



TOWN OF
PEACE RIVER
ALBERTA



ENGINEERING AND INFRASTRUCTURE DEPARTMENT ANNUAL REPORT – 2019

TO: Town of Peace River Mayor and Council

DATE: 30 Jan 2020

File: 12/201

DIRECTORS NOTES**GENERAL**

The Director of Engineering and Infrastructure reports to the CAO. The Department consists of the following:

Chief Administrative Officer

Director of Engineering and Infrastructure

Administrative
Assistant

Engineering
Technologist

Planning and
Development

Public Works

Water and
Wastewater
Operations

In addition to the management of the above departments, the Director also maintains the Town's Engineering Permit to practice with the Association of Professional Engineers and Geoscientists of Alberta (APEGA). In 2019, the Director drafted the Town's Professional Practice Management Plan as per APEGA's requirements.

2019 proved again to be a challenging year in terms of staffing. Several long-term employees departed Public Works including the Superintendent of Public Works. This required the Director to step in and have an active role in managing that department. Staffing to normal levels continued through 2019 including hiring a new Superintendent in September 2019.

During 2019, the Director also worked on the following initiatives:

- Asset Management Policy and Plan
- Snow and Ice Management Policy;
- Water System Maintenance Directive;
- Neighbourhood Infrastructure Renewal Policy; and
- Reviewing off site levies with Corporate Services.

**HUMAN RESOURCES**

This year saw the hiring of 6 new staff to fill existing vacancies. One of these vacancies was in Water Operations and the other four were within Public Works and one in Facilities Maintenance.

Also, one staff was hired to fill the Manager of Planning and Development position with Engineering.

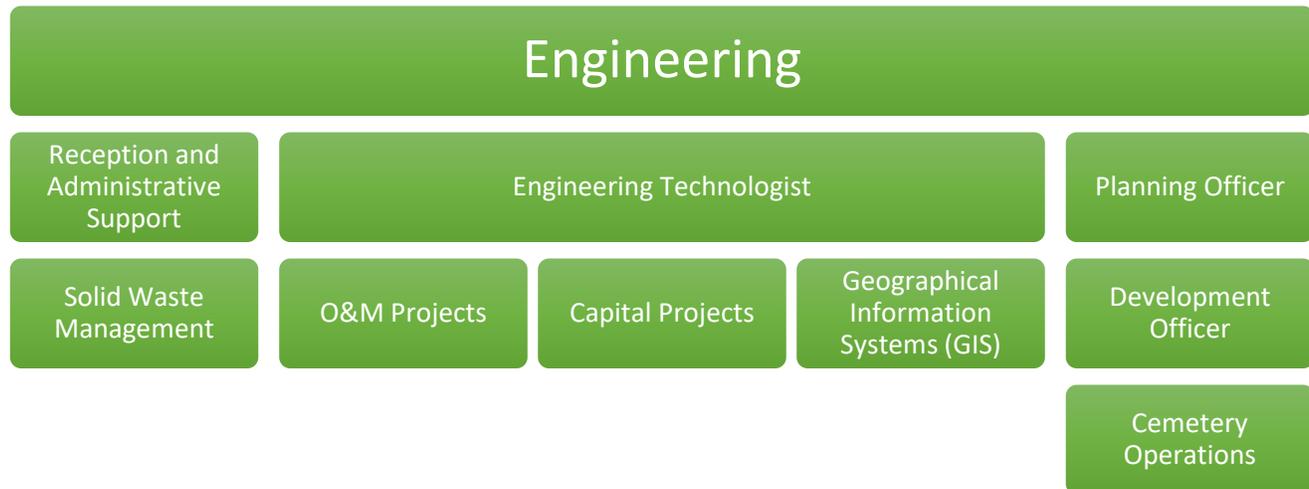
At the end of 2019, hiring for the following open positions in Engineering and



Infrastructure was underway:

- Machine Operator 3 Lead;
- Machine Operator 3; and
- Facilities Maintenance Worker 2/3.

ENGINEERING ADMINISTRATION



The Department employs one Administrative Assistant who handles front desk reception and administrative support for the Engineering Department. This support includes assisting the Director with financial reporting and fleet lease agreements.

SOLID WASTE MANAGEMENT

The Administrative Assistant also assists the Director in administering the solid waste and recycling management contract.

Through GFL Environmental, the Town collects solid waste from 2096 residences weekly and transfers this waste to the regional landfill. In addition to weekly solid waste pickup, curbside recycling is also picked up once a week.



2019 was a significant improvement in contract performance with 114 reported concerns from residents. In comparison, in 2018, the department received 283 concerns that were resolved which was a significant increase from 2017 where we received 189 concerns.

The existing contract expires on 31 May 2020 and will see an RFP for services being issued in February 2020.

ENGINEERING TECHNOLOGIST

The Department coordinates the design, tendering and construction of the Towns infrastructure from small maintenance projects to large multimillion dollar capital projects. The Department typically engages external engineering consultants and contractors for the design and construction of larger projects.

In addition to the Director, the Town employs a full time Certified Engineering Technologist (C.E.T.) who is registered with ASET.

The Engineering Technologist is responsible for:

- Capital Project administration;
- O&M project administration;
- Technical support for other departments; and
- Graphical Information Systems (GIS) Services.

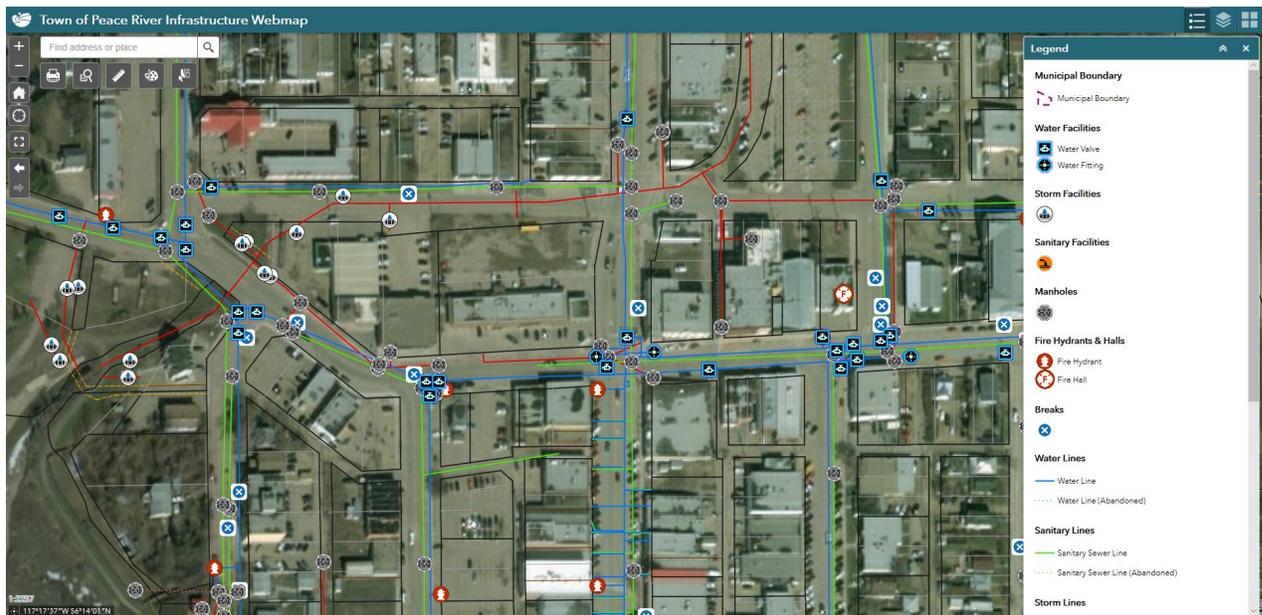
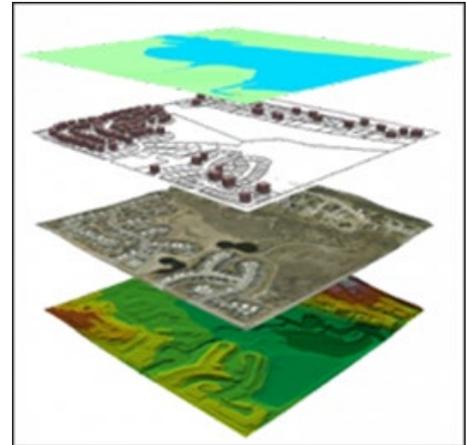


GEOGRAPHICAL INFORMATION SYSTEM (GIS)

The Engineering Technologist maintains the Town's Graphical Information System (GIS) which includes facility mapping and asset management of the Town's road, water and sewer system infrastructure in addition to land use and assessment data. The Town currently provides public access to this system for the benefit of residents and commercial businesses. The Department also retains external assistance in maintaining its Geographical Information System (GIS) for specialized projects.

In 2019 it acquired updated photogrammetry to augment their GIS system, and the Town began sharing the GIS system with its residents and is currently available on the Town website.

Moving forward into 2020, GIS and Planning will be brought in house with the end of the contract with MMSA.



Town of Peace River Infrastructure Map

OPERATIONS AND MAINTENANCE ENGINEERING

The department coordinates operations and maintenance projects in conjunction with other departments. Where possible in-house staff are used to complete the work. Where there is a requirement for additional staffing of expertise not available within town resources outside contractors are retained.



In 2019, this included engineering support for:

- Regional Pool;
- Water Treatment Plant;
- Wastewater Treatment Plant;
- Town Hall; and
- Public Works.

In 2019 the following operating projects were completed:

- Intermunicipal Development Plan (IDP) Project;
- Davit arm installer to complete work at WTP;
- Fleet vehicle leasing contract;
- Asphalt repairs for water breaks and sewer repairs;
- Water treatment plant boiler repairs;
- Pool shutdown maintenance; and
- Maintenance bridge for the pool clarifier tank.

Operating projects currently in progress are:

- Misery Mountain Ski Hill Pump Skid.

CAPITAL PROJECTS

The Department coordinates the design, tendering and construction of the Towns infrastructure from small maintenance projects to large multimillion dollar capital projects. The Department typically engages external engineering consultants and contractors for the design and construction of larger projects.

This year saw the completion of the following capital projects:

- Neighbourhood Infrastructure Renewal Project 2018;
- Hazmat Assessment and abatement for Old Arena (prior to abatement and demolition);
- First Nations/Metis flag poles project;
- WWTP Sludge Press replacement project;
- Pool Hot Water Tank Upgrade;
- PRRC Security System project; and
- Purchase of a gravel truck adapted for snow operations.



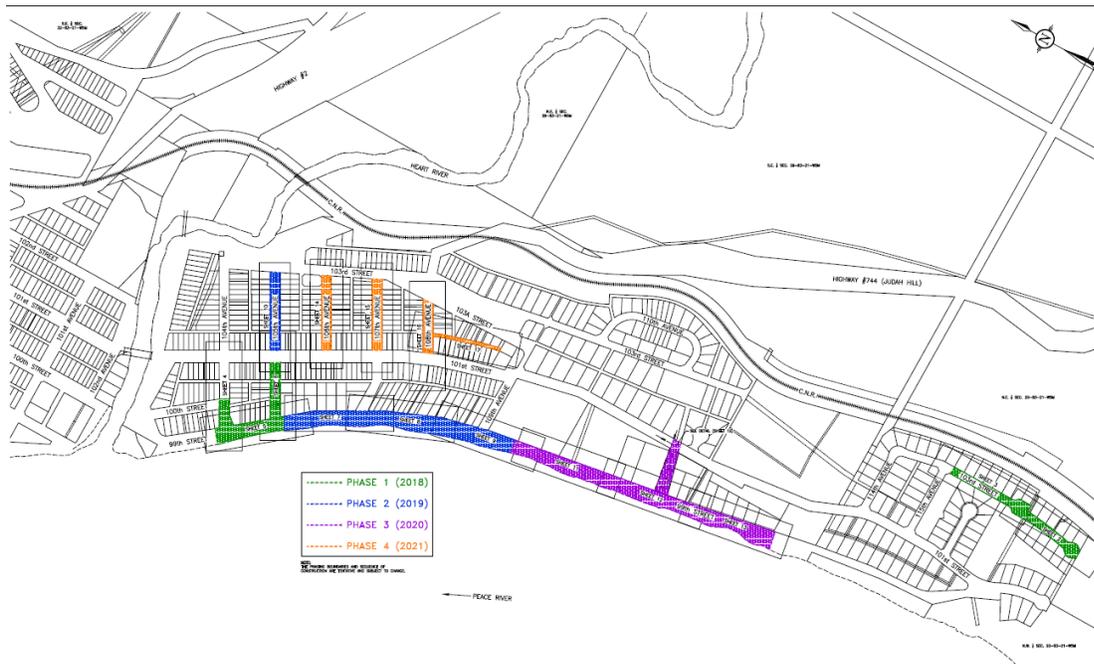
Capital projects currently in progress are:

- Neighbourhood Infrastructure Renewal (NIR) project;
- Crosswalk design for 94th and 98th Streets;
- Regional Waterline project (Dixonville feeder) with County of Northern Lights;
- Peace Regional Recreation Centre;
- PRRC Audio/Visual project; and
- Reservoir 365 Replacement project.



In 2019, Engineering worked on design for upcoming tenders on:

- Neighbourhood Infrastructure Renewal Project 2020-2021;
- Shaftesbury Sanitary Sewer System Parts 1 and 2 (2020 Project);
- Lift Station No. 4 (2020 project); and
- Water and Waste Water Security System Upgrade.



2018-2021 Neighbourhood Renewal Program

PLANNING AND DEVELOPMENT

PLANNING OFFICER

The Planning Officer is responsible for the administration of the following activities:

- Land use planning and policy;
- Drafting amendments and updates to Land Use Bylaw (LUB);
- Subdivision applications and appeals;

- Strategic planning;
- Participate in Municipal Planning Committee (MPC) meetings;
- Providing development permit review support for complex or unique applications; and
- Downtown beautification.

Mackenzie Municipal Services Agency (MMSA) as part of their support to the Town of Peace River, acts as the Subdivision Approval Authority having Jurisdiction (AHJ) for the town and provides Planning Officer Services two days a week in the Town of Peace River office and support services as required (ie. Town Council and Governance and Priority meetings).

In 2019 the Department worked in transitioning responsibility for Planning and the Subdivision Approval Authority from MMSA to the Town. In 2020, these responsibilities will fall under the Manager for Planning and Development.

2019 saw the completion of a number of activities including:

1. Intermunicipal Development Plans
 - Finalization and adoption of an intermunicipal development plan with each neighbouring rural municipality.
2. Land Use Bylaw Amendments
 - Continued the process to refresh the Land Use Bylaw. Completed an initial land use bylaw survey and reported to Council.
 - Exploring the possibility of adding a Country Residential zoning into the Land Use Bylaw.
3. Subdivisions
 - a. Reviewed an application for one subdivision.
4. Offsite Levy Bylaw & Policy
 - In cooperation with the Director of Engineering and the Director of Corporate Services, the updated Offsite Levy Bylaw and Policy was completed.
5. Strategic Items
 - Establishing a new subdivision authority in preparation for administering the subdivision process internally.
 - Preparation and meetings for new web map system.
 - Centennial planning, primarily the time capsule with committee, and Centennial Murals.
6. Downtown Beautification
 - New Remembrance, Centennial, and standard banners;
 - Installation of new mural facing into River Front Park;



- Preparation for a second mural, to be installed on Athabasca Hall.
- Section of art and installation of 4 utility box wraps.
- Completion and installation of a second set of student mural panels.
- Coordinating to open a new parking area in the downtown, off of River Road.

DEVELOPMENT OFFICER

The Development Officer is responsible for the administration of the following activities:

- Development permits and appeals;
- Advising Developers and applicants on development regulations;
- Preparation of Compliance Certificates;
- Planning and Development projects as assigned by the Director of Engineering and Infrastructure;
- Drafting/Reviewing Development Agreements;
- Develop the MPC report, arrange and attend Municipal Planning Committee (MPC) meetings;
- Monthly reconciliations of the Building, Development and Cemetery accounts receivable;
- Land title downloads and changes in our Accounting system; and
- Completing ESA Phase I requests for land title files.

Through Superior Safety Codes, the Development Officer also administers building permit applications. Under our current accreditation by the Province, the Development Officer Acts as the Authority having Jurisdiction (AHJ) for administering the Safety Codes act in respect to buildings within the Town of Peace River. Alberta Fire Code compliance falls under the Fire Department with the Fire Chief being the AHJ.



Building Permit values as of December 31, 2019:

Type	Quantity	Value to Date
Commercial	4	\$4,311,353.00
Industrial	2	\$412,000.00
Community / Institutional	12	\$2,003,243.50
Residential	11	\$2,730,262.68

Superior Safety Codes are currently contracted under the Safety Codes Council as the AHJ for the following within the Town of Peace River:

- Plumbing;
- Gas;
- Electrical; and
- Private Sewerage.

In 2019 the Development Officer completed the following activities:

- Ongoing Offsite Levy receipts into the model and supports for Offsite Update process;
- Development Permit issued for the Six-Plex in Downtown Peace River and PEACE foundation office;

- Attended several Regional Safety Codes meetings;
- Successful External Audit for our Building Accreditation from Safety Codes Council (Municipal Affairs).
- Completed the Town of High Level's COR External Health & Safety Audit.

Development Officer Statistics	
Municipal Planning Commission meetings held	8
Compliance Certificates issued	4
Development Permit Applications processed	34
Building Permit Applications processed	30
Subdivision and Development Appeal Board hearings held	2
Subdivision Application received	1

There has been extensive background time and energy into commercial, residential and industrial possibilities and inquiries within the Town. Our Downtown Revitalization and Beautification efforts continue to be a department focus. With the addition of another mural, new utility box wraps, additional Remembrance Day Banners. New year-round banners parking lot signs, bought in 2019, will be installed the downtown core. Other significant developments for our community include the Peace River Preschool new modular school, new restaurant opening on River Road in existing vacant building, Glenmary School and Sagitawa Friendship Centre's Solar Panels and the new public parking area along River Road.

The Department, as part of its planning and development responsibilities provide administration of the following activities:

- Land Use planning
- Subdivision applications and appeals
- Development Permits and appeals

Through Superior Safety Codes, the Department also administers building permit applications.

CEMETERY

The Town of Peace River operates and maintains the Mount Pleasant Cemetery located in the North end of Peace River. The Development Officer currently is tasked with administration for the Town Cemetery which include plot sales, internment services coordination with local funeral homes, and overall cemetery planning.

In 2019 the Town had 29 Internments including both full burials, double depth burials and cremation burials. Other Cemetery projects included repairs to the cemetery grounds and exploration of incorporating a columbarium for inclusion in the 2020 budget.

PUBLIC WORKS



With 17 staff, the Public Works department looks after the following activities:

Public Works

Road
Infrastructure
Maintenance

Water
Distribution and
Sewer Collection
Maintenance

Facility
Maintenance

Fleet
Maintenance

Sanitation
Operations and
General Labour

As mentioned previously the Department saw the retention of a new Public Works Superintendent this year and several new staff to replace departing and retiring employees.

The current level of service staffing is comprised of the following:

- 3 supervisory staff;
- 1 Administrative staff;
- 11 machine operators;
- 1 labourer; and
- 1 facility maintenance.

In addition to the full-time positions above, Public Works added 4 casual positions during 2019 to assist with summer and fall operations.

As of December 2019, there were 3 vacant positions within the department that are expected to be filled in early 2020.



ROADS

Public works is responsible for maintaining the Towns transportation infrastructure including:

- 85km of paved roads;
- 14km of gravel road; and
- Traffic control and crosswalks.

During summer operations, road maintenance includes:

- Pothole repair and crack sealing;
- Gravel road maintenance;
- Watermain Break street repairs;
- Street sweeping;
- Dust abatement;
- Street signage;
- Line painting; and
- Sidewalk repair.

During winter operations maintenance includes:

- Blading of snow routes;
- Snow removal after significant snowfall events;
- Clearing of Town Facility parking lots;
- Sidewalk clearing for Town owned facilities;
- Trail clearing of Town owned trails; and
- Salt and sanding of intersections.



WATER DISTRIBUTION

In conjunction with the Water and Wastewater Operations department Public Works maintain 88km of water distribution piping.

The Town has eleven pressure reducing stations and 8 pressures zones established as:

East Peace River

- Pressure Zone 1 – North End
- Pressure Zone 2 – by Reservoir 353 Pressure Zone 3 – Downtown
- Pressure Zone 4 – South End

West Peace River

- Pressure Zone 5 – Citadel Trailer Park and Bridgeview
- Pressure Zone 6 – Lower West Peace and Shaftesbury Estates
- Pressure Zone 7 – Cheviot Heights
- Pressure Zone 8 – Hwy 743/Weberville Road
- Pressure Zone 9– by Reservoir 353



Additionally, Public Works is responsible for:

- Fire hydrant repairs;
- Curb cock (c.c.) repairs;
- Annual hydrant flushing and maintenance;
- Water main valve exercising; and
- Support for capital water projects.

WASTEWATER COLLECTION

In conjunction with the Water and Wastewater Operations Department, Public Works maintain 70km of sanitary sewer piping.

Additionally, Public Works is responsible for:

- Sanitary sewer flushing;
- CCTV camera inspections; and
- Support for capital sanitary sewer projects.



STORMWATER COLLECTION

In conjunction with the Water and Wastewater Operations department Public Works maintain 23km of storm sewer piping.

Included in stormwater system maintenance Public works also is responsible for:

- Culvert & drainage ditch maintenance;
- Storm sewer flushing; and
- Storm gate operations that empty storm sewers back into the peace river basin.



FACILITIES MAINTENANCE

The Town's Public Works department also provides base building facilities maintenance support for the Town's 14 building structures. They also coordinate outside contractors for electrical and mechanical maintenance.

In 2019, facilities maintenance completed the following activities:

- Support for new Baytex Centre;
- Support for WTP/WWTP Communications;
- Town of Peace River Office Maintenance;
- Improvements to PWS storage shed;
- Library Maintenance;
- Water spray park maintenance;
- Pool maintenance; and
- Arena maintenance.



JANITORIAL

Facilities maintenance also coordinates contract janitorial services for several Town buildings including the Town Hall and assists other departments with cleaning supplies and equipment orders.

FLEET MAINTENANCE

Fleet and equipment maintenance for the over one hundred of the Town's vehicles and equipment. Vehicle maintenance includes periodic servicing and minor repairs, with larger repairs contracted out as required.

In 2019, along with Corporate services, the Town entered into a leasing option with Enterprise for the Town's ½ ton to 1-ton vehicles instead of an annual capital purchase program. The Town received its first two vehicles in 2019 and will be phasing in the remainder of its fleet over the next five years.

Public Works also saw the addition of a new plow/ sanding truck in 2019 to further improve the Town's snow clearing and sanding capabilities.

PUBLIC SANITATION AND GENERAL LABOUR

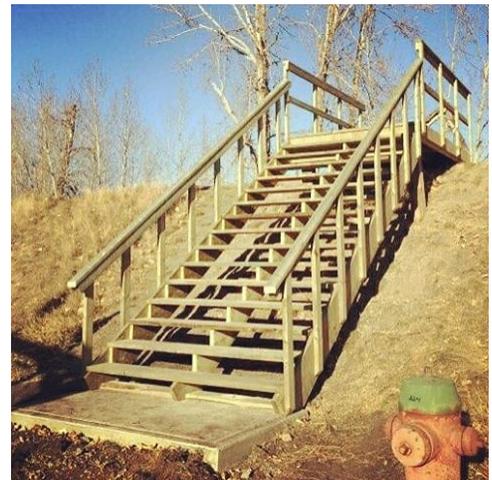
Public Works provides maintenance on walking trails, flooding and cleaning of ice rinks, preparing Christmas displays around Town, maintaining public garbage bins, and cemetery care.

Public Works provides on call after hours service for the public including facilities locating, and support for the Peace Regional Airport, Water and Wastewater, and the Fire Department.

They also assist in event control (ie. Canada Day, Pride Parade, and Christmas Parade), installation Town banners & planters, and are responsible for the raising and lowering of Town flags.

Public Works ensures public safety through river watch during freeze up and ice break up of the Peace River. They form an intricate part of flood control and mitigation, and they maintain the Town's protective Dyke System.

As a result of some challenges encountered this year with water breaks, sanitary sewer backups and other emergency repairs, work has begun on the development of a defined maintenance schedule for the Town's municipal underground infrastructure.



WATER AND WASTEWATER OPERATIONS

Seven Water/Wastewater Operations staff operate to provide safe drinking water, and the collection and treatment of sanitary sewer wastewater for the Town.

The Water and Wastewater operations department looks after the following activities:

Water and Wastewater Operations

Water Operations

Wastewater Operations

WATER OPERATIONS

Water Operations is responsible for the following areas:

Water Operations

Water Treatment Plant

Water Reservoirs

Water Booster Stations

Water Pressure Reducing Stations

Bulk Water Station

Water Meter Maintenance and Operations

Our municipal drinking water systems are regulated by Alberta Environment and Parks (AEP) and operated under our water approval license. Our systems are compliant with the AEP standards and guidelines for municipal waterworks, wastewater and storm drainage systems. In order to protect our waterworks, our operators undergo continuing professional development and training to maintain their operator certifications. Continual testing of our water sources and treated water ensure that residents continue have safe, reliable potable drinking water that they rely on.

WATER TREATMENT PLANT

Originally constructed in 1983/1984 the Town has one Water Treatment Plant (WTP) located on Shaftsbury Trail. The plant went through extensive renovations completed in 2013. During an average year the Town provides approximately 1.6 million cubic metres of treated water. Rated as a Class III facility, the Shaftsbury WTP takes its raw water from the Peace River via the Raw Water pumphouse located below the Water Treatment Plant. The upgrade in 2013 saw us moving from sand filter technology to a PALL membrane system. The water treatment plant, in addition to its chlorination process, also provides fluoridisation of the water as part of its treatment process.



Refurbishment of the WTP boilers were completed this year and improvements were made this year to the fencing system to improve security for the plant.

WATER SYSTEM TRANSMISSION AND DISTRIBUTION

In 2019, Engineering began to look at providing a new water line to align with the proposed Shaftesbury sanitary sewer trunk main project to take advantages of the economies of scale to use the same trench and alignments when going through the Citadel lands.

In conjunction with Alberta Transportation, Engineering also examined the feasibility of providing another waterline across the Peace River and would be located on the new bridge.



WATER RESERVOIR / BOOSTER STATIONS

The Town has four water reservoirs for potable water:

- Reservoir 365
- Reservoir 353
- Reservoir 400; and
- Reservoir 475.

The data and direction gained from the water modelling project allowed engineering work to be completed for Reservoir 365, and construction started in 2019. The new Reservoir 365 is scheduled for completion in summer 2020. The water model project will also allow engineering to be scheduled for subsequent reservoir projects in future years.



The Town also operates Water Booster Pump Station 475 located on 80th Street just north of the Westbrook subdivision. This booster station helps to maintain water pressure for water from the Water Treatment Plant to Water Reservoir 475.

In conjunction with the County of Northern Lights, Engineering is involved in the regional Water Line to Dixonville project. In 2019, a new reservoir adjacent Reservoir 475 was constructed which will hold the additional storage required for the new line. Also involved in this project was upgrading the ACDA system for reservoir 475 providing visibility of the Reservoir systems at the Water Treatment Plant.

The Town has two water pressure booster stations:

- Booster Station 475; and
- North End Booster Station (not operational).

BULK WATER STATION

The bulk water station is located on 94th Street and 94th Avenue beside the existing Fountain Tire. The station is jointly maintained by Water Operations and Facilities Maintenance to provide potable bulk water to residential and commercial users on a pay for use basis.

WATER METER MAINTENANCE AND OPERATIONS

The Water Operations department also looks after the Town's water meters. The majority of the water meters

are automated and are using the Neptune water metering software, which allows for monthly water meter reads to be automatically downloaded into our billing software.

System improvements were explored in 2018 to improve the data collection efficiency and to improve our level of service in this area. Recommendations will be brought forth to Council for inclusion into the 2020 budget.

WASTEWATER OPERATIONS

Wastewater Operations is responsible for the following areas:

Wastewater Operations

Wastewater Treatment Plant

Sewage Distribution Lift Stations

Sewage Drying Beds and Leachate Pond

Sanitary Sewer Transfer Station

WASTEWATER TREATMENT PLANT

The Peace River Wastewater Treatment Plant located north of Good Shepherd School was built in 1996/97 to replace the aging system of sewage lagoons on Lee Island, downstream of Bewley Island, which is visible to the north of the Peace River bridge. Town staff took over daily operations at the new plant in December of 1997 and treats approximately 1.15 million cubic metres of sanitary wastewater annually.



The plant is an extended aeration activated sludge facility. After physically removing grit, large solids and fibrous materials from the incoming wastewater stream with machinery located in the Inlet Works Building, the sewage flows into two large Aeration tanks. These tanks are where bacteria complete the task of breaking down the wastewater. Air is bubbled through the tanks by one of two 100 horsepower blowers. It is the dissolved oxygen in the wastewater that keeps the bacterial population alive.

After the wastewater leaves the aeration tanks, it enters the secondary clarifier where the solids settle to the bottom. The clear water, or effluent, leaves the clarifier via a weir/trough around its perimeter, collecting in a spillway and pipe which leads to the outfall at the river.

Suspended solids in the plant effluent, and the biological oxygen demand, are monitored daily to ensure we meet Alberta Environmental Protection standards.

The only chemical used in the process is a liquid polymer that is added to the waste sludge to bind the solids together prior to dewatering in the sludge press. The dewatered sludge is then hauled to the Weberville Drying Beds and Leachate Ponds.

In 2018, Engineering began to replace the existing sludge press with a new system. The new system, a four-stage rotary sludge press was installed in 2019 and is now operational. The new system significantly reduces the effluent content in the sludge cake and reduces the time required for dewatering and hauling of sludge to the Biosolids Ponds.



Fournier Rotary Sludge Press

Also, improvements were made this year to the fencing system to improve security for the plant.

WASTEWATER LIFT STATIONS

We have six sewage lift stations, three on the East Side, and three on the West Side of the river. Lift Stations Nos. 2, 4 and 6 are Smith & Loveless underground wet/drywell stations built in the sixties and early seventies, and Lift # 6, which was built in 1992. They have recently been upgraded from air controls to modern ultrasonic control systems. Lift Station No. 1 is our newest lift station being commissioned in 2016. Lift Station No. 5 is a simple underground tank system with two float-controlled submersible pumps that feeds a forcemain and services a trailer court and a small industrial subdivision.

Lift Station No. 3 built in 1997, along with the new wastewater plant, has three large Flygt submersible pumps, which discharge straight to the plant. It also incorporates a vacuum truck dumping station to control and track extra sewage and prevent the dumping of contaminants into the sensitive biological wastewater treatment process.

2018 saw the engineering started to replace Lift Station No. 4 as part of the Building Canada Small Community Fund projects with construction projected to start in 2020. Also, cleaning and temporary refit of Lift Station No. 5 was completed.

Work was also completed on integrating the controls into a functional SCADA system replacing the existing phone alarm diallers with cellular radio alarm dialers.

SANITARY SEWER TRANSFER STATION

A sanitary sewer transfer station is located on 94th Street under the CN Rail bridge to provide visitors the ability to dump RV sanitary effluent, solids and grey water into the Town's sanitary sewer system. The system is maintained by both Wastewater Operations and Public Works.



Sanitary Sewer Transfer Station

WASTE WATER BIOSOLIDS DRYING BEDS AND LEACHATE PONDS

As mentioned above, the dewatered sludge from the Wastewater Plant is hauled to the Weberville Drying Beds and Leachate Ponds for composting for later use in agricultural and horticultural applications.

The existing sewage drying beds and leachate ponds are located on Town of Peace River property located off Weberville Road. In 2018, the facility was upgraded to include a new storage cell and leachate pond which will allow remediation of the existing storage cells and leachate pond in future years.

Monitoring wells have also been installed to comply with Environmental regulations.



Weberville Drying Beds and Leachate Ponds

APPENDIX A - CAPITAL PROJECTS

DEPARTMENT	CAPITAL PROJECT YEAR	PROJECT No.	PROJECT DESCRIPTION	STATUS
Public Works	2016	CE004	Neighbourhood Program 2016	Project complete.
		CE005	Pat's Creek Phase II	Project Complete. Scope change approved to determine future mitigation options, cost and subsequent Engineering. Possible 2020 project.
	2017	CE007	99 th Street Slide Remediation	Project Substantially complete. Additional stormwater management put in place. Exploring shotcreting of pile wall face.
		CE011	Neighbourhood Inf. Program 2017-2021	Construction in progress.
	2018	CE013	Operations Fleet Vehicles	Awaiting Public Works 1 T Truck under new lease program.
		CE014	Operations Heavy Equipment	New 500 HP Snowplow/Sanding truck delivered in December.
	2019	CE011	Neighbourhood Inf. Program 2017-2021	Construction in progress.
		TBA	Paving Equipment Procurement	Project deferred to future year.
		TBA	Milling Equipment Procurement	Project deferred to future year.

		TBA	Crosswalk Upgrade on 98 Street	Equipment procured and will be installed in Spring 2020.
Water / Wastewater Operations	2017	CS003	Sanitary Sewer Trunk Main (Saddleback)	Project complete.
		CW003	Reservoir 475	Construction work being coordinated with Dixonville Regional Water Line project. Currently in commissioning phase.
		CW004	Res. 365 Decommissioning / Replacement	Construction in progress.
		CW004	Reservoir 365 Protection Pumps	Construction in progress.
		CW004	Backup Generator – Reservoir 365	Construction in progress.
	2018	CS005	Sludge Press/ Centrifuge	Construction complete.
		CS006	Lift Station 4	Consultant working on tender documents.
		CS008	Shaftesbury Sewer Main Part 1	Currently on hold pending alignment issues. Looking to issue project for tender in 2020.
		CS009	Shaftesbury Sewer Main Part 2	Currently on hold pending alignment issues. Looking to issue project for tender in 2020.
		CS010	Lift Station 5 Upgrade	Deferred to future project year.

