

# TOWN OF FORT FRANCES

AGENDA - August 13, 2018

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 132) 5:00 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
  - 4.1 Personal matters about an identifiable individual, including municipal or local board employees: Update on Pay Equity Process with CUPE Local 65.  
*(please also refer to In-Camera Materials previously distributed on the August 7th, 2018 A&F Executive Committee Agenda)*
  - 4.2 Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter  
- verbal update to be provided.
  - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: 5th Street Property  
- Verbal update to be provided by the Clerk.
  - 4.4 A proposed or pending acquisition or disposition of land by the municipality or local board: Portage Avenue North  
- Verbal update and direction required.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
  - 6.1 Mayor Avis - Verbal Update  
Councillor Albanese - Verbal Update  
Councillor Brunetta - Verbal Update  
Councillor Caul - Verbal Update
7. **Consent Agenda:**
  - 7.1 Sunset Country Travel Association - Annual Per Capita Marketing

6 - 7

Contribution.

- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Northwest Ontario's Sunset Country Travel Association annual per capita request in the amount of \$2,187.63 plus hst.

- |     |                                                                                                                                                                                                                                                                                                                                |         |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 7.2 | Volunteer Firefighter Recruitment and Retention.                                                                                                                                                                                                                                                                               | 8       |
|     | - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to authorize that the volunteer firefighter roster be increased to 30 firefighters, and 10 of them be put on an auxiliary reserve list.                                                                       |         |
| 7.3 | Policy Update - Emergency Procedures During a Thunder/Lightning Storm.                                                                                                                                                                                                                                                         | 9 - 11  |
|     | - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the updated Emergency Procedures During a Thunder/Lightning Storm Policy.                                                                                                                          |         |
| 7.4 | Compliance Audit Committee.                                                                                                                                                                                                                                                                                                    | 12 - 17 |
|     | - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to establish a Compliance Audit Committee for the 2018 Municipal Elections as per the Terms of Reference attached.                                                                                            |         |
| 7.5 | Doug Brown, CAO - AMCTO Council Orientation Travel Expense Claim.                                                                                                                                                                                                                                                              | 18 - 22 |
|     | - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense claim in the total amount of \$45.00 as submitted by Doug Brown, CAO for his attendance at the AMCTO Council Orientation Session held in Thunder Bay, Ontario on July 20, 2018. |         |
| 7.6 | Rainy Lake Square Parking Meter POS Agreement.                                                                                                                                                                                                                                                                                 | 23      |
|     | - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to authorize Mayor and Clerk to execute an agreement with Global Payments for the point of sale services for parking meters.                                                                                  |         |
| 7.7 | Amended Property Assessment Notice re: 1120 Church Street (2018).                                                                                                                                                                                                                                                              | 24 - 27 |
|     | - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to receive the Amended Property Assessment Notice for properties located at 1120 Church Street in Fort Frances for the 2018 taxation year as received from MPAC.                                              |         |

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7.8 Request for Reconsideration - Minutes of Settlement (MOS) re: 302 Kerr Place (2018) and Pit Road No. 2. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for properties located at 302 Kerr Place and Pit No. 2 Rd. as received.	28 - 34
7.9 Emergency UnBudgeted Capital Repair to the Airport Tractor - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to approve the emergency unbudgeted capital repair of the Airport Tractor estimated at \$13,404.36 including HST to be paid out of the Vehicle & Equipment reserves or during the year end audit process.	35 - 36
7.10 Fourth License Extension - CBRE Lease of Airport Maintenance Garage Bay - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to renew the lease rate with MNRF at \$104.90 per day for the next five months and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.	37 - 42
7.11 June 2018 Drinking Water Systems Monthly Summary Report - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the June 2018 report prior to it being made available to the general public.	43 - 51
7.12 Temporary Land Use Agreement - Mill Road Overpass Reconstruction Project - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to enter into temporary land use agreements with George Armstrong Company and Wasa Enterprises for the use of their properties for emergency access to the residents on Eighth Street East and Minnie Avenue North during the Mill Road Overpass Reconstruction, further that Mayor and Clerk be authorized to execute the agreement on behalf of the organization.	52
7.13 Surplus Assets Sale Items - approval of this report will agree to the recommendation of the Community Services Executive Committee to declare the 15 items outlined on list be declared surplus to organizational needs, and further that the procedure outlined in the report be used to dispose of these surplus materials, equipment and vehicles.	53 - 54
7.14 Memorial Sports Centre Fire Alarm Panel	55 - 56

- approval of this report will agree to the recommendation of the Community Services Executive Committee to replace the Fire Alarm Panel at the Memorial Sports Centre as an unbudgeted capital item for the lowest available quotation price.

- 7.15 Opening Reception for Fort Frances Museum 40th Anniversary (Sept 19) 57

- approval of this report will agree to the recommendation of the Community Services Executive Committee to declare the Museum's 40th Anniversary exhibit opening, Wednesday September 19, 2018 as a significant community event.

**8. Administration and Finance Division:**

- 8.1 Councillor Ken Perry - NOMA Board Meeting Per Diem. 58 - 59

- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Board Meeting held in Thunder Bay on June 5th and 6th, 2018.

- 8.2 Councillor Wendy Brunetta - NOMA Board Meeting Per Diem. 60 - 61

- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Board Meeting held in Thunder Bay on June 20th, 2018.

**9. Operations and Facilities Division:**

- 9.1 Verbal Update on Capital Projects

**10. Information:**

- 10.1 Fort Frances Fire & Rescue Service - June 2018 Report. 62 - 64

- 10.2 Town of Fort Frances Water & Sewer Fund (Operating Summary) for the Seven Months Ending Tuesday, July 31, 2018. 65

- 10.3 Town of Fort Frances General Fund (Operating) Summary for the Seven Months Ending Tuesday, July 31, 2018. 66 - 67

- 10.4 Waste Water Treatment Plant June 2018 Monthly Report 68 - 73

- 10.5 Airport Landings and Fuel Sales to June 30, 2018 74 - 75

- 10.6 Operations & Facilities - Public Works Area Operations Statistics - 76 - 83



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January 2018 & February 2018	
10.7 Town of Fort Frances Operations Statistics - March 2018, April 2018 and May 2018.	84 - 95
10.8 Building Statistics - June and July 2018	96 - 100
<b>11. <u>Non-agenda items:</u></b>	
<b>12. <u>ADJOURNMENT</u></b>	



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/91**

**TO: Mayor Avis & Members of Council**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: August 7, 2018**  
**SUBJECT: Northwest Ontario's Sunset Country Travel Association**

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**BACKGROUND**

At the July 9, 2018 Council Meeting, the annual per capita marketing contribution request received from Northwest Ontario's Sunset Country Travel Association was referred to the Administration & Finance Executive Committee for their recommendation.

The Northwest Ontario's Sunset Country Travel Association annual membership supports tourism marketing and promotional advertising activities funded through per capita membership contributions. The Town of Fort Frances has supported their marketing activities through per capita membership contributions since 2005. The 2018/19 membership request is for \$0.275 per capita for a total of \$2,187.63 plus HST based on the 2018 Ontario Municipal Directory population of 7,955.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve the Northwest Ontario's Sunset Country Travel Association annual capita request in the amount of \$2,187.63 plus HST.

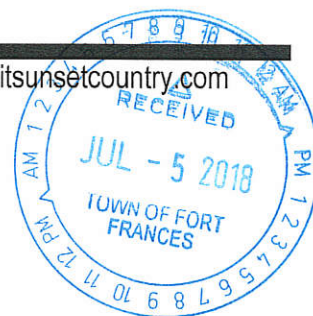
Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the Northwest Ontario's Sunset Country Travel Association annual capita request in the amount of \$2,187.63 plus HST.



Box 647, Kenora, ON P9N 3X6 ☎ 800-665-7567 ☎ 807-468-5853 ✉ gerry@visitsunsetcountry.com

26 June, 2018

Mayor Roy Avis and Council  
Town of Fort Frances  
Box 38, Fort Frances, ON P9A 3M5



**Re: Annual Per Capita Marketing Contribution – Sunset Country Travel Association**

Sunset Country Travel Association has launched its annual membership drive and we are hoping to work with Fort Frances again in 2018/19. The Township of Fort Frances has been an important and valued marketing partner over the past years by providing the Association with a per capita contribution used to promote tourism including to the Town of Fort Frances. Last year, Fort Frances's contribution was 27.5 cents per capita – and we are making the same request this year.

I want to highlight some improvements we have made this year specific to promoting towns and cities in Sunset Country. These include:

- Town maps will now be included on the Sunset Country regional map we send out.
- We continue work identifying “points of interest” in each community including local attractions such as museums, beaches, parks and other community assets. These points of interest also receive a photo, description and map showing their location on our website.
- We have launched our “Events Manager” on visitsunsetcountry.com to better promote community events and festivals.
- Distribution of your town tourism brochure in the Sunset Country booth at consumer travel shows we attend.

Please do not view this request as a “donation” as travel marketing is a costly undertaking. Cooperative efforts and pooling resources through the Travel Association model are the best way to ensure everyone in the region contributes and that sufficient funds are available to promote tourism and travel to Northwestern Ontario. Our marketing is seen where the tourists live and at the time they are making their travel plans. The nominal request from Fort Frances helps to cover the costs of regional marketing. I have included a copy of the annual Travel Guide and Map we produce and we attend 5 consumer sport shows in key travel markets where we promote Fort Frances and the region.

Additionally over the past few years, Sunset Country Travel Association has played an integral role in securing funding from Tourism Northern Ontario to go towards the operation of the Fort Frances Travel Information Centre. Through your contribution, Fort Frances is supporting a marketing plan that averages a travel inquiry received from real people every 3 hours, each day, 365 days a year.

Respectfully yours,

Gerry Cariou  
Executive Director

**To: Mayor & Council**

**From: Tyler Moffitt, Fire Chief/CEMC**

**Date: August 8, 2018**

**Subject: Volunteer Firefighter Recruitment and Retention**

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### Background

The history of retaining Volunteer Firefighters has been a challenge Canada wide, as well as within our community. Currently, we have 17 Volunteer Firefighters on our roster. Seven of them joined our fire and rescue service in 2017, and three this year. In fact, out of the 5 Volunteer Firefighters hired this past April ... only two remain on the roster. We need to get back to 20 Volunteer Firefighters, which our 2018 Budget permits.

With the new training regulations in the province of Ontario ... anyone becoming a Volunteer Firefighter on/after January 1<sup>st</sup>, 2019 will have two years to become certified, which will be a **tremendous undertaking and challenge**.

Most recently, a representative with the OAFC (Ontario Association of Fire Chiefs) met with all the Rainy River District Fire Chiefs at a special district Fire Chiefs meeting.

The wise advice given was to hire as many Volunteer Firefighters before January 1<sup>st</sup>, 2019 ... even if it means putting them on an auxiliary reserve list. This would **save time** and **money** on the required certification time-line.

My recommendation is to increase the roster to 30 Volunteer Firefighters and put 10 of them on an auxiliary reserve list.

For 2018, they would all attend a 2-hour orientation session, which would be documented. The cost for these 10 members would be **\$351, which I will be able to absorb in the 2018 Budget**. As well, they would now be on our roster before 2019.

For 2019 (pending approval), and to maintain interest and engagement ... each Volunteer Firefighter on the auxiliary reserve list would attend eight 2-hour training sessions, which would be budgeted at \$2,808 for the 10 members. As well, we would evaluate the 10 members to determine who would be appointed to the next active Volunteer Firefighter position when one becomes available.

Going forward, we would have to complete an aggression recruitment campaign and have a handful of open houses with the aim of making all potential candidates realize the expectations, as well as the time commitment associated with being a Volunteer Firefighter with the Town of Fort Frances.

The Administration & Finance Executive Committee recommends that Council approve the report as presented and authorize that the roster be increased to 30 Volunteer Firefighters, and 10 of them be put on an auxiliary reserve list.

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 approve this report as presented and authorize that the roster be increased to 30 Volunteer Firefighters, and 10 of them be put on an auxiliary reserve list.



Administration & Finance Division

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**To: Mayor and Council**

**From: Jordan Forbes, Human Resources Coordinator**

**Date: August 8, 2018**

**Subject: Policy Update - Emergency Procedures During A Thunder / Lightning Storm**

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Attached, please find an updated version of the Emergency Procedures During A Thunder / Lightning Storm Policy. We have updated the policy in response to updated best practice information provided by the Government of Canada, input from the Division Manager of Operations and Facilities, as well as input from our Parks and Cemeteries Joint Health and Safety Committee. The only key change proposed is changing the wait time after a storm from 15 minutes to 30 minutes.

This change will not cause any significant impact to operations and will reduce any risk faced by our workers as it relates to lightning.

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is shown within a rectangular box.

Jordan Forbes  
Human Resources Coordinator

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the updated Emergency Procedures During a Thunder / Lightning Storm Policy.
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# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Emergency Procedures During A Thunder / Lightning Storm

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**Creation Date:** June 2008  
**Revised:** August 2018  
**Resolution Number:**  
**Supersedes Resolution Number:**  
**Policy Number:** 5.38

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#### 1. PURPOSE:

This policy and its associated procedural guidelines are intended to provide direction to protect all employees during a Thunder and Lighting Storm.

#### 2. SCOPE:

These requirements apply to all Town of Fort Frances employees, contract personnel and contractors.

#### 4. RESPONSIBILITIES:

- I. All individuals who are potentially exposed to the dangers from a Thunder and Lighting Storm are responsible for understanding and carrying out the responsibilities and duties outlined in this policy.
- II. The supervisor and Manager are responsible for ensuring that the employees are properly trained and that the policy is adhered to.

#### 3. PROCEDURE

- i. Since Thunder occurs as a result of lightning, if thunder can be heard, then the presence of lighting is actual. If Thunder can be heard, or lightning sighted, no individual shall participate in work in an exposed or open area. All individuals shall take cover in the nearest available building, and shall remain their until the storm has considered to have ended, which shall be 30 minutes after the last sounding of thunder or sighting of lightning.

- ii. If caught in the open during a thunder and lightning storm go to the nearest building immediately. If no shelter is available, crouch down immediately in the lowest possible spot, do not lie down. Be aware of potential flooding in low lying areas.
- iii. If outdoors during a thunder and lightning storm, avoid water. Also avoid metal objects such as wires, fences, power tools, railroad tracks, etc. Unsafe places include: tents, golf carts, underneath trees. Avoid tall objects, hilltops and open spaces. Where possible, find shelter in a building or in a fully enclosed metal vehicle, such as a car, with the windows shut.
- iv. If indoors during a thunder and lightning storm, avoid water! Stay away from open doors and windows. Hang up the telephone and take off headsets, because lightning may strike electric and phone lines and induce shocks. Turn off and stay away from appliances, computers, television sets, power tools etc. Stay inside until the storm is over.

9 August 2018

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Compliance Audit Committee

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Amendments to the *Municipal Elections Act*, 1996 now requires that all councils establish a Compliance Audit Committee before October 1.

