the accumulation on the roadways stipulated in the standard will start. This could allow some relief to the town crews trying to get the roadways cleared within the stipulated timelines in the event of a significant weather event.

The major changes to the standard revolve around sidewalks. Prior to the May revision, sidewalk maintenance was primarily doing sufficient work to the sidewalks to ensure that there was no gross negligence by the Town and an annual review for surface discontinuities. Under the revised regulation there is a requirement for the Town to, within 48 hours after the snow accumulation has stopped, reduce the snow accumulation to less than 8cm regardless of the sidewalk location or use. In addition to this there is a requirement to treat ice formed on sidewalks within 48 hours after becoming aware of the ice formation on the sidewalk. The issues surrounding this is that currently the Town focuses on the removal of snow from the roadways as a first priority. Once that is completed the crews shift priority to address the sidewalks, lanes and dead ends, usually starting 48 hours after the event has ended. In addition to this, the Town only has a small spreader for the old sidewalk machine. The capacity is small and it is not overly effective. This change to the standard will not only require the purchase of additional equipment to apply materials to icy sidewalks but an increase in staff resources to focus on clearing sidewalks within the stipulated timelines and to be able to feed de-icing materials to the sidewalk machines while still maintaining the roadways to an acceptable level.

The Operations and Facilities Division is currently reviewing the best way to secure staffing to ensure that the Town can meet their obligations under the revised plan, however increasing the Operations and Facilities Staff is inevitable. In addition, the Town can, by by-law, close certain sidewalks in the winter time, sign them and relieve their responsibility from having to clear the snow. This will be completed for the sidewalk along front street closest to the roadway which we have historically utilize for snow storage in the winter time. The Operations and Facilities Division will also be looking at other sidewalks to determine if there is an opportunity for this to take place in other areas to assist with our operational constraints.

The Minimum Maintenance Standard places a duty onto the Town to prove when snow removal equipment and ice materials have been placed on roadways and sidewalks in the event of a claim. Currently the Town does not have a good record keeping system for when and where the plows are or

when and where de-icing materials are placed. This places the Town in a vulnerable position should a claim come in. The Operations and Facilities Division is actively looking into GPS units that can be placed in our fleet to track the location of equipment and whether the plow is down or the spreader is placing material. Units of this type are commonplace in our neighboring municipalities as well as on the Provincial Highway System. This is something that the Operations and Facilities Division will be looking to implement prior to the next winter control season.

Under the Minimum Maintenance Standard there is a requirement for weather monitoring on predetermined intervals. Ontario Good Roads came out with a weather monitoring application that will send weather reports to up to 30 recipients on a number of scheduled intervals. This is also something that the Operations and Facilities Division will be looking to implement prior to the next winter control season to ensure that we meet our weather monitoring requirements.

Operations and Facilities Staff have been attending information sessions on these changes and have attached a slide presentation from JLT, a risk management firm that presented at an insurance conference.

Administration presents this information to Council as there will be a direct impact to the Operations and Facilities Operating and Capital Budgets in 2019 as we work to get setup to handle these changes. There is no action required from council at this time.

Respectfully Submitted

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

Travis Rob, P.Eng

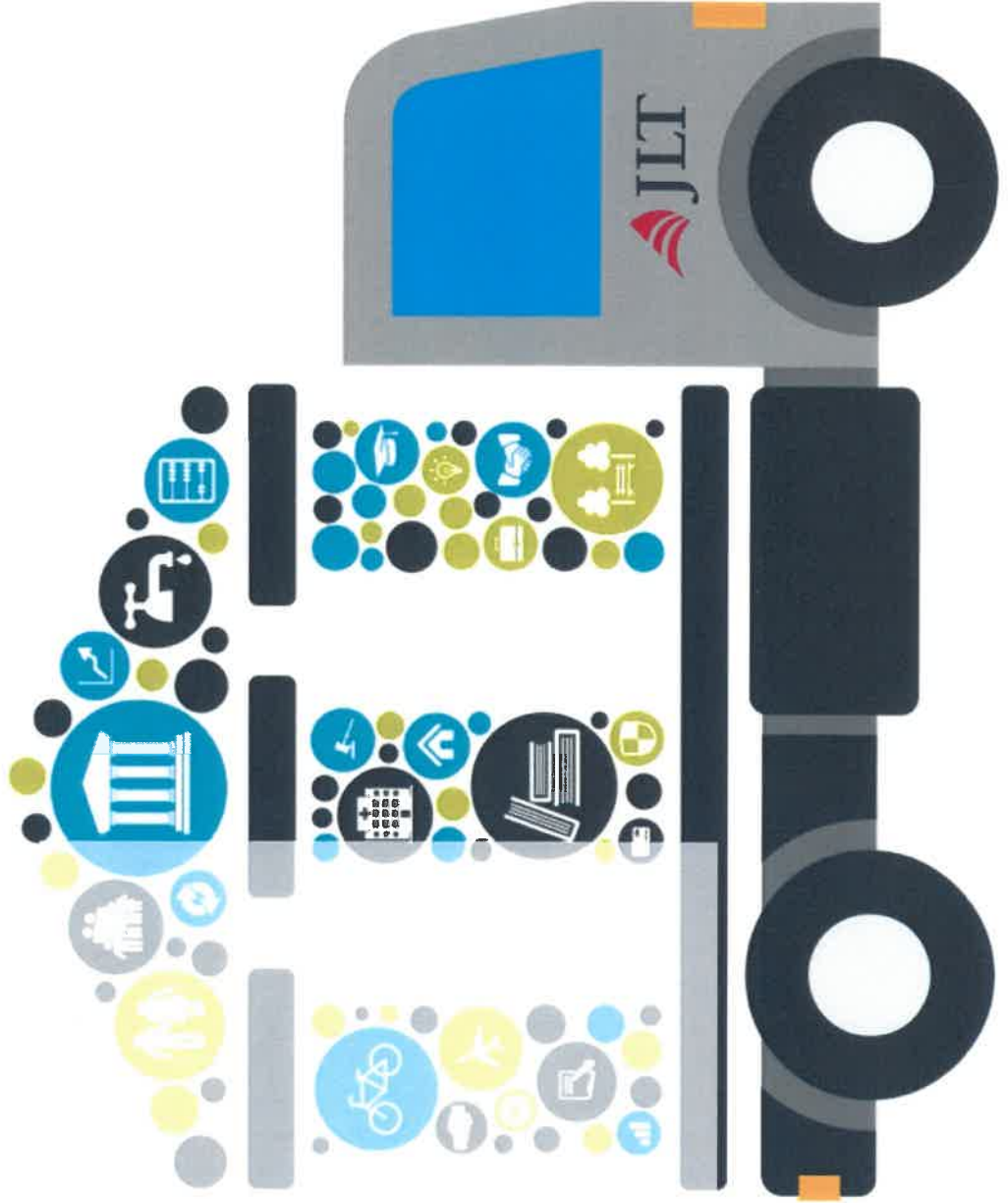
Council approval of this report is not required as it is for information.
--

Manager of Operations and Facilities



Minimum Maintenance Standards It's History and Where We Are Today

Presented by:
Robin McCleave, V.P. Risk Manager,
Public Sector, JLT Canada



MINIMUM MAINTENANCE STANDARDS

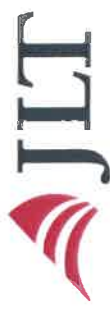
IT'S HISTORY AND WHERE WE ARE TODAY



- **Purpose**
 - The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome.

MINIMUM MAINTENANCE STANDARDS

IT'S HISTORY AND WHERE WE ARE TODAY



- Understanding the intent and purpose behind the MMS, the defence provided for by s.44(3)(c), requires an understanding of how the approach to liability by the Courts has evolved from an event-based one to a risk-based one.
- Traditionally, (pre-1985) Courts would assess municipal liability by mainly looking at the “event” (i.e. the winter storm or ice formation) and considering how fast after the event occurred that the municipality responded.
- The modern focus of our Courts is looking at how a municipality assessed and attempted to mitigate the “risk” of a hazard arising in the first place, and determining if it was reasonable.
- **This is accomplished through**
 - Weather monitoring,
 - Being proactive – having your policies and procedures in place
 - Ensuring staff know what their responsibilities are as it pertains to training and deploying staff

REVISIONS

FEB 2010 3RD REVISION SINCE INCEPTION JULY 2003



Three gaps became apparent in 2011 after Milton vs Guilianani

- ☐ Snow Accumulation – at the time of the accident snow accumulation was 2.5 cm
 - The standard was 5 cm however there was no definition for snow accumulation
- ☐ Ice had formed on the road resulting from snow being packed down by traffic
 - The standard defined ice as freezing rain or ice pellets
- ☐ The weather was not being monitored

Task Force regrouped, amended the standards and were passed in 2013

Changes were:

- ☐ Snow accumulation was defined – natural accumulation of newly-fallen snow, wind-blown snow and/or slush that covers more than half a lane width of a roadway
- ☐ Ice was defined – all kinds of ice however formed
- ☐ Weather monitoring
 - Substantial Probability – significant likelihood considerably in excess of 51%.
This relates to patrols and maintenance activities that are done in anticipation of snow accumulation or ice formation
- Weather defined as air temperature, wind and precipitation

Bicycle Facility and Bicycle Lanes

- “Bicycle facility” includes, but is not limited to, the various on-road and in-boulevard cycling facilities listed in Section 2.3 and its subsections of Book 18 of the Ontario Traffic Manual.
- “Conventional bicycle lane” means a portion of a roadway which has been designated by pavement markings and signage for the preferential or exclusive use of cyclists; “roadway” has the same meaning as in Subsection 1 (1) of the Highway Traffic Act.
- “Separated bicycle lane” means a portion of a roadway which has been designated for the exclusive use of cyclists by signage along with a physical or marked buffer.

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY – NEW DEFINITIONS



- **Encroachment, (Area Adjacent to Sidewalks)**
 - means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality
- **Potholes**
 - means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface
- **Sidewalks**
 - means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY – NEW DEFINITIONS



- **Utility and Utility Appurtenance (Sidewalk surface discontinuities)**
 - Utility includes any air, gas, water, electricity, cable, fibre-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments
 - Utility Appurtenance includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility
- **Weather Hazard**
 - means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program
- **Significant Weather Event**
 - means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY, SIGNIFICANT WEATHER EVENT



Applies to

- Snow Accumulation on Roadways, sidewalks and bicycle lanes
- Ice Accumulation on Roadways and Sidewalks

“

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation or ice accumulation the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is

- a) to monitor the weather in accordance with section 3.1; and
- b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so.

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY, SIGNIFICANT WEATHER EVENT



4.1 (2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow and ice accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality.