		CS011	STP Aeration Tank Cleaning	Work rescheduled to next year (2020) depending on capital budget process.
		CS012	Fleet Vehicles	Completed.
		CW007	WTP Boiler Replacement	Repairs completed.
	2019	CS006	Lift Station 4	Consultant working on tender documents.
		CS009	Shaftesbury Sewer Main Part 2	Currently on hold pending alignment issues. Looking to issue project for tender in 2020.
		CW004	Res. 365 Decommissioning / Replacement	Construction in progress.
		TBA	WTP Equipment	Project underway and scheduled for completion June 2020.
		TBA	PRV Replacement	Deferred to Summer 2020
	Community Services	2017	CR001	Peace Regional Recreation Centre
2018		CR005	Saddleback Playground Replacement	Construction of Phase 1 is complete.
		CR013	Pool – Filter Tank Bridge	Construction complete.
		CR014	Pool – Hot Water Tank-Mechanical	Construction complete.
		CR015	Upper West Peace Trail	On hold pending capital budget discussions.

	2019	TBA	PRRC Equipment and Furnishings	Working on with Community Services.
		TBA	Parks Upgrades (Flagpoles)	Project complete.

APPENDIX B – STRATEGIC PLAN KEY PERFORMANCE INDICATORS

2019

Strategic Goal	Target	Total Length (m)	Target Length (m)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total YTD	% Target Complete YTD
Sewer Flushing	Clean 12% of sanitary sewer system annually	63,700	637	0	0	0	210	168	84	0	0	200	100	300	0	1062	167%
Street Sweeping	Complete primary sweeping of asphalt roads and alleys by June	84,861	84,861	0	0	0	0	69,800	74,879	0	0	0	63,646	0	0	208,325	245%
Water Distribution System Annual Replacement	Renew 1% water distribution system annually.	80,500	805	0	0	0	0	0	0	0	281	224	110	0	0	615	76%
Sanitary Sewer Collection System Annual Replacement	Renew 1% sanitary system collection system annually.	63,700	637	0	0	0	0	0	0	0	914	739	35	0	0	1,688	265%
Storm Sewer System Annual Replacement	Renew 1% storm sewer system annually	21,500	215	0	0	0	0	0	0	0	20	188	0	0	0	208	97%

2019

Strategic Goal	Target	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Running Average YTD (Apr-Oct)
Pothole Patching	Address 90% of reported potholes within 30 days	0%	0%	0%	100%	90%	100%	90%	60%	80%	90%	0%	0%	85%

APPENDIX C – WATER AND WASTEWATER STATISTICS

2019

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total to Date (m3)
Water Produced (m3)	157,150	119,270	130,995	120,955	149,042	142,180	128,065	128,065	143,773	123,060	125,851	142,858	1,611,264
Wastewater Treated (m3)	93,767	88,515	113,606	89,888	89,819	83,650	90,807	90,807	96,929	94,665	86,512	85,443	1,104,408
Water Produced – Wastewater Treated (m3)	63,383	30,755	17,389	31,067	59,223	58,530	37,258	37,258	46,844	28,395	39,339	57,415	506,856

2018 Comparable

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total to Date (m3)
Water Produced (m3)	134,567	116,568	169,172	145,037	146,307	126,289	126,170	128,369	116,721	120,970	115,769	138,293	1,330,170
Wastewater Treated (m3)	101,946	97,334	147,759	131,457	99,098	89,997	91,359	87,245	85,308	89,415	81,155	87,685	1,020,918
Water Produced – Wastewater Treated (m3)	32,621	19,234	21,413	13,580	47,209	36,292	34,811	41,124	31,413	31,555	34,614	50,608	309,252

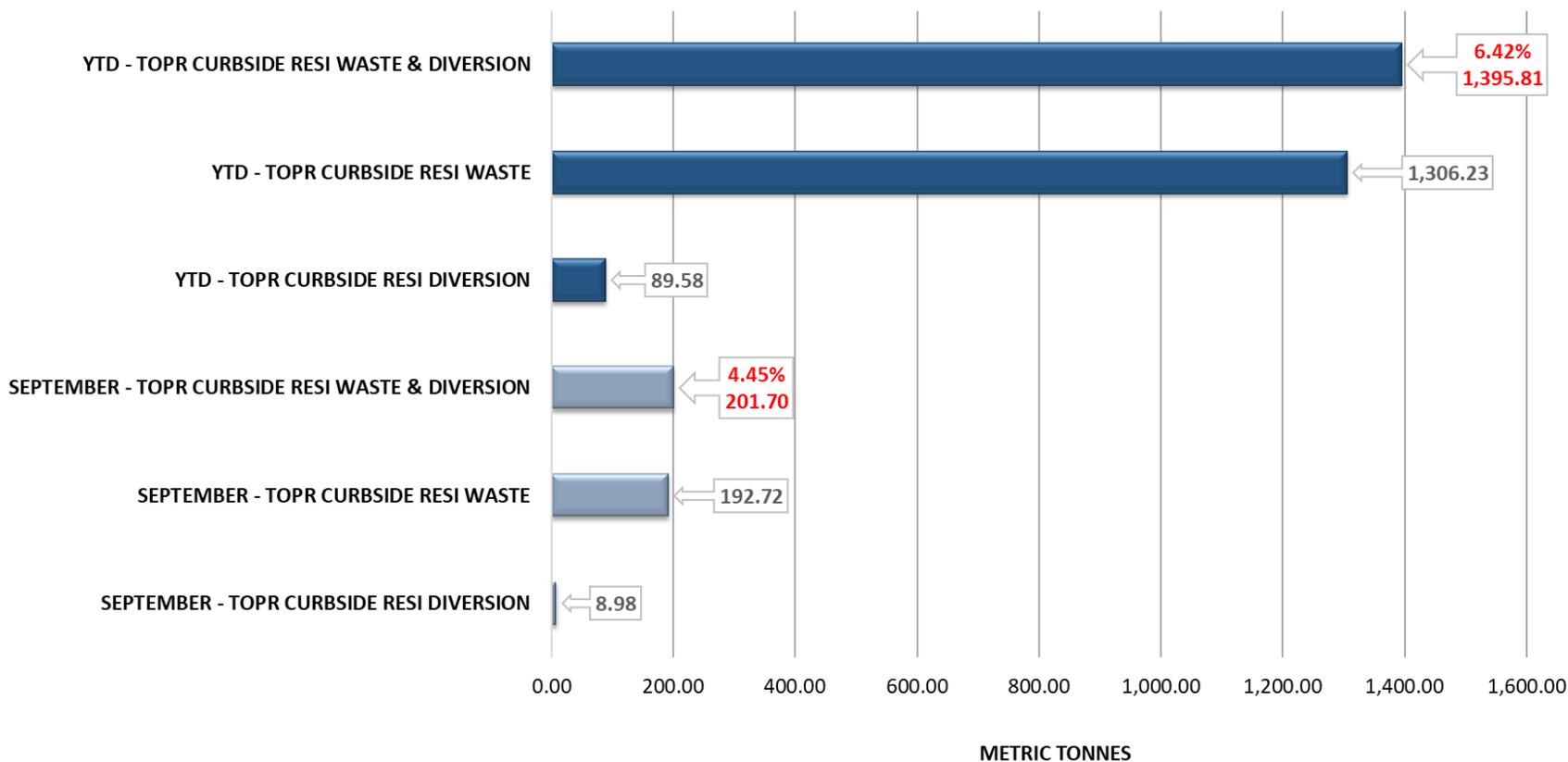
APPENDIX D – SOLID WASTE AND RECYCLING STATISTICS

Note: Year end statistics pending.