### **PURPOSE**

The purpose of the Compliance Audit Committee is to consider applications received by the Clerk for a compliance audit of a candidate's financial statements. Any elector who is entitled to vote in a municipal election and believes that a candidate has contravened a provision of the *Municipal Elections Act* pertaining to campaign expenses, may apply in writing to the Clerk, for a compliance audit of the candidate's election campaign finances.

The Committee is to be composed of not fewer than three and not more than seven members and shall **not** include,

- (a) employees or officers of the municipality;
- (b) members of council; or
- (c) any persons who are candidates in the election for which the committee is established.

The term of office of the Committee is the same as the term of office of the Council that takes office following the next regular election, and the term of office of the members of the Committee is the same as the term of the Committee to which they have been appointed.

### **ROLE OF THE COMMITTEE**

The powers and functions of the Committee are set out in the *Municipal Elections Act*, 1996.

The Committee will be required to:

- (a) within 30 days after receiving an application from the Clerk, consider the application and decide whether it should be granted or rejected;
- (b) if the application is granted, appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;
- (c) receive and consider the auditor's report within 30 days after receiving it and decide whether legal proceedings should be commenced;
- (d) if the auditor's report indicates that there were no apparent contraventions and if there appears there were no reasonable grounds for the application, the Committee shall advise accordingly.

### **ROLE OF THE CLERK**

The Clerk of the municipality shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under this *Act* to implement the Committee's decisions.



Applications for a compliance audit must be made in writing to the Clerk of the municipality for which the candidate was nominated for office and shall include the reasons for the elector's belief that the candidate has contravened the *Act*.

The application must be made within 90 days after the filing date for the financial statements of candidates.

Within 10 days after receiving an application for a compliance audit, the Clerk shall forward the application to the Compliance Audit Committee.

### **ROLE OF AUDITOR**

The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

The auditor shall submit the report to the candidate, Council, the Clerk, and the applicant.

### **RECOMMENDATION**

In 2010 and 2014, Terms of Reference similar to the attached was approved by Councils of the participating Municipalities. In 2018, the Clerk recommends that Council pass appropriate By-law to establish a Compliance Audit Committee for the 2018 Municipal Elections as per the Terms of Reference attached to this report.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to pass the appropriate By-law to establish a Compliance Audit Committee for the 2018 Municipal Elections as per the Terms of Reference attached to this report.

## TERMS OF REFERENCE

### FOR JOINT COMPLIANCE AUDIT COMMITTEE

#### 1. Authority:

The powers and functions of the Compliance Audit Committee (hereinafter referred to as the "Committee") are set out in the *Municipal Elections Act, 1996*.

#### 2. Roles and Responsibilities:

The role of the Compliance Audit Committee is to receive and make decisions about applications for compliance audits of candidate and Registered Third Party election campaign finances, appoint auditors where applicable, receive compliance audit reports and make decisions with regards to reports that indicate apparent contraventions of the rules.

- (a) Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected;
- (b) If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances;
- (c) The Committee will review the auditor's report within 30 days of receipt and decide whether legal proceedings should be commenced; and
- (d) If the auditor's report indicates that there were no apparent contraventions and if there appears there were no reasonable grounds for the application, the Committee shall advise Council accordingly.

#### 3. Eligibility to Serve on Committee:

- (a) The Clerk or designate of each participating municipality shall be appointed as a Committee member for those participating municipalities as set out on Appendix 'A' attached hereto.
- (b) If a designate is appointed in place of the Clerk, the designate must have the necessary qualifications and experience in municipal elections and accounting to perform the duties as a Committee member.
- (c) Any person who has:
  - (i) participated as a candidate in the elections of the participating municipalities on whose Committee he or she is appointed as a member; or
  - (ii) conducted audits or provided financial advice in respect of such campaigns,
 is not eligible to be appointed to the Committee for the participating municipalities during the subject term.
- (e) Members of Council and candidates who are running for office in the 2018 municipal election are not eligible to be appointed to the Committee.

#### 4. Rules Governing Committee Members:

- (a) If a Committee member at any time during the term of his or her appointment, either accepts employment with or registers as a candidate for any of the participating municipalities on whose Committee he or she serves as a Member, his or her

appointment to the Committee shall be terminated effective upon commencement of such employment or registration of candidacy.

- (b) Each Committee Member shall not at any time during the term of his or her appointment work for, or provide advice to, any candidate running for municipal office within the participating municipalities on whose Committee he or she serves as a Member.
- (c) To avoid any potential conflict of interest, any Committee member who has an accounting or auditing background shall not offer his or her services to any municipal election candidate.

## **5. Committee Composition:**

The Committee of each participating municipality shall be comprised of three members.

When a municipality is in receipt of a compliance audit application, the Clerk of the municipality receiving the application shall contact that municipality's Committee members, as shown on Appendix 'A' hereto, and shall arrange for the three Members to hear the audit request during regular business hours. If one of the three appointed Committee members is unable to participate when the Committee is required to process a compliance audit application, an alternate will be appointed to the Committee in place of the member who is unable to participate. An alternate committee member will be any Clerk from any Participating Municipality, selected in order of next closest proximity to the Municipality requiring the Compliance Audit.

## **6. Term of Appointment:**

The term of appointment to the Committee shall be equivalent to the term of Council during which the appointment was made.

## **7. Governance**

Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with the *Municipal Elections Act*.

## **8. Committee Chair:**

The three-member Committee called to hear a request for a compliance audit shall, at its first meeting, select one of its Members to act as a Chair for the balance of its term of appointment.

## **9. Proposed Meeting Schedule:**

The Committee shall meet during regular business hours, as required when a compliance audit application is received. Committee meetings shall be scheduled during regular business hours by the Clerk of the municipality in which an application is received, in consultation with the Committee Chair.

## **10. Staffing and Funding:**

Administrative support for the Committee shall be provided by the municipality requiring the services of the Committee.

A municipality requiring the services of the Committee shall be responsible for all expenses associated with the Committee's processing of an application for a compliance audit on its behalf. The municipality requiring the compliance audit shall reimburse Committee members

for mileage at the rate of the committee members' municipality and for expenses incurred for which supporting documentation is provided.

#### **11. Meetings:**

Meetings of the Committee shall be conducted (during regular business hours) in accordance with the open meeting requirements of the provisions in the *Municipal Act, 2001*. Where an application will be considered at the meeting, the Clerk shall give reasonable notice by e-mail, telephone or by regular mail to the Applicant and Candidate of the time, place and purpose of the Committee Meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

#### **12. Remuneration**

Municipalities shall pay no retainer fee for participating in this agreement.

#### **13. Conflict of Interest**

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act, R.S.O. 1990*, and shall disclose the pecuniary interest to the recording secretary and absent themselves from meetings for the duration of the discussion and voting (if any) with respect to the matter.

**APPENDIX ‘A’**  
**to**  
**Terms of Reference for Joint Compliance Audit Committee**

Joint Compliance Audit Committee membership for each Participating Municipality

An alternate committee member will be any Clerk from any Participating Municipality, selected in order of next closest proximity to the Municipality requiring the Compliance Audit.

<b>NAME OF MUNICIPALITY</b>	<b>COMMITTEE MEMBER</b>	<b>COMMITTEE MEMBER</b>	<b>COMMITTEE MEMBER</b>
Atikokan	Fort Frances	Alberton	La Vallee
Fort Frances	Alberton	Atikokan	La Vallee
Alberton	Fort Frances	Atikokan	La Vallee
La Vallee	Fort Frances	Atikokan	Alberton
Emo	Chapple	Lake of the Woods	Sioux Narrows Nestor Falls
Chapple	Emo	Dawson	Sioux Narrows Nestor Falls
Morley	Dawson	Rainy River	Sioux Narrows Nestor Falls
Dawson	Morley	Chapple	Rainy River
Rainy River	Morley	Lake of the Woods	Dawson
Lake of the Woods	Morley	Emo	Rainy River
Sioux Narrows Nestor Falls	Emo	Lake of the Woods	Chapple



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/88**

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

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: August 7, 2018**

**SUBJECT: Doug Brown, CAO – AMCTO Council Orientation Travel Expense Claim**

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**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$45.00 for attendance at the AMCTO Council Orientation Session held in Thunder Bay, ON on July 20, 2018, as submitted by Doug Brown, CAO.

Conference Expenses

1. Meals	\$ 35.00
2. Per Diem (2 days)	<u>10.00</u>
Total Travel Expense Claims	<u>\$ 45.00</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11. There were additional costs of accommodations of \$202.27 and registration of \$438.44 and vehicle gas of \$57.78 for a total cost, including HST, of \$743.49.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$45.00 as submitted by Doug Brown, CAO for his attendance at the AMCTO Council Orientation Session held in Thunder Bay, Ontario on July 20, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$45.00 as submitted by Doug Brown, CAO for his attendance at the AMCTO Council Orientation Session held in Thunder Bay, Ontario on July 20, 2018.

**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	AMCTO - Council Orientation							
	Location (Facility and City)	Thunder Bay, ONTARIO -							
	Dates	July 19/20/18							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation					202.27			202.27
	Transportation								
	Breakfast								
	Lunch								n.a.
	Dinner					38.00			n.a.
	Per Diem					5.00	5.00		35.00
	Other								10.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		438.44						438.44	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							n.a.
6.	Approved						Total Expenses		743.49
							Advance Received		n.a.
							Balance Claimed		
							Balance Refunded		45.00

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

July 23/18  
Date

Doug Brown  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		10-020-0262-1500-71532	
Date	Treasurer	A / P	Cashier

10-020-0262-1500-71532

*By*

2680 Skymark Avenue, Suite 610,  
Mississauga, ON L4W 5L6  
Phone: 905-602-4294  
Fax: 905-602-4295

## Receipt

Invoice # 42035

Invoice Date: June 27, 2018

Doug Brown  
320 Portage Avenue  
Fort Frances, ON P9A2B5  
CANADA

ID: 231357

### Council Orientation

Monday, June 18, 2018 through Saturday, September 01, 2018  
July 20, 2018 Through July 20, 2018  
Various Locations

You are registered for the following:

Function	Quantity	Rate	Amount
Thunder Bay - July 20 from 7/20/2018 9:00:00AM through 4:00:00PM	1	388.00	388.00
Subtotal			388.00
Tax			50.44
Total			438.44
Payment			438.44
Balance			0.00

### Payment Details

HST#: R106732936

Please keep this as your receipt for income tax purposes





4

07-20-18

Doug Brown	Folio No. :	Room No. : <b>322</b>
x	A/R Number :	Arrival : <b>07-19-18</b>
Fort Frances ON P9A 3P9	Group Code :	Departure : <b>07-20-18</b>
Canada	Company : <b>Government Canada</b>	Conf. No. : <b>41292781</b>
	Membership No. :	Rate Code : <b>IMCGV</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
07-19-18	*Accommodation 322 Doug Brown	179.00	
07-19-18	HST 322 Doug Brown	23.27	
07-20-18	Visa		202.27
<b>Total</b>		<b>202.27</b>	<b>202.27</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:**

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

How was your visit?  
 When you get home,  
 please review us on TripAdvisor.  
[www.tripadvisor.ca/reviewit](http://www.tripadvisor.ca/reviewit)

10-020-0262-1500-71532

SHELL CANADA PRODUCTS  
4794 HIGHWAY 11 & 17  
Kakabeka Falls, ON P0T 1W0  
(807) 577-8767

Tax Description	Qty	Amount
H Bronze No1 39.333 L @ \$1.469/ L		\$57.78
Sub Total		\$57.78
13.0% HST tax on	\$0.00	\$0.00
5.0% HST-F tax on	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$57.78</b>
VISA:		\$57.78
Change		\$0.00
Fuel Includes HST 13.0%		\$6.65
Fuel Includes HST-F 5.0%		\$0.00
HST - Fuel - ON No. 863700670RT0001		

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX4124

TERMINAL No. 89221551

C

PURCHASE

INV No. 2215612630

Visa Credit

AID A0000000031010

T/YR 0080208000

TSI E800

x Day B #10 069523

Cardholder will pay card issuer above  
amount pursuant to Cardholder Agreement

IMPORTANT

retain this copy for your records

685.71  
57.78  
743.49



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/92**

**TO: Mayor Avis & Members of Council**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: August 7, 2018**  
**SUBJECT: Rainy Lake Square Parking Meter POS Agreement**

---

**BACKGROUND**

At the July 9, 2018 Council Meeting, the report from P. Briere, By-Lawn Enforcement Officer was approved to move forward with the parking meters at the Rainy Lake Square. Included in his report was to ensure all payment options are available on the meters including the use of credit cards. Further to this, we are required to enter into an agreement with a compatible point of sale (POS) service provider.

Attached you will find the agreement provided to us from Global Payments which is the most frequently used Canadian bank compatible provider. Although we use TD Bank for our other POS services, this was not an option for the parking meter implementation. As discussed in the report, there is a one time sign up cost of \$300.00 and estimated ongoing monthly charges are \$75-100 per month.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve entering into the contract with Global Payments for the point of sale services for Parking Meters.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to enter into the agreement with Global Payments for the point of sale services for parking meters.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/94**

**TO:** Mayor Avis & Members of Council  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** August 7, 2018  
**SUBJECT:** Amended Property Assessment Notice  
**RE:** 1120 Church Street (2018) Roll # 5912-030-006-02000-0000

---

**BACKGROUND**

Attached are the Amended Property Assessment Notices for the 2018 taxation year under the *Assessment Act* from MPAC resulting from correction of factual information regarding the property has resulted in a change to the assessment and/or classification. These changes are effective for taxation beginning January 1, 2018.

The total financial impact of the Amended Property Assessment Notices is \$53.89 consisting of a reduction of municipal revenue of \$48.86 and education revenue of \$5.03 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council receive the Amended Property Assessment Notice for property located at 1120 Church Street in Fort Frances for the 2018 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Amended Property Assessment Notices for properties located at 1120 Church Street in Fort Frances for the 2018 taxation year as received from MPAC.

**2018 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2018	3.6.0200	-2,956	RTEP	0.0165296	0.00170000	-48.86	-5.03						-53.89
							-48.86	-5.03	0.00	0.00	0.00	0.00	0.00	-53.89
Amended Property Assessment Notice														



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## Amended Property Assessment Notice for the 2018-2020 property tax years

### Questions?

**Please include your roll number with your enquiry.**

Call 1 866 296-MPAC (6722)

1 877 889-MPAC (6722) TTY

Monday to Friday - 8 a.m. to 5 p.m.

Web [www.mpac.ca](http://www.mpac.ca)

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

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

DG10000350 32 1/2 7/18 PRAN

WILSON JEANNA MARIE  
1120 CHURCH ST  
FORT FRANCES ON P9A 1G3

### This Amended Property Assessment Notice is not a property tax bill.

### Why you are receiving this Amended Property Assessment Notice

You are receiving this Notice because the correction of factual information regarding this property has resulted in a change to the assessment and/or classification. This change is effective for taxation beginning January 1, 2018.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. For questions about your property taxes, contact your municipality/local taxing authority. To learn how MPAC assesses properties or for details about the Reconsideration and Appeal processes, please visit [www.mpac.ca](http://www.mpac.ca). Please keep a copy of this Notice for your records.

