

# TOWN OF FORT FRANCES

AGENDA - April 27, 2020

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Conference ID: 323 024 875#

COMMITTEE OF THE WHOLE MEETING  
Committee Room and Council Chambers, Civic Centre  
(Session No. 040) 5:30 PM

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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. **Council Reports on Board & Committee Activity:**
  - 4.1 Mayor June Caul - Verbal Update  
Councillor Douglas Judson - Verbal Update  
Councillor John McTaggart - Verbal Update  
Councillor Rick Wiedenhoeft - Verbal Update
5. **Consent Agenda:**
  - 5.1 Operations and Facilities Operational Plan through July 1 3 - 5  
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that the service alterations relating to operational changes in response to COVID-19 pandemic be approved as outlined in the report.
  - 5.2 March 2020 Drinking Water Systems Monthly Summary Report 6 - 14  
- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the March 2020 report prior to it being made available to the general public.
6. **Operations and Facilities Division:**
  - 6.1 Update on Capital Projects
7. **General:**
  - 7.1 COVID-19 Update - Standing Item
8. **Information:**

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8.1 Fort Frances Fire & Rescue Service - February and March 2020 Reports	15 - 20
8.2 Operations & Facilities Division - Environmental Area - Operations Statistics - January-March 2020	21 - 24
8.3 Fort Frances Wastewater Treatment Facility - March 2020 Monthly Report	25 - 28
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8.5 Building Statistics - March 2020	39
8.6 Complaint Registers - February and March 2020	
<b>9. <u>Non-agenda items:</u></b>	
<b>10. <u>ADJOURNMENT</u></b>	

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**

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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 27<sup>th</sup> 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

<b>Council approval of this report will</b> accept the March 2020 report prior to it being made available to the general public.
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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 March 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 <sup>th</sup> St. | 3. 901 Wright Ave.          | 4. W. Tower  |
| 5. 943 3 <sup>rd</sup> St.  | 6. 1309. Kings Hwy.        | 7. Piston Ring.             | 8. W. Tower  |
| 9. 401 Kings Hwy.           | 10. 1309. Kings Hwy.       | 11. 943 3 <sup>rd</sup> St. | 12. W. Tower |
| 13. 1111 First St. E.       | 14. 401 Kings Hwy.         | 15. 1309. Kings Hwy.        | 16. W. Tower |
| 17. 943 3 <sup>rd</sup> 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 03<sup>rd</sup> -Connect Electric working on heater in front stairwell.  
-Lakeside here installing new level transmitters in clear wells.

Mar 04<sup>th</sup> -Lakeside here working on cl2 detectors in both chlorine rooms.

Mar 05<sup>th</sup> -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 06<sup>th</sup> -Calibrated distribution Chlorine analyzer.

Mar 08<sup>th</sup> -Calibrated distribution Chlorine analyzer.

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

Mar 16<sup>th</sup> -Changed belts on compressor # 1.

Mar 18<sup>th</sup> -Calibrated distribution Chlorine analyzer.  
-Took grab samples off the filters.

May 19<sup>th</sup> -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 26<sup>th</sup> -Changed west chlorine tank and pig tail

Mar 31<sup>st</sup> Started painting downstairs.

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

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

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

Mar 2<sup>nd</sup> -Routine micro sample collection.

Mar 09<sup>th</sup> -Routine micro sample collection.

Mar 18<sup>th</sup> -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 16<sup>th</sup> -Routine micro sample collection.

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

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

Mar 24<sup>th</sup> -Water repair sample on 6<sup>th</sup> Street 2<sup>nd</sup> set.

