

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - July 8, 2020, 8:30 AM

MEETING - Civic Centre

Session #011

Join Microsoft Teams Meeting

+1 807 701 5975 Canada, Thunder Bay (Toll)

Conference ID: 740 605 426#

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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 June 17, 2020.	2 - 3
4. <u>Non-agenda Items</u>	
5. <u>New Business</u>	
5.1 Master Stormwater Management Plan	4 - 6
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6. <u>Information</u>	
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7. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #010

June 17, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on June 17, 2020 from 8:30 a.m. to 9:57 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, and Adam Mitchell (8:30 a.m.)

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 June 3, 2020 - the minutes from the meeting were approved as circulated.

4 Non-agenda Items

4.1 None

5 Items Referred from Council

5.1 Request to Move the Owandem - the Town will cover the costs of the timbers.

6 New Business

6.1 Storm Water Management (verbal) - the verbal report was received as information.

6.2 Approval of the updated Town Energy Conservation and Demand Management Plan - the administration report was approved as presented.

6.3 Annual Energy Conservation and Demand Management Report - the administration

report was approved as presented.

- 6.4 Request from Makkinga Contractors to complete additional works - the administration report was approved as presented.
- 6.5 Information on Ontario's Transition to Full Producer Responsibility of Blue Box Recycling - the administration report was approved as presented.

7 Information

- 7.1 Fort Frances Wastewater Treatment Facility May 2020 Monthly Report - the Wastewater report was received and will be forwarded to Council as information only. No action required.
- 7.2 2020 Tonnage at Landfill Site - updated June 9, 2020 - the Tonnage was received and will be forwarded to Council as information only. No action required.
- 7.3 Airport Statistics 2020 - as of May 31, 2020 - the Airport Statistics were received and will be forwarded to Council as information only. No action required.

8 Adjourn / Next Meeting Date

- 8.1 Meeting adjourned at 9:57 a.m.

Next meeting July 8, 2020.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

July 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Master Stormwater Management Plan

At the Planning and Development Committee storm water management has been brought up as it relates to Site Plan Control. Currently the Town does not have a master stormwater management plan in place to set out guiding principles for drainage systems, particularly as they relate to development. The Town also has a number of areas underserved by suitable stormwater systems leading to localized areas at risk of flooding in rain events and spring melt.

The Town has, in the last year started to take a more detailed look at the condition of its storm water systems through zoom camera inspection, helped by a grant from the Federation of Canadian Municipalities under their asset management program. With the development of a regulation surrounding asset management for municipal governments, the Town will be required to report on specific criteria of its stormwater system. Attached to this report is a report from Adam Mitchell, P.Eng., Asset Management Coordinator.

In order for us to move forward in our asset management program, to assist in better infrastructure decisions and to assist in the Site Plan Control process, the Town will need to undertake the development of a master stormwater management plan. This work has been scheduled to be brought forward in the 2021 budget process for consideration.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report is not required as this report is provided for information purposes.

Manager of Operations and Facilities

June 30, 2020

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

RE: Requirement for a Stormwater Management Plan

The Town of Fort Frances has more than 39.7 km of stormwater mains. Stormwater is surface rainwater, melted snow or water that runs off our roofs, driveways and roads that do not get absorbed into the ground. Stormwater management includes managing the quantity and quality of the water that flows through our storm system while mitigating the risk of flooding and sever damage to Town and residential properties and infrastructure. To adequately maintain our stormwater system, we need to ensure we understand our level of service provided by our system as outlined in our AMP.

Stormwater System			
Core Value	Level of Service Statement	Community Level of Service	Technical Level of Service
Accessible & Reliable	Stormwater system is reliable and provided with minimal service disruptions; service requests are responded to promptly within the municipal stormwater network	Description, which may include map, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater management system	# of customer complaints of surface flooding due to storm events
			% of storm sewer mains inspected
			% of catch basins cleaned
Safe & Regulatory	Stormwater system protects property and people from the impacts of flooding and minimizes exposure to risk	What level of storm intensity is the municipal stormwater network designed to handle (e.g. 1 in 5-year)?	% of properties in municipality resilient to a 100-year storm
			% of the municipal stormwater management system resilient to a 5-year storm
Affordable	Stormwater system is affordable and managed cost-effectively for the expected level of service	What is the O&M cost to maintain the stormwater network / household?	O&M Cost / km of storm sewer and urban ditches
Sustainable	Stormwater assets are managed efficiently, and long-term plans are in place for the sustainability of stormwater infrastructure	When was the last time that the AMP was reviewed?	% of the stormwater system that is in good or very good condition
			% of the stormwater system that is in poor or very poor condition
			AMP reviewed annually

To better understand the condition of our stormwater system, the Town has begun condition audits of stormwater mains, catchbasins and manholes.. In 2019 MAMP funded the assessment of over 107 manholes/catch basins and over 277 sections of stormsewer main. This accounted for approximately 16% of the town's stormsewer system. In 2020 we will assess another 7% of our stormsewer mains, catchbasins and manholes. These assessments will be vital in ensuring proper maintenance is being completed and help identify any issues that may me detrimental to our storm system. Assessments like these are important however we can still not answer the question of "*what level of storm intensity is our municipal stormwater network designed to handle?*" This is a critical component of establishing our levels of service and guiding our rehabilitation program so we can ensure we provide a safe management system for our residents. To answer this, we must develop and implement a Master Stormwater Management Plan for the Town of Fort Frances.

A Stormwater Management Plan (SMP) is a document that provides direction to local government and land owners to preserve and improve the overall health of a watershed while balancing and integrating the requirements of land use planning, stormwater engineering, flood and erosion protection, and environmental protection.

In the past, stormwater management planning had a primary function to identify the infrastructure needed to service increased development while the impacts of development were given little consideration. Today's stormwater management planning has evolved significantly to become a comprehensive approach to also include the preservation and utilization of resources within a watershed. An SMP is intended to balance the land use needs with the natural values and functions of the watershed.

By developing a SMP, we will not only be able to determine what level of storm our network can handle, but better understand our resiliency towards a 5-year storm and 100-year storm and be able to work to address weaknesses in our system before we are impacted by a flooding event.

It is an important component of our Asset Management Program for the Town to understand that in order to remain compliant with O.Reg 588 and provide safe discharge of our stormwater system we must better understand the resiliency of our stormwater system. This is to be accomplished by developing a Master Stormwater Management Plan for the Town of Fort Frances.

Respectfully Submitted



Adam Mitchell, P.Eng
Asset Management Coordinator

July 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Capital Asset Registry Policy

As the Town moves toward a comprehensive asset management program it is becoming apparent that in order to be successful we need a comprehensive set of policies and procedures in place to ensure we are capturing important asset information in an accurate and timely fashion.

Attached is a report and draft policy from Mr. Adam Mitchell, P.Eng. Asset Management Coordinator outlining the draft policy and process we have adopted for the development of procedures.

It is the recommendation of the Operations and Facilities Executive committee that the draft Capital Asset Registry Policy be approved by Council.

Respectfully Submitted

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

Travis Rob, P.Eng

<p>Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the draft Capital Asset Registry Policy be approved by Council.</p>
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Manager of Operations and Facilities

2020july8 Capital Asset Registry Policy.docx

July 3, 2020

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

RE: Implementing a Capital Asset Registry Policy

The purpose of the Capital Asset Registry Policy is to outline the parameters required to maintain the accuracy of our capital asset registry. Currently this registry is stored using Citywide, the Town's asset management software.

This policy will be the foundation for a series of procedures that are being written that are designed to effectively manage the asset registry. The procedures will be written and approved through the Asset Management Committee.

The O&F department has done a great job at building the registry that currently encompasses over 9000 assets. This effort is to ensure all assets are properly updated and maintained throughout the useful life of the asset. As new assets are added and old assets are retired, procedures will be added to ensure all divisions are effectively communicating all essential information to the Asset Management Coordinator.