4.1 (3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall

- a) (declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- b) address snow accumulation on roadways in accordance with section

Declaration of significant weather event

16.9.

- A municipality declaring the **beginning** of a significant weather event or declaring the **end** of a significant weather event under this Regulation shall do so in one or more of the following ways:
 1. By posting a notice on the municipality's website
 2. By making an announcement on a social media platform, such as Facebook or Twitter.
 3. By sending a press release or similar communication to internet, newspaper, radio or television media.\
 4. By notification through the municipality's police service.
 5. By any other notification method required in a by-law of the municipality.

Closure of a Highway

16.8

- 1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality.
- 1) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of
 - a) when a municipality passes a by-law to close the highway or part of the highway; and
 - b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway.

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY - SIDEWALKS



- The MMS now contains specific sections dealing with sidewalk winter maintenance. Section 16.3 provides that snow accumulation on sidewalks shall be reduced to less than or equal to 8 centimeters within 48 hours of the end of a snow event. The section further provides a standard of a minimum maintained width of one meter.
- Sidewalks are deemed to be in a state of repair with respect to snow accumulation
 - a) where snow depth is less than or equal to 8 centimeters; and
 - b) during ongoing snow accumulation, even where it exceeds 8 cm, until 48 hours after the snow accumulation ends.

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY - SIDEWALKS



- Section 16.5 sets out standards with respect to ice formation on sidewalks
 - It requires that municipalities monitor weather, and to treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines the appropriate time to deploy resources for that purpose"
 - Where ice forms on a sidewalk, the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy.

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY - SIDEWALKS



Winter Sidewalk Patrols

16.7

- (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality.
- (2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities.

MINIMUM MAINTENANCE STANDARDS, **WHERE WE ARE TODAY - ENCROACHMENTS**



16.2 Applies to Area Adjacent to Sidewalks

- (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- (2) If the area adjacent to a sidewalk has been inspected in accordance with subsection (1) it is deemed to be in a state of repair in respect of any encroachment present.
- (3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm.

MINIMUM MAINTENANCE STANDARDS, **WHERE WE ARE TODAY - ENCROACHMENTS**



16.2 Applies to Area Adjacent to Sidewalks

- (1) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians
- (2) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality
- (3) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY – BICYCLE LANES



- Clearing of Snow and Ice based on the road classification and corresponding snow accumulation.
- For the purposes of addressing snow accumulation on a bicycle lane it includes, but is not limited to
 - a) plowing the bicycle lane;
 - b) salting the bicycle lane;
 - c) the application of other chemical or organic agents to the bicycle lane;
 - d) applying abrasive materials to the bicycle lane;
 - e) sweeping the bicycle lane; or
 - f) any combination of the methods described in clauses (a), (b), (c), (d) or (e).

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY - BICYCLE LANES



- **Treating snow and ice on roadways, sidewalks and bicycle lanes**
 - applying other chemical or organic agents to the roadway;
- **Luminaires**
 - For conventional illumination, if three or more consecutive luminaires on **the same side of a highway** are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact.

MINIMUM MAINTENANCE STANDARDS

WHERE WE ARE TODAY



- Setting municipal policies and procedures
 - They should never be absolute
 - Ensure staff are aware of and can consistency meet your municipalities set standards and procedures.
 - If your municipalities polices and procedures exceed the standards and there is a loss your negligence will be based on your standards, not the legislated standards.
 - Documentation must show that your municipality have met your set policies and procedures.

THANK YOU
CONTACT



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July 4, 2018

Report To: Operations and Facilities Executive Committee

From: Travis Rob, Manager of Operations and Facilities

RE: Review of the Municipal Alcohol Policy

Since September 2017 the Community Services Executive Committee has been going through the process of reviewing the Town's Municipal Alcohol Policy. At this point the policy has reached a final draft stage and it has been suggested that all executive committees take the time to review the policy and provide comment to the Community Services Division prior to the policy coming to council to be incorporated into the Town's policy manual and becoming part of the rental of Town facilities.

Attached to this report you will find a copy of the final draft of the new Municipal Alcohol Policy for your review.

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

2018July Municipal Alcohol Policy Review

THE TOWN OF FORT FRANCES

Section: Community Services

Policy: Municipal Alcohol Policy

Creation Date: FEBRUARY 1995

Resolution Number:

Revision Date: JUNE 2018

Policy Number: 2.1

1. POLICY OBJECTIVES

- A. To develop appropriate procedures and provide education to individuals or groups wishing to hold events in municipally-owned facilities to ensure that all legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
- B. To ensure proper supervision and operation of Special Occasion Permit events to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- C. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- D. To respect the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic drinks.
- E. To provide for a balanced use of alcohol and no-alcoholic beverages through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for it.

2. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS (SOP) OR CATERER'S ENDORSEMENT

- A. Arena Auditorium
- B. Arena Main Floor when ice is out
- C. East End Hall
- D. Museum
- E. Library
- F. Council Chambers
- G. Committee Room (Town Hall)
- H. Airport Grounds
- I. Sorting Gap Marina
- J. Rainy Lake Square (By Caterer's Endorsement ONLY – No SOP – Stop serving alcohol by 11pm)

3. MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS OR ALCOHOL CONSUMPTION

- A. St. Francis Sports Fields
- B. Memorial Sports Centre Grounds
- C. Point Park
- D. Arena Seating Area
- E. Arena Change Rooms
- F. Fort Frances Seniors Centre (Formerly Sister Kennedy Centre)

*** EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

All youth events and all minor sports events, including banquets, are designated as events not suitable for alcohol use. Associated adult evening social events commencing after 8:30 pm will be allowed, however, minors will not be allowed into these licensed events.

