

# TOWN OF FORT FRANCES

AGENDA - March 25, 2019

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 012) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
  - 4.1 Personal matters about an identifiable individual, including municipal or local board employees: Potential Organization Restructuring
  - 4.2 Personal matters about an identifiable individual, including municipal or local board employees; Appointments to Boards & Committees
  - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: Portage Avenue Property
  - 4.4 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Agency One Update
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
  - 6.1 Mayor J. Caul - Verbal Update  
Councillor D. Judson - Verbal Update  
Councillor J. McTaggart - Verbal Update  
Councillor R. Wiedenhoeft - Verbal Update
7. **Consent Agenda:**
  - 7.1 Pre-Approved Capital Purchase of Two Sets of Bunker Gear. 5  
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the capital purchase of two sets of Bunker Gear in the amount of \$3,690.06.
  - 7.2 Tender 19-AF-02 - Triple Combination Custom Pumper Fire Truck. 6 - 8

|  | Page    |
|--|---------|
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to award Tender No. 19-AF-02 to Fort Garry Fire Trucks in the total net amount of \$600,820.55.   |         |
| 7.3 Uncollectible Accounts Receivable Customer Accounts.   | 9 - 13  |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the write-off of Customers Accounts Receivable balances owing in the total amount of \$319.04.   |         |
| 7.4 Pre-Approved Capital Purchase of Computer Hardware.  | 14      |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the purchase of computer hardware for \$10,000 ahead of the 2019 capital budget approval.  |         |
| 7.5 2018 Capital Financing.  | 15 - 20 |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to allocate Contributions to Capital from Reserve as outlined in the report.  |         |
| 7.6 Land Sales Contributions to Reserve Funds.   | 21 - 24 |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the allocation of the 2018 land sales revenue as Contributions to Reserve Funds in the total amount of \$236,902 for the December 31, 2018 year end as laid out in the report.   |         |
| 7.7 2018 Contributions to Reserve Funds.   | 25      |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Water and Sewer Fund surpluses transfer to the Waterworks & Sanitary Sewer Reserve Fund and that the General Operating surplus be transferred 100% to Corporate Vehicle & Equipment Reserve Fund for the 2018 year end. Further that the actual transfer amounts be reported to Council when the amounts are know. |         |
| 7.8 Award Request for Proposal (RFP) 18-AF-14.   | 26 - 30 |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to award the RFP to HTFC once all funding from senior levels of government is secured as outlined in the report.  |         |
| 7.9 Re-zoning Application for 316 Victoria Avenue  | 31 - 32 |

- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to allow the site specific Zoning by-law designation changes and further to prepare the necessary by-law to change the zoning designation from Institutional to Residential R2 at the next Council meeting.

**8. Administration and Finance Division:**

- |     |  |         |
|-----|--|---------|
| 8.1 | Councillor Andrew Hallikas - Training Travel Expense and Per Diem.   | 33 - 40 |
|     | <p>- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Andrew Hallikas for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.</p> |         |
| 8.2 | Councillor Michael Behan - Training Travel Expense and Per Diem.   | 41 - 45 |
|     | <p>- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Michael Behan for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.</p>   |         |
| 8.3 | Councillor Wendy Brunetta - Training Travel Expense and Per Diem.  | 46 - 51 |
|     | <p>- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Wendy Brunetta for her attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.</p>  |         |
| 8.4 | Councillor John McTaggart - Training Travel Expense and Per Diem.  | 52 - 60 |
|     | <p>- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$571.05 as submitted by Councillor John McTaggart for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.</p>  |         |
| 8.5 | Councillor Rick Wiedenhoeft - Training Travel Expense and Per Diem.  | 61 - 69 |
|     | <p>- approval of this report will agree to the recommendation of the</p>   |         |

|  | Page         |
|--|--------------|
| Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$829.72 as submitted by Councillor Rick Wiedenhoeft for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.   |              |
| 8.6 Councillor Douglas Judson - Training Travel Expense and Per Diem.  | 70 - 74      |
| - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Douglas Judson for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019. |              |
| <b>9. <u>Operations and Facilities Division:</u></b>   |              |
| 9.1 2018 Drinking Water Systems Annual Report - Schedule 22  | 75 -         |
| - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the Schedule 22 report and MOE Inspection Report and further acknowledge staff of the drinking water system for their hard work.   | 195          |
| <b>10. <u>Information:</u></b>   |              |
| 10.1 Council Remuneration and Expenses.  | 196 -<br>201 |
| 10.2 Fire and Rescue Service - February 2019 Report.   | 202 -<br>203 |
| 10.3 Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice.   | 204 -<br>217 |
| 10.4 Fort Frances Wastewater Treatment Facility February 2019 Monthly Report   | 218 -<br>222 |
| 10.5 2019 Tonnage at Landfill Site   | 223          |
| 10.6 Aircraft Statistics 2019  | 224 -<br>225 |
| 10.7 Maintenance Summary for February 2019   | 226 -<br>231 |
| <b>11. <u>Non-agenda items:</u></b>  |              |
| <b>12. <u>ADJOURNMENT</u></b>  |              |

**To:** Mayor and Council  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** March 20, 2019  
**Subject:** Pre-Approved Capital Purchase of Two Sets of Bunker Gear

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## Background

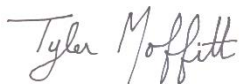
The Fort Frances Fire & Rescue Service Capital Budget has six sets of Bunker Gear listed as #1 in the prioritize capital listing at a cost of \$12,000.

As I stated in the budget meeting on March 4<sup>th</sup>, 2019 in the Committee Room ... two members of the Fort Frances Fire & Rescue Service have Bunker Gear, which will expire at the end of April as they will have reached the life-expectancy of 10-years.

Quotes have been obtained from various suppliers and the two sets of Bunker Gear has been ordered.

The Administration & Finance Executive Committee recommends that Council approve the report as presented and recommends for council to bring forward the resolution to approve the capital purchase of two sets of Bunker Gear.

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 bring forward the resolution to approve the capital purchase of two set of Bunker Gear for a total net cost of \$3,690.06.

**To:** Mayor and Council  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** March 19, 2019  
**Subject:** Tender 19-AF-02 Triple Combination Custom Pumper Fire Truck

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## Background

The Town of Fort Frances advertised a tender for a Triple Combination Custom Pumper Fire Truck. Tenders closed on Tuesday, March 5, 2019 at 2:00 PM CST with two tenderers' submitting a bid before the deadline. **Note:** These two tenderers are two of the major manufacturers of fire apparatus in North America.

The lowest bid was Fort Garry Fire Trucks from Winnipeg, MB; their bid was compliant to all the tender specifications.

Fort Garry Fire Trucks bid came in at **\$590,429.00**; the total net tender cost to the town would be **\$600,820.55**.

The other tenderer bid came in at **\$682,427.20**; the total net tender cost to the town would be **\$694,437.92**. This tenderer's bid was not compliant to all the tender specifications; they could not match the BODY WARRANTY OF 20-YEARS.

Meanwhile, the Fort Garry Fire Trucks bid was without trade-in of our 11-2 2008 Pumper Fire Truck; they did provide a trade-in value of **\$3,000** on our 11-1 1995 Pumper Fire Truck.

As stated in Fort Garry Fire Trucks bid, they did not feel they would be able to make an adequate offer on the 11-2 2008 Pumper Fire Truck. They have multiple similar units in stock that have been in stock for a few years without any interest of anyone wanting them.

As well, the other tenderer that came in at **\$694,437.92** also stated in an email prior to submitting a bid... they were unable to bid due to the restrictive descriptions contained within the tender documents ... referring to the statement that bidders **SHALL** include a trade-in value for the two pumper fire trucks.

On Friday, March 1, 2019 I contacted the two bidders via email and informed them of the following addendum:

**ADDENDUM #1**

The requirement contained within **Tender 19-AF-02 TRIPLE COMBINATION CUSTOM PUMPER FIRE TRUCK**), which reads:

*Supply the Town of Fort Frances with one (1) Triple Combination Custom Pumper Fire Truck.*

a) All bid submission **shall** include a trade-in value of the following two separate pieces fire apparatus:

**NOTE: THE REQUIREMENT THAT ALL BID SUBMISSIONS SHALL INCLUDE A TRADE-IN VALUE OF THE FOLLOWING TWO SEPARATE PIECES FIRE APPARATUS IS NO LONGER A REQUIREMENT AND IS THEREFORE REMOVED.**

As well, this **ADDENDUM #1** was placed with our advertised tender on our town's website by our clerk.

The delivery of a Triple Combination Custom Pumper Fire Truck from Fort Garry Fire Trucks would be in **2020**.

This new Pumper Fire Truck would be a **2020 Capital item**, which would have to be approved within the first week of this coming **April ...** to guarantee the pricing.

As well, Fort Garry Fire Trucks does offer a **Pre-Payment Discount Plan**, which is as follows:

| <b>Fort Garry Fire Trucks Pre-Payment Discount Plan Options</b> |                         |                         |                         |
|---|-------------------------|-------------------------|-------------------------|
| 25% Pre-Payment   | 50% Pre-Payment         | 75% Pre-Payment         | 100% Pre-Payment        |
| \$1,500 off Total Price   | \$3,000 off Total Price | \$4,500 off Total Price | \$6,000 off Total Price |

Meanwhile, having this modern NFPA (National Fire Protection Association) compliant and essential Pumper Fire Truck in place will ensure our teams capability to continue onward with protecting our people, the property, the environment, and the economy of the Town of Fort Frances.

**Additional Information**

In 2020, our 11-1 Pumper Fire Truck will be 25-years-old, our 11-3 Aerial Ladder Truck will be 32-years-old, and our 11-2 Pumper Fire Truck will be 12-years-old. The Town of Fort Frances Fire Apparatus is aging.

In fact, Fire Underwriters Survey classifies our 11-1 Pumper Fire as **Reserve Status** and it receives **no credit** with regards to insurance grading purposes.

Our 11-3 Aerial Ladder Truck because of its age ... receives **No Status** and receives **no credit** with regards to insurance grading purposes.

As well, in 2020 our 11-2 2008 Pumper Fire Truck will be 4-years away from being classified as **2<sup>nd</sup> Line Duty Status**.

According to NFPA (National Fire Protection Association) 1911 “Standard for Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus 2012 Edition” Annex “D” states: “Any apparatus over 25 years of age should be retired from service.

Meanwhile, 11-1 Pumper Fire Truck could potentially be relocated to the old ambulance garage north of the hospital. It would be a valuable water-tender for non-fire-hydrant areas, as well as training purposes etc. as our Airport Training Grounds has no fire hydrants.

In closing, I highly recommending we award **Tender 19-AF-02** to Fort Garry Fire Trucks.

The Administration & Finance Executive Committee recommends that Council approve the report as presented and recommends for council to bring forward the resolution to approve with proceeding to award **Tender 19-AF-02** to Fort Garry Fire Trucks for a total net tender cost of **\$600,820.55**.

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 bring forward the resolution to approve with proceeding to award **Tender 19-AF-02** to Fort Garry Fire Trucks for a total net tender cost of **\$600,820.55**.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/29**

**TO:** Mayor Caul & Members of Council  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** March 19, 2019  
**SUBJECT:** Uncollectible Accounts Receivable Customer Accounts

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**BACKGROUND**

Attached is the background for Accounts Receivable Customers #GRAYN0001 and SUTTO0001 outlining the account history and collection attempts for the account balances owing.

These accounts have exhausted our collection efforts and therefore we are requesting consideration to write this account off as bad debt expense in the amount of \$319.04 inclusive of interest/penalty.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommendation is that Council approves the write off of Customers Accounts Receivable #GRAYN0001 and SUTTO0001 balances owing in the total amount of \$319.04 as uncollectible.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the write-off of Customers #GRAYN0001 and SUTTO0001 Accounts Receivable balances owing in the total amount of \$319.04 as uncollectible.

# THE TOWN OF FORT FRANCES



**FORT FRANCES, ONTARIO**  
CANADA

## MEMORANDUM

**Date:** March 8, 2019  
**To:** Dawn Galusha, Treasurer, CPA  
**From:** Heather Hatch, Tax Administrator  
**RE:** **Doubtful Accounts**

Requesting approval to write off the following accounts:

1. Nicole Gray (A/R Customer GRAYN0001) - \$229.94 outstanding:
  - a. Original Invoice #1663 (\$438.00) issued August 2017 Daycare. Deposit of \$266.28 put against invoice, leaving \$171.72 outstanding. Sent to Collection Agency July 17, 2018 with "0" payment received, has now been suspended by the Collection Agency.
    1. Current outstanding balance of \$229.94.
2. Naomi Sutton (A/R Customer SUTTO0001) - \$89.10 outstanding:
  - a. Original Invoice #2053 (\$75.00) issued October 2017 for Daycare. Nothing paid, therefore sent to Collection Agency July 17, 2018 with "0" payment received., has now been suspended by the Collection Agency/
    1. Current outstanding balance of \$89.10

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Town of Fort Frances  
 TRANSACTION BY CUSTOMER INQUIRY REPORT  
 Receivables Management

Page: 1  
 User ID: hhatch

Customer ID: SUTTO0001

SUTTON NAOMI

anges: From: To:  
 Document Number First Last  
 Document Date First Last

Sorted By: Document Number

Include: Open

: Voided

| Origin     | Type                     | Document Number  | Cheque Number   | Due Date        | Audit Trail Code | Batch ID        | Currency ID |
|------------|--------------------------|------------------|-----------------|-----------------|------------------|-----------------|-------------|
| Doc Date   | Description              | Discount Amount  | Writeoff Amount | Document Amount | Amount Remaining |                 |             |
| Open       | SLS                      | IVC0000002053    |                 | 2017-12-10      | INVCE00000174    | HH11102017DAYC  |             |
| 2017-11-10 | IVC0000002053            | \$0.00           | \$0.00          | \$75.00         | \$75.00          |                 |             |
| Open       | FIN                      | FCHRG00000000673 |                 | 2018-01-02      | RMSLS00000084    | RM FIN CHG10000 |             |
| 2018-01-02 | Jan. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000717 |                 | 2018-02-01      | RMSLS00000085    | RM FIN CHG10000 |             |
| 2018-02-01 | Feb. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000767 |                 | 2018-03-02      | RMSLS00000091    | RM FIN CHG10000 |             |
| 2018-03-02 | Mar. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000821 |                 | 2018-04-02      | RMSLS00000097    | RM FIN CHG10000 |             |
| 2018-04-02 | Apr. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000867 |                 | 2018-05-01      | RMSLS00000102    | RM FIN CHG10000 |             |
| 2018-05-01 | May 2018 Finance Charge  | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000889 |                 | 2018-06-01      | RMSLS00000112    | RM FIN CHG10000 |             |
| 2018-06-01 | June 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000924 |                 | 2018-07-03      | RMSLS00000119    | RM FIN CHG10000 |             |
| 2018-07-03 | July 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000000967 |                 | 2018-08-01      | RMSLS00000132    | RM FIN CHG10000 |             |
| 2018-08-01 | Aug. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001034 |                 | 2018-09-04      | RMSLS00000150    | RM FIN CHG10000 |             |
| 2018-09-04 | Sep. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001095 |                 | 2018-10-01      | RMSLS00000165    | RM FIN CHG10000 |             |
| 2018-10-01 | Oct. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001163 |                 | 2018-11-01      | RMSLS00000182    | RM FIN CHG10000 |             |
| 2018-11-01 | Nov. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001237 |                 | 2018-12-03      | RMSLS00000192    | RM FIN CHG10000 |             |
| 2018-12-03 | Dec. 2018 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001288 |                 | 2019-01-02      | RMSLS00000203    | RM FIN CHG10000 |             |
| 2019-01-02 | Jan. 2019 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001331 |                 | 2019-02-04      | RMSLS00000219    | RM FIN CHG10000 |             |
| 2019-02-04 | Feb. 2019 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |
| Open       | FIN                      | FCHRG00000001376 |                 | 2019-03-01      | RMSLS00000230    | RM FIN CHG10000 |             |
| 2019-03-01 | Mar. 2019 Finance Charge | \$0.00           | \$0.00          | \$0.94          | \$0.94           |                 |             |

Total Documents: 16

Totals:

\$89.10

\$89.10

System: 2019-03-08 3:59:24 PM  
 User Date: 2019-03-08

Town of Fort Frances  
 TRANSACTION BY CUSTOMER INQUIRY REPORT  
 Receivables Management

Page: 2  
 User ID: hhatch

Customer ID: GRAYN0001

GRAY NICOLE

\* Voided

| Origin              | Type | Document Number          | Cheque Number | Due Date        | Audit Trail Code | Batch ID        | Currency ID       |
|---------------------|------|--------------------------|---------------|-----------------|------------------|-----------------|-------------------|
| Doc Date            |      | Description              |               | Discount Amount | Writeoff Amount  | Document Amount | Amount Remaining  |
| Open                | FIN  | FCHRG000000001308        |               | 2019-02-04      | RMSLS00000219    | RM FIN CHG10000 |                   |
| 2019-02-04          |      | Feb. 2019 Finance Charge |               | \$0.00          | \$0.00           | \$2.15          | \$2.15            |
| Open                | FIN  | FCHRG000000001353        |               | 2019-03-01      | RMSLS00000230    | RM FIN CHG10000 |                   |
| 2019-03-01          |      | Mar. 2019 Finance Charge |               | \$0.00          | \$0.00           | \$2.15          | \$2.15            |
| Total Documents: 19 |      |                          |               |                 |                  | Totals:         | \$496.22 \$229.94 |

- to Collection Agency - July 17/18  
 - payments - "0"

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Town of Fort Frances  
 TRANSACTION BY CUSTOMER INQUIRY REPORT  
 Receivables Management

Page: 1  
 User ID: hhatch

Customer ID: GRAYN0001 GRAY NICOLE

Ranges: From: To:  
 Document Number First Last  
 Document Date First Last

Sorted By: Document Number Include: Open

\* Voided

| Origin     | Type                     | Document Number   | Cheque Number   | Due Date        | Audit Trail Code | Batch ID        | Currency ID |
|------------|--------------------------|-------------------|-----------------|-----------------|------------------|-----------------|-------------|
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| Open       | SLS                      | IVC0000001663     |                 | 2017-10-20      | INVCE00000140    | CB09202017DAYC  |             |
| 2017-09-20 | IVC0000001663            | \$0.00            | \$0.00          | \$438.00        |                  | \$171.72        |             |
| Open       | FIN                      | FCHRG000000000441 |                 | 2017-10-03      | RMSLS000000055   | RM FIN CHG10000 |             |
| 2017-10-03 | Oct. 2017 Finance Charge | \$0.00            | \$0.00          | \$1.67          |                  | \$1.67          |             |
| Open       | FIN                      | FCHRG000000000488 |                 | 2017-11-02      | RMSLS000000064   | RM FIN CHG10000 |             |
| 2017-11-02 | Nov. 2017 Finance Charge | \$0.00            | \$0.00          | \$7.15          |                  | \$7.15          |             |
| Open       | FIN                      | FCHRG000000000533 |                 | 2017-12-04      | RMSLS000000070   | RM FIN CHG10000 |             |
| 2017-12-04 | Dec. 2017 Finance Charge | \$0.00            | \$0.00          | \$7.15          |                  | \$7.15          |             |
| Open       | FIN                      | FCHRG000000000663 |                 | 2018-01-02      | RMSLS000000084   | RM FIN CHG10000 |             |
| 2018-01-02 | Jan. 2018 Finance Charge | \$0.00            | \$0.00          | \$7.15          |                  | \$7.15          |             |
| Open       | FIN                      | FCHRG000000000700 |                 | 2018-02-01      | RMSLS000000085   | RM FIN CHG10000 |             |
| 2018-02-01 | Feb. 2018 Finance Charge | \$0.00            | \$0.00          | \$7.15          |                  | \$7.15          |             |
| Open       | FIN                      | FCHRG000000000747 |                 | 2018-03-02      | RMSLS000000091   | RM FIN CHG10000 |             |
| 2018-03-02 | Mar. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000000797 |                 | 2018-04-02      | RMSLS000000097   | RM FIN CHG10000 |             |
| 2018-04-02 | Apr. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000000852 |                 | 2018-05-01      | RMSLS000000102   | RM FIN CHG10000 |             |
| 2018-05-01 | May 2018 Finance Charge  | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000000879 |                 | 2018-06-01      | RMSLS000000112   | RM FIN CHG10000 |             |
| 2018-06-01 | June 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000000907 |                 | 2018-07-03      | RMSLS000000119   | RM FIN CHG10000 |             |
| 2018-07-03 | July 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000000946 |                 | 2018-08-01      | RMSLS000000132   | RM FIN CHG10000 |             |
| 2018-08-01 | Aug. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000001010 |                 | 2018-09-04      | RMSLS000000150   | RM FIN CHG10000 |             |
| 2018-09-04 | Sep. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000001076 |                 | 2018-10-01      | RMSLS000000165   | RM FIN CHG10000 |             |
| 2018-10-01 | Oct. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000001140 |                 | 2018-11-01      | RMSLS000000182   | RM FIN CHG10000 |             |
| 2018-11-01 | Nov. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000001213 |                 | 2018-12-03      | RMSLS000000192   | RM FIN CHG10000 |             |
| 2018-12-03 | Dec. 2018 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |
| Open       | FIN                      | FCHRG000000001259 |                 | 2019-01-02      | RMSLS000000203   | RM FIN CHG10000 |             |
| 2019-01-02 | Jan. 2019 Finance Charge | \$0.00            | \$0.00          | \$2.15          |                  | \$2.15          |             |

**REPORT TO:** Mayor and Council

**FROM:** Shane Freamo, Information Technology Manager

**DATE:** March 20, 2019

**SUBJECT:** **Purchase of Computer Hardware**

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**Background**

A report was submitted to the Administration & Finance Executive Committee recommending the capital purchase of \$10,000 for computer hardware from the \$31,000 that is in the 2019 capital budget.

This amount will be used to purchase new desktop and laptop computers since currently there are no more spares in stock.

**Recommendation**

The Administration & Finance Executive Committee supports the purchase of computer hardware for \$10,000 ahead of the capital budget approval.

Respectfully submitted,



Shane Freamo  
Information Technology Manager

**Council approval of this report will:** agree to the recommendation of the Administration & Finance Executive Committee to support purchasing computer hardware for \$10,000 ahead of the 2019 capital budget approval.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/31**

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

**FROM:** Dawn Galusha, Treasurer

**DATE:** March 19, 2018

**SUBJECT:** 2018 Capital Financing

**BACKGROUND**

The 2018 Capital Budget in total was \$8,187,424.00 with intended financing of \$3,547,845.00 from Corporate Reserve Funds (\$2,968,192), Library/Technology Reserve Fund (\$25,000), Federal Gas Tax Reserve Funds (\$579,653), and with the balance of funding from Federal & Provincial Grants, contributions from others and Water and Sewer Rates (\$1,759,895).

The attached 2018 Capital & Reserve Fund Balancing report lists the budgeted reserve fund allocations for the individual projects/purchases, the Capital expense to December 31/18, other sources of revenue received, amount of reserve funds allocated to date, and the remaining funds required for financing the Capital Fund. The second-last column (light green column) is the difference between the Reserve Fund allocation as per approved Capital Fund budget and the total Reserve Funds to support the Capital Fund. This indicates that overall the Reserves Funds required to fund capital is \$547,686.37 less than the 2018 budgeted Reserve Fund allocation resulting from projects/purchases that were not completed, or the projects/purchases came in under the budget amount.

Reserve Funds allocated to finance 2018 Capital less Reserve Funds Actual to December 31, 2018 is \$1,960,311.56 and the additional Reserve Funds required to finance the balance of the projects/purchases for 2018 is \$460,194.07 and General Revenue Funding for Town employee salaries, benefits, stores and own equipment rental of \$34,930.52 for capital project as follows:

|   | <u>Amount</u> | <u>Reserve Fund</u>      | <u>Revenue Fund</u> |
|---|---------------|--------------------------|---------------------|
| Land Purchase   | \$ 27,495.37  | Corporate Projects       |                     |
| Bunker Gear   | \$ 1,486.09   | Corporate Projects       |                     |
| Fire- Rescue Tool and Hose                                      | \$ 2,341.60   | Corporate Projects       |                     |
| Attachments for New Track Loader                                | \$ 1,132.45   | Corporate Vehicles/Equip |                     |
| Nelson Street – Mosher Ave                                      | \$ 12,393.77  | Corporate Projects       |                     |
| Phair Ave Reconstruction 3 <sup>rd</sup> St -5 <sup>th</sup> St | \$ 34,681.48  | Corporate Projects       |                     |
| Kings Hwy – Wright to York                                      | \$ 20,430.19  | Corporate Projects       |                     |
| Mill Road Overpass  | \$182,716.98  | Corporate Projects       |                     |
| Parks & Cemeteries- Small Equip                                 | \$ 74.23      | Corporate Vehicles/Equip |                     |
| FF Cemetery Renovation  | \$ 86,685.08  | Corporate Buildings      | \$11,776.84         |
| MSC Pool Roof Repairs and Insul.                                | \$ 1,260.41   | Corporate Buildings      |                     |
| Auditorium Flooring   | \$ 15,602.22  | Corporate Buildings      |                     |

|                          | <u>Amount</u>              | <u>Reserve Fund</u>     | <u>Revenue Fund</u>       |
|--------------------------|----------------------------|-------------------------|---------------------------|
| Lobby Flooring           | \$ 17,316.65               | Corporate Buildings     |                           |
| Dehumidifier             | \$ 5,336.42                | Corporate Projects      |                           |
| MSC Fire Alarm Upgrades  | \$ 18,813.53               | Corporate Projects      |                           |
| Tennis Courts            | \$ 5,465.00                | Corporate Projects      | \$ 45.00                  |
| Museum Washroom & Ramp   | \$ 406.68                  | Corporate Buildings     |                           |
| Owandem Project          | \$ 18,250.00               | Museum Donation Reserve |                           |
| RL Market Square Project | \$ 8,305.92                | Corporate Projects      |                           |
| Asset Management Plan    |                            |                         | \$23,108.68               |
|                          | <b><u>\$460,194.07</u></b> |                         | <b><u>\$34,930.52</u></b> |

### RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the additional Reserve Fund allocation to fund the remaining Capital expenditures in the amount of \$460,194.07 from Reserve Funds as indicated in this report and approve \$34,930.52 contributions from the General Revenue Fund (Operating) to complete the financing of the 2018 Capital purchases/projects as outlined in the attached report.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to allocate Contributions to Capital from Reserve Funds in the amount of \$460,194.07 and Contributions to Capital in the amount of \$34,930.52 from the General Operating Fund to finance 2018 Capital Fund expenditures outlined in this report and summarized as follows:

|                                      |                      |
|--------------------------------------|----------------------|
| General Fund Contribution            | \$ 34,930.52         |
| And                                  |                      |
| Corporate Building Reserve Fund      | \$ 121,271.04        |
| Corporate Vehicle/Equip Reserve Fund | \$ 1,206.68          |
| Museum Donations Reserve Fund        | \$ 18,250.00         |
| Corporate Projects Reserve Fund      | <u>\$ 319,466.35</u> |
|                                      | <u>\$ 495,124.59</u> |

2018 CAPITAL & RESERVE FUND BALANCING

|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                             |
|---|------------------------|--------------------------|---|--------------------------------------|---------------------------------|---|--------------------------------------|---|---|---|-----------------------------|
| Revised March 20, 2019  |                        |                          |   |                                      | REVENUE SOURCES                 |   |                                      |   |   |   |                             |
|   | Account #              | RESERVE FUND             | Reserve Funds<br>as per Capital<br>Budget | Capital Expense to<br>December 31/18 | Other Grants/Project<br>Funding | Reserve Funds<br>Actual to<br>December 31, 2018 | Additional Reserve<br>Funds Required | Total Reserve Funds<br>to Support Capital | Revenue Fund<br>Required (Distributed<br>Salaries/Benefits<br>/Equip) | Difference Between<br>Reserve Funds<br>Budgeted & Reserve<br>Funds Actual | NOTES                       |
| <b>GENERAL GOVERNMENT</b><br>Backups/Hard drives/DAS/Computer Hardware<br>Treasury Financial Software<br>Ethernet Switches<br>Fiber Optic to Town Facilities<br>General Government Land Purchase<br><b>TOTAL GENERAL GOVERNMENT</b><br><br><b>PROTECTION</b><br><i>Fire</i><br>Seven Sets of Bunker Gear (life expectancy is 10 years)<br>Rescue Tool Extrication eDRAULTICS Cutters & Spreaders & Fire Hose<br><br>Self Contained Breathing Apparatus & Air Cylinders<br>GIS Capital<br>Backup Generator- Secondary Evacuation Centre<br><b>TOTAL PROTECTION</b><br><br><b>TRANSPORTATION</b><br><i>Public Works Buildings/General Misc.</i><br>Asset Management Plan<br>Replace 5 Overhead Doors, Paint front washrooms, back hallway<br>PW Small Equipment Purchases<br>GIS Capital Contribution<br><br><i>Large Equipment &amp; Vehicles</i><br><br>Replace 1999 E205 Grader (c/w new plow and wing)<br>Attachments for New track loader (Brush cutter, Cold Planer)<br><br><i>Roads / Storm Sewers</i><br>Nelson Street Reconstruction from Mosher Ave west to mid block- (Carryover from 2017)<br>Second Street E. Reconstruction between Mowat Ave & Portage Ave (Carryover from 2017- Asphalt and line painting)<br><br>Phair Ave- 3rd to 5th Cont Works<br>Third Street from Williams to Colonization Road E (2017 Tender) | 20-020-0265-9109-71471 | Corporate Projects       | 65,500.00                                 | 63,222.08                            |                                 | 63,222.08                                       |                                      | 63,222.08                                 |   | 2,277.92  | Approved via Council Report |
|   | 20-020-0265-9109-71503 | Corporate Projects       |   | 8,798.42                             |                                 | 8,798.42  |                                      | 8,798.42                                  |   | (8,798.42)  |                             |
|   | 20-020-0265-9112-71471 | Corporate Projects       | 100,000.00                                | 49,019.52                            |                                 | 49,019.52                                       |                                      | 49,019.52                                 |   | 50,980.48   |                             |
|   | 20-020-0265-9125-71471 | Corporate Projects       | 45,000.00                                 | 43,052.31                            |                                 | 43,052.31                                       |                                      | 43,052.31                                 |   | 1,947.69  |                             |
|   | 20-020-0240-9100-70000 | Corporate Projects       | -   | 27,495.37                            |                                 | -   | 27,495.37                            | 27,495.37                                 |   | (27,495.37)   |                             |
|   |                        |                          | <b>210,500.00</b>                         | <b>191,587.70</b>                    | -                               | <b>164,092.33</b>                               | <b>27,495.37</b>                     | <b>191,587.70</b>                         | -   | <b>18,912.30</b>  | CF to 2019                  |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                             |
|   | 20-040-0410-9120-71480 | Corporate Projects       | 12,000.00                                 | 13,486.09                            |                                 | 12,000.00                                       | 1,486.09                             | 13,486.09                                 |   | (1,486.09)  |                             |
|   | 20-040-0410-9239-71431 | Corporate Projects       | 39,000.00                                 | 38,341.60                            |                                 | 36,000.00                                       | 2,341.60                             | 38,341.60                                 |   | 658.40  |                             |
|   | 20-040-0410-9122-75363 | Corporate Projects       | 5,500.00                                  | 5,464.49                             |                                 | 5,464.49  |                                      | 5,464.49                                  |   | 35.51   |                             |
|   | 20-040-0410-9123-71471 | Corporate Projects       | 509.00                                    | 28.83                                |                                 | 28.83   |                                      | 28.83                                     |   | 480.17  |                             |
|   | 20-040-0450-9260-71471 | Corporate Projects       | 125,000.00                                | -                                    |                                 | -   |                                      | -   |   | 125,000.00  |                             |
|   |                        |                          | <b>182,009.00</b>                         | <b>57,321.01</b>                     | -                               | <b>53,493.32</b>                                | <b>3,827.69</b>                      | <b>57,321.01</b>                          | -   | <b>124,687.99</b>   |                             |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                             |
|   | 20-060-0614-9115-71523 | Federal Gas Tax          | -   | 74,141.32                            | 51,032.64                       |   |                                      | -   | 23,108.68   | -   |                             |
|   | 20-060-0614-9127-71471 | Corporate Buildings      | 35,000.00                                 | 26,137.78                            |                                 | 26,137.78                                       |                                      | 26,137.78                                 |   | 8,862.22  |                             |
|   | 20-060-0614-9105-71471 | Corporate Projects       | 8,000.00                                  | 6,756.10                             |                                 | 6,756.10  |                                      | 6,756.10                                  |   | 1,243.90  |                             |
|   | 20-060-0624-9123-71471 | Corporate Projects       | 763.00                                    | 43.24                                |                                 | 43.24   |                                      | 43.24                                     |   | 719.76  |                             |
|   |                        |                          | <b>43,763.00</b>                          | <b>107,078.44</b>                    | <b>51,032.64</b>                | <b>32,937.12</b>                                | -                                    | <b>32,937.12</b>                          | <b>23,108.68</b>  | <b>10,825.88</b>  |                             |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   | CF to 2019                  |
|   | 20-060-0619-4516-71471 | Corporate Vehicles/Equip | 300,000.00                                | 888.97                               |                                 | 888.97  |                                      | 888.97                                    |   | 299,111.03  |                             |
|   | 20-060-0619-4514-71471 | Corporate Vehicles/Equip | 30,000.00                                 | 31,132.45                            |                                 | 30,000.00                                       | 1,132.45                             | 31,132.45                                 |   | (1,132.45)  |                             |
|   |                        |                          | <b>330,000.00</b>                         | <b>32,021.42</b>                     | -                               | <b>30,888.97</b>                                | <b>1,132.45</b>                      | <b>32,021.42</b>                          | -   | <b>297,978.58</b>   |                             |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                             |
|   | 20-060-0611-9272-71523 | Corporate Projects       | 48,985.00                                 | 80,900.10                            | 19,521.33                       | 48,985.00                                       | 12,393.77                            | 61,378.77                                 |   | (12,393.77)   | Engineering PY              |
|   | 20-060-0611-9275-71523 | Corporate Projects       | 46,151.00                                 | 84,570.33                            | 57,949.22                       | 26,621.11                                       |                                      | 26,621.11                                 |   | 19,529.89   |                             |
|   | 20-060-0611-9272-71523 | Corporate Projects       | -   | 34,681.48                            |                                 |   | 34,681.48                            | 34,681.48                                 |   | (34,681.48)   |                             |
|   | 20-060-0611-9267-71523 | Corporate Projects       | 337,998.00                                | 1,212,848.79                         | 953,442.30                      | 259,406.49                                      |                                      | 259,406.49                                |   | 78,591.51   |                             |
|   |                        |                          | <b>433,134.00</b>                         | <b>1,413,000.70</b>                  | <b>1,030,912.85</b>             | <b>335,012.60</b>                               | <b>47,075.25</b>                     | <b>382,087.85</b>                         | -   | <b>51,046.15</b>  |                             |

2018 CAPITAL & RESERVE FUND BALANCING

| Revised March 20, 2019  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
|---|------------------------|--------------------------|---|--------------------------------------|---------------------------------|---|--------------------------------------|---|---|---|-------|
|   |                        |                          | REVENUE SOURCES                           |                                      |                                 |   |                                      |   |   |   |       |
|   | Account #              | RESERVE FUND             | Reserve Funds<br>as per Capital<br>Budget | Capital Expense to<br>December 31/18 | Other Grants/Project<br>Funding | Reserve Funds<br>Actual to<br>December 31, 2018 | Additional Reserve<br>Funds Required | Total Reserve Funds<br>to Support Capital | Revenue Fund<br>Required (Distributed<br>Salaries/Benefits<br>/Equip) | Difference Between<br>Reserve Funds<br>Budgeted & Reserve<br>Funds Actual | NOTES |
| <b>Connecting Link</b><br><br>Kings Highway- Wright-York- Contr Works<br>Reconstruction of Mill Road Overpass and related<br>Road Works (Connecting Link Funding)   | 20-060-0616-9273-71523 | Corporate Projects       | -   | 20,430.19                            |                                 |   | 20,430.19                            | 20,430.19                                 |   | (20,430.19)   |       |
|   | 20-060-0616-9303-71523 | Corporate Projects       | 206,703.00                                | 2,442,625.98                         | 2,053,206.00                    | 206,703.00                                      | 182,716.98                           | 389,419.98                                |   | (182,716.98)  |       |
|   |                        |                          | 206,703.00                                | 2,463,056.17                         | 2,053,206.00                    | 206,703.00                                      | 203,147.17                           | 409,850.17                                | -   | (203,147.17)  |       |
| <b>Sidewalks</b><br><br>Third Street from Williams to Colonization Road E<br>(2017 Tender)  | 20-060-0617-9267-71523 | Corporate Projects       | 76,714.00                                 | 9,342.13                             |                                 | 9,342.13  |                                      | 9,342.13                                  |   | 67,371.87   |       |
|   | 20-060-0617-9289-71523 | Corporate Projects       | 15,000.00                                 | -                                    |                                 |   |                                      | -   |   | 15,000.00   |       |
|   | 20-060-0617-9299-71523 | Corporate Projects       | 259,901.00                                | 407,617.22                           | 67,626.18                       | 339,991.04                                      |                                      | 339,991.04                                |   | (80,090.04)   |       |
| <b>Streetlight Pole Replacement &amp; Traffic Lighting</b><br><br>2018 Pole Replacement- 20 poles along Waterfront<br>walkway in 2014-2018- Phase 1   | 20-060-0623-9135-71471 | Corporate Projects       | 30,000.00                                 | 20,327.96                            |                                 | 20,327.96                                       |                                      | 20,327.96                                 |   | 9,672.04  |       |
|   | 20-060-0623-9136-71471 | Corporate Projects       | 125,000.00                                | -                                    |                                 |   |                                      | -   |   | 125,000.00  |       |
|   | 20-060-0623-9136-71471 | Corporate Projects       | 52,000.00                                 | 40,827.67                            |                                 | 40,827.67                                       |                                      | 40,827.67                                 |   | 11,172.33   |       |
| <b>Streetlight Pole Replacement &amp; Traffic Lighting</b><br><br>2018 Pole Replacement- 20 poles along Waterfront<br>walkway in 2014-2018- Phase 1   | 20-060-0623-9136-71471 | Corporate Projects       | 52,000.00                                 | 40,827.67                            |                                 | 40,827.67                                       |                                      | 40,827.67                                 |   | 11,172.33   |       |
|   |                        |                          | 207,000.00                                | 61,155.63                            | -                               | 61,155.63                                       | -                                    | 61,155.63                                 | -   | 145,844.37  |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
| <b>TOTAL TRANSPORTATION</b>   |                        |                          | 1,572,215.00                              | 4,493,271.71                         | 3,202,777.67                    | 1,016,030.49                                    | 251,354.87                           | 1,267,385.36                              | 23,108.68   | 304,829.64  |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
| <b>PARKS &amp; CEMETERIES</b><br><b>Parks</b><br><br>Replace roof- Point Park Garage<br>Small Equipment Replacement- small mowers and<br>whipper snippers   | 20-160-1611-9127-71523 | Corporate Buildings      | 20,000.00                                 | 6,822.89                             |                                 | 6,822.89  |                                      | 6,822.89                                  |   | 13,177.11   |       |
|   | 20-160-1610-9105-71471 | Corporate Vehicles/Equip | 6,250.00                                  | 6,324.23                             |                                 | 6,250.00  | 74.23                                | 6,324.23                                  |   | (74.23)   |       |
|   |                        |                          | 26,250.00                                 | 13,147.12                            | -                               | 13,072.89                                       | 74.23                                | 13,147.12                                 | -   | 13,102.88   |       |
| <b>Cemeteries</b><br><br>Exterior Renovations and addition to Garage &<br>Storage Building at the Fort Frances Cemetery<br>Side By Side Utility Vehicle to replace 2008 John<br>Deere Gator- Existing Gator will be transferred to<br>the Airport | 20-100-1040-9127-71523 | Corporate Buildings      | 250,000.00                                | 348,461.92                           |                                 | 250,000.00                                      | 86,685.08                            | 336,685.08                                | 11,776.84   | (86,685.08)   |       |
|   | 20-160-1610-7174-71471 | Corporate Vehicles/Equip | 17,000.00                                 | 16,692.65                            |                                 | 16,692.65                                       |                                      | 16,692.65                                 |   | 307.35  |       |
|   | 20-160-1610-7174-71471 | Corporate Vehicles/Equip | 23,500.00                                 | 30,421.15                            | 7,123.20                        | 23,297.95                                       |                                      | 23,297.95                                 |   | 202.05  |       |
| <b>Foundation Works- New Columbarium at Riverview<br/>Cemetery</b>  | 20-100-1041-9620-71471 | Corporate Projects       | 22,000.00                                 | -                                    |                                 |   |                                      | -   |   | 22,000.00   |       |
|   |                        |                          | 312,500.00                                | 395,575.72                           | 7,123.20                        | 289,990.60                                      | 86,685.08                            | 376,675.68                                | 11,776.84   | (64,175.68)   |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
| <b>TOTAL PARKS &amp; CEMETERIES</b>   |                        |                          | 338,750.00                                | 408,722.84                           | 7,123.20                        | 303,063.49                                      | 86,759.31                            | 389,822.80                                | 11,776.84   | (51,072.80)   |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |

2018 CAPITAL & RESERVE FUND BALANCING

|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
|---|------------------------|--------------------------|---|--------------------------------------|---------------------------------|---|--------------------------------------|---|---|---|-------|
| Revised March 20, 2019  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
|   |                        |                          | REVENUE SOURCES                           |                                      |                                 |   |                                      |   |   |   |       |
|   | Account #              | RESERVE FUND             | Reserve Funds<br>as per Capital<br>Budget | Capital Expense to<br>December 31/18 | Other Grants/Project<br>Funding | Reserve Funds<br>Actual to<br>December 31, 2018 | Additional Reserve<br>Funds Required | Total Reserve Funds<br>to Support Capital | Revenue Fund<br>Required (Distributed<br>Salaries/Benefits<br>/Equip) | Difference Between<br>Reserve Funds<br>Budgeted & Reserve<br>Funds Actual | NOTES |
| <b>AIRPORT</b><br>Airport Tractor Repairs<br>Replace 2010 Chevy 2WD Crew Cab with new 4X4<br>Crew Cab Half Ton Truck- Old truck to go to Parks to<br>replace 1997 Chevy 2WD Regular Cab   | 20-060-0660-9174-71471 | Corporate Vehicles/Equip |   | 13,312.14                            |                                 | 13,312.14                                       |                                      | -<br>13,312.14                            |   | (13,312.14)   |       |
|   | 20-060-0660-9133-71471 | Corporate Vehicles/Equip | 42,000.00                                 | 41,389.01                            |                                 | 41,389.01                                       |                                      | 41,389.01                                 |   | 610.99  |       |
| <b>TOTAL AIRPORT</b>  |                        |                          | <b>42,000.00</b>                          | <b>54,701.15</b>                     | -                               | <b>54,701.15</b>                                | -                                    | <b>54,701.15</b>                          | -   | <b>(12,701.15)</b>  |       |
| <b>WASTE MANAGEMENT SYSTEM</b><br>Landfill Site Expansion - 2018 RFP and 1st Phase<br>Design activities   | 20-080-0860-9238-71523 | Corporate Projects       | 75,000.00                                 | 2,760.24                             |                                 | 2,760.24  |                                      | 2,760.24                                  |   | 72,239.76   |       |
|   |                        |                          | <b>75,000.00</b>                          | <b>2,760.24</b>                      | -                               | <b>2,760.24</b>                                 | -                                    | <b>2,760.24</b>                           | -   | <b>72,239.76</b>  |       |
| <b>TOTAL WASTE MANAGEMENT SYSTEM</b>  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
| <b>Memorial Sports Centre</b><br>IFK Compressor #2 Rebuild<br>IFK Brine Pump Filter rebuild<br>REAL ICE Water Purification for Zamboni<br>MSC Pool- Roof Repairs and Insulation<br>Auditorium Flooring<br>Ladies Changeroom (flooring and walls) & Fitness<br>Lobby Flooring<br>Squash Court #2<br>Dehumidifier<br>MSC Fire Alarm Upgrades<br>East End Hall | 20-160-1634-9633-71471 | Corporate Projects       | 40,000.00                                 | 32,317.00                            |                                 | 32,317.00                                       |                                      | 32,317.00                                 |   | 7,683.00  |       |
|   | 20-160-1634-9639-71523 | Corporate Projects       | 5,000.00                                  |                                      |                                 |   |                                      | -   |   | 5,000.00  |       |
|   | 20-160-1634-9641-71471 | Corporate Vehicles/Equip | 44,399.00                                 |                                      |                                 |   |                                      | -   |   | 44,399.00   |       |
|   | 20-160-1634-9642-71523 | Corporate Buildings      | 40,000.00                                 | 41,260.41                            |                                 | 40,000.00                                       | 1,260.41                             | 41,260.41                                 |   | (1,260.41)  |       |
|   | 20-160-1634-9638-71523 | Corporate Buildings      | 40,300.00                                 | 55,902.22                            |                                 | 40,300.00                                       | 15,602.22                            | 55,902.22                                 |   | (15,602.22)   |       |
|   | 20-160-1634-9127-71523 | Corporate Buildings      | 38,600.00                                 | 55,916.65                            |                                 | 38,600.00                                       | 17,316.65                            | 55,916.65                                 |   | (17,316.65)   |       |
|   | 20-160-1634-9626-71523 | Corporate Buildings      | 56,000.00                                 | 1,748.00                             |                                 | 1,748.00  |                                      | 1,748.00                                  |   | 54,252.00   |       |
|   | 20-160-1634-9269-71523 | Corporate Projects       |   | 5,336.42                             |                                 |   | 5,336.42                             | 5,336.42                                  |   | (5,336.42)  |       |
|   | 20-160-1634-9643-71471 | Corporate Projects       |   | 18,813.53                            |                                 |   | 18,813.53                            | 18,813.53                                 |   | (18,813.53)   |       |
|   | 20-160-1634-9640-71523 | Corporate Buildings      | 10,000.00                                 | 343.43                               |                                 | 343.43  |                                      | 343.43                                    |   | 9,656.57  |       |
|   |                        |                          | <b>274,299.00</b>                         | <b>211,637.66</b>                    | -                               | <b>153,308.43</b>                               | <b>58,329.23</b>                     | <b>211,637.66</b>                         | -   | <b>62,661.34</b>  |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
| <b>Recreation</b><br>Fitness Equipment (annual) & Aqua Spin Bikes- 12<br>Sunny Cove Upgrades<br>Tennis Courts<br>Sorting Gap Marina- Dock Replacement   | 20-160-1620-9624-71471 | Corporate Vehicles/Equip | 13,395.00                                 | 30,122.68                            | 18,414.33                       | 11,708.35                                       |                                      | 11,708.35                                 |   | 1,686.65  |       |
|   | 20-160-1614-9108-71523 | Corporate Projects       | 8,000.00                                  | 5,945.41                             |                                 | 5,945.41  |                                      | 5,945.41                                  |   | 2,054.59  |       |
|   | 20-160-1636-9294-71471 | Corporate Projects       |   | 5,510.00                             |                                 |   | 5,465.00                             | 5,465.00                                  | 45.00   | (5,465.00)  |       |
|   | 20-160-1631-9627-71471 | Corporate Projects       | 48,000.00                                 | -                                    |                                 |   |                                      | -   |   | 48,000.00   |       |
|   |                        |                          | <b>69,395.00</b>                          | <b>41,578.09</b>                     | <b>18,414.33</b>                | <b>17,653.76</b>                                | <b>5,465.00</b>                      | <b>23,118.76</b>                          | <b>45.00</b>  | <b>46,276.24</b>  |       |
| <b>Townshend Theatre</b><br>Projector and Powered Projector Screen  | 20-160-1635-9105-71471 | Townshend Theatre        | 11,000.00                                 | 7,697.10                             |                                 | 7,697.10  |                                      | 7,697.10                                  |   | 3,302.90  |       |
|   |                        |                          | <b>11,000.00</b>                          | <b>7,697.10</b>                      | -                               | <b>7,697.10</b>                                 | -                                    | <b>7,697.10</b>                           | -   | <b>3,302.90</b>   |       |
|   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |
| <b>Museum</b><br>Accessible Washroom and Ramp at front of<br>Museum<br>Owandem Project<br>Hallett Repairs   | 20-160-1645-9127-71523 | Corporate Buildings      | 4,805.00                                  | 96,952.27                            | 91,740.59                       | 4,805.00  | 406.68                               | 5,211.68                                  |   | (406.68)  |       |
|   | 20-160-1645-9116-71523 | Museum Donation Res      |   | 18,300.00                            | 50.00                           |   | 18,250.00                            | 18,250.00                                 |   | (18,250.00)   |       |
|   | 20-160-1645-9117-71523 | Corporate Buildings      | 22,600.00                                 | 19,411.20                            |                                 | 19,411.20                                       |                                      | 19,411.20                                 |   | 3,188.80  |       |
|   |                        |                          | <b>27,405.00</b>                          | <b>134,663.47</b>                    | <b>91,790.59</b>                | <b>24,216.20</b>                                | <b>18,656.68</b>                     | <b>42,872.88</b>                          | -   | <b>(15,467.88)</b>  |       |
|   |                        |                          | <b>382,099.00</b>                         | <b>395,576.32</b>                    | <b>110,204.92</b>               | <b>202,875.49</b>                               | <b>82,450.91</b>                     | <b>285,326.40</b>                         | <b>45.00</b>  | <b>96,772.60</b>  |       |
| <b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |       |

2018 CAPITAL & RESERVE FUND BALANCING

|  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                            |
|--|------------------------|--------------------------|---|--------------------------------------|---------------------------------|---|--------------------------------------|---|---|---|----------------------------|
| Revised March 20, 2019   |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                            |
|  |                        |                          | REVENUE SOURCES                           |                                      |                                 |   |                                      |   |   |   |                            |
|  | Account #              | RESERVE FUND             | Reserve Funds<br>as per Capital<br>Budget | Capital Expense to<br>December 31/18 | Other Grants/Project<br>Funding | Reserve Funds<br>Actual to<br>December 31, 2018 | Additional Reserve<br>Funds Required | Total Reserve Funds<br>to Support Capital | Revenue Fund<br>Required (Distributed<br>Salaries/Benefits<br>/Equip) | Difference Between<br>Reserve Funds<br>Budgeted & Reserve<br>Funds Actual | NOTES                      |
| <b>Library</b><br>Computer Upgrades<br>Maker Space Equipment<br>New Library Capital<br>Surveillance Upgrade<br>Storage Garage<br><br><b>PLANNING &amp; DEVELOPMENT</b><br><b>Building/Planning</b><br>GIS Capital<br>Software, Camera and Tablet device for on-site<br>building permit inspection reporting<br><br><b>Civic Centre</b><br>Upgrades to both the Downstairs Committee Room<br>and Council Chambers- Sound and IT Equipment<br>(Installation of Smart Boards)<br>Fibre Optic to Town Facilities- Conduit Portion<br>Conversion Lighting to LED Bulbs<br>New Administration Vehicle- Old one to transfer to<br>CBO<br><br>Old Rainy Lake Hotel Site Development - Market<br>Square (2017 Carryover)<br><b>TOTAL PLANNING &amp; DEVELOPMENT</b><br><br><b>TOTAL CAPITAL</b> | 20-160-1640-9109-71471 | Library Reserve          | 15,000.00                                 | 14,707.16                            |                                 | 14,707.16                                       |                                      | 14,707.16                                 |   | 292.84  | Library Board has approved |
|  | 20-160-1640-9105-71471 | Library Reserve          | 5,000.00                                  | 4,987.91                             |                                 | 4,987.91  |                                      | 4,987.91                                  |   | 12.09   |                            |
|  | 20-160-1640-9165-71471 | Library Reserve          | 4,000.00                                  | 9,499.50                             |                                 | 9,499.50  |                                      | 9,499.50                                  |   | (5,499.50)  |                            |
|  | 20-160-1640-9220-71471 | Library Reserve          | 1,000.00                                  | 3,113.86                             |                                 | 3,113.86  |                                      | 3,113.86                                  |   | (2,113.86)  |                            |
|  | 20-160-1640-9114-71523 |                          | -   |                                      |                                 |   |                                      | -   |   | -   |                            |
|  |                        |                          | 25,000.00                                 | 32,308.43                            | -                               | 32,308.43                                       | -                                    | 32,308.43                                 | -   | (7,308.43)  |                            |
|  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                            |
|  | 20-180-1810-9123-71471 | Corporate Projects       | 763.00                                    | 43.23                                |                                 | 43.23   |                                      | 43.23                                     |   | 719.77  |                            |
|  | 20-180-1810-9109-71471 | Corporate Projects       | 9,160.00                                  | 8,787.59                             |                                 | 8,787.59  |                                      | 8,787.59                                  |   | 372.41  |                            |
|  |                        |                          | 9,923.00                                  | 8,830.82                             | -                               | 8,830.82  | -                                    | 8,830.82                                  | -   | 1,092.18  |                            |
|  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                            |
|  | 20-020-0253-9210-71523 | Corporate Buildings      | 20,000.00                                 | 17,479.06                            |                                 | 17,479.06                                       |                                      | 17,479.06                                 |   | 2,520.94  |                            |
|  | 20-020-0253-9125-71523 | Corporate Buildings      | 5,000.00                                  |                                      |                                 |   |                                      | -   |   | 5,000.00  |                            |
|  | 20-020-0253-9127-71523 | Corporate Buildings      | 6,899.00                                  | 13,226.96                            | 6,517.00                        | 6,709.96  |                                      | 6,709.96                                  |   | 189.04  |                            |
|  | 20-020-0263-9133-71471 | Corporate Vehicles/Equip | 28,797.00                                 | 27,966.78                            |                                 | 27,966.78                                       |                                      | 27,966.78                                 |   | 830.22  |                            |
|  |                        |                          | 60,696.00                                 | 58,672.80                            | 6,517.00                        | 52,155.80                                       | -                                    | 52,155.80                                 | -   | 8,540.20  |                            |
|  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                            |
|  | 20-020-0251-9286-71523 | Corporate Projects       | 70,000.00                                 | 78,305.92                            |                                 | 70,000.00                                       | 8,305.92                             | 78,305.92                                 |   | (8,305.92)  |                            |
|  |                        |                          | 140,619.00                                | 145,809.54                           | 6,517.00                        | 130,986.62                                      | 8,305.92                             | 139,292.54                                | -   | 1,326.46  |                            |
|  |                        |                          |   |                                      |                                 |   |                                      |   |   |   |                            |
|  |                        |                          | 2,968,192.00                              | 5,782,058.94                         | 3,326,622.79                    | 1,960,311.56                                    | 460,194.07                           | 2,420,505.63                              | 34,930.52   | 547,686.37  |                            |



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/22**

**TO: Mayor Avis & Members of Council**  
**FROM: Dawn Galusha**  
**DATE: March 19, 2019**  
**SUBJECT: Land Sales Contributions to Reserve Funds**

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**BACKGROUND**

In preparation for year end, administration is seeking direction for the 2018 unallocated land sales revenue. The Huffman Court lot sales realized \$39,900.00 and industrial lot sales realized \$197,002.00 for a total of \$236,902.00.

When planning the development of the old Huffman School property, it was understood that the proceeds from the sale of Huffman Court lots would be transferred back to the Reserve funds that financially supported the construction of the sub-division; being the Corporate Building, Corporate Projects and Water & Sewer Reserve Funds.

For your review, I have attached a report that summarizes the reserve fund allocations for the development, the related percentages of their contributions from 2010 to 2015, and the suggested amounts of contributions to those reserve funds for the 2018 Huffman Court Sales.

The sale of the Industrial lot property could also be directed as contributions to the Corporate Projects Reserve fund if so directed to assist with future development or capital projects.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the 2018 year-end land sales revenue contributions to the Reserve Funds as follows:

|                                 |                     |
|---------------------------------|---------------------|
| Corporate Building Reserve Fund | \$ 6,579.51         |
| Corporate Projects Reserve Fund | \$211,912.63        |
| Water & Sewer Reserve Fund      | <u>\$ 18,409.86</u> |
| Total Contribution              | <u>\$236,902.00</u> |

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the allocation of the 2018 land sales revenue as Contributions to Reserve Funds in the total amount of \$236,902.00 for the December 31, 2018 year end as listed in this report.

**2018 LAND SALES**

|                                | Sale Price        | 0.13            |                   |
|--------------------------------|-------------------|-----------------|-------------------|
|                                | Land Sales        | HST             | Total             |
| Lot 27 & Lot 28 Mclrvine       | 3,500.00          |                 | 3,500.00          |
| Lot 11,12,13,14 SN129 Mclrvine | 193,500.00        |                 | 193,500.00        |
| Huffman Crt - Lot 3            | 39,900.00         | 5,187.00        | 45,087.00         |
| Lot 39 River Range Mclrvine    | 2.00              | 0.26            | 2.26              |
|                                | <b>236,902.00</b> | <b>5,187.26</b> | <b>242,089.26</b> |

|                                |                    |
|--------------------------------|--------------------|
| <b>Huffman Court Lot Sales</b> | <b>\$39,900.00</b> |
|--------------------------------|--------------------|

## Huffman Court Sub-Division

2010 Purchase of FF Huffman School Property  
 2012 Sub-Division Construction  
 2013 Sub-Division Construction  
 2014 Sub-Division Construction  
 2015 Sub-Division Construction

15,135.65  
 643,498.73  
 145,934.06  
 28,806.45

160,960.02

Bell Canada Infrastructure/Additional Sub-Grade Expenses

833,374.89  
994,334.91

|        | Size sq. m. | Construction | Land Purchase | Total Lot Cost | 2014 Lot Sold | 2015 Lot Sold | 2016 Lot Sold       | 2017 Lot Sold | 2018 Lot Sold | Loss on Sale |
|--------|-------------|--------------|---------------|----------------|---------------|---------------|---------------------|---------------|---------------|--------------|
| Lot 1  | 752.50      | 42,305.15    | 8,170.92      | 50,476.07      |               |               |                     | 39,900.00     |               | 10,576.07    |
| Lot 2  | 752.50      | 42,305.15    | 8,170.92      | 50,476.07      |               |               |                     | 39,900.00     |               | 10,576.07    |
| Lot 3  | 752.50      | 42,305.15    | 8,170.92      | 50,476.07      |               |               |                     |               | 39,900.00     | 50,476.07    |
| Lot 4  | 752.50      | 42,305.15    | 8,170.92      | 50,476.07      |               |               |                     | 39,900.00     |               | 10,576.07    |
| Lot 5  | 752.50      | 42,305.15    | 8,170.92      | 50,476.07      |               |               |                     | 39,900.00     |               | 10,576.07    |
| Lot 6  | 1,015.00    | 57,062.76    | 11,021.24     | 68,084.00      | 45,500.00     |               |                     | 39,900.00     |               | 10,576.07    |
| Lot 7  | 796.30      | 44,767.56    | 8,646.51      | 53,414.08      |               |               | 41,500.00           |               |               | 22,584.00    |
| Lot 8  | 796.30      | 44,767.56    | 8,646.51      | 53,414.08      |               |               |                     | 41,500.00     |               | 11,914.08    |
| Lot 9  | 796.30      | 44,767.56    | 8,646.51      | 53,414.08      |               |               |                     |               |               | 11,914.08    |
| Lot 10 | 993.20      | 55,837.17    | 10,784.53     | 66,621.70      |               |               | 41,500.00           |               |               | 11,914.08    |
| Lot 11 | 1,640.40    | 92,222.41    | 17,812.06     | 110,034.47     |               |               | 49,500.00           |               |               | 17,121.70    |
| Lot 12 | 1,641.50    | 92,284.25    | 17,824.00     | 110,108.26     |               |               | 65,000.00           |               |               | 45,034.47    |
| Lot 13 | 993.20      | 55,837.17    | 10,784.53     | 66,621.70      |               |               | 49,500.00           |               |               | 45,108.26    |
| Lot 14 | 796.30      | 44,767.56    | 8,646.51      | 53,414.08      |               |               | 41,500.00           |               |               | 11,914.08    |
| Lot 15 | 796.30      | 44,767.56    | 8,646.51      | 53,414.08      |               |               | 41,500.00           |               |               | 11,914.08    |
| Lot 16 | 796.30      | 44,767.56    | 8,646.51      | 53,414.08      |               | 41,500.00     |                     |               |               | 11,914.08    |
|        | 14,823.60   | 833,374.89   | 160,960.02    | 994,334.91     | 45,500.00     | 41,500.00     | 395,000.00          | 201,100.00    | 39,900.00     | 311,234.91   |
|        |             |              |               |                |               |               | <b>\$723,000.00</b> |               |               |              |

# HUFFMAN COURT RESERVE FUND ALLOCATION

| Year | Reserve Funds      |                    |               | Sub-Total    | General Fund Cont<br>Salary/Benefits/Equip | TOTAL        | NOTES                               |
|------|--------------------|--------------------|---------------|--------------|--|--------------|-------------------------------------|
|      | Corporate Building | Corporate Projects | Water & Sewer |              |  |              |                                     |
| 2010 | \$160,960.02       |                    |               | \$160,960.02 |  | \$160,960.02 | Purchase of Huffman School Property |
| 2012 |                    | \$15,135.65        |               | \$15,135.65  |  | \$15,135.65  | Property Development                |
| 2013 |                    | \$320,901.82       | \$308,036.96  | \$628,938.78 | \$14,559.95                                | \$643,498.73 | Property Construction               |
| 2014 |                    |                    | \$142,559.83  | \$142,559.83 | \$3,374.23                                 | \$145,934.06 | Curb/Gutter/Sod                     |
| 2015 |                    | \$28,806.45        |               | \$28,806.45  |  | \$28,806.45  | Bell/Complete Deficiencies          |
|      | \$160,960.02       | \$364,843.92       | \$450,596.79  | \$976,400.73 | \$17,934.18                                | \$994,334.91 |                                     |

|             |              |              |              |              |
|-------------|--------------|--------------|--------------|--------------|
|             | 16.49%       | 37.37%       | 46.14%       | 100.00%      |
| 2016        | \$65,135.50  | \$147,611.50 | \$182,253.00 | \$395,000.00 |
| 2017        | \$33,161.39  | \$75,151.07  | \$92,787.54  | \$201,100.00 |
| 2014 & 2015 | \$14,346.30  | \$32,511.90  | \$40,141.80  | \$87,000.00  |
| 2018        | \$6,579.51   | \$14,910.63  | \$18,409.86  | \$39,900.00  |
|             | \$54,087.20  | \$122,573.60 | \$151,339.20 | \$328,000.00 |
|             | \$119,222.70 | \$270,185.10 | \$333,592.20 | \$723,000.00 |



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/32**

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

**FROM:** Dawn Galusha, Treasurer

**DATE:** March 14, 2019

**SUBJECT:** 2018 Contributions to Reserve Funds

**BACKGROUND**

We are nearing the end of our year-end preparation for the fiscal period ending December 31, 2018. In accordance with our Long-Term Capital Financial Plan, Policy No. 1.19, being a plan to help align short-term actions with long-term financial management strategy and that identifies, that with Council approval, that Operating Surplus be transferred to the Corporate Reserve Funds, and that Water & Sewer Fund surpluses be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

The Water Fund and Sewer Fund surplus amount transferred to the Waterworks & Sanitary Sewer Reserve Fund amount is \$692,425.61 for the 2018 fiscal year end at this point in time.

The General Operating Fund is realizing a surplus due mostly to under spending of Corporate legal fees budgeted, the Operations and Facilities division had unspent salaries and benefits, savings on winter operations due to favorable weather conditions, and savings on other road and sidewalk work, in addition to increased Private Crossing Revenue and Airport Fuel revenue. In 2018 we also had HR expense savings, Treasury salary & benefits were underspent, combined with additional revenue in administration and finance, and increased revenue for building permits and planning fees. We are projecting a 2018 surplus as we work towards finalizing the 2018 year end.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the year-end contributions to the Reserve Funds as follows:

|                             |   |                                      |
|-----------------------------|---|--------------------------------------|
| Waterworks & Sanitary Sewer | - | 100% Water & Sewer Operating Surplus |
| Corporate Vehicle/Equipment | - | 100% of General Operating Surplus    |

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Water & Sewer Fund surpluses transfer to the Waterworks & Sanitary Sewer Reserve Fund and that the General Operating surplus be transferred 100% to Corporate Vehicle & Equipment Reserve Fund for the 2018 year end. Further that the actual transfer amounts be reported to Council when the amounts are known.

March 8th, 2019

Report To: Mayor & Council

From: Doug Brown, CAO

**SUBJECT: Awarding Request for Proposal (RFP) 17-AF-14 – Land Use & Economic Development Feasibility Study for the Shevlin Wood Yard & Former Nursing Station**

As you are probably not aware, back in September of 2018, the Town submitted economic development funding applications to both levels of senior government; Fednor (Federal) & Rural Economic Development (RED) Program (Provincial) to complete a feasibility study on the re-development of the Shevlin Wood Yard and the former Resolute Forest Products' nursing station (herein referred to as a Gateway to the Market Square). The study is to be conducted through consultation with local stakeholders, the economic development office, Mayor and Council. The purpose of this study is to evaluate how the properties can be best utilized to maximize its economic potential. The study will analyze the sites and the surrounding environment to understand which investments are appropriate and what steps are needed to attract new investment. To date, the Town has received verbal notification that the Fednor funding is in place, with the funding agreements being forth coming for execution.

The scope of study identified in the Terms of Reference document included the following 5 main components;

1. Review the background reports and conceptual designs previously completed for the property redevelopment.
2. Conduct public consultations on the proposed use of the property.
  - a. Consultations are to be conducted with the Economic Development Office, Mayor and Council, key stakeholders, and community at large.
  - b. Consultations are to take place during times that will facilitate the majority of stakeholders.
3. Evaluate the recommendations & feedback from the public consultations and previous studies and develop three draft design plans, to be presented in-person to Mayor and Council.
4. Complete any revisions and present in-person a final report to Mayor and Council.
5. The successful firm will be required to travel to the Town of Fort Frances to conduct the public consultations as well as to present the draft and final report to Mayor and Council.

The Town administration & Tannis Drysdale, ED consultant prepared the RFP package which closed on Tuesday, December 18, 2018. Seven (7) proposals were received where administration established a committee to review the proposals and make recommendations to Council. The review committee consisted of; Travis Rob- Operation & Facilities Manager, Crystal Tan- AMP Coordinator, Tyson Dennis – CBO/Planner, Tannis Drysdale – ED consultant and myself.

The proposals submitted by each consultant firm were reviewed and scored. A scoring system utilized the following 6 main categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the proposed structure, work schedule.
- 2) Past Experience in completing similar projects.
- 3) Key Personnel assigned to the project.
- 4) Cost of Proposal.
- 5) Value of proposal (considers quality & cost).
- 6) Schedule.

The review committee is of the opinion that the quality of proposals were outstanding and several of the firms were more than capable of completing the project within the established scope of work outlined in the term of reference and had extensive experience in completing similar projects for other municipalities in Northwestern Ontario. See attached summary spreadsheet No. 1. The review committee is of the opinion that it is not necessary to establish a steering committee based on the fact that the entire community will be engaged through public consultation throughout the process and the Town itself has no partners on the project. Additionally, Administration, Council and our ED consultant will participate and be consulted in finalizing the preferred method for developing these two properties in order to maximize economic return to our community for the long term.

The review and selection committee is recommending that HTFC planning and design out of Winnipeg, Manitoba be selected based on the following factors;

- 1) Past Experience – HTFC was previously involved with developing and establishing several long-term visionary economic development plans for our community such as the reinventing Fort Frances project, Gateway to Canada Plan, Fort Frances Heritage Tourism Implementation, Fort Frances Active Transportation, Phase 1 of the Rainy Lake Square Property.
- 2) Highest Time allotment to complete the study – 963 hours.
- 3) Most public consultation sessions and visits to Fort Frances - 6 trips total
- 4) The lowest average hourly rate at \$ 136.18 per hour.

- 5) All-encompassing project team assembled for the study consisting of an Economic Development firm– Catapult Community Planning, Real Estate firm – CSB Management and local engineering firm- Saulteaux Engineering.
- 6) 6 month completion schedule for the feasibility study once awarded.

### **Financial Implications**

The feasibility study is estimated to have a net cost of \$ 131, 138.11. It is funded by three components;

Town – \$ 16,000

Provincial Government- Rural Economic Development (RED) Program- \$ 75,000

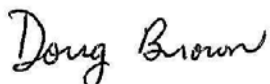
Federal Government- Fednor - \$ 60,000.

Total Funding is estimated at \$151,000

The review committee recommends the following;

- 1) That once all funding from senior levels of government is secured and in place, that the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
- 2) That the Mayor and Clerk be authorized to execute the contract documents with HTFC on behalf of the Corporation of the Town of Fort Frances once all funding from senior levels of government is secured and in place.
- 3) That the Mayor and Clerk be authorized to execute the funding agreements under the Fednor funding program through the Federal Ministry of Innovation, Science and Economic Development Canada behalf of the Corporation of the Town of Fort Frances.
- 4) That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted  
Operations & Facilities Division



Doug Brown, P. Eng.  
CAO

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

- 1) That once all funding from senior levels of government is secured and in place, the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$ 145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
- 2) That the Mayor and Clerk be authorized to execute the contract documents with HTFC on behalf of the Corporation of the Town of Fort Frances once all funding from senior levels of government is secured and in place.
- 3) That the Mayor and Clerk be authorized to execute the funding agreements under the Fednor funding program through the Federal Ministry of Innovation, Science and Economic Development Canada behalf of the Corporation of the Town of Fort Frances.
- 4) That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.

2019MarchRFPwoodyard

**Spreadsheet No. 1** - February of 2019 - RFP No. 18-AF -14 Land Use/Economic Development Feasibility Study for the Shevlin Wood Yard/ old Nursing Station Properties

|    | 1                              | 2   | 3  | 4  | 5  | 6  | 7   |  |
|----|--------------------------------|---|--|--|--|--|---|--|
|    | Evaluation Parameters          | Stantec   | Brook McIlroy  | HTFC   | Scatliff+Miller+Murray   | ft3  | Urban Systems   | Re: Public   |
| 1  | Number of Project Team Members | 10  | 13   | 7  | 9  | 5  | 5   | 6  |
| 2  | Project Lead                   | Paula Sdao  | Calvin Brook/Katie Black   | Glen Manning   | Tom Janzen   | Jerald D Peters  | Andrew Baigent  | Paul Hicks   |
| 3  | subcontractors/Associates      | Explorer Solutions (ED)   | Golder Associates, TBT Engineering, Bain Smith consulting (ED& Financial), AW Hooker Associate   | Catapult Community Planning (ED), CSB Management (Real Estate management), Saulteaux Engineering   | MDB Insight (ED) & The Planning Partnership  | Landmark Planning & Design Inc. McClure (ED)   | none  | Colliers Project leaders (real estate) Doyletech (ED)                                |
| 4  | Total numbers of hours         | 765   | 958  | 963  | 922  | 713  | 434   | 779  |
| 5  | Total fees                     | \$102,555.00  | \$136,313.00   | \$119,370.00   | \$139,286.00   | \$155,500.00   | \$71,000.00   | 118950   |
| 6  | Disbursements                  | \$15,220.00   | \$11,000.00  | \$9,500.00   | \$8,000.00   | \$29,500.00  | \$6,850.00  | 12650  |
| 7  | Subtotal Cost                  | \$117,775.00  | \$147,313.00   | \$128,870.00   | \$147,286.00   | \$185,000.00   | \$77,850.00   | \$131,600.00   |
| 8  | HST                            | \$15,310.75   | \$19,150.69  | \$16,753.10  | \$19,147.18  | \$24,050.00  | \$10,120.50   | \$17,108.00  |
| 9  | Total Cost                     | \$133,085.75  | \$166,463.69   | \$145,623.10   | \$166,433.18   | \$209,050.00   | \$87,970.50   | \$148,708.00   |
| 10 | Net cost to Town               | \$119,847.84  | \$149,905.71   | \$131,138.11   | \$149,878.23   | \$188,256.00   | \$79,220.16   | \$133,916.16   |
| 11 | Cost per hour                  | \$156.66  | \$156.48   | \$136.18   | \$162.56   | \$264.03   | \$182.53  | \$171.91   |
| 12 | Range of Hourly Rates          | \$ 75.00 to \$190   | \$90 to \$ 230   | \$100 to \$ 200  | \$ 95 to \$233   | \$200 to \$ 300  | ???   | \$125 to \$ 200  |
| 13 | Duration of Project            | 5.5 months or 22 weeks  | 7 months   | 6 months   | 9 months   | 6 months   | 5 months  | 6 months   |
| 14 | Trips to Fort Frances          | 4   | 2  | 6  | 3  | 4  | 3   | 3  |
| 15 | Firm Location                  | Thunder Bay   | Thunder Bay  | Winnipeg   | Winnipeg   | Winnipeg   | Winnipeg  | Montreal   |
| 16 | Notes                          | Public Consultation with the Youth, Couchiching Community Business Stakeholders, Real and Measurable ED solutions | Thunder Bay - Prince Arthur Landing Master Plan & Implementation, WaterGarden Pavilion - Thunder Bay, Delta Waterfront Hotel -Thunder Bay Thunder Bay Age friendly Action Plan ( Senior housing needs) Public Consultation with Couchiching Dawn Powell Real Estate expert with Bain Smith, Proposed Adjustments to Cost estimates ( C to D) | 4 phase approach wants a core owner team- steering committee " The Spirit of the Place" concept, The Core Owner Team, Broader Stakeholder engagement - FFCC& BIA Why??? First Nation Inclusion- Kenora - Downtown Renewal Plan and Kenora Harbourfront Business Development Plan, Dryden Waterfront Revitalization Plan Sioux Lookout Wellington Avenue & Beach Revitalization | 7 Pillars approach- Community Based Marketing & ED Strategic planning concept - Rainy Lake Market Square design & Project Management- Kenora - 2010 - Beaches, Parks +Trails Yellowknife Habour Plan | 22 Tasks to complete Study - Sioux Lookout Hostel, Red Lake Fire Management Headquarters | Boundless Aspirations - sound & reliable market research- Rainy River First Nations | First Nation Consultation- Red lake & Kenora - Official Plan & zoning by-laws Review |
|    | Proposal Quality: 30%          | 1   | 4  | 2  | 3  |  |   |  |
|    | Past Experience: 45%           | 2   | 4  | 4  | 4  |  |   |  |
|    | Key Personnel: 10%             | 1   | 4  | 4  | 4  |  |   |  |
|    | Proposal Cost: 10%             | 2   | 3  | 4  | 1  |  |   |  |
|    | Schedule:5%                    | 4   | 2  | 3  | 1  |  |   |  |
|    | Total Score                    | 10  | 17   | 17   | 13   |  |   |  |
|    |                                | 250   | 425  | 425  | 325  |  |   |  |

Date: March 21, 2019

Report To: Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Re-Zoning application for 316 Victoria Avenue**

---

An application was received by the Planning and Development Division for an application of rezoning at 316 Victoria Avenue. The current zoning designation is (I) institutional which has an existing residential unit within. The application requests to change the zoning to R2 Residential.

The application was on the Committee of Adjustments agenda at the February 28, 2019 meeting. The Committee of Adjustment had the opportunity to review the application as well as listen to Merv Aherns representing Sean Ahrens on behalf of SALVATION ARMY OF CANADA's application. As 316 Victoria Avenue is presently owned by Salvation Army of Canada, the Ahren's are applying for the zoning designation change to be residential as part of the purchase agreement. The other Town divisions were consulted with the application, and no significant issues were listed about the zoning application. Proper Ontario Building Code regulations as well as sewer and water regulations will be implemented prior to, and during renovations to the property.

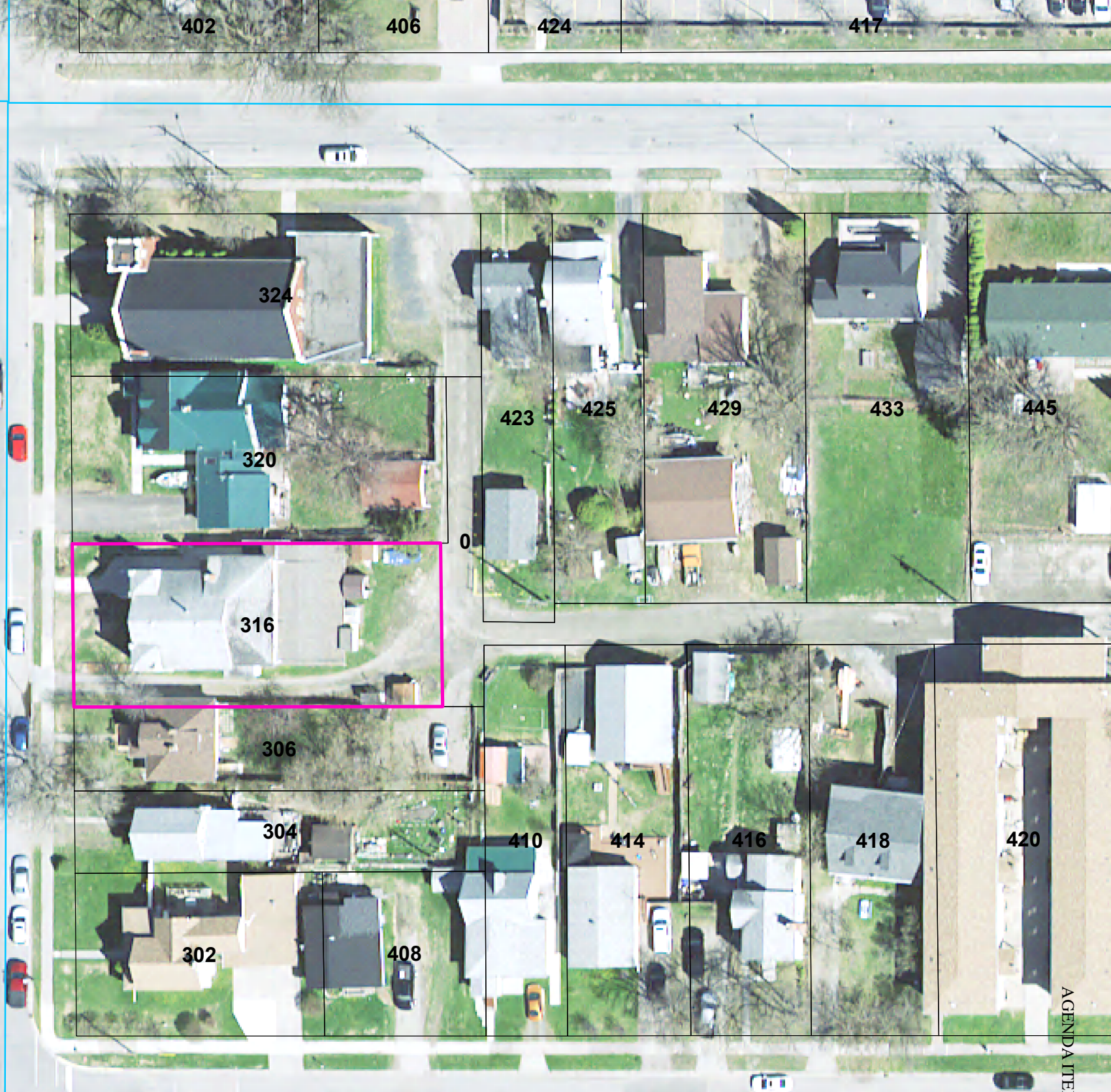
The Committee of Adjustment has made the recommendation of allowing a zoning designation change from Institutional to Residential at 316 Victoria Avenue. There were no public objections at the meeting, nor written objections submitted to the Planning and Development Department for the public meeting.

The Planning and Development Executive Committee discussed the application at its March 14, 2019, meeting. The changes to 316 Victoria Avenue would be site specific to the Zoning By-Law designation. The site-specific designation change was supported by the members present at the meeting. Fort Frances needs more housing options which are close to amenities of the down town core.

**Council approval of this report will:** agree to the site-specific Zoning By-Law designation changes. The application has had no appeals and the appeal process is closed. Administration will prepare a by-law to change the zoning designation from Institutional to R2 Residential and it will be brought forward to the April 8, 2019 Council meeting.

Originally Signed By,

Tyson Dennis  
Chief Building Official / Municipal





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/23**

**TO: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor Andrew Hallikas–Training Travel Expense and Per Diem**

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Andrew Hallikas.

Expenses

|                                  |                 |
|----------------------------------|-----------------|
| 1. Meals                         | \$113.00        |
| 2. Per Diem                      | <u>320.00</u>   |
| Total travel and Per Diem Claims | <u>\$433.00</u> |

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,241.18 to attend Training as authorized by Council.

The 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 Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Andrew Hallikas for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Andrew Hallikas for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.


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

|    |                              |                    |      |            |       |                  |      |       |       |        |
|----|------------------------------|--------------------|------|------------|-------|------------------|------|-------|-------|--------|
| 1. | Attendee                     | Andrew Hallikas    |      |            |       |                  |      |       |       |        |
| 2. | Conference/Seminar Attended  | AWO Work Shop      |      |            |       |                  |      |       |       |        |
|    | Location (Facility and City) | Thunder Bay        |      |            |       |                  |      |       |       |        |
|    | Dates                        | March 5/6/7 / 2017 |      |            |       |                  |      |       |       |        |
| 3. |                              | Sun.               | Mon. | Tues.      | Wed.  | Thurs.           | Fri. | Sat.  | Total |        |
|    | Accommodation                |                    |      |            |       |                  |      |       |       |        |
|    | Transportation               |                    |      |            |       |                  |      |       |       |        |
|    | Breakfast                    |                    |      |            | 13.00 | 13.00            |      |       | 26.00 |        |
|    | Lunch                        |                    |      |            |       | 17.00            |      |       | 17.00 |        |
|    | Dinner                       |                    |      | 35.00      | 35.00 |                  |      |       | 70.00 |        |
|    | Per Diem                     |                    |      |            |       |                  |      |       |       |        |
|    | Other                        |                    |      |            |       |                  |      |       |       |        |
| 4. | Prepaid Expenses             | Registration       |      | Air Travel |       | Other            |      | Total |       |        |
|    |                              |                    |      |            |       |                  |      |       |       |        |
| 5. | Town Used Vehicle            | Yes                | No   | Reason     |       |                  |      |       | Total |        |
|    | Mileage Claimed              | KM x CRA rate =    |      |            |       |                  |      |       |       |        |
|    |                              |                    |      |            |       |                  |      |       |       |        |
| 6. | Approved                     |                    |      |            |       | Total Expenses   |      |       |       | 813.00 |
|    |                              |                    |      |            |       | Advance Received |      |       |       |        |
|    |                              |                    |      |            |       | Balance Claimed  |      |       |       |        |
|    |                              |                    |      |            |       | Balance Refunded |      |       |       |        |

**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.

March 11 / 19  
 Date

  
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

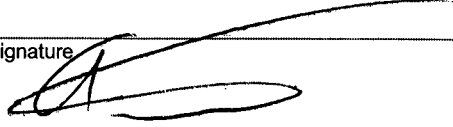
|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

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

|                               |                   |
|-------------------------------|-------------------|
| Attendee                      | Andrew Hallikas   |
| Conference / Seminar Attended | AMO Workshop      |
| Location                      | Thunder Bay       |
| Dates                         | March 6, 7 / 2019 |

**Details of Per Diem**

|        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total    |
|--------|--------|---------|-----------|----------|--------|----------|--------|----------|
| Date   |        | March 5 | March 6   | March 7  |        |          |        |          |
| Amount |        | \$80.00 | \$160.00  | \$80.00  |        |          |        | \$320.00 |

|  |   |
|--|---|
| Name (Please Print)<br>Andrew Hallikas | Signature<br> |
| Approved                               | Date<br>March 11 / 19   |

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

| DATE                   | LOCATION   |
|------------------------|--|
| February 7: Toronto    | <b>SOLD OUT</b>  |
| March 6: Thunder Bay   | Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5   |
| March 8: North Bay     | Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4  |
| March 20: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 21: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
| March 22: Orillia      | Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1   |
| March 27: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
| March 28: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

## REGISTRATION OPTIONS

Register for this session and As a Member of Council What You Need to Know and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one print and submit form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
- **Registration Open to:** Newly-elected and returning elected officials and municipal staff.
- **Dates and Locations:** Registration opens at 8:30 am and the session runs from 9:00 am to 12:00 pm

| DATE                   | LOCATION   |
|------------------------|--|
| February 8: Toronto    | <b>SOLD OUT</b>  |
| March 7: Thunder Bay   | Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5   |
| March 9: North Bay     | Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4  |
| March 21: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 22: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
| March 23: Orillia      | Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1   |
| March 28: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
| March 29: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |



November 06th 2018

Mr Andrew Hallikas  
550 4th St. W.  
Fort Frances, ON P9A 3C3  
Canada

Dear Mr Andrew Hallikas,

Thank you very much for your reservation at Valhalla Inn Thunder Bay. Because your comfort is very important to us, we have listed below the accommodations that we have reserved for you. Please review and let us know if there is anything we can do to make your stay more enjoyable.

#### Reservation Information

|                          |                          |
|--------------------------|--------------------------|
| Your Confirmation Number | 435478                   |
| Arrival Date:            | Tuesday, March 05, 2019  |
| Departure Date:          | Thursday, March 07, 2019 |
| Number of Nights:        | 2 Night (s)              |
| Number of Guests:        | 1 Adult (s)              |
| Room Type:               | King Renovated           |
| Nightly Rate:            | \$115.00                 |
| Room Tax:                | 13.0%                    |

#### Deposit Information

|                     |          |
|---------------------|----------|
| Total Cost of Stay: | \$270.30 |
| Deposit Paid        | \$       |
| Remaining Balance   | \$270.30 |

*\*The displayed total is an estimate only and does not include any additional charges and fees that may be incurred at the hotel*

#### Hotel Policy

|                      |                                |
|----------------------|--------------------------------|
| Check-in Time:       | 3:00 PM                        |
| Check-out Time:      | 11:00 AM                       |
| Cancellation Policy: | 24 Hours prior to arrival date |

#### Contact Information

|                |  |
|----------------|--|
| Main Number:   | (807) 577-1121   |
| Email          | <a href="mailto:reservations@valhallainn.com">reservations@valhallainn.com</a> |
| Hotel Website: | <a href="http://www.valhallainn.com">www.valhallainn.com</a>                   |

Sincerely,

Reservations Office

Valhalla Inn

**Association of Municipalities of Ontario**  
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

**Meeting Confirmation**

Andrew Hallikas  
Councillor  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

**As a Member of Council What You Need To Know**  
Thursday, February 07, 2019 through Thursday, March 28, 2019  
Canada

Coordinators: For all enquiries please contact [events@amo.on.ca](mailto:events@amo.on.ca)

You are registered for the following:

| Function           | Quantity | Rate     | Amount |
|--------------------|----------|----------|--------|
| Discount           | 1        | -54.00   | -54.00 |
| Mar 6: Thunder Bay | 1        | 360.00   | 360.00 |
|                    |          | Subtotal | 306.00 |
|                    |          | Tax      | 39.78  |
|                    |          | Total    | 345.78 |
|                    |          | Payment  | 345.78 |
|                    |          | Balance  | 0.00   |

Credit Card Number: AV \*\*\*\*\*1403 345.78  
Total GST: 39.78  
GST Remittance Number: 106732944RT0001

We can also confirm your dietary requirements as:  
None

Association of Municipalities of Ontario  
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

**Meeting Confirmation**

Andrew Hallikas  
Councillor  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

**Land Use Planning: Beyond the Basics**

Friday, February 08, 2019 through Friday, March 29, 2019  
Canada

Coordinators: For all enquiries please contact [events@amo.on.ca](mailto:events@amo.on.ca)

You are registered for the following:

| Function           | Quantity | Rate     | Amount |
|--------------------|----------|----------|--------|
| Discount Fee       | 1        | -30.00   | -30.00 |
| Mar 7: Thunder Bay | 1        | 200.00   | 200.00 |
|                    |          | Subtotal | 170.00 |
|                    |          | Tax      | 22.10  |
|                    |          | Total    | 192.10 |
|                    |          | Payment  | 192.10 |
|                    |          | Balance  | 0.00   |

Credit Card Number: AV \*\*\*\*\*1403 192.10  
Total GST: 22.10  
GST Remittance Number: 106732944RT0001

We can also confirm your dietary requirements as:  
None



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/25**

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor Michael Behan–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Michael Behan.

Expenses

|                                  |                 |
|----------------------------------|-----------------|
| 1. Meals                         | \$113.00        |
| 2. Per Diem                      | <u>400.00</u>   |
| Total travel and Per Diem Claims | <u>\$513.00</u> |

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,321.18 to attend Training as authorized by Council.

The 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 Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Michael Behan for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Michael Behan for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

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

|    |                              |                                      |                          |            |       |                  |      |      |        |
|----|------------------------------|--------------------------------------|--------------------------|------------|-------|------------------|------|------|--------|
| 1. | Attendee                     | MICHAEL BEHAN                        |                          |            |       |                  |      |      |        |
| 2. | Conference/Seminar Attended  | New Councillor * Land use planning   |                          |            |       |                  |      |      |        |
|    | Location (Facility and City) | Thunder Bay                          |                          |            |       |                  |      |      |        |
|    | Dates                        | March 5-7/2019                       |                          |            |       |                  |      |      |        |
| 3. |                              | Sun.                                 | Mon.                     | Tues.      | Wed.  | Thurs.           | Fri. | Sat. | Total  |
|    | Accommodation                |                                      |                          |            |       |                  |      |      |        |
|    | Transportation               |                                      |                          |            |       |                  |      |      |        |
|    | Breakfast                    |                                      |                          |            | 13.00 | 13.00            |      |      | 26.00  |
|    | Lunch                        |                                      |                          |            |       | 17.00            |      |      | 17.00  |
|    | Dinner                       |                                      |                          | 35.00      | 35.00 | <del>35.00</del> |      |      | 70.00  |
|    | Per Diem                     |                                      |                          |            |       |                  |      |      |        |
|    | Other                        |                                      |                          |            |       |                  |      |      |        |
| 4. | Prepaid Expenses             | Registration                         |                          | Air Travel |       | Other            |      |      | Total  |
|    |                              |                                      |                          |            |       |                  |      |      |        |
| 5. | Town Used Vehicle            | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Reason     |       |                  |      |      | Total  |
|    | Mileage Claimed              | KM x CRA rate =                      |                          |            |       |                  |      |      |        |
|    |                              |                                      |                          |            |       |                  |      |      |        |
| 6. | Approved                     | Total Expenses                       |                          |            |       |                  |      |      | 113.00 |
|    |                              | Advance Received                     |                          |            |       |                  |      |      |        |
|    |                              | Balance Claimed                      |                          |            |       |                  |      |      |        |
|    |                              | Balance Refunded                     |                          |            |       |                  |      |      |        |

**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.

March 11/2019  
 Date

Michael Behan  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Division Manager Signature

|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

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

|                               |                                       |
|-------------------------------|---------------------------------------|
| Attendee                      | MICHAEL BEHAN                         |
| Conference / Seminar Attended | NEW COUNCILLOR &<br>LAND USE PLANNING |
| Location                      | THUNDER BAY                           |
| Dates                         | MARCH 5-7, 2019                       |

**Details of Per Diem**

|        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|---------|-----------|----------|--------|----------|--------|-------|
| Date   |        | MARCH 5 | MARCH 6   | MARCH 7  |        |          |        |       |
| Amount |        | \$80    | \$160     | \$160    |        |          |        | \$400 |

|                                      |                            |
|--------------------------------------|----------------------------|
| Name (Please Print)<br>MICHAEL BEHAN | Signature<br>Michael Behan |
| Approved                             | Date<br>March 12/2019      |

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

| DATE                   | LOCATION   |
|------------------------|--|
| February 7: Toronto    | <b>SOLD OUT</b>  |
| March 6: Thunder Bay   | Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5   |
| March 8: North Bay     | Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4  |
| March 20: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 21: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
| March 22: Orillia      | Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1   |
| March 27: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
| March 28: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

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Register for this session and As a Member of Council What You Need to Know and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one print and submit form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
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| March 22: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
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| March 29: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/28**

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor Wendy Brunetta–Training Travel Expense and Per Diem**

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**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Wendy Brunetta.

Expenses

|                                  |                 |
|----------------------------------|-----------------|
| 1. Meals                         | \$113.00        |
| 2. Per Diem                      | <u>400.00</u>   |
| Total travel and Per Diem Claims | <u>\$513.00</u> |

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,321.18 to attend Training as authorized by Council.

The 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 Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Wendy Brunetta for her attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Wendy Brunetta for her attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

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

|    |                              |   |                          |                  |       |        |      |       |        |
|----|------------------------------|---|--------------------------|------------------|-------|--------|------|-------|--------|
| 1. | Attendee                     | Wendy Brunetta                              |                          |                  |       |        |      |       |        |
| 2. | Conference/Seminar Attended  | New Councillor & Land Use Planning Training |                          |                  |       |        |      |       |        |
|    | Location (Facility and City) | Thunder Bay                                 |                          |                  |       |        |      |       |        |
|    | Dates                        | Mar 5-7/19                                  |                          |                  |       |        |      |       |        |
| 3. |                              | Sun.  | Mon.                     | Tues.            | Wed.  | Thurs. | Fri. | Sat.  | Total  |
|    | Accommodation                |   |                          |                  |       |        |      |       |        |
|    | Transportation               |   |                          |                  |       |        |      |       |        |
|    | Breakfast                    |   |                          | <del>15.00</del> | 13.00 | 13.00  |      |       | 26.00  |
|    | Lunch                        |   |                          |                  |       | 17.00  |      |       | 17.00  |
|    | Dinner                       |   |                          | 35.00            | 35.00 |        |      |       | 70.00  |
|    | Per Diem                     |   |                          |                  |       |        |      |       |        |
|    | Other                        |   |                          |                  |       |        |      |       |        |
| 4. | Prepaid Expenses             | Registration                                |                          | Air Travel       |       | Other  |      | Total |        |
|    |                              |   |                          |                  |       |        |      |       |        |
| 5. | Town Used Vehicle            | <input checked="" type="radio"/> Yes        | <input type="radio"/> No | Reason           |       |        |      |       | Total  |
|    | Mileage Claimed              | KM x CRA rate =                             |                          |                  |       |        |      |       |        |
|    |                              |   |                          |                  |       |        |      |       |        |
| 6. | Approved                     | Total Expenses                              |                          |                  |       |        |      |       | 113.00 |
|    |                              | Advance Received                            |                          |                  |       |        |      |       |        |
|    |                              | Balance Claimed                             |                          |                  |       |        |      |       |        |
|    |                              | Balance Refunded                            |                          |                  |       |        |      |       |        |

**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.

Mar 11/19  
 Date

Wendy Brunetta  
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

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

|                               |   |
|-------------------------------|---|
| Attendee                      | Wendy Brunetta                              |
| Conference / Seminar Attended | New Councillor + Land Use Planning Training |
| Location                      | Thunder Bay                                 |
| Dates                         | Mar 5-7/19                                  |

**Details of Per Diem**

|        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total  |
|--------|--------|---------|-----------|----------|--------|----------|--------|--------|
| Date   |        | Mar 6   | Mar 7     | Mar 8    |        |          |        |        |
| Amount |        | 80.00   | 160.00    | 160.00   |        |          |        | 400.00 |

|                                       |                             |
|---------------------------------------|-----------------------------|
| Name (Please Print)<br>Wendy Brunetta | Signature<br>Wendy Brunetta |
| Approved                              | Date<br>Mar. 11/19          |

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

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# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

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**Kathryn Lawson**  
**320 Portage Ave**  
**Fort Frances, ON P9A 3P5**  
**Canada**  
 Brunetta, Wendy  
 Company Name: Town of Fort Frances

Room No. 504  
 Arrival : 03/05/19  
 Departure : 03/07/19  
 Invoice No. :  
 Conf. No. : 435481  
 Cashier No. : 12  
 Purchase :  
 Order :  
 A/R No. :

Group Name:

**INVOICE**

HST No.: 10009 4077 RT 0004

| Date                 | Description                      | Charges       | Credits       |
|----------------------|----------------------------------|---------------|---------------|
| 03/05/19             | Room Charge                      | 115.00        |               |
| 03/05/19             | Municipal Accommodation Tax (4%) | 4.60          |               |
| 03/05/19             | HST on MAT (13%)                 | 0.60          |               |
| 03/05/19             | Harmonized Sales Tax (13%)       | 14.95         |               |
| 03/06/19             | Room Charge                      | 115.00        |               |
| 03/06/19             | Municipal Accommodation Tax (4%) | 4.60          |               |
| 03/06/19             | HST on MAT (13%)                 | 0.60          |               |
| 03/06/19             | Harmonized Sales Tax (13%)       | 14.95         |               |
| 03/07/19             | Visa - Front Desk                |               | 270.30        |
| <b>Total Charges</b> |                                  | <b>270.30</b> |               |
| <b>Total Credits</b> |                                  |               | <b>270.30</b> |
| <b>Balance</b>       |                                  |               | <b>0.00</b>   |

Page No. 1 of 1

Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || [www.valhallainn.com](http://www.valhallainn.com)



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/26**

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor John McTaggart–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor John McTaggart.

Expenses

|                                  |                 |
|----------------------------------|-----------------|
| 1. Meals                         | \$ 87.00        |
| 2. Gasoline                      | <u>84.05</u>    |
|                                  | 171.05          |
| 3. Per Diem                      | <u>400.00</u>   |
| Total travel and Per Diem Claims | <u>\$571.05</u> |

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,379.23 to attend Training as authorized by Council.

The 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 Travel Expense and Per Diem claims in the amount of \$571.05 as submitted by Councillor John McTaggart for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$571.05 as submitted by Councillor John McTaggart for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

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

|                                |  |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|--|
| 1. Attendee                    | JOHN McTAGGART   |  |  |  |  |  |  |  |
| 2. Conference/Seminar Attended | AMD TRAINING - "AS A MEMBER OF COUNCIL", "LAND USE PLANNING" |  |  |  |  |  |  |  |
| Location (Facility and City)   | VICTORIA INN THUNDER BAY ON                                  |  |  |  |  |  |  |  |
| Dates                          |  |  |  |  |  |  |  |  |

|    |                |      |      |       |       |        |      |      |       |
|----|----------------|------|------|-------|-------|--------|------|------|-------|
| 3. |                | Sun. | Mon. | Tues. | Wed.  | Thurs. | Fri. | Sat. | Total |
|    | Accommodation  |      |      |       |       |        |      |      |       |
|    | Transportation |      |      |       | 43.50 | 40.55  |      |      | 84.05 |
|    | Breakfast      |      |      | X     | X     | X      |      |      |       |
|    | Lunch          |      |      | X     | X     | 17.00  |      |      | 17.00 |
|    | Dinner         |      |      | 35.00 | 35.00 |        |      |      | 70.00 |
|    | Per Diem       |      |      |       |       |        |      |      |       |
|    | Other          |      |      |       |       |        |      |      |       |

|                     |              |            |       |       |
|---------------------|--------------|------------|-------|-------|
| 4. Prepaid Expenses | Registration | Air Travel | Other | Total |
|                     |              |            |       |       |

|                      |                                      |                          |        |       |
|----------------------|--------------------------------------|--------------------------|--------|-------|
| 5. Town Used Vehicle | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Reason | Total |
| Mileage Claimed      | KM x CRA rate =                      |                          |        |       |
|                      |                                      |                          |        |       |

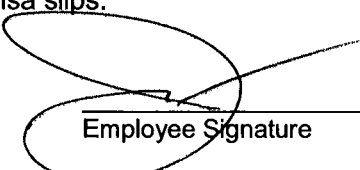
  

|             |                  |        |
|-------------|------------------|--------|
| 6. Approved | Total Expenses   | 171.05 |
|             | Advance Received | 0      |
|             | Balance Claimed  | 171.05 |
|             | Balance Refunded |        |

**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.

Mar 9, 2019  
 Date

  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Division Manager Signature

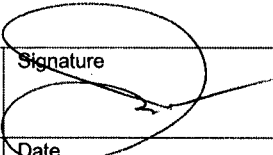
|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

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

|                               |  |
|-------------------------------|--|
| Attendee                      | JOHN McTAGGART   |
| Conference / Seminar Attended | AMO TRAINING<br>"AS A MEMBER OF COUNCIL" "LAND USE PLANNING" |
| Location                      | VICTORIA INN THUNDER BAY ON.                                 |
| Dates                         | MAR 6 - 7, 2019.   |

**Details of Per Diem**

|        | Monday | Tuesday           | Wednesday          | Thursday           | Friday | Saturday | Sunday | Total              |
|--------|--------|-------------------|--------------------|--------------------|--------|----------|--------|--------------------|
| Date   |        | MAR 5/19          | MAR 6/19           | MAR 7/19           |        |          |        |                    |
| Amount |        | 80. <sup>00</sup> | 160. <sup>00</sup> | 160. <sup>00</sup> |        |          |        | 400. <sup>00</sup> |

|                     |  |
|---------------------|--|
| Name (Please Print) | Signature  |
| JOHN D. McTAGGART   |  |
| Approved            | Date   |
|                     |  |

To be submitted to Payroll for processing when approved by Council

SHELL CANADA PRODUCTS  
1110 WEST ARTHUR STREET  
THUNDER BAY, ON P7E 6P9  
(807) 473-4325

| Tax Description       | Qty    | Amount         |
|-----------------------|--------|----------------|
| H Bronze No6          |        |                |
| 37.535 L @ \$1.159/ L |        | \$43.50        |
| Sub Total             |        | \$43.50        |
| 13.0% HST tax on      | \$0.00 | \$0.00         |
| 5.0% HST-F tax on     | \$0.00 | \$0.00         |
| <b>TOTAL</b>          |        | <b>\$43.50</b> |
| MASTERCARD:           |        | \$43.50        |
| Change                |        | \$0.00         |

Fuel Includes HST 13.0% \$5.00  
Fuel Includes HST-F 5.0% \$0.00  
HST - Fuel - ON No. 137400032RT

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX4852  
TERMINAL No. 89203442  
PURCHASE T  
INV No. 2034427993  
APPROVAL No. 031075

**NO SIGNATURE  
TRANSACTION**

IMPORTANT  
retain this copy for your records

AIR MILES  
Card Num : XXXXXX6163  
Terminal : 20344  
Approval : 201041982020019030610052960

\*\*\*\*\*

# SAFeway

Safeway Fort Frances  
417 Scott Street Fort Frances ON  
Phone: 807.274.4521  
GST# 895588788RT001

Served by: Hayley S

|                 |        |                |
|-----------------|--------|----------------|
| <b>FUEL</b>     |        |                |
| Gas Unleaded    |        | \$40.55        |
| SUBTOTAL        |        | \$40.55        |
| TOTAL TAX       |        | \$0.00         |
| <b>TOTAL</b>    |        | <b>\$40.55</b> |
| MasterCard      | TENDER | \$40.55        |
| Cash            | CHANGE | \$0.00         |
| NUMBER OF ITEMS |        | 1              |

MERCHANT 22260091 RF  
TERMINAL ID SB2226009185  
\*\* Purchase \*\* \$ 40.55  
CARD MasterCard RCPT 7618000  
NO. \*\*\*\*\*4852 RESP 001  
DATE 03/07/2019 TIME 17:03:36  
AUTH # 00088S REF# 001564064

Approved - Thank you

I AGREE TO PAY THE ABOVE TOTAL AMOUNT  
ACCORDING TO THE CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

|      |      |       |      |          |
|------|------|-------|------|----------|
| Term | Tran | Store | Oper | 03/07/19 |
| 85   | 7618 | 4809  | 234  | 16:03:35 |

Thank you for shopping at Our Store  
Come Again Soon



**Kathryn Lawson**  
**320 Portage Ave**  
**Fort Frances, ON P9A 3P5**  
**Canada**

MCTaggart, John

Company Name: Town of Fort Frances

Group Name:

**INVOICE**

HST No.: 10009 4077 RT 0004

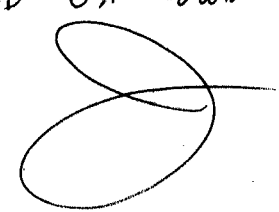
Room No. : 502  
 Arrival : 03/05/19  
 Departure : 03/07/19  
 Invoice No. :  
 Conf. No. : 435479  
 Cashier No. : 12  
 Purchase Order :  
 A/R No. :

| Date     | Description                      | Charges | Credits |
|----------|----------------------------------|---------|---------|
| 03/05/19 | Room Charge                      | 115.00  |         |
| 03/05/19 | Municipal Accommodation Tax (4%) | 4.60    |         |
| 03/05/19 | HST on MAT (13%)                 | 0.60    |         |
| 03/05/19 | Harmonized Sales Tax (13%)       | 14.95   |         |
| 03/06/19 | Room Charge                      | 115.00  |         |
| 03/06/19 | Municipal Accommodation Tax (4%) | 4.60    |         |
| 03/06/19 | HST on MAT (13%)                 | 0.60    |         |
| 03/06/19 | Harmonized Sales Tax (13%)       | 14.95   |         |
| 03/07/19 | Visa - Front Desk                |         | 270.30  |

|                      |        |             |
|----------------------|--------|-------------|
| <b>Total Charges</b> | 270.30 |             |
| <b>Total Credits</b> |        | 270.30      |
| <b>Balance</b>       |        | <b>0.00</b> |

Page No. 1 of 1

*PREPAID ON TOWN CREDIT CARD*



Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || [www.valhallainn.com](http://www.valhallainn.com)

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

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|------------------------|--|
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| March 20: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 21: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
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| March 27: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
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## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

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**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Saturday, February 9, 2019 1:08 PM  
**To:** John McTaggart  
**Cc:** AMO Events  
**Subject:** Your registration details for As a Member of Council What You Need To Know



**Association of Municipalities of Ontario**  
**200 University Ave., Suite 801, Toronto, Ontario M5H 3C6**

### **Meeting Confirmation**

John McTaggart  
 Councillor  
 Town of Fort Frances  
 320 Portage Avenue Fort Frances, ON P9A 3P9

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 2/7/2019 through 3/28/2019

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344

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|--------------------|----------|------------|
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|          |          |
|----------|----------|
| Subtotal | \$306.00 |
| Tax      | \$39.78  |
| Total    | \$345.78 |
| Payments | \$345.78 |
| Balance  | \$0.00   |

Total HST: \$39.78  
 HST Remittance Number: 106732944RT0001

**We can also confirm:**

**Kathy Lawson**

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| Function           | Quantity | Unit Price |
|--------------------|----------|------------|
| Mar 7: Thunder Bay | 1.00     | \$200.00   |
| Discount Fee       | 1.00     | \$-30.00   |

|          |          |
|----------|----------|
| Subtotal | \$170.00 |
| Tax      | \$22.10  |
| Total    | \$192.10 |
| Payments | \$192.10 |
| Balance  | \$0.00   |

Total HST: \$22.10  
 HST Remittance Number: 106732944RT0001

We can also confirm:



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/27**

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor Rick Wiedenhoeft–Training Travel Expense and Per Diem**

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Rick Wiedenhoeft.

Expenses

|                                  |                  |
|----------------------------------|------------------|
| 1. Meals                         | \$ 113.00        |
| 2. Gasoline                      | 102.04           |
| 3. Tire Repair                   | <u>214.68</u>    |
|                                  | 429.72           |
| 4. Per Diem                      | <u>400.00</u>    |
| Total travel and Per Diem Claims | <u>\$ 829.72</u> |

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,423.22 (plus tire repairs) to attend Training as authorized by Council.

The 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 Travel Expense and Per Diem claims in the amount of \$829.72 as submitted by Councillor Rick Wiedenhoeft for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$829.72 as submitted by Councillor Rick Wiedenhoeft for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

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

|                                |                                      |      |                               |              |              |                  |      |               |
|--------------------------------|--------------------------------------|------|-------------------------------|--------------|--------------|------------------|------|---------------|
| 1. Attendee                    | <i>Rich WIEDENHOEFF.</i>             |      |                               |              |              |                  |      |               |
| 2. Conference/Seminar Attended | <i>COUNCILLOR TRAINING</i>           |      |                               |              |              |                  |      |               |
| Location (Facility and City)   | <i>VICTORIA INN Thunder Bay</i>      |      |                               |              |              |                  |      |               |
| Dates                          | <i>March 5 to March 7, 2019.</i>     |      |                               |              |              |                  |      |               |
| 3.                             | Sun.                                 | Mon. | Tues.                         | Wed.         | Thurs.       | Fri.             | Sat. | Total         |
| Accommodation                  |                                      |      | <i>—</i>                      | <i>—</i>     |              |                  |      | <i>—</i>      |
| Transportation                 |                                      |      |                               |              |              |                  |      |               |
| Breakfast                      |                                      |      |                               | <i>13.00</i> | <i>13.00</i> |                  |      | <i>26.00</i>  |
| Lunch                          |                                      |      |                               |              | <i>17.00</i> |                  |      | <i>17.00</i>  |
| Dinner                         |                                      |      | <i>35.00</i>                  | <i>35.00</i> | <i>35.00</i> |                  |      | <i>70.00</i>  |
| Per Diem                       |                                      |      |                               |              |              |                  |      |               |
| Other                          | <i>TIRE REPAIR in Thunder Bay</i>    |      |                               |              |              |                  |      | <i>214.68</i> |
| 4. Prepaid Expenses            | Registration                         |      | Air Travel                    |              | Other        |                  |      | Total         |
|                                |                                      |      |                               |              |              |                  |      |               |
| 5. Town Used Vehicle           | <input checked="" type="radio"/> Yes | No   | Reason                        |              |              |                  |      | Total         |
| Mileage Claimed                | KM x CRA rate =                      |      | <i>Gardline 77.03 + 25.01</i> |              |              |                  |      | <i>102.04</i> |
| 6. Approved                    |                                      |      |                               |              |              | Total Expenses   |      | <i>429.72</i> |
|                                |                                      |      |                               |              |              | Advance Received |      |               |
|                                |                                      |      |                               |              |              | Balance Claimed  |      |               |
|                                |                                      |      |                               |              |              | Balance Refunded |      |               |

**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.

*Monday March 11, 2019*  
Date

*R. Wiedenhoeff*  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

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

|                               |                                  |
|-------------------------------|----------------------------------|
| Attendee                      | <i>Rick WIEDENHOEFT.</i>         |
| Conference / Seminar Attended | <i>Councillor Training</i>       |
| Location                      | <i>Victoria Inn Thunder Bay.</i> |
| Dates                         | <i>March 5 to March 7, 2019.</i> |

**Details of Per Diem**

|        | Monday | Tuesday        | Wednesday      | Thursday       | Friday | Saturday | Sunday | Total         |
|--------|--------|----------------|----------------|----------------|--------|----------|--------|---------------|
| Date   |        | <i>March 5</i> | <i>March 6</i> | <i>March 7</i> |        |          |        | <i>2 1/2</i>  |
| Amount |        | <i>80.00</i>   | <i>160.00</i>  | <i>160.00</i>  |        |          |        | <i>400.00</i> |

|  |                                   |
|--|-----------------------------------|
| Name (Please Print)<br><i>RICK WIEDENHOEFT</i> | Signature<br><i>R. Wiedenhoef</i> |
| Approved                                       | Date                              |

To be submitted to Payroll for processing when approved by Council

**SHELL CANADA PRODUCTS**  
 HWY 11 EAST  
 FORT FRANCES, ON P9A 3M3  
 (807) 274-2221

| Tax Description                       | Qty    | Amount         |
|---------------------------------------|--------|----------------|
| H Bronze No1<br>64.246 L @ \$1.199/ L |        | \$77.03        |
| Sub Total                             |        | \$77.03        |
| 13.0% HST tax on                      | \$0.00 | \$0.00         |
| 5.0% HST-F tax on                     | \$0.00 | \$0.00         |
| <b>TOTAL</b>                          |        | <b>\$77.03</b> |
| MASTERCARD:                           |        | \$77.03        |
| Change                                |        | \$0.00         |
| Fuel Includes HST 13.0%               |        | \$8.86         |
| Fuel Includes HST-F 5.0%              |        | \$0.00         |
| HST - Fuel - ON No.                   |        | R106555360     |

\*\*\*\*\*  
 \*\*\*\*\* YOUR OPINION COUNTS \*\*\*\*\*  
 Tell us about your recent visit at  
[www.shell.ca/opinion](http://www.shell.ca/opinion)  
 and you could win FUEL FOR A YEAR  
 \*Receipt Required

**THANK YOU**  
 Questions? 1-800-661-1600

REG: 1 CSH: Bear, Great TRAN: 786082  
 3/7/2019 15:44:54 ST: C10238

**BRUCE STONE ENTERPRISES LIMITED**  
**CANADIAN TIRE #034**  
 1221 W. ARTHUR ST. THUNDER BAY  
 (377) 475-4235  
 HST #129090775  
 REG #: 54 03/06/2019 12:27:39 TRANS #: 9  
 OPERATOR #: 39 Float 001

==REPAIR ORDER #: 20003400074434==  
 SHOP CHARGES \$ 30.00  
 108-0050-6 MOTOMASTER \*235 \$ 142.99  
 299-0102-8 REPLACEMENT AD \$ 12.99  
 298-6256-8 TRF \$ 4.00  
 ==END OF ORDER #: 20003400074434==

SUBTOTAL \$ 189.98  
 13% HST \$ 24.70  
 5% HST \$ 0.00  
**TOTAL** \$ 214.68  
 M/C TEND \$ 214.68

**CUSTOMER COPY**

Visit [canadiantire.ca](http://canadiantire.ca) or download the  
 Canadian Tire Mobile App today!

Win a \$1000 Canadian Tire Gift Card!  
 Survey & rules at [telicdnfire.com](http://telicdnfire.com) or  
 1-888-431-5595. No purchase necessary.  
 Monthly contest. Skill testing  
 question. Odds of winning vary.

3309-4000-03600-198



0003419030623900000000010009

**CHRISTMAS DECORATION AND PRODUCTS MAY  
 ONLY BE RETURNED UNTIL DECEMBER 24TH.**  
 ALL SALES ON CHRISTMAS ITEMS MADE AFTER  
 DECEMBER 24TH ARE FINAL.

WITHOUT A RECEIPT, RETURNS WILL BE  
 PROCESSED AT OUR DISCRETION.  
 FOR WARRANTY, RETURN WITH A RECEIPT.  
 Thank you for shopping at Canadian Tire.

\*\*\*\*\* YOUR OPINION COUNTS \*\*\*\*\*  
 Tell us about your recent visit at  
[www.shell.ca/opinion](http://www.shell.ca/opinion)  
 and you could win FUEL FOR A YEAR  
 \*Receipt Required

**THANK YOU**  
 Questions? 1-800-661-1600

REG: 2 CSH: Gene, Gene TRAN: 3455097  
 3/7/2019 12:06:06 ST: C20344

| Tax Description                       | Qty    | Amount         |
|---------------------------------------|--------|----------------|
| H Bronze No5<br>21.580 L @ \$1.159/ L |        | \$25.01        |
| Sub Total                             |        | \$25.01        |
| 13.0% HST tax on                      | \$0.00 | \$0.00         |
| 5.0% HST-F tax on                     | \$0.00 | \$0.00         |
| <b>TOTAL</b>                          |        | <b>\$25.01</b> |
| Cash                                  |        | \$25.01        |
| Change                                |        | \$0.00         |
| Fuel Includes HST 13.0%               |        | \$2.88         |
| Fuel Includes HST-F 5.0%              |        | \$0.00         |
| HST - Fuel - ON No.                   |        | 137400032RT    |

**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Saturday, February 9, 2019 1:08 PM  
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|          |                 |
|----------|-----------------|
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We can also confirm:



**Kathryn Lawson**  
**320 Portage Ave**  
**Fort Frances, ON P9A 3P5**  
**Canada**

Wiedenhoeft, Rick

Company Name: Town of Fort Frances

Group Name:

**INVOICE**

HST No.: 10009 4077 RT 0004

Room No. 415  
 Arrival : 03/05/19  
 Departure : 03/07/19  
 Invoice No. :  
 Conf. No. : 435482  
 Cashier No. : 12  
 Purchase :  
 Order :  
 A/R No. :

| Date     | Description                      | Charges | Credits |
|----------|----------------------------------|---------|---------|
| 03/05/19 | Room Charge                      | 115.00  |         |
| 03/05/19 | Municipal Accommodation Tax (4%) | 4.60    |         |
| 03/05/19 | HST on MAT (13%)                 | 0.60    |         |
| 03/05/19 | Harmonized Sales Tax (13%)       | 14.95   |         |
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|                      |        |             |
|----------------------|--------|-------------|
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| <b>Balance</b>       |        | <b>0.00</b> |

*Paid by T.O.F.F.*

Page No. 1 of 1

Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || [www.valhallainn.com](http://www.valhallainn.com)

Page 67 of 231

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| March 21: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 22: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
| March 23: Orillia      | Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1   |
| March 28: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
| March 29: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/24**

**TO: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor Douglas Judson–Training Travel Expense and Per Diem**

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Douglas Judson.

Expenses

|                                  |                 |
|----------------------------------|-----------------|
| 1. Meals                         | \$113.00        |
| 2. Per Diem                      | <u>320.00</u>   |
| Total travel and Per Diem Claims | <u>\$433.00</u> |

The registration fee of \$537.88 and \$146.90 hotel accommodations was paid by the Town resulting in the total cost of \$1,117.78 to attend Training as authorized by Council.

