

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - June 7, 2017, 8:30 AM

#### MEETING - Wastewater Treatment Plant

Session #008 - NOTE MEETING LOCATION CHANGE

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1. <b><u>Call to Order</u></b>	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Minutes from the previous meeting on May 17, 2017.	3 - 4
4. <b><u>Non-agenda Items</u></b>	
5. <b><u>New Business</u></b>	
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5.2 Letter Dated May 16, 2017 from the BIA to Paint Maple Leafs on the 200 Block of Scott Street Sidewalk	10 - 14
5.3 April 2017 Drinking Water Systems Monthly Summary Report	15 - 22
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5.5 Award of Quotation - Public Works Tractors	24 - 25
5.6 Adoption of a SOP for the Installation of Portable Piping Systems During an Extreme Wet Weather Event	26 - 33
6. <b><u>Information</u></b>	
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6.3 Sewer and Water Data for 2017 - updated June 2, 2017	42
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6.5 Operations and Facilities Division - Environmental Area - Operational Statistics - April 2017	46 - 48
7. <b><u>Adjourn / Next Meeting Date</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #007

May 17, 2017

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on May 17, 2017 from 8:30 a.m. to 9:38 a.m.

PRESENT: Paul Ryan, Chairperson, Ken Perry, June Caul, Doug Brown, CAO and Travis Rob.

ALSO PRESENT: Mayor Roy Avis

#### **1. Call to Order**

The meeting was called to order at 8:30 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 3, 2017 - the minutes from the meeting on May 3, 2017 were approved as circulated.

#### **4. Non-agenda Items**

None

#### **5. In-Camera**

5.1 Personal matters about an identifiable individual, including municipal or local board employees; Item 5.1 - A Waste Management By-Law Issue - recommendation that the request be denied.

#### **6. Items Referred from Council**

6.1 Request for Support - 2017 Fort Frances Canadian Bass Championship - recommendation that the administration report be approved.

#### **7. New Business**

7.1 Adoption of an Asset Management Policy and the State of Maturity Report - the administration report was approved as recommended.

7.2 Award of Tender 17-OF-07 - Road Reconstruction, Watermain and Sewer Replacement - materials to be distributed prior to meeting - the administration report was approved as recommended.

#### **8. Information**

8.1 Fort Frances Wastewater Treatment Facility April 2017 Monthly Report - the April Wastewater Treatment Facility Report was reviewed and will be forwarded to Council as information only. No action required.

8.2 Aircraft Statistics 2017 - as of May 15, 2017 - the Airport Statistics were reviewed and will be forwarded to Council as information only. No action required.

- 8.3 2017 Tonnage at the Landfill Site - updated May 15, 2017 - the Landfill Statistics were reviewed and will be forwarded on to Council as information only. No action required.

**9. Adjourn / Next Meeting Date**

9:38 a.m.

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

June 7, 2017

Report To: Operations and Facilities Executive Committee

From: Travis Rob, Manager of Operations and Facilities

**RE: Residential Property Review & Future Residential Development Planning**

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At the May 15, 2017 meeting of the Planning and Development Executive Committee a report was presented by Mr. Tyson Dennis, CBO/Municipal Planner outlining the future opportunities for residential development within the Town of Fort Frances. The Planning and Development Executive Committee recommended that this report be reviewed by all Divisions prior to a formal decision being made at the Council table. Three development opportunities, complete with preliminary cost estimates were presented to PDEC and can be found attached to this report.

In May, 2017 Administration was polled to select their pick for the best development location of the property currently zoned residential and owned by the Town of Fort Frances. The Operations and Facilities Division was asked to completed preliminary cost estimates for the three most suitable development sites as determined by Administration.

Erin Crescent was selected as the most desirable location for development due to the location, variable lot size options, as well as the fact that the majority of the design works are completed, including geotechnical investigation as well, a subdivision plan and surveying is completed. The drawbacks to working at the Erin Crescent site is the poor ground conditions which could be alleviated somewhat by completing the works in the late summer or early fall when the ground is at its most dry state. Further there has been a value included in the cost estimates for the provision of dewatering prior to and during construction.

At the time that Council undertook the development of Huffman Court, the construction was completed over two years with the underground works taking place during the summer of one year with the concrete curb and gutter, street lighting, and asphalt road surface completed in the fall of the following year. This proved to be a good method to allow for full settling of the new road base as well as an opportunity for any potential development to start before the final road surface was installed. For this development, given the difficult nature of the ground in this area, the multiyear development is suggested again to allow for the road bed disturbed during the installation of the infrastructure ample time to settle out prior to paving. The utilities would then be installed the following summer along with concrete curb and gutter, final road base and asphalt in the fall of the following year.

Given the above information and information presented to PDEC, Administration recommends the following:

1. That Erin Crescent be selected for the next residential development within the Town of Fort Frances
2. That the road works be tendered as soon as possible with the underground sewer and water works to be completed in the fall of 2017 with the utility installation, concrete curb and gutter, and asphalt road surface to be completed in 2018.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations and Facilities

2017JuneResidentialDevelopment



Date: May 9, 2017

Report To: Planning and Development

From: Tyson Dennis, Chief Building Official/Municipal Planner

**Re: Residential Property Review and Future Residential Development Planning**

As stated in the Economic and Community Development section of the Town of Fort Frances Strategic Plan, (May of 2017 start of examination), the Town will conduct an examination of the potential subdivision development of town owned properties. The last few weeks the Planning and Development Division has started to look at the properties owned by The Town in order to have options of future development for residential opportunities.

As of May 11, 2017, the subdivision of Huffman Court has lot 8 in the Court, lots 3, 4 and 5 on Williams Avenue left for sale. Now that the 2017 building season is upon us, development is moving forward with some of the sold lots, and many inquiries are coming in for the four lots still for sale. Once these lots are sold, where does the community expand with residential development? The timing of the Strategic Plan initiative could not have been better. The timing is great for the next step towards residential development.

I have attached a map of the Town of Fort Frances owned residential properties. Administration went through and discussed the sites to determine the top options for future development. Erin Crescent and Elizabeth Street North were the top areas of Town property for potential development. From a planning aspect of resident density, present area infrastructure and potential amount of usable land for development, Erin Crescent and Elizabeth Street North were Administrations top choices for the next areas of development.

Once the top two development areas were determined, Planning and Development along with Operations and Facilities have calculated preliminary cost estimates for residential development for utilities and services for the areas. Attached are the estimated costs for the lots if developed.

Elizabeth Street North area has two options for lot development. A 22-lot phase or a 35-lot phase. This would allow Council to develop the area as two phases of development or as one large development depending on funding options. This area as of now does not have curb and gutter, so the preliminary design does not include such infrastructure. Drainage ditching and culverts would be the means to dealing with storm water.

Previously, Erin Crescent was developed with a Plan of Subdivision which consisted of the area having 27 lots. These lots would have dropped curbs, storm sewers and full paving of the street. In the opinion of Administration, Erin Crescent is the most cost efficient and has the most potential for lot sales, as well as variety of lot sizes.

The estimated costs for these residential subdivisions have been calculated using previous pricing from road and infrastructure work as well as utility costs from the Huffman Court project. The infrastructure estimates have been made with inflated costs to allow for higher estimates for preliminary lot prices.

When the Town undertook the construction of the Huffman Court Subdivision, the costs of construction were paid out of the Town reserves, the lot prices reflected a cost recovery model and the intention was to pay back the reserves through the sale of the lots. This has been the practice to date and has been an effective way to bolster the Town tax base. The intention would be to utilize a similar model for this development.

Given the presented information and the review conducted, Administration recommends the following:

1. That Council select Erin Crescent as the next residential development in the Town of Fort Frances
2. That Council directs Administration to engage local utility providers to start the process of developing cost estimates for the installation of utilities in this subdivision
3. That Council provide direction regarding the timelines to start the construction of this subdivision.

Respectfully submitted,

Originally Signed By,

Tyson Dennis

Chief Building Official / Municipal Planner.

## **Erin Crescent 27 Lot Estimate Prices**

Total Estimated Cost of Development **\$1,937,376.21**

Cost per m2 **\$92.26**

### **Lot Price Summary**

Lot 22	\$59,969.00
Lot 8	\$60,891.60
Lots 7, 23, 24	\$61,814.20
Lots 55 - 61	\$63,659.40
Lots 12 - 18, 54, 62	\$66,427.20
Lot 19	\$73,808.00
Lot 9	\$77,498.40
Lot 21	\$83,956.60
Lot 11	\$92,260.00
Lot 10	\$127,318.80
Lot 14	\$132,854.40

## **Elizabeth Street West 35 Lot Expansion Estimate Prices**

Total Estimated Cost of Development **\$1,431,335.44**

Cost per m2 on lots 40m x 18m **\$84.68.**

Cost per lot for the expansion **\$60, 973.10.**

## **Elizabeth Street West 22 Expansion Estimate Prices**

Total Estimated Cost of Development **\$2,134,058.60**

Cost per m2 on lots 40m x 18m **\$90.36.**

Cost per lot for the expansion **\$65, 060.70.**







June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Letter Dated May 16, 2017 from the BIA to paint maple leafs on the 200 block of Scott Street Sidewalk.**

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The Town received a letter dated May 16, 2017 on Friday May 19, 2017 from the BIA requesting permission to paint large maple leafs on the 200 block of Scott Street sidewalks. This initiative would be part of the July 1 activities in the downtown core. The idea is that the sidewalk would be removed shortly after the July 1 activities are completed so the painted leaves would be removed at that time with the sidewalk.

The leaves would be stenciled onto the sidewalk to ensure uniformity and professional finish. The request did mention also completing this on the 100 and 300 blocks as well, however these sections of sidewalk are not scheduled to be replaced this year. All work would be completed by volunteers at no cost to the Town.

Administration recommends the following:

1. That permission be granted for the BIA to paint maple leaves on the old sidewalk along the 200 block of Scott Street as part of their July 1 celebration activities.
2. That the request to paint the same leaves on the 100 and 300 blocks of Scott Street be denied.
3. That the BIA Meet with the Operations and Facilities Manager prior to undertaking this work to ensure that it will not interfere with works taking place at the Rainy Lake Square.

Respectfully Submitted



Travis Rob, EIT

**Council approval of this report will ensure:**

1. That permission be granted for the BIA to paint maple leaves on the old sidewalk along the 200 block of Scott Street as part of their July 1 celebration activities.
2. That the request to paint the same leaves on the 100 and 300 blocks of Scott Street be denied.
3. That the BIA Meet with the Operations and Facilities Manager prior to undertaking this work to ensure that it will not interfere with works taking place at the Rainy Lake Square.

Manager of Operations and Facilities



16 May, 2017

Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario

Dear Mayor and Council

Re: Maple Leaves Downtown

Attached please find a proposal from Natalie M. Donaldson regarding the above mentioned subject. Ms. Donaldson presented the proposal to us at our monthly meeting on 10 May, 2017 and the board thought that the project and the concept had a great amount of merit and we are in full support.

We feel that this would be a boost to our downtown in addition to the new upcoming Rainy Lake Square.

Your consideration to this project would be greatly appreciated.

Yours

A handwritten signature in black ink, appearing to read 'Shelley Wepruk'. The signature is fluid and cursive, with a large loop at the end.

Shelley Wepruk  
Secretary.

**Subject:** Proposal for Council- "Maple Leaves Downtown"  
**From:** Nathalie Donaldson (nathaliemdonaldson@hotmail.com)  
**To:** reefpoint2000@yahoo.com;  
**Date:** Wednesday, May 10, 2017 10:19 AM

Mayor and Members  
of Council,

The Shops on Scott and downtown business employees have been meeting to do event planning for our Mall Day celebration of Canada's 150th anniversary. Because we want to create a fun and well-participated event, we are filling the blocks with Canada Day decorations, special sales and deals, and family activities and games to make it a memorable event for our community.

Because our sidewalks will be replaced at some point this summer, we feel we have the unique opportunity to create a temporary public art project in honour of this special day. Included is a short proposal outlining the intent for this project.

As well Travis Rob has been emailed about this idea and he has advised us to ask Council for permission but stated that there is no definite construction date at this time. We understand that it may not be possible in the event that the sidewalks are completed by July 1st, but it is more likely that they will not be done at that time.

With the full support of the BIA - Shops on Scott, the contact person and creative director of this project is Nathalie Donaldson and she welcomes any questions or concerns you may have. Thank you for your consideration.

Work:  
Betty's of Fort  
Frances (807) 274-9565  
A meeting at Betty's  
would be very welcome if you would like to speak in person.

Home:  
(807) 271-1747

Online:  
nathaliemdonaldson@hotmail.com  
Send a message  
the Downtown Fort Frances Facebook page.

Artwork Name: Maple  
Leaves Downtown

**Objectives: To**

create an aesthetically pleasing downtown area which serves to relay a message of Canadian pride and Fort Frances pride to tourists, visitors from neighbouring communities, and residents of our community.

**Concept: To decorate**

our downtown sidewalks by painting large maple leaves scattered across the bricks.

**Context: Countless**

cities and towns across Canada will be having huge celebrations for Canada's 150th anniversary. We have the unique opportunity of the timing of our sidewalk replacement to decorate the street in an unusual and fun way, potentially gaining positive publicity for Fort Frances.

**Process:**

- Using a large stencil for uniformity and a professional looking finish, maple leaves will be spray painted approximately 30-40cm in size along the sidewalk about 1-2m apart.
- If volunteers help out, there may be a few of us completing the painting.
- We would like to do the 200 block of Scott Street given that all the red bricks on this block will be replaced. Obviously if the sidewalk is partly finished then the new sections will not be painted! If given permission to decorate the 100 and 300 blocks as well, even though they will not be replaced in the near future, we would love to do so, please advise.
- It will be done in June leading up to Canada Day and will be gone when the sidewalk is replaced.

**Other considerations:**

- No maintenance required as they will be gone when the sidewalk is replaced.
- Minimal disruption to pedestrians as the sidewalk will not be blocked off and the paint will dry quickly. It will be completed in the mornings or evenings when foot traffic is minimal.
- No safety risks to residents.