Procedures to be created include and are not limited to the following;

- Procedure to Add New Capital Asset
 - Asset Change Form
- Procedure to Dispose of and Asset
 - Asset Disposal Form
- Procedure to Update Large Infrastructure Projects

As the Town of Fort Frances continues to progress in Asset Management, it is important to have an effective framework designed to advance and maintain our most important data base, the Asset Registry. It is my recommendation that council endorses the Capital Asset Registry Policy.

Respectfully Submitted



Adam Mitchell, P.Eng
Asset Management Coordinator

THE TOWN OF FORT FRANCES

Section: Operations and Facilities

Policy: Capital Asset Registry Policy

Creation Date: June 18, 2020

Review Date:

Resolution Number:

Supersedes Resolution Number:

Policy Number: 4.31

1. Definitions

“Administration” means all management staff of the Town of Fort Frances as outlined within the Town of Fort Frances Organization Chart.

“Appropriate Signing Authority” means the individual or position with permission to approve transactions for execution. The approval attests to the appropriateness of the transaction within the Town’s budgetary guidelines

“Asset Management Plan” is a strategic planning document that outlines key asset data and identifies the resources and funding required to meet organizational objectives

“Asset Registry” means the official recording of Capital Assets owned by the Town and containing all of the data and information generally considered necessary for the delivery of asset management processes.

“Attribute” means a defined or measurable characteristic about an asset.

“Authorized Purchaser” means any person in a position that has the authority to approve a purchase.

“Capital Asset” means a Natural or Engineered Asset deemed material by the Town and included in the Town’s Asset Registry.

“Capital Asset Management” means the practice of using an integrated, lifecycle approach to systematically plan, source, construct, operate, maintain, renew and decommission municipal infrastructure assets to manage risk and sustainably achieve a prescribed level of service to the public.

“Council” means the Council of the Town of Fort Frances.

“Donated Asset” means a capital asset that has been donated to the Town of Fort Frances by a developer, government organization, or community member.

“Engineered Assets” means an asset that has been designed and constructed or manufactured by humans for the delivery of municipal services.

“Levels of Service” means the standards set by the Town’s Capital Asset Level of Service Policy which defines service level targets that are required at a minimum, for each municipal service area.

“Life-Cycle Costs” means the sum of all recurring and one-time costs related to the procurement, ownership, operation, maintenance and disposal of an asset or process.

“Natural Asset” means a naturally occurring land, water, air or subservice feature which performs or supports the delivery of a municipal service.

“Procurement Initiator” means any employee requesting a new capital asset.

“Sustainability” means the ability to maintain the characteristics and processes at a particular level, indefinitely into the future.

“Tangible Capital Assets” are assets having physical substance that:

- (i) Are used on a continuous basis in the Town’s operations
- (ii) Have a useful life extending beyond one year
- (iii) Are not held for resale in the ordinary course of operations

“Third-Party Application” means any software product or service that is provided by an external provider in agreement with Administration for the effective delivery of the Town’s Capital Asset Management program

“Town” means the Town of Fort Frances.

2. Policy Statement

The purpose of this policy is to address the ongoing maintenance of the Town’s Asset Registry by ensuring the registry remains accurate and relevant.

3. Scope

This policy establishes the methodology used to update, maintain, and secure the Asset Registry by providing clear expectations and responsibilities for various employee roles.

4. Procedures

The Capital Asset Management Policy is supported by a series of procedures that detail how the directive of this policy is carried out. These procedures are developed by members of the Asset Management Committee to ensure the purpose of this policy is fulfilled.