### Property summary

Roll number	59 12 030 006 02000 0000
Property location and description	1120 CHURCH ST PLAN SM144 LOT 17 PCL13712
Municipality/Local taxing authority	FORT FRANCES TOWN
Property type	Single Family Detached
Property information	Frontage: 33.00 feet Depth: 155.00 feet Lot area: 5,115.00 square feet
Building - exterior square footage	1,260 square feet
Year of construction	1965

Please login to

**[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)**

to see a profile of your property and compare your property with similar properties in your area free-of-charge.

If you don't have an account, please register by entering:

**Roll number:** 59 12 030 006 02000 0000

**Access key:** 0058E F37E5 0802B

Or call MPAC at

1 866 296-MPAC (6722)

### Previous assessment information

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEAR 2018
Residential	\$101,000	\$104,000	\$102,500
<b>Total</b>	<b>\$101,000</b>	<b>\$104,000</b>	<b>\$102,500</b>

### Amended assessment information

Under the *Assessment Act*, an increase in the assessed value of each separately classified portion of your property between January 1, 2012 and January 1, 2016 is phased in over four years, from 2017 to 2020. If there is no change, or a decrease in the assessed value of any portion of the property, the assessed value of that portion remains the same and is effective for the remaining property tax years. The assessed values for each separately classified portion of your property are shown in the table below. The information in the table assumes your property characteristics stay the same for the remainder of the property tax years.

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEARS		
			2018	2019	2020
Residential	\$98,087	\$101,000	\$99,544	\$100,272	\$101,000
<b>Total</b>	<b>\$98,087</b>	<b>\$101,000</b>	<b>\$99,544</b>	<b>\$100,272</b>	<b>\$101,000</b>

### School support

PROPERTY CLASSIFICATION	SCHOOL SUPPORT	2018 ASSESSMENT
Residential	English-Public	\$99,544
<b>Total</b>		<b>\$99,544</b>



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SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

## Amended Property Assessment Notice for the 2018-2020 property tax years

Roll number: 59 12 030 006 02000 0000

DG10000350 32 2/2 7/18 PRAN

### Have a question about this Notice?

MPAC will consider any new factual information that may affect your assessment. A Request for Reconsideration (RfR) may be filed with MPAC, at no charge, to review the information on this Notice. If your property, or a portion of it, is in the residential, farm or managed forests property class, you must file a RfR with MPAC before you are eligible to file an Appeal with the Assessment Review Board (ARB). The deadline for filing a RfR with MPAC is November 29, 2018. For any other property types, you can choose to either file a RfR with MPAC or file an Appeal with the ARB. If you choose to file with the ARB, the deadline to file your Appeal is November 29, 2018. For more information about the RfR and Appeal processes, please visit [www.mpac.ca](http://www.mpac.ca). This Notice was issued on August 1, 2018.

COPY



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/93**

**TO:** Mayor Avis & Members of Council  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** August 7, 2018  
**SUBJECT:** Request for Reconsideration M.O.S.  
**RE:** 302 Kerr Place (2018) Roll # 5912-010-006-00500-0000  
 Pit No 2 Rd (2018) Roll # 5912-010-006-14000-0000

### **BACKGROUND**

Attached are the Minutes of Settlement for the 2018 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 302 Kerr Place– Residential (RT) CVA of 351,000 reduced to CVA of 295,000 for 2018 taxation year resulting from condition of structures, updated site data and updated bathroom data.
- Pit No 2 Rd – Industrial (IT) CVA of 237,800 reduced to CVA of 0 and Commercial (CT) CVA of 198,780 increased to CVA of 435,916 for 2018 taxation year resulting from a tax class change.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Municipal appeal date for property located at 302 Kerr Place is October 9, 2018; and Pit No 2 Rd municipal appeal date is October 16, 2018.

That total financial impact of the Minutes of Settlement is \$4,686.20 consisting of a reduction of municipal revenue of \$4,509.86 and education revenue of \$176.34 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

### **RECOMMENDATION**

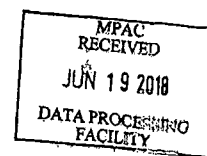
The Administration & Finance Executive Committee recommends that Council process the Minutes of Settlement for properties located at 302 Kerr Place and Pit No 2 Rd as received.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for properties located at 302 Kerr Place and Pit No 2 Rd as received.



**2018 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS**

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2018	1.6.1400	-237,080	IT	0.0466686	0.01090000	-11,064.18					-2,584.17		-13,648.35
	2018	1.6.1400	237,136	CT	0.03154300	0.0105553	7,479.98					2,503.03		9,983.01
							-3,584.20	0.00	0.00	0.00	0.00	-81.14	0.00	-3,665.34
	2018	1.6.005	-56,000	RTEP	0.0165296	0.00170000	-925.65	-95.20						-1,020.85
							-4,509.86	-95.20	0.00	0.00	0.00	-81.14	0.00	-4,686.20
<b>Minutes of Settlement - M.O.S.</b>														



DG00344 2/2 0518 RIR-MoS

**Minutes of Settlement  
2018 Tax Year  
Results of Request for Reconsideration  
Property Assessment Notice**



MUNICIPAL PROPERTY  
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FONCIÈRE DES MUNICIPALITÉS

ROBERT WILLIAM BECK  
BARBARA ELLEN BECK  
302 KERR PL  
FORT FRANCES ON P9A 3R4

**Contact Us**

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



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



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

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

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

<b>Owner name(s)</b>	ROBERT WILLIAM BECK BARBARA ELLEN BECK
<b>Roll number</b>	59-12-010-006-00500-0000
<b>Property location and description</b>	302 KERR PL PLAN SM 318 LOTS 1 & 2 PCLS 1-1 & 2-1
<b>Municipality/Local taxing Authority</b>	Town of Fort Frances

**CURRENT Property Assessment**

Property Classification	Current Value Assessed	
	2012	2016
Residential (RT)	\$331,000	\$371,000
<b>Total</b>	<b>\$331,000</b>	<b>\$371,000</b>

Property Classification	Effective date: January 01, 2018 Phase-in Assessment for Taxation Years		
	2018	2019	2020
Residential (RT)	\$351,000	\$361,000	\$371,000
<b>Total</b>	<b>\$351,000</b>	<b>\$361,000</b>	<b>\$371,000</b>

**RECOMMENDED Property Assessment**

Property Classification	Current Value Assessed	
	2012	2016
Residential (RT)	\$331,000	\$295,000
<b>Total</b>	<b>\$331,000</b>	<b>\$295,000</b>

Property Classification	Effective date: January 01, 2018 Phase-in Assessment for Taxation Years		
	2018	2019	2020
Residential (RT)	\$295,000	\$295,000	\$295,000
<b>Total</b>	<b>\$295,000</b>	<b>\$295,000</b>	<b>\$295,000</b>

## Why your property assessment changed

- Changed value due to condition of structure(s)
- Updated site data
- Updated bathroom data

## What this change means to you

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

Please check (✓) one of the following:

☒ I accept my recommended assessment

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

OR

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by September 03, 2018.

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

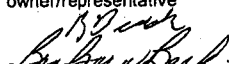
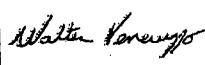


Email: enquiry@mpac.ca



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

We must receive your response no later than July 20, 2018. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name ROBERT BECK BARBARA BECK	Date (yyyy/mm/dd) 2018/06/13/ <del>14</del> 2018/06/13/
Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2018/06/05
Objection by Municipality or Local Taxing Authority		
Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: October 9, 2018

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

Tax Year: 2018 Roll Number: 59-12-010-006-00500-0000

**Minutes of Settlement  
2018 Tax Year  
Results of Request for Reconsideration  
Property Assessment Notice**



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

GEORGE ARMSTRONG CO LIMITED  
PO BOX 818 STN MAIN  
FORT FRANCES ON P9A 3N1

**Contact Us:**



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



Email: enquiry@mpac.ca



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

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

**MPAC  
RECEIVED**

JUL 10 2018

**FORT FRANCES**

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

**Owner name(s)** GEORGE ARMSTRONG CO LIMITED

**Roll number** 59-12-010-006-14000-0000

**Property location and description** PIT NO 2 RD  
MCIRVINE RIVER RANGE PT LOTS 45 TO 47 PL SM56 LOT  
1 PT LOT 2 PL PSM111 PT BLK B AND RR20 PARTS 1 TO 7  
RP 48R3548 PARTS 1 AND 2 PCLS 6913 7715 9970 11227  
12591 13635 16957 17826 AND PCL BLK B-8

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

**CURRENT Property Assessment**

**Property  
Classification**

**Current Value Assessed**

	2012	2016
Industrial: Excess	\$21,380	\$21,900
Land (IU)		
Commercial (CT)	\$195,960	\$201,600
Industrial (IT)	\$233,660	\$240,500
<b>Total</b>	<b>\$451,000</b>	<b>\$464,000</b>

**Property  
Classification**

Effective date: January 01, 2018

**Phase-in Assessment for Taxation Years**

	2018	2019	2020
Industrial: Excess	\$21,640	\$21,770	\$21,900
Land (IU)			
Commercial (CT)	\$198,780	\$200,190	\$201,600
Industrial (IT)	\$237,080	\$238,790	\$240,500
<b>Total</b>	<b>\$457,500</b>	<b>\$460,750</b>	<b>\$464,000</b>

## RECOMMENDED Property Assessment

## Property

## Classification

## Current Value Assessed

	2012	2016
Industrial: Excess	\$21,380	\$21,900
Land (IU)		
Commercial (CT)	\$429,732	\$442,100
Total	\$451,112	\$464,000

Property  
Classification

Effective date: January 01, 2018

## Phase-in Assessment for Taxation Years

	2018	2019	2020
Industrial: Excess	\$21,640	\$21,770	\$21,900
Land (IU)			
Commercial (CT)	\$435,916	\$439,008	\$442,100
Total	\$457,556	\$460,778	\$464,000

## Why your property assessment changed

- Tax class change

## What this change means to you

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

Please check (✓) one of the following:

☒ I accept my recommended assessment

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

OR

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by September 17, 2018.

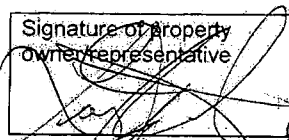
To complete your Request for Reconsideration, please check one of the above boxes, and sign and send a copy of the entire document to MPAC in one of the following ways:

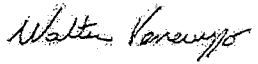


Email: enquiry@mpac.ca

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

We must receive your response no later than August 03, 2018. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name LARRY ARMSTRONG	Date (yyyy/mm/dd) July 10 - 2018
-----------------------------------------------------------------------------------------------------------------------------------	-------------------------------	-------------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2018/06/19
-----------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	---------------------------------

<b>Objection by Municipality or Local Taxing Authority</b>		
Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: October 16, 2018

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

Tax Year: 2018 Roll Number: 59-12-010-006-14000-0000

MPAC  
RECEIVED

JUL 10 2018

FORT FRANCES

August 8, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Unbudgeted emergency repairs – Fort Frances Airport Tractor**

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In the fall of 2017 the Airport Tractor was showing coolant in the oil. At that time the head gasket was replaced, as this was the most likely culprit for this type of issue. This machine only pulls the large gang mower at the Airport and with the repair happening late in the fall, the run time in 2017 was minimal. Once lawn mowing resumed in 2018 the issue started happening again with no improvement from 2017. Once we saw the issue had returned the Mechanics at Badiuk Equipment, where the tractor was originally bought, were consulted with on the issue. The machine is a 1989 with just over 2500 hours on it. The mower it is used to pull is powered by its PTO and requires at least an 80-horsepower tractor to run. It was learned that tractors in this vintage suffered from porous block castings and were prone to failure resulting in the coolant leaking into the oil. This problem was more prevalent in tractors with low hours, as is the case with this particular unit.

Due to the particular use of this tractor at the Airport, there are no other tractors within the Town fleet that have the horsepower to complete the same task making the repair of this unit in a timely fashion of the utmost importance. In addition, the very low hours on this machine means that, in working condition, it still has a fair value to sell or trade should we replace this piece of equipment down the road and it should still provide many years of service to us for what it is used for. Alternatively, the replacement of this unit with a suitably sized replacement would cost around \$120,000.00

To complete the repairs, means the replacement of the engine block and associated gaskets. In addition, the clutch is wearing out, and given that the tractor will have to be split to remove the engine, it is the opportune time to replace the clutch. Attached to this report you will find a quotation for the parts and labour to complete the works by Badiuk Equipment as our Mechanics are not outfitted to complete this type of repair.

It is the recommendation of the Operations and Facilities Executive Committee to approve of the emergency unbudgeted capital repair of the Airport Tractor estimated at \$13,404.36 including HST to be paid out of the Vehicle and Equipment reserves or during the year end audit process.

Respectfully Submitted



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 approve of the emergency unbudgeted capital repair of the Airport Tractor estimated at \$13,404.36 including HST to be paid out of the Vehicle and Equipment reserves or during the year end audit process.**

**BADIUK EQUIPMENT**[www.badiuk.com](http://www.badiuk.com)

P.O. Box 755

Fort Frances, ON

P9A 3N1

807-274-6311

**SERVICE ESTIMATE**

July 18, 2018

<b>Customer: Town of Fort Frances</b>		
<b>Unit Details: 7710 Airport tractor</b>		
<b>Parts for tractor and labour to replace engine block and clutch.</b>		
Quantity	Description:	Price
1	Head gasket	\$145.60
1	Gasket cover	\$7.98
1	Gasket front	\$33.98
1	Gasket front	\$45.20
1	Gasket cover	\$10.40
1	Gasket rear seal	\$7.40
1	Seal	\$78.62
1	Seal	\$44.30
1	Pan gasket	\$143.02
1	Gasket pump	\$4.20
1	Gasket	\$22.70
1	Block	\$8500.74
1	Clutch kit	\$469.40
1	Misc. shop supplies	\$40.00
1	Oil filter	\$28.30
8	Engine oil @ \$5.99 ea.	\$47.92
	<b>Part Total</b>	<b>\$9629.76</b>
23.5	Labour @ \$95/hr. (includes time for estimate)	\$2232.50
	<b>SUB-TOTAL</b>	<b>\$11862.26</b>
	<b>13% TAX</b>	<b>\$1542.10</b>
	<b>TOTAL</b>	<b>\$13404.36</b>



August 8, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Airport Facility Lease Renewal – CBRE Maintenance Garage Bay November 1, 2018 to March 31, 2019**

---

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a lease with Her Majesty the Queen in Right of Ontario for one bay of the maintenance garage for the storage of equipment for the Ministry of Natural Resources and Forestry (MNRF). The lease agreement is for one term of 5 months from November 1, 2018 to March 31, 2019 at a rate of \$6818.50 per year or \$104.90 per day and 3 days per week.

It is recommended by the Operations & Facilities Executive Committee that Council renew the lease rate with MNRF at \$104.90 per day for the next five (5) months and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, EIT

**Council approval of this report will ensure that Council renew the lease rate with MNRF at \$104.90 per day for the next five (5) months and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.**

Manager of Operations and Facilities

2018Aug Airport Maintenance Bay CBRE Lease



2018-07-26

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Lease for Garage Bay for MNR

Please find attached the rental lease agreement for the MNR to use the garage bay located at the airport. This lease will result in a revenue stream to the airport in the amount of \$6818.50 based on the 3 days per week. This lease will be paid in equal monthly installments to the airport in the amount of \$1363.70 for the term of November 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2019. This will not affect the airport operation in any capacity. It is my recommendation that we execute this agreement and commence business with the MNR to utilize this space as laid out in the attached agreement.

Kind Regards,

A handwritten signature in black ink, appearing to read "Tom Batiuk", with a long horizontal line extending to the left.

Tom Batiuk  
Airport Supervisor

L12249

**FOURTH LICENCE EXTENSION AND AMENDING AGREEMENT**

**THIS AGREEMENT** made in triplicate as of November 1, 2018.

**BETWEEN:**

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

(the “Licensor”)

**OF THE FIRST PART**

- and -

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS  
REPRESENTED BY THE MINISTER OF INFRASTRUCTURE**

(the “Licensee”)

**OF THE SECOND PART**

**WHEREAS:**

- A. By a licence agreement dated February 15, 2015 (the “Original Licence”), the Licensor did license unto Her Majesty the Queen in right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure (the “MEDEI”) for a term of three (3) months commencing on February 15, 2015 and ending on May 14, 2015 (the “Original Term”), the premises more particularly described as eight hundred (800) square feet as set out on Schedule “C” attached thereto (the “Licensed Premises”), in the building municipally known as 1300 Frog Creek Road (the “Building”), in the unorganized township of Miscampbell, also in the Town of Fort Frances, in the Province of Ontario (the “Lands”), as more particularly described in Schedule “A” attached thereto, in addition to other terms and conditions as set out therein.
- B. By a licence extension and amending agreement dated November 1, 2015 (the “First Licence Extension and Amending Agreement”) the Licensor and the MEDEI agreed to extend the Original Term in accordance with the terms of the Original Licence, with an extension term commencing on January 1, 2016 and expiring on March 31, 2016 (the “First Extension Term”), in addition to other terms and conditions as set out therein.
- C. Pursuant to the terms of the First Licence Extension and Amending Agreement, the MEDEI was entitled to extend the First Extension Term for three (3) additional terms of five (5) months each.
- D. By a second licence extension and amending agreement dated November 1, 2016 but executed as of August and September 2016 (the “Second Licence Extension and Amending Agreement”) the Licensor and the MEDEI agreed to extend the Term in accordance with the terms of the Original Licence, with an extension term commencing on November 1, 2016 and expiring on March 31, 2017 (the “Second Extension Term”), in addition to other terms and conditions as set out therein.
- E. Pursuant to the terms of the Second Licence Extension and Amending Agreement, the MEDEI was entitled to extend the Second Extension Term for one (1) additional term of five (5) months, for a total of three (3) further terms of five (5) months each.
- F. By Order in Council No. 1342/2016, approved and ordered September 14, 2016, all of the powers and duties previously assigned and transferred to the MEDEI under Order in Council No. 219/2015 in respect of infrastructure and other matters are assigned and transferred to the Minister of Infrastructure.
- G. By a third license extension and amending agreement dated November 1, 2017 (the “Third License Extension and Amending Agreement”) the Licensor and the Licensee

agreed to extend the Term in accordance with the terms of the Original Licence, with an extension term commencing on November 1, 2017 and expiring on March 31, 2018 (the “Third Extension Term”), in addition to other terms and conditions as set out therein.

- H. Pursuant to the terms of the Third Licence Extension and Amending Agreement, the Licensee was entitled to extend the Third Extension Term for two (2) additional terms of five (5) months each.
- I. The Licensee has now exercised its right to extend the Third Extension Term in accordance with the terms of the Third Licence Extension and Amending Agreement, with an extension term commencing on November 1, 2018 and expiring on March 31, 2019 (the “Fourth Extension Term”), in addition to other terms and conditions as set out herein.
- J. The Original Licence, the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement, the Third Licence Extension and Amending Agreement and this fourth licence extension and amending agreement (the “Agreement”) are hereinafter collectively referred to as the “Licence”, except as specifically set out herein.
- K. The parties have agreed to extend and amend the License on the following terms and conditions:

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT** in consideration of the sum of Two Dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- 1. The parties hereto confirm that the foregoing recitals are true in substance and in fact.
- 2. The Licence is hereby extended for a further term of five (5) months commencing on November 1, 2018 and ending on March 31, 2019 (the “Fourth Extension Term”), at an annual licence fee of Six Thousand, Eight Hundred and Eighteen Dollars and Fifty Cents (\$6,818.50) (the “Licence Fee”), payable in advance in equal monthly instalments of One Thousand, Three Hundred and Sixty Three Dollars and Seventy Cents (\$1,363.70) on the first day of each month during the Fourth Extension Term.

The annual Licence Fee is based on three (3) days of use per week at a rate of One Hundred and Four Dollars and Ninety-Cents (\$104.90) per day. Any additional days of use will be paid for by the Licensee at the above-mentioned daily rate upon receipt of an invoice from the Licensor for such additional use, such invoice to be issued once a year at the end of the calendar year in which such charges were incurred.

Any additional days are to be invoiced to the following:

Ministry of Natural Resources and Forestry  
300 Water Street, 3<sup>rd</sup> Floor N  
Peterborough, Ontario K9J 8M5  
Attention: Facilities Manager

- 3. The Licensor shall provide the Licensee with keys for access and security for the Building.
- 4. The Licensee shall pay to the Licensor all applicable Sales Taxes assessed on the Licence Fee payable by the Licensee to the Licensor under this Licence.

"Sales Taxes" means all business transfer, multi-usage sales, sales, goods and services, harmonized sales, use, consumption, value-added or other similar taxes imposed by the Government of Canada and/or Ontario upon the Licensor, or the Licensee, or in respect of this Licence, or the payments made by the Licensee hereunder or the goods and services provided by the Licensor hereunder including, without limitation, the use of the Licensed Premises and the provision of administrative services to the Licensee hereunder.

5. The Licensee shall continue to have the right to terminate this Licence at any time, by giving the Licensor not less than fourteen (14) days' prior written notice of termination without penalty, compensation, damages or bonus.

In the event the Licensee exercises such right of termination, the Licensor shall promptly refund the Licensee any prepaid Licence Fee with respect to the period following the effective date of the early termination, calculated on a pro rata basis based on the remaining number of days in the current licence period.

6. The extension contemplated pursuant to this Agreement is subject to all the covenants and agreements contained in the Licence, as amended, renewed and extended from time to time, save and except:

- (a) The Licensee shall be entitled to extend the Licence for three (3) additional terms of five (5) months each (each a "Further Extension Term"). Each Further Extension Term shall be upon the same terms and conditions of the Licence except that there shall be no further right of extension and except for the Licence Fee, which shall for each Further Extension Term be based upon the market licence rate as determined by the parties as of the date which is not less than sixty (60) days prior to the commencement of the Further Extension Term, or failing such agreement, by arbitration in accordance with the *Arbitration Act, 1991*, S.O. 1991, c.17, as amended, or any successor act. The Licensee shall give written notice to the Licensor of its extension of this Licence not less than sixty (60) days prior to the end of the Fourth Extension Term or Further Extension Term, as the case may be.

The Licensor and Licensee acknowledge and agree that the extension rights granted in subsection 6(a) of this Agreement shall supersede any remaining extension rights contained in the Original Licence, the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement and the Third Licence Extension and Amending Agreement and any such remaining extension rights contained in the Original Licence, the First Licence Extension and Amending Agreement, the Second Licence Extension and Amending Agreement and the Third Licence Extension and Amending Agreement shall be of no further force and effect.

7. The Licensor and the Licensee hereby mutually covenant and agree that during the Fourth Extension Term they shall each perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Licence.
8. Except as otherwise specifically provided in this Agreement, all words and expressions used in the Original Licence shall apply to and be read as applicable to the provisions of this Agreement.
9. The provisions of this Agreement shall be interpreted and governed by the laws of the Province of Ontario.
10. The Licensor acknowledges and agrees that the commercial and financial information in this Agreement is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 and the Open Data Directive as amended. This acknowledgement shall not be construed as a waiver of any right to object to the release of this Licence or of any information or documents..
11. This Agreement shall be binding upon and enure to the benefit of the administrators, successors and/or assigns of the respective parties hereto.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

12. This Agreement shall not be binding upon the Licensee until it has been executed by or on behalf of the Licensee.

**EXECUTED** by each of the parties hereto under seal on the dates written below.

**SIGNED, SEALED AND  
DELIVERED**

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

Per: \_\_\_\_\_  
Name:  
Title:  
  
Authorized Signing Officer

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS  
REPRESENTED BY THE MINISTER OF  
INFRASTRUCTURE, AS REPRESENTED BY ONTARIO  
INFRASTRUCTURE AND LANDS CORPORATION**

Per: \_\_\_\_\_  
Name:  
Title:  
  
Authorized Signing Officer

July 30, 2018

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

**SUBJECT: June 2018 Drinking Water Systems Monthly Summary Report**

Please find attached the June 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 June 2018 report as presented.

Respectfully submitted,  
Operations & Facilities Division

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

<b>Council approval of this report will</b> accept the June 2018 report prior to it being made available to the general public.
---------------------------------------------------------------------------------------------------------------------------------

c.c. – Craig Miller, Environmental & Facilities Supt.  
Randy White, Senior WTP Operator

03CouncilwaterreportMarch 2015

**June 2018**

**Monthly Summary Report  
Water Systems**

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

**Dated: July 30, 2018**



### 1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of June 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 :

June 4, 2018 Reading	72.5 m3
July 30, 2018 Reading	83.6 m3
Usage	11.1 m3
Days between readings	56
Average Daily Usage	0.198 m3
Estimated June Usage	5.9 m3

### 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. 122 Scott St.      | 2. 1036 Victoria Ave. | 3. 901 Wright Ave.     | 4. W. Tower  |
| 5. 740 Scott St.      | 6. 1036 Victoria Ave. | 7. 901 Wright Ave.     | 8. W. Tower  |
| 9. 1111 First St E.   | 10. 1104 Church St.   | 11. 1103 Victoria Ave. | 12. W. Tower |
| 13. 1111 First St. E. | 14. 1104 Church St.   | 15. 1150 Portage 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 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:**

June 04th - Greased clarifiers chains bearing gears.

June 08th - Cleaned top and bottom tanks on poly unit.  
- Cleaned all four (4) check valves on poly unit.

June 10th - Ran generator for 5 hours during power outage.

June 13th - Took grab samples off the filters.  
- Calibrated distribution chlorine analyzer  
- Cleaned soda ash line

June 19th - Repair sewer break at Sunny Cove.

June 21rd- Cleaned Soda Ash line from tank to pump.

June 29th- Cleaned top and bottom tanks on poly unit.  
 - Cleaned all four (4) check valves on the poly unit

#### 8) **Water Complaints:**

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

#### 9) **Other Miscellaneous Information:**

June 01st- Received a load of Alum.

June 04th- Routine micro sample collection.  
 - Seasonal micro sample Legion Park

June 07th- Temporary main samples at Williams Ave.

June 11th- Routine micro sample collection.

June 12th- Valve replacement samples.

June 13th- Valve and hydrant replacement samples.  
 - QMS meeting.

June 14<sup>th</sup> - Hydrant replacement samples.  
 - Temporary main samples.

June 18<sup>th</sup> - Routine micro sample collection.  
 - Hydrant replacement samples.

June 19th- Received a shipment of chlorine.  
 - Hydrant replacement samples.

June 20th- Valve replacement samples.


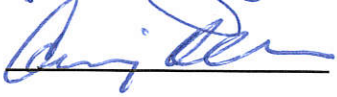
June 25<sup>th</sup> - Valve replacement samples.  
 - Hydrant replacement samples.  
 - Routine micro sample collection.

June 26th- Valve and hydrant replacement samples.

June 27th- Valve and hydrant replacement samples.

June 28th- Water main repair samples

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 June 2018

Town of Fort Frances - WTP - 220000978  
 June 2015/2016 vs. June 2017  
 Flow and Operating Data

Flow Data	JUNE	Units	2016		2017		2018	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		m <sup>3</sup>		165710		197910		160740
Raw Maximum Day		m <sup>3</sup>	Saturday 11th	6210	Sunday 11th	6890	June 20	5660
Raw Minimum Day		m <sup>3</sup>	Friday 03rd	4620	Saturday 03rd	6270	June 25, June 28	5120
Raw Average Daily Consumption		m <sup>3</sup>		5330		6600		5360
Total Treated Water		m <sup>3</sup>		120190		114210		119760
Treated Water Maximim Day Consumption		m <sup>3</sup>	Thursday 09th	5970	Wednesday 07th	4860	June 20	5080
Treated Water Minimim Day Consumption		m <sup>3</sup>	Thursday 30th	3260	Sunday 18th	3150	June 10	2990
Treated Water Average Day Consumption		m <sup>3</sup>		3880		3810		3990
Daily Average Per Household Consumption Rate		m <sup>3</sup>		1.026		1.007		1.055
* Daily Average Per Person Consumption Rate		m <sup>3</sup>		0.486		0.477		0.500
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water		mg/L		2.07		2.20		1.94
Total Chlorine Residual - Treated Water		mg/L		2.45		2.41		2.23
Aluminum Sulphate - Raw Water		mg/L		35.0		35.0		35.0
Aluminum Sulphate - Treated Water Residual		mg/L		0.03		0.02		0.02
Fluoride - Treated Water		mg/L		0.62		0.63		0.70
Soda Ash - Raw Water		mg/L		35.0		35.0		35.0
PH - Adjusted		mg/L		7.29		7.28		7.14
Temperature		C		16.8		16.2		18.9
Quantity of Chemical Used:		kg						
Aluminum Sulphate		kg		5799.9		6926.9		5625.9
Polyelectrolyte		kg		100.0		62.5		112.5
Chlorine Gas		kg		801.0		935.0		767.0
Soda Ash - Used for PH Adjustment		kg		5799.9		6926.9		5625.9
Fluoride		kg		493.0		651.0		489.0

\* The Canadian Average is 450 Litres (0.45 m<sup>3</sup>) per day.

\* Population is 7986

\* Number of Households is 3783



Operating Data	Units	*MAC or Range	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	Total	Average
Flow rates																																		
Raw Water	10^3 M^3	17	5.60	5.63	5.25	5.20	5.30	5.46	5.35	5.43	5.29	5.39	5.42	5.36	5.43	5.38	5.28	5.45	5.38	5.50	5.53	5.66	5.34	5.39	5.36	5.27	5.12	5.24	5.25	5.12	5.20	5.16	160.74	5.36
Peak Instantaneous - Raw Water	L/s	n/a	62.71	62.83	62.75	62.81	62.90	62.89	62.90	62.92	62.92	63.03	63.26	63.25	63.24	63.19	63.20	63.30	63.50	63.78	64.22	80.48	66.16	62.83	61.99	61.29	61.29	61.45	61.53	61.72	61.49	61.49	1901.32	63.38
Treated Water	10^3 M^3	17	4.28	4.31	3.19	3.21	4.43	3.83	3.76	3.55	4.21	2.99	3.35	3.57	4.15	4.15	3.95	3.83	3.30	3.78	3.86	5.08	4.28	4.98	4.70	3.73	3.89	4.37	4.60	4.30	4.32	3.81	119.76	3.99
Peak Instantaneous - Treated Water	L/s	n/a	71.39	116.30	62.42	61.23	125.92	72.14	73.02	65.54	64.40	61.85	64.68	66.02	72.21	68.43	75.31	82.74	81.53	80.04	85.34	92.57	92.77	88.27	81.74	85.75	82.93	86.36	89.43	593.22	85.71	86.68	2322.72	80.09
BackWash Water	10^3 M^3	n/a	0.27	0.24	0.28	0.27	0.24	0.28	0.27	0.25	0.28	0.00	0.00	0.51	0.28	0.27	0.24	0.27	0.32	0.25	0.27	0.24	0.14	0.27	0.52	0.00	0.27	0.24	0.27	0.27	0.24	0.00	7.27	0.24
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.70	0.64	0.66	0.66	0.66	0.67	0.67	0.67	0.69	0.69	0.69	0.69	0.73	0.72	0.73	0.74	0.73	0.73	0.73	0.73	0.72	0.71	0.70	0.69	0.68	0.73	0.72	0.70	0.77	0.77	21.12	0.70
Turbidity Information																																		
Raw Water	NTU	n/a	1.60	1.71	1.75	1.68	1.73	1.59	1.61	1.71	1.68	1.77	1.75	1.77	1.71	1.63	1.74	1.82	1.73	1.84	1.76	1.77	1.79	1.81	1.88	1.71	1.77	1.91	1.88	1.96	1.91	1.89	52.86	1.76
Settled Water	NTU	n/a	0.14	0.12	0.12	0.13	0.14	0.13	0.13	0.14	0.13	0.13	0.14	0.13	0.14	0.13	0.12	0.11	0.10	0.11	0.12	0.14	0.12	0.14	0.12	0.14	0.14	0.14	0.15	0.14	0.14	0.15	3.93	0.13
Treated Water	NTU	1	0.07	0.09	0.06	0.07	0.07	0.07	0.08	0.08	0.09	0.08	0.08	0.07	0.05	0.05	0.06	0.06	0.06	0.08	0.07	0.09	0.06	0.09	0.07	0.09	0.08	0.09	0.10	0.10	0.09	0.10	2.30	0.08
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.11	7.15	7.17	7.07	7.02	7.12	7.07	7.09	7.03	7.05	7.08	7.13	7.09	7.11	7.14	7.19	7.22	7.26	7.22	7.25	7.17	7.19	7.11	7.22	7.21	7.18	7.14	7.14	7.06	7.13	214.12	7.14
pH - Settled water	no units	n/a	5.99	6.07	6.01	6.16	6.33	6.17	6.15	6.07	6.15	6.06	6.08	6.08	6.26	6.19	6.11	6.14	6.12	6.13	6.10	6.11	6.09	6.07	6.19	6.21	6.15	6.18	6.24	6.12	6.23	6.29	184.25	6.14
pH - Raw Water	no units	n/a	6.98	7.01	7.05	6.92	6.95	6.99	6.94	6.92	6.98	6.95	7.08	6.98	6.95	6.91	6.97	6.99	6.96	6.96	6.99	7.05	7.10	7.12	7.07	7.12	7.07	6.97	6.96	6.91	7.00	6.91	209.76	6.99
FAC - Treated Water	mg/l	0.2 to 4	1.97	1.98	1.98	1.97	2.10	2.02	2.05	2.00	2.08	1.85	1.79	1.81	2.01	2.05	2.09	2.05	1.98	1.96	1.87	1.99	1.92	1.96	1.85	1.93	1.84	1.73	1.81	1.88	1.96	1.77	58.25	1.94
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.24	2.20	2.17	2.38	2.54	2.38	2.30	2.24	2.30	2.22	2.18	2.16	2.30	2.42	2.26	2.30	2.18	2.20	2.10	2.18	2.18	2.17	2.14	2.17	2.15	2.17	2.13	2.19	2.28	2.11	66.94	2.23
Temperature	C	15	17.00	17.00	17.00	15.00	15.00	16.00	16.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	18.00	19.00	19.00	21.00	21.00	21.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	566.00	18.87	
Fluoride used (Total Daily Consumption)	kg	n/a	21.00	20.00	19.00	19.00	18.00	20.00	19.00	18.00	18.00	19.00	19.00	19.00	18.00	18.00	17.00	18.00	18.00	17.00	17.00	13.00	13.00	12.00	13.00	12.00	11.00	12.00	10.00	12.00	15.00	14.00	489.00	16.30
Chlorine used (Total Daily Consumption)	kg	n/a	26.00	26.00	24.00	25.00	24.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	26.00	25.00	26.00	26.00	27.00	27.00	28.00	26.00	27.00	25.00	25.00	25.00	26.00	25.00	26.00	26.00	767.00	25.57	
Soda ash (Total Daily Consumption)	kg	n/a	196.00	197.05	183.75	182.00	185.50	191.10	187.25	190.05	185.15	188.65	189.70	187.60	190.05	188.30	184.80	190.75	188.30	192.50	193.55	198.10	186.90	188.65	187.60	184.45	179.20	183.40	183.75	179.20	182.00	180.60	5625.90	187.53
Soda Ash - Dosage	mg/l	n/a	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	1050.00	35.00
Alum residual - (Total Daily Consumption)	kg	n/a	196.00	197.05	183.75	182.00	185.50	191.10	187.25	190.05	185.15	188.65	189.70	187.60	190.05	188.30	184.80	190.75	188.30	192.50	193.55	198.10	186.90	188.65	187.60	184.45	179.20	183.40	183.75	179.20	182.00	180.60	5625.90	187.53
Alum residual - Dosage	mg/l	n/a	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	1050.00	35.00
Alum residual - Treated Water	mg/l	0.1	0.04	0.04	0.05	0.02	0.02	0.01	0.01	0.01	0.01	0.01	0.02	0.02	0.01	0.02	0.03	0.02	0.02	0.02	0.05	0.07	0.05	0.04	0.04	0.02	0.02	0.02	0.01	0.01	0.02	0.01	0.74	0.02
Poly bags added (25 kg bags )	kg				0.50			0.50		0.50				0.50			0.50			0.50			0.50				0.50				0.50		112.50	

August 8, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Entering Into a Temporary Land Use Agreement – Mill Road Overpass Reconstruction Project**

---

During the 2018 Mill Road Reconstruction project there will be a short period when the intersection of Mill Road and Eighth Street East is closed to traffic. At that point the residents of Eighth Street East and Minnie Avenue North will be limited to Williams Avenue for access, which is frequently blocked by trains. This situation is particularly troubling during potential emergency situations when timely access to this area of Town is of upmost importance. To accommodate those residents, the Town has been working with property owners along Mill Road and Eighth Street East to construct a temporary road from Eighth Street East, 270 meters west of Mill Road connecting to Mill Road at School Road. This temporary road will be gated and locked whereby the property owners and emergency services will be given access to the gate for emergency access.

Both property owners have been cooperative working with the Town to get this roadway constructed and allowing us access to their properties. Both property owners have allowed us access for the construction project, however both have requested a document to limit their liability. Attached to this report you will find a copy of the agreement, which has been vetted by the Town Solicitor and Insurance provider.

It is the recommendation of the Operations and Facilities Executive Committee to:

1. Enter a temporary land use agreement with George Armstrong Company and Wasa Enterprises for the use of their properties for emergency access to the residents on Eighth Street East and Minnie Avenue North during the Mill Road Overpass Reconstruction.
2. That the Mayor and Clerk be authorized to execute the agreement on behalf of the organization.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

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

1. Enter a temporary land use agreement with George Armstrong Company and Wasa Enterprises for the use of their properties for emergency access to the residents on Eighth Street East and Minnie Avenue North during the Mill Road Overpass Reconstruction.
2. That the Mayor and Clerk be authorized to execute the agreement on behalf of the organization.





## REPORT

**TO:** Community Services Executive Committee

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

**DATE:** August 3, 2018

**RE:** **Town of Fort Frances Surplus Assets Sale Items**

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The Community Services Division is coordinating the disposal of obsolete materials, equipment and vehicles for the organization in 2018. All Town departments were contacted to provide a list of redundant items to be included in the sale.

The process is for Council to declare surplus all items that are deemed redundant by each department. On the table below, please find the 15 items to be declared surplus by Council.


Once declared surplus, the following procedure will be utilized to dispose of the items:

- 1) Advertise in the Fort Frances Times - sale of surplus materials, equipment and vehicles.
- 2) All items will be posted on the Town's website for the public to view.
- 3) Interested parties can visit a specified location for a closer inspection of the item.
- 4) Individuals can submit bids on any or all items. Forms will be available at the Civic Centre and Memorial Sports Centre in advance of the sale.
- 5) The bids will be publicly opened in the committee room.
- 6) Payment will be due prior to removing any items from the Town's property.
- 7) Successful bidders will have two weeks to pick up their items.
- 8) Where no bids are received for a certain item, if possible these items will be recycled. If not recyclable, the items will be disposed at the Town's landfill site.

### **Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse that: 1) The 15 items outlined on the attached spreadsheet be declared surplus to organizational needs, 2) The above-mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles.

Respectfully Submitted,



Jason Kabel

<b>2018 - Town of Fort Frances Surplus Assets Sale Items</b>				
<b>ITEM #</b>	<b>NAME/DESCRIPTION</b>	<b>LOCATION</b>	<b>CONTACT</b>	<b>PHONE #</b>
1	Abdominal Crunch Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
2	Back Extension Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
3	Bicep Curl Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
4	Stationary Bike – Broken display	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
5	Decline Bench	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
6	Incline Bench	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
7	Seated Military Press	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
8	Treadmill Older	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
9	Treadmill Newer	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
10	Dip Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
11	Foam Boss with pump and tank	Public Works	Travis Rob	274-5323 x-1316
12	15 Aluminum Air Cylinders 2216 PSI (Age:1980s&90s) Need Hydrostatic Testing	Fort Frances Fire Hall	Tyler Moffitt	274-9841 x-3
13	1999 Ford Handivan Bus	Public Works Yard	Lori Pattison	274-9893
14	2007 GMC Handivan Bus	Public Works Yard	Lori Pattison	274-9893
15	3 office desks	Public Works	Milt Strachan	274-9893

**Council approval of this report will** agree to the recommendation of the Community Services Executive Committee to endorse that:

- 1) The 15 items outlined above be declared surplus to organizational needs,
- 2) The above-mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles.



## REPORT

**TO:** Community Services Executive Committee

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

**DATE:** August 3, 2018

**RE:** **Memorial Sports Centre Fire Alarm Panel**

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### Background

For the past while the Memorial Sports Centre has been struggling with the fire alarm panel that monitors the facility. It has frequently been going into 'trouble' mode with various monitoring devices throughout the building. Due to the age of the panel (installed 2000 – 18 years old), to rectify any issues it requires management to procure qualified personnel from Thunder Bay to correct the trouble to return to a normal state.

On July 13, 2018, the Fort Frances Fire Department invoked a mandatory fire watch of the facility due to the alarm panel being in a trouble state. This requires an inspection of every part of the building every hour and documentation thereof. On July 19, 2018 the panel was returned to a normal state by Troy Life & Fire Safety from Thunder Bay. This 2<sup>nd</sup> service call of the year was about \$2,500.

On Monday, July 30<sup>th</sup>, after a service call the previous week, the panel erratically sounded the alarm in the entire facility that enacts the fire emergency plan, elicits evacuation of the building, and dispatching of the fire department. There was no apparent reason for the sounding of the alarm that was discovered.

Unfortunately, the fire alarm panel seems to have come to the end of life and is in need of replacement. Attached is a copy of one quotation to replace the fire alarm panel. The Community Services Division is attempting to get 2 additional quotations as per procurement policy requirements. Local proprietors are not able to replace this type of panel.

### RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to endorse replacement of the Memorial Sports Centre Fire Alarm Panel as an unbudgeted capital item for the lowest available quotation price.

Respectfully Submitted,



Jason Kabel

**Council approval of this report will** agree to the recommendation of the Community Services Executive Committee to endorse replacement of the Memorial Sports Centre Fire Alarm Panel as an unbudgeted capital item for the lowest available quotation price (2 more quotations are being sought).

**Report****To:** Mayor & Council**From:** Museum Advisory Committee**Date:** August 2, 2018**Re:** Opening reception for Fort Frances Museum 40<sup>th</sup> Anniversary – Wednesday, Sept 19th

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The Museum will celebrate its 40<sup>th</sup> Anniversary with an exhibit that runs September and October this fall. As the Museum's capital project – the building of the roof, accessible washroom and ramp – will also be complete, we would like to celebrate with a wine and cheese public event. Representatives from Trillium, FedNor and all levels of government will be invited.

Please accept this request to declare the exhibit opening, Wed Sept 19<sup>th</sup>, as a municipally significant event (for purposes of liquor licensing).

Sincerely,



Sherry George, Museum Curator

<p><b>Council approval of this report will</b> agree with the recommendation of the Community Services Executive Committee to declare the Museum 40<sup>th</sup> Anniversary exhibit opening, Wednesday, September 19, 2018, as a significant community event.</p>
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**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/89**

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

**FROM:** Dawn Galusha, Deputy Treasurer

**DATE:** August 7, 2018

**SUBJECT:** Councillor Ken Perry NOMA Board Meeting Per Diem

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Board Meeting held in Thunder Bay on June 5 & 6, 2018 as submitted by Councillor Ken Perry.

The travel expenses and per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Board Meeting held in Thunder Bay on June 5 & 6, 2018.

**Council Approval of This Report Will Agree** to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Board Meeting held in Thunder Bay on June 5 & 6, 2018.

**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	Kew Perry
Conference / Seminar Attended	NOMA BOARD Meeting
Location	Thunder Bay Victoria Inn
Dates	June 5/6

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		5	6					
Amount		80. <sup>00</sup>	160. <sup>00</sup>					240. <sup>00</sup>

Name (Please Print) Kew Perry	Signature Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/90**

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

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: August 7, 2018**

**SUBJECT: Councillor Wendy Brunetta NOMA Executive Meeting Per Diem**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on June 20, 2018 as submitted by Councillor Wendy Brunetta.

The travel expenses and per diem claim is in compliance with Town of Fort Frances By-Law 02/10-D Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on June 20, 2018.