The 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 Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Douglas Judson for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Douglas Judson for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

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

|    |                              |                               |      |            |       |                  |      |        |        |
|----|------------------------------|-------------------------------|------|------------|-------|------------------|------|--------|--------|
| 1. | Attendee                     | Douglas Judson                |      |            |       |                  |      |        |        |
| 2. | Conference/Seminar Attended  | Cancellor                     |      |            |       |                  |      |        |        |
|    | Location (Facility and City) | Victoria Inn, Thunder Bay, ON |      |            |       |                  |      |        |        |
|    | Dates                        | March 5-7, 2019               |      |            |       |                  |      |        |        |
| 3. |                              | Sun.                          | Mon. | Tues.      | Wed.  | Thurs.           | Fri. | Sat.   | Total  |
|    | Accommodation                |                               |      |            |       |                  |      |        |        |
|    | Transportation               |                               |      |            |       |                  |      |        |        |
|    | Breakfast                    |                               |      |            | 13.00 | 13.00            |      |        | 26.00  |
|    | Lunch                        |                               |      |            |       | 17.00            |      |        | 17.00  |
|    | Dinner                       |                               |      | 35.00      | 35.00 | <del>35.00</del> |      |        | 70.00  |
|    | Per Diem                     |                               |      |            |       |                  |      |        |        |
|    | Other                        |                               |      |            |       |                  |      |        |        |
| 4. | Prepaid Expenses             | Registration                  |      | Air Travel |       | Other            |      | Total  |        |
|    |                              |                               |      |            |       |                  |      | 113.00 |        |
| 5. | Town Used Vehicle            | Yes                           | No   | Reason     |       |                  |      |        | Total  |
|    | Mileage Claimed              | KM x CRA rate =               |      |            |       |                  |      |        |        |
| 6. | Approved                     |                               |      |            |       | Total Expenses   |      |        | 113.00 |
|    |                              |                               |      |            |       | Advance Received |      |        |        |
|    |                              |                               |      |            |       | Balance Claimed  |      |        |        |
|    |                              |                               |      |            |       | Balance Refunded |      |        |        |

**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.

March 11/2019  
 Date

Douglas Judson  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Division Manager Signature


|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

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

|                               |                               |
|-------------------------------|-------------------------------|
| Attendee                      | Douglas Judson                |
| Conference / Seminar Attended | Councillor Trainings          |
| Location                      | Victoria Inn, Thunder Bay, ON |
| Dates                         | March 5-7, 2019               |

**Details of Per Diem**

|        | Monday | Tuesday | Wednesday          | Thursday           | Friday | Saturday | Sunday | Total              |
|--------|--------|---------|--------------------|--------------------|--------|----------|--------|--------------------|
| Date   |        |         | Mar 6              | Mar 7              |        |          |        | 2                  |
| Amount |        |         | 160. <sup>00</sup> | 160. <sup>00</sup> |        |          |        | 320. <sup>00</sup> |

|                                       |   |
|---------------------------------------|---|
| Name (Please Print)<br>Douglas Judson | Signature<br> |
| Approved                              | Date  |

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

| DATE                   | LOCATION   |
|------------------------|--|
| February 7: Toronto    | <b>SOLD OUT</b>  |
| March 6: Thunder Bay   | Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5   |
| March 8: North Bay     | Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4  |
| March 20: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 21: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
| March 22: Orillia      | Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1   |
| March 27: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
| March 28: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

## REGISTRATION OPTIONS

Register for this session and As a Member of Council What You Need to Know and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one print and submit form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
- **Registration Open to:** Newly-elected and returning elected officials and municipal staff.
- **Dates and Locations:** Registration opens at 8:30 am and the session runs from 9:00 am to 12:00 pm

| DATE                   | LOCATION   |
|------------------------|--|
| February 8: Toronto    | <b>SOLD OUT</b>  |
| March 7: Thunder Bay   | Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5   |
| March 9: North Bay     | Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4  |
| March 21: Kingston     | Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1                           |
| March 22: Peterborough | Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3                    |
| March 23: Orillia      | Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1   |
| March 28: Owen Sound   | Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA   |
| March 29: London       | Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3 |

March 20, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: 2018 Drinking Water System Annual Report – Schedule 22**

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Administration is required to present to Council (owner) the 2018 Schedule 22 Summary Report prior to the March 31, 2019 deadline. Please find attached the Administration Report prepared by Craig Miller, Environmental Superintendent outlining the 2018 Schedule 22 Summary Report for the Town's Large Residential Drinking Water System. The entire Schedule 22 Summary Report is attached for your review and acceptance.

Also attached to the administration report prepared by Craig Miller outlined in appendix "D" is the MOE 2018/19 Drinking Water Inspection Report from their "unannounced focused" inspection, which was conducted on February 11 and 12, 2019. There was one area of non-compliance found during this inspection which was minor in nature. The Town is required to submit to the Ministry a Form 1 outlining any addition to their drinking water system. The 2018 Form 1 completed for the construction works did not include the watermain looping work completed on Frenette Avenue. A Form 1 is being prepared for that work and will be submitted to the Ministry in short order. There were a few areas where the Town could change process or equipment to better meet the regulations and these are being considered by the Operations and Facilities Division at this time.

Further, I would like to acknowledge all the efforts and hard work of the following staff members during this period; Doug Herr – Former Environmental and Facilities Superintendent, Craig Miller Environmental Superintendent, Randy White – Overall Responsible Operator, Brad Webb - Senior Water Treatment Plant (WTP) Operator, Paul Lemesurier - WTP Operator, Greg Wiedenhoeft -Water Distribution System Operator, Travis George – Former Water Distribution System Operator, Jay Bruyere – Water Distribution System Operator, Linda Carmody – Former Water Distribution Operator, Brian Patterson – Water Distribution Operator, and Joel Nicolay – Water Distribution Operator in Training (OIC) to ensure that all consumers connected to the Town's drinking water system receive outstanding potable water at all times. Please keep up the good work.

The 2018 Schedule 22 (Compliance) Summary Report will be available for inspection or review by any member of the public at the Water Treatment Plant or the Public Works Office during regular business hours without charge. Also, a copy of the report will be forwarded to Couchiching First Nations, the Walleye Trailer Park and the Lakeview Trailer Park prior to March 31, 2018. Also a copy of the report will be posted on the Town's website.

The Operations and Facilities Executive Committee recommends the following;

1. That Council accepts the 2018 Schedule 22 Annual Summary Report and that a separate resolution be prepared.
2. That the 2018/2019 MOE "Unannounced focused" Inspection Report of the Town's water system be reviewed and accepted by Council.

3. That at this time, the staff of the drinking water system should be acknowledged for all their effort and hard work to ensure that all consumers connected to the Town's water system receive outstanding water. Please keep up the good work.

Respectfully Submitted



Travis Rob, P.Eng

Manager of Operations and Facilities

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

- 1. That Council accepts the 2018 Schedule 22 Annual Summary Report and that a separate resolution be prepared.**
- 2. That the 2018/2019 MOE "Unannounced focused" Inspection Report of the Town's water system be reviewed and accepted by Council.**
- 3. That at this time, the staff of the drinking water system should be acknowledged for all their effort and hard work to ensure that all consumers connected to the Town's water system receive outstanding water. Please keep up the good work.**

2019March Schedule 22 Report



March 7, 2019

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities

From: Craig Miller, P.Eng., Environmental & Facilities Superintendent

**SUBJECT: Fort Frances Drinking Water System  
2019 Annual Summary Report (O. Reg. 170/03, Schedule 22)**

**and**

**Ministry of the Environment Inspection Report – 2018/2019**

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

The attached Schedule 22 Summary Report identifies the above and includes the findings of the MOECC Drinking Water Inspection Report from the Ministry inspection conducted February 4<sup>th</sup> and 5<sup>th</sup>, 2019.

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

Respectfully submitted,

Craig Miller, P.Eng.  
Environmental Superintendent



# **FORT FRANCES DRINKING WATER SYSTEM**

## **Large Municipal Residential Drinking Water System**

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

### **ANNUAL SUMMARY REPORT**

**For the period of**

**JANUARY 01, 2018 TO DECEMBER 31, 2018**

**DRINKING WATER SYSTEM #220000978**

**Prepared by: Craig Miller, P.Eng.**

## TABLE OF CONTENTS

|     |   |              |
|-----|---|--------------|
| 1.0 | Description   | Page 3       |
| 2.0 | General Overview  | Page 3       |
| 3.0 | Legislative Requirements                                | Pages 4 - 6  |
| 4.0 | System Approvals  | Page 6       |
| 5.0 | Failure to Meet Requirements<br>(Non-Compliance Issues) | Pages 6 - 7  |
| 6.0 | Quantity and Flow Data (2017)                           | Pages 8 – 10 |

### Appendix:

|              |   |
|--------------|---|
| Appendix "A" | - Municipal Drinking Water License  |
| Appendix "B" | - Drinking Water Works Permit   |
| Appendix "C" | - Permit to Take Water  |
| Appendix "D" | - Drinking Water System Inspection Program<br>(2017 – 2018 Inspection Report) |

### List of References

## 1.0 **Description**

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

## 2.0 **General Overview**

The reporting period for this report is January 01 to December 31, 2018.

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

1. Municipal Drinking Water License (MDWL) No. 224-101, Issue Number: 2, issued May 13, 2016;
2. Drinking Water Works Permit (DWWP) No. 224-201, Issue Number 2: issued May 13, 2016;
3. Safe Drinking Water Act, 2002;
  - O. Reg. 170/03 Drinking Water Systems
  - O. Reg. 128/04 Certification of Drinking Water Operators and Water Quality Analysts
  - O. Reg. 169/03 Ontario Drinking Water Quality Standard
  - O. Reg. 188/07 Licensing of Municipal Drinking Water Systems
4. Ontario Water Resources Act;
  - O. Reg. 387/04 Taking of Water and Transfer
 Permit to Take Water No. 3258-AE6PEM, issued September 27, 2016.

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

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

The summary report is required to provide the following:

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

### 3.0 **Legislative Requirements**

#### **Safe Drinking Water Act, 2002 (SDWA):**

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

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

#### **Ontario Regulation 170/03:**

*(Amendment O. Reg. 185/18, March 27, 2018 to Current)*

*(Amendment O. Reg. 509/17, December 15, 2017 to March 26, 2018)*

*Etc.*

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

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

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

The report must,

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

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

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

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

#### **Ontario Regulation 128/04:**

*(Certification of Drinking Water Operators and Water Quality Analysts)*

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

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

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

During the reporting period January 1, 2018 to December 31, 2018, all the Town's drinking water operators held a valid operator certificate in compliance with O. Reg. 128/04, made under the Safe Drinking Water Act.

#### **Ontario Regulation 169/03:**

*(Ontario Drinking Water Quality Standards - ODWQS)*

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

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

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

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

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

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

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

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

**4.0 System Approvals – (Current)**

The following outlines the current water system Approvals during the 2018 reporting period:

- Municipal Drinking Water License (No. 224-101), Issue Number: 2: Issued May 13, 2016.
- Drinking Water Works Permit (No. 224-201), Issue Number: 2: Issued May 13, 2016.
- Permit to Take Water: Permit Number 3528-AE6PEM: Issued September 27, 2016.

**5.0 Failure to Meet Requirements (Non-compliance Issues)**

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

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

There were no incidences of non-compliance with the Terms and Conditions of Ontario Regulation 170/03 during this reporting period.

**Ontario Regulation 128/04:***(Certification of Drinking Water Operators and Water Quality Analysts)*

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

**Ontario Regulation 169/03:***(Ontario Drinking Water Standards - ODWQS)*

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

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

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

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

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

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

Further to the Inspection Report the Ministry has established inspection compliances risk framework based on the principles on the Inspection, Investigation & Enforcement Secretariat and advice in internal/external risk experts. The Inspection Rating for the Town of Fort Frances Drinking Water System scored 99.12%.

**Non-Compliance with the Permit to Take Water No. 3528-AE6PEM:**

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

**Provincial Orders:**

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

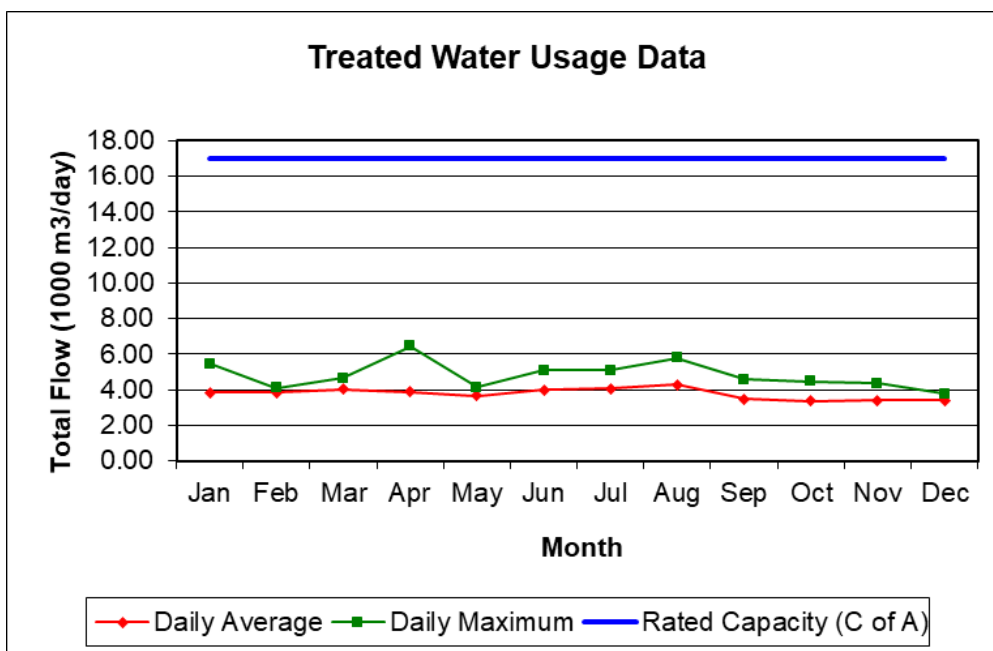
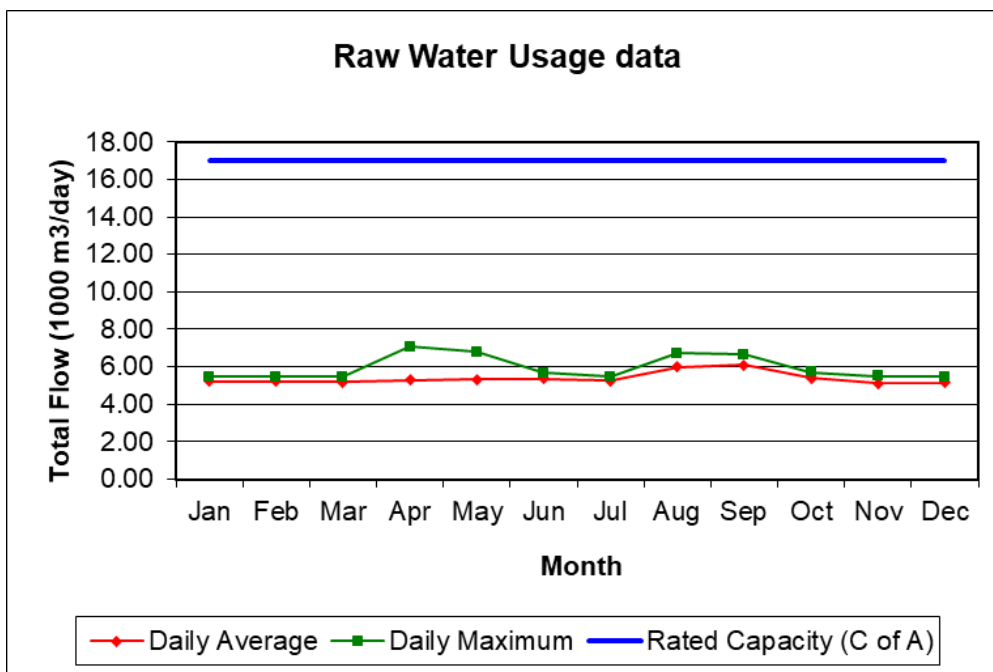
## 6.0 Quantity and Flow Data (2018)

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

| <b>Table 1 - RAW WATER USAGE - 2018</b> |  |  |  |   |
|---|--|--|--|---|
| <b>Month</b>                            | <b>Total Flow<br/>1000 m<sup>3</sup> / month</b> | <b>Average Daily<br/>Flow<br/>1000 m<sup>3</sup> / day</b> | <b>Maximum Daily<br/>Flow<br/>1000 m<sup>3</sup> / day</b> | <b>Max Daily<br/>Design Capacity<br/>1000 m<sup>3</sup> / day</b> |
| January                                 | 161.76   | 5.22   | 5.46   | 17  |
| February                                | 146.62   | 5.24   | 5.46   | 17  |
| March                                   | 160.43   | 5.18   | 5.47   | 17  |
| April                                   | 153.24   | 5.11   | 7.07   | 17  |
| May                                     | 159.48   | 5.14   | 6.78   | 17  |
| June                                    | 160.74   | 5.36   | 5.66   | 17  |
| July                                    | 163.39   | 5.27   | 5.46   | 17  |
| August                                  | 185.98   | 6.00   | 6.74   | 17  |
| September                               | 183.37   | 6.11   | 6.64   | 17  |
| October                                 | 167.05   | 5.39   | 5.72   | 17  |
| November                                | 153.49   | 5.12   | 5.52   | 17  |
| December                                | 159.82   | 5.16   | 5.48   | 17  |
| <b>Annual<br/>Totals</b>                | 1955.37  | 5.36   |  |   |

| <b>Table 2 - TREATED WATER USAGE - 2018</b> |  |  |  |   |
|---|--|--|--|---|
| <b>Month</b>                                | <b>Total Flow<br/>1000 m<sup>3</sup> / month</b> | <b>Average Daily<br/>Flow<br/>1000 m<sup>3</sup> / day</b> | <b>Maximum Daily<br/>Flow<br/>1000 m<sup>3</sup> / day</b> | <b>Max Daily<br/>Design Capacity<br/>1000 m<sup>3</sup> / day</b> |
| January                                     | 115.51   | 3.73   | 4.11   | 17  |
| February                                    | 107.41   | 3.84   | 4.09   | 17  |
| March                                       | 124.80   | 4.03   | 4.64   | 17  |
| April                                       | 115.85   | 3.86   | 6.46   | 17  |
| May   | 109.23   | 3.52   | 4.13   | 17  |
| June  | 119.76   | 3.99   | 5.08   | 17  |
| July  | 125.81   | 4.06   | 5.10   | 17  |
| August                                      | 132.73   | 4.28   | 5.78   | 17  |
| September                                   | 104.13   | 3.47   | 4.59   | 17  |
| October                                     | 103.78   | 3.35   | 4.45   | 17  |
| November                                    | 101.43   | 3.38   | 4.35   | 17  |
| December                                    | 104.79   | 3.38   | 3.76   | 17  |
| <b>Annual<br/>Totals</b>                    | 1365.23  | 3.74   |  |   |

### Comparison of Flow Summary to Rated Capacity



The **Permits to Take Water #3528-AE6PEM** (Issued September 27, 2016) allows the municipality to draw 17,000 m³/day at a maximum flow rate of 12,000 L/min. from its raw water source. As indicated from the charts and tables above, the maximum daily flow of raw water in 2018 was 7,070 m³/day, which is 41.6% of the maximum allowable flow rate.

In accordance with the Municipal Drinking Water License No. 224-201, the Town of Fort Frances Drinking Water System shall not be operated to exceed the rated capacity of 17,000 m³/day on any calendar day, conveyed from the treatment system to the distribution system. The highest single day treated flow in 2018 was 6,460 m³/day, which is 38.0% of the plant's maximum capacity.

There were no instances of treated water flows exceeding the rated capacity as stated in the Municipal Drinking Water Licence during the reporting period of January 1 to December 31, 2018.

**Appendix "A"**

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

**Appendix "B"**

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

**Appendix “C”**

**PERMIT TO TAKE WATER  
Surface Water  
Number 3528-AE6PEM**

**Appendix “D”**

**DRINKING WATER SYSTEM INSPECTION PROGRAM  
(2018 – 2019 Inspection Report)**

**List of References**

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



## MUNICIPAL DRINKING WATER LICENCE

**Licence Number: 224-101**

**Issue Number: 2**

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

### The Corporation of the Town of Fort Frances

**320 Portage Avenue  
Fort Frances, ON  
P9A 3P9**

For the following municipal residential drinking water system:

### Fort Frances Drinking Water System

This municipal drinking water licence includes the following:

| Schedule   | Description  |
|------------|--|
| Schedule A | Drinking Water System Information                  |
| Schedule B | General Conditions                                 |
| Schedule C | System-Specific Conditions                         |
| Schedule D | Conditions for Relief from Regulatory Requirements |
| Schedule E | Pathogen Log Removal/Inactivation Credits          |

DATED at TORONTO this 13th day of May, 2016

Signature

Indra R. Prashad, P.Eng.  
Director  
Part V, *Safe Drinking Water Act*, 2002

## Schedule A: Drinking Water System Information

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Licence Number             | 224-101                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule A Issue Date      | May 13th, 2016                              |

The following information is applicable to the above drinking water system and forms part of this licence:

### Licence

|                                      |                     |
|--------------------------------------|---------------------|
| Licence Issue Date                   | May 13th, 2016      |
| Licence Expiry Date                  | May 12th, 2021      |
| Application for Licence Renewal Date | November 12th, 2020 |

### Drinking Water Works Permit

| Drinking Water System Name         | Permit Number | Issue Date     |
|------------------------------------|---------------|----------------|
| Fort Frances Drinking Water System | 224-201       | May 13th, 2016 |

### Permits to Take Water

| Water Taking Location | Permit Number | Issue Date       |
|-----------------------|---------------|------------------|
| Rainy River           | 7280-6UAMD9   | October 05, 2006 |

### Financial Plans

|  |          |
|--|----------|
| The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be: | 224-301  |
| Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:               | 224-301A |

### Accredited Operating Authority

| Drinking Water System or Operational Subsystems | Accredited Operating Authority              | Operational Plan No. | Operating Authority No. |
|---|---|----------------------|-------------------------|
| Fort Frances Drinking Water System              | The Corporation of the Town of Fort Frances | 224-401              | 224-OA1                 |

## Schedule B: General Conditions

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Licence Number             | 224-101                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule B Issue Date      | May 13th, 2016                              |

### 1.0 Definitions

**1.1** Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

**1.2** In this licence and the associated drinking water works permit:

**“adverse effect”, “contaminant” and “natural environment”** shall have the same meanings as in the EPA;

**“alteration”** may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

**“compound of concern”** means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

**“Director”** means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

**“drinking water works permit”** means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

**“emission summary table”** means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

**“EPA”** means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

**“financial plan”** means the financial plan required by O. Reg. 453/07;

**“licence”** means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

**“operational plan”** means an operational plan developed in accordance with the Director’s Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

**“owner”** means the owner of the drinking water system as identified in Schedule A of this licence;

**“permit to take water”** means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

**“point of impingement”** means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

**“point of impingement limit”** means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment and Climate Change publication titled “Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)”, dated February 2008, as amended;

**“procedure document”** means the Ministry of the Environment and Climate Change procedure titled “Procedure for Preparing an Emission Summary and Dispersion Modelling Report” dated July 2005, as amended;

**“Professional Engineer”** means a Professional Engineer who has been licenced to practice in the Province of Ontario;

**“provincial officer”** means a provincial officer appointed pursuant to section 8 of the SDWA;

**“publication NPC-300”** means the Ministry of the Environment and Climate Change publication titled “Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning” dated August 2013, as amended;

**“SDWA”** means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

**“sensitive populations”** means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generators shall be considered using the point of impingement limit instead of the Ministry of the Environment and Climate Change screening level for emergency generators:

- (a) health care units (e.g., hospitals and nursing homes),
- (b) primary/junior public schools,
- (c) day-care facilities, and
- (d) playgrounds;

**“subsystem”** has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts);

**“surface water”** means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

## 2.0 Applicability

- 2.1 In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

## 3.0 Licence Expiry

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

## 4.0 Licence Renewal

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

## 5.0 Compliance

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

## 6.0 Licence and Drinking Water Works Permit Availability

- 6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

## 7.0 Permit to Take Water and Drinking Water Works Permit

- 7.1 A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.
- 7.2 A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.

## 8.0 Financial Plan

- 8.1 For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
  - 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
  - 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

## 9.0 Interpretation

- 9.1 Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
  - 9.1.1 The SDWA;
  - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
  - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
  - 9.1.4 Any regulation made under the SDWA;
  - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
  - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
  - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and
  - 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.

- 9.3** The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
- 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
  - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment and Climate Change to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4** For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

## 10.0 Adverse Effects

- 10.1** Nothing in this licence or the drinking water works permit shall be read as to permit:
- 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
  - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2** All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3** Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

## 11.0 Change of Owner or Operating Authority

- 11.1** This licence is not transferable without the prior written consent of the Director.
- 11.2** The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
- 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

## 12.0 Information to be Provided

- 12.1** Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

## 13.0 Records Retention

- 13.1** Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

## 14.0 Chemicals and Materials

- 14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.

14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.

14.1.2 The requirement for the owner to comply with NSF/372 shall come into force no later than July 01, 2018.

- 14.2** The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.

- 14.3** Conditions 14.1 and 14.2 do not apply in the case of the following:

14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);

14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;

14.3.4 Gaskets that are made from NSF approved materials;

14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use; or

- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment and Climate Change is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

## 15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

## 16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
- 16.2.1 The requirements of this licence and associated procedures;
- 16.2.2 The requirements of the drinking water works permit for the drinking water system;
- 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system, including where applicable:
- a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and
  - b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;

- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- 16.4** The requirement for the owner to comply with condition 16.2.3 shall come into force on January 01, 2017.

## Schedule C: System-Specific Conditions

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Licence Number             | 224-101                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule C Issue Date      | May 13th, 2016                              |

### 1.0 System Performance

#### Rated Capacity

- 1.1 For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

| Table 1: Rated Capacity              |  |
|--------------------------------------|--|
| Column 1<br>Treatment Subsystem Name | Column 2<br>Rated Capacity (m <sup>3</sup> /day) |
| Fort Frances Water Treatment Plant   | 17,000   |

#### Maximum Flow Rates

- 1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

| Table 2: Maximum Flow Rates          |   |                                     |
|--------------------------------------|---|-------------------------------------|
| Column 1<br>Treatment Subsystem Name | Column 2<br>Treatment Subsystem Component | Column 3<br>Maximum Flow Rate (L/s) |
| Not Applicable                       | Not Applicable                            | Not Applicable                      |

- 1.3 Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.4 Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

**Residue Management**

- 1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
- 1.5.1 The annual average concentration of a test parameter identified in column 2 shall not exceed the value in column 3 of the same row; and
- 1.5.2 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row.

| <b>Table 3: Residue Management</b>  |                                    |   |  |
|---|------------------------------------|---|--|
| <b>Column 1<br/>Treatment Subsystem or<br/>Treatment Subsystem<br/>Component Name</b> | <b>Column 2<br/>Test Parameter</b> | <b>Column 3<br/>Annual Average<br/>Concentration (mg/L)</b> | <b>Column 4<br/>Maximum<br/>Concentration (mg/L)</b> |
| Not Applicable  | Not Applicable                     | Not Applicable  | Not Applicable                                       |

**UV Disinfection Equipment Performance**

- 1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system:
- 1.6.1 The UV disinfection equipment shall be operated such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row at the maximum design flow rate for the equipment;
- 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
- 1.6.3 If there is a UV disinfection equipment alarm, the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
- 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

| Table 4: UV Disinfection Equipment  |   |                              |                            |
|---|---|------------------------------|----------------------------|
| Column 1<br>Treatment Subsystem or<br>Treatment Subsystem<br>Component Name | Column 2<br>Minimum Continuous<br>Pass-Through UV Dose<br>(mJ/cm <sup>2</sup> ) | Column 3<br>Control Strategy | Column 4<br>Test Parameter |
| Not Applicable  | Not Applicable  | Not Applicable               | Not Applicable             |

## 2.0 Flow Measurement and Recording Requirements

**2.1** For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:

2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.

2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.

**2.2** For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.

**2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:

2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;

2.3.2 The time and date of the measurement;

2.3.3 The reason for the exceedance; and

2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

## 3.0 Calibration of Flow Measuring Devices

**3.1** All flow measuring devices that are required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change, shall be checked and calibrated in accordance with the manufacturer's instructions.

**3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and calibrated at least once every 12 months during which the drinking water system is in operation.

- 3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

## 4.0 Additional Sampling, Testing and Monitoring

### Drinking Water Health and Non-Health Related Parameters

- 4.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

| Table 5: Drinking Water Health Related Parameters                           |                            |                                |                                 |
|---|----------------------------|--------------------------------|---------------------------------|
| Column 1<br>Treatment Subsystem or<br>Treatment Subsystem<br>Component Name | Column 2<br>Test Parameter | Column 3<br>Sampling Frequency | Column 4<br>Monitoring Location |
| Not Applicable  | Not Applicable             | Not Applicable                 | Not Applicable                  |

| Table 6: Drinking Water Non-Health Related Parameters                       |                            |                                |                                 |
|---|----------------------------|--------------------------------|---------------------------------|
| Column 1<br>Treatment Subsystem or<br>Treatment Subsystem<br>Component Name | Column 2<br>Test Parameter | Column 3<br>Sampling Frequency | Column 4<br>Monitoring Location |
| Not Applicable  | Not Applicable             | Not Applicable                 | Not Applicable                  |

### Environmental Discharge Parameters

- 4.2 For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- 4.3 For the purposes of Table 7:
- 4.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
- 4.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

- 4.4** Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 21<sup>st</sup> Edition, 2005, or as amended from time to time by more recently published editions.

**Table 7: Environmental Discharge Parameters**

| <b>Column 1<br/>Treatment Subsystem or<br/>Treatment Subsystem<br/>Component Name</b> | <b>Column 2<br/>Test Parameter</b> | <b>Column 3<br/>Sample Type</b> | <b>Column 4<br/>Sampling<br/>Frequency</b> | <b>Column 5<br/>Monitoring Location</b> |
|---|------------------------------------|---------------------------------|--|---|
| Fort Frances Water Treatment<br>Plant   | Total Suspended<br>Solids          | Composite                       | Quarterly                                  | Point of discharge to Rainy<br>River    |

- 4.5** Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

- 4.5.1 The discharge of potable water from a watermain to a road or storm sewer;
- 4.5.2 The discharge of potable water from a water storage facility or pumping station:
- 4.5.2.1 To a road or storm sewer; or
- 4.5.2.2 To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.
- 4.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;
- 4.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and
- 4.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

## **5.0 Studies Required**

- 5.1** Not applicable

## **6.0 Source Protection**

- 6.1** Not applicable

## Schedule D: Conditions for Relief from Regulatory Requirements

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Licence Number             | 224-101                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule D Issue Date      | May 13th, 2016                              |

### 1.0 Lead Regulatory Relief

- 1.1** Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.

### 2.0 Other Regulatory Relief

- 2.1** Not Applicable.

## Schedule E: Pathogen Log Removal/Inactivation Credits

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Licence Number             | 224-101                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule E Issue Date      | May 13th, 2016                              |

### 1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

#### Fort Frances Water Treatment Plant

Rainy River [SURFACE WATER]

| Minimum Log Removal/<br>Inactivation Required | Cryptosporidium Oocysts | Giardia Cysts <sup>a</sup> | Viruses <sup>b</sup> |
|---|-------------------------|----------------------------|----------------------|
| Fort Frances Water Treatment Plant            | 2                       | 3                          | 4                    |

<sup>a</sup> At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.

<sup>b</sup> At least 2 log inactivation of viruses shall be achieved by disinfection.

| Log Removal/Inactivation<br>Credits Assigned <sup>c</sup>                          | Cryptosporidium Oocysts | Giardia Cysts | Viruses |
|--|-------------------------|---------------|---------|
| Conventional Filtration  | 2                       | 2.5           | 2       |
| Chlorination [CT: Contact chamber, clearwell/reservoir and high lift pump chamber] | -                       | 0.5           | 2+      |

<sup>c</sup> Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.

| Treatment Component        | Log Removal/Inactivation Credit Assignment Criteria   |
|----------------------------|---|
| Conventional Filtration    | <ol style="list-style-type: none"> <li>1. A chemical coagulant shall be used at all times when the treatment plant is in operation;</li> <li>2. Chemical dosages shall be monitored and adjusted in response to variations in raw water quality;</li> <li>3. Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure during filter ripening to ensure that effluent turbidity requirements are met at all times;</li> <li>4. Filtrate turbidity shall be continuously monitored from each filter; and</li> <li>5. Performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month shall be met for each filter.</li> </ol> |
| Chlorination               | <ol style="list-style-type: none"> <li>1. Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and</li> <li>2. At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.</li> </ol>   |
| Primary Disinfection Notes |   |



## DRINKING WATER WORKS PERMIT

**Permit Number: 224-201**

**Issue Number: 2**

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

### The Corporation of the Town of Fort Frances

**320 Portage Avenue  
Fort Frances, ON  
P9A 3P9**

For the following municipal residential drinking water system:

### Fort Frances Drinking Water System

This drinking water works permit includes the following:

| Schedule   | Description   |
|------------|---|
| Schedule A | Drinking Water System Description   |
| Schedule B | General   |
| Schedule C | All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system |
| Schedule D | Process Flow Diagrams   |

DATED at TORONTO this 13th day of May, 2016

Signature

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act*, 2002

## Schedule A: Drinking Water System Description

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Permit Number              | 224-201                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule A Issue Date      | May 13th, 2016                              |

### 1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

#### Overview

The **Fort Frances Drinking Water System** consists of a drinking water treatment plant, a two-celled storage ground reservoir, an elevated storage tank and approximately 6.0 kilometers of trunk watermains and 70.4 kilometers of distribution watermains.

The Fort Frances Water Treatment Plant is a conventional surface water treatment plant. Raw water is drawn from Rainy River through low lift pumps. Liquid alum is added to the raw water ahead of the in-line mixer for coagulation while polyelectrolytes are added to the solids contact tanks for assisting flocculation. The water then flows to the two solids contact clarifiers units, operating in parallel, where flocculation and sedimentation occurs. The settled floc is disposed of to the sanitary sewer. Powdered activated carbon, soda ash, and hydrofluosilicic are also added ahead of in-line mixer, in solids contact clarifiers, and/or in chemical contact chambers, as needed, for taste and odour and pH adjustment. The settled effluent is gravity fed to four dual media gravity sand filters. The filters are equipped with a backwash pump. The filtered water flows to a two-celled, ground storage reservoir through a chemical contact chamber. Chlorine and fluoride are added in the chemical contact chamber. The treated water then flows to the high lift pump wells where it is pumped to the distribution system. Chlorine residual and fluoride are monitored with continuous on-line analyzers just prior to the water leaving the plant. The Fort Frances Drinking Water System also includes an elevated water storage tank within the distribution system equipped with re-chlorination facilities.

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**Schedule A**

May 13th, 2016

**Fort Frances Water Treatment Plant****Treatment Plant****Location and General Description**

|                 |   |
|-----------------|---|
| Name            | Fort Frances Water Treatment Plant housed in an approximately 46 m by 32 m masonry structure  |
| Street Address  | 901 Colonization Road East  |
| UTM Coordinates | NAD 83: Zone 15 +/- 10m: Easting 472938: Northing 5384735   |
| System Type     | Treatment, storage and distribution   |
| Notes           | Houses screen chamber, low and high lift pumps, solids contact clarifiers, filters, chemical storage and feeding equipment, instrumentation and control, an administration area comprising of an office, lunchroom, washrooms and control room/laboratory |

**Surface Water Supply****Raw Water Intake**

|             |   |
|-------------|---|
| Description | Approximately 190 m of 630 mm diameter intake pipe located in the Rainy River including an upturned elbow intake structure with a coarse bar screen |
| Source      | Rainy River   |
| Location    | Approximately 190 m east of the Water Treatment Plant in Rainy River  |
| Notes       |   |

**Low Lift Works****Screens**

|             |  |
|-------------|--|
| Description | A raw water screen chamber equipped with two sets of screens |
| Dimensions  | Each screen 2.25 m <sup>2</sup> in area                      |
| Notes       | Screen chamber located ahead of raw water pumping well       |

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**Schedule A**

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**Low Lift Pumps**

|                 |  |
|-----------------|--|
| Description     | Three (3) vertical turbine low lift pumps  |
| Capacity        | <ul style="list-style-type: none"> <li>- Two (2) pumps rated at 100 L/s against a total dynamic head (TDH) of 14 m</li> <li>- One (1) VFD pump capable of providing flows in the range of 40 to 150 L/s against a total dynamic head (TDH) of 14m</li> </ul> |
| Metering Device | Equipped with one metering device for measuring raw water flows  |
| Notes           |  |

**Coagulation****In-Line Mixer**

|             |   |
|-------------|---|
| Description | An in-line mixer located downstream of the low lift pumps within the influent (raw water) line to facilitate the dosing of liquid alum, activated carbon slurry and soda ash solution |
| Dimensions  | 450 mm diameter   |
| Notes       | Located between low lift pumps and solids contact clarifiers  |

**Flocculation/Clarification****Flocculation/Clarification Tanks - Solids Contact Clarifiers**

|             |   |
|-------------|---|
| Description | Two (2) solids contact clarifier units, operating in parallel equipped with facilities for polymer dosing |
| Dimensions  | Each solids contact clarifier approximately 13.7 m x 13.7 m x 3.75 m side water depth (s.w.d.)            |
| Notes       | The settled floc is discharged to sanitary sewer  |

**Filtration****Filters**

|             |  |
|-------------|--|
| Description | Four (4) dual media, gravity filters (sand and anthracite)                                     |
| Dimensions  | Each filter approximately 4.9 m x 4.9 m providing a total filtration area of 96 m <sup>2</sup> |
| Equipment   | One (1) vertical turbine backwash pump capable of delivering 290.3 L/s at 14 m TDH             |
|             | A turbidimeter on each filter  |
|             | All filters equipped with an underdrain and air scouring system                                |
| Notes       |  |

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**Schedule A**

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**Instrumentation and Control****SCADA System**

|             |   |
|-------------|---|
| Description | A computerized control system monitoring the critical components of the process including raw and finished water quantity and quality     |
| Equipment   | Four (4) turbidimeters for continuously monitoring filter effluent  |
|             | One (1) laboratory model turbidimeter for manual testing  |
|             | One (1) continuous chlorine/fluoride analyzer monitoring free chlorine and fluoride residual in the discharge pipe of the high lift pumps |
|             | Three (3) flowmeters to measure flow at various locations   |
| Notes       | Status of the elevated storage tank by telemetry, receiving alarms and controlling the operation  |

**Waste Residual Management****Outfall Pipe**

|             |  |
|-------------|--|
| Description | Filter backwash disposal   |
| Dimensions  | Approximately 60 m of 800 mm diameter pipe   |
|             | One (1) vertical turbine backwash pump capable of delivering 290.3 L/s at 14 m TDH |
| Notes       | Filter backwash water returned to Rainy River through outfall line                 |

**Sludge Disposal**

|             |  |
|-------------|--|
| Description | Solids contact clarifier settled sludge disposal   |
| Equipment   | Settled sludge discharged through a 150 mm pipe using pneumatic blow down valves - gravity system, no pumps utilized |
| Notes       | Solids contact clarifier settled sludge discharged to the sanitary sewer system                                      |

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**Schedule A**

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**High Lift Works****High Lift Pumps**

|                        |   |
|------------------------|---|
| Description            | Four (4) vertical turbine high lift pumps and one (1) diesel engine driven vertical turbine fire pump |
| Capacity               | Two (2) vertical turbine pumps rated at 63.1 L/s. at TDH of 55m                                       |
|                        | One (1) vertical turbine pump rated at 94.7 L/s at TDH of 55m   |
|                        | One (1) vertical turbine pump rated at 126.2 L/s at a TDH of 55m                                      |
| High Lift Pump Chamber | 470 m <sup>3</sup> capacity   |
| Notes                  |   |

**On-Site Storage****Chemical Contact Chamber**

|             |   |
|-------------|---|
| Description | One (1) chemical contact chamber to provide chlorine contact time |
| Volume      | 240 m <sup>3</sup>  |
| Notes       |   |

**Clearwell/Reservoir**

|             |  |
|-------------|--|
| Description | Two-celled, ground storage reservoir   |
| Capacity    | Cell No. 1 = 2,565 m <sup>3</sup><br>Cell No. 2 = 1,465 m <sup>3</sup><br>Total = 4,030 m <sup>3</sup> |
| Notes       | The two cells receive filtered water after passing through chemical contact chamber                    |

**Emergency Power****Backup Power Supply**

|             |  |
|-------------|--|
| Description | One (1) 450 kW diesel generator set for use during power outage situations |
| Notes       |  |

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**Chemical Addition****Alum**

|             |  |
|-------------|--|
| Description | Alum feed system for coagulation   |
| Feed Point  | Liquid alum to the raw water ahead of the in-line mixer for coagulation  |
| Equipment   | A chemical metering pump with a calibration cylinder controlled automatically on the basis of the raw water flow complete with alum storage<br>A day tank with secondary spill containment |
| Notes       |  |

**Chlorine**

|               |  |
|---------------|--|
| Description   | Chlorine gas disinfection System   |
| Feed Point(s) | 1. Chemical contact chamber; and<br>2. Before the flash mixer  |
| Equipment     | One (1) duty chlorinator<br>One (1) standby chlorinator including:<br>- two (2) chlorine cylinders with an automatic switch over device in a separate room<br>- a weight scale<br>- one (1) chemical metering pump<br>- a free chlorine analyzer for monitoring finished water residuals |
| Notes         |  |

**Hydrofluosilicic Acid**

|             |   |
|-------------|---|
| Description | Fluoridation system   |
| Feed Point  | Chemical Contact Chamber  |
| Equipment   | One (1) day tank<br>One (1) chemical metering pump<br>Secondary spill containment |
| Notes       |   |

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**Schedule A**

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**Polyelectrolytes/Polymer**

|             |  |
|-------------|--|
| Description | <ul style="list-style-type: none"> <li>- A polyelectrolytes feed system for assisting in flocculation</li> <li>- A polymer feed system for assisting in flocculation (used as back-up)</li> </ul>  |
| Feed Point  | Solids Contact Clarifiers  |
| Equipment   | <ul style="list-style-type: none"> <li>- Two (2) chemical metering pumps for polyelectrolytes injection complete with aging and batch tanks</li> <li>- Two (2) chemical metering pumps for polymer injection complete with aging and solution tanks (used as back-up)</li> </ul> |
| Notes       |  |

**Powdered Activated Carbon**

|             |   |
|-------------|---|
| Description | Powdered activated carbon for taste and odor control  |
| Feed Point  | Ahead of in-line mixer or solids contact clarifiers   |
| Equipment   | One (1) slurry tank<br>One (1) chemical metering pump<br>Secondary spill containment<br>A dust control system |
| Notes       |   |

**Soda Ash**

|               |   |
|---------------|---|
| Description   | Soda ash dosing system for pH adjustment  |
| Feed Point #1 | Chemical contact chamber  |
| Feed Point #2 | Solid contact clarifiers  |
| Feed Point #3 | In-line mixture   |
| Equipment     | A silo inside the building<br>One (1) day tank<br>Volumetric feeder<br>A dust collector |
| Notes         |   |

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**Schedule A**

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**Elevated Storage Tank**

|                 |   |
|-----------------|---|
| Description     | An elevated storage tank  |
| Location        | South-east side of the intersection of Colonization Road West and McIrvine Road   |
| UTM Coordinates | NAD 83: Zone 15 +/- 10: Easting 468540: Northing 5383616  |
| Capacity        | 4,500 m <sup>3</sup>  |
| Equipment       | Includes calcium hypochlorite re-chlorination facility along with: <ul style="list-style-type: none"> <li>- a telemetry system providing the water level information to the main computer at the plant; and</li> <li>- a looped circulation system</li> </ul> |
| Notes           |   |

**Watermains****1.2** Watermains within the distribution system comprise:

- 1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

| <b>Table 1: Watermains</b>                        |                          |
|---|--------------------------|
| <b>Column 1<br/>Document or File Name</b>         | <b>Column 2<br/>Date</b> |
| WATER DISTRIBUTION SYSTEM - December 16, 2015.pdf | December 16, 2015        |

- 1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.
- 1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

## Schedule B: General

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Permit Number              | 224-201                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule B Issue Date      | May 13th, 2016                              |

### 1.0 Applicability

- 1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- 1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

### 2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- 2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water which are:
  - 2.3.1 Added, modified, replaced, extended; or
  - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,

shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:

  - a) The ministry's Watermain Disinfection Procedure, effective January 01, 2017;
  - b) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
  - c) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
  - d) AWWA C654 – Standard for Disinfection of Wells.
- 2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
  - 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;

- 
- 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or
  - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
  - 2.5 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
    - 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
    - 2.5.2 Constitutes maintenance or repair of the drinking water system; or
    - 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
  - 2.6 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
  - 2.7 For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, 2001 and *Greenbelt Act*, 2005.

