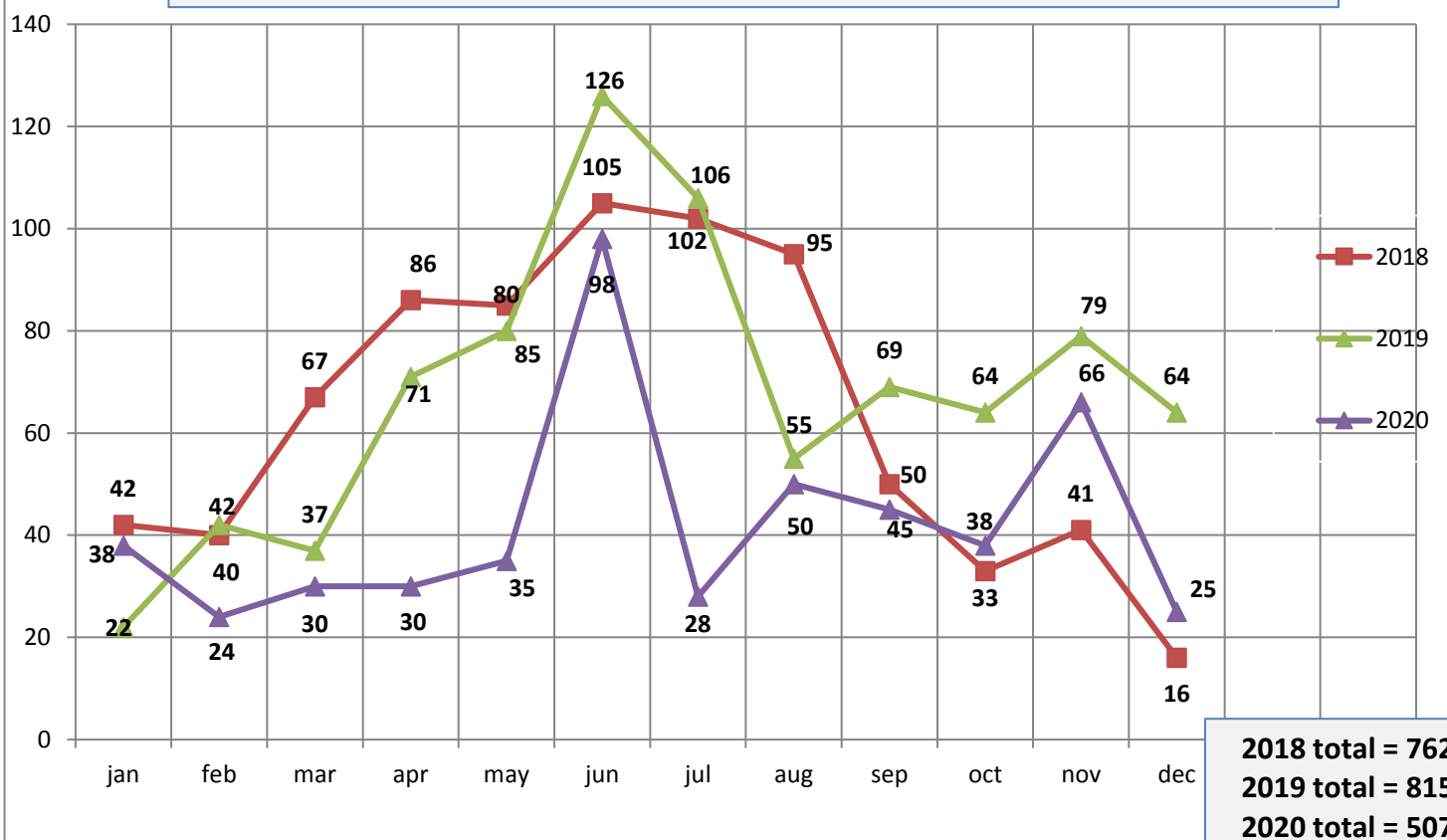


PUBLIC WORKS MONTHLY REPORT

FEBRUARY, 2021

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 (MMS)* for Municipal Highways, passed



pursuant to the *Municipal Act, 2001*.

Roads staff have concentrated their efforts on patching roads, completing signage improvements, and general road maintenance activities. 20 tonnes of QPR cold patch and hot mix asphalt has been utilized to patch potholes throughout the Town's transportation system during this period. Warning signage improvements are continuing along Effingham including new curve warning signs and chevrons guided by the MTO's Ontario Traffic Manual.

Between November 1st and December 31st, 2020, the Town received approximately 40cm of snow. In response to winter weather Town staff have completed 9 winter maintenance operations including 4 treatment (sand/salting) programs and 5 combination, plowing & treatment programs. Staff have utilized 800 tonnes of sand/salt and 50 tonnes of salt to maintain roads in accordance to the Winter Maintenance Policy S802-04.

BEAUTIFICATION

An increase in litter and vandalism continue to be observed in all of the Town's municipal parks throughout the fall. Graffiti on the Isaac Riehl Memorial Skate Board Park required the use of an outside service provider to remove the paint.

The volume of tree requests have leveled out to a more manageable frequency during this period. The reduction in requests has allowed staff to complete planned area pruning and begin work on completing an inventory and basic inspection of municipally owned boulevard trees using GIS software platforms that became available with Town's ESRI licencing agreement with the Niagara Region.

Beautification staff are responsible for the set up and removal of Christmas lights in parks and assist in the installation of decorations on hydro poles.

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 fall staff complete dead-end watermain flushing at 43 locations within the distribution system as per our Drinking Water Quality Management System (DWQMS). Hydrant repair and valve exercising programs occur in the fall as well.

ENGINEERING

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

Sulphur Springs Rehabilitation – The Design & Build RFP for this project has been awarded to Duffin Contracting. Duffin is currently working with their engineering consultant to generate a design working in conjunction with the various environmental approval agencies. Town staff are still awaiting the preliminary design for review.

Pelham Street North – Works for this project are complete with the exception of top course asphalt and final pavement marking, which will happen in early Spring 2021. Staff are still in the process of considering the petition received regarding excessive speeding on this section of roadway and are considering possible traffic calming measures including the potential implementation of a 3-way stop controlled intersection at the intersection of Pelham Street and Shorthills Place.

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 sewers, updates to existing water mains, as well as new curb, asphalt, the construction of on-road bicycle lanes and new 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 1 of the project (College Street to Port Robinson and Pelham Street intersection) and Phase 2 (Port Robinson Road to John Street). The design for Phase 1 was tendered in the fall of 2020 and was awarded to Rankin Construction Inc. Work for Phase 1 commenced November 2020, and as of December 23, 2020 the project is substantially complete and on hold for the winter season. Outstanding works for Phase 1 include the relocation of utilities at the intersection of Port Robinson Road and Pelham Street, the placement of top course asphalt, final pavement markings, the installation of a solar powered flashing school zone sign and speed indicator sign and landscape restorations.

Associated Engineering has completed approximately 90% design for Phase 2, which will be from Port Robinson Road including the intersection to a south limit of approximately 50m south of the Pancake Lane intersection. The works include complete urbanization of Pelham Street including new curb and gutter, new sidewalks, new storm sewers and new watermain. This section of road will also receive dedicated 1.5 m on-road bicycle lanes in both directions. In addition, because the intersection at Port Robinson Road and Pelham Street experiences high traffic volumes and given the fact that it is within a school zone particular attention has been given to ensure it is designed with pedestrian safety in mind while accommodating all types of active transportation. A virtual Public Information Centre (PIC) will be scheduled in February 2020 in order to present the project to the public and receive comments. Following this meeting the design will be finalized with tendering to follow soon after. The intersection design and active transportation features have been reviewed and endorsed by the PATC, as well as, the Glynn A Green Parent School Active Transportation Committee.

Road Rehabilitation Program - This program was been awarded to Norjohn Contracting and Paving and work

commenced in November of 2020. A number of streets within Fonthill were identified as candidates for resurfacing. Due to inclement weather, the contractor was only able to complete a portion of the works before asphalt plants closed for the winter. The streets that were completed included Welland Road between Arbour Circle and Hunters Court, Arbour Circle, Townsend Square, and Milburn Drive. The remainder of the streets under this contract will be completed Spring 2021. The streets that will be completed in the spring of 2021 include Woodside Square, Meadowvale Crescent, Kevin Drive (between Haist Street and Sherri Lee Cres.) and Sherri Lee Crescent.

Road Base and Patching Repair Program – This program was awarded to and completed by Circle P. Paving. Works included patching various roads throughout the municipality and paving of the Steve Bauer Trail. Works were completed late Fall 2020.