Mar 30<sup>th</sup> 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 <sup>3</sup>	160430	158980	155940
Raw Maximum Day	m <sup>3</sup>	5470	5380	6000
Raw Minimum Day	m <sup>3</sup>	4800	4680	4690
Raw Average Daily Consumption	m <sup>3</sup>	5180	5130	5030
Total Treated Water	m <sup>3</sup>	124800	121380	105300
Treated Water Maximim Day Consumption	m <sup>3</sup>	4640	4880	4490
Treated Water Minimim Day Consumption	m <sup>3</sup>	3170	3440	2790
Treated Water Average Day Consumption	m <sup>3</sup>	4030	3920	3400
Daily Average Per Household Consumption Rate	m <sup>3</sup>	1.07	1.04	0.90
* Daily Average Per Person Consumption Rate	m <sup>3</sup>	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	75.0	75.0
Chlorine Gas	kg	615	590	588
Soda Ash - Used for pH Adjustment	kg	5615.1	5564.3	5457.9
Fluoride	kg	504	563	707

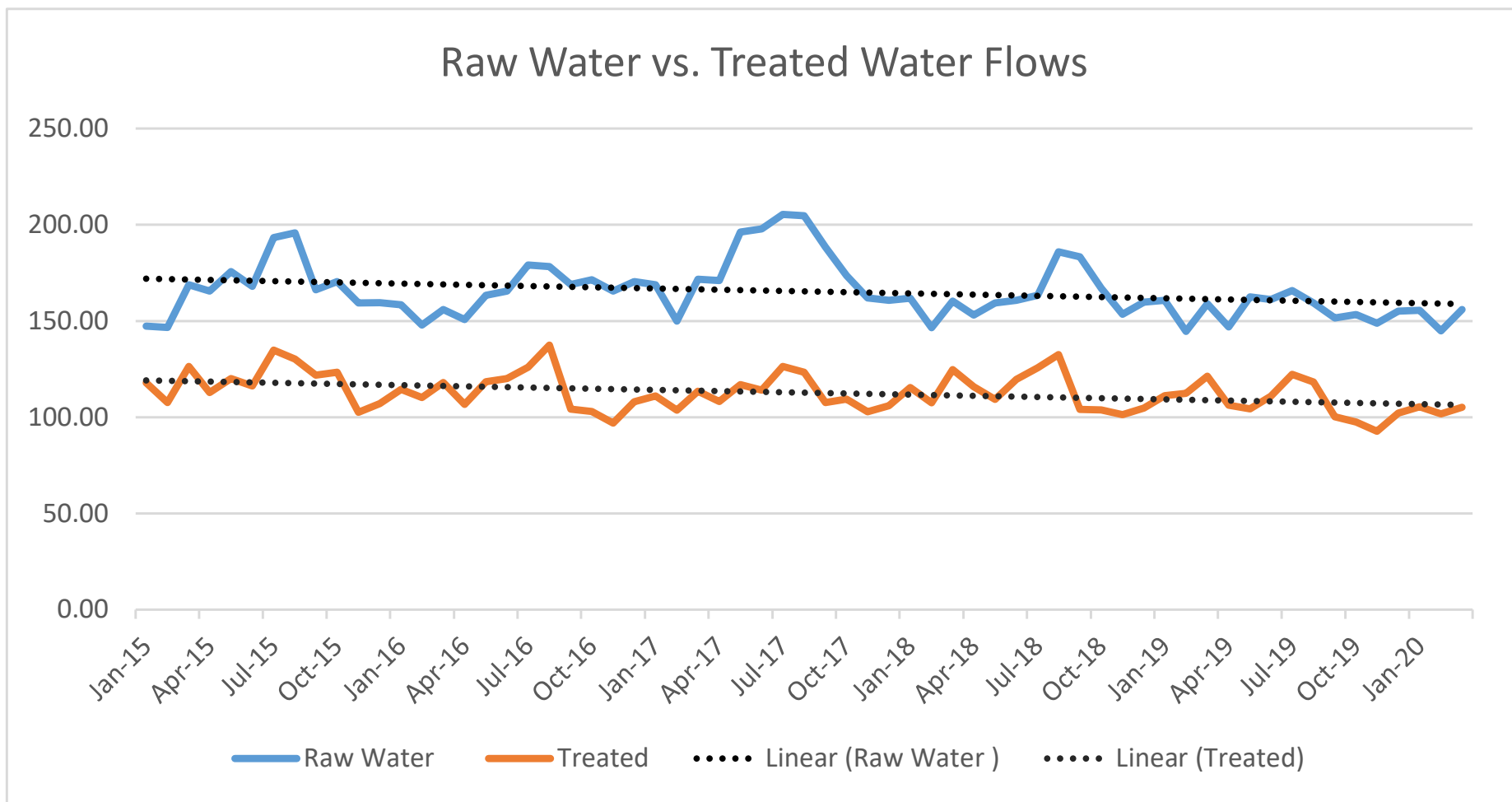
See note 1 below.