### 3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1 The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
  - 3.1.1 The design of the watermain addition, modification, replacement or extension:
    - a) Has been prepared by a Professional Engineer;
    - b) Has been designed only to transmit water and has not been designed to treat water;
    - c) Satisfies the design criteria set out in the Ministry of the Environment and Climate Change publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
    - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment and Climate Change publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

- 
- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
  - 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
  - 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
  - 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
  - 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
  - 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
  - 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2** The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
- 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
  - 3.2.2 Has a nominal diameter greater than 750 mm;
  - 3.2.3 Results in the fragmentation of the drinking water system; or
  - 3.2.4 Connects to another drinking water system, unless:
    - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and
    - b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

- 3.3** The verifications required in conditions 3.1.7 and 3.1.8 shall be:
- 3.3.1 Recorded on “Form 1 – Record of Watermains Authorized as a Future Alteration”, as published by the Ministry of the Environment and Climate Change, prior to the watermain addition, modification, replacement or extension being placed into service; and
  - 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4** For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- 3.5** The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6** The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

#### **4.0 Minor Modifications to the Drinking Water System**

- 4.1** The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1 Raw water pumps and treatment process pumps in the treatment system;
  - 4.1.2 Coagulant feed systems in the treatment system, including the location and number of dosing points;
  - 4.1.3 Valves;
  - 4.1.4 Instrumentation and controls, including SCADA systems, and software associated with these devices;
  - 4.1.5 Filter media, backwashing equipment and under-drains in the treatment system; or,
  - 4.1.6 Spill containment works.
- 4.2** The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps and associated equipment;
  - 4.2.2 Re-circulation devices within distribution system storage facilities;

- 
- 4.2.3 In-line mixing equipment;
  - 4.2.4 Chemical metering pumps and chemical handling pumps;
  - 4.2.5 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
  - 4.2.6 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change.
- 4.3** The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
  - 4.3.2 Fuel storage tanks and spill containment works, and associated equipment; or
  - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
    - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
    - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
- 4.4** Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
  - 4.4.2 The bypassing of any unit process within a treatment subsystem;
  - 4.4.3 A deterioration in the quality of drinking water provided to consumers;
  - 4.4.4 A reduction in the reliability or redundancy of any component of the drinking water system;
  - 4.4.5 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
  - 4.4.6 An adverse effect on the environment.
- 4.5** The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.

- 4.6** The verifications and documentation required in condition 4.5 shall be:
- 4.6.1 Recorded on “Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System”, as published by the Ministry of the Environment and Climate Change, prior to the modified or replaced components being placed into service; and
  - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7** For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
- 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 4.7.2 Constitutes maintenance or repair of the drinking water system.
- 4.8** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

## 5.0 Equipment with Emissions to the Air

- 5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
  - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
  - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
  - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
  - 5.1.5 Maintenance welding stations;
  - 5.1.6 Minor painting operations used for maintenance purposes;
  - 5.1.7 Parts washers for maintenance shops;
  - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
  - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
  - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
  - 5.1.11 Venting for an ozone treatment unit;

- 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
- 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

### Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
  - 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
  - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment and Climate Change half-hourly screening level of 1880 ug/m<sup>3</sup> as amended; and
  - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.
- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
  - 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry of the Environment and Climate Change, prior to the additional, modified or replacement equipment being placed into service; and

5.8.2 Retained for a period of ten (10) years by the owner.

**5.9** For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:

5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or

5.9.2 Constitutes maintenance or repair of the drinking water system.

**5.10** The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

## **6.0 Previously Approved Works**

**6.1** The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:

6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;

6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and

6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

## **7.0 System-Specific Conditions**

**7.1** Not Applicable.

## **8.0 Source Protection**

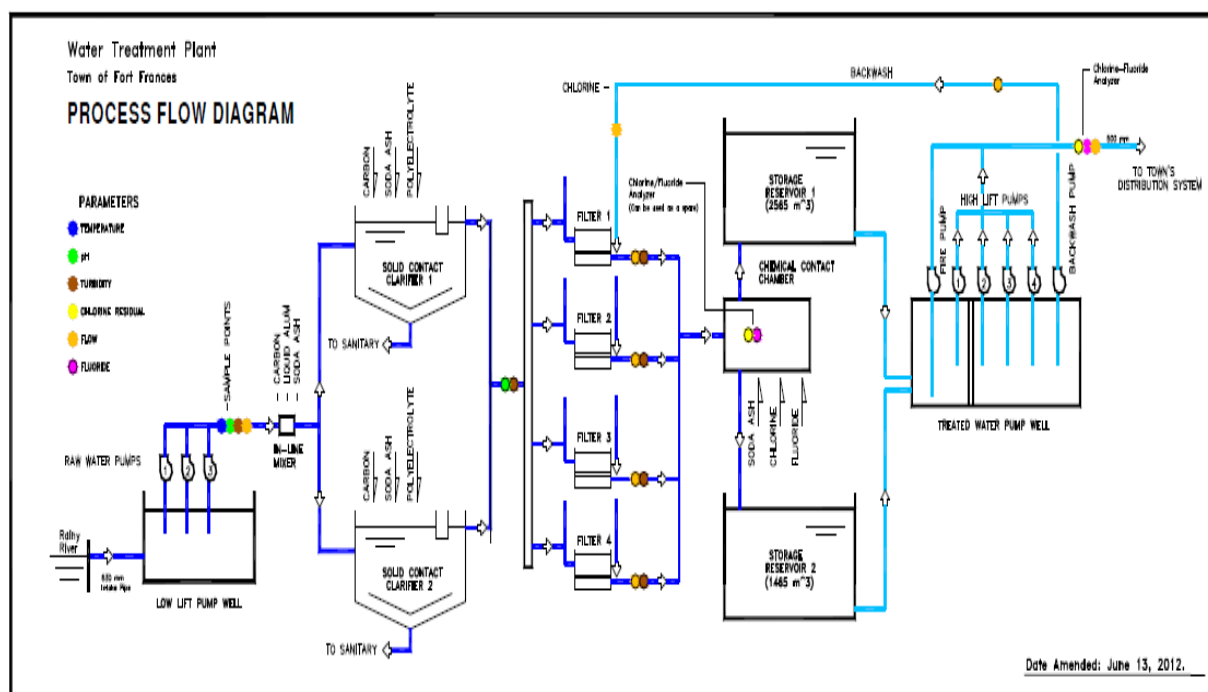
**8.1** Not Applicable.

## Schedule D: Process Flow Diagrams

|                            |   |
|----------------------------|---|
| System Owner               | The Corporation of the Town of Fort Frances |
| Permit Number              | 224-201                                     |
| Drinking Water System Name | Fort Frances Drinking Water System          |
| Schedule D Issue Date      | May 13th, 2016                              |

### 1.0 Process Flow Diagrams

#### Fort Frances Water Treatment Plant



[Source: Quality Management System Operational Plan Town of Fort Frances Water System, Revision No. 8, October 30, 2015]



Ministry of the Environment and Climate Change  
Ministère de l'Environnement et de l'Action en  
matière de changement climatique

## PERMIT TO TAKE WATER

Surface Water

NUMBER 3528-AE6PEM

*Pursuant to Section 34.1 of the Ontario Water Resources Act, R.S.O. 1990 this Permit To Take Water is hereby issued to:*

The Corporation of the Town of Fort Frances  
320 Portage Ave  
Fort Frances, Ontario, P9A 3P9  
Canada

*For the water  
taking from:* Rainy River

*Located at:* 901 Colonization Rd E  
Fort Frances, District of Rainy River

*For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:*

### **DEFINITIONS**

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34.1, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment and Climate Change.
- (d) "District Office" means the Kenora District Office.
- (e) "Permit" means this Permit to Take Water No. 3528-AE6PEM including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Town of Fort Frances.
- (g) "OWRA " means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

*You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:*

### **TERMS AND CONDITIONS**

## **1. Compliance with Permit**

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated September 12, 2016 and signed by Douglas Herr, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

## **2. General Conditions and Interpretation**

- 2.1 **Inspections**  
The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.
- 2.2 **Other Approvals**  
The issuance of, and compliance with this Permit, does not:
  - (a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act*, and the *Environmental Protection Act*, and any regulations made thereunder; or
  - (b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.2.1 Prior to the taking of any water under the authorization of the Permit to Take Water, the Permit Holder shall ensure full compliance with the Safe Drinking Water Act, 2002 and its regulations. At no time does this permit authorize the taking of water when out of compliance with the Safe Drinking Water Act, 2002 and its regulations.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

### 3. Water Takings Authorized by This Permit

3.1 Expiry

This Permit expires on **September 27, 2026**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

**Table A**

| Source Name / Description: | Source:<br>Type: | Taking Specific Purpose: | Taking Major Category: | Max. Taken per Minute (litres): | Max. Num. of Hrs Taken per Day: | Max. Taken per Day (litres): | Max. Num. of Days Taken per Year: | Zone/<br>Easting/<br>Northing: |
|----------------------------|------------------|--------------------------|------------------------|---------------------------------|---------------------------------|------------------------------|-----------------------------------|--------------------------------|
|----------------------------|------------------|--------------------------|------------------------|---------------------------------|---------------------------------|------------------------------|-----------------------------------|--------------------------------|

|   |             |       |           |              |        |                      |            |     |                         |
|---|-------------|-------|-----------|--------------|--------|----------------------|------------|-----|-------------------------|
| 1 | Rainy River | River | Municipal | Water Supply | 12,000 | 24                   | 17,000,000 | 365 | 15<br>472938<br>5384735 |
|   |             |       |           |              |        | <b>Total Taking:</b> | 17,000,000 |     |                         |

#### 4. Monitoring

- 4.1 The Permit Holder shall, on each day water is taken under the authorization of this Permit, record the date, the volume of water taken on that date and the rate at which it was taken. The daily volume of water taken shall be measured by a flow meter or calculated in accordance with the method described in the application for this Permit or as otherwise accepted by the Director. A separate record shall be maintained for each source. The Permit Holder shall keep all records required by this condition current and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The Permit Holder, unless otherwise required by the Director, shall submit, on or before March 31<sup>st</sup> in every year, the daily water taking data collected and recorded for the previous year to the ministry's Water Taking Reporting System.

#### 5. Impacts of the Water Taking

##### 5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

##### 5.2 For Surface-Water Takings

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

#### 6. Director May Amend Permit

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

*The reasons for the imposition of these terms and conditions are as follows:*

1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

*In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the Ontario Water Resources Act, R.S.O. 1990, as amended, provides that the Notice requiring the hearing shall state:*

1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

*In addition to these legal requirements, the Notice should also include:*

3. The name of the appellant;
4. The address of the appellant;
5. The Permit to Take Water number;
6. The date of the Permit to Take Water;
7. The name of the Director;
8. The municipality within which the works are located;

*This notice must be served upon:*

*The Secretary  
Environmental Review Tribunal  
655 Bay Street, 15th Floor  
Toronto ON  
M5G 1E5  
Fax: (416) 326-5370*

AND

*The Director, Section 34.1, Ministry of the  
Environment and Climate Change  
331-435 James St S  
Thunder Bay ON P7E 6S7  
Fax: (807) 475-1754*

*Email: [ERTTribunalsecretary@ontario.ca](mailto:ERTTribunalsecretary@ontario.ca)*

***Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:***

by Telephone at  
(416) 212-6349  
Toll Free 1(866) 448-2248

by Fax at  
(416) 326-5370  
Toll Free 1(844) 213-3474

by e-mail at  
[www.ert.gov.on.ca](http://www.ert.gov.on.ca)

This Permit cancels and replaces Permit Number 7280-6UAMD9, issued on 2006/10/05.

Dated at Thunder Bay this 27th day of September, 2016.



Carrie Hutchison  
Director, Section 34.1  
*Ontario Water Resources Act , R.S.O. 1990*

### **Schedule A**

This Schedule "A" forms part of Permit To Take Water 3528-AE6PEM, dated September 27, 2016.

Permit To Take Water 7280-6UAMD9, dated October 5, 2006.

**Ministry of the Environment  
Conservation and Parks**

Northern Region  
Kenora Area Office  
808 Robertson Street  
Kenora, ON P9N 1X9  
Fax: (807) 468-2735  
Telephone: (807) 468-2718

**Ministère de l'Environnement, de la  
Protection de la nature et des Parcs**

Direction régionale du Nord  
Bureau du secteur de Kenora  
808 rue Robertson  
Kenora, ON P9N 1X9  
Télécopieur: (807) 468-2735  
Téléphone: (807) 468-2718



February 28, 2019

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

Attention: Craig Miller, Environmental and Facilities Superintendent

Dear Mr. Miller:

**Re: Fort Frances Drinking Water System Inspection Report (2018/2019)**

Please find attached the 2018/2019 municipal water works inspection report. The unannounced inspection was conducted on February 11 and 12, 2019. The time and co-operation of all operators involved was greatly appreciated.

One non-compliance issue was identified during the inspection. Actions required to address the non-compliance is included on pages 11 of the inspection report. Please note that “Actions Required” are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry’s Investigations and Enforcement Branch.

Best practice issues and associated recommendations, for the continued improvement of operations of the Fort Frances drinking-water system, are provided on pages 12 and 13 of the inspection report. “*Recommended Actions*” convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles on the Inspection, Investigation &

Enforcement (II&E) Secretariat and advice in internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix B of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Dave Manol, Drinking Water Program Supervisor, at (807) 475-1689.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

If you have any questions or comments in regards to this inspection, or if you would like to discuss Ontario's drinking water legislation, please contact Carolyn Lacroix at (807) 468-2727.

Sincerely,



Ministry of the Environment, Conservation and Parks  
Northern Region - Kenora Area Office

CL/cl

cc. Northwestern Health Unit  
21 Wolsley Street  
Kenora, Ontario  
P9N 3W7

**Attention:** Thomas Nabb, Program Manager

cc. Ministry of Natural Resources and Forestry  
922 Scott Street  
Fort Frances, Ontario  
P9A 6S7

**Attention:** Greg Chapman, District Manager

cc. Ministry of the Environment, Conservation and Parks  
435 James Street South  
Suite 331  
Thunder Bay, Ontario  
P7E 6S7

**Attention:** Dave Manol, Drinking Water Supervisor

cc. Kenora Area Office  
File Number: DK DY WI – 540



**Ministry of the Environment, Conservation and Parks**

**FORT FRANCES DRINKING WATER SYSTEM**

**Inspection Report**

|                            |                 |
|----------------------------|-----------------|
| <b>Site Number:</b>        | 220000978       |
| <b>Inspection Number:</b>  | 1-I4TQ4         |
| <b>Date of Inspection:</b> | Feb 04, 2019    |
| <b>Inspected By:</b>       | Carolyn Lacroix |

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## OWNER INFORMATION:

|                       |  |                         |         |
|-----------------------|--|-------------------------|---------|
| <b>Company Name:</b>  | FORT FRANCES, THE CORPORATION OF THE TOWN OF |                         |         |
| <b>Street Number:</b> | 320  | <b>Unit Identifier:</b> |         |
| <b>Street Name:</b>   | PORTAGE Ave                                  |                         |         |
| <b>City:</b>          | FORT FRANCES                                 |                         |         |
| <b>Province:</b>      | ON   | <b>Postal Code:</b>     | P9A 3P9 |

## CONTACT INFORMATION

## INSPECTION DETAILS:

|                                     |  |
|-------------------------------------|--|
| <b>Site Name:</b>                   | FORT FRANCES DRINKING WATER SYSTEM         |
| <b>Site Address:</b>                | 901 COLONIZATION RD E FORT FRANCES P9A 3P9 |
| <b>County/District:</b>             | Fort Frances                               |
| <b>MECP District/Area Office:</b>   | Kenora Area Office                         |
| <b>Health Unit:</b>                 | NORTHWESTERN HEALTH UNIT                   |
| <b>Conservation Authority:</b>      |  |
| <b>MNR Office:</b>                  | Fort Frances District Office               |
| <b>Category:</b>                    | Large Municipal Residential                |
| <b>Site Number:</b>                 | 220000978                                  |
| <b>Inspection Type:</b>             | Unannounced                                |
| <b>Inspection Number:</b>           | 1-I4TQ4                                    |
| <b>Date of Inspection:</b>          | Feb 04, 2019                               |
| <b>Date of Previous Inspection:</b> | Jan 22, 2018                               |

## COMPONENTS DESCRIPTION

|                     |                   |
|---------------------|-------------------|
| <b>Site (Name):</b> | MOE DWS Mapping   |
| <b>Type:</b>        | DWS Mapping Point |

**Sub Type:**

|                     |        |
|---------------------|--------|
| <b>Site (Name):</b> | SOURCE |
| <b>Type:</b>        | Source |
| <b>Comments:</b>    |        |

**Sub Type:** Surface

The raw water supply for the Fort Frances municipal drinking water system is taken from the Rainy River at the outflow of Rainy Lake. The source water is generally of good quality, however it can be subject to elevated levels of colour, turbidity, and dissolved organic carbon.

Source water is gravity-fed into a low-lift pump well located within the plant. It is then drawn through a 630 mm diameter, 190 m long intake line that is equipped at the terminal end with a stainless steel screen. Coarse material is screened at the initial intake point and again through a set of screens within the raw water well.

|                     |                   |
|---------------------|-------------------|
| <b>Site (Name):</b> | TREATED WATER     |
| <b>Type:</b>        | Treated Water POE |
| <b>Comments:</b>    |                   |

**Sub Type:** Pumphouse

Three (3) vertical turbine low lift pumps deliver raw water through a common header equipped with alum and soda

ash injection points, an in-line mixer, and a flow meter. Alum is added at all times when water is being produced; soda ash is added only when needed based on the pH of the raw water supply. Polymer is then injected as the water passes into two solids contact clarifiers. The clarifiers are equipped with blow-down devices to remove excess sludge, which is discharged to the municipal sanitary sewer. Clarified water passes through one of four dual media (anthracite coal/sand) filters. Each filter effluent line is monitored for pH and turbidity. Water is disinfected in a baffled contact chamber by the addition of chlorine gas. Soda ash, used for pH adjustment is added to the clearwell, as well as hydrofluosilicic acid. Treated water flows are measured using an in-line flow meter.

Four high lift pumps (rated at 63.1 L/s (2), 94.7 L/s and 126.2 L/s) pressurize treated water as it is directed to the distribution system. Distribution system pressure is also maintained by the elevated storage tank located in the southwest portion of Fort Frances.

A complete description of the treatment system can be found in Drinking Water Works Permit No. 224-201.

**Site (Name):** DISTRIBUTION (WATER INSPECTION)

**Type:** Other

**Sub Type:** Other

**Comments:**

The Fort Frances distribution system services a population of approximately 8,000 in Town, and another 300 people in the neighbouring community of Couchiching First Nation. The distribution system is comprised of ductile steel, cast iron, and PVC piping. The original system was installed in the early 1900's. As older pipes are replaced, PVC piping comprises an increasing proportion of the works. Some sections of the distribution system have been looped at the recommendation of a consulting engineer, however several dead ends still remain. The distribution system is 70.73 kilometres in length and contains 399 fire hydrants.

A 4,500 cubic meter elevated storage tower is located in the southwest portion of the town. A telemetry system is used to maintain water levels in the tower. A paced-to-flow chlorination system injects liquid calcium hypochlorite at the outflow from the storage tower to maintain adequate chlorine residuals in the distribution system.

## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

**This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.**

This unannounced, focused inspection was conducted on February 4 and 5, 2019, by Water Inspector, Carolyn Lacroix. The inspection included a tour of the Drinking Water System (DWS) components, document review and interview with DWS personnel. The inspection review period is the period of time from the date of the previous Ministry of the Environment Conservation and Parks (MECP) inspection conducted on January 22 and 23, 2018, to the date of this inspection, unless otherwise stated.

Text highlighted in bold-type is computer-generated based on yes/no responses to standard questions answered during the inspection. Supporting information, in regular font, has been added by the undersigned Water Inspector to qualify standard responses and to provide additional guidance/information.

### Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

Conditions 2.1.1 and 2.1.2, Schedule C, Municipal Drinking Water Licence (MDWL) #224-101, requires continuous measurements and recording of the flow rate and daily volume of raw water flowing into the water treatment plant (WTP) and of treated water flowing from the WTP into the distribution system. The Fort Frances WTP is equipped with one raw water flow meter and one treated water flow meter.

There were no losses of flow data during the inspection review period.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

Condition 1.1, Schedule C, MDWL #224-101, identifies the rated capacity of the Fort Frances WTP as 17,000 m<sup>3</sup>/day. This represents the maximum daily volume of treated water that is allowed to be directed to the distribution system from the WTP.

During the review period, the highest volume of treated water pumped to the distribution system in a single day was 5780 m<sup>3</sup>, in August 2018. This represents 34 % of the rated capacity of the plant.

## Capacity Assessment

### Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

During the inspection, the undersigned Water Inspector toured the WTP and the water tower.

The following discrepancy was noted in Schedule A of Drinking Water Works Permit (DWWP) #224-201:

- The alum chemical metering pump is described as "having a calibration cylinder controlled automatically on the basis of the raw water flow". A new chemical metering pump has been installed and the new pump does not have a calibration cylinder. The instrument is now calibrated manually by weighing a sample.

During the next Drinking Water Works Permit and Municipal Drinking Water License renewal, the above item is to be updated.

- **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Municipal Water Works Permit (MWWP) # 224-201 allows for the Fort Frances drinking water system to be altered by adding, modifying, replacing or extending a watermain within the distribution system if certain conditions are met. These conditions are outlined in MWWP in Schedule B, section 3.0.

During the review period, Frenette Ave. was looped between 1st St. E. and 2nd St. E. and a Form 1 was not generated prior to the work being completed.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

In accordance with O. Reg. 170/03, Schedule 1-2(2), surface water systems must have chemically assisted filtration and disinfection and achieve an overall performance of at least a 2-log (99%) removal/inactivation of *Cryptosporidium* oocysts, a 3-log (99.9%) removal/inactivation of *Giardia* cysts, and a 4-log (99.99%) removal/inactivation of viruses, by the time the water is delivered to the first consumer.

The Fort Frances WTP achieves the above performance criteria using conventional treatment consisting of coagulation, flocculation, sedimentation filtration, and chlorine disinfection.

Trends on the SCADA system were reviewed to ensure that minimum chlorine residuals were met continuously.

Under worst case conditions (temp 0.5 degrees Celsius, pH 7.5, clearwell level 60% capacity, treated water flow 17 000 cubic meters per day), the plant must maintain their chlorine residual above 0.85 mg/L. Records reviewed during the inspection confirmed that the system was providing the required level of treatment throughout the inspection review period. If the treated water chlorine residual dropped below the alarm set point, the high lift pumps will shut down and stop the flow of water to the distribution system. At the time of the inspection, the treated water low level chlorine alarm was set to 1.2 mg/L.

Daily chemical feed and feed output reports were reviewed and demonstrated the consistent use of alum at all times the plant was treating water.

Monthly turbidity summaries were reviewed to ensure that the filtered water turbidity was less than or equal to 0.3 NTU in 95% of the measurements taken each month. This was met throughout the inspection review period.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Distribution chlorine levels must be maintained at or above 0.05 mg/L at all times. The lowest recorded chlorine level in the distribution system during the inspection review period was 0.24 mg/L.

### Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

The treated water chlorine residual is monitored by a continuous analyzer at the point where treated water enters the distribution system.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**

All four filters in the WTP are equipped with turbidity analyzers. Continuous turbidity data from each filter is printed daily, reviewed by operators and filed in the WTP office. There were no gaps in continuous data during the review period.

- **The secondary disinfectant residual was measured as required for the distribution system.**

Daily chlorine residuals are collected from the water tower, meeting the requirements of O. Reg. 170/03, Schedule 7, subsections 7-2(3),(4). Chlorine residuals are also collected during bacteriological sampling.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

Upon arrival at the WTP each morning, operators observe chlorine residuals from the previous 24 hour period on the circle chart recorder which is located next to the continuous chlorine analyzer.

The circle chart recorder will hold up to a week of chlorine data. Operators then review a printout of the turbidity readings off each filter for the previous 24 hour period. These printouts display turbidity in 15 minute intervals; each 15 minute data set includes the minimum, maximum and mean turbidity value for the prior 15 minute time period. Operators then review continuous data for the previous 24 hour period on the SCADA computer.

The operations manual has a standard operating procedure for "Reviewing Continuous Monitoring Turbidity Test Results".

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

Currently, the alarm set points for chlorine and turbidity are as follows:

- Final Effluent Low Chlorine Alarm = 1.20 mg/L - If final effluent chlorine levels drop below this set point, an alarm will sound immediately and the high lift pumps will shut down. The system will run off of the water tower.
- Final Effluent High Chlorine Alarm = 3.2 mg/L - calls out operator on duty
- Filter Effluent Turbidity High Alarm = 0.3 NTU - plant alarm sounds, if the filter effluent turbidity continues to exceed the set point for more than 10 min, the filter that is exceeding will shut down and a call out will be made to the on-call operator
- Filter Effluent Turbidity High High Alarm = 0.80 NTU - plant immediately alarms, calls out the on-call operator and filter shuts down
- Filter Effluent Turbidity Low Alarm = - 0.1 mg/L

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Final effluent chlorine residuals and filter effluent turbidity from of each filter, are read and recorded in the SCADA system every 60 seconds. Final effluent chlorine residuals are also documented on a chart recorder.

Daily, the SCADA system prints out a summary of all the filter effluent turbidity data. Based on the data collected every 60 seconds, every 15 minutes, the mean, maximum and average values of the previous 15 minutes of data are recorded.

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

O. Reg. 170/03, Schedule 6, section 6-5(1)8, requires that the continuous monitoring equipment must be checked and calibrated in accordance with the manufacturer's instructions.

The Rosemont Chlorine Residual Analyzer is used to continuously monitor the treated water chlorine residual. The instruction manual for this instrument does not state how frequently the instrument is to be calibrated; therefore, O. Reg. 170/03, Schedule 6, section 6-5(1)10 applies. This section requires that the instrument be checked and calibrated as frequently as necessary to ensure that the margin of error for free chlorine residual test results are within 0.05 mg/L, if the concentrations usually measured by the equipment are less than or equal to 1.0 mg/L, and proportionally higher if the concentrations usually measured are greater than 1.0 mg/L.

Documentation shows that the analyzer was last calibrated by an outside party on August 21, 2018 and had been previously calibrated on August 21, 2017. In addition, manual chlorine residuals are taken daily and compared to the on-line analyzer. If the analyzer starts to drift, an in-house calibration is completed.

Rosemount Clarity II Turbidity Analyzers are used to continuously monitor the filter effluent turbidity on each filter. The instruction manual, for these instruments requires that they be calibrated annually. Documentation shows that the filter 1, 3 and 4 turbidity analyzers were calibrated on August 23, 2018 and had been previously calibrated on August 21, 2017 (filter #2 was not calibrated because it is currently off-line and there are no plans to bring it back on-line at this time). In addition, in-house calibrations of the # 1, 3 and 4 filter effluent turbidity analyzers are completed monthly.

### **Operations Manuals**

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

The Operations Manual contains computer generated print outs from the SCADA system, of the components of the drinking water system, as well as a complete process diagram for the entire system.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

### **Logbooks**

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Only certified operators make entries in the logbook.

### **Security**

- **The owner had provided security measures to protect components of the drinking water system.**

Security measures provided at the WTP include:

- "No Trespassing" signs;
- alarm system; and
- locked doors when employees are not present.

Security measures provided at the water tower include:

- "No Trespassing" signs; and
- a fence around the water tower that is gated and locked

There are a limited number of keys available for the WTP and the water tower.

### **Certification and Training**

- **The overall responsible operator had been designated for each subsystem.**

The Fort Frances WTP is a Class 3 subsystem and the distribution system is a Class 2 subsystem. Two operators operated as the ORO for both subsystems during the review period. The ORO's hold valid certificates that are at the same level or higher than both subsystems.

The ORO listed in the distribution log book on Friday, remains the ORO for the subsystem throughout the weekend. The ORO for the WTP is listed in the WTP log book daily.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

Only operators with the appropriate level of certification were designated as the OIC for the review period. The OIC for the WTP is listed in the WTP log book daily. The OIC's for the distribution system is listed in the distribution log book daily, except for on weekends. The OIC's documented on Friday remains the OIC's for the weekend.

- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

### **Water Quality Monitoring**

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

O. Reg. 170/03, Schedule 10, section 10-2 requires owners and operating authorities of DWS's that serve 100,000 people or fewer to ensure that at least eight distribution samples plus one additional distribution sample for every 1,000 people served by the system are taken each month.

At least one of the samples must be taken each week. The samples must be tested for E. coli and total coliform bacteria with at least 25% of the required samples to be tested for general bacteria measured using heterotrophic plate counts (HPC).

The Fort Frances DWS serves a population of approximately 8,000 people; therefore, at least 16 distribution samples must be taken every month. This requirement was met throughout the inspection review period, except for in December 2018. During this month, weekly microbiological samples were taken; however, due to a snow storm, the courier service was unable to deliver the December 27, 2018 samples to the lab, prior to them expiring. On December 31, 2018, operators became aware that the samples arrived at the lab past their holding time and notified the local ministry office to discuss. Since it was the end of the month, there was not enough time to re-take the expired samples.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

Section 10-3, Schedule 10, O. Reg. 170/03 requires at least one treated water sample to be taken every week from the point of entry to the distribution system and tested for total coliform bacteria, E. coli and HPC. This requirement was met throughout the inspection review period except for during the week of December 27, 2018. During this week, a treated water sample was taken on December 27, 2018, but due to a snow storm, the courier service was unable to deliver this sample prior to it expiring. Operators became aware of this issue on December 31, 2018 and notified the local ministry office. Operators resumed weekly sampling later this week.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Treated water samples must be taken at least once every 12 months (+/- 30 days from the anniversary of the previous sampling date) and tested for the inorganic parameters listed in O. Reg. 170/03, Schedule 23. These parameters were last sampled for on March 6, 2018 and had been previously sampled on March 7, 2017.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

### Water Quality Monitoring

Treated water samples must be taken at least once every 12 months (+/- 30 days from the anniversary of the previous sampling date) and tested for organic parameters listed in O. Reg. 170/03, Schedule 24. These parameters were last sampled for on March 6, 2018, and had been previously sampled on March 7, 2017.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

In accordance with section 13-6.1, Schedule 13, O. Reg. 170/03, a sample from the distribution system or plumbing is required to be taken and tested for Haloacetic acid (i.e. HAAs) once in each calendar quarter, from a location that is likely to have an elevated potential for the formation of HAA's.

During the inspection review period, HAA samples were collected from the water tower in each calendar quarter.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

In accordance with section 13-6, Schedule 13, O. Reg. 170/03, a sample from the distribution system or plumbing is required to be taken and tested for Trihalomethanes (i.e. THMs) once in each calendar quarter, from a location that is likely to have an elevated potential for the formation of THM's.

During the inspection review period, THM samples were collected from the water tower, in each calendar quarter.

The running annual average THM concentration at the time of the inspection was 54.65 ug/L, the maximum acceptable concentration is 100 ug/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Treated water samples must be taken every three months for analysis of nitrate and nitrite, in accordance with O. Reg. 170/03, Schedule 13, section 13-7. During the inspection review period, samples were collected in each calendar quarter. All nitrate and nitrite samples were collected from the WTP at the point of entry to the distribution system.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Sodium samples must be collected from the WTP at the point of entry to the distribution system at least once every 60 months to meet the requirements of O. Reg. 170/03, Schedule 13, section 13-8. A sodium sample was last collected from the Fort Frances WTP on March 9, 2015 and the result was 16.4 mg/L. It had been previously sampled on March 8, 2010.

- **The required daily samples were being taken at the end of the fluoridation process.**

Schedule 7, section 7-4 of O. Reg. 170/03 requires that if a drinking water system provides fluoridation, the owner of the system and the operating authority for the system shall ensure that a water sample is taken at the end of the fluoridation process at least once every day and is tested for fluoride. Fluoride residuals were being recorded daily by operators. Fluoride is monitored by a continuous analyzer at the same location as the treated water chlorine analyzer, after treatment, prior to water leaving the plant.

During the review period, the highest observed fluoride residual observed from the daily recording of fluoride residuals was 0.81mg/L. The limit for fluoride is 1.5 mg/L.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

Suspended solids are required to be monitored quarterly at the point of discharge to the Rainy River. Records indicate that manual composite samples were collected quarterly during the inspection review period and were tested for suspended solids.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same**

### Water Quality Monitoring

location that microbiological samples were obtained.

### Water Quality Assessment

- Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

### Reporting & Corrective Actions

- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

On average, it takes an operator approximately 10 minutes to respond to an alarm call out. Only certified operators responded to alarms during the inspection review period.

### Other Inspection Findings

- The following issues were also noted during the inspection:

1. O. Reg. 170/03, Schedule 13, section 13-6.1(1) requires that in each calendar quarter, a sample be taken and tested for HAA's from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of HAA's. In 2017, HAA samples were taken from the water tower, a location toward the end of the distribution system. In 2018, HAA samples were taken as follows:

- Quarter 1 - location in middle of distribution system
- Quarter 2 - location near the water treatment plant
- Quarter 3 - water tower
- Quarter 4 - water tower

On May 9, 2018, the MECP distributed a letter to municipalities, clarifying ministry guidance on HAA sampling. The guidance provided in the letter differs from how the Town of Fort Frances is choosing their HAA sampling locations.

2. Although the Fort Frances WTP has calculated a worst case scenario CT calculation and the calculation is kept in a filing cabinet at the water treatment plant office, it is not included in the operations manual. Operators may not be aware that the sample CT calculation can be found in the filing cabinet location.

3. For the majority of the review period, the same operator was designated as the distribution ORO and two other operators were designated as distribution OIC's. This was written in the log book daily, except for on weekends. There was an understanding amongst operators that these same individuals would remain designated as the ORO and OIC's over the weekend.

4. On occasion, it was not always made clear during maintenance or repair of the distribution system, who determined the category/level of contamination of the maintenance or repair. This determination is to be made by the OIC.

5. On occasion, an entry was made by an operator in the WTP log book and was directly followed by another operator's log book entry, with no space between the entries. This made it challenging to distinguish who made the entry because the entries were not written as two separate entries, by two separate operators.

6. On June 30, 2018, filter #3 was taken off-line at approximately 21:30 and was brought back into service on July 5, 2018. During this time the monthly filter effluent turbidity reading summaries for June 30, 2018 and July 1, 2018, did not reflect that this filter was off-line. This error impacts the accuracy of the monthly filter effluent turbidity calculation. The monthly calculations for June and July 2018 have been re-calculated and demonstrate this criteria was met for the review period.

7. Some of the operations manual content are not up to date i.e. contact information, watermain break repair procedure.

## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Municipal Water Works Permit (MWWP) # 224-201 allows for the Fort Frances drinking water system to be altered by adding, modifying, replacing or extending a watermain within the distribution system if certain conditions are met. These conditions are outlined in MWWP in Schedule B, section 3.0.

During the review period, Frenette Ave. was looped between 1st St. E. and 2nd St. E. and a Form 1 was not generated prior to the work being completed.

### **Action(s) Required:**

By April 5, 2019, the owner is to submit to the undersigned officer a completed Form 1, for the loop on Frenette Ave. between 1st. E and 2nd St. E. The documentation is to include written verification from:

- a Professional Engineer stating that the watermain loop meets the requirements of condition 3.1.1 of MWWP #224-201, Schedule B, section 3 and
- the owner of the drinking water system stating that the watermain loop meets the requirements of conditions 3.1.2 to 3.1.6 of MWWP # 224-201, Schedule B, section 3.