4. SERVER TRAINING

In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the renter must demonstrate to the facility representative that a minimum of 60% of event workers and 100% of event servers have been trained in responsible serving techniques (see 6.2). The Smart Serve Responsible Alcohol Beverage Service Training Program is approved by the Alcohol and Gaming Commission of Ontario (AGCO) as a responsible server training program.

5. PROVIDE FOOD AND NON-ALCOHOLIC BEVERAGES

In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the renter must demonstrate to the satisfaction of the facility representative that a quantity of non-alcohol beverages be displayed and available at no charge or at a cost much lower than that of drinks containing alcohol. Fresh drinking water must be available for those in attendance.

Food must be provided beginning no later than 8 pm and must not be removed until the bar closes. Chips, peanuts, popcorn and other snacks do not qualify as food on their own. At the very least food consists of sandwiches, cheese and vegetables with dip.

6. CONTROLS

6.1 In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the renter must demonstrate to the satisfaction of the facility representative that the municipal alcohol policy is understood, that the regulations will be strictly observed and that sufficient controls are in place that will assist in ensuring compliance with the policy. The renter MUST sign the rental agreement, failure to do so will result in the rental application being denied, even if a Special Occasion Permit has been obtained from AGCO (Alcohol and Gaming Commission of Ontario).

6.2 The event sponsor must provide a list of event workers that have been trained in a responsible server training course to the facility representative at least two weeks prior to the event. This applies whether alcohol will be sold or provided at no charge.

6.3 The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the facility representative at least one week prior to the event.

6.4 Each entrance will be diligently supervised by a minimum of two server-trained people 19 years of age or over.

6.5 Ensure that no one under the age of majority is served alcohol. Anyone who appears to be under 25 years will be required to show identification before they are allowed into the event

- 6.6 Event staff are to check the identification of all participants at masquerade events.
- 6.7 The only acceptable form of identification will be in compliance with the Ontario Regulation 389/91 s. 29 (5) of the Liquor License Act which includes:
- (a) a driver's licence with photograph;
 - (b) a Canadian passport;
 - (c) a Canadian citizenship card with photograph;
 - (d) a Canadian Armed Forces Identification Card;
 - (e) a permanent resident card issued by the Government of Canada;
 - (f) a Secure Certificate of Indian Status card issued by the Government of Canada; or,
 - (g) a photo card issued by the Liquor Control Board of Ontario.
- 6.8 At events where youth under nineteen (19) years of age are permitted entry, the Event Organizer shall not allow promotional advertising of alcoholic beverage names, brands or manufacturers outside the designated alcohol service area.
- 6.9 The person who signs the Special Occasion Permit Application and the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event. A person may be appointed as a designate to attend the event and assume the responsibility in the permit holder's place.
- 6.10 Before the event starts, the event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
- 6.11 The event sponsor and facility staff must prevent patrons from engaging in activities that can harm themselves or others.
- 6.12 All exits must be monitored.
- 6.13 A floor supervisor will be available upon request to event workers who require assistance.
- 6.14 During a Special Occasion Permit event being held at Fort Frances facilities, all bottles, with the exception of wine bottles, must be retained within the bar area and all drinks must be served in paper or plastic cups.
- 6.15 The Sorting Gap Marina & Airport Grounds Special Occasion Permit event area must be fenced appropriately.
- 6.16 Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted. The sale of shooters is prohibited.
- 6.17 Alcoholic beverages are to be served in accordance with the standard drink measurements. No energy drinks (with or without alcohol in them) shall be sold, served or consumed.
- 6.18 No extra strength beer allowed (over 5%)
- 6.19 A variety of no-alcohol and low-alcohol beverages must be available for purchase (30% of the total drinks available must be no-alcohol or low-alcohol).
- 6.20 There will be no last call. When entertainers/DJs arrive, they must be informed that there is to be no "last call".
- 6.21 The licensee must abide by the rules of the Municipal Alcohol Policy as enforced by the facility representative.
- 6.22 If applicable, a minimum of two server-trained people will be designated to sell tickets. Tickets will no longer be on sale after 12:30 a.m.
- 6.23 A Special Occasion Permit event must have sixty percent of the servers and floor supervisors trained in a server training program. There must be at least one trained server behind the bar at all times.
- 6.24 All event workers must wear highly visible identification provided by the permit holder.

- 6.25 Whenever possible, police will be notified by the permit holder or his/her representative of a potentially risky situation before the situation is out of control.
- 6.26 The bar area will close no later than 1:00 a.m. and all entertainment must be completed by 1:05 a.m. (except where otherwise specified).
- 6.27 Facilities must be vacated by patrons by 1:30 a.m. and the permit holder shall remove all evidence of the service and consumption of liquor by 1:45 a.m.
- 6.28 Patrons must purchase drink tickets from a designated ticket seller to a maximum of four (4) tickets or drinks per purchase per person.
- 6.29 Patrons indicating they wish to submit pre-purchased alcohol tickets for a full refund will have the option to do so, during the event to the time bar closes at 1:00 a.m., up to a maximum of four (4) tickets per person. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.
- 6.30 Event workers must report any infraction of this policy to the Town within 24 hours or the start of the next business day.
- 6.31 Event workers must report any infraction that requires police involvement to the OPP and Town staff immediately. If the permit holder does not correct the infraction(s), and the police are in attendance, the police may close down the event.
- 6.32 All reported infractions will be reviewed by the Town. If determined that infractions were mismanaged, a letter will be sent describing the infraction to the permit holder informing that rental privileges may be revoked.
- 6.33 The Town of Fort Frances, at the sole discretion of Council or designate, reserves the right to require two (2) security officers for a minimum of four (4) hours at an outdoor event where there will be more than 300 patrons, the cost of which will be borne by the sponsoring group or individual.
- 6.34 Groups who fail to comply with the Municipal Alcohol Policy are subject to the consequence of not being allowed to rent a Town facility for a minimum period of 12 months.