See note 2 below.

- \* The Canadian Average is 450 Litres (0.45 m<sup>3</sup>) per day.
- \* Population is 7986
- \* Number of Households is 3783

Note 1: After discussing with ORO Brad Webb, 6000 m3 for peak day in March 2020 is believed to be a manual calculation error or read error when reading the plant totalizer gauge. The next closest reading is 5320 m3.

Note 2: Treated water (and raw water) flows have been on a steady, gradual decline going back to the start of 2015. See attached graph. Based on the data, it can be said that, on average, the gap between raw water and treated water has remained consistent over the period graphed.



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	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	



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
27.85	2	0	25	0	2	3	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
4	0	0	2	1	0	2	0

### TEAM MEMBERS RESPONDED TO 14 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2020.

#### Total Hours:

- **23.85 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on training.

#### Time of Day:

During this month, **79%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **21%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

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

**9** inspections / re-inspections were completed in January. The re-inspections included multiple visits to specific locations. This brings the total to **25** inspections / re-inspections to date.

#### Fire Response Calls: 3 Fire Calls.

Two fire calls were cooking related, which involved burnt food.

Another significant fire involved three vehicles, which spread to a large building. Five full-time Firefighters, eight part-time Firefighters, the Fire Chief and two pumper trucks responded to the scene. Due to the quick response of firefighters, the fire was quickly knocked down, and further damage was prevented.

Meanwhile, I would like to thank all members of our team who responded to this serious fire; well done!

**(CO) Carbon Monoxide / Gas Leak Calls: 1 CO call**, which was in fact related to faulty heating equipment. As well, there was **1** false Natural Gas call.



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

**Fire Alarms:** 4 False Fire Alarm Calls.

**Other Calls:** 1 call due to someone stuck in an elevator, as well as 1 call due to a radio communication failure at the water tower. I would like to thank our comrade Gavin Payne for his quick response to this radio communication failure. His radio communications skills are a true compliment to the Town of For Frances Fire Rescue Service. Well done Gavin!

**EMS Calls:** 2 calls. Both calls were First Responder Calls, as the Paramedics in Fort Frances were on another call and were unavailable.

**Hazmat Calls:** 1 call. Team members delivered and set-up the Town of Fort Frances Fire Rescue Service Mobile Command Trailer 11-5 during a significant train derailment, which took place in Emo. Our command trailer provided a heated place for the rehabilitation of emergency responders. The trailer remained on the scene of the derailment for three days.



### Training:

Two separate 2-hour training sessions were completed.

### Public Fire Safety Education:

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.



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

This month we thank the people of Gillons Insurance for their continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done Gillons!



Team members Dave Crichton and Brad Townson travelled to Fort Garry Fire Trucks, in Winnipeg to take part in the final inspection process for the Town of Fort Frances new pumper fire truck. The final inspection went very well.





# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## MARCH 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
15.17	1	0	43	0	7	2	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	1	0	2	0	0	1	0

### TEAM MEMBERS RESPONDED TO ONLY 15 EMERGENCY RESPONSE CALLS DURING MARCH 2020.

#### Total Hours:

- 13.17 Hours was spent on responding to emergency incidents.
- 2 Hours was spent on training.

#### Time of Day:

During this month, **67%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **33%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

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

18 inspections / re-inspections were completed in January. The re-inspections included multiple visits to specific locations. This brings the total to **43** inspections / re-inspections up to March 13, 2020; this is when fire prevention inspections were suspended as per the COVID-19 pandemic.

#### Fire Response Calls: 2 Fire Calls.

One fire call was a hydro pole fire.

Another significant fire involved an attached garage. Every full-time firefighter who was in town, two-fill-in relief part-time firefighters, the Fire Chief, and two pumper trucks responded to the scene.

Due to the limited response of part-time firefighters, the International Falls duty officer was contacted and was informed to be on stand-by.