Nathalie Donaldson, in partnership with the BIA, will take full responsibility for the completion of this project and require no town support with regards to cost or labour, just your permission. If you have any questions or input on how this could or should be done, please let us know! Ms. Donaldson is very flexible and open to working with

you to figure out the best way this can be accomplished.

May 24, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

**SUBJECT: April 2017 Drinking Water Systems Monthly Summary Report**

Please find attached the April 2017 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

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

Respectfully submitted,  
Operations & Facilities Division

Travis Rob, E.I.T.  
Manager of Operations & Facilities

<b>Council approval of this report will</b> accept the April 2017 report prior to it being made available to the general public.
--

c.c. – Doug Herr, Environmental & Facilities Supt.  
Randy White, Senior WTP Operator

03CouncilwaterreportMarch 2015

**April, 2017**

**Monthly Summary Report  
Water Systems**

**Prepared by: Randy White, ORO  
Senior Water Treatment Plant Operator**

**Dated: May 17, 2017**



### 1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of April 2017 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 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.

### 2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

### 3) **Microbiological (Health Related) Water Analysis– Main Water System # 220000978:**

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 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. 122 Scott St.       | 2. 901 Wright Ave.     | 3. 810 King's Hwy.  | 4. W. Tower  |
| 5. 1111 First St. E.   | 6. 1104 Church St.     | 7. 740 Sixth St. W. | 8. W. Tower  |
| 9. 740 Scott St.       | 10. 1036 Victoria Ave. | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 1036 Victoria Ave. | 14. 122 Scott St.      | 15. 810 King's Hwy. | 16. W. Tower |

### 4) **Microbiological (Health Related) Water Analysis– Airport Groundwater Well # 26002736:**

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the

warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

**5) Free Available Chlorine Residual (FAC) – Main Water System – # 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 # 26002736:**

Signs posted, exempt from testing.

**7) Maintenance Activities at the WTP:**

Apr. 06<sup>th</sup> - changed filters in the dust collector system.  
- cleaned the top and bottom tanks on the poly unit.  
- cleaned all four (4) check valves on the poly unit.

Apr. 18<sup>th</sup> - cleaned and flushed poly lines.

Apr. 19<sup>th</sup> - worked on poly lines.

Apr. 28<sup>th</sup> - cleaned top and bottom tanks on the poly unit.  
- cleaned all four (4) check valves on the poly unit.

**8) Water Complaints:**

- Poor Pressure – 0 complaint:
- Water quality – 0 complaint:

**9) Other Miscellaneous Information:**

Apr. 03<sup>rd</sup> - sampling for the Municipal Lead Testing Program.  
- took weekly routine micro samples.

Apr. 04<sup>th</sup> - sampling for the Municipal Lead Testing Program.

Apr. 05<sup>th</sup> - sampling for the Municipal Lead Testing Program.

Apr. 10<sup>th</sup> - took weekly routine micro samples.

Apr. 11<sup>th</sup> - received a load of Soda Ash.

Apr. 17<sup>th</sup> - took weekly routine micro samples.  
- QMS meeting.

Apr. 18<sup>th</sup> - took DWSP samples of the plant and water tower.  
- took grab samples off the filters.  
- calibrated the distribution Chlorine Analyzer.

Apr. 20<sup>th</sup> - received a load of Liquid Alum.

Apr. 24<sup>th</sup> - took weekly routine micro samples.

Apr. 26<sup>th</sup> - ran emergency standby generator for approximately one (1) hour.

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:

- Randy White, ORO, Senior WTP Operator: \_\_\_\_\_
- Doug Herr, Environmental & Facilities Supt.: \_\_\_\_\_
- Travis Rob, Manager of Operations & Facilities: \_\_\_\_\_
- Doug Brown, CAO: \_\_\_\_\_
- Paul Ryan, Chair O& F Exec Committee: \_\_\_\_\_
- Roy Avis, Mayor: \_\_\_\_\_
- June Caul, Councillor: \_\_\_\_\_
- John Albanese, Councillor: \_\_\_\_\_
- Wendy Brunetta, Councillor: \_\_\_\_\_
- Doug Kitowski, Councillor: \_\_\_\_\_
- Ken Perry, 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 Randy White, Senior WTP Operator at 274-2325.

**Monthly Report April 2017**

Town of Fort Frances - Water treatment Plant - Water Works # 220000978  
Monitoring Record  
April 2017