Note: Closed Private Functions (such as weddings, anniversaries, etc. are exempted from 6.4 and 6.23.

7. INSURANCE

The renter(s) with a Special Occasion Permit event being held in a municipally owned facility is required to provide proof of third party liability insurance (\$5 million minimum) or obtain third party liability insurance through the Town of Fort Frances at least fourteen (14) days before the event.

8. GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

- 8.1 As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving.
- 8.2 In order to reduce your group's risk of liability, the following guidelines shall be followed:
 - (a) The event sponsor is responsible for decision-making during the event and therefore shall refrain from consuming alcohol while the event is in progress.
 - (b) All event workers shall refrain from consuming alcohol while the event is in progress. Workers may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event.

- (c) At least one municipal representative **with authority to demand correction and/or shut down an even on behalf of the Town** will be available and/or on call, and may check all Special Occasion Permit Events.
- (d) The event sponsor shall take reasonable steps to prevent impaired people from driving.
- (e) The event sponsor will be held responsible for any damages arising during the event.

9. SIGNAGE

- 9.1 Serving Practices signs will be provided by the Town of Fort Frances to be placed in the bar area. The signs will state: "It is against the Liquor Licence Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, Servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcohol beverages."
- 9.2 Accountability signs will be supplied by the Town of Fort Frances. These signs will be posted at the bar and main entrance of all Liquor Licenced Events. These signs will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition, to naming the sponsor of the event, these signs should include the name and address and phone numbers of the Municipal Office, Police Service and the Alcohol & Gaming Commission of Ontario.
Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.
- 9.3 No Last Call sign stating "Last Call will not be announced" to be placed in the bar area. This sign will be provided by the Town of Fort Frances.
- 9.4 A sign must be posted at the alcohol ticket sales tables stating "ALCOHOL TICKET SALES: No more than four (4) tickets per person may be sold at a time".
- 9.5 Unused Tickets sign stating "The bar closes at 1:00 am. Unused tickets will be refundable up to the time the Liquor Licenced Event expires." This sign will be provided by the Town of Fort Frances. This sign to be placed at bar or ticket sale area.
- 9.6 Proof of age signs must be posted near entrances and in bar areas designated as eligible for alcohol use which read "You must be 19 years or older to consume alcohol at a Special Occasion Permit Event. The only acceptable proof of age is government-issued photo identification".
- 9.7 Restricted areas in Town facilities will be clearly posted "Alcohol is not permitted in this area".

10. SAFE TRANSPORTATION

The risk of liability is high when an impaired driver leaves an event where alcohol is served. The Event Organizer is responsible to take the necessary steps to reduce the possibility of impaired driving. The Event Organizer is responsible for promoting safe transportation options for attendees of the event or contacting police as appropriate, including for persons who may be denied entry or are removed from the event.

As a condition of rental, the Event Organizer must have a Safe Transportation Strategy in effect. Examples of a Safe Transportation Strategy include:

- Providing non-alcohol beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected to be intoxicated (e.g. call a friend, relative, or taxi).
- Calling police if someone who is suspected to be impaired cannot be convinced to use

alternate transportation.

- Providing a Designated Driver Program which encourages and identifies designated drivers that will use a vehicle to transport intoxicated persons to a place of safety. This program should include announcements made periodically throughout the event to those in attendance encouraging the use of a designated driver or alternate means of transportation; program information posted prominently in the licensed/alcohol service area; and plans for backup transportation options that include those for whom the intoxicated person may be responsible.
- Advertise the Use of Taxi Service – The event organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the liquor licence event organizer shall ensure that appropriate signage is erected at the facility, which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

11. POLICY IMPLEMENTATION / REVIEW

The Municipal Alcohol Policy will be reviewed as necessary, at least every three years, by the Community Services Executive Committee with revision recommendations made to Council. After revisions to the Municipal Alcohol Policy are adopted by Council, the municipality shall orient pertinent staff on the revised policy & any potential new requirements and promote the policy to the community by posting to the Town website.

APPENDIX “A” - AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have read and understand the Town of Fort Frances Municipal Alcohol Policy.
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Municipal Alcohol Policy, Fort Frances staff will take the appropriate action. This action may include eviction from the premises, revoking of the Special Occasion Permit, and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Signature – Permit Holder/Event Sponsor

Name (printed)

Signature – Facility Representative

Date

Event Workers (please print)

Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers

Special Security (if required) _____, _____

APPENDIX “B” – JOB DESCRIPTIONS AND RESPONSIBILITIES FOR EVENT STAFF

Permit Holder/Event Sponsor: Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event. She or he must attend the event, ensure that there are enough server-trained staff available, co-ordinate and help staff, and ask for help from security if needed.