As well, due to the quick response of our team members, the fire was quickly knocked down, and was contained to just the attached garage. Once again, history has shown the advantage of having a fulltime fire rescue service on duty 24/7. Thanks goes out to all team members who responded. Well done!



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## MARCH 2020 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

**Fire Alarms:** 2 False Fire Alarm Calls.

**(CO) Carbon Monoxide / Gas Leak Calls:** 2 False CO Calls.

**Other Calls:** 1 call from EMS to access an apartment complex utilizing the fire rescue service lockbox key system.

**MVC (Motor Vehicle Crashes):** 1 call in the Town of Fort Frances.

**EMS Calls:** 7 calls.

### Training:

One separate 2-hour training sessions was completed.

As well, the results of the Fire and Life Safety Educators course, which was held in Emo on January 24<sup>th</sup> to 26<sup>th</sup> have come back. Doug Wright, Gavin Payne, and I (Tyler Moffitt) officially obtained NFPA 1035 Fire & Life Safety Educator Level 1 certification. I extend my congratulations to Doug and Gavin ... well done!

### Public Fire Safety Education:

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.

### Town of Fort Frances new Pumper Fire Truck:

Our community's new pumper fire truck became ready for delivery back in March. Eventually our new addition will be delivered sometime in the near future. Meanwhile, there is a bit of history, which was included on the town's new 2019 model Spartan Metro-Star Pumper Fire Truck. This truck was manufactured in Winnipeg at Fort Garry Fire Trucks.

The historic Q-Siren, which has been heard throughout the Town of Fort Frances since 1977 is mounted on top of the left bumper of our new pumper fire truck. This siren has previously sat on two other Fort Frances pumper fire trucks. It first arrived during the fall of 1977 and was installed on our town's former Pierreville – Thibault pumper fire truck (1975 Ford Chassis). In 2008, it was installed on our town's Spartan Furion pumper fire truck.



**2019 Spartan Metro Star**



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## MARCH 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### COVID-19 PANDEMIC RESPONSE

The following is a summary of the actions taken after the **World Health Organization** announced **COVID-19** as a pandemic.

#### March 11, 2020 (Day1)

World Health Organization declares COVID-19 as a pandemic.

#### March 12, 2020 (Day2)

Fort Frances Fire Rescue Service **WILL NOT** be responding to **ANY** positive hits, which are FREI positive or FREI positive plus travel history. **FREI = Febrile (Fever Respirator & Enteric (Related /Affecting Intestines) Illness.**

This new protocol is due in part of not having the required PPE, which the Paramedic Service has. We will respond to all other Tiered Response Calls as per the current agreement, which is in place with the Rainy River District Paramedic Services.

#### March 13, 2020 (Day 3)

The Fort Frances Fire Hall is Restricted Access.

As well, all fire safety inspections, public fire safety events (firehall tours etc.) and fire practices have been suspended; this is in the interest of physical distancing, as well as health and safety.

Currently, permitting local Fire Services to drop off air cylinders for re-filling. As well, permitting freight delivers. These items will sit untouched for 4-days. COVID-19 Protocols are in place and posted on the fire hall front door.

#### March 16, 2020 (Day 6)

MECG (Municipal Emergency Control Group) meeting in Civic Centre Committee Room at 8:30 AM. Decision made to close all town facilities and make accommodations for those that can work from home.

Fire Chief establishes an office at his residence. As well, only one fulltime firefighter permitted to be on shift at any given time.; the other one scheduled will be available to respond from their residence.

#### March 19, 2020 (Day 9)

Declaration of Emergency at 1404 pm (time) due to the Health Emergency (COVID-19). A Fax was sent to PEOC Duty Officer @ 416-314-0407.

#### March 30, 2020 (Day 20)

Advertised the annual notice regarding **Open-Air Burning** not permitted April 1 through October 31 in the Town of Fort Frances. I decided to prohibit the burning of all brush, wood piles, fields, leaves, and grass throughout the Town of Fort Frances. **Note:** Last year, there was an exception for the rural properties north of eight street and situated on McIrvine Road and Frog Creek Road. Meanwhile, exceptions for the start of the month of April was to allow a small confined fire used to cook food on a grill or a barbecue. A well, at the time ... a fire pit was permitted.

