

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - April 22, 2020, 8:30 AM

MEETING - Civic Centre

Session #007

Join Microsoft Teams Meeting

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Conference ID: 554 022 571#

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1. <u>Call to Order</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Minutes from the previous meeting on April 8th, 2020.	2 - 3
4. <u>Non-agenda Items</u>	
5. <u>New Business</u>	
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5.3 Award of RFP 20-OF-01 - Supply of a Columbarium at Fort Frances Cemetery.	15 - 16
6. <u>Information</u>	
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6.2 Fort Frances Wastewater Treatment Facility March 2020 Monthly Report	21 - 29
6.3 Operations and Facilities Division - Public Works Area - Operations Statistics - January 2020	30 - 33
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7. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #006

April 8, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on April 8, 2020 from 8:30 a.m. to 9:18 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, D. Brown, CAO

1 Call to Order

1.1 The meeting was called to order at 8:30 a.m.

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting on February 19, 2020 - the minutes were approved as circulated.

3.2 Minutes from the previous meeting on March 4th, 2020 - the minutes were approved as amended.

4 Non-agenda Items

4.1 None

5 New Business

5.1 Enrolment in the LAS Group Purchasing Program - the administration report was approved as presented.

5.2 2019 Drinking Water System Annual Report - Schedule 22 - the Annual Drinking Water System Report was approved as presented.

6 Information

- 6.1 Fort Frances Wastewater Treatment Facility February 2020 Monthly Report - the Monthly Report was received and will be forwarded to Council as information only. No action required.
- 6.2 2019 Performance Report for Fort Frances Sewage Treatment Plant - the Performance Report was received and will be forwarded to Council as information only. No action required.
- 6.3 2020 Tonnage at the Landfill Site - updated March 26, 2020 - the Landfill Stats were received and will be forwarded to Council as information only. No action required.
- 6.4 March Work Order Summary - the Summary was received and will be forwarded to Council as information only. No action required.
- 6.5 Airport Statistics as of February 29, 2020 - the airport statistics were received and will be forwarded to Council as information only. No action required.

7 Adjourn / Next Meeting Date

- 7.1 Meeting adjourned at 9:18 a.m.
Next meeting April 22, 2020

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

April 22, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Operations and Facilities Operational Plan through July 1

As the Town of Fort Frances continues to alter their operations to ensure the health and safety of their workers and residents while providing essential services administration has been looking to July 1, 2020 as a planning horizon for what will have to be altered in our operations. Given the seasonal nature of the work undertaken by the Operations and Facilities Division, the following listing outlines the service reductions proposed for the Operations and Facilities Division relating to operational changes brought about from the COVID-19 Pandemic.

Parks and Cemeteries:

1. Parks Seasonal Employees will be called back to work April 27th with work being focused on winter clean up of Town open space, transitioning to grass cutting
2. Parks student labourers recall/new hires have been delayed indefinitely.
3. Park equipment remains closed and inspections will not be conducted. Caution ribbon and signage will continue to be inspected regularly.
4. Point Park Campground is closed to campers and once the ice is off the lake the beach area will be fenced off if still required.
5. Due to the reduced staffing levels and the need to practice social distancing, flowers in the cemeteries will not be planted this year. At this time, no annual care plans have been purchased for the 2020 season.

Public Works/Waterworks

1. Work will continue on roadways and sidewalks, with a focus on compliance with the Minimum Maintenance Standards.
2. Concrete works will start as weather permits.
3. Grass cutting and sweeping will continue as usual
4. Summer student recall/new hires have been delayed indefinitely.
5. Water operator numbers at the water treatment plant at one time are limited and operators are working in other areas in the system when not at the plant.

Airport

1. Bearskin Airlines suspended flight operations to the end of June.
2. Nonessential flights are down substantially resulting in a substantial loss in revenue from landing fees, Passenger Facility fees and fuel sales. Transport Canada is compiling revenue losses experienced at Airports across Canada, it is unknown at this time if funding will be released to offset these losses.
3. Staff are on site to maintain airfield to Transport Canada Guidelines, and provide refueling services to essential aircraft.
4. Additional Maintenance activities are being undertaken around the Airport

Facilities

1. Extensive cleaning and repairs are taking place in closed facilities

2. Regular maintenance activities are continuing in all facilities to ensure continued operations for essential workplaces.
3. Seasonal Facilities attendants laid off due to removal of Ice from MSC.

Capital Works

1. All roadway construction projects are considered essential per the Ontario Regulation. All contractors are submitting COVID policies to Town for review prior to starting work.
2. Other Capital Projects are ongoing, or tenders are being prepared.

Once restrictions are starting to be lifted, the O&F crew will work to return facilities to business as usual operations as soon as possible and the crews will continue to maintain all facilities as usual to ensure a quick transition once restrictions are lifted.

With the duration of the social distancing mandates, the impacts to the Operations and Facilities Division are manageable with service level changes being minimal, other than in the Parks and Cemeteries area. The largest service level change that has come of this pandemic is the inability for our Parks Crew to plant and maintain the Cemetery Flowers. Our Cemetery flowers are a staple of our community annually. Given that the Town tenders for annual flowers in the fall of the year, we are committed to purchasing these flowers at a total cost of \$21,946.29 whereby \$21,594.67 including applicable taxes is for the 62,592 Cemetery flowers specifically. It is suggested that the flowers be offered to the public at no cost with those with perpetual care agreements having access to the flowers first for a period of one week then they will be opened to the public. A contactless pickup arrangement will be established, and an advertisement will run in the Fort Frances Times in advance of the pickup with details for the public.

