

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - June 8, 2016, 8:30 AM

MEETING - Civic Centre

Session #011

| | Page |
|---|---------|
| 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 meeting of this Committee on May 18, 2016. | 2 - 3 |
| 4. <u>Non-agenda Items</u> | |
| 5. <u>New Business</u> | |
| 5.1 Tender No. 16-OF-11 - Three Year Contract for Asphalt Patching | 4 - 5 |
| 5.2 In-Kind Services and Financial Support for the 2016 Fort Frances Canadian Bass Championship | 6 - 9 |
| 6. <u>Information</u> | |
| 6.1 Operations and Facilities Division - Public Works Area - Operations Statistics - March 2016 | 10 - 13 |
| 6.2 Operations and Facilities Division - Public Works Area - Operations Statistics - April 2016 | 14 - 17 |
| 7. <u>Adjourn / Next Meeting Date</u> | |

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #010

May 18, 2016

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on May 18, 2016 from 8:30 a.m. to 8:55 a.m.

PRESENT: Paul Ryan, Chairperson, June Caul and Doug Brown

ALSO PRESENT:

1. Call to Order

The meeting was called to order at 8:31 a.m.

2. Disclosure of pecuniary interest and the general nature thereof

None

3. Approval of Previous Committee Minutes

- 3.1 Minutes from the previous meeting of this committee on May 4, 2016 - the minutes were approved as circulated.

4. Non-agenda Items

None

5. New Business

- 5.1 Request from Joe Gladu to have a Bench Installed Along the Waterfront Parkway between Crowe Avenue and Mosher Avenue - the administration report was reviewed and will be forwarded to Council for approval.
- 5.2 April 2016 Drinking Water Systems Monthly Summary Report - the April 2016 Monthly Drinking Water Summary Report was reviewed and will be forwarded to Council for approval.
- 5.3 Operations and Facilities Division - Environmental Area - Operations Statistics - April 2016 - the monthly statistics for April 2016 were reviewed and will be forwarded to Council as information only. No action required.

6. Information

- 6.1 Sewer and Water Data for 2016 - updated April 30, 2016 - the April 2016 spreadsheet for water and sanitary data was reviewed and will be forwarded to Council as information only. No action required.
- 6.2 2016 Tonnage at Landfill Site - updated April 30, 2016 - the spreadsheet for the landfill site dated April 30, 2016 was reviewed and will be forwarded to Council as information only. No action required.
- 6.3 Fort Frances Wastewater Treatment Facility April 2016 Monthly Report - the OCWA Monthly Report for April 2016 was reviewed and will be forwarded to Council as information only. No action required.

7. Adjourn / Next Meeting Date

Executive Committee Chair

D. Brown, Manager of Operations & Facilities

May 30, 2016

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Tender No. 16-OF-11 Three-Year Contract for Asphalt Patching

Please find attached a report prepared by Doug Herr, Environmental & Facilities Superintendent outlining the results of the call for tender for asphalt patching work.

In 2013, Pioneer Construction was awarded the asphalt patching work for a three-year term. At this time the Town re-tendered the asphalt patching work for another three-year term. Please find attached Spreadsheet No. 1 outlining the 2015 unit prices, 2015 quantities and comparing of tender unit prices submitted by Pioneer Construction & A. J. Positano.

It is recommended that the Operations & Facilities Executive Committee support awarding the asphalt patching work to Pioneer Construction for the next three (3) years (2016, 2017 & 2018) at an estimated cost of \$ 460,891.98 (taxes included).

Respectfully Submitted,
Operations & Facilities Division

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will award Pioneer Construction the 2016, 2017 and 2018 asphalt patching work at an estimated cost of \$460,891.98 (taxes included).

2016Mayasphaltpatchingtender

THE TOWN OF FORT FRANCES

May 24, 2016

Report To: Doug Brown, Manager of Operations & Facilities

From: Douglas Herr, Environmental & Facilities Superintendent

**SUBJECT: Tender No. 16-OF-11
Asphalt Patching**

On Tuesday May 17, 2016 at 2:00 p.m., the above tender was opened publicly and read aloud at the Fort Frances Civic Centre. Two (2) bids were received, Pioneer Construction, Kenora, Ontario and A.J. Positano Paving, Thunder Bay, Ontario. The tender bids received were reviewed and checked for errors. Errors were found in both bids, which generally consisted of HST rounding. Therefore the corrected price bid (includes HST) is as follows:

| | A.J. Positano Paving | | Pioneer Construction Inc. | |
|-------|-----------------------------|-----------------------|----------------------------------|-----------------------|
| | <u>Price Bid</u> | <u>Adjusted Price</u> | <u>Price Bid</u> | <u>Adjusted Price</u> |
| 2016 | \$199,962.50 | \$199,936.55 | \$148,228.50 | \$148,233.97 |
| 2017 | \$235,936.00 | \$235,919.14 | \$153,563.57 | \$153,564.74 |
| 2018 | <u>\$278,375.00</u> | <u>\$278,365.33</u> | <u>\$159,093.50</u> | <u>\$159,093.27</u> |
| Total | \$714,273.50 | \$714,221.02 | \$460,885.57 | \$460,891.98 |

There were no other irregularities with either tender received.

I recommend that Pioneer Construction Inc., being the low bidder be awarded this contract. They are an experienced paving/patching contractor and have worked for the Town on many similar projects in the past.

Respectfully submitted,



Doug Herr
Environmental & Facilities Supt.

May 25, 2016

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: In-Kind Services and Financial Support for the 2016 Fort Frances Canadian Bass Championship

Fort Frances Canadian Bass Championship Inc. wrote a letter to Mayor & Council requesting in-kind services and a financial contribution for the up-coming Bass Tournament in July of 2016. Please find attached a letter dated May 12, 2016 from FFCBC co- chairmen; Mr. Wayne Allen & Jim Cuthbertson, I have taken the liberty to comment *only* on items related to the Operations & Facilities Division;

Continued Operational Assistance;

Item 2) **Supply of Picnic Tables** - the Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. Co-ordinate through Doug Brown, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

Item 4) **Use of Four Barricades** – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

Item 9) **Allow the Tournament to attach pennants, signs & banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed.** The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2015 is utilized in 2016.

In past, assisted in the set up & take down of the Main Event Tent - the O & F division workforce – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent. **This task was not requested in 2016 by the FFCBC organization.**

Other divisions within the Town's organization will deal with all other items outlined in the letter dated May 12, 2016.

The Operations & Facilities Executive Committee recommends the following;

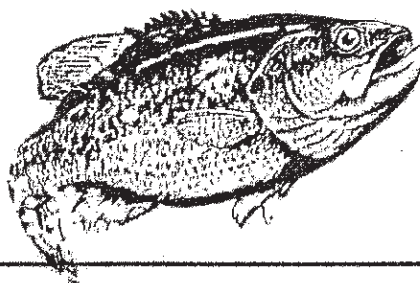
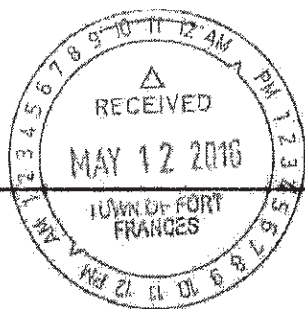
- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 2 & 4 as outlined in the May 12, 2016 letter from FFCBC co-chairmen, Wayne Allen & Jim Cuthbertson;
- 2) That permission is granted to the FFCBC organization in regards to item No.9 in accordance with the guidelines listed above.

Respectfully submitted,

Paul Ryan, Chairman
Operations & Facilities Executive Committee

2016MayFFCBCrequest

Fort Frances



Canadian
Bass Championship Inc.
P.O. Box 531
Fort Frances, ON
P9A 3M8

May 12, 2016

Mayor and Town Council

Town of Fort Frances
P.O. Box 38
Fort Frances, Ontario
P9A 3M5

Re: Fort Frances Canadian Bass Championships (July 20th - July 23rd, 2016)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2016 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
 - 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
-
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
 - 7) Waive launch fees for tournament competitors and volunteers from July 20th to 23rd . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
 - 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
 - 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
 - 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

We look forward to discussing our request in greater detail at your convenience and invite any Town Council to any FFCBC board meeting.

