



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - October 2021

Meeting Date: November 23, 2021

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
- Assisted contractors and other departments as required:
 - Legislative Services with 2021 Election signage and set up.
 - Communications with locating and installation of signage for Wayfinding Project.
 - Fleet Maintenance with preparation of winter snow removal equipment.
- Laneway grading; ongoing.
- 2021 Maintenance Contracts:
 - Sidewalk Repair Program was awarded to Superior Industries Inc.; complete.
 - Highway Line Painting was awarded to AAA Striping & Seal Coating Service; complete.
 - Asphalt Patching was awarded to Laredo Trucking Inc.; complete.
 - Spray Patching was awarded to Read on Roads Inc.; complete.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics – completed 40 work orders for various departments.
 - Operators – completed 0 work orders for various departments.
 - Contracted Services - 25 work orders were contracted out for various departments.
 - Outstanding – 69 work orders are outstanding for various departments.
- Fuel Consumption:
 - 5,838 liters of gas was dispensed into fleet vehicles for the various departments over 83 transactions.
 - 14,661 liters of diesel was dispensed into fleet vehicles for the various departments over 109 transactions.



Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Monthly Transit Reports; ongoing.
- City events to be promoted on Infotainment TVs; ongoing.
- Covid-19 response; ongoing.
 - Weekly fogging/disinfecting of entire bus along with daily wipe downs of high touch areas;
 - Hand sanitizer installed for passengers;
 - Driver barriers have been installed;
 - Masks still mandatory on Public Transit as per Chief Medical Officer of Health:
 - Masks provided on the buses for riders;
 - Signage on the buses and in shelters;
 - Infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 24 work orders for building maintenance services for various departments.
- Weekly building inspections; ongoing.
- Winter servicing of HVAC systems in all City buildings; ongoing.
- Winterization of outdoor facilities; complete.
- Facility Maintenance Contracts:
 - LD Septic - septic tank cleaning at the Airport, Transfer Station and Imperial Park; monthly.
 - Electric Services – Energy Centre Phase 3 roof heat tape upgrade; ongoing.
 - Electric Services - Energy Center light panel upgrade; ongoing.
 - Ansell's Refrigeration & Heating Ltd. - Boiler Maintenance at applicable City Facilities; ongoing.
 - Mercks Flooring – Reid Field House floor repair; complete.
 - North Arena – bleachers/plant upgrade; ongoing.
 - Western Roofing – Airport and North Outdoor Rink shingle replacement; ongoing.



ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
 - 267 tonnes of waste was collected at the curb in October.
 - 28 tonnes of recyclables was collected at the curb in October.
- Transfer Station and Landfill summer hours are from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2021 to October 31, 2021)
 - 322 tonnes of C&D material was disposed of in the Class III Landfill in October.
- Class III Landfill Operations contract with DD Contracting & Construction Ltd.; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF):
 - Sorting and bailing materials collected at the new MRF; ongoing.
 - 166 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) received at the MRF in October.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
 - 20 tonnes of recyclables was collected from the Recycle Drop-off's in October.
- Covid -19 response; ongoing.
 - Sanitizing scale house credit/debit card machines frequently.
 - Use of additional PPE for manual pickup – masks and frequent sanitation of gloves and the driver's cabin.

Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely responses to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- 2 (two) emergency underground repairs were completed in October.
- Winterizing of Hydrants; complete.
- Repairing out of service hydrants; in progress.
- Covid-19 response; ongoing.

Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.



- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- WTP produced 256,525m³ of potable water in October of which 131,199m³ was distributed to the City of Cold Lake.
- Repairs to membranes and the 180 day performance test; ongoing.
- Lagoon maintenance; ongoing.
- Additional wastewater sampling at the lagoon for the MBBR project; ongoing.
- Covid-19 response; ongoing.

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Worked on securing a contract for Asset Optimizer software to replace MDW.
- Re-creating Road Asset IDs to eliminate duplicate dataset for roads.
- Worked on creating records for new infrastructure assets from new capital projects.
- Resolved Cityworks external email issue.
- Designed crystal report for service request summary.
- Followed up with IDS Asset Optimizer approval
- Followed up on GNSS Receiver purchase.
- Continue entering assets into GIS database from as-builts.
- Preparing shallow utilities layer for the Infrastructure Web Map.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

July, August, September, and October meetings were cancelled.

On November 1, 2021 there was an Organizational Meeting followed by a Regular Meeting in City Hall Council Chambers.

Agenda items included:



Organizational Meeting:

- Appointment Overview
- Appointment of Chair and Vice Chair

Regular Meeting:

Old Business:

- Cold Lake Regional Water Supply Expansion
- Wastewater Treatment Facility MBBR Project

Next meeting is scheduled for November 22, 2021.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer