

PUBLIC WORKS DEPARTMENT QUARTERLY REPORT

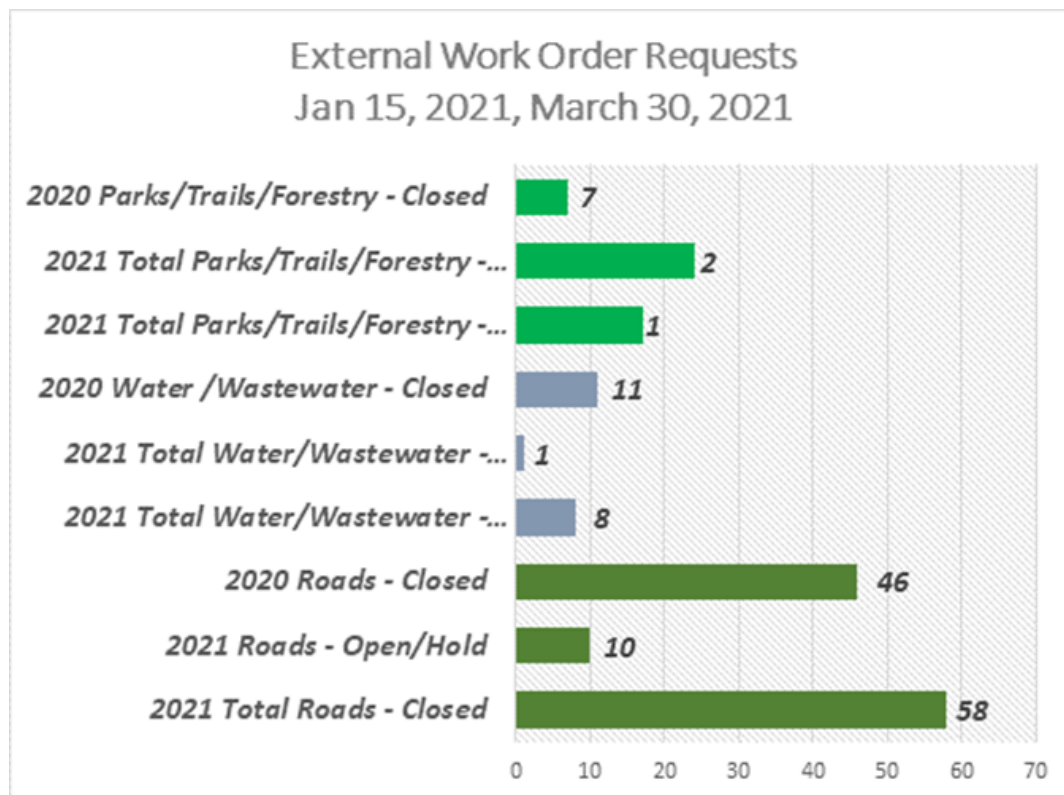
Monday, April 19, 2021

Reporting Period: Public Works Department Quarterly Report for the period: January – March 2021

Recommendation:

BE IT RESOLVED THAT the Q1/2021 Public Works Department Report be received for information.

Department Overview and Statistics:



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*.

April 1, 2021 marks the end of the 2020-2021 Winter Season. Roads staff have begun to decommission the winter fleet in order to transition into spring operations. Although staff have not received the contracted service invoices for March, it is believed the budget is healthy and may result in savings at the end of 2021 depending on winter weather in December and November.

Roads staff have concentrated their efforts on patching roads, completing signage improvements, and general road maintenance activities. QPR cold patch 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. Flashing warning beacons have been ordered and will be installed along Effingham to warn drivers of upcoming intersections and sharp curves as per Public Works Report 2020-0123. In addition, staff are in the process of procuring four (4) additional speed indicator signs to be placed strategically throughout the road network.

BEAUTIFICATION

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. An increase in litter continues to be observed in all of the Town's municipal parks throughout this period. Help was received from the Recreation, Culture & Wellness Department to assist in garbage and litter pick up throughout the provincial lockdown.

When not assisting with winter operations, staff continued pruning tree branches and limb removals from storm damage, rebuilding picnic tables, cemetery operations and working on completing an inventory and basic inspection of municipally owned boulevard trees.

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.

Staff responded to and repaired a watermain break on College Street, replaced a galvanized water service on Canboro Road, thawed two frozen water services, and oversaw the commissioning of two new private water systems in east Fonthill developments.

After investigating low pressure complaints along Canboro Road and Fenwick it was determined that the pressure control valves owned and operated by the Niagara Region required maintenance. Staff worked in conjunction with Regional maintenance staff to address the issue.

A sanitary lateral repair was completed on Pelham Street utilizing a local contractor due to the working depth and traffic volume on the road section. The lateral was replaced and funded through the annual sewer lateral replacement program.

ENGINEERING

The following is a summary of the activities that have occurred in the Engineering Department between January 2021 and March 2021:

Sulphur Springs Rehabilitation – The Design & Build RFP for this project has been awarded to Duffin Contracting. Duffin is currently working with its 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. The contractor remains optimistic that approvals and permits will be in place to allow construction to commence in July of 2021. Due to in water working restrictions this project needs to be completed between July 1st and August 31st.

Pelham Street North – Works for this project are complete with the exception of top course asphalt and final pavement marking, which will happen in the Spring of 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. Engineering and Public Works staff have engaged in a warrant study to determine if a 3-way stop is required at this intersection.

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, which 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) was completed in March using the "Bang the Table" software. Staff received four questions and comments regarding the project through this media platform and met and discussed issues with three (3) other residents regarding the information that was presented. The detailed design is now 100 percent complete, following the feedback received from the public, and staff are anticipating tendering the project in early April.

Road Rehabilitation Program (2020) - This program was 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. It is anticipated that this work will commence in late April or early May once the asphalt plants open.

Road Base and Patching Repair Program – Engineering Staff and Public Works Operations Staff are reviewing the road locations that will require patching. The purpose of this annual program is to preserve the condition of the pavement and extend the pavement life. This was a recommendation made in the recent 2019 Pavement Condition report prepared by ARA Consultants. Currently the project is in the tender preparation phase. It is expected that this tender will be issued in May of 2021.

Road Rehabilitation and Resurfacing Program (2021) – Engineering Staff are currently working with Public Works Operations Staff to develop a list of candidates for the 2021 Road Rehabilitation and Resurfacing program. The candidates are being selected based on the information contained in the 2019 Pavement Condition study and based on the road patrols completed by Operations Staff. The program will most likely focus on rural roads with emphasis placed on road segments located on the cycling race route for the 2022 Canada Summer Games. It is anticipated that the tender for this project will be issued in May or June of 2021.

Concrete Repair and Replacement Program – Staff are currently in the process of determining the locations for the concrete repair and replacement program. The majority of the work completed as part of this annual project is concrete curb and sidewalk repairs so that the Town is in compliance with the Minimum Maintenance Standards (MMS). It is anticipated that this tender will be issued in April of 2021.

Sixteen Road Bridge Replacement Program – The detailed design work for this project is now 100 percent complete. Engineering Staff are currently working with the Purchasing Department to finalize the tender documents. It is anticipated that this project will go out for tender in April of 2021 with a projected construction start date of July 2, 2021. Due to in-water working restrictions regulated by the NPCA and Department of Fisheries no in-water work can commence until the fish spawning season is finished. The project is anticipated to be completed by September of 2021,

Roadside Ditching Program – Engineering Staff are currently working with Public Works Operation Staff to determine locations for this year's program. The tender is expected to be issued in the spring of 2021.

Station Street Storm Pond Rehabilitation – This project has been awarded to Duffin Contracting Inc. The commencement of the project has been delayed as a result of receiving permits from the NPCA and permission to enter and gain access

over a hydro easement that runs between Station Street and Cataract Road directly adjacent to the storm water pond outlet. Engineering Staff, the contractor, and the design consultants are working together to get the approvals necessary to complete the work. It is anticipated that the construction will commence in the summer of 2021 and will be completed in the fall of 2021.

Foss Road Sanitary Sewer Design Upgrades – This project is currently at 90% design stage with GHD. However, there have been some challenges with regards to the CPR crossing which is delaying the finalization of design. Coordination with relevant agencies is being conducted in order to bring this project to completion and be construction ready.

Church Street Sanitary Sewer Design Upgrades – This project is currently at 50% design with AE and is currently being updated with Public Works' review comments.

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.

Engineering staff are also participating in the development of the Niagara Region Stormwater Management Guidelines. The Guidelines are at 70% Draft Stage and are currently being reviewed by other Departments at the Town.

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 and 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 provide essential services. 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.

Employee Updates:

The completion date for the Climate Change Adaption Plan has been extended due to programming difficulties associated with COVID 19. As a result, the Town has been able to extend the Climate Change Coordinator position until December 10th, 2021. The position has been fully funded through unused grant dollars through the Federation of Canadian Municipalities, as well as through labour cost savings related to this position.

Grants, Concerns, RFPs, Agreements:

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

Meetings:

The following meetings have been attended:

- 1) Public Works Officials (PWO) Meetings
- 2) Niagara Peninsula Standard Contract Document Meetings
- 3) Niagara Region Wet Weather Committee
- 4) Trout Unlimited Low Impact Development Webinars
- 5) Municipal Class EA for Merritt Road Extension
- 6) Various Committee Meetings (PATC, Beautification)