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

1. The service alterations relating to operational changes in response to the COVID-19 Pandemic be approved.
2. That the Flowers ordered to be planted in the Cemeteries be distributed at no cost to the residents of the Town of Fort Frances with first preference being given to those families with perpetual care agreements in the Cemetery.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that:

- 1. The service alterations relating to operational changes in response to the COVID-19 Pandemic be approved.**
- 2. That the Flowers ordered to be planted in the Cemeteries be distributed at no cost to the residents of the Town of Fort Frances with first preference being given to those families with perpetual care agreements in the Cemetery.**

Manager of Operations and Facilities

2020April22 - Operational Changes to July 1.docx

April 17, 2020

Report To: Mayor & Council

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

SUBJECT: March 2020 Drinking Water Systems Monthly Summary Report

Please find attached the March 2020 Summary Report on the drinking water systems, prepared by Brad Webb, Senior WTP Operator and ORO.

Your Administration recommends that Operations & Facilities Executive Committee accept the March 2020 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the March 2020 report prior to it being made available to the general public.
--

c.c. – Craig Miller, P.Eng., Environmental Superintendent
Brad Webb, ORO, Senior WTP Operator

March 2020

**Monthly Summary Report
Water Systems**

**Prepared By: Brad Webb, ORO
Senior Water Treatment Plant Operator**

Dated: April 15, 2019

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of March 2020 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well:

Estimated Daily Usage 0.21 m3

Estimated January Usage 6.5 m3

3) **Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:**

Water Treatment Plant (treated): 5 samples taken no adverse results

Water Treatment Plant (raw): 5 samples taken no adverse results

Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

- | | | | |
|-----------------------------|----------------------------|-----------------------------|--------------|
| 1. 1111 First St. E. | 2. 227 5 th St. | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 943 3 rd St. | 6. 1309. Kings Hwy. | 7. Piston Ring. | 8. W. Tower |
| 9. 401 Kings Hwy. | 10. 1309. Kings Hwy. | 11. 943 3 rd St. | 12. W. Tower |
| 13. 1111 First St. E. | 14. 401 Kings Hwy. | 15. 1309. Kings Hwy. | 16. W. Tower |
| 17. 943 3 rd St. | 18. 401 Kings Hwy. | 19. 1309. Kings Hwy. | 20. W. Tower |

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

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

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken February 5, 2020 – no adverse results.

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

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

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

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

7) Maintenance Activities at the WTP:

Mar 03rd -Connect Electric working on heater in front stairwell.
-Lakeside here installing new level transmitters in clear wells.

Mar 04th -Lakeside here working on cl2 detectors in both chlorine rooms.

Mar 05th -Lakeside here finishing up work on cl2 detectors.
-Connect Electric wiring plugs for new U.P.S. in control room.
-Calibrated distribution Chlorine analyzer.

Mar 06th -Calibrated distribution Chlorine analyzer.

Mar 08th -Calibrated distribution Chlorine analyzer.

Mar 12th - Cleaned top and bottom tanks on the poly unit.
-Cleaned all 4 check valves on the poly unit.

Mar 16th -Changed belts on compressor # 1.

Mar 18th -Calibrated distribution Chlorine analyzer.
-Took grab samples off the filters.

May 19th -Pulled in line mixer and replaced motor.
- Cleaned top and bottom tanks on the poly unit.
-Cleaned all 4 check valves on the poly unit.

Mar 26th -Changed west chlorine tank and pig tail

Mar 31st Started painting downstairs.

8) **Water Complaints:**

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

9) **Other Miscellaneous Information:**

Mar 2nd -Routine micro sample collection.

Mar 09th -Routine micro sample collection.

Mar 18th -Took annual samples at the Plant and Tower
-Took T.S.S. Samples off Filter #4.
-Took 5 year fluoride and 5 year sodium sample.

Mar 16th -Routine micro sample collection.

Mar 23rd -Received a load of Alum
-Routine micro sample collection.
-Water repair sample on Sinclair Ave.1st set.

Mar 24th -Water repair sample on Sinclair Ave.2nd set.
-Water repair sample on 6th Street 1st set.

Mar 24th -Water repair sample on 6th Street 2nd set.

Mar 30th Routine micro sample collection.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Brad Webb, ORO, Senior WTP Operator: _____
- Craig Miller, P.Eng. Environmental Superintendent: _____
- Travis Rob, P.Eng. Manager of Operations & Facilities: _____
- Doug Brown, P.Eng. CAO: _____
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Brad Webb, Senior WTP Operator at 274-2325.

Flow and Operating Data

Flow Data MARCH	Units	2018		2019		2020	
Total Raw Water	m ³		160430		158980		155940
Raw Maximum Day	m ³		5470		5380		6000
Raw Minimum Day	m ³		4800		4680		4690
Raw Average Daily Consumption	m ³		5180		5130		5.03
Total Treated Water	m ³		124800		121380		105300
Treated Water Maximim Day Consumption	m ³		4640		4880		4490
Treated Water Minimim Day Consumption	m ³		3170		3440		2790
Treated Water Average Day Consumption	m ³		4030		3920		3400
Daily Average Per Household Consumption Rate	m ³		1.07		1.04		0.90
* Daily Average Per Person Consumption Rate	m ³		0.50		0.49		0.43
Monthly Averages - Operating Parameters WTP:							
FAC Residual - Treated Water	mg/L		2.15		2.14		2.08
Total Chlorine Residual - Treated Water	mg/L		2.38		2.33		2.31
Aluminum Sulphate - Raw Water	mg/L		35.0		35.0		35.0
Aluminum Sulphate - Treated Water Residual	mg/L		0.03		0.03		0.06
Fluoride - Treated Water	mg/L		0.60		0.6		0.75
Soda Ash - Raw Water	mg/L		35.0		35.0		35.0
pH - Adjusted			7.16		6.83		6.93
Temperature	°C		2.0		2.1		2.2
Quantity of Chemical Used:							
Aluminum Sulphate	kg		5615.1		5564.3		5457.9
Polyelectrolyte	kg		75.0		75		
Chlorine Gas	kg		615		590		588
Soda Ash - Used for pH Adjustment	kg		5615.1		5564.3		5457.9
Fluoride	kg		504		563		707

- * The Canadian Average is 450 Litres (0.45 m³) per day.
- * Population is 7986
- * Number of Households is 3783