Bartender: Accepts tickets for the purchase of alcohol drinks, serves drinks, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers no-alcohol substitute.

Floor Supervisor/Monitor: Chats with participants, monitors patron behaviour, monitors for intoxication. Responds to problems and complaints, refuses service, removes intoxicated persons, suggests safe transportation options.

Door Supervisor/Monitor: Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options and arranges for coat checking.

Ticket Seller: Sells alcohol tickets to a maximum of four (4) per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.

Special Security: Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff to handle disturbances.

Suggested Ratio of Event Workers

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
Under 25	1	0	1	0
25 to 50	1	1	1	1
51 to 100	2	2	2	2
101 to 200	2	3	3	2
201 to 300	3	3	3	3
301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8

July 3, 2018

Report To: Administration and Finance Executive Committee

From: Travis Rob, Manager of Operations and Facilities

RE: Request Dated June 25, 2018 from Belluz Concrete and Rental for Payment Plan

On June 25, 2018 the Town received a request from Belluz Concrete and Rentals to make payments for the installation of water service at their location at 1530 Kings Highway. Belluz reached out to the Town looking for this service to be installed in the fall of 2017 and the Town, with the property owner's permission, included this work in their 2018 Road Works tender as we would require this installation to be completed by directional drilling to not impact the roadway. The Town was planning on the installation of additional works by directional drilling this year so this was the opportune time to have this work completed.

The tender was closed on May 1, 2018 and a full cost estimate including the portion of bonds and insurance and engineering was provided to the property owner on May 2, 2018. There was an error in the spreadsheet and the number was revised slightly on June 11, 2018, the Spreadsheet can be found attached.

The contractor, Makkinga Contracting and Equipment Rentals has their drilling subcontractor coming to Town to complete their works starting July 3, 2018. This means that the work to be completed will be completed within that week. The contractor needs time to order and receive the materials to complete this work.

Unfortunately given this late request for the payment plan, the work can not be completed within this contract. The Town will continue to work with the property owner to get the requested water service installed under the roadway.

Respectfully Submitted

Paul Ryan, Chairman

Operations and Facilities Executive Committee

	Makkinga Bi d	Portion of Contr act	Portion of General	Portion of Engi neer i ng	Subt ot al
1530 Kings Hwy Water Service (Directional Drill)	\$15,000.00	0.51%	\$1,159.83	\$1,615.98	\$17,775.81

HST\$2,310.86

TOTAL COST \$20,086.67

"General " includes mobilization, demobilization, bonds and insurance

July 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities


RE: Geospatial Data Share Agreement with Fire Underwriters

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

It is our understanding that the geospatial data is going to be utilized by this firm to provide mapping to be utilized by 911 and 888 when fielding calls within the Town of Fort Frances. The cost for the data being requested, as outlined in the 2018 User Fee By-Law, would be \$291.50 plus HST. The OPP are requesting for the fee to be waived as it was in 2009 for their last data share agreement

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

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

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

2018July GIS Datashare agreement OPP

June 29, 2018.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request Ontario Provincial Police

On June 6th, 2018 I was contacted by Mike White, GIS Team Leader for the OPP Geographic Information Services to obtain current base-mapping information from the Town to update the OPP Communications Centre 911 and 888 calls for service. Mike requested a copy of the road network and roof top addressing points, which the Town currently does not have. I forwarded a copy of the Geospatial Data Share Agreement to Mike on June 7th, to which he has since asked for the associated data cost to be waived (letter to Mayor and Council, dated June 15, 2018).

The data currently being requested from the Town for use by the OPP is street centerline data. The cost of layers requested is 1 @ 291.50 plus HST for vector data as per the current User Fee schedule.

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

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC
- TBAYTEL/Telecon - paid \$639.40 (including HST)
- Fire Underwriters (2017) - \$0 request approved by Council

After consideration of this request, I recommend the Town entering into a new Geospatial Data License Agreement with Ontario Provincial Police for the requested data. As the OPP has previously had a Data Share Agreement with the Town (back in 2009), I also recommend that the data be distributed at \$0 as this is a community benefit.

Respectively Submitted,



Trisha Law, MGIS
GIS Expert

June 12, 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
May 2018 Monthly Report**

As per the operating agreement, the attached document is the May 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,



Kelly Cunningham
Team Lead

For Larry Wachter
Sr. Operations Manager

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

MAY 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	2.6 mg/L	25 mg/L	15 mg/L	15.9 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	8.2 mg/L	25 mg/L	15 mg/L	56.3 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.20 mg/L	1.0 mg/L	0.9 mg/L	1.36 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	10.93 mg/L 2.97 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		67.7 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH			pH range 7.3 to 7.8; average pH was 7.6			
Temperature degrees C			Temperatures ranged from 8.0 to 11.0 C; average temperature of effluent was 9.1 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 May was 6807.3 m³/day. This represents 76% of the design average flow. Total treated flow for the month was 210932 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 204.6 m³ of sewage from the New Gold mine site into the collection system in May. The dates of the discharges and lab analyses have not been provided.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1170 +/- @ 8.0% + 2 x 205 L @ 12%	Liters
Alum	7.7 +/- @ 55 %	Cubic meters
Polymer	4 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
- Grouted some tiles front steps
- 2 new batteries installed for head works emergency lights
- The town serviced John Deere tractor
- New PDC was installed for UV Bank C
- Cleaned clarifier lids
- Cleaned launder channels
- Replaced belts both head works exhaust fans
- Calibrated Armstrong Monitoring gas heads
- Garage floor drain was repaired by town plumber
- Replaced tubing influent sampler
- Calibrated DO probes
- Replaced the UPS for the main plant controller panel
- New sump pump 2 replaced main building basement
- Replaced faucet in locker room

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Fuel filters were replaced on all lift station gensets by Peterbilt

PROCESS AND OPTIMIZATION ISSUES

The Town has asked Associated Engineering to arrange for a Fournier press technician to come back to complete optimization.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a calculated total of 129.7 m³ (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 18.0 % TS for the month but 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 582 (x 180 multiplier) kWh.

