

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - May 4, 2016, 8:30 AM

MEETING - Civic Centre

Session #009

	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 previous meeting of this committee on April 20, 2016.	2 - 3
4. <u>Non-agenda Items</u>	
5. <u>New Business</u>	
5..1 Execution of Funding Agreement under the MTO Connecting Links Program for Engineering Services of the Mill Road Overpass Structure (Bridge)	4 - 5
5..2 Award Tender 16-OF-09 - 3 Year Term - Sanitary Sewer Cleaning & CCTV Inspection Program.	6 - 9
5..3 2016 Surplus Asset Sale	10 - 12
6. <u>Information</u>	
6..1 Operations and Facilities Division - Public Works Area - Operations Statistics - January 2016.	13 - 16
6..2 Operations and Facilities Division - Public Works Area - Operations Statistics - February 2016.	17 - 20
7. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #008

April 20, 2016

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on April 20, 2016 from 8:34 a.m. to 9:40 a.m.

PRESENT: Paul Ryan, Chairpeson, Doug Kitowski, June Caul, Mark McCaig, CAO and Doug Brown.

ALSO PRESENT: Mayor Roy Avis

1. Call to Order

The meeting was called to order at 8:34 a.m.

2. Disclosure of pecuniary interest and the general nature thereof

None

3. Approval of Previous Committee Minutes

3.1 Minutes from the meeting of this Committee on April 6, 2016 - the minutes were approved as circulated.

4. Non-agenda Items

None

5. Items Referred from Council

5.1 Request from Asselin Transportation & Storage Ltd. - the administration report was reviewed where it will be revised to the following:

- 1) That the rate per cubic meter of wastewater be set at \$18.33 where the user fee by-law is revised.
- 2) That administration prepare a letter of intent allowing wastewater from the New Gold Mine Camp to be transferred into the Town's wastewater collection system.

The revised report will be forwarded to Council for approval.

6. New Business

6.1 Request from Liane Toriseva, J.W. Walker Teacher for In-Kind GIS Services - the administration report was reviewed where the following recommendation will be added:

- 1) That the Town will provide assistance to Liane Toriseva, Elementary Teacher at J.W. Walker School and that her mapping and data information will be stored electronically by the Town and will be made available to other Teachers in the community if requested.
- 2) That the costs of preparing this GIS information be charged against the Council Public Relations budget.

The revised report will be forwarded to Council for approval.

- 6.2 March 2016 Drinking Water Systems Monthly Summary Report - the March Monthly Drinking Water Systems report was reviewed and will be forwarded to Council for approval. Councillor Caul would like the locations where the microbiological samples within the water distribution system are taken outlined in the monthly reports going forward.
- 6.3 Tender No. 16-OF-07 - Road Reconstruction, Watermain and Sewer Replacement Review of Liquidate Damages per day amount - see attached letter from Hatch Mott MacDonald - after a lengthy discussion it was agreed to revise the liquidated damages to \$3000.00 per day versus \$5000.00. Administration will contact Hatch to ensure addendum is issued prior to closing of the tender.

7. Information

- 7.1 Operations and Facilities Division - Environmental Area - Operations Statistics - January 2016 - the Environmental Operations Statistics for January 2016 were reviewed and will be forwarded to Council as information only. No action required.
- 7.2 Operations and Facilities Division - Environmental Area - Operations Statistics - February 2016 - the Environmental Operations Statistics for February 2016 were reviewed and will be forwarded to Council as information only. No action required.
- 7.3 Operations and Facilities Division - Environmental Area - Operations Statistics - March 2016 - the Environmental Operations Statistics for March 2016 were reviewed and will be forwarded to Council as information only. No action required.
- 7.4 Fort Frances Wastewater Treatment Facility March 2016 Monthly Report - the March 2016 OCWA Monthly Report for the Wastewater Treatment facility was reviewed and will be forwarded to Council as information only. No action required.
- 7.5 Sewer & Water Data for 2016 - updated March 31, 2016 - the Water and Sewer Data Spreadsheet for the period ending March 31, 2016 was reviewed and will be forwarded to Council as information only. No action required.

8. Adjourn / Next Meeting

The meeting was adjourned at 9:40 a.m.

Executive Committee Chair

D. Brown, manager of Operations & Facilities

April 27, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Execution of Funding Agreement under the MTO
Connecting Links Program for Engineering Services of
The Mill Road Overpass Structure (Bridge)**

On January 26, 2016 the Town submitted an application for funding under the MTO Connecting Links Program for Engineering Services of Mill Road Overpass Structure. Just recently the Town was notified that the project was approved under the MTO Connecting Links Program.