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
March 2020

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	10^3 M^3	17	5.01	4.86	4.97	4.99	4.95	4.94	4.87	4.83	4.96	4.96	4.69	5.29	4.92	4.70	4.95	5.17	4.92	5.25	5.12	4.87	5.26	5.10	4.95	5.09	4.99	6.00	5.09	5.09	5.32	4.80	5.03	155.94	5.03
Peak Instantaneous - Raw Water	L/s	n/a	58.32	58.25	58.18	58.23		58.15	58.13	58.18	58.20	58.18	58.10	58.07	58.00	57.89	57.92	57.92	59.70	60.84	60.31	59.80	59.76	59.83	59.70	59.75	59.65	59.66	59.61	59.44	59.29	59.40	59.23		58.92
Treated Water	10^3 M^3	17	3.24	3.61	3.55	3.57	4.49	2.83	2.79	3.37	3.55	3.46	3.21	3.96	3.40	3.24	3.48	3.38	3.31	3.71	3.42	3.23	3.59	3.41	3.27	3.41	3.26	3.48	3.42	2.85	3.47	3.05	3.29	105.30	3.40
Peak Instantaneous - Treated Water	L/s	n/a	63.70	62.94	64.00	64.69		62.73	64.41	62.77	62.16	63.43	63.83	65.80	63.75	63.09	68.03	63.12	62.82	62.14	62.79	64.27	62.17	62.32	62.04	64.65	61.91	61.62	61.88	63.41	62.77	61.95	62.42		63.25
BackWash Water	10^3 M^3	n/a	0.244	0.280	0.265	0.237	0.280	0.506	0.279	0.264	0.236	0.277	0.781	0.000	0.264	0.238	0.278	0.265	0.242	0.279	0.279	0.263	0.242	0.278	0.264	0.243	0.277	0.262	0.242	0.277	0.259	0.246	0.277	8.624	0.278
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.73	0.75	0.75	0.76	0.75	0.76	0.76	0.76	0.77	0.77	0.77	0.77	0.77	0.77	0.78	0.78	0.78	0.78	0.79	0.79	0.79	0.79	0.79	0.79	0.67	0.70	0.70	0.69	0.70	0.70	0.71		0.75
Turbidity Information																																			
Raw Water	NTU	n/a	0.74	0.68	0.65	0.52	0.53	0.53	0.52	0.55	0.59	0.56	1.00	0.73	0.72	1.00	0.65	0.79	0.59	0.72	0.48	0.55	0.51	0.57	0.55	0.59	0.62	0.62	0.54	0.52	0.60	0.59	0.59		0.63
Settled Water	NTU	n/a	0.25	0.23	0.25	0.20	0.52	0.31	0.33	0.34	0.70	1.05	0.49	0.38	0.24	0.33	0.25	0.36	0.26	0.30	0.27	0.22	0.24	0.28	0.19	0.21	0.19	0.19	0.27	0.24	0.18	0.20	0.21		0.31
Treated Water	NTU	1	0.19	0.32	0.26	0.35	0.31	0.37	0.33	0.31	0.30	0.34	0.26	0.32	0.31	0.31	0.28	0.30	0.37	0.37	0.26	0.33	0.31	0.28	0.28	0.26	0.31	0.35	0.37	0.36	0.35	0.29	0.31		0.31
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.01	7.02	6.39	7.10	7.10	7.15	7.19	7.18	7.12	6.98	6.86	6.88	6.86	6.87	6.86	6.90	6.86	6.92	6.89	6.87	6.85	6.84	6.91	6.99	7.00	6.91	6.85	6.87	6.86	6.84	7.02		6.93
pH - Settled water	no units	n/a	6.37	6.40	6.40	6.30	6.33	6.38	6.36	6.38	6.40	6.30	6.51	6.28	6.25	6.40	6.15	6.24	6.20	6.30	6.31	6.18	6.39	6.35	6.33	6.21	6.27	6.42	6.39	6.34	6.29	6.35	6.42		6.33
pH - Raw Water	no units	n/a	6.89	6.93	6.90	6.88	7.07	6.87	6.88	6.92	6.82	7.01	6.86	7.03	6.95	6.94	6.89	6.86	6.65	6.70	6.72	6.58	6.72	6.74	6.77	6.74	6.82	6.76	6.75	6.79	6.75	6.88	6.95		6.84
FAC - Treated Water	mg/l	0.2 to 4	2.07	2.00	1.99	2.13	2.03	2.01	2.28	2.26	2.74	2.48	2.03	2.01	2.00	1.98	1.96	2.00	1.97	2.03	2.15	2.08	2.12	2.07	2.02	2.00	2.00	2.09	1.95	2.04	2.04	2.11	1.99		2.08
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.18	2.12	2.28	2.32	2.34	2.40	2.50	2.56	3.00	2.62	2.20	2.34	2.18	2.14	2.24	2.20	2.38	2.20	2.42	2.40	2.36	2.40	2.19	2.14	2.18	2.28	2.15	2.19	2.21	2.38	2.18		2.31
Temperature	C	15	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0		2.2	
Fluoride used (Total Daily Consumption)	kg	n/a	24.0	23.0	23.0	24.0	23.0	23.0	22.0	21.0	22.0	21.0	20.0	23.0	20.0	22.0	25.0	25.0	24.0	25.0	24.0	26.0	25.0	23.0	23.0	24.0	22.0	23.0	22.0	21.0	23.0	20.0	21.0	707.0	22.8
Chlorine used (Total Daily Consumption)	kg	n/a	17.0	18.0	17.0	18.0	18.0	18.0	21.0	21.0	21.0	19.0	17.0	20.0	18.0	17.0	19.0	19.0	19.0	20.0	21.0	19.0	20.0	20.0	19.0	19.0	19.0	20.0	17.0	19.0	21.0	18.0	19.0	588.0	19.0
Soda ash (Total Daily Consumption)	kg	n/a	175.4	170.1	174.0	174.7	173.3	172.9	170.5	169.1	173.6	173.6	164.2	185.2	172.2	164.5	173.3	181.0	172.2	183.8	179.2	170.5	184.1	178.5	173.3	178.2	174.7	210.0	178.2	178.2	186.2	168.0	176.1	5457.9	176.1
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0		35.0
Alum residual - (Total Daily Consumption)	kg	n/a	175.4	170.1	174.0	174.7	173.3	172.9	170.5	169.1	173.6	173.6	164.2	185.2	172.2	164.5	173.3	181.0	172.2	183.8	179.2	170.5	184.1	178.5	173.3	178.2	174.7	210.0	178.2	178.2	186.2	168.0	176.1	5457.9	176.1
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0		35.0
Alum residual - Treated Water	mg/l	0.1	0.06	0.07	0.04	0.09	0.04	0.07	0.06	0.04	0.08	0.1	0.08	0.06	0.05	0.08	0.04	0.09	0.06	0.07	0.03	0.07	0.06	0.07	0.08	0.04	0.06	0.08	0.06	0.06	0.05	0.04	0.04		0.06
Poly bags added (25 kg bags)	kg																																	0.0	