5. Asset Registry

- 5.1. The Town shall develop and maintain a digital Asset Registry which contains all necessary data for the successful delivery of the Town's Asset Management Plan.
- 5.2. The Asset Registry shall be the official record for the maintenance and management of the Town's Capital Assets.
- 5.3. The Asset Registry may exist as a digital file, a database, or data in a Third-Party Application.
- 5.4. If the Asset Registry is hosted through a Third-Party Application, a formal agreement with the provider of the Third-Party Application must ensure:
 - 5.4.1. The Town's ownership of any hosted data,
 - 5.4.2. The Town's unencumbered access to any hosted data for purposes of exportation and migration in a fashion that ensures its integrity and usefulness as determined by the Town,
 - 5.4.3. Any hosted data is backed up by the provider in a fashion determined to be acceptable by the Town.
- 5.5. The Information Technology Manager shall ensure that all on-site data is backed up according to Town data management procedures.
- 5.6. Capital Assets may be included or excluded from the Asset Registry as directed by the Treasurer in consultation with the Manager of Operations & Facilities or the Information Technology Manager, subject to their respective areas of responsibility.
- 5.7. Each Capital Asset included in the Asset Registry shall be assigned a unique asset identification code, known as the Asset ID. This code shall be assigned to an asset when it is added to the Asset Registry and shall not be assigned to any other asset.
- 5.8. Capital Assets included in the Asset Registry shall be assigned an appropriate Category and Segment as defined in the Procedure to Add a New Capital Asset to the Asset Registry.
- 5.9. The Asset Registry shall record Asset Attributes for each Capital Asset subject to the Category and Segment assigned to that Asset as defined in the Procedure to Add a New Capital Asset to the Asset Registry.

6. Currency of Registry

- 6.1. The Asset Registry shall be maintained according to the provisions set out in this policy.
- 6.2. This policy shall incorporate standards deemed to be generally accepted practice within the field of municipal asset management.
- 6.3. Capital Assets shall, as practicable, be recorded in the Asset Registry within 30 days of their procurement, completed construction, or release of holdback.
- 6.4. Capital Assets shall, as practicable, be archived or recorded as decommissioned in the Asset Registry within 30 days of their disposal or decommissioning.
- 6.5. The current value and estimated replacement value of Capital Assets recorded in the Asset Registry shall be updated no less than once every 5 years.
- 6.6. The condition of all Capital Assets shall be assessed and updated in the Asset Registry according to the condition assessment schedule identified by the Asset Evaluation Procedure.
- 6.7. Any changes to the Attributes of any Capital Asset in the Asset Registry shall, as practicable, be appropriately recorded in the Asset Registry within 30 days of the change occurring.
- 6.8. If modifications to the Asset Registry, as prescribed in this section, cannot be completed within 60 days, the responsible party shall provide a written notification of the delay to their manager, who shall forward that notice to the Asset Management Committee.
- 6.9. Tangible Capital Assets are to be reconciliated in the Asset Registry by the Asset Management Coordinator on an annual basis.

7. Responsibilities

- 7.1. The Town's Manager of Operations & Facilities (or the successor position) shall be responsible for the general fulfillment and enforcement of this policy.
- 7.2. The Town's Treasurer shall be responsible for providing the tools and guidance necessary to maintain the currency of all financial Attributes recorded in the Asset Registry.
- 7.3. The Town's Information Technology Manager (or the successor position) shall be responsible for ensuring the security and integrity of the Asset Registry.
- 7.4. The Town's Asset Management Coordinator (or the successor position) shall be responsible for keeping the Asset Registry current according to the requirements as set out in this policy.
- 7.5. Town employees with the authority to procure, construct, decommission, or dispose of Capital Assets are responsible for following, and ensuring their direct reports understand and follow, the procedures established to fulfill this policy.
- 7.6. Access to the Asset Registry shall be limited to authorized persons

8. Review

- 8.1. This policy shall be reviewed no less than once every five years from the date it is effective.

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

STAFFING

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

	2019	2020
WSIB	0.00	22.00
WI/LTD	0.00	22.00
SICK DAYS	9.81	5.38
COMPASSIONATE LEAVE	3.00	0.00
FLOATERS	9.00	8.00
VACATION	42.50	27.50
BANKED TIME USED	9.69	12.44
OFF	0.00	0.56
STATUTORY HOLIDAYS	0.00	0.00
TOTAL	74.00	97.88

