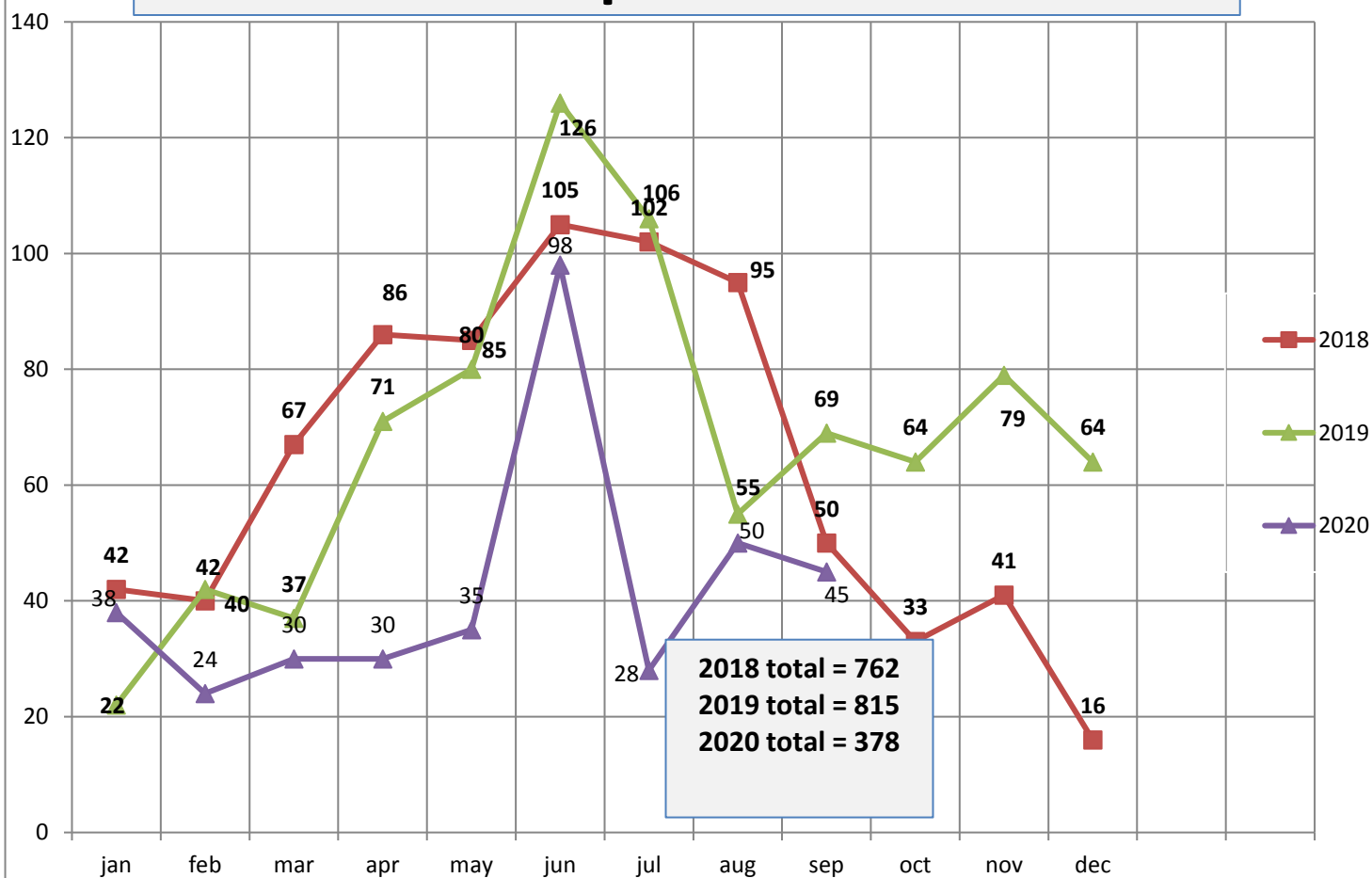


PUBLIC WORKS MONTHLY REPORT

OCTOBER, 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 have concentrated their efforts on patching roads, completing signage improvements, and general road maintenance activities. Warning signage improvements are continuing along Effingham including new curve warning signs and chevrons guided by the MTO's Ontario Traffic Manual.

With the overall goal of extending the life of rural surface treated roads, staff have removed 500m of high shoulders that restricted surface water from entering the ditch, which causes ponding, erosion and degradation of the road surface. Although this operation is vital for the life of road assets, it is both labour and equipment intensive. Increasing the program is not possible with current resources as the majority of staff time is focused on patching potholes to meet the Minimum Maintenance Standards.

Other summer roads maintenance activities include rural road side brush clearing. Areas where roadside brush encroach the ditch and roadway that can cause sightline and drainage issues are identified through regular road patrols. Staff utilize a tractor with a rotary flail arm to cut and shred vegetation and debris.

With the approach of fall and the winter season, staff will begin to prepare the fleet for winter operations. Sand and salt spreaders will be calibrated to ensure they operate efficiently and plows will be hooked up and tested in preparation for the beginning of the winter season as per the winter operations policy. Due to supply chain and labour issues surrounding the Covid-19 pandemic, the new combination snow plow ordered in early 2020 will not be ready for delivery until February of 2021.

BEAUTIFICATION

Throughout the summer the Beautification staff continued to maintain the parks, trails and cemeteries. The Public Washrooms at Harold Black, and Centennial Park were kept open seven days a week from 8am to 8pm. A combination of beautification staff and recreation staff were responsible to clean and disinfect them twice daily. On weekends staff removed litter and serviced parks waste receptacles. This work was largely completed utilizing summer students and rental vehicles. With the student workforce returning to school in September the responsibility of diamond grooming and lining, as well as the cleaning of public washrooms was

transferred to the Recreation, Culture, and Wellness Department (RCW).

A dramatic increase in litter and vandalism was observed in all of the Town's municipal parks during this period. A single staff member was utilized for 40hrs per week to remove litter from parks and playgrounds throughout the summer. Recent graffiti at the Isaac Riehl Memorial Skate Park will likely require a portion of the concrete wall to be painted to cover areas where pressure washing was not able to remove the graffiti.

The volume of tree requests remained high throughout the period. On an ongoing annual basis, tree pruning requests routinely outpace the capacity of staff to respond within public expectations. The vast majority of requests are for cosmetic pruning issues. Due to volume, staff must prioritize safety related issues before addressing cosmetic pruning requests. Staff anticipates that all tree requests currently in the work order system will be completed by the end of November.

Staff completed some much needed trail maintenance on the Steve Bauer Trail between Welland Road and Milburn Drive, near Spruceside Drive. The majority of the work consisted of elevating trees, and clearing of brush and fallen branches resulting from previous winter ice storms. Many branches and organic material is left in place to decompose naturally to improve the health of the woodlot.

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 the Drinking Water Quality Management System (DWQMS). Hydrant inspection and maintenance also occurs in the spring and summer. Throughout the summer all 554 municipally owned fire hydrants are flushed and inspected, resulting in 28 repairs.

On July 9th, 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. On September 21 staff responded to a watermain break in the area of Quaker Road and Claire Avenue. In order to excavate and repair the break, the water would have been shut off to Woodlands of Sunset Long-Term Care Facility for an unknown length of time. Staff decided instead to install a valve on the 12" cast iron watermain at the corner of Pelham Street and Quaker Road to allow for the isolation of the main break without impacting the care facility and other customers on Pelham Street. The valve was able to be installed and the water restored to Woodlands of Sunset in under 2 hours. The main break was not causing safety or flooding issues allowing the repair to be scheduled in the evening after other area businesses closed for the day.

A watermain break occurring within an active construction site caused numerous rusty water complaints in the area. Staff worked with local residents to flush rusty water from service lines and water meters. Rusty water occurs in areas with cast iron watermain and typically results from watermain breaks and shutdowns when iron particles break free from inside the pipe. Staff attempt to reduce the amount of rust in the line after repairs are made by flushing through the break location to a fire hydrant.

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 was awarded to Duffin Contracting Inc. Staff have been working closely with the Contractor and its Engineering consultants to begin the required engineering and environmental studies and investigations. The contractor and his engineer is working closely with the approval agencies and various stakeholders including Trout Unlimited.

Pelham Street North – This project is 95% complete. Staff have been in communication with the contractor to stay up-to-date on the contractor's schedule to complete restorations and deficiencies. Works are expected to be complete by end of fall 2020 with surface course asphalt paving and final line marking in the spring of 2021.

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, who completed design for Phase 1A of the project (College Street to Port Robinson and Pelham Street intersection). The design has been tendered for construction, and awarded to Rankin Construction Inc. Construction is expected to begin November, 2020 with a completion in the spring of 2021.

Haist Street Water Main Replacement – This project is complete as of September 2020. The approved budget for this project was \$775,460.00, and through good engineering and contract administration the total cost for the project was \$587,344.95, coming in under budget by \$188,115.05. The project went very well, and Town staff are very happy with the performance of the contractor, Peter's Excavating Inc.

Road Rehabilitation Program - This program has been awarded to Norjohn Contracting and Paving. The project will commence in October 2020. The budgeted amount for this project is \$450,000.00 with the contractor coming in at \$354,712.00. This bid will allow us to add additional locations to their scope of work to maximize this program. These works are expected to be completed by end of fall 2020.

Road Base and Patching Repair Program – This program has been awarded and completed by Circle P Paving. This program included the paving of the Steve Bauer Trail as part of the contract. The total cost of the trail paving, restorations and drainage upgrades was \$129,948.75. The Town received \$75,000 in funding for the hard surfacing of the trail from the Ontario Municipal Commuter Cycling Grant and approximately \$22,000 from the Canada Summer Games Committee for a total of approximately \$97,000.

Concrete Repair and Replacement Program – This program has been awarded to Signature Contractors. The scope of work is to replace various deficient curb and sidewalk panels throughout the Town. Work is currently ongoing, and is expected to be complete by the end of October, 2020.

Bridge & Culvert Inspection Program – This program has been completed by Ellis Engineering. A report will be brought forward to council in regards to the condition of the Culverts and Bridges in the Town.

Bridge Replacement Program – This program is to complete the replacement design of two failing culverts on Balfour Street south of Roland Road, and on Sixteen Road east of Balfour Street. The design work has been awarded to ELLIS Engineering Inc. The design will look at replacement options and methodology, and is expected to be completed early 2021.

Culvert Replacement Program – this project will be tendered in the fall of 2020 following inspections by our Operations Staff.

Roadside Ditching Program – This program has been awarded to CRL Campbell Construction and Drainage LTD. This program will commence early November 2020 and will be completed by end of fall 2020.

Station Street Watermain Program - This project is 90% complete. Final watermain connections along with restoration works still remain to be finished. Works are expected to be completed by end of November 2020.

Station Street Storm Pond Rehabilitation – This project has been awarded to Duffin Contracting Inc. The works are expected to start following completion of the Station Street Water main Program also being completed by Duffin Contracting Inc.

Station Street Sanitary Sewer Diversion Project - This project is currently in the process of finalizing the design and preparation of contract documents for tendering. It is expected that tendering of the work will take place in late October with a tentative construction start date in early November. It is anticipated that construction will take approximately 4 weeks to complete including utility locates.

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 July 2020:

The Climate Change Coordinator prepared and administered part one of the fourth climate workshop 'Workshop #4: Part One', with the Town's internal Adaptation Steering Committee (ASC). The workshop focused on establishing vision and goals for the climate change adaptation plan. Each committee member was requested to complete a 3-question online survey to provide feedback and input on Town's existing vision and identify the goals for the adaptation plan. The survey was sent out in early August and the feedback was utilized to solidify the vision and goals for the Town's climate change adaptation plan.

In July, the Climate Change Coordinator researched and developed draft adaptation vision, goals and actions. The adaptation vision and goals were further refined through the Workshop #4: Part One.

In late August, Brock University conducted their sixth workshop on 'Stakeholder Engagement' for Niagara Adapts. The results of the workshop were shared with the Town's new Climate Change Coordinator (who joined in September) which include a summary of adaptation goals, objectives and adaptation actions proposed by other municipalities which are a part of Niagara Adapts. It also highlights the requirement of stakeholder engagement and the next steps in developing the stakeholder engagement strategy.

In the upcoming months the Climate Change Coordinator will finalize the adaptation plan's vision and goals and conduct Workshop #4: Part 2 to provide feedback on adaptation options. The Coordinator will also prepare an implementation schedule for the adaptation plan. The Coordinator will produce a community engagement component of the adaptation plan, where public input on the proposed action items will be permitted. The stakeholder engagement survey will be administered and Niagara Adapts will be providing additional support in the community engagement approach.

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. With the reduction in summer students staff have returned to regular working hours, although in order to reduce the exposure to COVID-19 and to help protect staff, Public Works has adjusted the work day to include 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 continues with 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 the 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 Climate Change Coordinator to replace Deanna Allen. Bani Maini started with the Town on September 24th as Climate Change Coordinator to fulfill the remaining requirements of the FCM grant the Town received in 2019. Bani is a Master of Sustainability student at Brock University and she has also completed a Bachelor of Science, as well as a Postgraduate Diploma in Leadership. She has experience in creating an adaptation plan and has worked on sustainability initiatives for the Town of Lincoln and Niagara Parks.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

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

- 1) Municipal Modernization Grant (\$50,000 for an efficiency review of Public Works). The efficiency review was awarded to KPMG. Staff expect a full report to be delivered later this year.

Staff have completed the RFP process and awarded the assignment to KPMG. Staff are working closely with KPMG to complete the efficiency review. It is expected that this assignment will be completed in the fall of 2020 with a report and presentation to Council.

MEETINGS

Staff have attended the following general meetings via electronic means:

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