April 22, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 20-OF-01 – Supply of a Columbarium at Fort Frances Cemetery

Twice in 2019 the supply of a new columbarium was tendered for installation in the Riverview Cemetery. Early in 2020 the tender was released again and shortly after release, that tender was cancelled and replaced with an RFP as information was received by the Town which led us to believe that inability to secure large structural black granite may have been the cause of no historical bids. With changing to an RFP from Tender would open up the bid options to other types, sizes, styles of columbarium which the Town could then choose which unit to install.

The RFP closed on March 23, 2020 by teleconference with three proposals submitted. The below table outlines the submissions.

Firm	Cost	Warranty	Payment Terms
Nelson Granite	\$41,900 – \$45,025	25 Years	30 days after delivery
Sunset Granite	\$82,740	Lifetime	½ at order, ¼ at shipping, ¼ 15 days after install
Brunet Monuments	\$83,669	Lifetime	1/3 at order, 1/3 prior to shipping, 1/3 30 days after installation

Brunet Monuments and Sunset Granite both proposed a columbarium that would match exactly, the three existing units currently owned by the Town of Fort Frances, built by Rock of Ages. Nelson Granite proposed three versions of their own design columbarium built in house.

The Nelson Granite unit is constructed completely out of granite and has larger niches accessed individually from the outside, however stylistically their unit does not match that of the other units. In addition their unit, being 100% granite, is extremely heavy and to lift it into place would require a very large crane at a very high cost (not included in above costing), or waiting to install until the ground is frozen and a smaller crane could get closer to the final location. The Rock of Ages units outer frame is constructed of solid granite; however, the interior shelving is constructed of Plexiglass or Aluminum. In addition, their niches are smaller and are accessed through a common corridor internal to the columbarium.

The last columbarium purchased by the Town of Fort Frances was back in 2006 at a cost of \$52,448.04 with the current proposed cost increasing by \$31,748.18 since that time. When an inquiry to the substantial increase was posed, Rock of Ages attributed it to a substantial increase in the cost of the large granite slabs required to construct a unit of our size, a large increase in material costs for the plexiglass for the interior shelving and abrasives for the decorative engravings. In addition, the company who did the decorative polished profiling on the base of the existing 3 units is no longer in business therefore there is a sizeable cost to have that work done manually. Rock of Ages is looking into the possibility of using aluminum for the shelving at potentially a reduced cost, however at this time specifics on those details are unknown.

Given the layout of the columbaria in the Riverview Cemetery and the proposed location of this new addition, it is the recommendation of Administration that a unit be selected that matches the existing units on site. Once we start developing other areas in the cemetery for columbaria, different styles and sizes can be considered.

The current budget allocation for the purchase of this columbarium is \$97,000.00 including the costs for the foundation and columbaria which results in a budget shortfall of \$9196.22 based on an estimated cost for the foundation works. The purchase of this columbarium is funded through the Cemetery Care and Maintenance Fund initially with that fund being reimbursed through the sale of the niches. Given the current niche pricing model we use, the costs associated with purchasing this columbarium would be covered with the 2020 rates. With the selection of a columbarium, the foundation design can be completed and request for quotations can be sent out to formalize those costs.

It is the recommendation of the Operations and Facilities Executive Committee that RFP 20-OF-01 be awarded to Sunset Granite of Dryden Ontario for a total price of \$82,740.00 plus applicable taxes and further that a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

Respectfully Submitted

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

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that RFP 20-OF-01 be awarded to Sunset Granite of Dryden Ontario for a total price of \$82,740.00 plus applicable taxes and further that a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

Manager of Operations and Facilities

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
January-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
Repaired main break behind Rainy Lake Sports & Harbourage in back lane
Repaired collapsed sewer service on 700 block of Church St.
P. LeMesurier in Dryden for 3 days of training
J. Nicolay completed Wastewater Collection 1 training and exam in Dryden
B. Patterson received Water Distribution 1 and Wastewater Collection 1 licenses

WATER TREATMENT PLANT:

January 2019 - In receipt of the Water Treatment Plant Monthly Report
J. Bruyere cross-training @ WTP.
G. Wiedenhoef in Dryden for 3 days of training
MECP visited for annual inspection (announced) - Jan 16 / 17

WASTE-WATER TREATMENT FACILITY:

January 2019 - In receipt of the Wastewater Treatment Facility Monthly Report.
Repaired overhead door to garage at main shop

WASTE MANAGEMENT:

Garbage Collection:

Garbage not picked up - 33 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales periodically not functioning during this period. During thaws and freeze / thaw causing the electronics to behave erratically. Also snow and ice build up around the scale plates not allowing them to float freely. Avery-Weightronix has been servicing, as required.

Amount of residential waste (kg) delivered to the landfill:
155,550

Amount of ICI waste (kg) delivered to the landfill:
264,880

Recycling:

Recycle not picked up - 32 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
43.70 (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 20-Apr-20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
February-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

All operators attended 3 days of training at Nanicost for CEU Feb 18-Feb 20 (by Keewaytinook Centre of Excellence)

J. Nicolay received Water Distribution Class 1 certificate upgrade from OIT

P. LeMesurier renewed Water Distribution Class 2 certificate for 3 years

Re-charged water main Feb 25 along Sinclair between Victoria & Portage so Riversedge could have water at Portage Stores.