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

### 1. The following issues were also noted during the inspection:

1. To date, the majority of HAA samples have been taken from the water tower.
2. The Fort Frances WTP worst case scenario CT calculation is kept in a filing cabinet in the plant office and not the operations manual.
3. For the majority of the review period, the same operator was designated as the distribution ORO and two other operators were designated as distribution OIC's. This was written in the log book daily, except for on weekends. There was an understanding amongst operators that these same individuals would remain designated as the ORO and OIC's over the weekend.
4. On occasion, it was not always made clear during maintenance or repair of the distribution system, who determined the category/level of contamination of the maintenance or repair. This determination is to be made by the OIC.
5. On occasion, an entry was made by an operator in the WTP log book and was directly followed by another operator's log book entry, with no space between the entries. This made it challenging to distinguish who made the entry because the entries were not written as two separate entries, by two separate operators.
6. On June 30, 2018, filter #3 was taken off-line at approximately 21:30 and was brought back into service on July 5, 2018. During this time the monthly filter effluent turbidity reading summaries for June 30, 2018 and July 1, 2018, did not reflect that this filter was off-line. This error impacts the accuracy of the monthly filter effluent turbidity calculation. The monthly calculations for June and July 2018 have been re-calculated and demonstrate this criteria was met for the review period.
7. Some of the operations manual content are not up to date i.e. contact information, watermain break repair procedure.

### Recommendation:

1. On May 9, 2018, the ministry sent a letter to all municipal drinking water system owners clarifying the ministry's guidance for HAA sampling. This letter suggests that in each year leading up to implementation of the HAA standard, HAA's are to be sampled annually from different locations (i.e. beginning, middle and end of distribution system). Attached in Appendix C is a copy of this letter. It is recommended that the details of this letter be reviewed and compared to where HAA samples have already been taken, in each calendar quarter, when determining the HAA sampling locations for 2019.
2. In addition to keeping a copy of the CT calculation in the WTP office filing cabinet, a copy should also be kept in the operations manual. The calculation should also include a description of the process used to achieve primary and secondary disinfection.
3. It is recommended that it be indicated in the log book, who is designated as the ORO and OIC over the weekend. This may be documented and clarified in the Friday log book entry.
4. It is recommended that the template that is used to track the details pertaining to watermain maintenance/repair, be updated to include a section that prompts the individual who made the determination of the category of the watermain maintenance/repair, to document their name. This determination is to be made by an OIC.
5. It is recommended that if an operator makes a new entry in the log book that they leave a space between their entry and the previous entry made by another operator. All entries made by an officer are to be signed off on by the operator who made the entry.
6. It is recommended that the computer technician re-assess how filter effluent turbidity data points are summarized

in the monthly filter effluent print out and ensure the monthly calculation is being completed accurately.

7. It is recommended that the content of the operations manual be reviewed and updated where necessary. Particular attention shall be made to the contact information and the watermain break procedure.

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**SIGNATURES**

Inspected By:  
Carolyn Lacroix

Signature: (Provincial Officer)

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Reviewed & Approved By:  
Dave Manol

Signature: (Supervisor)

Review & Approval Date: February 28, 2019

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



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**Key Reference Materials**

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# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) and email [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) to subscribe to drinking water news.



| PUBLICATION TITLE   | PUBLICATION NUMBER  |
|---|---------------------|
| Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils   | 7889e01             |
| FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form       | 7419e, 5387e, 4444e |
| Procedure for Disinfection of Drinking Water in Ontario   | 4448e01             |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids  | 7152e               |
| Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)   | 8215e               |
| Filtration Processes Technical Bulletin   | 7467                |
| Ultraviolet Disinfection Technical Bulletin   | 7685                |
| Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications | 7014e01             |
| Certification Guide for Operators and Water Quality Analysts  |                     |
| Guide to Drinking Water Operator Training Requirements  | 9802e               |
| Taking Samples for the Community Lead Testing Program   | 6560e01             |
| Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption                            | 7423e               |
| Guide: Requesting Regulatory Relief from Lead Sampling Requirements   | 6610                |
| Drinking Water System Contact List  | 7128e               |
| Technical Support Document for Ontario Drinking Water Quality Standards   | 4449e01             |

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable) ou envoyez un courriel à [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) pour suivre l'information sur l'eau potable.

| TITRE DE LA PUBLICATION  | NUMÉRO DE PUBLICATION |
|--|-----------------------|
| Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux   | 7889f01               |
| Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes   | 7419f, 5387f, 4444f   |
| Marche à suivre pour désinfecter l'eau potable en Ontario  | 4448f01               |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)  | 7152e                 |
| Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)   | 8215e                 |
| Filtration Processes Technical Bulletin (en anglais seulement)   | 7467                  |
| Ultraviolet Disinfection Technical Bulletin (en anglais seulement)   | 7685                  |
| Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau | 7014f01               |
| Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable  |                       |
| Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable  | 9802f                 |
| Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités  | 6560f01               |
| Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption  | 7423f                 |
| Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)   | 6610                  |
| Liste des personnes-ressources du réseau d'eau potable   | 7128f                 |
| Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario   | 4449f01               |

[ontario.ca/eaupotable](http://ontario.ca/eaupotable)



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**Inspection Summary Rating Record**

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## Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2018-2019)

**DWS Name:** FORT FRANCES DRINKING WATER SYSTEM  
**DWS Number:** 220000978  
**DWS Owner:** Fort Frances, The Corporation Of The Town Of  
**Municipal Location:** Fort Frances

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** February 4, 2019

**Ministry Office:** Kenora Area Office

**Maximum Question Rating:** 452

| Inspection Module              | Non-Compliance Rating |
|--------------------------------|-----------------------|
| Capacity Assessment            | 0 / 30                |
| Treatment Processes            | 4 / 60                |
| Operations Manuals             | 0 / 28                |
| Logbooks                       | 0 / 14                |
| Certification and Training     | 0 / 42                |
| Water Quality Monitoring       | 0 / 124               |
| Reporting & Corrective Actions | 0 / 21                |
| Treatment Process Monitoring   | 0 / 133               |
| <b>TOTAL</b>                   | <b>4 / 452</b>        |

|                               |              |
|-------------------------------|--------------|
| <b>Inspection Risk Rating</b> | <b>0.88%</b> |
|-------------------------------|--------------|

|                                 |               |
|---------------------------------|---------------|
| <b>FINAL INSPECTION RATING:</b> | <b>99.12%</b> |
|---------------------------------|---------------|

## Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2018-2019)

**DWS Name:** FORT FRANCES DRINKING WATER SYSTEM  
**DWS Number:** 220000978  
**DWS Owner:** Fort Frances, The Corporation Of The Town Of  
**Municipal Location:** Fort Frances

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** February 4, 2019

**Ministry Office:** Kenora Area Office

| Non-compliant Question(s)   | Question Rating |
|---|-----------------|
| <b>Treatment Processes</b>  |                 |
| Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit? | 4               |
| <b>TOTAL QUESTION RATING</b>  | 4               |

**Maximum Question Rating:** 452

|                               |              |
|-------------------------------|--------------|
| <b>Inspection Risk Rating</b> | <b>0.88%</b> |
|-------------------------------|--------------|

|                                 |               |
|---------------------------------|---------------|
| <b>FINAL INSPECTION RATING:</b> | <b>99.12%</b> |
|---------------------------------|---------------|

# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal year 2008-09. The primary goals of this assessment

are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years to account for legislative and societal changes that affect acceptable risk levels. As a result of the most recent review, the methodology has been modified to present an improved metric for the evaluation of the risk/safety of MRDWS operations.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

ministry inspectors use when conducting MRDWS inspections. The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. Additionally, the inspection protocol contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry have assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. It shows areas where a system's operation can improve. To that end, the ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards; understanding the likelihood and consequences of the hazards; and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

**TABLE 1:**

| Likelihood of Consequence Occurring       | Likelihood Value |
|---|------------------|
| 0% - 0.99% (Possible but Highly Unlikely) | L = 0            |
| 1 – 10% (Unlikely)                        | L = 1            |
| 11 – 49% (Possible)                       | L = 2            |
| 50 – 89% (Likely)                         | L = 3            |
| 90 – 100% (Almost Certain)                | L = 4            |

**TABLE 2:**

| Consequence                       | Consequence Value |
|-----------------------------------|-------------------|
| Medium Administrative Consequence | C = 1             |
| Major Administrative Consequence  | C = 2             |
| Minor Environmental Consequence   | C = 3             |
| Minor Health Consequence          | C = 4             |
| Medium Environmental Consequence  | C = 5             |
| Major Environmental Consequence   | C = 6             |
| Medium Health Consequence         | C = 7             |
| Major Health Consequence          | C = 8             |

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

| <b>TABLE 3:</b>  |   |  |                                       |   |  |  |                                       |
|--|---|--|---------------------------------------|---|--|--|---------------------------------------|
| <b>Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?</b> |   |  |                                       |   |  |  |                                       |
| <b>Risk = Likelihood × Consequence</b>   |   |  |                                       |   |  |  |                                       |
| C=1  | C=2   | C=3  | C=4                                   | C=5   | C=6  | C=7                                    | C=8                                   |
| <b>Medium</b><br>Administrative<br>Consequence   | <b>Major</b><br>Administrative<br>Consequence | <b>Minor</b><br>Environmental<br>Consequence | <b>Minor</b><br>Health<br>Consequence | <b>Medium</b><br>Environmental<br>Consequence | <b>Major</b><br>Environmental<br>Consequence | <b>Medium</b><br>Health<br>Consequence | <b>Major</b><br>Health<br>Consequence |
| L=4<br>(Almost<br>Certain)   | L=1<br>(Unlikely)                             | L=2<br>(Possible)                            | L=3<br>(Likely)                       | L=3<br>(Likely)                               | L=1<br>(Unlikely)                            | L=3<br>(Likely)                        | L=2<br>(Possible)                     |
| <b>R=4</b>   | <b>R=2</b>                                    | <b>R=6</b>                                   | <b>R=12</b>                           | <b>R=15</b>                                   | <b>R=6</b>                                   | <b>R=21</b>                            | <b>R=16</b>                           |

## Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions that relate to regulatory compliance and input their responses as “yes”, “no” or “not applicable” into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone), type of inspection (i.e., focused, detailed), and source type (i.e., groundwater, surface water).

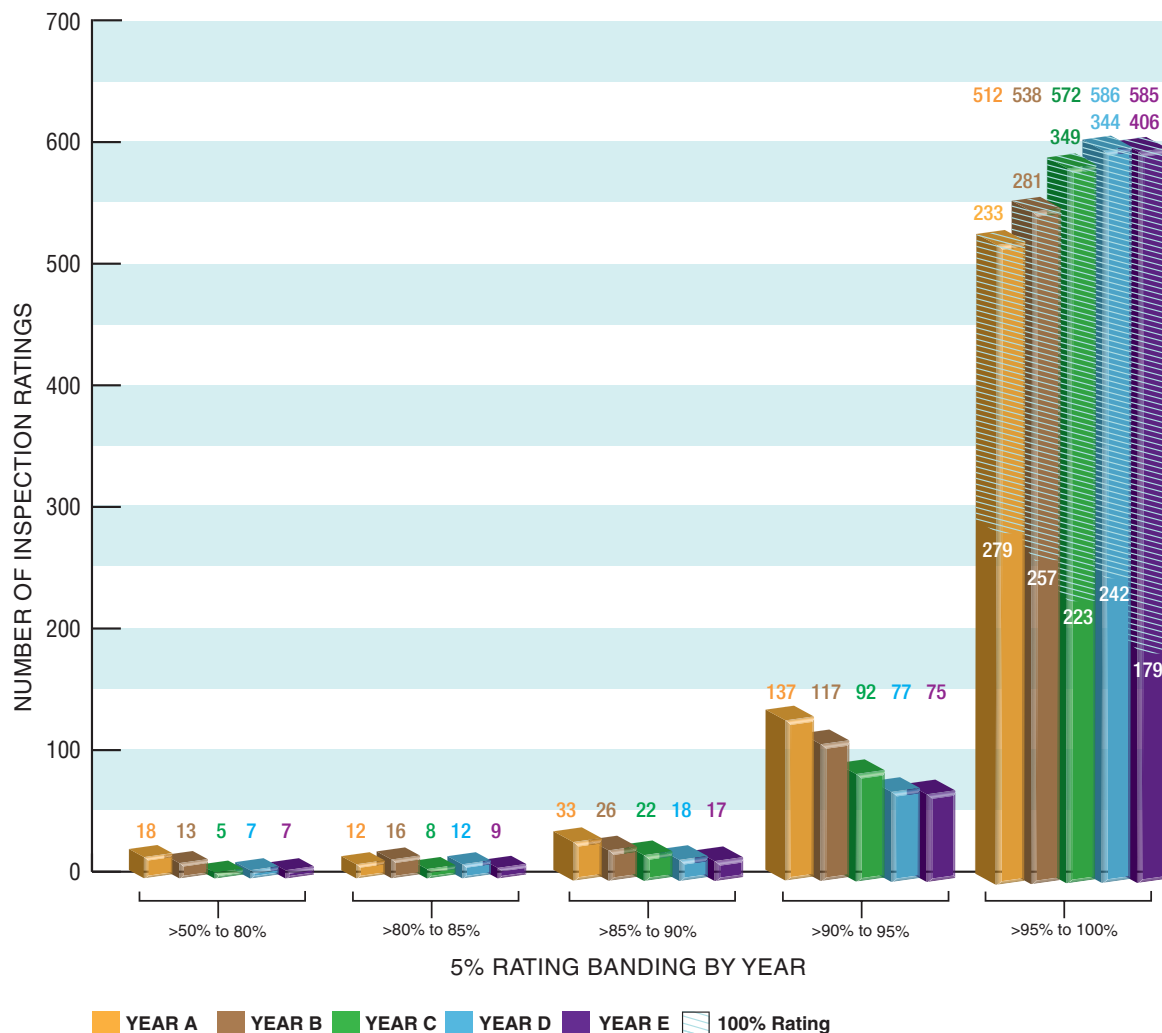
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



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**Letter – Re: HAA Sampling Concerns**

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Ministry of the Environment  
and Climate Change

Compliance, Promotion  
and Support Branch

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40 St. Clair Ave West  
Toronto ON M4V 1M2

Ministère de l'Environnement  
et de l'Action en matière de changement  
climatique

Direction de la promotion de la conformité  
et du soutien

2<sup>ème</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2



**May 9, 2018**

## **Re: Haloacetic Acids (HAAs) Sampling Concerns**

Municipal Drinking Water System Owners/Operators,

The purpose of this document is to clarify ministry guidance for HAAs sampling. HAAs are disinfection by-products (DBPs) that are formed when dissolved organic matter reacts with chlorine which is added for the purpose of disinfection. Detailed information on HAAs can be found in "Health Canada (2008) Guidelines for Canadian Drinking Water Quality: Guideline Technical Document — Haloacetic Acids".

HAAs are a collection of several different compounds. The haloacetic acids most commonly found in drinking water are monochloroacetic acid (MCA), dichloroacetic acid (DCA), trichloroacetic acid (TCA), monobromoacetic acid (MBA) and dibromoacetic acid (DBA). Total HAAs is the sum of these five haloacetic acids. The HAAs most commonly found in the distribution system of drinking water systems are TCA and DCA. However the presence of bromide ions can result in the formation of MBA and DBA.

Volatilization of HAA is not expected in the distribution system as HAAs have low vapour pressure and high water solubility. TCA appears to be the most persistent HAA followed by DCA and then MCA.

### **Factors influencing the creation of HAAs**

The levels of DBPs formed depend on many water quality parameters and operating conditions. In the case of HAAs, higher precursor concentrations (synthetic and natural organic matter, bromide ion) in the raw water, chlorine dose, chlorination pH, water temperature and the residence time will influence the type (THMs, HAAs, etc.) and the levels of DBPs formed. Studies found that surface water sources are more likely to produce higher HAAs than ground water sources.

HAAs concentrations are found to be higher in the distribution system, usually just after the chlorination process. Health Canada studies performed in 2002 and 2003 indicated that concentration of HAAs peaked in the distribution system closer to the chlorine addition point and decreased in the extremities of the system. Furthermore, the location of peak HAA values in a distribution system tends to change throughout the year, it is likely to be closer to the chlorine addition point in the summer and fall and further away from the point in the winter and spring. Precipitation and runoff events can also affect DBPs.

### **Sampling Points for HAAs**

The ministry has recognized that more than one sampling location may be needed to characterize the HAAs levels throughout a municipal distribution system. HAA concentrations

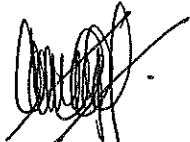
-2-

can vary within and between distribution systems and so monitoring samples should be taken at points in the “middle” of the distribution system (i.e. an average water age, post re-chlorination). In light of the recently introduced HAAs standard of 80 µg/L, which will come in to force on January 1, 2020, the following guidance should be used in developing your monitoring program:

1. As a general rule, all samples described below should be obtained from a sampling point where the free (combined) chlorine residual concentration is maintained over 0.2 mg/L (1.0 mg/L) respectively.
2. First year of sampling: A system's established THM sampling point may be appropriate provided the chlorine concentrations are as described in item 1. If the residual is below the concentrations listed, use a nearby sampling point that meets the recommended residual.
3. Second year of sampling (*recommended order of selection*):
  - a. Where a system re-chlorinates via a booster station, samples should be obtained in the distribution system after the booster station.
  - b. If the system does not have booster stations, but has storage facilities where re-chlorination occurs, the sampling should be at points after the storage facilities.
  - c. If the system does not re-chlorinate, but has storage the sampling should be at points after the storage facilities.
  - d. If the system does not re-chlorinate nor have storage, obtain the sample from another point in the distribution system.
4. Third year of sampling:
  - a. If neither of the running annual averages for HAAs calculated (after year one and two) were higher than one-half of the standard (40 µg/L), the sampling point used in the first year of sampling can be used for compliance in future years.
  - b. If one of the running annual averages is over 40 µg/L, the municipality is required to choose a third sampling point using the same criteria as the second year, and obtain samples from this sampling point for the third year. The municipality will then be required to sample from the point which had the highest individual sample result for future years.

The outlined sampling plan is intended to be flexible and recognizes that municipalities have been sampling for HAAs since 2017.

Questions can be directed to: [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca).



Cammy Mack  
Director, Compliance, Promotion and Support Branch  
Ministry of the Environment and Climate Change

**Ministry of the Environment  
Conservation and Parks**

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Telephone: (807) 468-2718

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Protection de la nature et des Parcs**

Direction régionale du Nord  
Bureau du secteur de Kenora  
808 rue Robertson  
Kenora, ON P9N 1X9  
Télécopieur: (807) 468-2735  
Téléphone: (807) 468-2718



February 28, 2019

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

Attention: Craig Miller, Environmental and Facilities Superintendent

Dear Mr. Miller:

**Re: Fort Frances Drinking Water System Inspection Report (2018/2019)**

Please find attached the 2018/2019 municipal water works inspection report. The unannounced inspection was conducted on February 11 and 12, 2019. The time and co-operation of all operators involved was greatly appreciated.

One non-compliance issue was identified during the inspection. Actions required to address the non-compliance is included on pages 11 of the inspection report. Please note that “Actions Required” are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry’s Investigations and Enforcement Branch.

Best practice issues and associated recommendations, for the continued improvement of operations of the Fort Frances drinking-water system, are provided on pages 12 and 13 of the inspection report. “*Recommended Actions*” convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles on the Inspection, Investigation &

Enforcement (II&E) Secretariat and advice in internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix B of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Dave Manol, Drinking Water Program Supervisor, at (807) 475-1689.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

If you have any questions or comments in regards to this inspection, or if you would like to discuss Ontario's drinking water legislation, please contact Carolyn Lacroix at (807) 468-2727.

Sincerely,



Ministry of the Environment, Conservation and Parks  
Northern Region - Kenora Area Office

CL/cl

cc. Northwestern Health Unit  
21 Wolsley Street  
Kenora, Ontario  
P9N 3W7

**Attention:** Thomas Nabb, Program Manager

cc. Ministry of Natural Resources and Forestry  
922 Scott Street  
Fort Frances, Ontario  
P9A 6S7

**Attention:** Greg Chapman, District Manager

cc. Ministry of the Environment, Conservation and Parks  
435 James Street South  
Suite 331  
Thunder Bay, Ontario  
P7E 6S7

**Attention:** Dave Manol, Drinking Water Supervisor

cc. Kenora Area Office  
File Number: DK DY WI – 540



**Ministry of the Environment, Conservation and Parks**

**FORT FRANCES DRINKING WATER SYSTEM**

**Inspection Report**

|                            |                 |
|----------------------------|-----------------|
| <b>Site Number:</b>        | 220000978       |
| <b>Inspection Number:</b>  | 1-I4TQ4         |
| <b>Date of Inspection:</b> | Feb 04, 2019    |
| <b>Inspected By:</b>       | Carolyn Lacroix |

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## OWNER INFORMATION:

|                       |  |                         |         |
|-----------------------|--|-------------------------|---------|
| <b>Company Name:</b>  | FORT FRANCES, THE CORPORATION OF THE TOWN OF |                         |         |
| <b>Street Number:</b> | 320  | <b>Unit Identifier:</b> |         |
| <b>Street Name:</b>   | PORTAGE Ave                                  |                         |         |
| <b>City:</b>          | FORT FRANCES                                 |                         |         |
| <b>Province:</b>      | ON   | <b>Postal Code:</b>     | P9A 3P9 |

## CONTACT INFORMATION

## INSPECTION DETAILS:

|                                     |  |
|-------------------------------------|--|
| <b>Site Name:</b>                   | FORT FRANCES DRINKING WATER SYSTEM         |
| <b>Site Address:</b>                | 901 COLONIZATION RD E FORT FRANCES P9A 3P9 |
| <b>County/District:</b>             | Fort Frances                               |
| <b>MECP District/Area Office:</b>   | Kenora Area Office                         |
| <b>Health Unit:</b>                 | NORTHWESTERN HEALTH UNIT                   |
| <b>Conservation Authority:</b>      |  |
| <b>MNR Office:</b>                  | Fort Frances District Office               |
| <b>Category:</b>                    | Large Municipal Residential                |
| <b>Site Number:</b>                 | 220000978                                  |
| <b>Inspection Type:</b>             | Unannounced                                |
| <b>Inspection Number:</b>           | 1-I4TQ4                                    |
| <b>Date of Inspection:</b>          | Feb 04, 2019                               |
| <b>Date of Previous Inspection:</b> | Jan 22, 2018                               |

## COMPONENTS DESCRIPTION

|                     |                   |
|---------------------|-------------------|
| <b>Site (Name):</b> | MOE DWS Mapping   |
| <b>Type:</b>        | DWS Mapping Point |

**Sub Type:**

|                     |        |
|---------------------|--------|
| <b>Site (Name):</b> | SOURCE |
| <b>Type:</b>        | Source |
| <b>Comments:</b>    |        |

**Sub Type:** Surface

The raw water supply for the Fort Frances municipal drinking water system is taken from the Rainy River at the outflow of Rainy Lake. The source water is generally of good quality, however it can be subject to elevated levels of colour, turbidity, and dissolved organic carbon.

Source water is gravity-fed into a low-lift pump well located within the plant. It is then drawn through a 630 mm diameter, 190 m long intake line that is equipped at the terminal end with a stainless steel screen. Coarse material is screened at the initial intake point and again through a set of screens within the raw water well.

|                     |                   |
|---------------------|-------------------|
| <b>Site (Name):</b> | TREATED WATER     |
| <b>Type:</b>        | Treated Water POE |
| <b>Comments:</b>    |                   |

**Sub Type:** Pumphouse

Three (3) vertical turbine low lift pumps deliver raw water through a common header equipped with alum and soda

ash injection points, an in-line mixer, and a flow meter. Alum is added at all times when water is being produced; soda ash is added only when needed based on the pH of the raw water supply. Polymer is then injected as the water passes into two solids contact clarifiers. The clarifiers are equipped with blow-down devices to remove excess sludge, which is discharged to the municipal sanitary sewer. Clarified water passes through one of four dual media (anthracite coal/sand) filters. Each filter effluent line is monitored for pH and turbidity. Water is disinfected in a baffled contact chamber by the addition of chlorine gas. Soda ash, used for pH adjustment is added to the clearwell, as well as hydrofluosilicic acid. Treated water flows are measured using an in-line flow meter.

Four high lift pumps (rated at 63.1 L/s (2), 94.7 L/s and 126.2 L/s) pressurize treated water as it is directed to the distribution system. Distribution system pressure is also maintained by the elevated storage tank located in the southwest portion of Fort Frances.

A complete description of the treatment system can be found in Drinking Water Works Permit No. 224-201.

**Site (Name):** DISTRIBUTION (WATER INSPECTION)

**Type:** Other

**Sub Type:** Other

**Comments:**

The Fort Frances distribution system services a population of approximately 8,000 in Town, and another 300 people in the neighbouring community of Couchiching First Nation. The distribution system is comprised of ductile steel, cast iron, and PVC piping. The original system was installed in the early 1900's. As older pipes are replaced, PVC piping comprises an increasing proportion of the works. Some sections of the distribution system have been looped at the recommendation of a consulting engineer, however several dead ends still remain. The distribution system is 70.73 kilometres in length and contains 399 fire hydrants.

A 4,500 cubic meter elevated storage tower is located in the southwest portion of the town. A telemetry system is used to maintain water levels in the tower. A paced-to-flow chlorination system injects liquid calcium hypochlorite at the outflow from the storage tower to maintain adequate chlorine residuals in the distribution system.

## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

**This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.**

This unannounced, focused inspection was conducted on February 4 and 5, 2019, by Water Inspector, Carolyn Lacroix. The inspection included a tour of the Drinking Water System (DWS) components, document review and interview with DWS personnel. The inspection review period is the period of time from the date of the previous Ministry of the Environment Conservation and Parks (MECP) inspection conducted on January 22 and 23, 2018, to the date of this inspection, unless otherwise stated.

Text highlighted in bold-type is computer-generated based on yes/no responses to standard questions answered during the inspection. Supporting information, in regular font, has been added by the undersigned Water Inspector to qualify standard responses and to provide additional guidance/information.

### Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

Conditions 2.1.1 and 2.1.2, Schedule C, Municipal Drinking Water Licence (MDWL) #224-101, requires continuous measurements and recording of the flow rate and daily volume of raw water flowing into the water treatment plant (WTP) and of treated water flowing from the WTP into the distribution system. The Fort Frances WTP is equipped with one raw water flow meter and one treated water flow meter.

There were no losses of flow data during the inspection review period.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

Condition 1.1, Schedule C, MDWL #224-101, identifies the rated capacity of the Fort Frances WTP as 17,000 m<sup>3</sup>/day. This represents the maximum daily volume of treated water that is allowed to be directed to the distribution system from the WTP.

During the review period, the highest volume of treated water pumped to the distribution system in a single day was 5780 m<sup>3</sup>, in August 2018. This represents 34 % of the rated capacity of the plant.

## Capacity Assessment

### Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

During the inspection, the undersigned Water Inspector toured the WTP and the water tower.

The following discrepancy was noted in Schedule A of Drinking Water Works Permit (DWWP) #224-201:

- The alum chemical metering pump is described as "having a calibration cylinder controlled automatically on the basis of the raw water flow". A new chemical metering pump has been installed and the new pump does not have a calibration cylinder. The instrument is now calibrated manually by weighing a sample.

During the next Drinking Water Works Permit and Municipal Drinking Water License renewal, the above item is to be updated.

- **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Municipal Water Works Permit (MWWP) # 224-201 allows for the Fort Frances drinking water system to be altered by adding, modifying, replacing or extending a watermain within the distribution system if certain conditions are met. These conditions are outlined in MWWP in Schedule B, section 3.0.

During the review period, Frenette Ave. was looped between 1st St. E. and 2nd St. E. and a Form 1 was not generated prior to the work being completed.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

In accordance with O. Reg. 170/03, Schedule 1-2(2), surface water systems must have chemically assisted filtration and disinfection and achieve an overall performance of at least a 2-log (99%) removal/inactivation of *Cryptosporidium* oocysts, a 3-log (99.9%) removal/inactivation of *Giardia* cysts, and a 4-log (99.99%) removal/inactivation of viruses, by the time the water is delivered to the first consumer.

The Fort Frances WTP achieves the above performance criteria using conventional treatment consisting of coagulation, flocculation, sedimentation filtration, and chlorine disinfection.

Trends on the SCADA system were reviewed to ensure that minimum chlorine residuals were met continuously.

Under worst case conditions (temp 0.5 degrees Celsius, pH 7.5, clearwell level 60% capacity, treated water flow 17 000 cubic meters per day), the plant must maintain their chlorine residual above 0.85 mg/L. Records reviewed during the inspection confirmed that the system was providing the required level of treatment throughout the inspection review period. If the treated water chlorine residual dropped below the alarm set point, the high lift pumps will shut down and stop the flow of water to the distribution system. At the time of the inspection, the treated water low level chlorine alarm was set to 1.2 mg/L.

Daily chemical feed and feed output reports were reviewed and demonstrated the consistent use of alum at all times the plant was treating water.

Monthly turbidity summaries were reviewed to ensure that the filtered water turbidity was less than or equal to 0.3 NTU in 95% of the measurements taken each month. This was met throughout the inspection review period.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Distribution chlorine levels must be maintained at or above 0.05 mg/L at all times. The lowest recorded chlorine level in the distribution system during the inspection review period was 0.24 mg/L.

### Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

The treated water chlorine residual is monitored by a continuous analyzer at the point where treated water enters the distribution system.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**

All four filters in the WTP are equipped with turbidity analyzers. Continuous turbidity data from each filter is printed daily, reviewed by operators and filed in the WTP office. There were no gaps in continuous data during the review period.

- **The secondary disinfectant residual was measured as required for the distribution system.**

Daily chlorine residuals are collected from the water tower, meeting the requirements of O. Reg. 170/03, Schedule 7, subsections 7-2(3),(4). Chlorine residuals are also collected during bacteriological sampling.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

Upon arrival at the WTP each morning, operators observe chlorine residuals from the previous 24 hour period on the circle chart recorder which is located next to the continuous chlorine analyzer.

The circle chart recorder will hold up to a week of chlorine data. Operators then review a printout of the turbidity readings off each filter for the previous 24 hour period. These printouts display turbidity in 15 minute intervals; each 15 minute data set includes the minimum, maximum and mean turbidity value for the prior 15 minute time period. Operators then review continuous data for the previous 24 hour period on the SCADA computer.

The operations manual has a standard operating procedure for "Reviewing Continuous Monitoring Turbidity Test Results".

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

Currently, the alarm set points for chlorine and turbidity are as follows:

- Final Effluent Low Chlorine Alarm = 1.20 mg/L - If final effluent chlorine levels drop below this set point, an alarm will sound immediately and the high lift pumps will shut down. The system will run off of the water tower.
- Final Effluent High Chlorine Alarm = 3.2 mg/L - calls out operator on duty
- Filter Effluent Turbidity High Alarm = 0.3 NTU - plant alarm sounds, if the filter effluent turbidity continues to exceed the set point for more than 10 min, the filter that is exceeding will shut down and a call out will be made to the on-call operator
- Filter Effluent Turbidity High High Alarm = 0.80 NTU - plant immediately alarms, calls out the on-call operator and filter shuts down
- Filter Effluent Turbidity Low Alarm = - 0.1 mg/L

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Final effluent chlorine residuals and filter effluent turbidity from of each filter, are read and recorded in the SCADA system every 60 seconds. Final effluent chlorine residuals are also documented on a chart recorder.

Daily, the SCADA system prints out a summary of all the filter effluent turbidity data. Based on the data collected every 60 seconds, every 15 minutes, the mean, maximum and average values of the previous 15 minutes of data are recorded.

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

O. Reg. 170/03, Schedule 6, section 6-5(1)8, requires that the continuous monitoring equipment must be checked and calibrated in accordance with the manufacturer's instructions.

The Rosemont Chlorine Residual Analyzer is used to continuously monitor the treated water chlorine residual. The instruction manual for this instrument does not state how frequently the instrument is to be calibrated; therefore, O. Reg. 170/03, Schedule 6, section 6-5(1)10 applies. This section requires that the instrument be checked and calibrated as frequently as necessary to ensure that the margin of error for free chlorine residual test results are within 0.05 mg/L, if the concentrations usually measured by the equipment are less than or equal to 1.0 mg/L, and proportionally higher if the concentrations usually measured are greater than 1.0 mg/L.

Documentation shows that the analyzer was last calibrated by an outside party on August 21, 2018 and had been previously calibrated on August 21, 2017. In addition, manual chlorine residuals are taken daily and compared to the on-line analyzer. If the analyzer starts to drift, an in-house calibration is completed.

Rosemount Clarity II Turbidity Analyzers are used to continuously monitor the filter effluent turbidity on each filter. The instruction manual, for these instruments requires that they be calibrated annually. Documentation shows that the filter 1, 3 and 4 turbidity analyzers were calibrated on August 23, 2018 and had been previously calibrated on August 21, 2017 (filter #2 was not calibrated because it is currently off-line and there are no plans to bring it back on-line at this time). In addition, in-house calibrations of the # 1, 3 and 4 filter effluent turbidity analyzers are completed monthly.

### **Operations Manuals**

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

The Operations Manual contains computer generated print outs from the SCADA system, of the components of the drinking water system, as well as a complete process diagram for the entire system.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

### **Logbooks**

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Only certified operators make entries in the logbook.

### **Security**

- **The owner had provided security measures to protect components of the drinking water system.**

Security measures provided at the WTP include:

- "No Trespassing" signs;
- alarm system; and
- locked doors when employees are not present.

Security measures provided at the water tower include:

- "No Trespassing" signs; and
- a fence around the water tower that is gated and locked

There are a limited number of keys available for the WTP and the water tower.

### **Certification and Training**

- **The overall responsible operator had been designated for each subsystem.**

The Fort Frances WTP is a Class 3 subsystem and the distribution system is a Class 2 subsystem. Two operators operated as the ORO for both subsystems during the review period. The ORO's hold valid certificates that are at the same level or higher than both subsystems.

The ORO listed in the distribution log book on Friday, remains the ORO for the subsystem throughout the weekend. The ORO for the WTP is listed in the WTP log book daily.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

Only operators with the appropriate level of certification were designated as the OIC for the review period. The OIC for the WTP is listed in the WTP log book daily. The OIC's for the distribution system is listed in the distribution log book daily, except for on weekends. The OIC's documented on Friday remains the OIC's for the weekend.

- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

### Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

O. Reg. 170/03, Schedule 10, section 10-2 requires owners and operating authorities of DWS's that serve 100,000 people or fewer to ensure that at least eight distribution samples plus one additional distribution sample for every 1,000 people served by the system are taken each month.

At least one of the samples must be taken each week. The samples must be tested for E. coli and total coliform bacteria with at least 25% of the required samples to be tested for general bacteria measured using heterotrophic plate counts (HPC).

The Fort Frances DWS serves a population of approximately 8,000 people; therefore, at least 16 distribution samples must be taken every month. This requirement was met throughout the inspection review period, except for in December 2018. During this month, weekly microbiological samples were taken; however, due to a snow storm, the courier service was unable to deliver the December 27, 2018 samples to the lab, prior to them expiring. On December 31, 2018, operators became aware that the samples arrived at the lab past their holding time and notified the local ministry office to discuss. Since it was the end of the month, there was not enough time to re-take the expired samples.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

Section 10-3, Schedule 10, O. Reg. 170/03 requires at least one treated water sample to be taken every week from the point of entry to the distribution system and tested for total coliform bacteria, E. coli and HPC. This requirement was met throughout the inspection review period except for during the week of December 27, 2018. During this week, a treated water sample was taken on December 27, 2018, but due to a snow storm, the courier service was unable to deliver this sample prior to it expiring. Operators became aware of this issue on December 31, 2018 and notified the local ministry office. Operators resumed weekly sampling later this week.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Treated water samples must be taken at least once every 12 months (+/- 30 days from the anniversary of the previous sampling date) and tested for the inorganic parameters listed in O. Reg. 170/03, Schedule 23. These parameters were last sampled for on March 6, 2018 and had been previously sampled on March 7, 2017.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

### **Water Quality Monitoring**

Treated water samples must be taken at least once every 12 months (+/- 30 days from the anniversary of the previous sampling date) and tested for organic parameters listed in O. Reg. 170/03, Schedule 24. These parameters were last sampled for on March 6, 2018, and had been previously sampled on March 7, 2017.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

In accordance with section 13-6.1, Schedule 13, O. Reg. 170/03, a sample from the distribution system or plumbing is required to be taken and tested for Haloacetic acid (i.e. HAAs) once in each calendar quarter, from a location that is likely to have an elevated potential for the formation of HAA's.

During the inspection review period, HAA samples were collected from the water tower in each calendar quarter.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

In accordance with section 13-6, Schedule 13, O. Reg. 170/03, a sample from the distribution system or plumbing is required to be taken and tested for Trihalomethanes (i.e. THMs) once in each calendar quarter, from a location that is likely to have an elevated potential for the formation of THM's.

During the inspection review period, THM samples were collected from the water tower, in each calendar quarter. The running annual average THM concentration at the time of the inspection was 54.65 ug/L, the maximum acceptable concentration is 100 ug/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Treated water samples must be taken every three months for analysis of nitrate and nitrite, in accordance with O. Reg. 170/03, Schedule 13, section 13-7. During the inspection review period, samples were collected in each calendar quarter. All nitrate and nitrite samples were collected from the WTP at the point of entry to the distribution system.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Sodium samples must be collected from the WTP at the point of entry to the distribution system at least once every 60 months to meet the requirements of O. Reg. 170/03, Schedule 13, section 13-8. A sodium sample was last collected from the Fort Frances WTP on March 9, 2015 and the result was 16.4 mg/L. It had been previously sampled on March 8, 2010.

- **The required daily samples were being taken at the end of the fluoridation process.**

Schedule 7, section 7-4 of O. Reg. 170/03 requires that if a drinking water system provides fluoridation, the owner of the system and the operating authority for the system shall ensure that a water sample is taken at the end of the fluoridation process at least once every day and is tested for fluoride. Fluoride residuals were being recorded daily by operators. Fluoride is monitored by a continuous analyzer at the same location as the treated water chlorine analyzer, after treatment, prior to water leaving the plant.

During the review period, the highest observed fluoride residual observed from the daily recording of fluoride residuals was 0.81mg/L. The limit for fluoride is 1.5 mg/L.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

Suspended solids are required to be monitored quarterly at the point of discharge to the Rainy River. Records indicate that manual composite samples were collected quarterly during the inspection review period and were tested for suspended solids.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same**

### Water Quality Monitoring

location that microbiological samples were obtained.

### Water Quality Assessment

- Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

### Reporting & Corrective Actions

- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

On average, it takes an operator approximately 10 minutes to respond to an alarm call out. Only certified operators responded to alarms during the inspection review period.

### Other Inspection Findings

- The following issues were also noted during the inspection:
  - O. Reg. 170/03, Schedule 13, section 13-6.1(1) requires that in each calendar quarter, a sample be taken and tested for HAA's from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of HAA's. In 2017, HAA samples were taken from the water tower, a location toward the end of the distribution system. In 2018, HAA samples were taken as follows:
    - Quarter 1 - location in middle of distribution system
    - Quarter 2 - location near the water treatment plant
    - Quarter 3 - water tower
    - Quarter 4 - water tower

On May 9, 2018, the MECP distributed a letter to municipalities, clarifying ministry guidance on HAA sampling. The guidance provided in the letter differs from how the Town of Fort Frances is choosing their HAA sampling locations.
  - Although the Fort Frances WTP has calculated a worst case scenario CT calculation and the calculation is kept in a filing cabinet at the water treatment plant office, it is not included in the operations manual. Operators may not be aware that the sample CT calculation can be found in the filing cabinet location.
  - For the majority of the review period, the same operator was designated as the distribution ORO and two other operators were designated as distribution OIC's. This was written in the log book daily, except for on weekends. There was an understanding amongst operators that these same individuals would remain designated as the ORO and OIC's over the weekend.
  - On occasion, it was not always made clear during maintenance or repair of the distribution system, who determined the category/level of contamination of the maintenance or repair. This determination is to be made by the OIC.
  - On occasion, an entry was made by an operator in the WTP log book and was directly followed by another operator's log book entry, with no space between the entries. This made it challenging to distinguish who made the entry because the entries were not written as two separate entries, by two separate operators.
  - On June 30, 2018, filter #3 was taken off-line at approximately 21:30 and was brought back into service on July 5, 2018. During this time the monthly filter effluent turbidity reading summaries for June 30, 2018 and July 1, 2018, did not reflect that this filter was off-line. This error impacts the accuracy of the monthly filter effluent turbidity calculation. The monthly calculations for June and July 2018 have been re-calculated and demonstrate this criteria was met for the review period.
  - Some of the operations manual content are not up to date i.e. contact information, watermain break repair procedure.

## NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. **The owner/operating authority was not in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

Municipal Water Works Permit (MWWP) # 224-201 allows for the Fort Frances drinking water system to be altered by adding, modifying, replacing or extending a watermain within the distribution system if certain conditions are met. These conditions are outlined in MWWP in Schedule B, section 3.0.

During the review period, Frenette Ave. was looped between 1st St. E. and 2nd St. E. and a Form 1 was not generated prior to the work being completed.

### **Action(s) Required:**

By April 5, 2019, the owner is to submit to the undersigned officer a completed Form 1, for the loop on Frenette Ave. between 1st. E and 2nd St. E. The documentation is to include written verification from:

- a Professional Engineer stating that the watermain loop meets the requirements of condition 3.1.1 of MWWP #224-201, Schedule B, section 3 and
- the owner of the drinking water system stating that the watermain loop meets the requirements of conditions 3.1.2 to 3.1.6 of MWWP # 224-201, Schedule B, section 3.

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

### 1. The following issues were also noted during the inspection:

1. To date, the majority of HAA samples have been taken from the water tower.
2. The Fort Frances WTP worst case scenario CT calculation is kept in a filing cabinet in the plant office and not the operations manual.
3. For the majority of the review period, the same operator was designated as the distribution ORO and two other operators were designated as distribution OIC's. This was written in the log book daily, except for on weekends. There was an understanding amongst operators that these same individuals would remain designated as the ORO and OIC's over the weekend.
4. On occasion, it was not always made clear during maintenance or repair of the distribution system, who determined the category/level of contamination of the maintenance or repair. This determination is to be made by the OIC.
5. On occasion, an entry was made by an operator in the WTP log book and was directly followed by another operator's log book entry, with no space between the entries. This made it challenging to distinguish who made the entry because the entries were not written as two separate entries, by two separate operators.
6. On June 30, 2018, filter #3 was taken off-line at approximately 21:30 and was brought back into service on July 5, 2018. During this time the monthly filter effluent turbidity reading summaries for June 30, 2018 and July 1, 2018, did not reflect that this filter was off-line. This error impacts the accuracy of the monthly filter effluent turbidity calculation. The monthly calculations for June and July 2018 have been re-calculated and demonstrate this criteria was met for the review period.
7. Some of the operations manual content are not up to date i.e. contact information, watermain break repair procedure.

### Recommendation:

1. On May 9, 2018, the ministry sent a letter to all municipal drinking water system owners clarifying the ministry's guidance for HAA sampling. This letter suggests that in each year leading up to implementation of the HAA standard, HAA's are to be sampled annually from different locations (i.e. beginning, middle and end of distribution system). Attached in Appendix C is a copy of this letter. It is recommended that the details of this letter be reviewed and compared to where HAA samples have already been taken, in each calendar quarter, when determining the HAA sampling locations for 2019.
2. In addition to keeping a copy of the CT calculation in the WTP office filing cabinet, a copy should also be kept in the operations manual. The calculation should also include a description of the process used to achieve primary and secondary disinfection.
3. It is recommended that it be indicated in the log book, who is designated as the ORO and OIC over the weekend. This may be documented and clarified in the Friday log book entry.
4. It is recommended that the template that is used to track the details pertaining to watermain maintenance/repair, be updated to include a section that prompts the individual who made the determination of the category of the watermain maintenance/repair, to document their name. This determination is to be made by an OIC.
5. It is recommended that if an operator makes a new entry in the log book that they leave a space between their entry and the previous entry made by another operator. All entries made by an officer are to be signed off on by the operator who made the entry.
6. It is recommended that the computer technician re-assess how filter effluent turbidity data points are summarized

in the monthly filter effluent print out and ensure the monthly calculation is being completed accurately.

7. It is recommended that the content of the operations manual be reviewed and updated where necessary. Particular attention shall be made to the contact information and the watermain break procedure.

**SIGNATURES**

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Inspected By:

Carolyn Lacroix

Signature: (Provincial Officer)

Reviewed &amp; Approved By:

Dave Manol

Signature: (Supervisor)

Review &amp; Approval Date: February 28, 2019

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



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## Key Reference Materials

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# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) and email [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) to subscribe to drinking water news.



| PUBLICATION TITLE   | PUBLICATION NUMBER  |
|---|---------------------|
| Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils   | 7889e01             |
| FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form       | 7419e, 5387e, 4444e |
| Procedure for Disinfection of Drinking Water in Ontario   | 4448e01             |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids  | 7152e               |
| Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)   | 8215e               |
| Filtration Processes Technical Bulletin   | 7467                |
| Ultraviolet Disinfection Technical Bulletin   | 7685                |
| Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications | 7014e01             |
| Certification Guide for Operators and Water Quality Analysts  |                     |
| Guide to Drinking Water Operator Training Requirements  | 9802e               |
| Taking Samples for the Community Lead Testing Program   | 6560e01             |
| Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption                            | 7423e               |
| Guide: Requesting Regulatory Relief from Lead Sampling Requirements   | 6610                |
| Drinking Water System Contact List  | 7128e               |
| Technical Support Document for Ontario Drinking Water Quality Standards   | 4449e01             |

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à [picemail.moe@ontario.ca](mailto:picemail.moe@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable) ou envoyez un courriel à [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca) pour suivre l'information sur l'eau potable.

| TITRE DE LA PUBLICATION  | NUMÉRO DE PUBLICATION |
|--|-----------------------|
| Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux   | 7889f01               |
| Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes   | 7419f, 5387f, 4444f   |
| Marche à suivre pour désinfecter l'eau potable en Ontario  | 4448f01               |
| Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)  | 7152e                 |
| Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)   | 8215e                 |
| Filtration Processes Technical Bulletin (en anglais seulement)   | 7467                  |
| Ultraviolet Disinfection Technical Bulletin (en anglais seulement)   | 7685                  |
| Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau | 7014f01               |
| Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable  |                       |
| Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable  | 9802f                 |
| Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités  | 6560f01               |
| Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption  | 7423f                 |
| Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)   | 6610                  |
| Liste des personnes-ressources du réseau d'eau potable   | 7128f                 |
| Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario   | 4449f01               |

[ontario.ca/eaupotable](http://ontario.ca/eaupotable)



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**Inspection Summary Rating Record**

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## Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2018-2019)

**DWS Name:** FORT FRANCES DRINKING WATER SYSTEM  
**DWS Number:** 220000978  
**DWS Owner:** Fort Frances, The Corporation Of The Town Of  
**Municipal Location:** Fort Frances

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** February 4, 2019

**Ministry Office:** Kenora Area Office

**Maximum Question Rating:** 452

| Inspection Module              | Non-Compliance Rating |
|--------------------------------|-----------------------|
| Capacity Assessment            | 0 / 30                |
| Treatment Processes            | 4 / 60                |
| Operations Manuals             | 0 / 28                |
| Logbooks                       | 0 / 14                |
| Certification and Training     | 0 / 42                |
| Water Quality Monitoring       | 0 / 124               |
| Reporting & Corrective Actions | 0 / 21                |
| Treatment Process Monitoring   | 0 / 133               |
| <b>TOTAL</b>                   | <b>4 / 452</b>        |

|                               |              |
|-------------------------------|--------------|
| <b>Inspection Risk Rating</b> | <b>0.88%</b> |
|-------------------------------|--------------|

|                                 |               |
|---------------------------------|---------------|
| <b>FINAL INSPECTION RATING:</b> | <b>99.12%</b> |
|---------------------------------|---------------|

## Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2018-2019)

**DWS Name:** FORT FRANCES DRINKING WATER SYSTEM  
**DWS Number:** 220000978  
**DWS Owner:** Fort Frances, The Corporation Of The Town Of  
**Municipal Location:** Fort Frances

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** February 4, 2019

**Ministry Office:** Kenora Area Office

| Non-compliant Question(s)   | Question Rating |
|---|-----------------|
| <b>Treatment Processes</b>  |                 |
| Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit? | 4               |
| <b>TOTAL QUESTION RATING</b>  | 4               |

**Maximum Question Rating:** 452

|                               |              |
|-------------------------------|--------------|
| <b>Inspection Risk Rating</b> | <b>0.88%</b> |
|-------------------------------|--------------|

|                                 |               |
|---------------------------------|---------------|
| <b>FINAL INSPECTION RATING:</b> | <b>99.12%</b> |
|---------------------------------|---------------|

# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal year 2008-09. The primary goals of this assessment

are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years to account for legislative and societal changes that affect acceptable risk levels. As a result of the most recent review, the methodology has been modified to present an improved metric for the evaluation of the risk/safety of MRDWS operations.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

ministry inspectors use when conducting MRDWS inspections. The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. Additionally, the inspection protocol contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry have assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. It shows areas where a system's operation can improve. To that end, the ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards; understanding the likelihood and consequences of the hazards; and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

**TABLE 1:**

| Likelihood of Consequence Occurring       | Likelihood Value |
|---|------------------|
| 0% - 0.99% (Possible but Highly Unlikely) | L = 0            |
| 1 – 10% (Unlikely)                        | L = 1            |
| 11 – 49% (Possible)                       | L = 2            |
| 50 – 89% (Likely)                         | L = 3            |
| 90 – 100% (Almost Certain)                | L = 4            |

**TABLE 2:**

| Consequence                       | Consequence Value |
|-----------------------------------|-------------------|
| Medium Administrative Consequence | C = 1             |
| Major Administrative Consequence  | C = 2             |
| Minor Environmental Consequence   | C = 3             |
| Minor Health Consequence          | C = 4             |
| Medium Environmental Consequence  | C = 5             |
| Major Environmental Consequence   | C = 6             |
| Medium Health Consequence         | C = 7             |
| Major Health Consequence          | C = 8             |

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

| <b>TABLE 3:</b>  |   |  |                                       |   |  |  |                                       |
|--|---|--|---------------------------------------|---|--|--|---------------------------------------|
| <b>Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?</b> |   |  |                                       |   |  |  |                                       |
| <b>Risk = Likelihood × Consequence</b>   |   |  |                                       |   |  |  |                                       |
| C=1  | C=2   | C=3  | C=4                                   | C=5   | C=6  | C=7                                    | C=8                                   |
| <b>Medium</b><br>Administrative<br>Consequence   | <b>Major</b><br>Administrative<br>Consequence | <b>Minor</b><br>Environmental<br>Consequence | <b>Minor</b><br>Health<br>Consequence | <b>Medium</b><br>Environmental<br>Consequence | <b>Major</b><br>Environmental<br>Consequence | <b>Medium</b><br>Health<br>Consequence | <b>Major</b><br>Health<br>Consequence |
| L=4<br>(Almost<br>Certain)   | L=1<br>(Unlikely)                             | L=2<br>(Possible)                            | L=3<br>(Likely)                       | L=3<br>(Likely)                               | L=1<br>(Unlikely)                            | L=3<br>(Likely)                        | L=2<br>(Possible)                     |
| <b>R=4</b>   | <b>R=2</b>                                    | <b>R=6</b>                                   | <b>R=12</b>                           | <b>R=15</b>                                   | <b>R=6</b>                                   | <b>R=21</b>                            | <b>R=16</b>                           |

## Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions that relate to regulatory compliance and input their responses as “yes”, “no” or “not applicable” into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone), type of inspection (i.e., focused, detailed), and source type (i.e., groundwater, surface water).

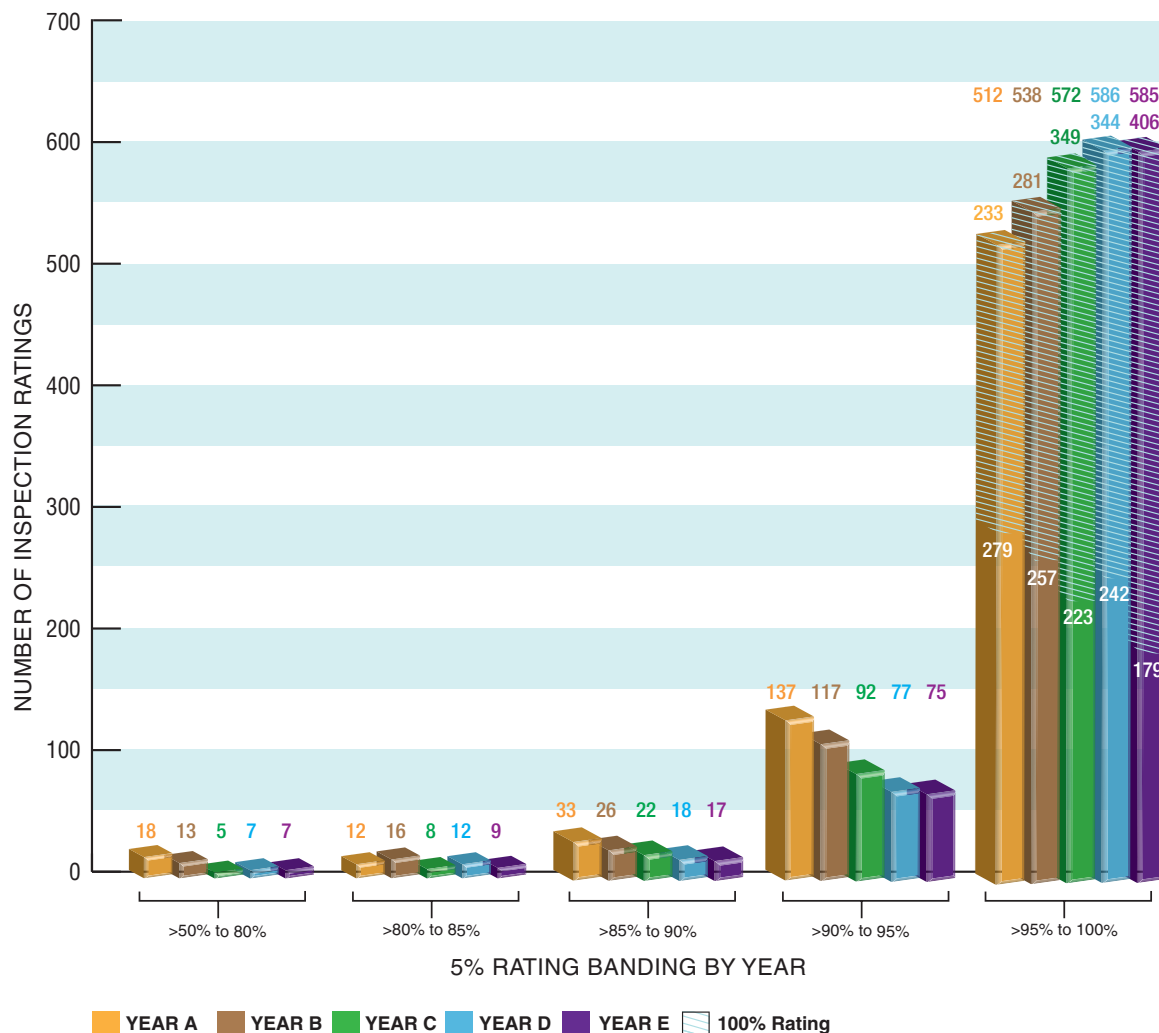
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



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**Letter – Re: HAA Sampling Concerns**

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Ministry of the Environment  
and Climate Change

Compliance, Promotion  
and Support Branch

2<sup>nd</sup> floor  
40 St. Clair Ave West  
Toronto ON M4V 1M2

Ministère de l'Environnement  
et de l'Action en matière de changement  
climatique

Direction de la promotion de la conformité  
et du soutien

2<sup>ème</sup> étage  
40, avenue St. Clair Ouest  
Toronto (Ontario) M4V 1M2



**May 9, 2018**

## **Re: Haloacetic Acids (HAAs) Sampling Concerns**

Municipal Drinking Water System Owners/Operators,

The purpose of this document is to clarify ministry guidance for HAAs sampling. HAAs are disinfection by-products (DBPs) that are formed when dissolved organic matter reacts with chlorine which is added for the purpose of disinfection. Detailed information on HAAs can be found in "Health Canada (2008) Guidelines for Canadian Drinking Water Quality: Guideline Technical Document — Haloacetic Acids".

HAAs are a collection of several different compounds. The haloacetic acids most commonly found in drinking water are monochloroacetic acid (MCA), dichloroacetic acid (DCA), trichloroacetic acid (TCA), monobromoacetic acid (MBA) and dibromoacetic acid (DBA). Total HAAs is the sum of these five haloacetic acids. The HAAs most commonly found in the distribution system of drinking water systems are TCA and DCA. However the presence of bromide ions can result in the formation of MBA and DBA.

Volatilization of HAA is not expected in the distribution system as HAAs have low vapour pressure and high water solubility. TCA appears to be the most persistent HAA followed by DCA and then MCA.

### **Factors influencing the creation of HAAs**

The levels of DBPs formed depend on many water quality parameters and operating conditions. In the case of HAAs, higher precursor concentrations (synthetic and natural organic matter, bromide ion) in the raw water, chlorine dose, chlorination pH, water temperature and the residence time will influence the type (THMs, HAAs, etc.) and the levels of DBPs formed. Studies found that surface water sources are more likely to produce higher HAAs than ground water sources.

HAAs concentrations are found to be higher in the distribution system, usually just after the chlorination process. Health Canada studies performed in 2002 and 2003 indicated that concentration of HAAs peaked in the distribution system closer to the chlorine addition point and decreased in the extremities of the system. Furthermore, the location of peak HAA values in a distribution system tends to change throughout the year, it is likely to be closer to the chlorine addition point in the summer and fall and further away from the point in the winter and spring. Precipitation and runoff events can also affect DBPs.

### **Sampling Points for HAAs**

The ministry has recognized that more than one sampling location may be needed to characterize the HAAs levels throughout a municipal distribution system. HAA concentrations

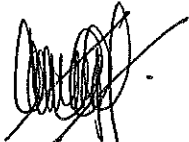
-2-

can vary within and between distribution systems and so monitoring samples should be taken at points in the “middle” of the distribution system (i.e. an average water age, post re-chlorination). In light of the recently introduced HAAs standard of 80 µg/L, which will come in to force on January 1, 2020, the following guidance should be used in developing your monitoring program:

1. As a general rule, all samples described below should be obtained from a sampling point where the free (combined) chlorine residual concentration is maintained over 0.2 mg/L (1.0 mg/L) respectively.
2. First year of sampling: A system's established THM sampling point may be appropriate provided the chlorine concentrations are as described in item 1. If the residual is below the concentrations listed, use a nearby sampling point that meets the recommended residual.
3. Second year of sampling (*recommended order of selection*):
  - a. Where a system re-chlorinates via a booster station, samples should be obtained in the distribution system after the booster station.
  - b. If the system does not have booster stations, but has storage facilities where re-chlorination occurs, the sampling should be at points after the storage facilities.
  - c. If the system does not re-chlorinate, but has storage the sampling should be at points after the storage facilities.
  - d. If the system does not re-chlorinate nor have storage, obtain the sample from another point in the distribution system.
4. Third year of sampling:
  - a. If neither of the running annual averages for HAAs calculated (after year one and two) were higher than one-half of the standard (40 µg/L), the sampling point used in the first year of sampling can be used for compliance in future years.
  - b. If one of the running annual averages is over 40 µg/L, the municipality is required to choose a third sampling point using the same criteria as the second year, and obtain samples from this sampling point for the third year. The municipality will then be required to sample from the point which had the highest individual sample result for future years.

The outlined sampling plan is intended to be flexible and recognizes that municipalities have been sampling for HAAs since 2017.

Questions can be directed to: [drinking.water@ontario.ca](mailto:drinking.water@ontario.ca).



Cammy Mack  
Director, Compliance, Promotion and Support Branch  
Ministry of the Environment and Climate Change

---

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

**To:** MAYOR ROY AVIS  
COUNCILLOR JOHN ALBANESE  
COUNCILLOR WENDY BRUNETTA  
COUNCILLOR/MAYOR JUNE CAUL  
COUNCILLOR DOUG KITOWSKI  
COUNCILLOR KEN PERRY  
COUNCILLOR PAUL RYAN  
COUNCILLOR MICHAEL BEHAN  
COUNCILLOR DOUGLAS JUDSON  
COUNCILLOR ANDREW HALLIKAS  
COUNCILLOR JOHN McTAGGART  
COUNCILLOR RICK WIEDENHOEFT

**FROM:** DAWN GALUSHA, TREASURER

**DATE:** 2018 03 19

**SUBJECT:** COUNCIL REMUNERATION AND EXPENSES

---

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

/dl

TOWN OF FORT FRANCES  
Council Remuneration & Expenses  
2018

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

| NAME                | BASE SALARY | GROSS SALARY |
|---------------------|-------------|--------------|
| Albanese, John      | 11,880.22   |              |
| per diems           | 160.00      |              |
| Police Services     | 1,697.35    | 13,737.57    |
| Avis Roy            | 22,770.28   |              |
| per diems           | 1,280.00    |              |
| Police Services     | 1,697.35    |              |
| Power Corporation   | 4,802.20    | 30,549.83    |
| Brunetta, Wendy     | 12,362.74   |              |
| per diems           | 3,360.00    | 15,722.74    |
| Caul, June          | 12,791.57   |              |
| per diems           | 960.00      |              |
| Police Services Pay | 154.16      | 13,905.73    |
| Kitowski, Doug      | 11,880.22   |              |
| per diems           | 640.00      | 12,520.22    |
| Perry, Ken          | 11,880.22   |              |
| per diems           | 3,600.00    | 15,480.22    |
| Ryan, Paul          | 11,880.22   |              |
| per diems           | 640.00      | 12,520.22    |
| Behan, Michael      | 475.49      |              |
| per diems           | 400.00      | 875.49       |
| Judson, Douglas     | 475.49      | 475.49       |
| Hallikas, Andrew    | 475.49      |              |
| per diems           | 320.00      | 795.49       |
| McTaggart, John     | 475.49      |              |
| per diems           | 400.00      |              |
| Police Services     | 169.17      | 1,044.66     |
| Wiedenhoeft, Rick   | 475.49      | 475.49       |
|                     |             | 118,103.15   |

TOWN OF FORT FRANCES  
Council Remuneration & Expenses  
2018

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

| NAME            | DATE  | PURPOSE   | AMOUNT                      |
|-----------------|---|---|-----------------------------|
| Albanese John   | 13-Jan-18   | RRDMA annual meeting - Fort Frances   | 40.00                       |
|                 |   |   | 40.00                       |
| Avis, Roy       | 13-Jan-18<br>May 2 - 4, 2018<br>Aug 19 - 22, 2018 | RRDMA Annual Meeting - Fort Frances<br>NOMA Regional Conference - Kenora<br>AMO Conference - Ottawa | 40.00<br>727.30<br>3,670.23 |
|                 |   |   | 4,437.53                    |
| Brunetta, Wendy | May 1 - 4, 2018<br>Aug 19 - 22, 2018              | NOMA Regional Conference - Kenora<br>AMO Conf. - Ottawa   | 630.30<br>2,800.66          |
|                 |   |   | 3,430.96                    |
| Caul, June      | Jan 21 - 23, 2018<br>May 2 - 4                    | ROMA Conf<br>NOMA Conference - Kenora   | 1,391.24<br>656.31          |
|                 |   |   | 2,047.55                    |
| Kitowski, Doug  | 13-Jan-18<br>May 2 - 4, 2018                      | RRDMA Annual Meeting - Fort Frances<br>NOMA Regional Conference - Kenora                            | 40.00<br>644.01             |
|                 |   |   | 684.01                      |
| Perry, Ken      | 13-Jan-18<br>May 1 - 4, 2018<br>Aug 19 - 22, 2018 | RRDMA Annual meeting - Fort Frances<br>NOMA Regional Conference - Kenora<br>AMO Conf. - Ottawa      | 40.00<br>698.04<br>3,095.49 |
|                 |   |   | 3,833.53                    |
| Ryan, Paul      | 13-Jan-18<br>May 2 - 4, 2018                      | RRDMA Annual meeting - Fort Frances<br>NOMA Regional Conference - Kenora                            | 40.00<br>647.30             |
|                 |   |   | 687.30                      |
|                 |   |   |                             |

TOWN OF FORT FRANCES  
Council Remuneration & Expenses  
2018

| NAME  | BASE SALARY                                   | GROSS SALARY      | CONFERENCE<br>EXPENSES | TOTAL EXPENSE<br>& REMUNERATION |
|---|---|-------------------|------------------------|---------------------------------|
| Albanese, John<br>per diems<br>Police Services                | 11,880.22<br>160.00<br>1,697.35               | 13,737.57         | 40.00                  | 13,777.57                       |
| Avis Roy<br>per diems<br>Police Services<br>Power Corporation | 22,770.28<br>1,280.00<br>1,697.35<br>4,802.20 | 30,549.83         | 4,437.53               | 34,987.36                       |
| Brunetta, Wendy<br>per diems                                  | 12,362.74<br>3,360.00                         | 15,722.74         | 3,430.96               | 19,153.70                       |
| Caul, June<br>per diems<br>Police Services Pay                | 12,791.57<br>960.00<br>154.16                 | 13,905.73         | 2,047.55               | 15,953.28                       |
| Kitowski, Doug<br>per diems                                   | 11,880.22<br>640.00                           | 12,520.22         | 684.01                 | 13,204.23                       |
| Perry, Ken<br>per diems                                       | 11,880.22<br>3,600.00                         | 15,480.22         | 3,833.53               | 19,313.75                       |
| Ryan, Paul<br>per diems                                       | 11,880.22<br>640.00                           | 12,520.22         | 687.30                 | 13,207.52                       |
| Behan, Michael<br>per diems                                   | 475.49<br>400.00                              | 875.49            |                        | 875.49                          |
| Judson, Douglas   | 475.49  | 475.49            |                        | 475.49                          |
| Hallikas, Andrew<br>per diems                                 | 475.49<br>320.00                              | 795.49            |                        | 795.49                          |
| McTaggart, John<br>per diems<br>Police Services               | 475.49<br>400.00<br>169.17                    | 1,044.66          |                        | 1,044.66                        |
| Wiedenhoeft, Rick   | 475.49  | 475.49            |                        | 475.49                          |
| <b>Total</b>  |   | <b>118,103.15</b> | <b>15,160.88</b>       | <b>133,264.03</b>               |

**Dawn Galusha**

---

**From:** Lisa Slomke  
**Sent:** Sunday, March 3, 2019 10:25 AM  
**To:** Dawn Galusha  
**Subject:** Fwd: 2018 councilor remuneration

Sent from my iPhone

Begin forwarded message:

**From:** Vicki Wyder <[vwyder@nwhu.on.ca](mailto:vwyder@nwhu.on.ca)>  
**Date:** March 3, 2019 at 10:20:27 AM CST  
**To:** "[lslomke@fort-frances.com](mailto:lslomke@fort-frances.com)" <[lslomke@fort-frances.com](mailto:lslomke@fort-frances.com)>  
**Subject:** 2018 councilor remuneration

Hello,

As required under the Municipal Act, please note the following 2018 expenses paid directly to Councilor Paul Ryan regarding his service on the Board of Health for the Northwestern Health Unit as your municipal representative.

|                           |                  |
|---------------------------|------------------|
| • MILEAGE                 | 4,140.48         |
| • TRAVEL GENERAL          | 5,137.88         |
| • CONFERENCE/EDUCATION    | 1,091.49         |
| • HONORARIUMS             | <u>7,660.00</u>  |
| <b>Total Paid in 2018</b> | <b>18,029.85</b> |

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

Thank you,

**Vicki Wyder**  
 Accounts Officer  
 Northwestern Health Unit  
 210 1<sup>st</sup> Street North  
 Kenora, ON P9N 2K4  
 (807) 468-3147 ext.3252  
[www.nwhu.on.ca](http://www.nwhu.on.ca)

You can influence the health of your family, workplace and community. We're here to help. One thing, many rewards.  
[www.DoOneThing.ca](http://www.DoOneThing.ca).

THIS MESSAGE IS FOR THE USE OF THE INTENDED RECIPIENT(S) ONLY AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, PROPRIETARY, CONFIDENTIAL, AND/OR EXEMPT FROM DISCLOSURE UNDER ANY RELEVANT PRIVACY LEGISLATION. No rights to any privilege have been waived. If you are not the intended recipient, you are hereby notified that any review, retransmission, dissemination, distribution, copying, conversion to hard copy, taking of action in reliance on or other use of this communication is strictly prohibited. If you are not the intended recipient and have received this message in error, please notify me by return e-mail and delete or destroy all copies of this message.



# **Rainy River District Social Services Administration Board**

450 Scott Street  
Fort Frances, ON  
P9A 1H2

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

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

March 18, 2019

Ms. Dawn Galusha  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Dawn,

## **RE: 2018 Remuneration of Board Member**

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

Board Member: **Kenneth Perry**

|                   |             |
|-------------------|-------------|
| Honorarium        | \$4,350.00  |
| Per Diem          | 2,145.00    |
| Travel & Training | 3,870.67    |
| Mileage           | <u>0.00</u> |

Total Remuneration \$10,365.67

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

Sincerely,

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

/jp

cc. Board Files



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

| Total Hours:<br>Incidents;<br>Training;<br>Public Education;<br>and Public Service | Training Sessions: | Public Ed & Prevention;<br>Public Events;<br>Public Service: | Fire Safety Standards Enforcement<br>Inspections / Re-inspections for 2018: | Fire Drills   | EMS Calls:        | Fire Calls:  | Fire Loss estimated values in Dollars: |
|--|--------------------|--|---|---------------|-------------------|--------------|--|
| 36.6   | 4                  | 1  | 11  | 0             | 3                 | 4            | \$ 201,000                             |
| Alarm Calls:   | MVC Calls:         | Ice / Water Calls:   | (CO) Carbon Monoxide / Gas Leak Calls:                                      | Hazmat Calls: | Mutual Aid Calls: | Other Calls: | Tickets Issued:                        |
| 7  | 4                  | 0  | 4   | 0             | 0                 | 0            | 0                                      |

### TEAM MEMBERS RESPONDED TO 22 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2019.

#### Total Hours:

- **21.6 Hours** was spent on responding to emergency incidents.
- **1 Hours** was spent on public service and public education.
- **14 Hours** was spent on training.

#### Time of Day:

During this month, **65%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **35%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

#### Fire Response Calls:

There were **4 (four)** Fire Response Calls. **2 (two)** were cooking related (no actual fire), and **1 (one)** was a vehicle fire.

As well, team members responded to a house fire; one occupant of the home was sleeping when they were alerted by the sound of a smoke alarm sounding, which enabled them to escape the fire.

All six of our full-time firefighters, nine part time firefighters, and I responded to the fire.

I would like to thank all our team members who responded to this serious incident. Due to the quick response by our on-duty fire officer, as well as our personnel ... this fire was quickly knocked down and extinguished.

More importantly, I would like to thank the occupant of this home for taking the responsibility to ensure they had working smoke alarms ... these life saving devices saved their life!



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### Fire Prevention Inspections / Re-inspections:

**11 (eleven)** inspections / re-inspections were completed in February, which brings our total to **28** inspections / re-inspections completed since January 1<sup>st</sup>, of this year.

### Emergency Medical Services (EMS) Response Calls:

There were **3 (three)** Emergency Medical Services (EMS) Calls.

### Fire Alarms:

There were **7 (seven)** False Fire Alarm Calls.

### MVC (Motor Vehicle Crashes):

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

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

There was **3 (three)** false (CO) Carbon Monoxide Calls, and **1 (one)** false Natural Gas leak Call.

### Training:

Training consisted of three separate 2-hour training sessions; each month a third training session is scheduled as a make-up session for members to attend who missed the previous two training sessions.

As well, our one part-time firefighter who is trained for fulltime fill-in relief came in for an 8-hour working training session ... so to maintain his skills.

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

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

Meanwhile, team members attended a residence to install new battery-operated smoke alarms for an elderly person. The individual had no one available to change out two new smoke alarms, which they purchased. As well, team members confirmed that there were no fuel-fired appliances in the home, as there was no CO (Carbon Monoxide) Alarm present.

Fact, our senior population in our town continues to increase. As well, many seniors live alone and are unable to perform specific tasks such as changing Smoke Alarm and CO (Carbon Monoxide) batteries, and/or installing these live saving devices.

Some seniors are fortunate ... they can ask a friend or family member to change the batteries and/or install new Smoke and Carbon Monoxide Alarms ... but if they have no one to assist them, we want to get the message out there ... they can contact us.

**Ministry of Finance**  
Office of the Minister

**Ministère des Finances**  
Bureau du ministre



7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400  
Facsimile: 416-325-0374

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400  
Télécopieur: 416-325-0374

March 14, 2019

Dear Head of Council:

We are writing to announce the release of the 2019 Ontario Municipal Partnership Fund (OMPF) allocations.

As communicated in February, the government is maintaining the current structure of the OMPF for 2019. This means the program is the same as it was in 2018, while allowing for annual data updates and related adjustments.

Consistent with prior years, Transitional Assistance will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

As in prior years, Transitional Assistance continues to adjust in 2019 as fewer municipalities require this funding. As a result, the 2019 OMPF will provide a total of \$505 million to 389 municipalities across the province.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2019 OMPF. This information and other supporting materials will be posted online at <http://www.fin.gov.on.ca/en/budget/ompf/2019>.

We look forward to consulting with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. We are committed to announcing the 2020 allocations well in advance of the municipal budget year so you have appropriate time to plan.

../cont'd

- 2 -

Working together, we can protect the public services that matter most to Ontario families and build a responsible and sustainable path forward for communities across our province.

Sincerely,

*Information Copy*  
*Original signed by*

Vic Fedeli  
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

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

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



March 14, 2019

Dear Treasurer/Clerk-Treasurer:

In the March 14 letter to Heads of Council, the government announced the 2019 Ontario Municipal Partnership Fund (OMPF) municipal allocations. I am writing to provide you with additional details regarding your 2019 allocation.

Your municipality will benefit from an increase in OMPF funding compared to 2018 as a result of the responsiveness of the program to changing municipal circumstances. The details specific to your municipality's 2019 allocation are outlined in the attached *2019 OMPF Allocation Notice and Inserts*.

## 2019 OMPF

In 2019, the government is maintaining the current structure of the OMPF. This means that the program is remaining the same as in 2018, while allowing for annual data updates and related grant parameter adjustments.

All four core grant components of the 2019 OMPF are providing the same level of support as in 2018. As in prior years, Transitional Assistance will continue to adjust as fewer municipalities require this funding.

As a result, the 2019 OMPF will provide a total of \$505 million to 389 municipalities across the province through the following grant components and Transitional Assistance:

- The **Northern and Rural Fiscal Circumstances Grant** is providing \$89 million to support municipalities with more challenging fiscal circumstances.
- The **Northern Communities Grant** component is providing \$89 million in recognition of the challenges of northern municipalities.
- The **Rural Communities Grant** component is providing \$150 million to support rural communities across the province.

.../2

- The **Assessment Equalization Grant** component is providing \$149 million to support municipalities with limited property assessment.
- Consistent with prior years, the **Transitional Assistance** component of the OMPF will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation, and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation. Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

More information on the 2019 OMPF can be found in the accompanying supporting materials.

## 2019 OMPF – SUPPORTING MATERIAL

In order to assist municipalities in understanding the OMPF and their individual 2019 allocations, the Ministry of Finance has prepared detailed and customized supporting documentation:

- A. 2019 OMPF Allocation Notice and Inserts
- B. 2019 OMPF Technical Guide
- C. Municipal Workbooks

### **A. 2019 OMPF Allocation Notice and Inserts**

The *OMPF Allocation Notice* and *Insert* outline individual municipal OMPF allocations by grant component, and also provide a summary of key data inputs for 2019. Your municipality's 2019 funding allocation is noted on line A.

### **B. 2019 OMPF Technical Guide**

The *2019 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

### **C. 2019 Municipal Workbooks**

The *2019 OMPF Workbook* and the *2019 Northern and Rural MFCI Workbook* (if applicable) provide detailed calculations of the 2019 OMPF grant components, and the determination of the Northern and Rural Municipal Fiscal Circumstances Index (MFCI), as well as outline all underlying data elements.

.../3

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2019 OMPF Technical Guide*, as well as individual municipal *OMPF Allocation Notices*, are also available electronically on the Ministry's website:

<http://www.fin.gov.on.ca/en/budget/ompf/2019>

## 2019 PAYMENT SCHEDULE

The *2019 Cash Flow Notice* identifies your municipality's quarterly payment schedule.

To assist your municipality with cash flow administration, a 2019 interim first quarterly payment was issued in January, 2019. This interim payment was equivalent to your municipality's 2018 OMPF quarterly payment.

The remaining 2019 quarterly payments will be adjusted to reflect your municipality's actual 2019 OMPF allocation and will be processed at the end of April, July, and October 2019.

## 2019 REPORTING OBLIGATIONS

We would like to remind you that municipalities are required to submit their 2018 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2019**.

Municipalities are also required to submit their 2019 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by **September 30, 2019**.

Payments for municipalities that do not meet these reporting obligations will be subject to holdback, beginning with the 2019 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).

## OMPF REVIEW

The OMPF is under review to ensure that the program is sustainable and focused on northern and rural municipalities that need this funding the most. The government is committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.

.../4

*Treasurers/Clerk-Treasurers*

*Page 4*

In closing, we would like to thank our municipal partners and all municipalities that shared their input on the OMPF. We look forward to our continued collaboration.