Operating Data	Units	*MAC or Range	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	Total	Average
Flow rates																																		
Raw Water	10^3 M^3	17	5.66	5.54	5.50	5.67	5.62	5.63	5.61	5.55	5.61	5.72	5.64	5.61	5.62	5.99	6.07	6.05	6.17	6.04	5.97	6.24	5.98	6.05	6.27	6.12	6.14	6.13	6.18	6.09	6.37	6.00	171.18	5.90
Peak Instantaneous - Raw Water	L/s	n/a	65.26	65.31	65.34	65.46	65.57	65.61	65.62	65.67	65.80	65.84	65.92	65.86	65.96	70.87	70.93	70.96	71.06	71.15	71.16	71.28	71.37	71.38	71.47	71.54	71.69	71.80	71.73	71.62	71.78	71.79	2066.80	68.89
Treated Water	10^3 M^3	17	3.52	3.51	3.76	3.69	3.87	4.34	3.51	3.34	3.46	3.61	3.39	4.12	5.09	4.20	3.39	3.35	3.37	3.85	3.47	3.71	3.48	3.31	3.62	3.52	3.33	3.27	3.27	3.22	3.47	3.29	108.33	3.61
Peak Instantaneous - Treated Water	L/s	5	81.66	80.46	80.07	84.16	84.23	84.39	83.23	92.49	81.47	80.62	80.63	101.89	102.87	85.50	80.76	80.50	80.32	96.62	91.09	90.84	86.93	80.64	79.75	80.28	86.86	79.24	79.86	80.13	81.22	80.81	2539.52	84.65
BackWash Water	10^3 M^3	n/a	0.726				0.260	0.267	0.207	0.526				0.262	0.272	0.221				0.257			0.260	0.271		0.241	0.262	0.270	0.307	0.530		5.139	0.321	
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.57	0.57	0.56	0.58	0.60	0.57	0.54	0.56	0.55	0.57	0.54	0.53	0.55	0.56	0.61	0.55	0.57	0.61	0.61	0.58	0.59	0.59	0.60	0.61	0.58	0.60	0.59	0.59	0.63	0.61	17.37	0.58
Turbidity Information																																		
Raw Water	NTU	n/a	0.91	0.93	0.98	0.91	0.89	0.92	0.94	0.91	0.93	0.99	0.97	0.94	1.02	0.98	0.92	1.03	0.96	1.05	0.98	0.92	0.92	0.91	0.89	0.98	1.01	1.03	1.09	1.01	1.07	1.12	29.11	0.97
Settled Water	NTU	n/a	0.16	0.16	0.19	0.18	0.17	0.18	0.18	0.17	0.19	0.16	0.18	0.17	0.17	0.15	0.18	0.20	0.17	0.18	0.19	0.21	0.18	0.17	0.16	0.17	0.18	0.19	0.19	0.17	0.21	0.19	5.35	0.18
Treated Water	NTU	1	0.11	0.11	0.12	0.11	0.11	0.12	0.10	0.10	0.10	0.11	0.09	0.10	0.10	0.09	0.09	0.08	0.10	0.10	0.11	0.10	0.07	0.08	0.09	0.10	0.09	0.08	0.12	0.13	0.12	0.11	3.04	0.10
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.18	7.16	7.15	7.19	7.19	7.20	7.20	7.21	7.25	7.23	7.14	7.18	7.19	7.15	7.19	7.20	7.20	7.21	7.17	7.18	7.16	7.19	7.22	7.18	7.16	7.22	7.25	7.15	7.17	7.21	215.68	7.19
pH - Settled water	no units	n/a	6.67	6.69	6.60	6.49	6.48	6.72	6.64	6.68	6.71	6.66	6.78	6.65	6.70	6.77	6.90	6.71	6.70	6.76	6.73	6.70	6.64	6.69	6.74	6.79	6.73	6.86	6.81	6.72	6.77	6.81	201.30	6.71
pH - Raw Water	no units	n/a	7.14	7.19	7.12	7.16	7.18	7.17	7.14	7.22	7.15	7.17	7.26	7.21	7.19	7.2	7.17	7.18	7.23	7.21	7.19	7.19	7.20	7.16	7.14	7.21	7.23	7.23	7.15	7.10	7.11	7.19	215.39	7.18
FAC - Treated Water	mg/l	0.2 to 4	2.51	2.42	2.40	2.40	2.44	2.50	2.48	2.42	2.28	2.36	2.38	2.40	2.50	2.54	2.50	2.42	2.42	2.56	2.46	2.52	2.48	2.50	2.52	2.54	2.54	2.44	2.35	2.21	2.26	2.42	73.17	2.44
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.68	2.58	2.56	2.54	2.56	2.70	2.66	2.56	2.38	2.52	2.56	2.52	2.66	2.70	2.64	2.60	2.54	2.82	2.60	2.76	2.78	2.78	2.74	2.66	2.72	2.62	2.64	2.48	2.48	2.62	78.66	2.62
Temperature	C	15	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	5.0	4.0	5.0	5.0	5.0	5.0	5.0	6.0	6.0	5.0	5.0	5.0	5.0	6.0	6.0	6.0	5.0	5.0	5.0	5.0	5.0	6.0	147.0	4.9
Fluoride used (Total Daily Consumption)	kg	n/a	19.0	18.0	18.0	19.0	18.0	18.0	19.0	17.0	18.0	18.0	17.0	18.0	17.0	18.0	20.0	19.0	21.0	19.0	19.0	20.0	20.0	22.0	23.0	21.0	22.0	21.0	22.0	21.0	22.0	20.0	584.0	19.5
Chlorine used (Total Daily Consumption)	kg	n/a	22.0	21	22	23	22	23	22	22	21	23	23	22	22	24	24	25	26	25	24	26	24	25	26	25	25	25	25	24	25	24	710.0	23.7
Soda ash (Total Daily Consumption)	kg	n/a	198.1	193.9	192.5	198.5	196.7	197.1	196.4	194.3	196.4	200.2	197.4	196.4	196.7	209.7	212.5	211.8	216.0	211.4	209.0	218.4	209.3	211.8	219.5	214.2	214.9	214.6	216.3	213.2	223.0	210.0	6189.4	206.3
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	1050.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	198.1	193.9	192.5	198.5	196.7	197.1	196.4	194.3	196.4	200.2	197.4	196.4	196.7	209.7	212.5	211.8	216.0	211.4	209.0	218.4	209.3	211.8	219.5	214.2	214.9	214.6	216.3	213.2	223.0	210.0	6189.4	206.3
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	1050.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.02	0.02	0.05	0.08	0.07	0.06	0.05	0.08	0.06	0.07	0.05	0.08	0.08	0.06	0.07	0.05	0.04	0.04	0.04	0.03	0.04	0.02	0.02	0.04	0.05	0.03	0.05	0.05	0.05	0.05	1.50	0.05
Poly bags added (25 kg bags )	kg					0.5							0.5		0.5							0.5								0.5			75.0	

Flow Data	APRIL	Units	2015		2016		2017	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m <sup>3</sup>		165700		150740		171180	
Raw Maximum Day	m <sup>3</sup>	Friday 17th	6650	Sunday 17th	5360	Saturday 29th	6370	
Raw Minimum Day	m <sup>3</sup>	Thursday 09th	5270	Saturday 30th	4930	Monday 03rd	5500	
Raw Average Daily Consumption	m <sup>3</sup>		5710		5200		5900	
Total Treated Water	m <sup>3</sup>		112830		106740		108330	
Treated Water Maximum Day Consumption	m <sup>3</sup>	Sunday 12th	4260	Wednesday 06th	4330	Thursday 13th	5090	
Treated Water Minimum Day Consumption	m <sup>3</sup>	Tuesday 21st	3390	Saturday 23rd	3080	Friday 28th	3220	
Treated Water Average Day Consumption	m <sup>3</sup>		3760		3560		3610	
Daily Average Per Household Consumption Rate	m <sup>3</sup>		0.99		0.94		0.95	
* Daily Average Per Person Consumption Rate	m <sup>3</sup>		0.47		0.45		0.45	
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L		2.04		2.21		2.24	
Total Chlorine Residual - Treated Water	mg/L		2.32		2.59		2.62	
Aluminum Sulphate - Raw Water	mg/L		35.6		35.0		35.0	
Aluminum Sulphate - Treated Water Residual	mg/L		0.06		0.04		0.05	
Fluoride - Treated Water	mg/L		0.68		0.71		0.58	
Soda Ash - Raw Water	mg/L		37.3		35.0		35.0	
PH - Adjusted	mg/L		7.19		7.42		7.19	
Temperature	C		5.5		4.3		4.9	
Quantity of Chemical Used:								
Aluminum Sulphate	kg		6105.7		5458.3		6189.4	
Polyelectrolyte	kg		62.5		75.0		75.0	
Chlorine Gas	kg		639		645		710	
Soda Ash - Used for PH Adjustment	kg		6398.2		5458.3		6189.4	
Fluoride	kg		365		537		584	

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

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Clean Water and Wastewater Fund Funding Agreement – Second Street Reconstruction**

---

As Council is aware the Town was successful in securing Federal and Provincial funding for the completion of the road reconstruction of Second Street from Mowat Avenue to Portage Avenue through the Clean Water and Wastewater Fund (CWWF).

For the Town to receive these funds the Town must enter into a Transfer Payment Agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario. Administration has reviewed this agreement and confirms that it meets the requirements of the works and funding to be received.

As Council is aware the contract for the works on this block of Second Street has been awarded to BayCity Contractors with works beginning to ramp up June 5, 2017.

Administration recommends that Mayor and Clerk be authorized to execute an agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario for funding under the Clean Water and Wastewater Fund and further that an executing By-Law be prepared.

Respectfully Submitted



Travis Rob, EIT

**Council approval of this report will ensure that Mayor and Clerk be authorized to execute an agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario for funding under the Clean Water and Wastewater Fund and further that an executing By-Law be prepared.**

Manager of Operations and Facilities

2017JuneCWWFAgreement

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Quotation – Parks Lawn Tractors**

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During the 2017 Budget discussions, tendering the purchase of the 3 new lawn tractors at Parks and Cemeteries was brought up. Following the procurement policy, given the value of the anticipated purchase, a request for quotations was sent out to 4 local dealers; DeGagne Equipment of Emo, Stratton Equipment, Border Land Esso of Emo and Badiuk Equipment of Alberton. Quotations were sent out May 15, 2017 and deadline to submit was May 26, 2017. DeGagne Equipment and Badiuk Equipment both submitted quotations which are summarized below.

<b>DeGagne Equipment</b>	<b>New Tractor</b>	<b>Trade Value</b>	<b>Total Cots to Town (plus Tax)</b>
2 – John Deere X390	\$6999.00 each	\$4520.00 each	\$4958.00
1 – John Deere X730	\$15,399.00	\$5650.00	\$9749.00
Subtotal			\$14,707.00
HST			\$1911.91
<b>TOTAL</b>			<b>\$16,618.91</b>

<b>Badiuk Equipment</b>	<b>New Tractor</b>	<b>Trade Value</b>	<b>Total Cots to Town (plus Tax)</b>
2 – Cub Cadet XT3 GSE	\$7600.00 each	\$3000.00 each	\$9200.00
1 – Cub Cadet XT3 GSX	\$8500.00	\$5000.00	\$3500.00
Subtotal			\$12,700.00
HST			\$1651.00
<b>TOTAL</b>			<b>\$14,351.00</b>

The tractors that are being traded in range in age from 2010 to 2013 all with around 1000 hours on them which for this type of machine is end of useful life. These machines are front line equipment within the Parks Board and need to operate reliably for a full 8 hour shift. A review of the quotation specifications showed that the John Deere machines met the specifications other than their quotation is only guaranteed for 30 days not the requested 60 days. The Badiuk Equipment Cub Cadet Machines did not meet the specifications on the following areas: none of the machines had hydraulic deck lift however they all had electronic deck lift. The XT3 GSX did not have the required fuel capacity of 19L, only 12.5L which is of critical importance.

All machines had matching engines, however the Cub Cadet machines did not meet the requirements for some of the duty capacities. The John Deere machines, specifically the larger machine is a much bigger, more robust and durable design that can handle the rigorous work that it will be subjected to. Simply put the John Deere machines are more of a commercial grade unit compared to the Cub Cadet. Further it has the capacities to operate continuously for the entire duration of an 8 hour work day without having to fill up with fuel numerous times. The Parks and Cemeteries garage stocks a small supply of common parts for John Deere machines, most of which are transferrable between different



models which cuts down on expense to stock multiple brands common parts. This also allows repairs to happen quickly in the event of a breakdown limiting the down time of critical equipment.

Given the more commercial quality of the John Deere machines and the general compliance with the quotation specifications and further that the quoted values for the new tractors are within the 2017 Capital Budget allocations, Administration recommends that three new John Deere Tractors are purchased from DeGagne Equipment of Emo per supplied quotation.

Respectfully Submitted

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

Travis Rob, EIT

<p><b>Council approval of this report will ensure that three new John Deere Tractors are purchased from DeGagne Equipment of Emo per supplied quotation.</b></p>
--

Manager of Operations and Facilities

2017JuneParksTractorRFQ

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Adoption of a SOP for the Installation of Portable Piping Systems During an Extreme Wet Weather Event**

---

During the 2014 flood event the Operations and Facilities Division learned a tremendous amount about how the Town's waste water collection system operates under extreme weather events. From this information a standard operating procedure has been developed so that the next time an event of this type occurs, valuable time can be saved getting the systems in place.

Attached to this report is a memo from Mr. Doug Herr, Environmental and Facilities Superintendent and a copy of the draft SOP. This procedure will minimize the impacts from basement flooding to the homeowners in the Town's most susceptible areas. This SOP was developed by Waste Water Distribution Operators within the Operations and Facilities Division in conjunction with the Waste Water Treatment Operators with Ontario Clean Water Agency (OCWA) that operate the Town's Waste Water Treatment Plant.

Administration recommends that the attached Standard Operating Procedure for the Installation of Portable Piping Systems during and Extreme Wet Weather Event be approved by Council.

Respectfully Submitted



Travis Rob, EIT

<p><b>Council approval of this report will ensure that the attached Standard Operating Procedure for the Installation of Portable Piping Systems during and Extreme Wet Weather Event be approved</b></p>
---

Manager of Operations and Facilities

2017JuneSOPPortablePipingSystems

# Memo

**To:** Travis Rob, E.I.T.  
Manager of Operation & Facilities

**From:** Doug Herr,  
Supt. Environmental & Facilities

**CC:**

**Date:** Friday, May 26, 2017

**Re:** "Policy" – SOP for the Installation of Portable Piping Systems during an Extreme Wet Weather Event.

Travis,

Find attached a document "Standard Operating Procedure for the Installation of Portable Piping Systems during an Extreme Wet Weather Event" outlining the protocols to follow during an extreme wet weather event that has the potential to cause flooding to the Town's sanitary sewage system. A draft of the policy had been circulated, reviewed, discussed and tested (2014 Flood Event) with the Water Operators including myself. Their input/remarks have been considered and incorporated into this document.

I would therefore ask that you review the document and if acceptable take the necessary steps to incorporate it as an addition to Town's policies and procedures.

If you have any questions regarding the above feel free to contact the undersigned.



Doug Herr

Attachment: SOP for the Installation of Portable Piping Systems during an Extreme Wet Weather Event

# The Corporation of the Town of Fort Frances

## Operations & Facilities Division

<u><i><b>The Town of Fort Frances</b></i></u>	<b>SECTION</b>
	OPERATIONS & FACILITIES DIVISION – WASTEWATER AREA
<u><b>Standard Operating Procedure for the Installation of Portable Piping Systems during an Extreme Wet Weather Event.</b></u>	<b>REVISED</b>
<u><b>POLICY</b></u>	<i><b>Draft</b></i>
Resolution No.	<del>Supercedes Resolution No.</del>
Policy Number:	<b>PAGE 1 of 4</b>

### 1. PURPOSE:

To provide a procedure which outlines the events and responsibilities of Town employees for the implementation of a portable piping system during an extreme wet weather event.

### 2. RESPONSIBILITY:

All individuals in the Operations & Facilities Division workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in the policy.

### 3. A. GENERAL:

- 1) The Town of Fort Frances' sanitary sewage system is highly influenced by rainfall events. As a result of extreme wet weather conditions and the potential flooding of the sanitary sewage collection system a contingency plan has been developed to relieve the hydraulic loading of the system. Several operational adjustments were identified as viable options with two areas noted as major impact to adverse sanitary sewer performance, the Fifth Street Catchment Area and Lift Station and the Church Street Catchment Area and Lift Station. Therefore, to provide system relief from potential flooding events a portable pumping system(s) is to be implemented.
- 2) The Fifth Street Lift Station wet well, at flood level will trigger a high-level alarm within the Wastewater Treatment Plant. During regular work hours, the Wastewater Treatment Plant personnel will notify the Environmental & Facilities Superintendent or Designate of the situation. After regular work hours, the Wastewater Treatment Plant personnel will notify the Public Works after Hours On-call at **275-9754**. This will trigger a sequence of events that will help relieve the sewage flooding impact to the community. If the situation arises after regular work hours the After Hours On-call person is to notify the following:

Travis Rob, Manager of Operations & Facilities

274-9893 (work)  
275-9757 (cell)

Doug Herr, Environmental & Facilities Supt.

274-9893 (work)  
275-5254 (cell).

- 3) Contact the following immediately and fill-out/fax the appropriate written documentation in due course;
- The Ministry of the Environment – Spills Action Centre
    - During regular working hours – 1-800-875-7772
    - After regular working hours – 1-800-268-6060
  - The Local Medical Officer of Health;
    - Toll free – 1-800-461-3348
    - Local No. 274-9827/275-9480

Emergency Contact for Couchiching First Nation

- Couchiching F.N. – Charles Friday
    - During regular working hours – (807) 274-0061 (home)
    - After regular work hours – (807) 271-4541 (cell)
- 4) Crew members are to wear the appropriate personnel protective equipment (PPE), ie. a garment (vest), safety work boots, hardhat, etc. as required under the Ontario Health & Safety Act and Regulations and Town policies.

## **B. PROCEDURE:**

- 1) Upon notification, the Environmental & Facilities Superintendent or Designate will notify Couchiching First Nation to set up their portable pumping system to divert sewage from the Town's system. If unable to contact someone from Couchiching First Nation the Environmental & Facilities Superintendent or Designate shall put together a crew to set up the portable pumping system at sanitary manhole S04050 (See Appendix A for location). Within this manhole is a level marker, affixed to wall of manhole which the crew supervisor is to visually use to verify the sewage level. Level marker is set two metres above lowest invert elevation. Where sewage levels are near or at the level marker, the portable pumping system shall be put into operation. (Downstream water users are to be notified of sewage effluent being discharge into Rainy River)  
**THIS STEP ONLY TAKES PLACE IF COUCHICHING F. N. CANNOT BE CONTACTED.**
- 2) Church Street Lift Station catchment area is also vulnerable to extreme wet weather conditions. Once sewage effluent coming from Couchiching First Nation is diverted for the Fifth Street Lift Station catchment area a crew is to set up a pumping system at the intersection of Nelson Street and Minnie Avenue. When the Church Street Lift Station reaches high level alarm the Wastewater Treatment Plant personnel will contact the crew supervisor advising him of the situation. This will trigger pumping operations, relieving the pressure on the sanitary collection system and potential basement flooding in this area.
- 3) Immediately thereafter another pumping system is to be set up at the intersection of First Street East and Minnie Avenue. The sanitary effluent within the sanitary manhole (S03012) is to be monitored ensuring that levels do not rise beyond the two (2) metre mark, measured down from the top of the manhole. When this situation arises then pumping operations shall commence immediately.

- 4) If traffic is to be affected, the crew supervisor shall put together a Traffic Protection Plan in accordance with Book 7 of the Ontario Traffic Manual (OTM) providing warning, reduced speed and traffic control signage. Provide flag men as necessary.
- 5) Communication on site shall be by radio, hand held or vehicle.
- 6) A crew, comprising of two (2) personnel, minimum are to set up the portable pumping system as follows:
  - i. Situate the portable pumping unit at a location near the sanitary manhole (See Appendix B for location).
  - ii. Place the pump inlet piping into the manhole ensuring that it is secured. Ensure that inlet piping is approximately one-half (1/2) metre from the manhole bottom. (Confined Space Entry protocols are to be followed if entering the manhole)
  - iii. Place the discharge piping along surface of the ground and place outlet into the nearest storm catch basin/storm manhole. Secure discharge pipe from being dislodged during operation.
  - iv. **No chlorination** of the sewage effluent is required during the by-passing operations.
- 7) Prior to starting pump operations, the crew supervisor shall take and record the following information:
  - i. Location (from which sanitary manhole)
  - ii. Date and time of event
  - iii. Personnel on site
  - iv. Sewage effluent being discharged to (Storm, ditch, etc. – location)
  - v. Number of pumps running
  - vi. Initial Time – start of pump operations (each pump)

Start pumping operations.

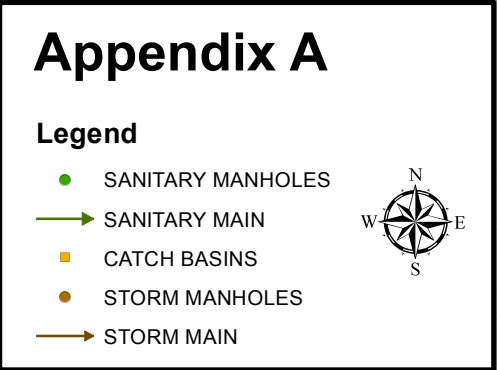
- 8) Crew members are to be posted as follows; two (2) at the site of pumping operations to insure operational functions of the pumping are not compromised and to insure effluent levels do not approach/exceed the high-level marker. If the sewage level in manhole (S04050) continues to draw near to the level marker or the Church Street Lift Station remains above high level the pumping discharge rate can be adjusted accordingly.
- 9) When the effluent flow rate appears to have subsided or has maintained a constant level within manhole S04050, well below the level marker, and/or Church Street Lift Station pumping operations can stop. Upon completion, the crew supervisor is to read and record the following information:
  - i. Date and time of event
  - ii. Final Time – end of pump operations (each pump)
  - iii. Any relevant information/notes pertaining to the pumping operations
- 10) Volumes of sewage effluent are to be calculated for each pumping station location. The volumes are to be reported to the personnel at the Wastewater Treatment Plant. They are to record these volumes as a plant by-pass event.

- 11) All pertinent information regarding the pumping operations will be logged by the Wastewater Collection Operator in the wastewater collection logbook. Also, information will be recorded In the GIS database and in the respective property files within the Operations & Facilities Division – Public Works Office.

Attachments: Appendix A – Pumping Station - Sanitary Manhole S04050 to Storm Catchbasin CB48019.  
Appendix B – Pumping Station - Sanitary Manhole S03012 to Storm Manhole D24036.



## Pumping Station - Sanitary Manhole S04050 to Storm Catchbasin CB48019









**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**March 2017**

**STAFFING**

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

	2016	2017
WSIB	0.00	0.00
WI/LTD	0.00	23.00
SICK DAYS	14.88	16.00
COMPASSIONATE LEAVE	0.00	8.00
FLOATERS	9.00	7.00
VACATION	29.00	31.00
BANKED TIME USED	8.63	7.75
OFF	0.63	0.00
STATUTORY HOLIDAYS	0.00	0.00
<b>TOTAL</b>	<b>62.14</b>	<b>92.75</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2016	2017	2016	2017
	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	4.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	0.00	1.50	0.00
PRIVATE WORK	8.00	0.00	0.00	3.00
RECYCLE/GARBAGE	1.50	0.00	2.25	9.25
ROADS	68.75	0.00	202.50	172.25
SEWER COLLECTION	63.50	3.00	69.50	42.50
SIDEWALKS	0.00	0.00	18.75	42.00
STORES	0.00	0.00	24.00	16.75
VEHICLE & EQUIPMENT	0.00	0.00	15.00	4.00
WATER TREATMENT PLANT	29.75	10.25	152.25	24.25
WATER DISTRIBUTION	51.75	1.50	133.75	36.25
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	0.00	2.25
<b>TOTAL</b>	<b>227.25</b>	<b>14.75</b>	<b>619.50</b>	<b>355.00</b>

# **TRANSPORTATION REPORT**

## **March 2017**

### **ROADS:**

#### **Storm Water Management – Urban:**

- Steamed catchbasins to get water moving
- Flushed storm sewers and laterals to get water moving.

#### **Storm Water Management - Rural:**

- Steamed culverts to get water moving
- Flushed culverts to get water moving

#### **Hard Top Maintenance:**

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

#### **Loose Top Maintenance:**

- Graded Eighth Street
- Started grading all loose top roads and lanes

#### **Roadside Maintenance:**

- Cut and removed tree at 755 Riverview Drive
- Tree trimming along lanes and boulevards

#### **Winter Control:**

- One event on March 7, 2017
- Plowed all roads and lanes as required
- Sanded/salted roads as required
- Removed snow from Memorial Sports Centre Parking Lot
- Removed snow from south side of Gillon Street
- Removed snow from deadends
- Removed snow from lane piles
- Plowed lower river boat launch March 9
- Cut ice to curb and cleaned up along Water Front
- Night shift ended on Friday March 24<sup>th</sup>
- Pushed up piles at snow dump as required

**Traffic Operations:**

- Repaired and replaced signs as required.
- Replaced 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.

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

- Cleaned snow and ice from Civic Centre sidewalks
- Cleaned snow and ice from downtown corners
- Cleaned snow and ice from underpass sidewalks

**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:**

- Delivered 10 barricades to the Library Parking Lot for snow
- Delivered 4 no parking signs to the Memorial Sports Centre for Ambulance Parking at the All Ontario High School Hockey Championships

**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 and cleaned sanitary sewer mains.

**Interdepartmental:**

- Removed snow from the Memorial Sports Centre parking lot
- Removed snow from the Library Parking lot
- Removed electronics from Civic Centre on March 30<sup>th</sup>
- Scott Gosman provided coverage for vacation at the Airport March 1, 2, 8, 9, 28, 29, 30 and 31<sup>st</sup>.
- Darrell Crowe read water meters March 1 and 2
- Darrell Crowe read hydro meters March 31<sup>st</sup>

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Cleaned up recycling yard as required.

**Training:**

- All Public Works employees completed Online WHMIS Training

**Health & Safety:**

- A Tailgate Talk was held on March 30<sup>th</sup>.

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**April 2017**

**STAFFING**

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

	<b>2016</b>	<b>2017</b>
WSIB	0.00	0.00
WI/LTD	21.00	5.00
SICK DAYS	12.38	8.06
COMPASSIONATE LEAVE	1.00	3.00
FLOATERS	1.00	4.50
VACATION	40.75	21.13
BANKED TIME USED	6.53	10.38
OFF	0.50	0.00
STATUTORY HOLIDAYS	0.00	0.00
<b>TOTAL</b>	<b>83.16</b>	<b>52.07</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	<b>2016</b>	<b>2017</b>	<b>2016</b>	<b>2017</b>
	<b>April</b>	<b>April</b>	<b>Year To</b>	<b>Year To</b>
			<b>Date</b>	<b>Date</b>
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	2.50	2.50
ENGINEERING	0.00	0.00	4.00	0.00
INTERDEPARTMENTAL	0.00	0.00	9.00	0.00
PRIVATE WORK	0.00	2.25	8.00	5.25
RECYCLE/GARBAGE	4.00	4.00	21.50	13.25
ROADS	8.00	4.00	166.75	176.25
SEWER COLLECTION	16.00	24.00	124.25	66.50
SIDEWALKS	0.00	0.00	3.00	42.00
STORES	0.00	0.00	30.00	16.75
VEHICLE & EQUIPMENT	4.00	0.00	4.00	4.00
WATER TREATMENT PLANT	9.25	5.50	161.75	29.75
WATER DISTRIBUTION	4.00	40.75	233.75	77.00
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	0.00	2.25
<b>TOTAL</b>	<b>45.25</b>	<b>80.50</b>	<b>768.50</b>	<b>435.50</b>

# **TRANSPORTATION REPORT**

## **April 2017**

### **ROADS:**

#### **Storm Water Management – Urban:**

#### **Storm Water Management - Rural:**

- Installed a culvert on Calder Drive by the Vanjura ballfield to drain a low lying area

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Continued with initial sweep of all Town roads – two (2) 10 hour shifts Monday to Thursday
- Downtown area and Front Street swept once weekly.

#### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Continued initial spring grading of all lanes

#### **Roadside Maintenance:**

- Continued tree trimming along lanes and boulevards
- Landscaped several areas where there was damage caused by winter plowing and snow removal along roadways and sidewalks

#### **Winter Control:**

- One (1) event April 26
- Plowed roads as required
- Sanded/salted roads as required

#### **Traffic Operations:**

- Repaired and replaced signs as required.
- Replaced 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.

**Private Work:**

- Installed a culvert for a Private Crossing at 170 Eighth Street West on April 20<sup>th</sup> and 21<sup>st</sup>

**Sidewalks – Winter:****Sidewalks – Summer:**

- Swept sand/salt from sidewalks along priority routes
- Swept islands, parking lots and Downtown corners
- Swept sidewalks on overpass and underpass

**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.
- Flushed and cleaned sanitary sewer mains.

**Interdepartmental:**



- Vacuum excavated for a pole installation (FFPC) at 220 Third Street East on April 4<sup>th</sup>
- Scott Gosman provided coverage for vacation, etc. at the Airport April 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> and again on April 27<sup>th</sup> and 28<sup>th</sup>

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Repaired back wall in the recycling building

**Training:****Health & Safety:**

- A Tailgate Meeting was held at the Public Works Building on April 27<sup>th</sup>
- A Workplace Inspection was done at the Public Works Shop on April 5<sup>th</sup>
- A Workplace Inspection was done at the Water Treatment Plant on April 5<sup>th</sup>

Milt Strachan,  
Superintendent of Transportation

Sewer & Water Data for 2017

up-dated June 2, 2017

Month	Days per month	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017-2016	2017-2016	2017	2017
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average
		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	174745	5636.94	13111	422.94	7.50%	114550.0	3695.2	10605.0	342.1	9.26%	-3560.0	-1965.0	60195.0	1941.8
February	28	174956	6248.43	13811	493.25	7.89%	103680.0	3702.9	10605.0	378.8	10.23%	-6570.0	17839.0	71276.0	2545.6
March	31	223183	7199.45	15572	502.32	6.98%	113560.0	3663.2	10785.0	347.9	9.50%	-4500.0	-8182.0	109623.0	3536.2
April	30	256759	8558.63	15613	520.43	6.08%	108330.0	3611.0	10785.0	359.5	9.96%	1590.0	2888.0	148429.0	4947.6
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-118580.0	-210253.0	0.0	0.0
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-120190.0	-274216.0	0.0	0.0
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-126030.0	-252416.0	0.0	0.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-137500.0	-190658.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-104260.0	-180285.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-103050.0	-181205.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96940.0	-169075.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108030.0	-187407.0	0.0	0.0
Total	365	829643		58107			440120.0		42780			-927620.0	-1634935.0	389523.0	1067.2
Monthly Average												-77301.7	-136244.6	32460.3	1080.9
daily Average															