Turned water on for UNFC Daycare on McIrvine Road (for construction purposes)

WATER TREATMENT PLANT:

February 2020 - In receipt of the Water Treatment Plant Monthly Report

All operators attended 3 days of training at Nanicost for CEU Feb 18-Feb 20 (by Keewaytinook Centre of Excellence)

G. Wiedenhoef and P. LeMesurier had been scheduled for Water Treatment 3 training in Dryden but cancelled by KCE

J. Bruyere cross - training at WTP

WASTE-WATER TREATMENT FACILITY:

February 2020 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:

Issued RFP for Landfill Expansion - closing April 21.

Garbage Collection:

Garbage not picked up - 22 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales periodically not functioning during this period. During thaws and freeze / thaw causing the electronics to behave erratically. Also snow and ice build up around the scale plates not allowing them to float freely. Avery-Weightronix has been servicing, as required.

Amount of residential waste (kg) delivered to the landfill:

127,990

Amount of ICI waste (kg) delivered to the landfill:

238,460

Recycling:

Recycle not picked up - 35 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:

39.96 (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 20-Apr-20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
March-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)

Repaired water main break at intersection of 6th and Armit.

Repaired water service at 838 Armit Ave

All training cancelled due to COVID-19 Pandemic. Staff separated to protect operation.

WATER TREATMENT PLANT:

March 2020 - In receipt of the Water Treatment Plant Monthly Report

Reviewed and updated all elements 1-7 of DWQMS

J. Bruyere cross - training at WTP

All training cancelled due to COVID-19 Pandemic. Staff separated to protect operation.

WASTE-WATER TREATMENT FACILITY:

March 2020 - In receipt of the Wastewater Treatment Facility Monthly Report.

In receipt of Annual WWTP report by OCWA

WASTE MANAGEMENT:

Garbage Collection:

Garbage not picked up - 20 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales periodically not functioning during this period. During thaws and freeze / thaw causing the electronics to behave erratically. Also snow and ice build up around the scale plates not allowing them to float freely. Avery-Weightronix has been servicing, as required.

Amount of residential waste (kg) delivered to the landfill:

192,660

Amount of ICI waste (kg) delivered to the landfill:

243,746

Recycling:

Recycle not picked up - 25 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:

27.75 (Emterra)

Prepared By: Craig Miller, P.Eng.

Environmental Superintendent

Date: 20-Apr-20

Water Works		Years			
DATE	WORK	2018	2019	2020	
Jan	THAW FROZEN WL	1	6	1	
	TURN WATER OFF	1	6		
	TURN WATER OFF/ON	4	5		
	TURN WATER ON	5			
Jan Total		11	17	1	
Feb	THAW FROZEN WL	27	11		
	TURN WATER OFF	3	3	1	
	TURN WATER OFF/ON		5	1	
	TURN WATER ON	3		5	
Feb Total		33	19	7	
Mar	THAW FROZEN WL	3	27		
	TURN WATER OFF		2		
	TURN WATER OFF/ON	3	3	1	
	TURN WATER ON	12	7	1	
Mar Total		18	39	2	
Grand Total		62	75	10	

Sewer Works		Years			
DATE	WORK	2018	2019	2020	
Jan	CCTV SEWER SERVICE	1	1	3	
	UNPLUG SANITARY SEWER	20	21	7	
Jan Total		21	22	10	
Feb	CCTV SEWER SERVICE	2	2	1	
	THAW FROZEN SEWER	1			
	UNPLUG SANITARY SEWER	20	10	6	
Feb Total		23	12	7	
Mar	CCTV SEWER SERVICE	1	1		
	CONNECTION INSPECTION		1		
	UNPLUG SANITARY SEWER	12	9	3	
Mar Total		13	11	3	
Grand Total		57	45	20	

System Repairs		Years			
DATE	TYPE	2018	2019	2020	
Jan	CURBSTOP		1		
	SEWER SERVICE			2	
	WATERMAIN	1	1		
Jan Total		1	2	2	
Feb	CLEANOUT			2	
	CURBSTOP			8	
	SEWER SERVICE		1	1	
	WATER SERVICE		2	2	
Feb Total			13		
Mar	CLEANOUT		2		
	CURBSTOP		2		
	WATER SERVICE	2		1	
	WATERMAIN			1	
	SAN MANHOLE			1	
Mar Total		2	4	3	
Grand Total		3	19	5	

April 17, 2020

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

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
March 2020 Monthly Report**

As per the operating agreement, the attached document is the March 2020 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. Brad McMahon, Senior Operations Manager.

Yours truly,



Kelly Cunningham
Team Lead

For Brad J. McMahon
Senior Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
January 2020 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 January 2020; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

JANUARY 2020 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.9 mg/L	25 mg/L	15 mg/L	16.4 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	4.9 mg/L	25 mg/L	15 mg/L	28.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.14 mg/L	1.0 mg/L	0.9 mg/L	0.82 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	12.48 mg/L 4.68 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		44.6 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 6.3 to 6.6; average pH was 6.5			
Temperature degrees C			Temperatures ranged from 8.5 to 10.0 C; average temperature of effluent was 8.9 C			

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

WASTEWATER LIQUID PROCESS

The average daily flow for January was 5733.8 m³/day. This represents 64% of the design average flow. Total treated flow for the month was 177747 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above as outlined in the Environmental Compliance Approval.

**The Town of Fort Frances accepted an additional 191 m³ of sewage from the New Gold mine site into the collection system in January. 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 and restrictor cleaning on the Fournier press
- Drained and inspected teacup, hosed snail
- Changed oil blowers 3 and 4
- Thawed alum line
- Replaced tubing influent auto sampler
- Repaired main gate
- Cleaned all UV sleeves banks A, B and C
- Replaced belt head works air handler
- Replaced UV sensor bank B

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Removed grease from Boundary Road wet well
- Replaced UPS units at White Pine and Boundary Road lift stations
- Pulled and cleaned pump 1 at Boundary Road lift station

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 113.2 m³ (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 16.2% TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 132.3 hours in January.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 481 (x 180 multiplier) kWh.