Respectfully,

Wayne Allen, Co-Chairman

Jim Cuthbertson, Co-Chairman

2016 FFCBC Board of Directors

| | |
|-------------------|--------------------------------|
| Wayne Allen | Co-Chair/Bar Operations |
| Nikki Paddock | Volunteers/Teen Dance |
| Kathy Cuthbertson | Food Court |
| Jim Cuthbertson | Co-Chair/Site & Facilities |
| Greg Gustafson | Treasurer/Angler Registrations |
| Paul Jewiss | Anglers' Representative |
| Kevin Cawston | Fish Care |
| Paul Cousineau | Weigh Master |

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
March 2016

STAFFING

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

| | 2015 | 2016 |
|---------------------|--------------|---------------|
| WSIB | 0.00 | 0.00 |
| WI/LTD | 0.00 | 23.00 |
| SICK DAYS | 14.88 | 10.44 |
| COMPASSIONATE LEAVE | 0.00 | 0.00 |
| FLOATERS | 9.00 | 8.00 |
| VACATION | 29.00 | 31.88 |
| BANKED TIME USED | 8.63 | 13.50 |
| OFF | 0.63 | 0.00 |
| STATUTORY HOLIDAYS | 0.00 | 26.00 |
| TOTAL | 62.14 | 112.82 |

OVERTIME HOURS

Equivalent Straight Time Hours:

| | 2015 | 2016 | 2015 | 2016 |
|-----------------------|---------------|---------------|---------------|---------------|
| | March | March | Year To | Year To |
| | | | Date | Date |
| ADMINISTRATION | 0.00 | 0.00 | 0.00 | 0.00 |
| TRAVEL | 0.00 | 0.00 | 0.00 | 2.50 |
| ENGINEERING | 0.00 | 4.00 | 0.00 | 4.00 |
| INTERDEPARTMENTAL | 0.00 | 0.00 | 1.50 | 9.00 |
| PRIVATE WORK | 0.00 | 8.00 | 0.00 | 8.00 |
| RECYCLE/GARBAGE | 0.00 | 1.50 | 2.25 | 17.50 |
| ROADS | 0.00 | 68.75 | 202.50 | 158.75 |
| SEWER COLLECTION | 38.50 | 63.50 | 69.50 | 108.25 |
| SIDEWALKS | 0.00 | 0.00 | 18.75 | 3.00 |
| STORES | 0.00 | 0.00 | 24.00 | 30.00 |
| VEHICLE & EQUIPMENT | 0.00 | 0.00 | 15.00 | 0.00 |
| WATER TREATMENT PLANT | 34.00 | 29.75 | 152.25 | 152.50 |
| WATER DISTRIBUTION | 85.75 | 51.75 | 133.75 | 229.75 |
| WATER TOWER | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 158.25 | 227.25 | 619.50 | 723.25 |

TRANSPORTATION REPORT

MARCH 2016

ROADS:

Storm Water Management – Urban:

- Steamed frozen catch basins and laterals
- Cleared snow and ice from catch basins to get water moving
- Flushed and cleaned storm sewer laterals of catch basin sumps

Storm Water Management - Rural:

- Steamed and flushed frozen culverts to get water moving.

Hard Top Maintenance:

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

Loose Top Maintenance:

- Graded loose top roads once

Roadside Maintenance:

Winter Control:

- One (1) event – March 17th
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Night shift ended on March 11th.

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.

- 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.

Private Work:

- Steamed storm sewer laterals at Customs lot on March 11th.

Sidewalks – Winter:

- Removed snow from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from the Underpass sidewalk and Downtown corners and applied ice melt or sand/salt as required
- Plowed snow from all sidewalks as required.
- Cleaned up sod from sidewalk plowing

Sidewalks – Summer:

Vehicles and Equipment:

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

Public Relations:

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Cleaned up snow and ice on 400 block of Nelson Street at water break on March 1st.
- Flushed and cleaned dead end sanitary sewer mains

- Filled in and levelled off sidewalk at the water service repair in front of the Ministry of Natural Resources building.

Interdepartmental:

- Removed snow piles from Arena Parking Lot
- Removed snow piles at lane entrances
- Removed snow piles at dead ends
- Removed Zamboni snow at Arena twice
- Installed doors at flag poles in front of the Civic Centre on March 28th.
- Darrell Crowe assisted Parks with some cleanup on March 29, 30 and 31st.
- Cathy Westover provided coverage for vacation, etc. at the Airport from March 1st to March 6th, March 21st and from March 26th to March 28th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Emptied bins from “drop off” centre as required
- Cleaned recycling yard.

