

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

**STAFFING**

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

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

**OVERTIME HOURS**

Equivalent Straight Time Hours:

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

# **TRANSPORTATION REPORT**

## **JANUARY 2018**

### **ROADS:**

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

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

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

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

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

#### **Roadside Maintenance:**

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

#### **Winter Control:**

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

**Traffic Operations:**

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

**Regular Maintenance:**

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

**Buildings and Grounds:**

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

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

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

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

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

**Public Relations:**

**Sewer and Water:**

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

**Interdepartmental:**

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

**Recycling:**

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

**Training:**

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

**Health & Safety:**

Milt Strachan,  
Superintendent of Transportation