The main building garage door opener was repaired.

Crane and lifting device inspections were completed.

The Fournier press has been operated 132.3 hours in 2020.

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)

2020 Fort Frances Wastewater

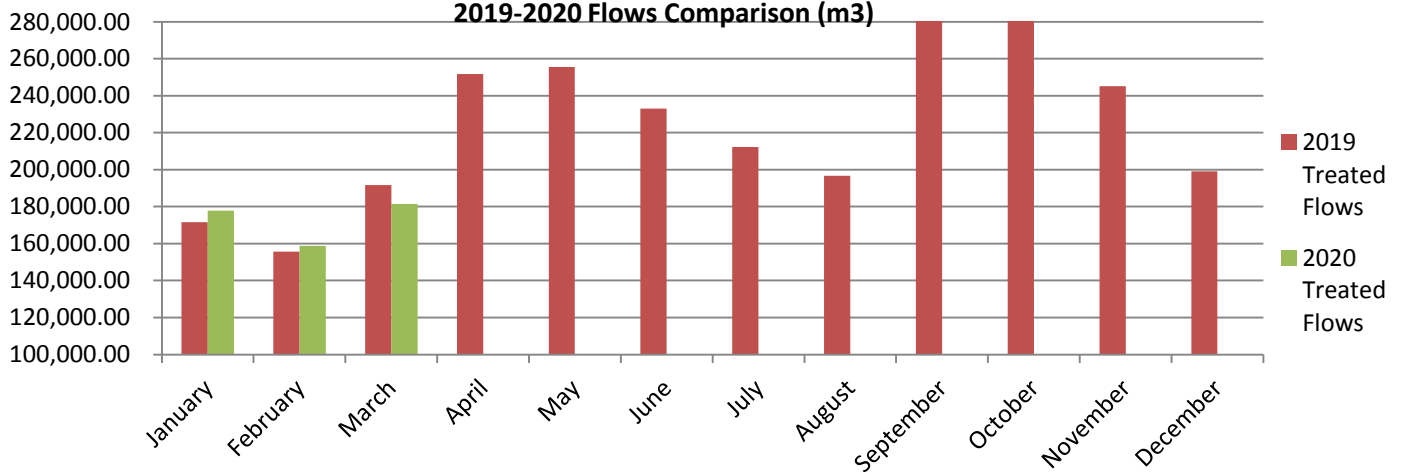
Month	Sewage Flows Year 2020					Usage % Plant Capacity	Calculated Volume Hauled	Sludge Bins Hauled	Removal Efficiency	
	Avg. Day Flow	Max Day Flow	Total Treated	Total ByPass	Total Volume ML				Suspended Solids	CBOD5
	m3	m3	Volume ML	Volume ML	ML					
January	5733.8	6060	177747		177747	64%	113.2	12		0.952271231
February	5477.0	5861	158832		158832	61%	108.2	11		0.968379447
March	5852.1	8845	181415		181415	65%	117.1	12		
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	517994		338.5	35		
Average	5688		172665		172665	64%	112.8	11.7		
Max		8845	181415		181415			12		
ECA	9000	18000								

	BOD5/CBOD5				Suspended Solids				Total Phosphorus				Nitrogen				E. Coli		pH	
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Geo Mean	Geo Mean	Monthly	Monthly	
Month	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	T.P	TKN	Total N		Counts	Counts	Minimum	Maximum	
	[mg/L]	[mg/L]	(kg/day)	(mg/L)	[mg/L]	(kg/day)	(mg/L)	[mg/L]	(kg/day)	(mg/L)	(mg/L)	(mg/L)	(mg/L)	(mg/L)	(mg/L)	/100ml	/100ml			
January	92.6	2.9	16.4	167.8	4.9	28.2	2.59	0.14	0.82	16.2	12.5	0.82	16.2	12.5	0.82	44.6	44.6	6.3	6.6	
February	112.0	9.0	15.9	163.1	5.0	27.2	3.38	0.12	0.67	16.4	13.0	0.67	16.4	13.0	0.67	22.1	22.1	6.4	7.5	
March	99.2	2.6	16.2	149.8	5.3	31.4	2.68	0.11	0.68	21.9	12.4	0.68	21.9	12.4	0.68	33.1	33.1	7	7.6	
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Average	101.3	4.8	16.2	160.2	5.1	28.9	2.9	0.12	0.72	18.2	12.6	0.72	18.2	12.6	0.72	33.3	33.3	6.6	7.2	
Max	112	9	16.4	167.8	5.3	31.4	3.4	0.14	0.82	21.9	13	0.82	21.9	13	0.82	44.6	44.6	7	7.6	
ECA		25	225		25	225		1.0	9.0							200	200	6.0	9.5	