Concrete Repair and Replacement Program – This program was awarded to Signature Contractors. The scope of work is to replace various deficient curb and sidewalk panels throughout the Town, as well as installation of a concrete parking slab in front of the Hurricane Road Pumping Station. Works were complete October 2020.

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 design is expected to be complete by Q2 of 2021. The replacement of Sixteen Road Bridge is expected to go to construction in the summer 2021 with construction of Balfour Street Bridge to be completed in 2022 pending budget approval.

Roadside Ditching Program – This program was awarded to CRL Campbell Construction and Drainage LTD and included re-ditching and shouldering works at various locations throughout Town. Works were completed fall 2020.

Station Street Watermain Program This project was completed late Fall 2020 by Duffin Contracting.

Station Street Storm Pond Rehabilitation – This project has been awarded to Duffin Contracting and is expected to commence in the Spring of 2021.

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 with 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 October 2020:

The Climate Change Coordinator compiled a list of adaptation options based on the feedback from the Adaptation Steering Committee (ASC) and Niagara Adapts Team. The adaptation options were then used to create an implementation plan which outlines the action, its description, lead departments, relevant departments, resources required (budget and staff), and the implementation timeline for each action. The climate change coordinator attended Workshop #5 with Niagara Adapts on Monitoring & Evaluation which is the fifth milestone of the planning process. The information gained was utilized to build an M&E plan for the Town's Corporate Climate Change Adaptation Plan. The M&E plan outlines indicators for tracking each action, the lead department for the collection of data, the duration for collection of data and the resource requirement for the same. Also, the stakeholder survey was successfully implemented, and the desired results were achieved. The monthly breakdown is listed in the next paragraphs.

In October, the Climate Change Coordinator compiled the results from Workshop #4: Part One to consolidate Adaptation Vision & Goals. Simultaneously, Niagara Adapts prepared a stakeholder engagement survey based on the Adaptation Vision and Goals provided by the Town's planning team for further solidification of the vision and goals, and the inclusion of Town's stakeholders in the planning process. The coordinator further developed and defined Adaptation Actions & Goals selected by the previous coordinator.

In November, the Climate Change Coordinator administered the Workshop #4: Part 2 to the ASC to gain consensus on adaptation options. The adaptation options were simultaneously circulated to the Niagara Adapts Team for their feedback. Once the process was complete, a final list of adaptation options was prepared. The Climate Change Coordinator decided on the 45 most suitable adaptation options divided amongst 8 Adaptation Goals for the Town. The coordinator attended an M&E workshop on November 16 conducted by Niagara Adapts. The Stakeholder Engagement Survey was administered in late November and the feedback from internal stakeholders (i.e. staff and council members) was recorded.

In December, the climate change coordinator prepared an implementation plan as well as an M&E plan based on the workshop conducted by Niagara Adapts Team in November. Both the plans have been drafted and ready to be added to the Adaptation Plan. The Stakeholder Engagement survey was opened to external stakeholders (i.e. Town residents; community at large). The results were recorded, and the Niagara Adapts Team is preparing a summary to be added to the Adaptation Plan.

In the coming months, the plan will be drafted, designed, completed, and circulated for feedback. The main sections include Introduction, Planning Process, Climate Change, Climate Projections, Impacts Summary, Risk and Vulnerability Assessment, Adaptation Vision, Goals and Actions, Implementation, and Monitoring & Evaluation. The required updates will be accommodated in the Engineering Design Guide. The Corporate Climate Change Adaptation Plan will be shared with the council for approval. Niagara Adapts will conduct two more workshops on Implementation and Knowledge Mobilization and these will be attended by the Climate Change Coordinator.

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 2021 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. Public Works has continued to operate with an adjusted work day schedule to include eight hours per shift with a paid working lunch. This is an attempt to limit the amount of interaction employees have with each other during lunch and scheduled breaks. With this work schedule staff are encouraged to take their breaks on the jobsite in order to limit potential contact at the Tice Road Operations Centre. Further, 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. Finally, Public Works has continued to operate with increased levels and frequency of cleaning and disinfecting.

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 (including winter maintenance) in

accordance with the minimum maintenance standards as set forth by the Province and the *Municipal Act, 2001*.

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

There are no new personnel changes that occurred in Public Works in Q4.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Please see Corporate Services report regarding contract assignments and grant submissions and approvals.

MEETINGS

Staff have attended the following general meetings via electronic means:

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