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	March	March	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	6.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	6.00	6.75	18.00	10.75
PRIVATE WORK	3.75	0.00	3.75	0.00
RECYCLE/GARBAGE	0.75	0.00	20.50	11.50
ROADS	137.75	84.00	523.75	298.75
SEWER COLLECTION	12.50	16.00	66.00	53.25
SIDEWALKS	24.00	0.00	123.00	57.00
STORES	0.00	0.00	1.50	30.50
VEHICLE & EQUIPMENT	3.00	9.00	35.00	33.00
WATER TREATMENT PLANT	4.00	17.50	34.50	55.00
WATER DISTRIBUTION	76.00	18.00	228.25	55.75
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	267.75	151.25	1060.75	608.00

TRANSPORTATION REPORT

March 2020

ROADS:

Storm Water Management – Urban

- Cleared snow and ice and steamed catch basins to get water moving

Storm Water Management - Rural:

Steamed frozen culverts to get water moving

Hard Top Maintenance:

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

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Three (3) events – March 4th, 16th and 19th
- Plowed all road ways and lanes as required
- Sanded/salted roads as required
- Plowed downtown parking lots
- Removed snow in downtown area once
- Removed snow from intersections and land piles
- Removed snow from cul-de-sacs
- Completed snow removal from all boulevards on Second Street East
- Remove snow from boulevards on Third Street West from York Avenue to Central Avenue
- Removed snow from boulevards on First Street East from Frenette Avenue to Central Avenue
- Removed snow from boulevards on Third Street West from Wright Avenue to Flinders Avenue
- Removed snow from boulevards on the 800 and 900 blocks of Smith Avenue
- Removed snow from boulevards on Crowe Avenue from Scott Street to CN Tracks
- Removed snow to curb on 800 and 900 blocks of Phair Avenue
- Removed snow to curb on the 800 and 900 blocks of Fourth Street East
- Removed snow to curb on the 800 and 900 blocks of Fifth Street East

Winter Control (cont'd)

- Removed snow to curb on the 600, 700, 800 and 900 blocks of Third Street East
- Push up piles at the snow dump daily

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing 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:

- Closed 800 block of Scott Street for Tbay Tel to install high speed cable on March 11th, 2020.

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:

- Delivered barricades to the Market Square for the Winter Oasis on March 7th, 2020
- Picked up barricades from the Market Square on March 9th, 2020.

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 some shelving units from the Day Care Centre to the Civic Centre on March 6th, 2020.
- Supplied skid steer and operator to remove the ice at the 52 Rink on March 16th and 17th, 2020.
- Hauled ice from 52 Rink to the snow dump.
- Hauled Zamboni snow from Sports Centre to snow dump.
- Ken McCormick provided coverage for vacation at the Airport from March 9th to 27th, 2020.

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:

- Tailgate meeting was held in the Public Works Shop area on March 25th, 2020 to update WHMIS Training
- Implemented some new workplace rules to deal with Covid-19 concerns – social distancing, cleaning of vehicles and equipment before and after each shift. Assigning separate vehicles for all workers. If two people have to ride in the same vehicle they must wear a mask.
- Closed all Town of Fort Frances buildings to public access.

Milt Strachan,
Superintendent of Transportation

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

STAFFING

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

	2019	2020
WSIB	0.00	21.00
WI/LTD	0.00	21.00
SICK DAYS	10.25	4.75
COMPASSIONATE LEAVE	0.00	3.00
FLOATERS	7.00	4.50
VACATION	29.88	25.50
BANKED TIME USED	15.47	5.88
OFF	16.78	0.00
STATUTORY HOLIDAYS	29.00	26.00
TOTAL	108.38	111.63

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	April	April	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	8.00	0.00	14.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	12.00	0.00	30.00	10.75
PRIVATE WORK	0.00	0.00	3.75	0.00
RECYCLE/GARBAGE	0.00	0.00	20.50	11.50
ROADS	65.25	3.00	589.00	301.75
SEWER COLLECTION	26.13	8.00	92.13	61.25
SIDEWALKS	0.00	0.00	123.00	57.00
STORES	0.00	0.00	1.50	30.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	24.00	8.00	58.50	63.00
WATER DISTRIBUTION	4.00	55.75	232.25	111.50
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	139.38	74.75	1200.13	682.75

TRANSPORTATION REPORT

April 2020

ROADS:

Storm Water Management – Urban:

- Continued steaming catch basins and storm sewer laterals to get water moving
- Cleaned debris from catch basins
- Lowered a catch basin at 408 Armit Avenue
- Lowered 3 catch basins and replaced lateral at 408 Portage Avenue (municipal parking lot) Added extension to lateral going east down the lane to improve drainage.