**Council Approval of This Report Will Agree** to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on June 20, 2018.



**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Executive Comm.
Location	Thunder Bay
Dates	June 20/18

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		June 19	June 20					
Amount		80.00	160.00					240.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date

To be submitted to Payroll for processing when approved by Council



# FIRE & RESCUE SERVICE

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



## JUNE 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:
83.2	7	2	33	0	0	0	\$ 0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
4	4	0	2	1	0	0	0

### TEAM MEMBERS RESPONDED TO 11 EMERGENCY RESPONSE CALLS DURING JUNE 2018.

#### Total Hours:

A total of **9.2 Hours** was spent on responding to emergency incidents, **2 Hours** was spent providing public service, and a total of **72 Hours** was spent on training.

#### Time of Day:

During this month, **73%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **27%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

#### Fire Prevention Inspections / Re-inspections:

**33 (thirty-two)** inspections / re-inspections were completed in June, which brings our total to **135** inspections / re-inspections completed since January 1<sup>st</sup>, of this year.

#### Emergency Medicals Service (EMS) Response Calls:

There were **0 (zero)** Emergency Medical Service (EMS) requests.

#### Fire Response Calls:

There was **0 (zero)** Fire Response Calls.

#### Fire Alarms:

There were **4 (four)** False Fire Alarm calls this month.

#### MVC (Motor Vehicle Crashes):

There were **4 (four)** MVC Calls.

#### (CO) Carbon Monoxide / Gas Leak Calls:

We responded to **1 (one)** false CO Alarm Call, and **1 (one)** actual CO Alarm Call.



# FIRE & RESCUE SERVICE

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



## JUNE 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### Airport Training Exercise – June 14<sup>th</sup>, 2018:

Members of the Fort Frances Municipal Airport and the Fort Frances Fire Rescue Service took part in an emergency exercise at the Airport grounds. The Fort Frances Municipal airport is required to undergo emergency training exercise every five years. The exercise was a simulation of a plane crash that took place in an open field.

Personnel participating out at the Airport Site were Josh Collins Fire Chief of Alberton / La Vallee / Emo / Chapple; he was an Observer and Safety Officer. As well, Jason Reid – Professional Safety Officer and member of Emo Fire and Emergency Services was also an Observer and Safety Officer.

Four out of our six fulltime firefighters responded, as two were out of town at the time; five Volunteer/Part-time Firefighters also responded.

We had enough fulltime staff to respond with another Pumper Rescue Truck with 800 Imperial Gallons of Water and Foam ... if we had additional one.

Responding Fire Apparatus consisted of 11-2 Pumper Rescue Truck with 800 Imperial Gallons of Water and Foam, 11-1 Pumper Rescue Truck with 800 Imperial Gallons of Water and Foam, 11-7 Rescue Truck Heavy Extrication Hydraulics. **Note:** One 1 ¾ Fire Attack Line from each Pumper Rescue Truck equals 6 minutes or less of water.

Location of crash was situated in the rural part of Fort Frances just over 8 kilometers away from Fire Hall, and with out any Fire Hydrants. Six (6) minutes or less of water supply per Pumper Rescue Truck was not an adequate supply of water.

Mutual Aid was simulated being called. As well, if another incident such as a Fire happened in Fort Frances ... Mutual Aid could not have been requested until ... first having a Fulltime Fort Frances Fire Rescue member respond to the scene with a Pumper Rescue Truck, and then request that Mutual Aid was needed.



Team Members returning to our fire apparatus staging area



# FIRE & RESCUE SERVICE

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



## JUNE 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### 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, our Weekly Fire & Life Safety Tip on our towns official Facebook Page continues onward.

### Teddy Bear Picnic – June 29<sup>th</sup>, 2018:

Team Members attended the annual Teddy Bear Picnic, which took place inside and outside of the Memorial Sports Centre. Our Team Members engage with over 300-plus people during the event.



Vol. Firefighter Tyler Yatchuk & son      Andrea Avis taking time to capture a photo with Sparky

### Meet and Greet with International Falls Fire/Rescue/EMS Team Members – June 21<sup>st</sup>, 2018

Wayne Riches and Doug Wright took our 11-2 Pumper Rescue Truck across to International Falls to meet with personnel during their fire practise.

They met with the Adam Mannausau (Fire Chief) to determine if our adapters for their fire hydrants were compatible. After confirming this, Wayne and Doug had the opportunity to speak about our response procedures, equipment and current mutual aid plan we have with International Falls.

As well, Wayne and Doug then went over all the equipment in our 11-2 Pumper Rescue Truck to answer and discuss any questions I. Falls members had. In the future, we will be engaging with members of the International Falls Fire/Rescue/EMS to share ideas and best practices, as well as taking the opportunity to train together.

**TOWN OF FORT FRANCES**  
**Water and Sewer Fund (Operating) Summary**  
**For the Seven Months Ending Tuesday, July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$887,818.34)	(\$743,621.00)	\$144,197.34	119.39%
Water Treatment Plant	288,899.26	617,958.00	329,058.74	46.75%
Water Storage Facility	18,691.73	125,663.00	106,971.27	14.87%
	<u>(580,227.35)</u>		<u>580,227.35</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(949,265.49)	(762,101.00)	187,164.49	124.56%
Sewage Treatment Plant	394,082.87	762,101.00	368,018.13	51.71%
	<u>(555,182.62)</u>		<u>555,182.62</u>	<u>0.00%</u>

**TOWN OF FORT FRANCES**  
**General Fund (Operating) Summary**  
**For the Seven Months Ending Tuesday, July 31, 2018**

	Actual	Budget	Variance	% Variance
<b>CORPORATE</b>				
Municipal Tax Levy	(\$10,640,354.88)	(\$10,640,354.00)	\$0.88	100.00%
Education Tax Levy	(1,573,681.38)	(1,578,831.00)	(5,149.62)	99.67%
Supp/Omit Municipal Tax Levy	(47,665.26)	-	47,665.26	0.00%
Supp/Omit Education Tax Levy	(6,443.83)	-	6,443.83	0.00%
W/O Municipal	63,619.24	226,140.00	162,520.76	28.13%
W/O Education	41,697.93	21,007.00	(20,690.93)	198.50%
OMPF	(2,506,575.00)	(3,342,100.00)	(835,525.00)	75.00%
Payments-in-Lieu	(100,558.91)	(805,416.00)	(704,857.09)	12.49%
Sale of Land	(197,500.00)	-	197,500.00	0.00%
Mayor & Council	354,222.70	742,045.00	387,822.30	47.74%
Contribution to Reserves & Reserve Funds	-	1,400,000.00	1,400,000.00	0.00%
Long Term Debt	255,900.42	506,884.00	250,983.58	50.49%
Election	1,035.89	34,750.00	33,714.11	2.98%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	4,000.00	4,000.00	0.00%
RR DSSAB	1,137,917.13	1,950,715.00	812,797.87	58.33%
Northwestern Health Unit	245,875.60	368,814.00	122,938.40	66.67%
Economic Development	79,645.68	167,268.00	87,622.32	47.62%
Travel Information Centre	7,021.30	2,870.00	(4,151.30)	244.64%
Solar Panel Project	(10,671.68)	(17,619.00)	(6,947.32)	60.57%
English Public School Board	654,440.53	1,291,575.00	637,134.47	50.67%
English Separate School Board	132,981.22	262,261.00	129,279.78	50.71%
French Public School Board	637.74	1,276.00	638.26	49.98%
French Separate School Board	1,356.23	2,712.00	1,355.77	50.01%
Total Corporate	(12,039,099.33)	(9,334,003.00)	2,705,096.33	128.98%
<b>ADMINISTRATION AND FINANCE</b>				
Other Unassigned Revenue	(144,963.20)	(296,576.00)	(151,612.80)	48.88%
Administration	193,669.03	398,572.00	204,902.97	48.59%
Admin Vehicle	2,156.03	3,333.00	1,176.97	64.69%
Municipal Buildings	4,644.52	7,710.00	3,065.48	60.24%
HR Department	26,239.98	98,500.00	72,260.02	26.64%
Clerk	107,796.81	201,520.00	93,723.19	53.49%
Treasury	251,754.05	403,658.00	151,903.95	62.37%
FFPC Administration	71,738.15	145,054.00	73,315.85	49.46%
Total Administration and Finance	513,035.37	961,771.00	448,735.63	53.34%
<b>EMERGENCY SERVICES</b>				
Emergency Services	526,299.22	1,004,305.00	478,005.78	52.40%
Emergency Measures	8,661.39	14,871.00	6,209.61	58.24%
911 Service	14,166.60	8,420.00	(5,746.60)	168.25%
Police Revenue	(17,781.33)	(24,000.00)	(6,218.67)	74.09%
Police Services Board	13,489.08	20,454.00	6,964.92	65.95%
Police Administration	1,052,527.90	2,029,798.00	977,270.10	51.85%
Total Emergency Services	1,597,362.86	3,053,848.00	1,456,485.14	52.31%
<b>COMMUNITY SERVICES</b>				
Sister Kennedy Centre	44,065.96	54,291.00	10,225.04	81.17%
Fort Frances Children's Complex	63,797.07	33,932.00	(29,865.07)	188.01%
Best Start Hub	(23,938.45)	7,562.00	31,500.45	(316.56%)
Day Care Resource Teachers	(15,905.65)	-	15,905.65	0.00%
Handi-Transit System	30,509.26	102,989.00	72,479.74	29.62%
Townshend Theatre	(7,035.67)	-	7,035.67	0.00%



**TOWN OF FORT FRANCES**  
**General Fund (Operating) Summary**  
**For the Seven Months Ending Tuesday, July 31, 2018**

	Actual	Budget	Variance	% Variance
Recreation Facilities	398,797.79	634,627.00	235,829.21	62.84%
Recreation Programs	54,671.53	145,396.00	90,724.47	37.60%
Community Services	65,795.99	136,385.00	70,589.01	48.24%
Sunny Cove Camp	(10,259.00)	22,117.00	32,376.00	(46.39%)
Fort Frances Public Library	280,335.46	496,712.00	216,376.54	56.44%
Museum	124,775.46	152,617.00	27,841.54	81.76%
Waterfront Development/Marina	(1,280.86)	38,593.00	39,873.86	(3.32%)
Total Community Services	1,004,328.89	1,825,221.00	820,892.11	55.03%

**OPERATIONS AND FACILITIES**

PW Administration	(312,919.68)	(125,233.00)	187,686.68	249.87%
PW Buildings & Yards	63,746.06	122,627.00	58,880.94	51.98%
Municipal Roads	741,145.79	1,412,704.00	671,558.21	52.46%
Public Parking Lots	937.30	17,042.00	16,104.70	5.50%
Sidewalks	58,097.36	103,334.00	45,236.64	56.22%
Private Works Charges	9,465.31	46,921.00	37,455.69	20.17%
Private Crossing Charges	27,764.96	21,171.00	(6,593.96)	131.15%
PW Vehicles	117,681.35	212,801.00	95,119.65	55.30%
PW Equipment	110,679.84	245,380.00	134,700.16	45.11%
PW Stores	46,968.64	71,996.00	25,027.36	65.24%
Traffic Signal Maintenance	8,146.64	9,053.00	906.36	89.99%
Streetlight Maintenance	34,062.94	103,197.00	69,134.06	33.01%
Garbage Collection	(101,177.08)	(236,244.00)	(135,066.92)	42.83%
Recycling Services	117,777.20	228,976.00	111,198.80	51.44%
Sanitary Landfill	(124,757.19)	7,268.00	132,025.19	(1716.53%)
Engineering	17,527.25	35,339.00	17,811.75	49.60%
Airport	33,748.60	(48,407.00)	(82,155.60)	(69.72%)
Airport Building Maintenance	24,147.83	47,135.00	22,987.17	51.23%
Airport Grounds Maintenance	23,301.58	68,292.00	44,990.42	34.12%
Parks & Cemeteries Maintenance	94,568.52	183,880.00	89,311.48	51.43%
Fort Frances Cemetery	46,131.19	133,864.00	87,732.81	34.46%
Riverview Cemetery	92,520.52	183,764.00	91,243.48	50.35%
Point Park	5,109.67	19,531.00	14,421.33	26.16%
Parks - Outdoor Facilities	134,620.58	264,557.00	129,936.42	50.89%
RLSquare	3,244.77	14,039.00	10,794.23	23.11%
Lions Millennium Park	2,550.88	12,463.00	9,912.12	20.47%
Total Operations and Facilities	1,275,090.83	3,155,450.00	1,880,359.17	40.41%

**PLANNING AND DEVELOPMENT**

Civic Centre	44,625.50	116,625.00	71,999.50	38.26%
By-Law Enforcement	77,066.56	151,843.00	74,776.44	50.75%
Animal Shelter	2,167.01	7,749.00	5,581.99	27.97%
Building Official	15,973.44	6,532.00	(9,441.44)	244.54%
Planning & Zoning	16,675.53	54,964.00	38,288.47	30.34%
Total Planning and Development	156,508.04	337,713.00	181,204.96	46.34%
Sub-Total General Fund (Operating)	(7,492,773.34)	-	7,492,773.34	0.00%
TOTAL BUDGET- Revenue	(18,283,639.61)	(22,324,295.00)	(4,040,655.39)	81.90%
TOTAL BUDGET- Expenditures	10,790,866.27	22,324,295.00	11,533,428.73	48.34%
	(7,492,773.34)	-	7,492,773.34	0.00%



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

July 26, 2018

Town of Fort Frances  
320 Portage Avenue  
Fort Frances Ontario  
P9A 3M5

Attention: Mr. Craig Miller  
Environmental and Facilities Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility  
June 2018 Monthly Report**

As per the operating agreement, the attached document is the June 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 positioned above the typed name.

Kelly Cunningham  
Team Lead

For Larry Wachter  
Sr. Operations Manager



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

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

## **LABORATORY**

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

**JUNE 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 <sub>5</sub>	3.0 mg/L	25 mg/L	15 mg/L	22.3 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	6.5 mg/L	25 mg/L	15 mg/L	46.5 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.14 mg/L	1.0 mg/L	0.9 mg/L	0.97 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	8.67 mg/L 4.94 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		21.7 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 7.9; average pH was 7.6		
Temperature degrees C				Temperatures ranged from 11.0 to 14.5 C; average temperature of effluent was 12.4 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 June was 6860.6 m<sup>3</sup>/day. This represents 76% of the design average flow. Total treated flow for the month was 205818 m<sup>3</sup>.

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

\*\*The Town of Fort Frances accepted an additional 231.9 m<sup>3</sup> of sewage from the New Gold mine site into the collection system in June. Lab analyses have not been provided.

## INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1150 +/- @ 8.0% + 2 x 205 L @ 12%	Liters
Alum	6.0 +/- @ 55 %	Cubic meters
Polymer	3 x 205 L drums	Liters

## MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows 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
- Installed spare DO probe in cell #1
- Drained and inspected teacup
- Replaced RAS pump #1 with spare
- Replaced the motor on blower #3
- The town repaired John Deere tractor
- Shear pin was replaced longitudinal clarifier drive #2
- Replaced tubing effluent sampler
- Removed large rag ball from clarifier #2 inlet channel

### Pump Stations:

- Ran gensets
- Changed seal water strainers
- Water pump was repaired on 5<sup>th</sup> Street lift station genset by Peterbilt
- Pulled and cleaned pump #1 at Central Avenue lift station

## **PROCESS AND OPTIMIZATION ISSUES**

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

The operating parameters for the radios at lift stations were adjusted to accommodate suspected interference from equipment at the construction sites in the east end of Fort Frances.

## **SLUDGE SUMMARY**

Asselin Storage and Transportation Limited hauled a calculated total of 125.3 m<sup>3</sup> (13 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 19.3 % 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 was one bypass event on June 10<sup>th</sup> during the scheduled power outage.

The data from the bypass lab results have not been included in the effluent average results as our process and compliance group has asked for more input from the MOE.

## **COMMENTS**

Plant power consumption for the month was 585 (x 180 multiplier) kWh.

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

No mortality or stress was observed during the 96 hour trout testing carried out in June for the WSER program.

## **REPORTS**

ALS – Environmental Analytical Reports (on-file at plant)

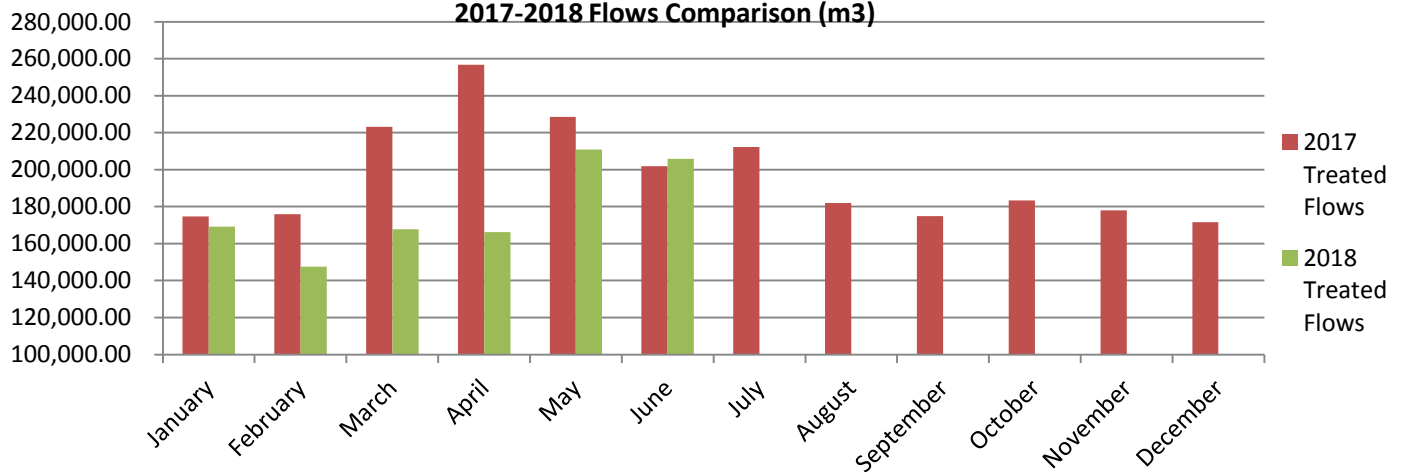
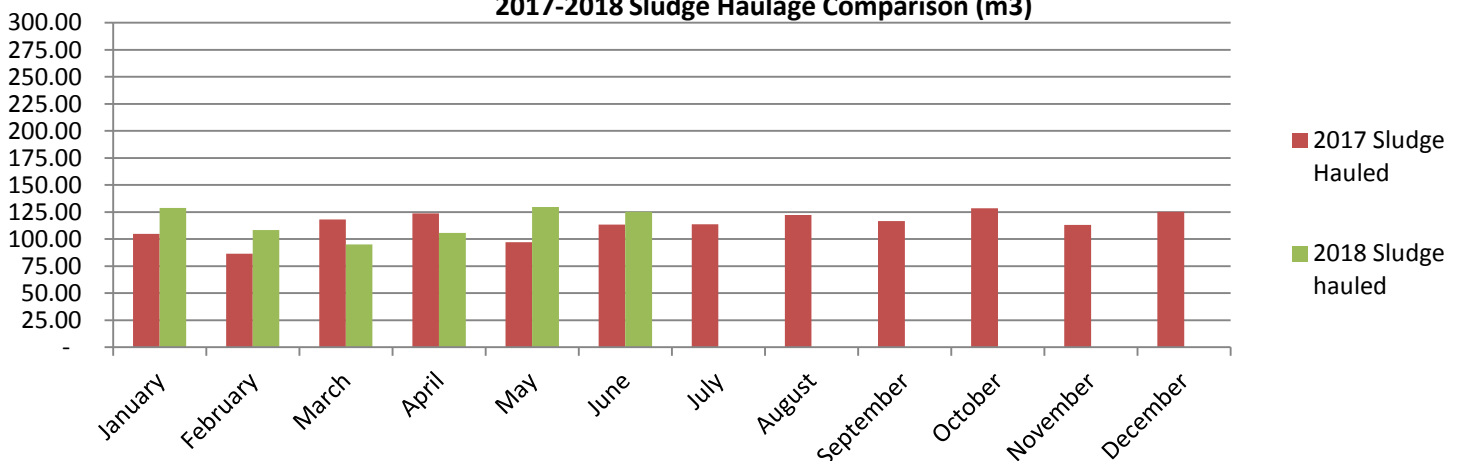
Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

Incident Report (on-file at plant as per occurrence)

**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%	97.20	129.70	33%
June	201,914.00	205,818.00	2%	113.50	125.30	10%
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		
<b>Totals</b>	<b>2,363,171.00</b>	<b>1,067,447.00</b>	<b>-121%</b>	<b>1,363.10</b>	<b>692.90</b>	<b>-49%</b>

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

Aircraft Landings 2018  
As of July 25, 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	68	82	76	219	324	273	4	10	0	24	16	30	36	38	38	70	14	77	49	63	52	251	273	328	-22
1/2 Total	429	482	453	1399	1980	1563	8	29	13	60	49	68	268	252	221	115	36	119	331	296	291	1211	1165	1312	46
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	429	713	687	1399	2763	2317	8	43	22	60	116	173	268	390	378	115	234	301	331	439	442	1211	2003	2198	-792
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	429	918	908	1399	3498	3233	8	49	27	60	136	203	268	498	476	115	252	326	331	561	556	1211	2496	2697	-1285

Fort Frances Airport- Page 2/2 - Fuel Sales - As of July 25, 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	per month
	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	3,138	7,306	27,675	101,325	0	100	30,813	108,731	30,813	27,380	26,015	45,698	30,789	22,786	23,537	25,723	27,768	28,290	3,433
July		7,306		101,325		100	0	108,731		24,642	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,736	-24,642
August		7,306		101,325		100	0	108,731		23,029	21,119	36,638	20,450	20,075	30,783	21,467	33,139	26,106	-23,029
September		7,306		101,325		100	0	108,731		13,489	21,325	24,238	21,837	18,005	19,431	22,511	23,363	20,348	-13,489
October		7,306		101,325		100	0	108,731		16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,033	16,155	-16,604
November		7,306		101,325		100	0	108,731		9,924	22,349	11,616	7,238	6,398	8,170	6,785	17,747	11,220	-9,924
December		7,306		101,325		100	0	108,731		6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,641	6,965	-6,560
Total	7,306		101,325		100		108,731			216,198	230,222	229,246	189,561	149,926	190,716	158,202	237,638	202,358	-107467
								Jan to June	108,731	121,950	91,975	112,796	103,274	71,079	80,178	72,192	110,260	96,828	13,219

Lowest month in last 9 years  
Highest month in last 9 years  
Highest month  
lowest month

## OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA OPERATIONS STATISTICS

January 2018

### STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	15.00	0.00
SICK DAYS	12.56	18.44
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	9.00	11.00
VACATION	7.25	39.25
BANKED TIME USED	9.50	3.00
OFF	0.38	2.50
STATUTORY HOLIDAYS	25.00	28.00
<b>TOTAL</b>	<b>78.69</b>	<b>102.19</b>

### OVERTIME HOURS

Equivalent Straight Time Hours:

	2017 Current Month	2018 Current Month	2017 Year To Date	2018 Year To Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.50	5.00	2.50	5.00
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	0.00	0.00	0.00
PRIVATE WORK	0.00	3.00	0.00	3.00
RECYCLE/GARBAGE	5.25	8.00	5.25	8.00
ROADS	125.75	32.50	125.75	32.50
SEWER COLLECTION	28.50	21.75	28.50	36.75
SIDEWALKS	27.00	6.00	27.00	6.00
STORES	16.00	6.00	16.00	6.00
VEHICLE & EQUIPMENT	4.00	16.00	4.00	16.00
WATER TREATMENT PLANT	11.00	16.00	11.00	16.00
WATER DISTRIBUTION	0.00	13.25	0.00	13.25
TRAINING	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>220.00</b>	<b>127.50</b>	<b>220.00</b>	<b>142.50</b>



## **TRANSPORTATION REPORT JANUARY 2018**

### **ROADS:**

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

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

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

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

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

#### **Roadside Maintenance:**

- Cleaned up debris from a blown down tree at 1226 Fifth Street East

#### **Winter Control:**

- Four (4) events – January 10<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup> and 30<sup>th</sup>
- Plowed all roadways and lanes as required
- Sanded/salted roads as required
- Removed snow from downtown area twice
- Removed snow from municipal parking lots twice
- Removed snow from OPP parking lot twice
- Removed snow from cul-de-sacs
- Removed snow from dead ends and lane entrances
- Removed snow from corners on priority routes
- Removed snow from underpass
- Removed snow from intersections
- Removed snow from businesses and churches outside the downtown area
- Removed snow from fire hydrants
- Mixed additional sand/salt
- Removed snow from the 200, 300 and 400 blocks of First Street East
- Removed snow from Gillon Street
- Pushed up piles at snow dump daily

**Traffic Operations:**

- Repaired and replaced signs as required.
- Continued replacing signs that failed reflectivity.

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Plowed all yards as required

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

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

**Sidewalks – Summer:****Vehicles and Equipment:**

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

**Public Relations:**

**Sewer and Water:**

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

**Interdepartmental:**

- Removed snow piles from Library parking lot
- Removed Zamboni snow from the Memorial Sports Centre on January 3<sup>rd</sup>.
- Removed snow piles from arena parking lot
- Scott Gosman provided coverage for vacation at the Airport on January 8<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bin as required
- Cleaned up recycling yard as required.

**Training:**

- Nick Wreggitt received training on the sand truck, plow truck and tandems on January 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>.

**Health & Safety:**

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**February 2018**

**STAFFING**

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

	<b>2017</b>	<b>2018</b>
WSIB	0.00	0.00
WI/LTD	12.00	0.00
SICK DAYS	13.38	9.94
COMPASSIONATE LEAVE	10.00	5.00
FLOATERS	8.00	9.00
VACATION	16.63	14.56
BANKED TIME USED	5.63	11.63
OFF	0.00	0.63
STATUTORY HOLIDAYS	26.00	27.00
<b>TOTAL</b>	<b>91.64</b>	<b>77.76</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>
	<b>Feb</b>	<b>Feb</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.50	0.00	2.50	5.00
ENGINEERING	0.00	2.00	0.00	2.00
INTERDEPARTMENTAL	0.75	2.00	0.00	2.00
PRIVATE WORK	0.00	0.00	3.00	3.00
RECYCLE/GARBAGE	0.00	0.00	9.25	8.00
ROADS	63.00	125.25	172.25	157.75
SEWER COLLECTION	17.50	38.75	39.50	75.50
SIDEWALKS	3.00	12.00	42.00	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	8.00	4.00	24.00
WATER TREATMENT PLANT	82.25	14.00	14.00	30.00
WATER DISTRIBUTION	48.50	84.50	34.75	97.75
TRAINING	0.00	0.00	2.25	0.00
<b>TOTAL</b>	<b>217.50</b>	<b>286.50</b>	<b>340.25</b>	<b>429.00</b>

## **TRANSPORTATION REPORT FEBRUARY 2018**

### **ROADS:**

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

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

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

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

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

#### **Roadside Maintenance:**

#### **Winter Control:**

- Two (2) events – February 20<sup>th</sup> and 24<sup>th</sup>
- Plowed all roadways and lanes as required
- Sanded/salted roads as required
- Continued removing snow from intersections and lane entrances
- Removed snow from Fire Hydrants
- Removed snow from downtown area, municipal parking lots and OPP parking lot twice
- Removed snow from the 500 and 600 block of Scott Street
- Removed snow from 4 lane highway from Central Avenue to McIrvine Road
- Removes snow from cul-de-sacs

#### **Traffic Operations:**

- Repaired and replaced signs as required.

#### **Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Plowed all yards as required

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

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

**Sidewalks – Summer:****Vehicles and Equipment:**

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

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

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

**Interdepartmental:**

- Scott Gosman supplied coverage for vacation at the Airport on February 12<sup>th</sup> and 13<sup>th</sup> and again from February 20<sup>th</sup> to 23<sup>rd</sup> and on February 27<sup>th</sup>.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bin as required
- Cleaned up recycling yard as required.

**Training:**

**Health & Safety:**

A handwritten signature in blue ink, appearing to read "Milt Strachan", is positioned below the "Health & Safety:" heading.

Milt Strachan,  
Superintendent of Transportation

## TOWN OF FORT FRANCES OPERATIONS STATISTICS

### March 2018

#### STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	23.00	0.00
SICK DAYS	16.00	11.63
COMPASSIONATE LEAVE	8.00	0.00
FLOATERS	7.00	6.00
VACATION	31.00	29.50
BANKED TIME USED	7.75	10.38
OFF	0.00	2.19
STATUTORY HOLIDAYS	0.00	25.00
<b>TOTAL</b>	<b>92.75</b>	<b>84.70</b>

#### OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	March	March	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	2.50	2.50	7.50
ENGINEERING	0.00	0.00	0.00	2.00
INTERDEPARTMENTAL	0.00	0.00	0.00	2.00
PRIVATE WORK	0.00	0.00	3.00	3.00
RECYCLE/GARBAGE	0.00	12.00	9.25	20.00
ROADS	0.00	16.75	172.25	174.50
SEWER COLLECTION	3.00	21.50	42.50	97.00
SIDEWALKS	0.00	0.00	42.00	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	10.25	31.00	24.25	61.00
WATER DISTRIBUTION	1.50	13.50	36.25	111.25
TRAINING	0.00	0.00	2.25	0.00
<b>TOTAL</b>	<b>14.75</b>	<b>97.25</b>	<b>355.00</b>	<b>526.25</b>



## **TRANSPORTATION REPORT**

### **March 2018**

#### **ROADS:**

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

- Steamed catchbasins to get water moving
- Flushed storm sewers and laterals to get water moving.
- Cleaned snow and ice from catchbasins

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

- Steamed culverts to get water moving
- Flushed culverts to get water moving

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

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

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

- Graded all loose top roads
- Started grading lanes

##### **Roadside Maintenance:**

- Cleaned up debris along boulevards from Winter plowing

##### **Winter Control:**

- No events
- Sanded/salted roads as required
- Removed snow from the downtown area, municipal parking lots and OPP parking lot
- Removed snow on Keating Ave. from Kings Hwy. to First Street West
- Continued removing snow from intersections and lane entrances
- Removed snow and ice from Underpass
- Removed snow to curb on 100, 200, 300, 400, 500 & 600 blocks of Second Street East
- Removed snow piles from deadends
- Removed snow to the curb on the 900 block of Smith Ave. and Crowe Ave.
- Removed snow from the 100, 200, 300 & 400 blocks of First Street East
- Removed snow from the 700 & 800 blocks of Scott Street
- Removed snow to curb on 400, 500 & 600 blocks of Church Street
- Pushed up piles at snow dump as required
- Winter Control Night Shift ended March 23<sup>rd</sup>

**Traffic Operations:**

- Repaired and replaced signs as required.
- Replaced signs that failed reflectivity testing
- Painted 20 new barricades to be used for special events

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Hauled snow piles in all yards to snow dump

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

- Cleaned snow and ice from Civic Centre sidewalks and applied ice melt as required
- Cleaned snow and ice from downtown corners and applied ice melt as required
- Cleaned snow and ice from underpass sidewalks and applied ice melt as required

**Sidewalks – Summer:****Vehicles and Equipment:**

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

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

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

**Interdepartmental:**

- Removed snow from the Memorial Sports Centre parking lot
- Removed snow from the Library Parking lot
- Removed Zamboni snow from Memorial Sports Centre twice
- Scott Gosman provided coverage for vacation at the Airport from March 7 to March 22

**Recycling:**

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

**Training:**

**Health & Safety:**

- A Workplace Inspection was done at the Public Works Building on March 29<sup>th</sup>



Milt Strachan,  
Superintendent of Transportation

## TOWN OF FORT FRANCES OPERATIONS STATISTICS

### April 2018

#### STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	5.00	0.00
SICK DAYS	8.06	6.13
COMPASSIONATE LEAVE	3.00	3.00
FLOATERS	4.50	5.00
VACATION	21.13	20.75
BANKED TIME USED	10.38	11.63
OFF	0.00	0.00
STATUTORY HOLIDAYS	0.00	0.00
<b>TOTAL</b>	<b>52.07</b>	<b>46.51</b>

#### OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	April	April	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	33.00	2.50	40.50
ENGINEERING	0.00	4.00	0.00	6.00
INTERDEPARTMENTAL	0.00	0.00	0.00	2.00
PRIVATE WORK	2.25	0.00	5.25	3.00
RECYCLE/GARBAGE	4.00	4.00	13.25	24.00
ROADS	4.00	12.00	176.25	186.50
SEWER COLLECTION	24.00	22.25	66.50	119.25
SIDEWALKS	0.00	0.00	42.00	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	5.50	8.00	29.75	69.00
WATER DISTRIBUTION	40.75	48.50	77.00	159.75
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
<b>TOTAL</b>	<b>80.50</b>	<b>131.75</b>	<b>435.50</b>	<b>658.00</b>

## **TRANSPORTATION REPORT**

### **April 2018**

#### **ROADS:**

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

- Continued steaming catchbasins
- Flushed storm sewers and laterals to get water moving.

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

- Continued steaming frozen culverts
- Flushed culverts to get water moving

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

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Cleaned up sand that was swept from islands, with street sweeper
- Initial sweep of all Town hard top roads started April 23<sup>rd</sup> - two, ten hour shifts, 4 days a week

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

- Graded all loose top roads twice
- Continued grading lanes

##### **Roadside Maintenance:**

- Swept winter sand from all islands
- Cleaned up gravel and debris left at lane piles during winter plowing

##### **Winter Control:**

- One (1) event – April 16
- Plowed all roads and lanes as required
- Sanded/salted roads as required

**Traffic Operations:**

- Repaired and replaced signs as required.
- Replaced signs that failed reflectivity testing
- Re-directed traffic to Fourth Street West for TBay Tel to cross the 4 lane highway for a fibre installation at 164 Third Street West

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Repaired main gate in yard and installed a new wheel on the gate
- Pressure washed winter sand/salt from all equipment and vehicles

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

- Cleaned snow and ice from Civic Centre sidewalks and applied ice melt as required
- Cleaned snow and ice from downtown corners and applied ice melt as required
- Cleaned snow and ice from underpass sidewalks and applied ice melt as required

**Sidewalks – Summer:**

- Swept winter sand from sidewalks along priority routes
- Swept sidewalks and bike path along Water Front
- Swept winter sand from sidewalks on overpass

**Vehicles and Equipment:**

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

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

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

**Interdepartmental:**

- Removed Zamboni snow from the Memorial Sports Centre
- Removed several loads of debris from underneath the seats at the 52 Canadians Rink
- Filled cracks (trip hazard) in the entrance to the Fire Hall Garage with cold mix asphalt
- Supplied skid steer and operator to remove ice at the 52 Canadians Rink on April 12<sup>th</sup>
- Hauled away ice from Sports Centre to Snow Dump on April 13<sup>th</sup>
- Supplied skid steer and operator to remove ice from the IFK Rink on April 17<sup>th</sup>
- Hauled away ice from IFK to Snow Dump on April 19<sup>th</sup>
- Scott Gosman supplied coverage for vacation at the Airport on March 5<sup>th</sup>, again from March 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> and from March 20<sup>th</sup> to March 30<sup>th</sup>

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bin as required
- Cleaned up recycling yard and building

**Training:**

- Randy McArthur did some hands on training on both backhoes.

**Health & Safety:**

- A Workplace inspection was done at the Water Treatment Plant on August 6<sup>th</sup>



Milt Strachan,  
Superintendent of Transportation



## TOWN OF FORT FRANCES OPERATIONS STATISTICS

### May 2018

#### STAFFING

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

	2017	2018
WSIB	0.00	0.00
WI/LTD	2.00	0.00
SICK DAYS	10.81	7.38
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	4.00	3.00
VACATION	28.50	37.38
BANKED TIME USED	5.81	9.41
OFF	0.50	2.63
STATUTORY HOLIDAYS	28.00	27.00
<b>TOTAL</b>	<b>79.62</b>	<b>86.80</b>

#### OVERTIME HOURS

Equivalent Straight Time Hours:

	2017	2018	2017	2018
	May	May	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	11.50	0.00	14.00	40.50
ENGINEERING	0.00	0.00	0.00	6.00
INTERDEPARTMENTAL	10.50	8.00	10.50	10.00
PRIVATE WORK	0.00	0.00	5.25	3.00
RECYCLE/GARBAGE	4.75	0.75	18.00	24.75
ROADS	0.00	32.75	176.25	219.25
SEWER COLLECTION	1.50	20.75	68.00	140.00
SIDEWALKS	0.00	0.00	42.00	18.00
STORES	0.00	0.00	16.75	6.00
VEHICLE & EQUIPMENT	0.00	0.00	4.00	24.00
WATER TREATMENT PLANT	4.00	16.00	33.75	85.00
WATER DISTRIBUTION	4.50	76.75	81.50	236.50
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	2.25	0.00
<b>TOTAL</b>	<b>36.75</b>	<b>155.00</b>	<b>472.25</b>	<b>813.00</b>



## **TRANSPORTATION REPORT**

### **May 2018**

#### **ROADS:**

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

- Repaired a leak in the Storm Sewer at McIrvine Road beside Sunset Country Ford
- Repaired a leak in the Storm Sewer at Mowat Ave. and First Street East

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

- Cleaned out culvert ends to get water moving
- Cleaned up debris along ditches

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

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Started replacing curb and gutter at utility repair locations from the winter
- Continued initial sweep of all hard top roads

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

- Graded loose top roads twice
- Continued grading all lanes

##### **Roadside Maintenance:**

- Cleaned up debris along boulevards and ditches at Town entrances
- Landscaped several areas along boulevards and sidewalks damaged by winter plows
- Picked up garbage along back roads and ditches throughout Town
- Cleaned up gravel and debris at lane piles from Winter plowing
- Cut grass at all dead ends and CN crossings
- Swept out corners of all Municipal parking lots
- Did some stump grinding in several areas where trees were removed last year

##### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required.
- Replaced signs that failed reflectivity testing.
- Installed two Ontario Works signs at construction area on the 200 block of Second Street East
- Put out bike racks on 200 and 300 blocks of Scott Street and at Sorting Gap Marina

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works Building and all yards

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

- Swept and cleaned up winter sand from corners and around signs that are in sidewalks
- Swept the sidewalk and bike path along Water Front once weekly

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required
- Removed winter attachments from equipment and prepared for summer operations

**Public Relations:**

- Installed flower pots on islands

**Sewer and Water:**

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

**Interdepartmental:**

- Swept out corners of Day Care parking lot by hand and then swept the lot with the Street Sweeper
- Prepared Sorting Gap Marina for summer operations on May 14<sup>th</sup>
- Installed 'No Parking' signs at Market Square
- Installed three Plaques at Market Square
- Cut grass at Animal Shelter
- Replaced some sidewalk at the Sister Kennedy Centre

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:.**

- Dave Martin, Curtis Wickstrom, Rich Walton, Dale Gill, Brian Henttonen, Kathy Westover, Randy McArthur, Eric Onichuk, Scott Gosman, Greg Wiedenhoeft, Linda Carmody and Brian Paterson attended Traffic Control Training at the FFPC Garage on May 15<sup>th</sup>

**Health & Safety:**

- A Workplace Inspection was done at the Public Works Building on May 30<sup>th</sup>.



Milt Strachan,  
Superintendent of Transportation

Stats Canada Report -TOWN OF FORT FRANCES 2018-June

Permit #	Roll #	Applicant	Applicant Address	Contractor	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0039	591201000211000.00				433 KINGS HW, FORT FRANCES		110	03, 01, 02	100.00 Sq. Ft	\$1,000.00
2018-0040	591203000704200.00				1201 THIRD ST E, FORT FRANCES	Demolish the existng dwelling and prep for new home build.	110		1,200.00 Sq. Ft	\$1,000.00
2018-0041	591203000300800.00				636 SECOND ST E, FORT FRANCES	Demolish shed in rear yard North East Corner.	110		144.00 Sq. Ft	\$1,000.00
2018-0042	591203000722420.00				837 HUFFMAN CT, FORT FRANCES	Construct new single family dwelling.	110	1	0.00 Sq. Ft	\$310,000.00
2018-0043	591202000300500.00				318 FIRST ST E, FORT FRANCES	Kitchen and entry renovation. Insulation framing and plumbing	110	02, 03, 01	400.00 Sq. Ft	\$2,500.00
2018-0044	591203000115000.00				308 BUTLER AV, FORT FRANCES	Replace existing handicap ramp. Install new sump pit and drainage tile		3	450.00 Sq. Ft	\$50,000.00
2018-0045	591201000712100.00				100 SIXTH ST W, FORT FRANCES	Construct new screened in deck area	110	02, 03, 01	192.00 Sq. Ft	\$5,000.00
2018-0046	591201000608810.00				411 MCIRVINE RD, FORT FRANCES	Renovate existing accessory building. Install new windows, layouy of floor plan to have an additional stoarge area. Renovate restroom.	450	03, 01, 02	400.00 Sq. Ft	\$15,000.00

2018-0047	591202000215800.00		504 ARMIT AV, FORT FRANCES	Change of use of commercial space to residential apartment.		2	600.00 Sq. Ft	\$1,000.00
2018-0048	591202000215800.00		504 ARMIT AV, FORT FRANCES	Renovate existing building from commercial, to 35% residential. Install fire seperation door, renovate kitchen area and bathroom.		2	600.00 Sq. Ft	\$8,000.00
2018-0049	591203000100450.00		1011 FRONT STREET, FORT FRANCES	Construction of the Bass Tournament Tent. Fees placed as in-kind service.	130, 115, 110	03, 01, 02	5,000.00 Sq. Ft	\$1,000.00
2018-0037	591201000502501.00		209 MCIRVINE RD, FORT FRANCES	Cut in new door on west wall of garage.	110	3	50.00 Sq. Ft	\$1,000.00
2018-0038	591203000723304.00		1024 WILLIAMS AV, FORT FRANCES	Install an engineered beam to open up basement and carry second floor.	110	03, 01, 02	500.00 Sq. Ft	\$1,000.00

**Stats Canada Report -TOWN OF FORT FRANCES 2018-July**

Permit #	Roll #	Applicant	Applicant Address	Contractor	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0050	591201000307300.00				528 THIRD ST W, FORT FRANCES	Sealing basement exterior walls, replacing existing windows and doors, installing a sump pump/pit, removing wall and placing a beam in opening.	110	03, 01, 02	250.00 Sq. Ft	\$7,500.00
2018-0051	591203000500200.00				1027 SCOTT ST, FORT FRANCES	Install insulation on the exterior walls, roof work and demolish partial wall.	110	03, 01, 02	100 Sq. Ft	\$2,000.00
2018-0052	591201000702403.00				218 FIFTH ST W, FORT FRANCES	Complete new build. Homeowner is general contractor. 4065.00 foot print of building.	110	1	2548 Sq. Ft	\$400,000.00
2018-0054	591202000301500.00				310 SECOND ST E, FORT FRANCES	Front porch with covered roof. 19x8.	110	3	152.00 Sq. Ft	\$5,500.00
2018-0055	591202000705700.00				279 SCOTT ST, FORT FRANCES	Install wall, door, duct and inspect once complete.		2	250.00 Sq. Ft	\$500.00

2018-0056	591203000611500.00	1213 SECOND ST E, FORT FRANCES	Demolish and reinstall foundation, deck framing, stairs, handrails, and deck boards. Foundation to be installed by CJ Contracting as per spec provided.	310, 110	02, 03, 01	148.00 Sq. Ft	\$2,500.00
2018-0057	591203000507800.00	1036 SECOND ST E, FORT FRANCES	Take out two garage doors. Frame new single door. Patch siding and interior walls. Patch insulation.	110	3	250.00 Sq. Ft	\$2,500.00
2018-0058	591203000504700.00	1034 FIRST ST E, FORT FRANCES	Install new insualtion, vapour barrier drywall, exterior siding and styrofoam, frame one interior wall. Frame and install new rear door.	110	3	550.00 Sq. Ft	\$3,000.00
2018-0059	591202000503500.00	800 ARMIT AV, FORT FRANCES	Construct and repair deck on rear of building. Install handrail 36" in height.	110	3	99.00 Sq. Ft	\$2,000.00
2018-0060	591202000105300.00	508 NELSON ST, FORT FRANCES	Construct new crawlspace for CSA-A277 modular dwelling. Decks, water, sewer, engineered panels.	110	1	1152 Sq. Ft	\$250,000.00

2018-0061 591201000507600.00

1375	Lift house and complete				
COLONIZATION	new basement walls.				
RD W, FORT	Addition to existing	110	3	1,404.00 Sq.	\$50,000.00
FRANCES	dwelling in rear of house.			Ft	