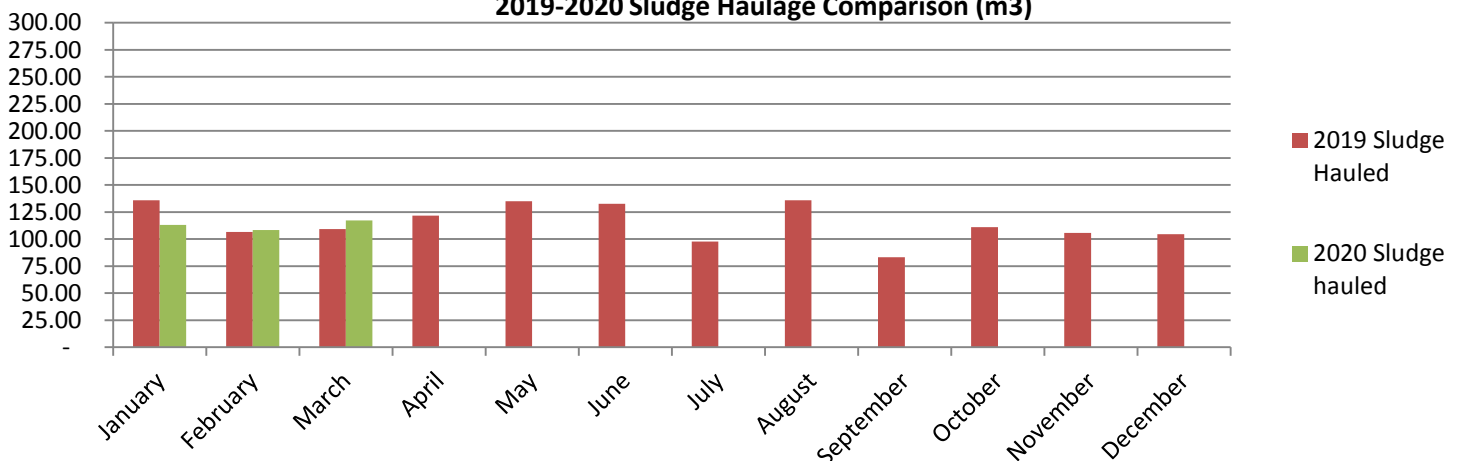
2019-2020 Comparison Chart

Month	2019 Treated Sewage	2020 Treated Sewage	% Variance 2019 to 2020	2019 Hauled Sludge	2020 Hauled Sludge	% Variance 2019 to 2020
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	171,621.00	177,747.00	3%	136.00	113.20	-17%
February	155,707.00	158,832.00	2%	106.70	108.20	1%
March	191,603.00	181,415.00	-6%	109.20	117.10	7%
April	251,711.00		#DIV/0!	121.60		-100%
May	255,574.00		#DIV/0!	135.00		-100%
June	233,001.00		#DIV/0!	132.60		-100%
July	212,351.00		#DIV/0!	97.70		-100%
August	196,772.00		#DIV/0!	136.00		-100%
September	315,918.00		#DIV/0!	83.10		-100%
October	441,076.00		#DIV/0!	111.10		-100%
November	245,097.00		#DIV/0!	105.70		-100%
December	199,047.00		#DIV/0!	104.50		-100%
Totals	2,869,478.00	517,994.00	-454%	1,379.20	338.50	-75%

2019-2020 Flows Comparison (m3)



2019-2020 Sludge Haulage Comparison (m3)



Workorder Summary Report

Report Start Date: Mar 1, 2020 12:00 AM
Report End Date: Mar 31, 2020 11:59 PM
Location: 1103*
Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
1657541	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	3/1/20 12:00 AM	3/31/20 08:56 AM	3/31/20 08:56 AM	Dialer Test -We test daily.
1657545			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	3/1/20 12:00 AM	3/23/20 07:13 AM	3/23/20 07:13 AM	
1657561			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	3/1/20 12:00 AM	3/31/20 08:57 AM	3/31/20 08:57 AM	H&S Monthly -No issues.
1657572			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	3/1/20 12:00 AM	4/2/20 02:35 PM	4/2/20 02:35 PM	
1657935			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	3/1/20 12:00 AM	3/31/20 09:02 AM	3/31/20 09:02 AM	Monthly Blowers -I greased all blowers
1657945	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	3/1/20 12:00 AM	3/23/20 12:02 PM	3/23/20 12:02 PM	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103 -Drained and inspected teacup and Grit Snail. Removed a tiny bit of debris from Teacup and hosed Grit Snail. Greased bearings and lubricated drive chain.
1657962			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	3	MONTHS	Clarifiers Inspection/Service (3m) 1103	COMP	3/1/20 12:00 AM	3/31/20 09:04 AM	3/31/20 09:04 AM	Clarifier Service -I greased the clarifier drives.
1658369			1103, Fort Frances WPCP	PM	Inspection	6	MONTHS	UV Reactors Clean/Inspect/Bulb Replacements (6m) 1103	COMP	3/1/20 12:00 AM	3/6/20 10:56 AM	3/6/20 10:56 AM	UV Reactors Clean/Inspect/Bulb Replacements (6m) 1103 -All sleeves UV banks A, B and C were acid washed and the UV sensor bank B was replaced January 14, 2020
1661905	0000246428	PUMP CENT BOUNDARY P1	1103, Boundary Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		Boundary P1 Fail 1103	COMP		3/4/20 01:42 PM	3/4/20 01:47 PM	Boundary Lift Station -Came in to assist Kelly for a wetwell entry and pull P1 pump to inspect.
1662431	0000246414	TANK PROCESS CLARIFIER SECONDARY CELL #1	1103, Fort Frances WPCP, Process, Secondary Treatment	CALL	Refurbish/ Replace/Repair	0		Clarifier #1 Long Collector Failure 1103	COMP		3/8/20 03:01 PM	3/8/20 03:06 PM	Long Collector #1 Failure -I arrived onsite to find the shear pin to be broken so I replaced it and restarted it. I then kept the lid off to monitor and it seemed ok so I replaced the lid after 4 hours.