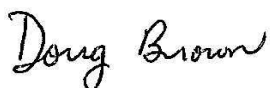
The work plan going forward is to complete the design and engineering work in 2016 with the understanding that the tender documents would be completed by December 31, 2016. Applying for funding under the MTO Connecting Link Highway Program for the rehabilitation work in early January of 2017 with the understanding that if funding is approved the actual rehabilitation work would take place during the 2017 construction season.

The overpass structure was initially constructed in 1982 where it is common that the 1st rehabilitation work takes place around the 35 year mark, thus this structure is within these timelines.

At this time Council is required to execute the funding agreements

The Operations & Facilities Executive Committee recommends that Mayor and Clerk be authorized to execute the MTO Connecting Links Program funding agreements with the Minister of Transportation for Engineering Services of the Mill Road Overpass Structure

Respectfully submitted,
Operations & Facilities Division

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will ensure the following:

- 1) That Mayor and Clerk be authorized to execute the MTO Connecting Links Program funding agreements with Minister of Transportation for Engineering Services of the Mill Road Overpass Structure.

2016AprilMTOfundingagreement.doc

April 27, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: **Award Tender 16-OF-09 – 3-Year Term – Sanitary Sewer Cleaning & CCTV inspection Program**

During the week of March 28, 2016, the Town advertised for a Tender Call for the above stated work with the tender closing on Tuesday, April 26, 2016. Advertisements were placed in the Fort Frances Times and on the Town's website.

Three hardcopy (3) tender packages were distributed to contractors with (6) contractors submitting tender bids. One must assume that 3 tender packages were obtained from the Town's website;

Contractor	Price (HST extra)
Aqua Jet	\$ 268,915.60
Roto-Rooter	\$ 206,538.00
Ray Bateman Enterprises	\$ 186,826.16
Cambrian Vacuum Corporation	\$ 213,680.00
Wessuc	\$ 222,281.60
Underground Pipe Inspectors	\$ 236,106.00

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no mathematical errors with the tender bids submitted. However, the tender bids submitted by Ray Bateman Enterprises and Roto-Rooter didn't contain a bid bond. As a result in accordance with the Town's procurement policy schedule "B" this tender bid is automatically rejected.

Please find attached an administration report prepared by Trisha Law, GIS expert outlining all the pertinent information in regards to tender submission. The lowest compliance tender bid is from Cambrian Vacuum Corporation out of Thunder Bay, Ontario at a cost of \$213,680.00 excluding HST. In 2016 the net cost to the Town is \$72,466.35 where 5972 meters will be cleaned and inspected. These expenditures are funded out of the sanitary sewer operating budget.

It is recommended by the Operations & Facilities Executive Committee that the following be approved:

- Award Tender 16-OF-09 - (3) three year Sanitary Sewer Cleaning & CCTV Inspection Program to Cambrian Vacuum Corporation for \$213,680.00 which excludes HST.
- That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) Award Tender 16-OF-09 – (3) three year Sanitary Sewer Cleaning & CCTV Inspection Program to Cambrian Vacuum Corporation for \$213,680.00 which excludes HST.
- 2) That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

April 26, 2016.

Report To: Doug Brown, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender 16-OF-09

For the Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender (16-OF-09), the successful company will clean and CCTV inspect specified sanitary sewer mains and manholes at various locations throughout the Town. Each main and manhole inspected will also be given a condition rating from A - F, with A meaning in excellent shape to F meaning need immediate repair. For 2016 approximately 5972m of sanitary main are to be inspected, 5924m in 2017 and 6024m in 2018. Tender 16-OF-09 closed at 2pm on Tuesday April 26, 2016. At that time, there were six bids that had been received.

Tender Bid Received From	Location	Year(s)	Cost
Aqua Jet	Winnipeg, MB	2016	\$84530.56
		2017	\$85531.00
		2018	\$98854.00
		total (no HST)	\$268915.56
Roto-Rooter	Winnipeg, MB	2016	\$65838.20
		2017	\$68351.40
		2018	\$72348.40
		total (no HST)	\$206538.00
Ray Bateman Enterprises	Winnipeg, MB	2016	\$58791.24
		2017	\$52071.96
		2018	\$65962.96
		total (no HST)	\$186826.16
Cambrian Vacuum Corp.	Thunder Bay, ON	2016	\$71213.00
		2017	\$70721.00
		2018	\$71746.00
		total (no HST)	\$213680.00
Wessuc	Brandford, ON	2016	\$74079.56
		2017	\$73564.52
		2018	\$74637.52
		total (no HST)	\$222281.60

Underground Pipe Inspectors	Calgary, AB	2016	\$75692.00
		2017	\$78126.00
		2018	\$82288.00
		total (no HST)	\$236106.00

After reviewing all documents submitted, the tenders from Roto-Rooter and Ray Bateman Enterprises were discarded due to non-submittal of a bid deposit or bid bond. No other irregularities were found. As seen in the table, the lowest qualifying bid was from Cambrian Vacuum Corporation. Cambrian has worked for the Town in the past, with the work completed back in 1995, 1997 and 2002 being in compliance with the requested specifications. I recommend the tender being awarded to Cambrian.

Respectively Submitted,



Trisha Law, MGIS
GIS Expert

May 2, 2016

Report To: Operations and Facilities Executive Committee

From: Lori Pattison, Operations and Facilities Division

SUBJECT: 2016 Surplus Asset Sale

This year the Town of Fort Frances will again be putting up for sale old, obsolete and no longer used materials, equipment and vehicles. In April all departments were asked to take stock of items that were no longer used or needed and provide a listing. Nineteen (19) items were submitted. (see attached spreadsheet). Council must declare these items as surplus before they can be placed in the asset sale.

Once these items are declared surplus, the following procedure will be utilized to dispose of the Items:

- 1) Advertise in the Fort Frances Times – sale of obsolete materials, equipment and vehicles.
- 2) People can submit bids on any or all items. Forms will be provided at the Civic Centre at 320 Portage Avenue.
- 3) The bids will be publicly opened in the committee room.
- 4) Payment will be due prior to removing any items from the Town's property.
- 5) Successful bidders will have two weeks to pick up their items.
- 6) Where no bids are received for a certain item, if possible these items will be recycled and if not they will be disposed of at the Town's landfill site.

Respectfully submitted,
Operations & Facilities Division

Lori Pattison
Operations & Facilities Secretary

Council approval of this report will ensure:

- 1) That the 19 obsolete items outlined on the attached spreadsheet be declared surplus.
- 2) That the above mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles in the near future.

2016 Town of Fort Frances Surplus Asset Items					
ITEM #		DESCRIPTION	LOCATION (for viewing)	CONTACT	PHONE #
1		35 weighted dumbbells in various sizes	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
2		7 wood upholstered arm chairs	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
3		Admiral almond 20 cu. Ft side by side fridge	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
4		Garland 36' cooktop grill, 240 volt electric	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
5		1997 Ford Windstar van, VIN 2FMDA5141VBD13752 (at Public Works Yard)	Public Works - 900 Wright Ave	Chad Hanson	274-2036
6		Stage - 20- 4 X 8 sections, 2 stairs with 3 storage carts	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
7		2002 Ford 3/4 ton truck VIN FTNF20L82EC69492	Public Works - 900 Wright Ave	Chad Hanson	
8		1992 Chev extended cab orange half ton VIN 2GCEC19ZN1144147	Public Works - 900 Wright Ave	Chad Hanson	274-2036
9		1 office chair - high back - navy blue	Public Works - 900 Wright Ave	Chad Hanson	274-2036
10		1 office chair - low back - navy blue	Public Works - 900 Wright Ave	Chad Hanson	274-2036
11		Oversize copier - maximum 40 inches	Public Works - 900 Wright Ave	Chad Hanson	274-2036
12		2 1/2 ft by 6 ft steel tble (brown top)	Public Works - 900 Wright Ave	Chad Hanson	274-2036
13		3ft wide by 6 ft long steel office desk	Public Works - 900 Wright Ave	Chad Hanson	274-2036
14		3 ft wide by 6 ft long wooden office desk	Public Works - 900 Wright Ave	Chad Hanson	274-2036
15		Old Floating Dock - 4 sections 28 ft long by 8 ft wide	Riverview Cemetery	Trevor McKinnon	276-5761
16		Old Floating Dock - 3 sections 24ft long by 5 ft wide	Riverview Cemetery	Trevor McKinnon	276-5761
17		Old Floating Dock - 1 section 12ft long by 5 ft wide	Riverview Cemetery	Trevor McKinnon	276-5761
18		Grey Brand Name Upper and Lower section tool box	Public Works - 900 Wright Ave	Chad Hanson	274-2036
19		1992 "Bear" Engine Analyzer	Public Works - 900 Wright Ave	Chad Hanson	274-2036
20					
21					
22					
23					
24					
25					
26					
27					
28					