**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. Wiedenhoeft 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

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		
	WATER SERVICE		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	

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	

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	

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

**MARCH 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 <sub>5</sub>	2.6 mg/L	25 mg/L	15 mg/L	16.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	5.3 mg/L	25 mg/L	15 mg/L	31.4 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.11 mg/L	1.0 mg/L	0.9 mg/L	0.68 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	12.44 mg/L 4.06 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		33.1 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.0 to 7.6; average pH was 7.2		
Temperature degrees C				Temperatures ranged from 7.0 to 8.0 C; average temperature of effluent was 7.5 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 March was 5852.1 m<sup>3</sup>/day. This represents 65% of the design average flow. Total treated flow for the month was 181415 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 objectives as outlined in the Environmental Compliance Approval.

## **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
- Greased flocculator seal bearing
- Changed and cleaned polymer injection check valve
- Flushed digester level sensor
- Broom swept UV banks
- Cleaned and inspected deflector assemblies channels 4,5 and 6 on Fournier rotary press
- Replaced shear pins long collector 1

### **Pump Stations:**

- Ran gensets
- Changed seal water strainers
- Replaced level sensor head Boundary Road lift station
- Adjusted and cleaned float switches at Fifth Street lift station

## **PROCESS AND OPTIMIZATION ISSUES**

### **SLUDGE SUMMARY**

Dennis Robinson Limited hauled a calculated total of 117.1 m<sup>3</sup> (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 15.5% TS for the month but slump test results from the landfill site have not been provided.

The Fournier press ran for 129.2 hours in March.

## **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 473 (x 180 multiplier) kWh.  
The Fournier press has been operated 383.6 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)

**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:

	<b>2019</b>	<b>2020</b>
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
<b>TOTAL</b>	<b>69.69</b>	<b>109.82</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2019 Current Month</b>	<b>2020 Current Month</b>	<b>2019 Year To Date</b>	<b>2020 Year To Date</b>
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
<b>TOTAL</b>	<b>270.25</b>	<b>389.50</b>	<b>270.25</b>	<b>389.50</b>

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## **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 9<sup>th</sup> and 14<sup>th</sup>
- 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 30<sup>th</sup>, 2020.

Milt Strachan,  
Superintendent of Transportation

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

**STAFFING**

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BANKED TIME USED	4.06	5.13
OFF	0.00	0.00
STATUTORY HOLIDAYS	30.00	28.00
<b>TOTAL</b>	<b>69.69</b>	<b>109.82</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2019 Current Month</b>	<b>2020 Current Month</b>	<b>2019 Year To Date</b>	<b>2020 Year To Date</b>
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
<b>TOTAL</b>	<b>270.25</b>	<b>389.50</b>	<b>270.25</b>	<b>389.50</b>

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## **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

Citywide Export - 2020-04-13

Permit #	Owner	Contractor	Property Address	Legal Description	Work Description	Units/Area	Value
PRM-2020-0005	BORDERLAND HOTEL INC	SYNCOR CONTRACTING LIMITED	810 KINGS HW	MCIRVINE RIVER RANGE PT LOT;39 RP 48R2376 PARTS 1 TO 3;PCL 962	Rework plumbing, exhaust vents and electrical for new laundry equipment	269.098 Sq. Ft	\$30,000.00
PRM-2020-0006		SIGURDSON KYLE T C	838 HUFFMAN CT	PLAN 48M382 LOT 15	Construct new single detached dwelling	2,400 Sq. Ft	\$352,000.00
PRM-2020-0007			1011 SECOND ST E	PLAN SM48 LOT 39 E1/2 38 PCL;39-1	Remove and replace south addition roof and bearing wall due to water damage	333.681 Sq. Ft	\$20,000.00
					Vent existing bathroom plumbing		
PRM-2020-0008			522 NELSON ST	PLAN ALB W1/2 LOT 187 PCL;187-2	Demolition - remove existing 6.15m by 3.16m addition from garage including slab, also remove existing 1.7m by 2.97m enclosed porch from rear of dwelling	263.716 Sq. Ft	\$1,000.00
						3266.495	403000