Storm Water Management - Rural:

- Continued steaming culverts to get water moving
- Cleaned up debris in ditches in the lane behind the ambulance garage on Scott and Butler Avenue to get the water in low lying properties moving.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Swept out corners of all municipal parking lots
- Repaired guard rail in the Civic Centre parking lot.
- Started initial sweep of all streets on April 28th, 2020.

Loose Top Maintenance:

- Graded all loose top roads twice
- Started initial grading of all lanes.

Roadside Maintenance:

- Landscaping repairs from winter plowing
- Swept winter sand from all islands along road ways and from asphalt/concrete boulevards along priority routes.
- Cleaned up debris left at winter snow piles at lane entrances.
- Cleaned up debris from both Town entrances.

Winter Control:

- No events that needed plowing.
- Sanded/salted roads as required.
- Continued removing snow at intersections and lane piles.

Traffic Operations:

- Repaired and replaced signs as required
- Continued replacing 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
- Cleaned up any debris left from snow piles in all yards.

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

- Swept winter sand from all sidewalks along priority routes.
- Started sweeping winter sand and debris from all sidewalks
- Swept sidewalks and bike path along waterfront once weekly.

Vehicles and Equipment:

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

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:

- Closed off all playground equipment, sports facilities, parks buildings and recreation equipment with barricades/caution tape due to Covid 19
- Cleaned up winter debris from Parks, cemeteries, Civic Centre and boulevards along priority routes.
- Closed off docks along waterfront and closed all public washrooms in park areas.
- Repaired lower river boat ramp where it was undermining.

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:**

- Workplace inspection was done on April 15th in the Public Works shop area.
- Started assigning a daily cleaner for Public Works building and one at Parks buildings. Workers are rotating cleaning frequently touched areas in all of our buildings.

Milt Strachan,
Superintendent of Transportation

Sewer & Water Data for 2020

up-dated July 3, 2020

Month	Days per month	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020-2019	2020-2019	2020	2020	Monthly
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average	US Gallons
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP			
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily						
January	31	177747	5733.77	8544	275.61	4.81%	108720	3507.1	5985	193.1	5.50%	-6720.0	6126.0	69027.0	2226.7	18,235,001
February	28	158832	5672.57	8340	297.86	5.25%	101900	3639.3	5985	213.8	5.87%	-10520.0	3125.0	56932.0	2033.3	15,039,840
March	31	181415	5852.10	10364	334.32	5.71%	105300	3396.8	6480	209.0	6.15%	-16080.0	-10188.0	76115.0	2455.3	20,107,452
April	30	261159	8705.30	12327	410.90	4.72%	96350	3211.7	6480	216.0	6.73%	-9920.0	9448.0	164809.0	5493.6	43,537,923
May	31	200528	6468.65	9807	316.35	4.89%	111690	3602.9		0.0	0.00%	10430.0	-55046.0	88838.0	2865.7	23,468,512
June	30		0.00	5929	197.63	#DIV/0!		0.0		0.0	#DIV/0!	-110860.0	-233001.0	0.0	0.0	-
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-122360.0	-212351.0	0.0	0.0	-
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-118250.0	-196772.0	0.0	0.0	-
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-100160.0	-315918.0	0.0	0.0	-
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-173967.0	-441076.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-174097.0	-245097.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-182137.0	-199047.0	0.0	0.0	-
Total	365	979681		55311			523960.0		24930.0			-1014641.0	-1889797.0	455721.0	1248.6	120,388,728
Monthly Average		195936.2	2702.70	9218.5	152.72		104792.0	1446.5	6232.5	69.3		-84553.4	-157483.1	37976.8	1256.2	10,032,394