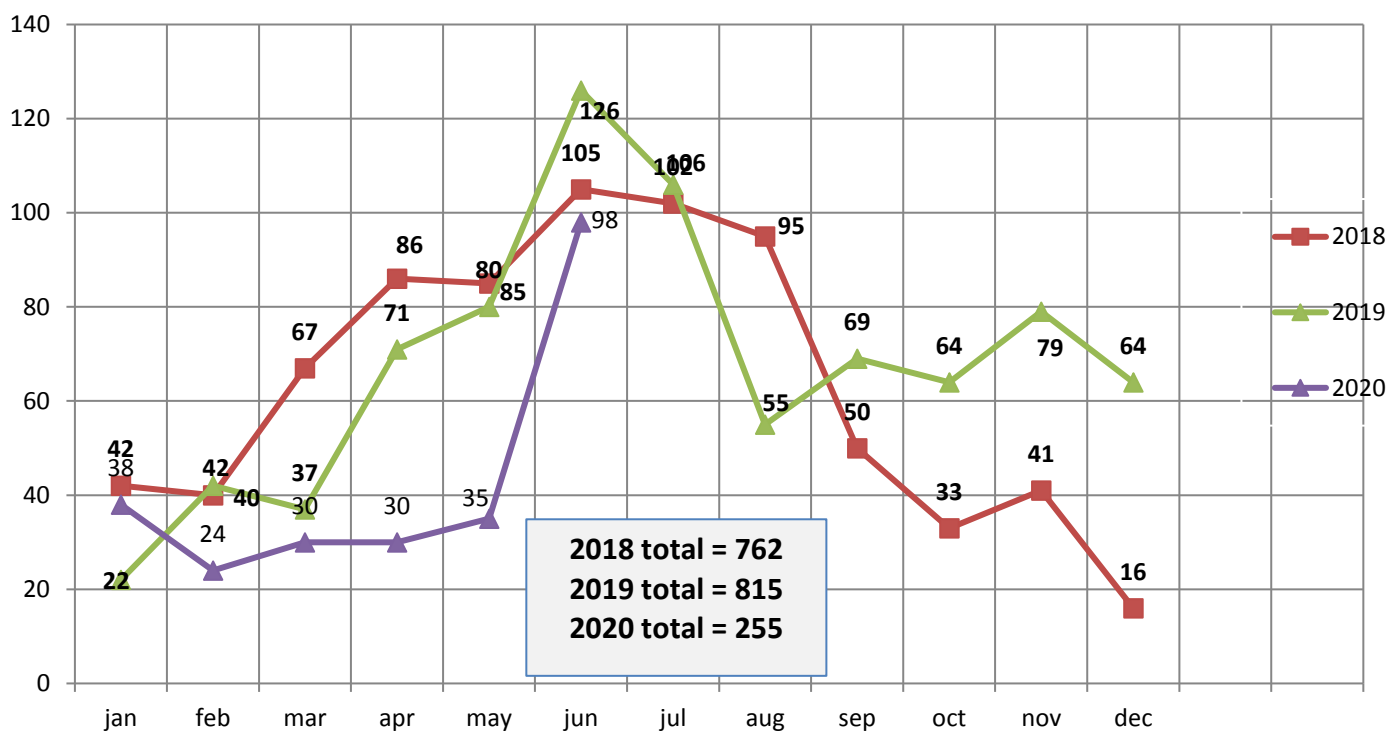


PUBLIC WORKS MONTHLY REPORT

JULY, 2020

DEPARTMENT OVERVIEW & STATISTICS

PW -Service Requests from the Public



PROJECTS

ROADS

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*.

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.

BEAUTIFICATION

The Beautification arborist has removed seven (7) hazardous trees in remote areas of Pelham with no truck access. These trees were found in naturalized areas and unopened road allowances. Many dead or diseased trees have been identified in inaccessible areas, most notably within the Pihach unopened road allowance located behind a row of town homes on Beckett Crescent. Public Works staff continue to work with homeowners to gain access to these trees. Fallen trees and branches in unopened road allowances, and other naturalized, unmaintained areas are left in place to decompose naturally. The current queue for tree request response is two weeks.

Beautification staff have installed new self-watering hanging baskets in Fenwick for the first time since the downtown Fenwick revitalization project. The baskets are designed to fit the decorative lamp posts and accommodate their lower height. The baskets have a reservoir designed to hold water and require a third less service resulting in saving on labour time.

Beautification staff continue to maintain the parks, trails and cemeteries, as well as prepare baseball diamond infields for practice only. The Public Washrooms at Harold Black, and Centennial Park are now open seven days a week from 8am to 8pm. Beautification staff are responsible to clean and disinfect them twice daily. On weekends staff will also be removing litter and servicing parks waste receptacles. A dramatic increase in litter and vandalism has been observed in all of the Town's municipal parks during this period.

WATER/WASTEWATER

Water/wastewater maintenance activities continue throughout the year. Operators perform system pressure monitoring, flush water mains to ensure adequate chlorine residual, and respond to customer complaints or concerns. In the spring staff complete dead-end watermain flushing at 43 locations within the distribution system as per our Drinking Water Quality Management System (DWQMS). Hydrant inspection and maintenance also occurs in the spring and summer. To date 300 of 554 hydrants have been flushed and inspected, resulting in 27 repairs.

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. On June 25th, 2020 the Town received notification from the lab of an adverse water quality incident (AWQI) resulting from a distribution sample containing 1 coliform. Water/wastewater responded according to DWQMS procedures and communicated the incident and resolution to Regional Public Health and the MECP. Due to the chlorine residual and low coliform count, staff believe the AWQI was the result of a sampling error. The last adverse water sample was experienced in 2015. Staff take approximately 500 distribution samples annually.

Staff have repaired two (2) water main breaks, and thirteen (13) valves and curb stops. Staff have also been working with the contractors to commission new watermain on Pelham Street North, Saffron Estates, and 100 Welland Road condominium complex.

The annual external audit of the Town of Pelham's DWQMS system was completed in April. Three opportunities for improvement (OFI) were identified. All OFI's were considered minor and steps have been taken to address them. No corrective actions were recommended and the audit was considered successful.

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 – The Design & Build RFP for this project has been issued for tender and closed with only one submission. A separate report on the submission is being prepared for Council to review.

Pelham Street North – Project is progressing; construction is approximately 80% 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 be 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 reviewing the preliminary designs for Phase 1 (College Street to Port Robinson Road) and preparing the tender documents.

Haist Street Water Main Replacement – This project is 95% complete. 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 complete by end of July 2020.

Road Rehabilitation & Base Repair Program – The Tender for this project has been issued and closed with only one submission.

Concrete Repair and Replacement Program – This program is currently out to tender. 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.

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.

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

Roadside Ditching Program – to be tendered.

Station Street Watermain Program - Duffin Contracting has remobilized to complete the remainder of the watermain installation from Pelham Town Square to Port Robinson Road. These works also include new services to the existing properties on Station Street.

Station Street Storm Pond Rehabilitation – this project has been tendered and awarded to Duffin Contracting. The works are expected to be completed in the Fall of 2020.

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. Further, 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 STRATEGY AND ADAPTATION PLAN

The following is an update on the development of the Town's Corporate Climate Change Adaptation Plan since March 2020:

The Climate Change Coordinator prepared and administered the third climate workshop 'Workshop #3: Vulnerability and Risk Assessment', with the Town's internal Adaptation Steering Committee (ASC). The workshop focused on the importance of vulnerability and risk assessments when determining climate change adaptation actions. Whether it directly or indirectly impacts their respective department, each committee member was assigned the task to provide an in-depth analysis on the identified climate impact statements. Data from this workshop and previous workshops (i.e. WS#1 – Climate Projections and WS#2 – Climate Impact Statements) provide the evidence base for the Town's climate adaptation plan.

In early April, the Climate Change Coordinator contacted several prospect external stakeholders to see if they would be interested in providing input to the Town's adaptation plan. Confirmed external groups include representatives from the Niagara Peninsula Conservation Authority (NPCA), Niagara College's School of Environmental and Horticultural Studies, and Niagara Region Public Health (NRPH).

In May, the Climate Change Coordinator participated in Brock University's 'Niagara Adapts' fifth workshop 'Identifying and Prioritizing Adaptation Options'. The workshop introduced theoretical foundations of – and tools for – adaptation planning, including how to establish a vision, goals and objectives, and begin identifying priority actions for the Town's adaptation plan.

In June, the Climate Change Coordinator amalgamated the data from the ASC's third workshop and began to research the best adaptation options for the impacts that scored the highest rank in vulnerability and risk.

In the upcoming months the Climate Change Coordinator will create an implementation schedule for the adaptation plan. The Coordinator will also produce a community engagement component of the adaptation plan, where public input on the proposed action items will be permitted. Niagara Adapts will be providing additional support in the community engagement approach.

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 five (5) staff all of whom are currently working from home and the office on a rotating schedule. In



order to maintain safe numbers of employees at Town Hall, engineering and administration staff are working approximately 50 percent of the time from home and 50 percent of the time in the office. This work schedule is coordinated with the Planning Department as the office space is shared with this department. 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 related items.

Pursuant to the Provincial guidelines, Public Works Operations staff are considered to be an essential service. While staff have returned to regular hours, in order to reduce the exposure to COVID-19 and to help protect staff, Public Works has implemented staggered shift start and end times. Water and Roads staff will start their shift thirty minutes before or after the Beautification staff alternating on a weekly basis. The duration of the shifts has been adjusted to eight hours per shift with a paid working lunch. In order to further protect staff, most vehicles have been equipped with plexi-glass shielding between the passengers and driver. Vehicles not equipped with shielding are limited to single driver operation. Public Works has also increased levels and frequency of cleaning and the disinfecting of all facilities and equipment that 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. Grass cutting operations are being completed at the normal frequency and level of service standards.

Regular maintenance activities for the Public Works Department, including the use of third party contractors are progressing in accordance with our normal schedule.

Staff are continuing with capital projects in accordance with Provincial Guidelines. In addition, Public Works staff continue to issue 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.

PERSONNEL

The Town has hired a new Arborist into the Public Works Operations Division. Mike Craig comes to the Town with many years of experience working for local tree contractors.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

The Town of Pelham was successful in receiving the following grants:

- 1) PRIP Funding Grant through Niagara Region (\$30,000 for tree planning on Rice Road).



- 2) Municipal Modernization Grant (\$50,000 for an efficiency review of Public Works).
- 3) 2020 Bicycle Facility Grant through Niagara Region (\$50,000 for on road bicycle facilities on Pelham Street between College Street and Port Robinson Road).

MEETINGS

Staff have attended the following general meetings via electronic means:

- 1) Public Works Officials Meetings
- 2) Brock University (Climate Change - Niagara Adapts)