The Town has asked Associated Engineering to arrange for a Fournier press technician to come back to complete optimization.

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)

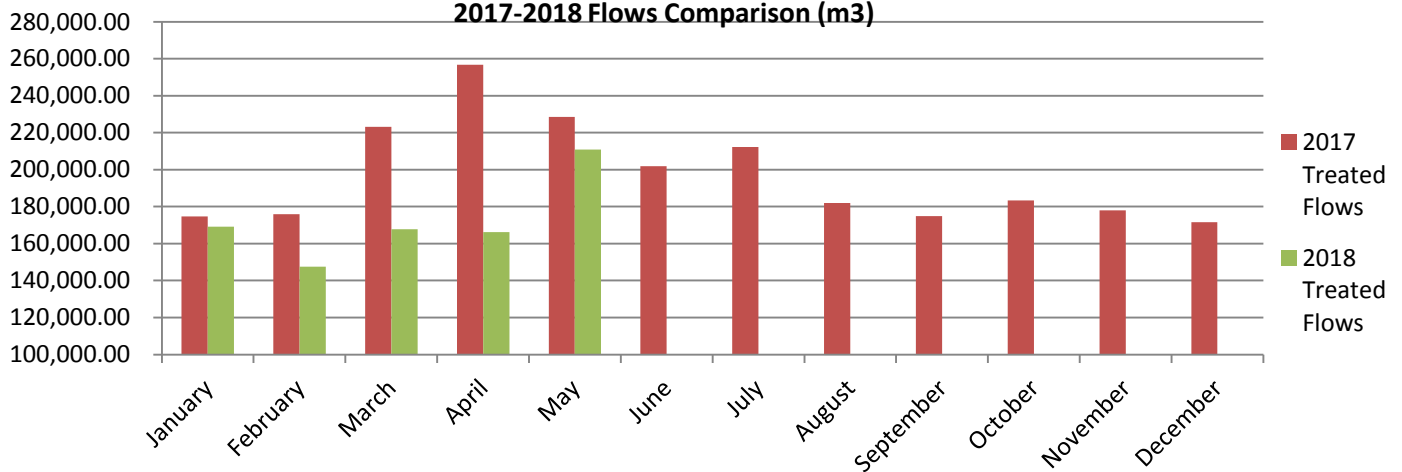
Month	Sewage Flows Year 2018					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.966965174	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.956670035	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.932492582	
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	5543.1	6269	166292		166292	62%	105.7	11		
May	6804.3	13977	210932		210932	76%	129.7	12		
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	861629		567.6	56		
Average	5697		172326		172326	63%	113.5	11.2		
Max		13977	210932		210932			13		
C of A	9000	18000								

	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	103.6	5.1	28.1	167.2	5.9	32.7	2.79	0.16	0.86	19.3	13.1	32.8
May	79.8	2.6	15.9	154.9	8.2	56.3	2.50	0.20	1.36	17.2	10.9	67.7
June												
July												
August												
September												
October												
November												
December												
Average	100.5	3.3	18.4	158.3	6.9	39.5	2.7	0.18	1.03	19.4	11.2	39.6
Max	112	5.1	28.1	167.2	8.2	56.3	2.8	0.22	1.36	21.8	13.1	69.5
C of A		25	225		25	225		1.0	9.0	200	6.0	200

