

# MONTHLY REPORT

**To:** Mayor Strathdee and Members of Council

**From:** Public Works

**Date of Meeting:** 28 November 2017

**Subject:** PW 63-2017 November Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 63-2017 November Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

- **Water, Waste water, Storm water (Environmental Services)**
  - Hydrant flushing – Completed
  - Review and comparison of water and wastewater rates
    - Report to SPC November 21<sup>st</sup>
  - Well #3 has been recommissioned
    - Experiencing ground fault issues
      - Replacement Drive Controller being sourced - VFD
  - Well #1 has experienced ongoing vandalism
    - Engaged OPP active patrols
    - Increase outdoor lighting
    - Installation of 2 security cameras
- **Solid Waste Collection, Management & Landfill**
  - 0 dust complaints – 0 odor complaints
  - Waste wood grinding for winter cover - Completed
  - Curbside yard waste pilot collection program – Completed
    - Final pickup Nov 20<sup>th</sup>
    - Yard waste drop offs still available at:
      - Municipal Operations Centre
      - Landfill - During regular operating hours
    - Program well received,
      - Multi-year tender to be issued in December for January council award
  - Transportation of Dangerous Goods and Household Hazardous Waste training
- **Cemetery**
  - 7 Internments, October 12<sup>th</sup> to November 14<sup>th</sup> (3- cremations, 4 – traditional burials)
  - 7 Internment rights sold, October 12<sup>th</sup> to November 14<sup>th</sup> (, 1-- niche, 1 – in ground cremation plot, 5 – traditional burials)
  - Turf Maintenance Agreement one year extension executed for 2018 with St. Marys Landscaping as per RFT-OPR-01-2015
  - JCB refurbishment – Completed
    - Stone levelling and grave top ups - Ongoing
  - Asphalt milling material stockpiled at cemetery to be used in 2018 for lane repairs

- **General Public Works Operations – Roads, Sidewalks**

- Winter snow removal contract service areas – tender awarded
- Queen St. Asphalt Milling by Coco Paving – Completed
  - Line painting ongoing dependent on weather
    - Priority given to restoration of turning lane markings
- Road sign replacements as per sign reflectivity testing results – Ongoing
- Coordination with Corporate Communications for improved road closure notices in conjunction with Municipal 511 roll out – Ongoing
  - Integration of Municipal 511 into Town's website with iFrame - Pending
- Streetlight Inspections – Ongoing
  - Creating a new inspection form to determine streetlight maintenance costs
- Hauled cover & brush woods chips for winter landfill cover – Ongoing
- Yard waste hauling to landfill – Ongoing

- **Parade – Nov 17 - On-Street parking closure**

- 7am closure worked extremely well with only 1 vehicle owner having to be located
- 1pm closure of remaining blocks worked well with all vehicles cleared and spaces blocked by 3pm
- Positive feedback from general public observing parade
- Some comments received from downtown merchants to shorten on-street parking restriction duration, noticeable sales decrease for Friday of hockey tournament

**Recommendations for future implementation**

- Could implement full closure at 1pm using more staffing thus reducing economic impact to downtown merchants
  - Communications Dept. conducting economic impact survey
- Consider extending on-street parking restrictions to Peel St. from Water St. on Queen allow for increased viewing area
- Review options for parade viewing for seniors and persons with accessibility accommodation requirements
- Candy should be distributed by hand and not tossed due to safety concerns with children

- **Parks, Trails and Tree Management**

- Stump grinding of removed trees by Lange Brothers – Completed
- Fall tree planting – Ongoing
  - Waiting on supplier, supplied trees need to be in hibernation
- Quadrant Pruning with Davey Trees – Late November completion of East Ward
- Town picnic tables delivered to Science Hill Drifters Snowmobile Club clubhouse for winter storage
- Winter light program
  - Repair of pre-existing Winter Lights – Completed
  - Setup of displays - Completed
  - Cross training of staff by winter lights technicians - Ongoing
  - Construction of two new sponsored light displays - Ongoing
  - Setup of seasonal lights in downtown core area – Completed

- **Engineering, Asset Management & Capital Projects**

- Ardmore/Westover St – Westover Place
  - Assist with coordination of utility & subcontractors at developer's expense
  - Actively working towards complete restoration works of open road allowance abutting existing developed properties
  - Asphalt restorations scheduled week of November 20th

- Warner St. & Jones St. – Completed
  - Construction completed, road open
  - Entering maintenance period
- Emily St. Reconstruction – Completed
  - Construction completed, road open
  - Some utility works for new development lots pending
    - Contractors will use OTM Book 7 conditions
  - Entering Maintenance period
- Wellington St. Bridge – Ongoing
  - Parapet walls have been installed
  - Watermain has been commissioned and connected
  - Late November completion at time of report
- Floodwall repairs
  - UTRCA has retained Maclean Taylor for 2017 works
  - Section of walkway by millrace around Water St. parking lot to be closed
  - Investigative work critical to determine best repair methods
  - Millrace gates to be operated regularly during construction
  - Start late November to late December
- CWWF
  - Tender packages for Standby generators released
    - Pending Council award December 12<sup>th</sup>
  - Design of headworks & grit removal ongoing
- Booster Station Standby Generator
  - Installation works ongoing
  - Commissioning Late November
  - Maintenance agreement pending
    - January Council review
- Queen Street Downtown Reconstruction
  - Two remaining deficiencies to be corrected in 2018
  - On street parking between Peel and Church (Tim Hortons) – Reviewed
    - Confirmed that three stalls existed in front of Tim Hortons prior to construction. Three stalls exist post construction so this number has not changed.
    - Confirmed the stall immediately east of the Queen Street entrance was located further to the east and needs to be blacked out and repainted
    - Alterations to parking stalls adjacent Tim Hortons entrance required to improve east sightline
    - Also investigating the impact of the property line hedge on the sightlines at this entrance

## • **Community Outreach**

- Sparling Bush Open House - Completed
  - Attendance of 30+ area residents
  - UTRCA representative in attendance to assist with question from the public
  - All materials including staff & UTRCA reports made available to public
  - Contacts were made between staff and residents
    - Many residents unsure of property boundaries
    - Requests for additional benches
  - Both local area schools had representatives in attendance
    - Schools representatives suggest installation of sitting area to accommodate classes for outdoor learning
- DCVI Art program
  - Pilot project to paint designs on garbage containers in parks

- 2-3 containers to be completed over winter months
- Contact via Community Services department

## **OUTSTANDING ISSUES AND PROJECT LIST**


- **2018 Operational & Capital Project timeline**
  - Development of a 2018 timeline to better plan when certain projects and annual operations need to be undertaken
  - Preparing 2018 operations tenders to facilitate an easier procurement process and fostering a pro-active mentality
- **Solid Waste Collection, Management & Landfill**
  - Review of Household Hazardous Waste receiving procedure
  - Work with Communications for Public Education campaign early 2018
- **Parks, Trails and Tree Management**
  - Review of approved Town trees species and pre-approved planting areas – Ongoing
    - Researching other municipalities and UTRCA recommendations

## **SPENDING AND VARIANCE ANALYSIS**

No variances

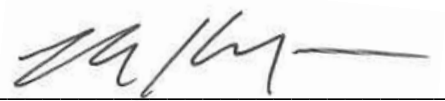
### **REVIEWED BY**

#### **Recommended by the Department**



Jed Kelly  
Director of Public Works

#### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk