



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Jeff Molenhuis
DATE: 02/08/2016
SUBJECT: Public Works Activity Report
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the August 2, 2016 Public Works Activity Report for information.

EXECUTIVE SUMMARY

The Director of Public Works provides monthly updates to Council on activities within the Shared Services Public Works department.

DISCUSSION

Administration and Shared Service	<ul style="list-style-type: none">• New Shared Service Administrative Assistant started on July 4th.• ON1Call and locate procedures – The administrative process was revised for completing locates and meeting the requirements under the regulations for response timelines and feedback reporting. A structure is now in place to ensure full regulatory obligations met for MT storm sewer assets, and development of the remainder of the program is underway to address the full complement of NH underground assets.• Developed draft On-Call Policy for after hours and emergency response. Developed framework for rotating on-call schedule, transferrable emergency contact for all service partners, and initiated on-call handbook for staff to reference when on-call.• Developed framework for centralized service request procedures for a streamlined model for the public to communicate with PW.• Began drafting a Communication Plan to outline specific communication streams and how Shared Service PW will maintain these streams. A separate report will be brought forward to outline this plan in detail.• Developed draft Work Order documents to track, organize and complete requested or scheduled work.• Health and Safety program review initiated to centralize administrative, training or support policies and procedures.
Development	<ul style="list-style-type: none">• Cowbell Brewery – met with Central Huron and North Huron Council members, as well as staff members for both municipalities. Discussed development requirements and design comments with Site Plan review consultant for CH and watermain design review consultant for NH (BM Ross for both). Correspondence to be forwarded to the developer/agent in late July/early August.• Tim Hortons – the developer requested changes to their servicing configuration. Coordination with Cowbell external servicing will be required.

Capital	<ul style="list-style-type: none"> • Westmoreland/Mill Street, Blyth – the original design consultant must re-submit the Ministry of Environment and Climate Change for new approvals because of expiration of the original approvals, and will revise parts of the design to address constructability issues. • Patrick Street, Wingham – The Consultant for this project held a pre-construction meeting on July 21, where the Contractor advised they will mobilize during the week of July 25. The project is estimated to be complete in September 2016. • Blyth Well – Construction of the facility is progressing along. The building structure is well underway, with interior and exterior finishes underway. The project appears to be on schedule. • Works Shed Fuel Tank Removal – working with licensed contractor for removal of underground fuel storage tanks at EW shed. Working with environmental consultant to identify environmental concerns in the field. • Bridge Needs Study – BM Ross has been retained to complete OSIM inspections and needs study for both MT and NH. The consultant was engaged to complete the work compliant with the MT and NH Procurement Policies. Inspection work to be completed in the late summer/early fall. • Road Needs Study – consultants provided informal quotation for road conditions and need study during week of July 18. Proposal will again be for MT and NH. • Staff preparing RFQ for sewer camera work identified in the 2016 Capital Budget.
Roads	<ul style="list-style-type: none"> • Loosetop – Calcium, gravel and grading work from spring is complete. • Roadside – grass mowing, ditch cleanout and tree work is wrapping up. • Hardtop – patching and pothole repair is on-going. • Bridge/culvert maintenance – sweeping, washing and joint cleaning is on-going. • Streetlight replacements – Meeting planned for NH staff and Realterm Energy/LAS to review pre-application for energy incentive and streetlight asset replacement to LED.
Water/Wastewater	<ul style="list-style-type: none"> • Nothing of note to report at this time.
Landfill/Solid Waste	<ul style="list-style-type: none"> • Bale Wrap will no longer be accepted at any of the landfill sites in MT or NH. The service partner who previously removed this loose material from our sites has advised of their own program changes whereby they will only accept wrap in bagged containment and it must be coordinated directly through the service partner by users. Information has been updated on the website, handouts provided at the landfill sites and an interim program developed to transition users directly to the service partner.
Cemetery	<ul style="list-style-type: none"> • Nothing of note to report at this time.
Equipment and Vehicles	<ul style="list-style-type: none"> • Staff began working on procurement of equipment items identified in the 2016 Capital Budget for Public Works.

FINANCIAL IMPACT

No immediate financial impact at this time.

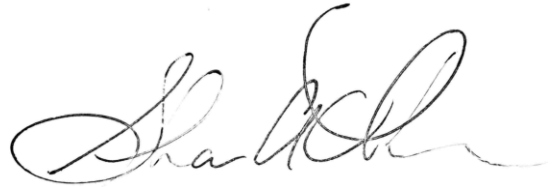
FUTURE CONSIDERATIONS

No future considerations at this time.

RELATIONSHIP TO STRATEGIC PLAN

Goal #2 of the Strategic Plan is that our residents are engaged and well informed.

Goal #4 states that administration is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read "Sharon Chambers", written in a cursive style.

Jeff Molenhuis, Director of Public Works

Sharon Chambers, CAO