Sincerely,

*Information Copy*

*Original signed by*

Allan Doheny  
Assistant Deputy Minister  
Provincial-Local Finance Division

c. Kate Manson-Smith  
Assistant Deputy Minister  
Local Government and Planning Policy Division  
Ministry of Municipal Affairs and Housing

Marcia Wallace  
Assistant Deputy Minister  
Municipal Services Division  
Ministry of Municipal Affairs and Housing

## Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice



Town of Fort Frances

5912

In 2019, the Province is providing the Town of Fort Frances with \$3,363,500 in funding through the OMPF, which is the equivalent of \$885 per household.

|          |                        |                    |
|----------|------------------------|--------------------|
| <b>A</b> | <b>Total 2019 OMPF</b> | <b>\$3,363,500</b> |
|----------|------------------------|--------------------|

|  |             |
|--|-------------|
| 1. Assessment Equalization Grant                 | \$1,392,500 |
| 2. Northern Communities Grant                    | \$914,200   |
| 3. Rural Communities Grant                       | \$501,800   |
| 4. Northern and Rural Fiscal Circumstances Grant | \$555,000   |
| 5. Transitional Assistance                       | -           |

### B Key OMPF Data Inputs

|  |             |
|--|-------------|
| 1. Households  | 3,801       |
| 2. Total Weighted Assessment per Household                 | \$174,651   |
| 3. Rural and Small Community Measure                       | 100.0%      |
| 4. Farm Area Measure                                       | n/a         |
| 5. Northern and Rural Municipal Fiscal Circumstances Index | 7.4         |
| 6. 2019 Guaranteed Level of Support                        | 98.1%       |
| 7. 2018 OMPF (Line A from 2018 Allocation Notice)          | \$3,342,100 |

*Note: See line item descriptions on the following page.*

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Allocation Notice

Town of Fort Frances

5912

#### 2019 OMPF Allocation Notice - Line Item Descriptions

- A** The OMPF grants are described in detail in the 2019 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2019>
- 
- A5** If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding shifts. See the enclosed Transitional Assistance Calculation Insert for further details.
- 
- B1** Measure of households based on the 2018 returned roll from the Municipal Property Assessment Corporation (MPAC).
- 
- B2** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- 
- B3** Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2019 OMPF Technical Guide.
- 
- B4** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2019 OMPF Technical Guide.
- 
- B5** Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2019 OMPF Technical Guide.
- 
- B6** Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.
- 
- B7** 2018 OMPF allocation

*Note: Grant components are rounded up to multiples of \$100.*

# Ontario Municipal Partnership Fund (OMPF) 2019 Transitional Assistance Calculation Insert



Town of Fort Frances

5912

## A 2019 OMPF Transitional Assistance (Line B2 - Line B1, if positive)

n/a

*As the municipality's 2019 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

## B Supporting Details

|   |             |
|---|-------------|
| 1. Sum of 2019 OMPF Grants, excluding Transitional Assistance | \$3,363,500 |
|---|-------------|

|  |             |
|--|-------------|
| 2. 2019 Guaranteed Support (Line B2a x Line B2b) | \$3,278,700 |
|--|-------------|

|   |             |
|---|-------------|
| a. 2018 OMPF (Line A from 2018 Allocation Notice) | \$3,342,100 |
|---|-------------|

|  |       |
|--|-------|
| b. 2019 Guaranteed Level of Support (Line C) | 98.1% |
|--|-------|

## C 2019 Guaranteed Level of Support (Line C1 + Line C2)

98.1%

|                                |       |
|--------------------------------|-------|
| 1. 2019 OMPF Minimum Guarantee | 90.0% |
|--------------------------------|-------|

|   |      |
|---|------|
| 2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index | 8.1% |
|---|------|

*Note: See line item descriptions on the following page.*

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Transitional Assistance Calculation Insert

**Town of Fort Frances**

5912

#### 2019 Transitional Assistance Calculation Insert - Line Item Descriptions

**A** Transitional Assistance ensures that in 2019, northern municipalities will receive a minimum of 90 per cent of the support they received through the OMPF in 2018. The Town of Fort Frances' 2019 OMPF exceeds this level. As a result, Transitional Assistance is not required.

**B1** Sum of 2019 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

**B2** Guaranteed amount of funding through the 2019 OMPF

**B2a** 2018 OMPF allocation

**B2b** Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.

**C1** Reflects the minimum level of support for northern municipalities.

**C2** Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

*Note: Grant components are rounded up to multiples of \$100.*

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Northern and Rural Municipal Fiscal Circumstances Index



Town of Fort Frances

5912

#### A Northern and Rural Municipal Fiscal Circumstances Index

7.4

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Town to the median for northern and rural municipalities.

#### B Northern and Rural MFCI - Indicators

|   | Fort Frances T | Median    |
|---|----------------|-----------|
| <b>Primary Indicators</b>                                 |                |           |
| 1. Weighted Assessment per Household                      | \$174,651      | \$273,000 |
| 2. Median Household Income                                | \$62,928       | \$69,000  |
| <b>Secondary Indicators</b>                               |                |           |
| 3. Average Annual Change in Assessment (New Construction) | 0.2%           | 1.0%      |
| 4. Employment Rate  | 56.9%          | 56.0%     |
| 5. Ratio of Working Age to Dependent Population           | 174.7%         | 170.0%    |
| 6. Per cent of Population Above Low-Income Threshold      | 84.0%          | 86.0%     |

*Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.*

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2019 OMPF Technical Guide, as well as in the customized 2019 Northern and Rural MFCI Workbook.

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Northern and Rural Municipal Fiscal Circumstances Index

Town of Fort Frances

5912

#### 2019 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

- A** The municipality's 2019 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2019 Northern and Rural MFCI Workbook.
- 
- B1** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- 
- B2** Statistics Canada's measure of median income for all private households in 2015.
- 
- B3** Measures the five-year (2013 - 2018) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
- 
- B4** Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
- 
- B5** Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
- 
- B6** Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

# Ontario Municipal Partnership Fund (OMPF) 2019 Cash Flow Notice



Town of Fort Frances

5912

|          |   |                    |
|----------|---|--------------------|
| <b>A</b> | <b>Total 2019 OMPF<br/>(2019 Allocation Notice, Line A)</b> | <b>\$3,363,500</b> |
|----------|---|--------------------|

|          |   |                            |                  |
|----------|---|----------------------------|------------------|
| <b>B</b> | <b>2019 Interim OMPF First Quarter Amount</b> | <i>Issued January 2019</i> | <b>\$835,525</b> |
|----------|---|----------------------------|------------------|

|          |  |                    |
|----------|--|--------------------|
| <b>C</b> | <b>2019 OMPF Quarterly Payments Schedule (Line A - Line B)</b> | <b>\$2,527,975</b> |
|----------|--|--------------------|

|    |                                  |                                   |                  |
|----|----------------------------------|-----------------------------------|------------------|
| 1. | 2019 OMPF Second Quarter Payment | <i>Scheduled for April 2019</i>   | <b>\$842,659</b> |
| 2. | 2019 OMPF Third Quarter Payment  | <i>Scheduled for July 2019</i>    | <b>\$842,658</b> |
| 3. | 2019 OMPF Fourth Quarter Payment | <i>Scheduled for October 2019</i> | <b>\$842,658</b> |

**Ontario Municipal Partnership Fund (OMPF)**  
**2019 Cash Flow Notice**



**Town of Fort Frances**

5912

**2019 Cash Flow Notice - Line Item Descriptions**

|         |   |
|---------|---|
| A       | Total 2019 OMPF allocation. See 2019 OMPF Allocation Notice, Line A.  |
| B       | 2019 OMPF Interim First Quarterly Payment issued in January 2019 to support municipalities with cash flow administration.   |
| C1 - C3 | Remaining scheduled quarterly payments in respect of the 2019 OMPF allocation. Fourth quarter payment will be subject to holdback pending submission of all 2019 OMPF reporting requirements. |



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

March 14, 2019,

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  
February 2019 Monthly Report**

As per the operating agreement, the attached document is the February 2019 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 black ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham  
Team Lead

For Larry Wachter  
Sr. Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
February 2019 Monthly Operations Report**

## **INTRODUCTION**

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of February 2019; 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.

## FEBRUARY 2019 EFFLUENT QUALITY

| <i>Parameters</i>                  | <i>Monthly Actual Concentration mg/L</i> | <i>Compliance Criteria Concentration mg/L</i> | <i>Performance Objective Concentration mg/L</i> | <i>Monthly Actual Loading, kg/d</i>  | <i>Compliance Criteria Loading kg/d</i> | <i>Performance Objective Loading kg/d</i>                                 |
|------------------------------------|--|---|---|--|---|---|
| CBOD <sub>5</sub>                  | 2.1 mg/L                                 | 25 mg/L                                       | 15 mg/L   | 11.7 kg/d  | 225 kg/d                                | 135 kg/d  |
| Total Suspended Solids             | 3.3 mg/L                                 | 25 mg/L                                       | 15 mg/L   | 18.2 kg/d  | 225 kg/d                                | 135 kg/d  |
| Total Phosphorus                   | 0.12 mg/L                                | 1.0 mg/L                                      | 0.9 mg/L  | 0.67 kg/d  | 9 kg/d                                  | 8.1 kg/d  |
| Total Nitrogen<br>Nitrate Nitrogen | 9.94 mg/L<br>6.98 mg/L                   |   |   |  |   |   |
| Total Cl <sub>2</sub> Residual     |  | <0.01 mg/L (when in use)                      |   |  |   |   |
| E-Coli                             |  | 16.8 count/100 ml (geometric mean )           |   | 200 count/100ml (geometric mean )  |   | E-coli not to exceed 150 organisms/100ml (monthly geometric mean density) |
| pH                                 |  |   |   | pH range 6.8 to 7.1; average pH was 7.0  |   |   |
| Temperature degrees C              |  |   |   | Temperatures ranged from 7.5 to 8.0 C; average temperature of effluent was 7.8 C |   |   |

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

## WASTEWATER LIQUID PROCESS

The average daily flow for February was 5561.0 m<sup>3</sup>/day. This represents 62% of the design average flow. Total treated flow for the month was 155707 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 163.7 m<sup>3</sup> of sewage from the New Gold mine site into the collection system. Lab analyses have not been provided.

## **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
- Drained and inspected teacup
- Drained and hosed snail

### **Pump Stations:**

- Ran gensets
- Changed seal water strainers
- Adjusted the elevation of the level sensor at White Pine lift station

## **PROCESS AND OPTIMIZATION ISSUES**

A new progressive cavity polymer pump and VFD have been ordered from Fournier. Fournier will be handling the installation and commissioning.

## **SLUDGE SUMMARY**

Dennis Robinson Limited hauled a calculated total of 106.7 m<sup>3</sup> (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 16.0 % TS for the month but slump test results from the landfill have not been provided.

The Fournier press ran for 102 hours in February.

## **COMPLAINTS**

There were no complaints during the report period.

## **BYPASS/OVERFLOW REPORT(S)**

There were no bypass events during the month.

## **COMMENTS**

Plant power consumption for the month was 581 (x 180 multiplier) kWh.  
The Fournier press has been operated for 221 hours in 2019 (119 in January and 102 in February).

## **REPORTS**

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

| MONTH                              | Residential<br>Waste<br>tonnes | Res<br>% | ICI<br>Waste<br>tonnes | ICI<br>% | Non<br>Community<br>Waste<br>tonnes | Non Com<br>% | Covering<br>Material<br>tonnes | 2018                   |  |                        | 2019                    |  |               |                     |                   |
|------------------------------------|--------------------------------|----------|------------------------|----------|-------------------------------------|--------------|--------------------------------|------------------------|--|------------------------|-------------------------|--|---------------|---------------------|-------------------|
|                                    |                                |          |                        |          |                                     |              |                                | 2018<br>Total<br>Tonne | Average last<br>10 years<br>Total<br>Tonne | 2019<br>Total<br>Tonne | Total<br>Fees           | Average last<br>10 years<br>Fees<br>2009 to 2018 | Total<br>Fees | 2019-2018<br>Tonnes | 2019-2018<br>Fees |
|                                    |                                |          |                        |          |                                     |              |                                |                        |  |                        |                         |  |               |                     |                   |
| JAN                                | 149.54                         | 27.28    | 387.83                 | 70.75    | 10.82                               | 1.97         | 16.76                          | 495.69                 | 370.24                                     | 548.19                 | \$30,177.28             | \$20,128.17                                      | \$27,590.90   | 52.50               | -\$2,586.38       |
| FEB                                | 124.49                         | 34.52    | 227.79                 | 63.15    | 8.41                                | 2.33         | 0.00                           | 406.46                 | 310.55                                     | 360.69                 | \$23,347.65             | \$16,847.30                                      | \$21,887.90   | -45.77              | -\$1,459.75       |
| MAR                                |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 463.54                 | 408.18                                     | 0.00                   | \$27,716.10             | \$22,813.66                                      |               | -463.54             | -\$27,716.10      |
| APRIL                              |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 570.00                 | 561.20                                     | 0.00                   | \$35,930.07             | \$32,008.80                                      |               | -570.00             | -\$35,930.07      |
| MAY                                |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 704.26                 | 712.14                                     | 0.00                   | \$42,835.55             | \$38,717.06                                      |               | -704.26             | -\$42,835.55      |
| JUNE                               |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 636.08                 | 818.82                                     | 0.00                   | \$45,718.15             | \$39,435.12                                      |               | -636.08             | -\$45,718.15      |
| JULY                               |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 317.41                 | 593.33                                     | 0.00                   | \$37,855.70             | \$36,663.59                                      |               | -317.41             | -\$37,855.70      |
| AUG                                |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 687.72                 | 650.90                                     | 0.00                   | \$43,983.95             | \$36,983.59                                      |               | -687.72             | -\$43,983.95      |
| SEPT                               |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 647.03                 | 651.00                                     | 0.00                   | \$42,404.90             | \$37,190.53                                      |               | -647.03             | -\$42,404.90      |
| OCT                                |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 843.41                 | 817.13                                     | 0.00                   | \$43,140.48             | \$42,161.43                                      |               | -843.41             | -\$43,140.48      |
| NOV                                |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 555.90                 | 551.11                                     | 0.00                   | \$33,490.70             | \$29,847.06                                      |               | -555.90             | -\$33,490.70      |
| DEC                                |                                | #DIV/0!  |                        | #DIV/0!  |                                     | #DIV/0!      |                                | 398.55                 | 403.14                                     | 0.00                   | \$27,798.40             | \$21,267.10                                      |               | -398.55             | -\$27,798.40      |
| Average per<br>monthly             | 137.02                         | 30.90    | 307.81                 | 66.95    | 9.62                                | 2.15         | 8.38                           | 560.50                 | 570.65                                     | 75.74                  | \$36,199.91             | \$31,171.95                                      | \$24,739.40   | -1,026.81           | -156,246.00       |
| Total                              | 274.03                         |          | 615.62                 |          | 19.23                               |              | 16.76                          | 6726.05                | 6847.74                                    | 908.88                 | \$434,398.93            | \$374,063.40                                     | \$49,478.80   | -5817.17            | -\$384,920.13     |
| Town of Fort<br>Frances<br>Tonnage | 889.65                         |          |                        |          |                                     |              |                                |                        |  |                        | \$434,398.93 Actual     |  | \$49,478.80   |                     |                   |
|                                    |                                |          |                        |          |                                     |              |                                |                        |  |                        | \$396,950.00 Budget     |  | \$407,271.00  |                     |                   |
| Total Tonnage                      | 908.88                         |          |                        |          |                                     |              |                                |                        |  |                        | \$434,398.93 Forecasted |  | \$296,872.80  |                     |                   |
| Residential<br>Tonnage             | 274.03                         | 30.15%   |                        |          |                                     |              |                                |                        |  |                        |                         |  |               |                     |                   |
| ICI Tonnage                        | 615.62                         | 67.73%   |                        |          |                                     |              |                                |                        |  |                        |                         |  |               |                     |                   |
| Coverage<br>material               | 16.76                          |          |                        |          |                                     |              |                                |                        |  |                        |                         |  |               |                     |                   |

Aircraft Landings 2019  
As of March 6, 2019

| Month     | Bearskin Flights |      |      | Bearskin- Passengers |      |      | Air Bravo Passengers |      | Government |      |      | Private |      |      | Med-I-vacs |      |      | International |      |      | Commercial |      |      | Totals |      |      | Variance  |
|-----------|------------------|------|------|----------------------|------|------|----------------------|------|------------|------|------|---------|------|------|------------|------|------|---------------|------|------|------------|------|------|--------|------|------|-----------|
|           | 2019             | 2018 | 2017 | 2019                 | 2018 | 2017 | 2019                 | 2018 | 2019       | 2018 | 2017 | 2019    | 2018 | 2017 | 2019       | 2018 | 2017 | 2019          | 2018 | 2017 | 2019       | 2018 | 2017 | 2019   | 2018 | 2017 | 2019-2018 |
| January   | 54               | 68   | 76   | 160                  | 198  | 308  | 8                    | 0    | 0          | 0    | 0    | 4       | 3    | 2    | 60         | 55   | 42   | 0             | 2    | 4    | 42         | 73   | 48   | 160    | 143  | 177  | 17        |
| February  | 56               | 66   | 80   | 197                  | 187  | 334  | 15                   | 0    | 13         | 0    | 1    | 1       | 2    | 1    | 43         | 57   | 32   | 0             | 3    | 0    | 38         | 56   | 39   | 151    | 156  | 155  | -5        |
| March     |                  | 73   | 90   |                      | 249  | 336  |                      | 0    |            | 0    | 10   |         | 5    | 4    |            | 43   | 50   |               | 6    | 14   |            | 57   | 51   | 0      | 178  | 192  | -178      |
| 1/4 Total | 110              | 207  | 246  | 357                  | 634  | 978  | 23                   | 0    | 13         | 0    | 11   | 5       | 10   | 7    | 103        | 155  | 124  | 0             | 11   | 18   | 80         | 186  | 138  | 311    | 477  | 524  | -166      |
| April     |                  | 77   | 67   |                      | 270  | 289  |                      | 0    |            | 0    | 0    |         | 7    | 18   |            | 42   | 40   |               | 6    | 4    |            | 42   | 41   | 0      | 186  | 201  | -186      |
| May       |                  | 77   | 87   |                      | 276  | 389  |                      | 2    |            | 4    | 8    |         | 19   | 8    |            | 35   | 50   |               | 28   | 0    |            | 54   | 54   | 0      | 229  | 259  | -229      |
| June      |                  | 68   | 82   |                      | 219  | 324  |                      | 4    |            | 4    | 10   |         | 24   | 16   |            | 36   | 38   |               | 70   | 14   |            | 49   | 63   | 0      | 273  | 328  | -273      |
| 1/2 Total | 110              | 429  | 482  | 357                  | 1399 | 1980 | 23                   | 6    | 13         | 8    | 29   | 5       | 60   | 49   | 103        | 268  | 252  | 0             | 115  | 36   | 80         | 331  | 296  | 311    | 1165 | 1312 | -854      |
| July      |                  | 74   | 70   |                      | 228  | 224  |                      | 7    |            | 10   | 3    |         | 40   | 26   |            | 38   | 51   |               | 79   | 76   |            | 41   | 54   | 0      | 286  | 324  | -286      |
| August    |                  | 69   | 82   |                      | 219  | 292  |                      | 5    |            | 6    | 4    |         | 41   | 27   |            | 41   | 66   |               | 65   | 80   |            | 44   | 50   | 0      | 322  | 313  | -322      |
| September |                  | 66   | 79   |                      | 197  | 267  |                      | 2    |            | 29   | 7    |         | 33   | 14   |            | 44   | 40   |               | 45   | 42   |            | 37   | 39   | 0      | 230  | 249  | -230      |
| 3/4 Total | 110              | 638  | 713  | 357                  | 2043 | 2763 | 23                   | 20   | 13         | 53   | 43   | 5       | 174  | 116  | 103        | 391  | 409  | 0             | 304  | 234  | 80         | 453  | 439  | 311    | 2003 | 2198 | -1692     |
| October   |                  | 68   | 72   |                      | 254  | 255  |                      | 8    |            | 5    | 6    |         | 18   | 16   |            | 37   | 44   |               | 8    | 18   |            | 43   | 42   | 0      | 203  | 214  | -203      |
| November  |                  | 71   | 71   |                      | 209  | 281  |                      | 1    |            | 2    | 0    |         | 5    | 2    |            | 41   | 28   |               | 1    | 0    |            | 40   | 40   | 0      | 168  | 146  | -168      |
| December  |                  | 55   | 62   |                      | 197  | 199  |                      | 7    |            | 0    | 0    |         | 7    | 2    |            | 41   | 36   |               | 0    | 0    |            | 34   | 40   | 0      | 122  | 139  | -122      |
| Total     | 110              | 832  | 918  | 357                  | 2703 | 3498 | 23                   | 36   | 13         | 60   | 49   | 5       | 204  | 136  | 103        | 510  | 517  | 0             | 313  | 252  | 80         | 570  | 561  | 311    | 2496 | 2697 | -2185     |

| Fort Frances Airport - Page 2/2 - Fuel Sales - March 6, 2019 |        |       |         |        |         |        |        |        |        |         |         |         |         |         |         |         |         |              |           |
|--|--------|-------|---------|--------|---------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|--------------|-----------|
| Fuel Sales Recap - 2019                                      |        |       |         |        |         |        |        |        | 2019   | 2018    | 2017    | 2016    | 2015    | 2014    | 2013    | 2012    | 2011    | 9 year       | Variance  |
| Month  | 100LL  |       | Jet Trk |        | Jet Cab |        | Month  | Year   | per    | per     | per     | per     | per     | per     | per     | per     | per     | Average      | 2019-2018 |
|  | Liters | Total | Liters  | Total  | Liters  | Total  | Total  | Total  | month  | month   | month   | month   | month   | month   | month   | month   | month   | 2019 to 2011 | month     |
| January  | 132    | 132   | 7,918   | 7,918  | 546     | 546    | 8,596  | 8,596  | 8,596  | 16,597  | 25,675  | 7,528   | 8,692   | 11,543  | 7,216   | 10,252  | 7,308   | 11,940       | -8,001    |
| February   | 27     | 159   | 7,964   | 15,882 | 10,602  | 11,148 | 18,593 | 27,189 | 18,593 | 16,286  | 12,503  | 11,904  | 11,231  | 12,304  | 6,197   | 6,918   | 3,687   | 11,276       | 2,307     |
| March  |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 9,798   | 21,928  | 13,255  | 17,795  | 10,508  | 12,077  | 9,329   | 10,390  | 12,744       | -9,798    |
| April  |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 10,398  | 13,102  | 8,592   | 13,219  | 8,377   | 4,453   | 8,251   | 5,294   | 9,151        | -10,398   |
| May  |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 24,839  | 21,362  | 24,681  | 16,161  | 29,753  | 18,350  | 21,891  | 19,790  | 22,318       | -24,839   |
| June   |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 27,380  | 27,380  | 26,015  | 45,698  | 30,789  | 22,786  | 23,537  | 25,723  | 27,967       | -27,380   |
| July   |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 23,461  | 24,642  | 29,002  | 28,150  | 14,441  | 19,232  | 32,650  | 19,124  | 23,959       | -23,461   |
| August   |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 30,430  | 23,029  | 21,119  | 36,638  | 20,450  | 20,075  | 30,783  | 21,467  | 25,805       | -30,430   |
| September  |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 25,191  | 13,489  | 21,325  | 24,238  | 21,837  | 18,005  | 19,431  | 22,511  | 20,552       | -25,191   |
| October  |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 10,769  | 16,604  | 30,655  | 8,216   | 15,472  | 13,109  | 11,325  | 13,677  | 15,681       | -10,769   |
| November   |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 10,748  | 9,924   | 22,349  | 11,616  | 7,238   | 6,398   | 8,170   | 6,785   | 10,442       | -10,748   |
| December   |        |       |         |        |         | 11,148 | 0      | 27,189 |        | 13,243  | 6,560   | 13,797  | 7,592   | 6,849   | 2,028   | 8,179   | 2,446   | 7,588        | -13,243   |
| Total  | 159    |       | 15,882  |        | 11,148  |        | 27,189 |        |        | 219,140 | 216,198 | 230,222 | 229,246 | 189,561 | 149,926 | 190,716 | 158,202 | 199,421      | -191951   |

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

Work Orders

| ID      | Origin ID | Asset ID | Department                    | Work Order Type                             | Work Order Subtype                                | Asset Name                           | Asset Location               | Status    | Hours | All Notes  | Completed Date | Cost     |
|---------|-----------|----------|-------------------------------|---|---|--------------------------------------|------------------------------|-----------|-------|--|----------------|----------|
| WO-2560 | SR-0032   |          | Civic Centre                  | General Maintenance - Civic Centre          | Lighting Maintenance                              |                                      |                              | Completed | 3     | Replace broken light fixture lenses in the Council Chambers (2 fixtures 2'x2') One lens missing one lens cracked. To be completed before council Monday February 25  | 2019-02-22     | \$87.87  |
| WO-2551 |           |          | Civic Centre                  | General Maintenance - Civic Centre          | Carpentry   |                                      |                              | Completed | 2.5   | 1. By Law Office requests to install a shelf. (Contact Partirck)<br>2. Downstairs washroom paper towel dispenser needs to be installed<br>3. Handicapped washroom paper towel dispenser needs to be installed. | 2019-02-19     | \$73.23  |
| WO-2568 |           |          | Com Serv - Children's Complex | General Maintenance-Children's Complex      | Plumbing  |                                      |                              | Completed | 0.75  | Unplug preschool sink  | 2019-02-27     | \$21.97  |
| WO-2539 | PM-2405   | 21101    | Com Serv - Children's Complex | Preventative Maintenance-Children's Complex | Humidifier Sensor Check                           | Humidifier                           | Mechanical Room              | Completed | 2.5   | This unit had 1133 hours on since last service. Cleaned out scale and flushed tank. Reset to 0 hrs   | 2019-02-11     | \$73.23  |
| WO-2520 |           |          | Com Serv - Children's Complex | Preventative Maintenance-Children's Complex |   |                                      |                              | Completed | 2.5   | Repair broken toilet lid, Glued broken toilet tank lid and re-siliconed  | 2019-02-06     | \$88.21  |
| WO-2353 | PM-2407   | 21115    | Com Serv - Children's Complex | Preventative Maintenance-Children's Complex | Furnace Filter Check & inspect air make up filter | Forced Air Furnace with Cooling Unit | Service Yard                 | Completed | 1     | Filters are still good, outer screen was broken and laying on the ground.  | 2019-02-12     | \$29.29  |
| WO-2487 |           |          | Com Serv - East End Hall      | Daily Inspection                            |   |                                      |                              | Completed | 15.5  | Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station.   | 2019-02-28     | \$454.00 |
| WO-2499 | PM-2225   | 22621    | Com Serv - East End Hall      | Preventative Maintenance                    | Hot Water Tank Inspetion                          | Potable Water Expansion Tank         | Basement                     | Completed | 0.5   |  | 2019-02-04     | \$14.65  |
| WO-2498 | PM-2224   | 22620    | Com Serv - East End Hall      | Preventative Maintenance                    | Hot Water Tank Inspetion                          | Hot Water Tank                       | Basement                     | Completed | 0.5   |  | 2019-02-04     | \$14.65  |
| WO-2497 | PM-2223   | 22619    | Com Serv - East End Hall      | Preventative Maintenance                    | Furnace Inspection/Filter Change                  | Furnace                              | Basement                     | Completed | 0.5   | Only 1 spare filter left   | 2019-02-04     | \$20.30  |
| WO-2550 |           |          | Com Serv - Library            | General Maintenance - Library               |   |                                      |                              | Completed | 2     | Handicapped washroom toilet in the ladies room which is leaking., Replaced a gasket on the toilet tank   | 2019-02-14     | \$72.06  |
| WO-2519 |           |          | Com Serv - Library            | General Maintenance - Library               |   |                                      |                              | Completed | 0.5   | Repair leaking tap in the Shaw room  | 2019-02-05     | \$14.65  |
| WO-2548 | PM-2619   | 21062    | Com Serv - Library            | Inspection - Library                        | Boiler Monthly Inspection                         | Boiler #2                            | Closet Mechanical Room       | Completed | 0.25  |  | 2019-02-19     | \$7.32   |
| WO-2547 | PM-2618   | 21061    | Com Serv - Library            | Inspection - Library                        | Boiler Monthly Inspection                         | Boiler #1                            | Closet Mechanical Room       | Completed | 0.25  |  | 2019-02-19     | \$7.32   |
| WO-2546 | PM-2293   | 21065    | Com Serv - Library            | Preventative Maintenance - Library          | Heat Pump Inspection                              | HP-4 (Filter:2-16x20x1, Belt:BX-64)  | Non-Friction Mechanical Room | Completed | 0.5   | Filters did not need to be changed at this time  | 2019-02-19     | \$14.65  |

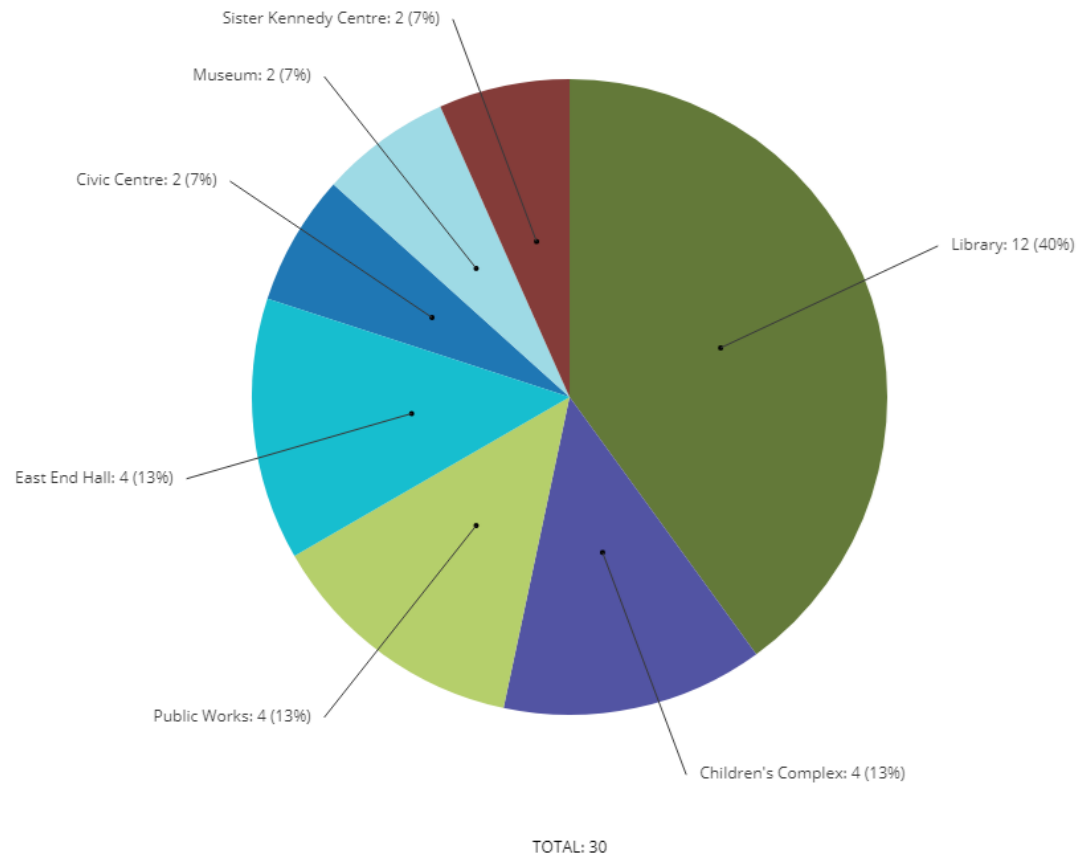
| ID      | Origin ID | Asset ID | Department                | Work Order Type                         | Work Order Subtype          | Asset Name                                    | Asset Location               | Status    | Hours | All Notes  | Completed Date | Cost    |
|---------|-----------|----------|---------------------------|---|-----------------------------|---|------------------------------|-----------|-------|--|----------------|---------|
| WO-2545 | PM-229    | 221066   | Com Serv - Library        | Preventative Maintenance - Library      | Heat Pump Inspection        | HP-5 (Filter: 6-20x25x1, Belt: BX-64)         | Closet Mechanical Room       | Completed | 0.5   | Filters did not need to be changed at this time                                | 2019-02-19     | \$14.65 |
| WO-2544 | PM-229    | 121069   | Com Serv - Library        | Preventative Maintenance - Library      | Heat Pump Inspection        | HP-3 (East of the Closet Ceiling) (2-16x20x1) | Shaw Mechanical Room         | Completed | 0.5   | Filters did not need to be changed at this time                                | 2019-02-19     | \$14.65 |
| WO-2543 | PM-229    | 021068   | Com Serv - Library        | Preventative Maintenance - Library      | Heat Pump Inspection        | HP-2 (West of the Closet Ceiling) 2-16x20x1   | Shaw Mechanical Room         | Completed | 0.5   | Filters did not need to be changed at this time                                | 2019-02-19     | \$14.65 |
| WO-2542 | PM-228    | 921067   | Com Serv - Library        | Preventative Maintenance - Library      | Heat Pump Inspection        | HP-1 (Hanging on the Ceiling) 2-16x20x1       | Hallway Mechanical Room      | Completed | 0.5   | Replaced filters   | 2019-02-19     | \$14.65 |
| WO-2496 | PM-1756   | 222617   | Com Serv - Library        | Preventative Maintenance - Library      | HRV Core Wash               | HRV 2   | Shaw Room                    | Completed | 3     | Also cleaned the ceiling air vents   | 2019-02-07     | \$43.94 |
| WO-2495 | PM-1754   | 222616   | Com Serv - Library        | Preventative Maintenance - Library      | HRV Core Wash               | HRV 1   | Children Play Area           | Completed | 3     | Also cleaned the ceiling air vents   | 2019-02-07     | \$43.94 |
| WO-2494 | PM-1752   | 222618   | Com Serv - Library        | Preventative Maintenance - Library      | HRV Core Wash               | HRV 3   | Study Carrol Location        | Completed | 3     | Also cleaned ceiling the air vents.  | 2019-02-07     | \$43.94 |
| WO-2538 |           |          | Com Serv - Museum         | General Maintenance-Museum              |                             |   |                              | Completed | 1     | Purchase and install electric heater for the second floor emergency exit door. | 2019-02-08     | \$54.28 |
| WO-2518 |           |          | Com Serv - Museum         | General Maintenance-Museum              |                             |   |                              | Completed | 1.5   | Relocate filing cabinets   | 2019-02-05     | \$43.94 |
| WO-2516 | PM-2307   | 222625   | Com Serv - Sister Kennedy | Preventative Maintenance-Sister Kennedy | Hot Water Heater Inspection | Hot Water Heater                              | Mechanical Room              | Completed | 0.5   |  | 2019-02-04     | \$14.65 |
| WO-2473 | PM-2623   | 222677   | Com Serv - Sister Kennedy | Preventative Maintenance-Sister Kennedy | HRV Filter Wash             | HRV   | Mechanical Room              | Completed | 1     | Cleaned unit and vacuumed filters  | 2019-02-26     | \$29.29 |
| WO-2553 |           |          | Ops & Fac - Public Works  | General Maintenance-PW                  | Repair/Correction           |   |                              | Completed | 1     | Repair the west over head door on the cold storage building. Cable came off.   | 2019-02-21     | \$29.29 |
| WO-2540 |           |          | Ops & Fac - Public Works  | General Maintenance-PW                  | Repair/Correction           |   |                              | Completed | 1     | The chain for overhang door in Store Shelter is off.                           | 2019-02-12     | \$29.29 |
| WO-2561 | PM-2388   | 222696   | Ops & Fac - Public Works  | Preventative Maintenance                | HRV Filter Change           | HRV   | O&F Manager's Office Ceiling | Completed | 0.75  |  | 2019-02-26     | \$21.97 |
| WO-2493 | PM-1566   | 222605   | Ops & Fac - Public Works  | Preventative Maintenance                | Hot Water Tank Inspection   | Hot Water Tank                                | Storage Room                 | Completed | 0.5   |  | 2019-02-04     | \$14.65 |

Work Orders

| ID      | Asset ID | Department     | Work Order Type                | Work Order Subtype                 | Asset Name                         | Asset Location                        | Status    | Assigned To                 | Hours | All Notes  | Completed Date |
|---------|----------|----------------|--------------------------------|------------------------------------|------------------------------------|---------------------------------------|-----------|-----------------------------|-------|--|----------------|
| WO-2562 | 15251    | Com Serv - MSC | Preventative Maintenance - MSC | Filter/ Belt Inspection            | F-5 IFK Classroom Furnace          | IFK Second Floor Mechanical Room East | Completed | Bob Green                   |       |  | 2019-02-28     |
| WO-2557 | 15266    | Com Serv - MSC | Preventative Maintenance - MSC | Filter Backwash                    | Pool Sand Filters #2               | Main Floor Pool Mechanical Room       | Completed | Bob Green                   |       |  | 2019-02-27     |
| WO-2549 | 15250    | Com Serv - MSC | Preventative Maintenance - MSC | Filter/ Belt Inspection            | F-6 Front Door Airlock Furnace     | IFK Lobby Mechanical Room             | Completed | Crystal Tan                 |       | Need to replace monthly.   | 2019-02-13     |
| WO-2517 | 15254    | Com Serv - MSC | Preventative Maintenance - MSC | Filter/ Belt Inspection            | F-1 IFK Arena Furnace              | IFK Second Floor West Mechanical Room | Completed | Crystal Tan,<br>Jason Kabel |       | Crystal and Jason replaced the filters   | 2019-02-04     |
| WO-2482 | 15276    | Com Serv - MSC | Preventative Maintenance - MSC | Chiller Drian                      | Chiller                            | IFK Ice Plant                         | Completed | Scott Hamilton              |       |  | 2019-02-18     |
| WO-2480 | 15265    | Com Serv - MSC | Preventative Maintenance - MSC | Filter Backwash                    | Pool Sand Filters #1               | Main Floor Pool Mechanical Room       | Completed | Scott Hamilton              |       |  | 2019-02-14     |
| WO-2477 | 15278    | Com Serv - MSC | Preventative Maintenance - MSC | 52 Rink Boiler Inspection          | 52 Rink Boiler                     | 52 Lobby Furnace Room                 | Completed | Scott Hamilton              |       | Scott mentioned boiler external pipes need to clean. Worker has to run the boiler manually., Scott Pryde cleaned lines and replaced old valves with new ball valves. | 2019-02-21     |
| WO-2367 | 15266    | Com Serv - MSC | Preventative Maintenance - MSC | Filter Backwash                    | Pool Sand Filters #2               | Main Floor Pool Mechanical Room       | Completed | Scott Hamilton              |       |  | 2019-02-14     |
| WO-2119 | 15286    | Com Serv - MSC | Preventative Maintenance - MSC | Chiller Drian                      | 52 Chiller                         | 52 Ice Plant                          | Completed | Scott Hamilton              |       | drained two pails.   | 2019-02-19     |
| WO-2104 | 15243    | Com Serv - MSC | Preventative Maintenance - MSC |                                    | Pool Dressing Room Air Exchange    | Second Floor Pool Mechanical Room     | Completed | Dan Scott                   |       | Scott and Jason replaced the filter, Scott did the core wash.  | 2019-02-06     |
| WO-1878 | 15248    | Com Serv - MSC | Preventative Maintenance - MSC | Dehumidifier Belt and Filter Check | IFK Arena Dehumidifier East        | IFK Arena                             | Completed | Crystal Tan,<br>Jason Kabel |       | Crystal and Jason replaced the filters.  | 2019-02-05     |
| WO-1785 | 15290    | Com Serv - MSC | Preventative Maintenance - MSC | Dehumidifier Belt and Filter Check | Canadian Arena South Dehumidifier  | Canadian Arena                        | Completed | Scott Hamilton              |       |  | 2019-02-21     |
| WO-1784 | 15289    | Com Serv - MSC | Preventative Maintenance - MSC | Dehumidifier Belt and Filter Check | Canadian Arena North Dehumidifier  | Canadian Arena                        | Completed | Scott Hamilton              |       |  | 2019-02-21     |
| WO-1688 | 15245    | Com Serv - MSC | Preventative Maintenance - MSC | Filter/ Belt Inspection            | F-4-IFK East Dressing Room Furnace | IFK Second Floor Mechanical Room East | Completed | Scott Hamilton              |       | Crystal and Jason inspected it. Filters still good., Tyson said have to replace filtes., filters have been changed using 2-16x25x2 and 2-20x16x2 filters.            | 2019-02-21     |
| WO-1622 | 15253    | Com Serv - MSC | Preventative Maintenance -     | Filter/ Belt Inspection            | F-2 IFK Lobby HVAC                 | IFK Second Floor West Mechanical      | Completed | Crystal Tan,                |       | Crystal and Jason replaced the filters.  | 2019-02-04     |

| ID      | Asset ID | Department     | Work Order Type                | Work Order Subtype                 | Asset Name                  | Asset Location | Status    | Assigned To              | Hours | All Notes                          | Completed Date |
|---------|----------|----------------|--------------------------------|------------------------------------|-----------------------------|----------------|-----------|--------------------------|-------|------------------------------------|----------------|
|         |          |                | MSC                            |                                    |                             | Room           |           | Jason Kabel              |       |                                    |                |
| WO-1587 | 15247    | Com Serv - MSC | Preventative Maintenance - MSC | Dehumidifier Belt and Filter Check | IFK Arena Dehumidifier West | IFK Arena      | Completed | Crystal Tan, Jason Kabel |       | Jason replaced Dehumidifier Filter | 2019-02-04     |

## February Work Orders Distribution



## February General Maintenance Work Orders Distribution