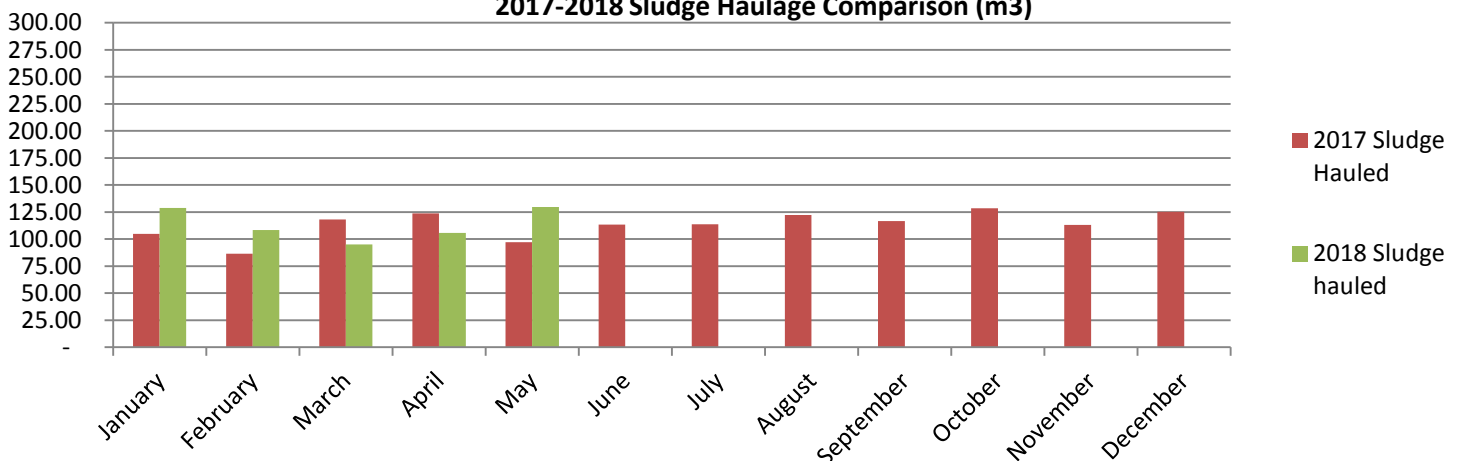
2017-2018 Comparison Chart

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	166,292.00	-54%	123.70	105.70	-15%
May	228,551.00	210,932.00	-8.35%	97.20	129.70	33.44%
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	861,629.00	-174%	1,363.10	567.60	-58%

2017-2018 Flows Comparison (m3)



2017-2018 Sludge Haulage Comparison (m3)



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	209.71	36.79	350.77	61.54	9.52	1.67		630.91	574.04	570.00	\$40,385.84	\$30,505.60	\$35,930.07	-60.91	-\$4,455.77
MAY	283.13	40.20	406.85	57.77	14.28	2.03	0.00	741.59	719.34	704.26	\$43,112.32	\$36,978.61	\$42,835.55	-37.33	-\$276.77
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	182.17	29.46	334.65	68.34	11.17	2.20	0.00	546.27	582.54	220.00	\$33,536.92	\$29,873.98	\$32,001.33	38.26	-39,063.47
Total	910.86		1673.24		55.86		0.00	6555.20	6990.45	2639.96	\$402,443.00	\$358,487.81	\$160,006.65	-3915.25	-\$242,436.35
Town of Fort Frances Tonnage	2584.10										\$402,443.00 Actual		\$160,006.65		
											\$391,084.00 Budget		\$396,950.00		
Total Tonnage	2639.96										\$402,443.00 Forecasted		\$384,015.96		
Residential Tonnage	910.86	34.50%													
ICI Tonnage	1673.24	63.38%													
Coverage material	0.00														

Sewer & Water Data for 2018

up-dated June 27, 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	8260.0	266.5	6.62%	11240.0	-55476.0	42907.0	1384.1
April	30	166292	5543.07	11686	389.53	7.03%	115850.0	3861.7	8260.0	275.3	7.13%	7520.0	-90467.0	50442.0	1681.4
May	31	210932	6804.26	12612	406.84	5.98%	112970.0	3644.2		0.0	0.00%	-4020.0	-17619.0	97962.0	3160.1
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	861629		53144			580210.0		33070.0			-787530.0	-1602949.0	281419.0	771.0
Monthly Average		172325.8	2373.59	10628.8	146.32		116042.0	1601.0	8267.5	92.0		-63895.8	-125045.2	23451.6	772.6

Aircraft Landings 2018
As of June 27, 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	77	67	81	270	289	288	0	0	7	7	18	8	42	40	47	6	4	3	42	41	40	174	186	201	-12
May	77	87	88	276	389	309	4	8	4	19	8	9	35	50	37	28	0	32	54	54	59	217	229	259	-12
June		82	76		324	273		10	0		16	30		38	38		14	77		63	52	0	273	328	-273
1/2 Total	361	482	453	1180	1980	1563	4	29	13	36	49	68	232	252	221	45	36	119	282	296	291	960	1165	1312	-205
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	361	713	687	1180	2763	2317	4	43	22	36	116	173	232	390	378	45	234	301	282	439	442	960	2003	2198	-1043
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	361	918	908	1180	3498	3233	4	49	27	36	136	203	232	498	476	45	252	326	282	561	556	960	2496	2697	-1536

Fort Frances Airport- Page 2/2 - Fuel Sales - As of June 27, 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	12,177	-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	9,995	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	13,023	-12,130	
April	391	1,249	10,007	51,730	0	100	10,398	53,079	10,398	13,102	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,719	-2,704	
May	2,919	4,168	21,920	73,650	0	100	24,839	77,918	24,839	21,362	24,681	16,161	29,753	18,350	21,891	19,790	25,375	22,624	3,477	
June		4,168		73,650		100	0	77,918		27,380	26,015	45,698	30,789	22,786	23,537	25,723	27,768	28,010	-27,380	
July		4,168		73,650		100	0	77,918		24,642	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,736	-24,642	
August		4,168		73,650		100	0	77,918		23,029	21,119	36,638	20,450	20,075	30,783	21,467	33,139	26,106	-23,029	
September		4,168		73,650		100	0	77,918		13,489	21,325	24,238	21,837	18,005	19,431	22,511	23,363	20,348	-13,489	
October		4,168		73,650		100	0	77,918		16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,033	16,155	-16,604	
November		4,168		73,650		100	0	77,918		9,924	22,349	11,616	7,238	6,398	8,170	6,785	17,747	11,220	-9,924	
December		4,168		73,650		100	0	77,918		6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,641	6,965	-6,560	
Total	4,168		73,650		100		77,918			216,198	230,222	229,246	189,561	149,926	190,716	158,202	237,638	202,077	-138280	
							Jan to May	77,918		94,570	65,960	67,098	72,485	48,293	56,641	46,469	82,492	68,537	-20129	
										Lowest month in last 9 years										
										Highest month in last 9 years										
										Highest month										
										lowest month										