TOPR CURBSIDE RESI WASTE & DIVERSION COMPARISON REPORT

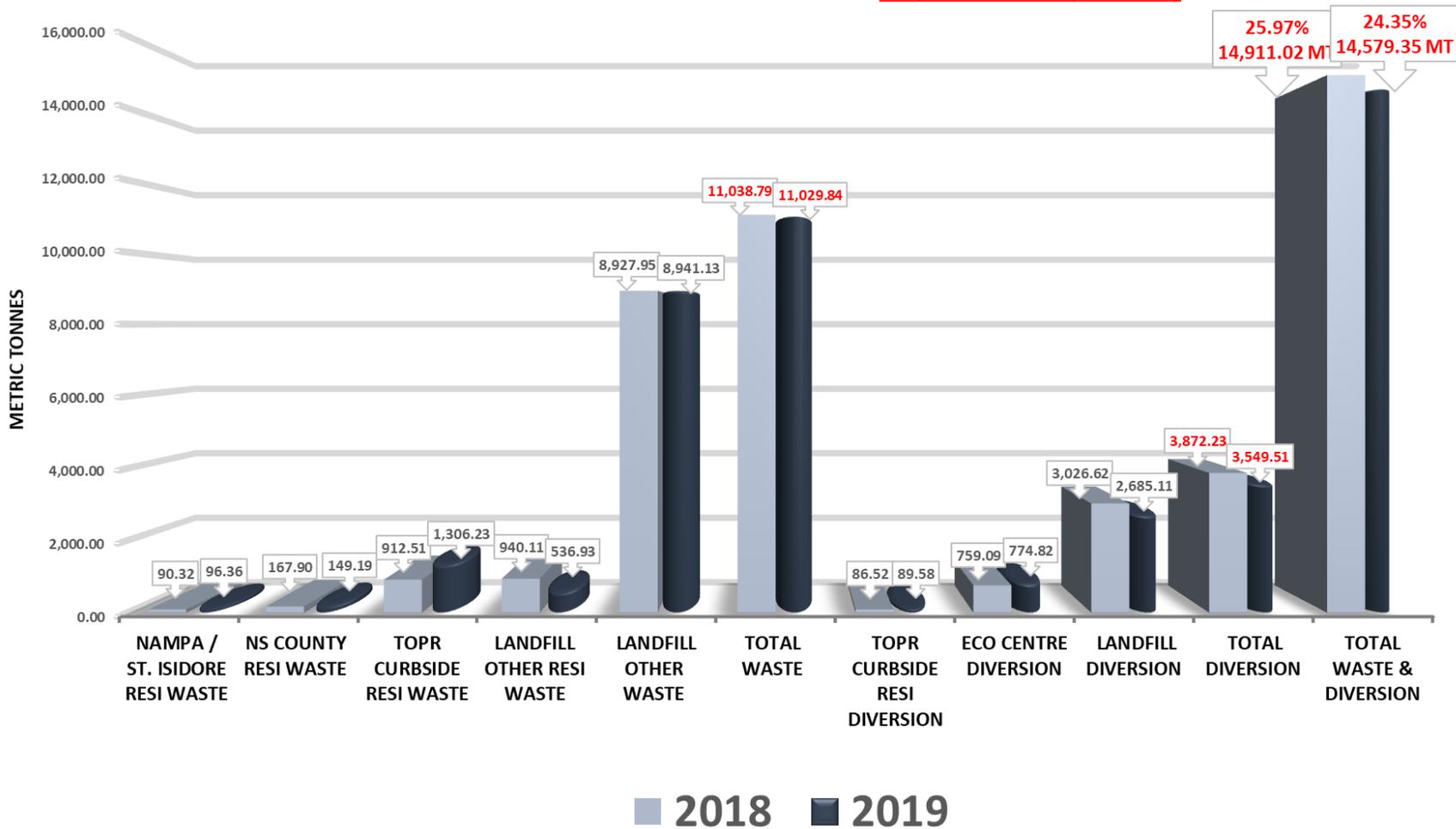
AT SEPTEMBER 30TH 2019 - 1395.81 MT (6.42%)