**TOWN OF FORT FRANCES**  
**Operations and Facilities Division - Environmental Area - Operations Statistics**  
**(March 2017)**

**STAFFING:**

See Operations Statistics (March) 2017 prepared by M. Strachan, Superintendent of Transportation

**OVERTIME HOURS** - Equivalent Straight Time Hours

See Operations Statistics (March) 2017 prepared by M. Strachan, Superintendent of Transportation

**WATER DISTRIBUTION:**

Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: Two (2)
  - 1408 Eighth St. E. (March 6 and March 30, 2017) - Private Work

Water Service Repairs:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Sixteen (16)
  - 310 Sinclair St., 1205 Elizabeth St., 522 Nelson St., 825 Huffman Crt., 307 Minnie Ave. (2)
  - 1016 Cornwall Ave. N., 713 Third St. W., 1022 Williams Ave., 832 Huffman Crt.,
  - 920 Williams Ave., 634 Second St. W., 838 Third St. E., 201 Eighth St. (2) & 638 First St. W.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 515 Portage Ave.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Seven (7)
- 338 Scott St., 861 King's Hwy., 210 Third St. E., 1225 Colonization Rd. W., 511 Holmes Ave.
- 515 Portage Ave. and 505 McIrvine Rd.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Installed/replaced hydrant markers on several fire hydrants throughout the Town
- March 8, 2017 - WHMIS training for the water/sewer operators at Public Works
- March 14, 2017 - Connection inspection of the water service at 307 Minnie Ave.
- March 29, 2017 - commenced the Municipal Lead Testing Program.

**WATER TREATMENT PLANT:**

- March, 2017 - In receipt of the Water Treatment Plant Monthly Report.
- March 9, 2017 - WHMIS training for the staff at the water treatment plant

**SEWERAGE COLLECTION:**

Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: Two (2)
- 401 Mowat Ave. and 1108 Christie Ave.

Other Information:

- Cleaned Eight (8) plugged sewer services at the following locations:
  - 419 Second St. E., 737 Thompson St., 500 Scott St., 920 Fifth St. E. (2), 601 Second St. E., 1221 Third St. E. and 1101 Victoria Ave.
- Commenced flushing/cleaning of the sanitary sewer mains (dead ends and trouble areas)
- March 9, 2017 - Televisé sanitary sewer service at 605 Crowe Ave.
- March 13, 2017 - Flushed/cleaned the sanitary sewer main on Jourdain Cresc. for Couchiching FN.
- March 29, 2017 - Televisé sanitary sewer service at 509 Victoria Ave.

**WASTE-WATER TREATMENT FACILITY:**

- In receipt of the Wastewater Treatment Facility Monthly Report for March 2017.

**WASTE MANAGEMENT:**

Garbage Collection:

- Number of complaints regarding garbage collection:
  - Town - 0 complaints, Asselin's - 3 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales not functioning properly during this period.

- Amount of residential waste delivered to the landfill:
  - 149,380 kgs (149.388 tonnes)
- Amount of ICI waste delivered to the landfill:
  - 309,460 kgs (309.46 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
  - Town - 0 complaints, Asselin's - 3 complaints
- Amount of recycled waste diverted from the landfill:
  - Emterra: January - 39.86 tonnes, February - 25.94 tonnes and March - 49.34 tonnes

Prepared By: J-L H-

Environmental & Facilities Superintendent

Date: 30-05-2017

**TOWN OF FORT FRANCES**  
**Operations and Facilities Division - Environmental Area - Operations Statistics**  
**(April 2017)**

**STAFFING:**

See Operations Statistics (April) 2017 prepared by M. Strachan, Superintendent of Transportation

**OVERTIME HOURS - Equivalent Straight Time Hours**

See Operations Statistics (April) 2017 prepared by M. Strachan, Superintendent of Transportation

**WATER DISTRIBUTION:**

Water Main Breaks:

- Number of water main breaks: One (1)
- First St. W. at Wright Ave.

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of main valve repairs: One (1)
- In front of 624 Second St. W.

Main Valve Replacements:

- Number of main valve replacements: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water main valve repairs: One (1)
- 145 Hudson Dr.

Water Service Terminations:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Twenty-two (22)
  - 1002 River Rd. W., 919 Frenette Ave., 331 Second St. E., 625 Nelson St. (5), 1242 Colonization Rd. W.
  - 729 Church St., 540 King's Hwy., 204 Second St. E. (2), 622 Third St. E., 928 Frenette Ave., 1025 River Rd. W
  - 516 Third St. W., 533 Scott St., 232 Second St. E., 1007 Williams Ave. and 546 Scott St. (2)

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: Two (2)
  - 540 King's Hwy. and 411 McIrvine Rd.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Two (2)
  - 924 Fifth St. E. and 540 King's Hwy.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Replaced missing and faded markers on fire hydrants.

**WATER TREATMENT PLANT:**

- April, 2017 - In receipt of the Water Treatment Facility Monthly Report.
- April 4 & 5, 2017 - Completed lead testing in the plumbing (40), commercial (4) and in the distribution system (8)

**SEWERAGE COLLECTION:**

Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Main Repairs:

- Number of sewer main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Sewer Service Terminations:

- Number of sewer service repairs: None

Sewer Service Replacements:

- Number of sewer service repairs: None

Other Information:

- Cleaned eleven (11) plugged sewer services at the following locations:
  - 1201 Idywild Dr. (2), 1000 First St. E., 145 Sixth St. E., 709 Scott St., 537 Third St. W.,
  - 232 Second St. E., 916 Christie Ave. N., 1309 Emo Rd., 306 Mosher Ave. and 360 Church St.
- Traced various building sewer services.
- CCTV inspected building sewer services at 1201 Idywild Dr., 232 Second St. E., 916 Christie Ave. N. and 949 Phair Ave.
- Preformed connection inspection at 325 Sixth St. W.

**WASTE-WATER TREATMENT FACILITY:**

- April, 2017 - Received the Wastewater Treatment Facility Monthly Report.

**WASTE MANAGEMENT:**

Garbage Collection:

- Number of complaints regarding garbage collection:
  - Town - 0 complaints, Asselin's - 2 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
  - 217,260 kgs (217.26 tonnes)
- Amount of ICI waste delivered to the landfill:
  - 405,170 kgs (405.17 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
  - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
  - Emterra: April - 33.60 tonnes

Prepared By: \_\_\_\_\_

*[Signature]*

Environmental & Facilities Superintendent

Date: \_\_\_\_\_

*05-06-2017*