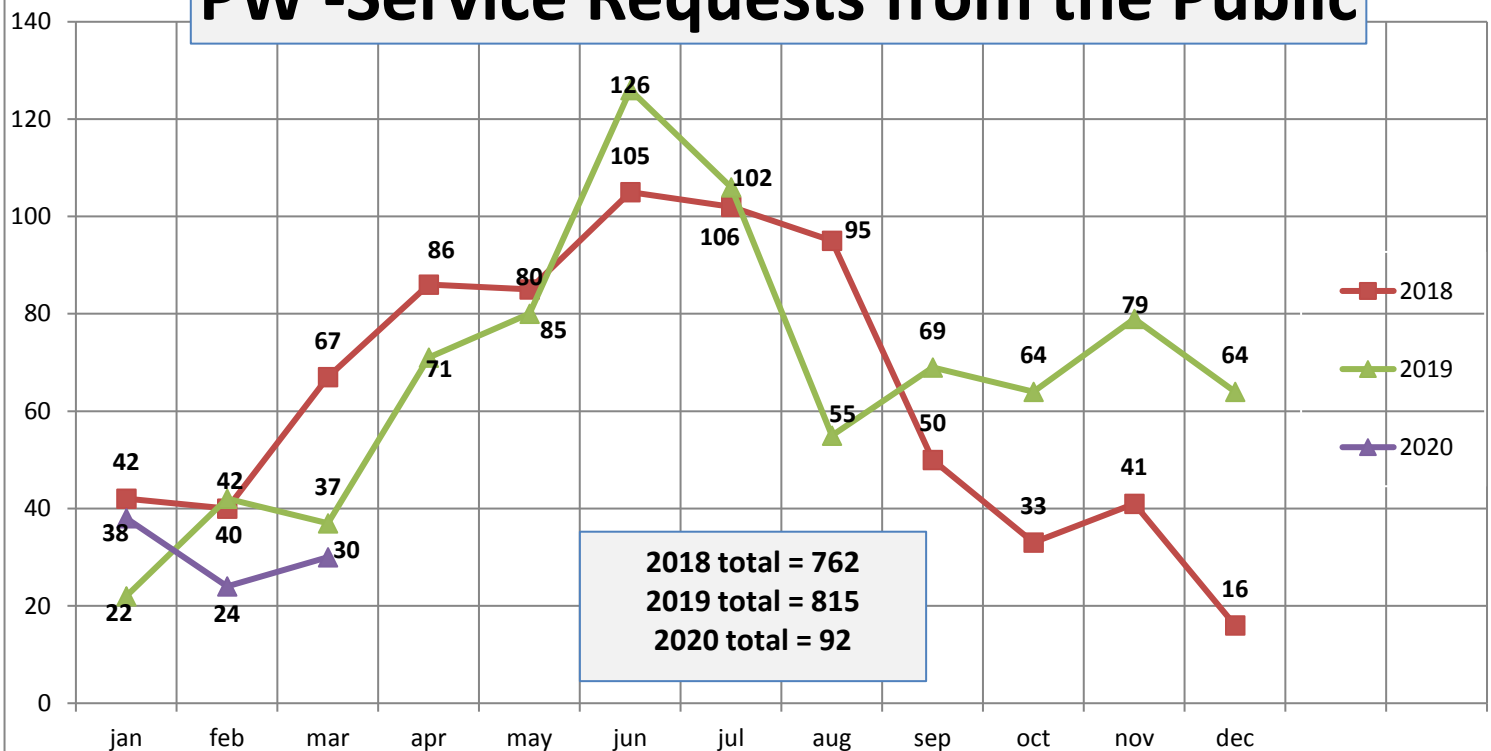


## PUBLIC WORKS MONTHLY REPORT

APRIL, 2020

### DEPARTMENT OVERVIEW & STATISTICS

#### PW -Service Requests from the Public



### PROJECTS

#### ROADS

The Winter Operations Season in the Town of Pelham is five (5) months in duration. It commences on November 1 and ends on March 31 of the following year. The Town's response to winter weather is guided by



the Public Works Winter Operations Policy S801-13, and the Winter Operations Plan, which is based on Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways, as well as the Federal Code of Practice for the Environmental Management of Road Salts.

The 2019/20 winter season was slightly higher than average in terms of the number of operations, snow accumulation, and sand/salt use. This was because of the number and severity of winter storms in November and December which is normally mild. In the last two months of 2019 we received approximately 63 cm of snow and 10 mm of freezing rain. The remainder of the winter season has been below average with only 83 cm of accumulation.

In 2020, in response to winter weather Public Works conducted 24 winter operations requiring more than 4 pieces of equipment. In the process, 1736 tons of 5:1 sand/salt and 181 tons of salt were applied to municipal roads to reduce the formation of ice. Approximately 1900 tons of sand/salt and 175 tons of salt have been purchased in 2020. The department is running comfortably within the budget for winter sand/salt purchases with 30% of the \$130,000 budget allotment remaining. The contracted services expenses for winter maintenance are also lower than the same period last year with an expected 46% of the budget remaining, however not all invoices were received at the time of this report.

When not responding to winter weather Roads Staff continue to perform maintenance activities identified during routine road patrols as per the *Ontario Regulation 239/02; Minimum Maintenance Standards for Municipal Highways*, of the *Municipal Act, 2001*. With a milder than normal winter and an increase number of freeze/thaw cycles roads in Pelham have experienced an increase number of potholes this winter. Between January 1 and March 31 staff have completed 1200 pothole work orders identified by regular road patrols. There are typically a number of potholes identified on each work order so the total number of holes is difficult to report; however, the department purchased approximately 100 tons of cold-patch this period at a cost of \$13,900.

Roads staff routinely inspect and clear catch basins, culverts, swales and ditches in order to improve drainage during winter thaws. There are over 1200 catch basins in the Town of Pelham. Some are not easily accessible and located in rear yards while others are highly susceptible to poor seasonal cleaning efforts by property owners resulting in leaves and other organic material blocking them. Staff maintain a list of 14 catch basins and culverts which are routinely monitored due to their flooding potential.

On Sunday March 29/2020 a cold front moved through the area and brought a brief period of heavy rain. Many catch basins, urban ditches and swales became blocked with leaves and debris causing minor flooding. This situation has improved since the implementation of a second street sweeping operation in the fall, however, it is not possible to keep drains clear during heavy rain fall in early spring with the amount of debris and organic material on the road from winter. The spring street sweeping program began this year on April 1/2020 which is earlier than normal due to the mild temperatures experienced this spring.

## BEAUTIFICATION

Beautification staff take part in winter operations and respond to winter weather events. All staff within Beautification are either assigned a plow route under the Winter Operations Plan.

Staff maintain the Cemetery and prepare the grounds for funerals throughout the winter season. They are also responsible for garbage and litterbin collection in the parks and playgrounds, setting up and removing Christmas decorations and lights, designing beds and ordering plant material for spring planting, responding to tree concerns and post storm cleanup.

## WATER/WASTEWATER

Water/Wastewater operators also take part in Winter Operations and respond to winter weather events. Water/wastewater maintenance activities continue throughout the winter season. Operators perform system pressure monitoring, flush water mains to ensure adequate chlorine residual, and respond to customer complaints or concerns.

Weekly water sampling and Chlorine Residual monitoring occurs on a weekly basis as required by the *Ontario Safe Drinking Water Act*. Sampling for Lead, THMs and HAAs was completed in this quarter as well. All results were below the Drinking Water Standard(s) levels. We have had no incidence of adverse water quality or exceedance in our critical control points under our DWQMS.

Staff repaired one (1) water main break on Terrace Heights Court in January and repaired three (3) leaking water services. The Water Operators have also been working with the contractor on Pelham Street North to commission the new water main in the area.

The annual external audit of the Town of Pelham's DWQMS system has been scheduled in April to ensure it remains in compliance to Ontario Drinking Water Regulations. The DWQMS representative and distribution system ORO will prepare and send the documentation requested by the auditor by email or shared file server as this is an offsite audit.

## ENGINEERING

The following is a summary of the activities that have occurred in the Engineering Department between December 2019 and March 2020:

**Sulphur Springs Rehabilitation** – An updated RFP for this project is being prepared in accordance with Town Council's direction for a Design and Build Project. It is anticipated that this RFP will be released in Q2 of 2020.

**Pelham Street North** – Project is progressing; construction is approximately 50% complete. Staff are currently working with the contractor and the consultant to determine a timeline for completion of the project. Staff has requested that all road surfaces are restored to Base Asphalt surface by the Summer of 2020.

**Pelham Street South** – The Town has received Federal and Provincial funding towards completing a total reconstruction of Pelham Street to the Town Boundary south of Welland Road. The works include new storm and sanitary sewer, new water main, and updates to existing water mains, as well as, new curb, asphalt, and sidewalks. Design for this work was originally completed in 2013. Staff prepared an RFP for an engineering consultant to confirm the existing design and update it in accordance with current standards. Engineering works for this project were awarded to Associated Engineering to complete the scope of the RFP. Staff met with Associated Engineering at the beginning of March 2020 and discussed requirements and deliverables. All required reference material was provided to Associated Engineering. As of this report, staff are awaiting an update report from Associated Engineering, expected to be received in April 2020.

**Haist Street Water Main Replacement** – This project is 90% complete, outstanding items as of this date are restorations and paving top course asphalt on Welland Road and Haist Street. Staff have been in communication with Peter's Excavating to stay up-to-date on the contractor's schedule to complete restorations. Works are expected to be completed by end of May 2020 pending work restrictions related to the COVID-19 pandemic.

**Road Rehabilitation & Base Repair Program** - to be Tendered in late spring 2020.

**Concrete Repair and Replacement Program** – This program is currently in the tender development stage. This program focusses on the repair and replacement of damaged or failed sidewalk panels, curb, and slabs within Town right-of-way. It also encompasses facilities concrete repair and replacement needs. It is anticipated that this contract will be tendered in spring of 2020.

**Bridge & Culvert Inspection Program** – this project went out as an RFP and has been awarded to Ellis Engineering. The inspections will be carried out when the water levels are low enough to inspect the structures fully.

**Bridge Replacement Program** – This program is to replace the failing culvert on Balfour Street south of Sixteen Road, or on Sixteen Road east of Balfour Street. Staff are in communication with Ellis Engineering, the consultant who is completing the Bridge Inspection Program, to determine which culvert is a higher priority. The works will include removal of the existing culvert, installation of a new culvert, and restoration.

**Poth Street Culvert Replacement** – Project was tendered and awarded to Duffin Contracting. The project was successfully completed within the approved 2019 budget in October of this year.

**Culvert Replacement Program** – this project will be tendered late summer following the inspections.

**Roadside Ditching Program** – to be tendered in the spring of 2020.

**Station Street Storm Pond Rehabilitation** – this project has been tendered and awarded to Duffin Contracting.

**Other commitments by Engineering staff:**

Engineering staff continue to thoroughly review all Planning and Committee of Adjustment applications. Reviews entail a site visit and detailed analysis of drawings and reports, to ensure Town standards are adhered to. For more complex applications, this process sometimes involves several re-submissions and repeated reviews by staff. Engineering staff also continue to manage requests for assumption of subdivisions, and for reduction of securities at various stages of the development process. In addition, Engineering Staff complete reviews on lot grading plans for building permits received through the Planning Department. In addition, Engineering Staff continue to support the Pelham Active Transportation Committee (PATC), generating reports for other departments to be sent back to the federal government, and coordinating other Town departments for assistance.

## **CORPORATE CLIMATE CHANGE ADAPTATION PLAN**

The following is an update on the development of the Town's Corporate Climate Change Adaptation Plan since September 2019:

- In **September**, a report was brought forth to Council regarding the latest update on the development of the Town's Corporate Climate Change Adaptation Plan. Council had endorsed the development of the plan, along with the creation of an internal Adaptation Steering Committee and external Stakeholder Advisory Committee. The internal committee met for the first time in mid-September, where they worked closely with the Climate Change Coordinator to identify existing impacts posed by climate change within each of their respective departments. The Town also participated in the third Niagara Adapts workshop, called "Climate change vulnerability assessment". The workshop began with a lecture by Dr. Ryan Plummer, which was designed to provide an overview of the concepts of climate change vulnerability. Following the lecture, all municipalities ranked their vulnerability indicators based on their unique geographical location. This type of participatory approach was important for creating a context-specific vulnerability assessment.

- In **October**, Niagara Adapts launched a survey on behalf of the corresponding municipalities involved with the partnership to assess their vulnerability to climate change (i.e. Pelham, Niagara-on-the-Lake, Grimsby, Town of Lincoln, Welland, City of St. Catharines, and Niagara Falls). The results from the survey will be used to define the risks posed by climate change as well as identify measures on how the Town can adapt to particular impacts. The Climate Change Coordinator connected with local newspaper agencies and online networking

platforms to encourage participation in the survey. Town staff also created a particular webpage on the Town's website, recognized as "Climate and Sustainability", which provides further information on the development of the Town's adaptation plan.

- In **November**, the Town participated in the official launch of the Niagara Adapts partnership. The purpose of the event was to heighten public awareness along with public participation in local climate change initiatives. The event kicked off by screening the documentary *Resilience – a Climate Change Documentary of Hope*, followed by a panel discussion and a community reception.

- Within the months of **December, January, and February**, the Climate Change Coordinator sent out the finalized list of impact statements to the internal Adaptation Steering Committee, which were originally identified back in September during the first workshop. The committee provided comments to each given impact statement and also identified the municipal departments that would be responsible for the corresponding impact. An amended version of the impact statements will be sent to the committee in the coming weeks, where they will conduct a vulnerability and risk assessment on each identified impact statement. The results from the residential vulnerability analysis survey, supported by Brock University's Niagara Adapts partnership, along with the results identified by the ASC in the vulnerability and risk assessment, will provide further support on the given actions for the adaptation plan.

## CONSTITUENT CONCERNS & ISSUES ARISING

### COVID-19 PUBLIC WORKS RESPONSE

The Public Works Department has implemented measures to help reduce the spread of COVID-19 and provide a safe work environment for staff.

Where possible and appropriate staff have been directed to work from home. The Engineering Department consists of 5 staff all of whom are currently working from home. Engineering staff are busy preparing tenders and RFPs for the 2020 Capital and Operating program, continue to complete administration and site inspection on projects and operations that are considered essential, and work with the review of development delayed items.

Pursuant to the new Provincial guidelines, Public Works Operations staff are considered to be an essential service. In order to reduce the exposure to COVID-19 and to help protect staff Public works has implemented a split shift consisting of two (2) six person crews that alternate shifts Monday through Saturday. The duration of the shifts has been adjusted to ten hours per shift giving each crew 30 hours per week. In addition, during

off times staff are required to be on-call in the event that an emergency situation needs to be addressed. Further, in order to further protect staff single worker crews with one employee per vehicle has been implemented, as well as, increased levels of cleaning and disinfecting of all facilities and equipment that our staff comes into contact with.

Public Works staff are concentrating on critical and essential activities related to providing safe drinking water, safe wastewater collection and disposal, and maintaining safe roadways in accordance with the minimum maintenance standards as set forth by the Province and the *Municipal Act, 2001*. In addition, the Town's Beautification crews continue to maintain the cemeteries and conduct funeral services as required.

As of this moment staff are continuing with any capital projects that were in progress and are critical to the health and safety of the public (ie. Water main replacement). All other capital projects that have not started prior to April 4th and are not considered critical will be on hold.

Regular maintenance activities with third party contractors will only be undertaken if the situation is deemed an emergency (ie. tree removals). The Public Works Department is currently completing operations such as street sweeping and the intention is to provide roadside mowing once the grass starts growing. In addition, capital and operating activities such as ditching will be completed as required on an emergency basis.

Public Works staff intend to continue with the issuing of Request for Proposals (RFPs), and Tenders as the Town's method of procuring these services is fully digital and does not require hand delivered submissions. The RFPs and tenders will continue to be reviewed and will be awarded with the provision that the service provider will not start during the pandemic and will include an irrevocable period of 90 days to secure the pricing.

## PERSONNEL

In February the Town celebrated the retirement of Mark Lovell from the Beautification Department and Cemeteries after 30 years with the Town of Pelham. The Town wishes him a very happy retirement. Further, Mitch Holland was successful and has transitioned to the Cemetery Attendant position. Lastly, Mike Craig was successful in the recruitment for the Town's arborist position and joined the Town on April 6<sup>th</sup>.

## GRANTS, CONTRACTS, RFPs & AGREEMENTS

Contracts, tenders and RFP awards as reported by Corporate Services.



Development and subdivision agreements reviewed and comments provided, as reported through Planning.

Engineering staff are reviewing the second phase of Ontario Municipal Commuter Cycling funding program.

#### MEETINGS

Staff have attended regular meetings as required.