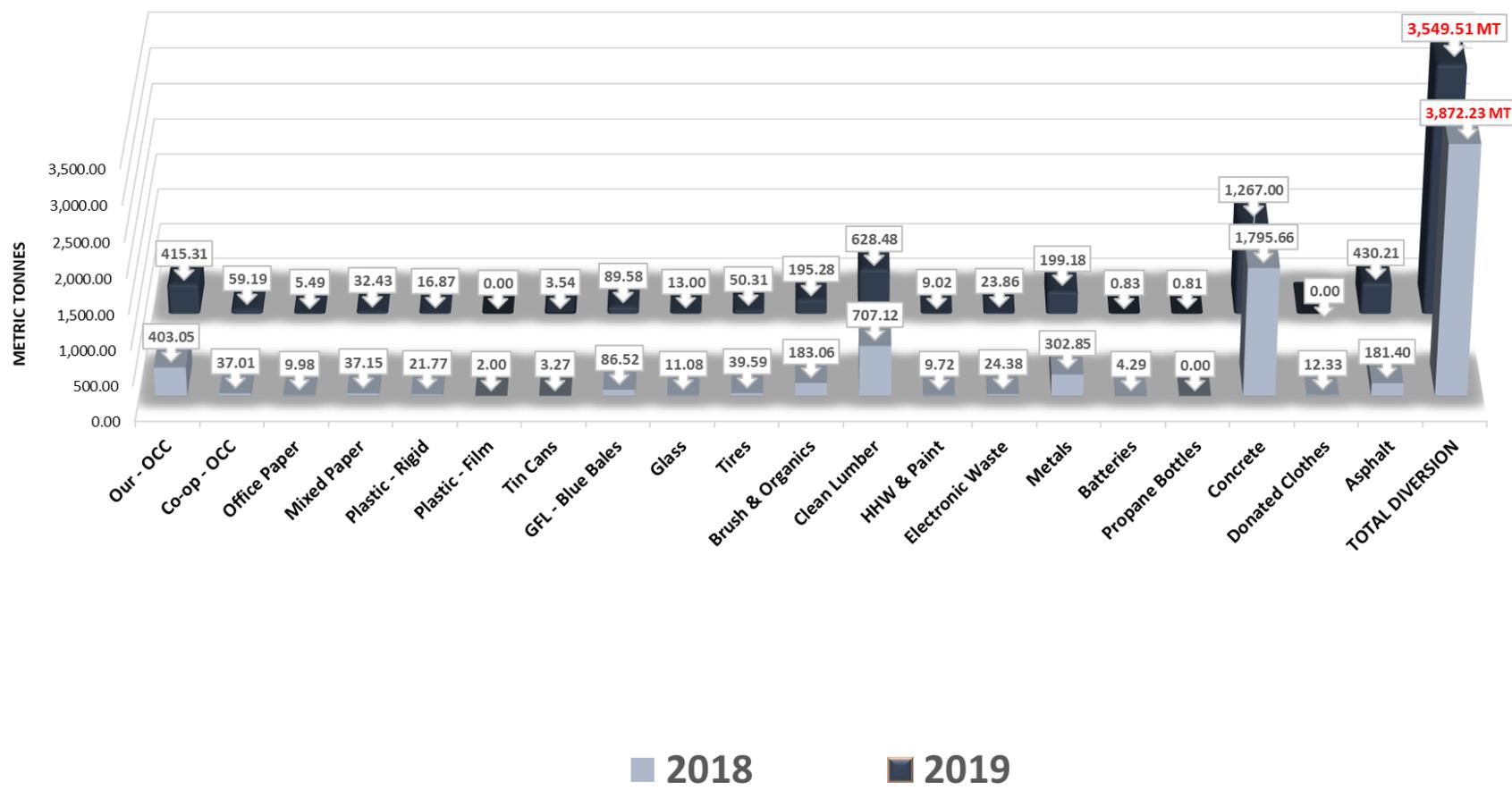
YTD TOTAL WASTE & DIVERSION COMPARISON REPORT

AT SEPTEMBER 30TH 2019 - 14,579.35 MT (24.35%)





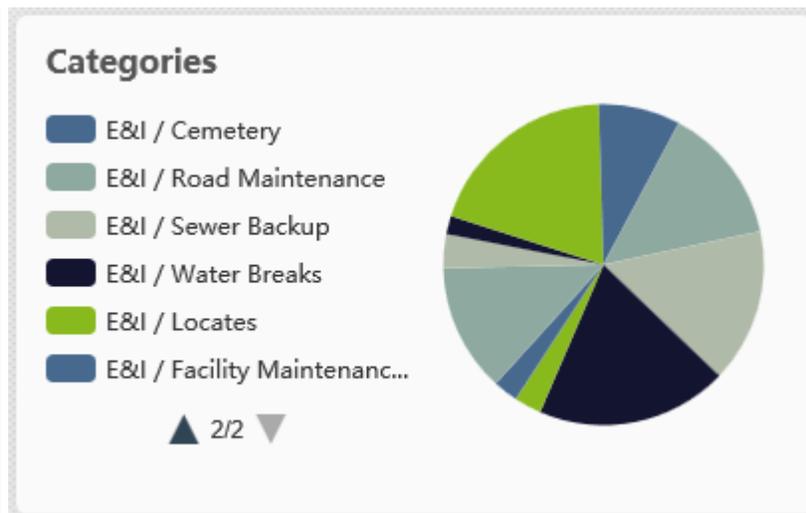
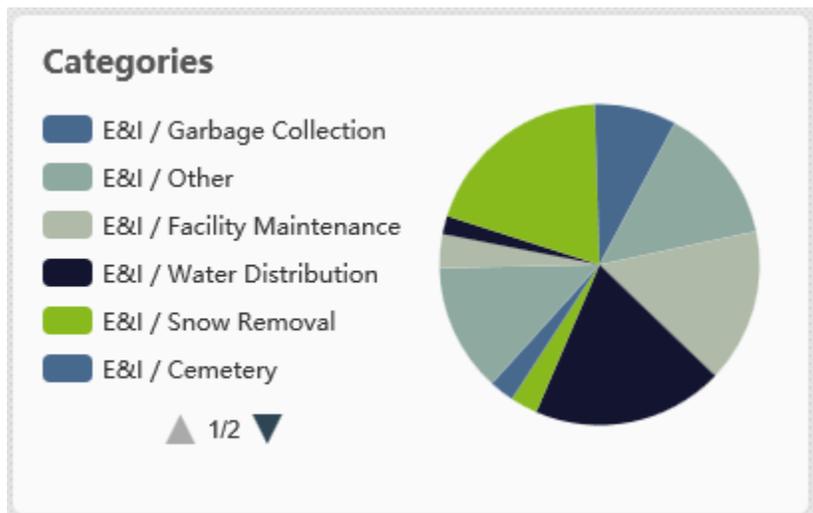
YTD DIVERSION ITEMS COMPARISON REPORT AT SEPTEMBER 30TH 2019 - 3,549.51 MT



APPENDIX E – BUILDING PERMIT VALUES UP TO 31 DEC 2019

Year	Commercial		Industrial		Institutional		Residential		Total	
	No. of Permits Issued	Value of Permits	No. of Permits Issued	Value of Permits	No. of Permits Issued	Value of Permits	No. of Permits Issued	Value of Permits	No. of Permits Issued	Value of Permits
2019	4	\$4,311,353	2	\$412,000	12	\$2,003,244	11	\$2,730,263	33	\$9,456,859
2018	8	\$3,740,367	0	\$0	6	\$6,991,000	8	\$1,238,517	22	\$11,969,885
2017	6	\$3,648,800	1	\$253,000	9	\$22,306,000	8	\$1,513,000	24	\$27,720,800
2016	7	\$544,076	0	\$0	5	\$8,639,612	15	\$2,547,578	27	\$11,731,266
2015	14	\$7,121,449	1	\$78,750	7	\$2,948,769	28	\$3,642,100	50	\$13,791,068
2014	9	\$2,517,562	0	\$0	9	\$9,470,524	31	\$6,895,250	49	\$18,883,336
2013	12	\$19,101,905	0	\$0	5	\$3,763,000	20	\$10,628,200	37	\$33,493,105
2012	9	\$13,379,700	1	\$325,000	2	\$395,000	38	\$15,982,260	50	\$30,081,960
2011	13	\$3,006,750	0	\$0	2	\$10,014,977	34	\$11,830,692	49	\$24,852,419
2010	8	\$1,712,000	6	\$367,000	2	\$2,358,913	43	\$7,366,358	59	\$11,804,271
2009	21	\$10,012,906	2	\$77,000	1	\$100,000	45	\$6,676,500	69	\$16,866,406
2008	9	\$4,342,000	4	\$5,230,000	1	\$74,000	66	\$11,266,850	80	\$20,912,850
2007	15	\$5,255,684	5	\$1,187,565	2	\$2,100,000	57	\$12,136,500	79	\$20,679,749
2006	15	\$10,793,543	8	\$1,379,500	1	\$18,000	42	\$11,186,470	66	\$23,377,513
2005	5	\$3,922,000	6	\$870,000	5	\$11,080,793	38	\$8,452,236	54	\$24,325,029
2004	9	\$2,738,000	2	\$93,000	4	\$1,133,500	43	\$4,384,500	58	\$8,349,000
2003	8	\$5,425,657	4	\$353,200	4	\$1,740,299	26	\$1,475,100	42	\$8,994,256

APPENDIX F – REPORTED CONCERNS AND REQUESTS FOR SERVICES – 2019



Concerns submitted during period: 1464

Concerns addressed and closed: 1351