Workorder Summary Report

Report Start Date: Mar 1, 2020 12:00 AM

Report End Date: Mar 31, 2020 11:59 PM

Location: 1103*

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

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
1663460			1103, Fort Frances WPCP	CALL	Refurbish/ Replace/Repair	0		Covid 19 Planning 1103	COMP		3/16/20 11:38 AM	3/16/20 11:43 AM	Covid 19 Planning -Brad called to discuss Covid 19 planning for plant going forward.
1663582	0000227421	PUMP CENT VERTICAL NON CLOG SEWAGE P1 FIFTH ST	1103, 5th St. Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		Fith Street High Level Alarm 1103	COMP		3/17/20 03:30 PM	3/17/20 03:34 PM	Fifth Street High Level -I was called in to assist Kelly in a confined space entry at Fifth Street lift station to stop the pumps from airlocking .
1664426	0000246436	PANEL CONTROL PCL	1103, Boundary Pumping Station, Facility	CALL	Refurbish/ Replace/Repair	0		Boundary Road fire alarm call in 1103	COMP		3/24/20 04:15 PM	3/24/20 05:30 PM	Boundary Road fire alarm call in 1103 - I was called by the auto dialer for a Boundary Road lift station fire alarm. I called Communique Action and drove to the plant where I acknowledged alarms on SCADA. The station appeared to be functioning so I drove there to physically verify. There were no issues so returned to the plant and closed my ticket. This can most certainly be blamed on a PLC glitch as there were several alarms that came in at the same time.
1664569	0000246414	TANK PROCESS CLARIFIER SECONDARY CELL #1	1103, Fort Frances WPCP, Process, Secondary Treatment	CALL	Refurbish/ Replace/Repair	0		Collector Failure 1103	COMP		3/26/20 07:51 AM	3/26/20 07:56 AM	Collector Failure Alarm -Once I got to work I checked SCADA to find Long Collector #1 to be in fault due to a failed shear pin. After I replaced the shear pin I then monitored for 30 min and all was good.

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
January 2020

STAFFING

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

	2019	2020
WSIB	0.00	23.00
WI/LTD	0.00	0.00
SICK DAYS	9.88	10.25
COMPASSIONATE LEAVE	5.00	0.00
FLOATERS	7.00	6.00
VACATION	13.75	37.44
BANKED TIME USED	4.06	5.13
OFF	0.00	0.00
STATUTORY HOLIDAYS	30.00	28.00
TOTAL	69.69	109.82

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019 Current Month	2020 Current Month	2019 Year To Date	2020 Year To Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	4.00	2.50	4.00	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	12.00	4.00	12.00	4.00
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	16.00	6.00	16.00	6.00
ROADS	106.75	214.00	106.75	214.00
SEWER COLLECTION	32.00	29.25	32.00	29.25
SIDEWALKS	19.50	57.00	19.50	57.00
STORES	1.50	30.50	1.50	30.50
VEHICLE & EQUIPMENT	12.00	0.00	12.00	0.00
WATER TREATMENT PLANT	24.00	14.00	24.00	14.00
WATER DISTRIBUTION	42.50	32.25	42.50	32.25
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	270.25	389.50	270.25	389.50

TRANSPORTATION REPORT

January 2020

ROADS:

Storm Water Management – Urban

Storm Water Management - Rural:

Hard Top Maintenance:

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

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Two (2) events – January 9th and 14th
- Plowed all roadways and lanes as required
- Sanded/salted roads as required
- Plowed downtown parking lots
- Removed snow in downtown area three (3) times
- Removed snow from intersections and lane piles
- Removed snow from cul-de-sacs
- Removed snow from businesses and churches outside of the downtown area
- Removed snow from all boulevards on Scott Street
- Removed snow from all boulevards on Kings Hwy
- Started removing snow from all boulevards on Second Street East
- Pushed up piles at snow dumps daily.

Traffic Operations:

- Repaired and replaced signs as required

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop

- Assisted Engineering with locates and CCTV inspections.

Regular Maintenance (cont'd)

- 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 snow in 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
- Sanded all sidewalks as required

Sidewalks – Summer:

Vehicles and Equipment:

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

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.
- Removed snow from around all fire hydrants

Interdepartmental:**Recycling:**

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

Training:

- Ken McCormick received training on sand truck, plow truck, tandem trucks and sidewalk plows.

Health & Safety:

- A Tailgate Meeting was held at the Public Works Garage on January 30th, 2020.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
February 2020

STAFFING

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

	2019	2020
WSIB	0.00	20.00
WI/LTD	0.00	18.00
SICK DAYS	7.00	13.19
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	3.00	7.00
VACATION	6.00	15.50
BANKED TIME USED	11.69	5.00
OFF	0.00	0.00
STATUTORY HOLIDAYS	30.00	27.00
TOTAL	57.69	105.69

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	Feb	Feb	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.50	0.00	6.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	0.00	12.00	4.00
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	3.75	5.50	19.75	11.50
ROADS	279.25	0.75	386.00	214.75
SEWER COLLECTION	21.50	8.00	53.50	37.25
SIDEWALKS	79.50	0.00	99.00	57.00
STORES	0.00	0.00	1.50	30.50
VEHICLE & EQUIPMENT	20.00	24.00	32.00	24.00
WATER TREATMENT PLANT	6.50	23.50	30.50	37.50
WATER DISTRIBUTION	109.75	5.50	152.25	37.75
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	522.75	67.25	793.00	456.75

TRANSPORTATION REPORT

February 2020

ROADS:

Storm Water Management – Urban

- Cleared snow away from catch basins to get water moving in warmer weather

Storm Water Management - Rural:

Hard Top Maintenance:

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

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Plowed all roadways and lanes as required
- Sanded/salted roads as required
- Removed snow from downtown area
- Removed snow from municipal parking lots
- Removed snow from OPP parking lot
- Completed removing snow from boulevards on Second Street East
- Removed snow from boulevards in all school zones
- Removed snow from boulevards on Victoria Avenue from Front Street to CN Tracks
- Removed snow from boulevards on First Street East from Central Avenue to Frenette Avenue
- Removed snow from boulevards on Portage Avenue from Nelson Street to Sixth Street
- Removed snow from boulevards on Gillon Street and Reid Avenue
- Removed snow from Cul-de-sacs
- Removed snow from intersections and lane piles
- Removed snow from Library parking lot
- Removed snow from Memorial Sports Centre parking lot
- Removed snow from boulevards on Central Avenue from Church Street to Third Street
- Pushed up piles at snow dumps daily.

Traffic Operations:

- Repaired and replaced signs as required
- Replaced some signs that failed reflectivity testing.

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 snow in 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
- Sanded all sidewalks as required

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

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

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:

- Moved desks and furniture from the Day Care to the Civic Centre several times.

Recycling:

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

Training:**Health & Safety:**

Milt Strachan,
Superintendent of Transportation