Training:**Health & Safety:**

- A Workplace Inspection was done at the Public Works Building on March 30th.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
April 2015

STAFFING

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

| | 2015 | 2016 |
|---------------------|--------------|--------------|
| WSIB | 0.00 | 0.00 |
| WI/LTD | 3.00 | 21.00 |
| SICK DAYS | 13.13 | 12.38 |
| COMPASSIONATE LEAVE | 0.00 | 1.00 |
| FLOATERS | 4.00 | 1.00 |
| VACATION | 29.06 | 40.75 |
| BANKED TIME USED | 14.25 | 6.53 |
| OFF | 0.00 | 0.50 |
| STATUTORY HOLIDAYS | 25.00 | 0.00 |
| TOTAL | 88.44 | 83.16 |

OVERTIME HOURS

Equivalent Straight Time Hours:

| | 2015 | 2016 | 2015 | 2016 |
|-----------------------|---------------|--------------|----------------|----------------|
| | April | April | Year To | Year To |
| | | | Date | Date |
| ADMINISTRATION | 0.00 | 0.00 | 0.00 | 0.00 |
| TRAVEL | 0.00 | 0.00 | 0.00 | 2.50 |
| ENGINEERING | 0.00 | 0.00 | 0.00 | 4.00 |
| INTERDEPARTMENTAL | 6.00 | 0.00 | 7.50 | 9.00 |
| PRIVATE WORK | 0.00 | 0.00 | 0.00 | 8.00 |
| RECYCLE/GARBAGE | 0.00 | 4.00 | 2.25 | 21.50 |
| ROADS | 0.00 | 8.00 | 202.50 | 166.75 |
| SEWER COLLECTION | 98.25 | 16.00 | 167.75 | 124.25 |
| SIDEWALKS | 0.00 | 0.00 | 18.75 | 3.00 |
| STORES | 0.00 | 0.00 | 24.00 | 30.00 |
| VEHICLE & EQUIPMENT | 12.00 | 4.00 | 27.00 | 4.00 |
| WATER TREATMENT PLANT | 34.25 | 9.25 | 186.50 | 161.75 |
| WATER DISTRIBUTION | 8.00 | 4.00 | 141.75 | 233.75 |
| WATER TOWER | 4.00 | 0.00 | 4.00 | 0.00 |
| TOTAL | 162.50 | 45.25 | 782.00 | 768.50 |

TRANSPORTATION REPORT

APRIL 2016

ROADS:

Storm Water Management – Urban:

- Steamed catch basins and laterals to get water moving.
- Cleaned debris from catch basins
- Flushed storm sewer laterals and cleaned catch basin sumps

Storm Water Management - Rural:

- Steamed and flushed frozen culverts to get water moving.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Initial sweep of the Town streets started on Monday April 18th – two (2) ten (10) hour shifts four days a week (Monday to Thursday)

Loose Top Maintenance:

- Graded loose top roads twice
- Started first round of grading lanes

Roadside Maintenance:

- Cleaned up areas where snow was piled at lane entrances.

Winter Control:

- no events that required plowing, some light snow.
- Sanded/salted roads as required.

Traffic Operations:

- Repaired and replaced signs as required.
- Repaired signs at dead ends and cleaned up debris in those areas.

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.
- Removed shrubs and flower beds at the Public Works Office Building on April 13th.

Private Work:

- Landscaped at 446 Third Street East on April 14th.

Sidewalks – Winter:

- Cleaned up sod from snow plowing – landscaped and seeded areas damaged.
- Applied ice melt to Civic Centre sidewalks as required
- Applied ice melt at Downtown corners and underpass as required.

Sidewalks – Summer:

- Trimmed trees along sidewalks
- Swept sidewalk and bike path along water front with sidewalk sweeper.

Vehicles and Equipment:

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

Public Relations:**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of

Drinking Water Advisories” when required

- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Cleaned up snow and ice on 400 block of Nelson Street at water break on March 1st.
- Flushed and cleaned sanitary sewer mains
- Supplied labour and equipment to vacuum excavate a curb stop repair at 1628 Colonization Road West.

Interdepartmental:

- Delivered 3 stop signs to Scott Street and Central Avenue for FFPC to do some maintenance on the traffic control lights at that intersection on April 15th.
- Cleaned up extension cords etc. for Christmas Lights at Civic Centre on April 6th.
- Cleaned out septic tank at the Airport on April 14th.
- Hauled ice that was removed from the 52 Canadians Rink to the snow dump on April 29th.
- Cathy Westover supplied coverage for vacation, etc. at the Airport from April 5th to April 11th and again on April 18th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Emptied bins from “drop off” centre as required
- Cleaned up recycling yard.

Training:

- Darren McCormick, Jacques Fiset, Paul LaFreniere, Darwin Woods, Randy McArthur and Bryan Henttonen were provided with training on the new street sweeper on April 12th and 13th.

Health & Safety:

Milt Strachan,
Superintendent of Transportation