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
January 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	0.00
SICK DAYS	19.81	13.56
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	17.00	7.00
VACATION	10.50	21.50
BANKED TIME USED	3.25	4.38
OFF	1.00	0.00
STATUTORY HOLIDAYS	26.00	26.00
TOTAL	77.56	72.44

OVERTIME HOURS

Equivalent Straight Time Hours:

	2015 Current Month	2016 Current Month	2015 Year To Date	2016 Year To Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	8.25	0.00	8.25
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	0.75	16.00	0.75	16.00
ROADS	109.75	27.00	109.75	27.00
SEWER COLLECTION	11.00	27.25	11.00	27.25
SIDEWALKS	12.75	0.00	12.75	0.00
STORES	18.00	30.00	18.00	30.00
VEHICLE & EQUIPMENT	3.00	0.00	3.00	0.00
WATER TREATMENT PLANT	34.25	40.50	34.25	40.50
WATER DISTRIBUTION	38.50	129.50	38.50	129.50
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	228.00	278.50	228.00	278.50

TRANSPORTATION REPORT

JANUARY 2016

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 7th and 28th.
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Removed snow piles in cul-de-sacs
- Cleaned snow from businesses and churches outside of the downtown area
- Removed snow from the downtown area once
- Removed snow piles from parking lots.

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.
- Stockpiled Granular “A” material January 19th and 20th.

Private Work:**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.

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.
- Sandblasted and painted bottom tray on thawing machine.

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.
- Flushed sanitary sewer mains.

Interdepartmental:

- Cut down ice at SportsCentre parking lots
- Hauled Zamboni snow to snow dump three (3) times
- Repaired fence at Animal Shelter
- Moved copier paper into storage area of Civic Centre on January 28th.
- Lorne Halvorsen provided coverage for a short term disability at Parks from January 1st to 22nd.

- Cathy Westover trained at the Airport for the month of January

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 around recycling bins and building.

Training:**Health & Safety:**

- A Workplace Inspection was done at the Public Works Building on January 20th.
- A Tailgate Meeting was held on January 28th.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
February 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	12.00
SICK DAYS	7.44	13.38
COMPASSIONATE LEAVE	0.00	10.00
FLOATERS	5.00	8.00
VACATION	17.50	16.63
BANKED TIME USED	2.38	5.63
OFF	0.00	0.00
STATUTORY HOLIDAYS	26.00	26.00
TOTAL	58.32	91.64

OVERTIME HOURS

Equivalent Straight Time Hours:

	2015	2016	2015	2016
	Feb	Feb	Year To	Year To
			Date	Date
ADMINISTRATION	5.00	0.00	5.00	0.00
CAPITAL	0.00	2.50	0.00	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	1.50	0.75	1.50	9.00
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	1.50	0.00	2.25	16.00
ROADS	87.75	63.00	197.50	90.00
SEWER COLLECTION	20.00	17.50	31.00	44.75
SIDEWALKS	6.00	3.00	18.75	3.00
STORES	6.00	0.00	24.00	30.00
VEHICLE & EQUIPMENT	12.00	0.00	15.00	0.00
WATER TREATMENT PLANT	84.00	82.25	118.25	122.75
WATER DISTRIBUTION	9.50	48.50	48.00	178.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	233.25	217.50	461.25	496.00

TRANSPORTATION REPORT

FEBRUARY 2016

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:

- Three (3) events – February 7th, 23rd and 28th
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Removed snow in the downtown area
- Removed snow piles in parking lots
- Removed snow piles from dead ends and lanes
- Removed snow from businesses and churches outside of the downtown area
- Removed snow piles from cul-de-sacs
- Pushed up snow piles at the snow dump 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.
- 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:**Sidewalks – Winter:****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 and removed snow from the 400 block of Nelson Street at the water break.

Interdepartmental:

- Put up barricades for handi-cap parking stalls at Library
- Hauled Zamboni snow to snow dump three (3) times
- Jay Bruyere assisted Parks with a burial on February 1st.
- Removed snow piles from Memorial Sports Centre parking lots
- Cathy Westover provided coverage at the Airport for vacation, etc. from February 1st to February 29th.
- Dale Gill provided coverage at the Airport for vacation February 12th, 13th and 14th.

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 at recycling bins and around building.

Training:

- Training for all staff on the new Trackless sidewalk plow on February 12th.
- Jay Bruyere and Lori Pattison attended a First Aid Certification Course on February 18th and 26th.

Health & Safety:

- A Workplace Inspection was done at the Public Works Building on February 24th.
- A Joint Health and Safety Committee Meeting was held on February 5th.

Milt Strachan,
Superintendent of Transportation