



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Jeff Molenhuis, Director of Public Works  
**DATE:** 2016-10-03  
**SUBJECT:** Public Works Department Activity Report  
**ATTACHMENTS:** NONE

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the October 3, 2016 Public Works Department Activity Report for information.

### **EXECUTIVE SUMMARY**

The Public Works department provides monthly updates to Council on activities within the department.

### **DISCUSSION**

Administration and Shared Service	<ul style="list-style-type: none"><li>• Rollout new timesheet format. Another phase of rollout will be forthcoming with more clearly defined jobs/locations. Working with staff to ensure clear communication and expectation on how to accurately fill out timesheets</li><li>• Re-define timesheet jobs/locations to begin administratively allocating staff time directly to cost-centres and locations. Critical to set up our timesheet process to capture proper reporting of time to the right cost centres.</li><li>• On-Call Policy and Hours of Work Policy development, approval and implementation</li><li>• OCIF application reporting and form completion for MT and NH joint application</li><li>• Clean Water and Wastewater Fund application – MT support and NH form completion</li><li>• Health and Safety program review for NH and MT. Review training records and develop training plan for the fall. Review Terms of Reference to plan for aligning procedures and reduce administration/staff time while trying to maintain both policies</li></ul>
Development	<ul style="list-style-type: none"><li>• NH Cowbell Brewery – on-going development processes, CBSA, watermain extension agreement coordination</li><li>• NH Grandview Site – on-going development processes, finalizing servicing</li><li>• Met with 3 prospective NH developers/builders to discuss approval requirements</li></ul>
Capital	<ul style="list-style-type: none"><li>• Howson Dam EA – Study Commencement and preparation for PIC #1 on September 29. On-going project work to gather information and support the PIC.</li><li>• Standpipe EA – Released RFP for consultant responses. RFP</li></ul>

	<p>closes on September 29<sup>th</sup>, anticipating NH council report recommending award on October 17 meeting.</p> <ul style="list-style-type: none"> <li>• Westmoreland/Mill Street, Blyth – Working with consultant on re-design of watermain layout. Anticipate this will be a tendered capital job in 2017.</li> <li>• Patrick Street, Wingham – project nearing completion stage with base asphalt planned starting September 23<sup>rd</sup>. Some sidewalk work near Francis Street.</li> <li>• Blyth Well – initial stages of commissioning week of September 26<sup>th</sup>. Some deficiencies identified need to be resolved before formal commissioning.</li> <li>• St. Michaels Road reconstruction – met with utilities to determine plant relocation around Button Line. Blyth Creek culvert replaced on September 22<sup>nd</sup>/23<sup>rd</sup>. Reviewed site/design with Foreman to discuss logistics and timing. Spring road reconstruction appears the most likely timeframe.</li> <li>• Fuel Tank Removal – removal of fuel tanks complete at Morris shed and EW shed. Minor drainage work and final restoration on-going.</li> <li>• Road Needs Study – coordination with consultant on roads related information to support study completion. Field staff did ride-alongs with BM Ross in August. Anticipate final report in late fall 2016.</li> <li>• OSIMS/Bridge needs – work not yet underway. Anticipating fall timeframe for bridge field work, with final reporting in late fall.</li> <li>• NH CCTV/Sewer Camera Work – Draft RFQ and review internally. Working with Veolia within contract terms on field oversight of contractor, logistics on flushing/decanting and timing. Will likely need to defer this work until 2017.</li> </ul>
Roads	<ul style="list-style-type: none"> <li>• Winter Control – shared service review of winter operational activities. Posted temporary full time / part time positions to support general winter operations and ensure compliance with Minimum Maintenance Standards.</li> <li>• Streetlight – held conference call with RealTerm/LAS regarding NH replacement proposal submitted in March 2016. A separate report will be put forward to NH Council in 2016 recommending action. Working with RealTerm/Hydro One on account changes for MT replacement program, in the final stages of project completion</li> <li>• Signs – working to complete retro-reflectivity testing per Minimum Maintenance Standard requirements. Held discussions with a consultant to help verify equipment accuracy</li> </ul>
Water/Wastewater	<ul style="list-style-type: none"> <li>• Met with Veolia to discuss the first few months of the NH contract, and to discuss other services that Veolia can provide related to Asset Management planning and asset condition evaluation.</li> <li>• Revised locate/1Call procedure for Belgrave/Wingham/Blyth water/wastewater systems in consultation with Veolia field staff. Shared Service admin is now the centralized administrative point for ensuring locate completion and 360 Feedback compliance.</li> <li>• Scheduled 2017 Capital program review with Veolia.</li> </ul>

	<ul style="list-style-type: none"> <li>• Scheduling 36 month Risk Assessment Meetings for both NH and MT</li> <li>• Worked with Veolia, Conservation Authority Risk Management Officer to respond to Risk Assessment requirements. Sent response letter to Ministry for Blyth, Wingham and Belgrave systems.</li> </ul>
Landfill/Solid Waste	<ul style="list-style-type: none"> <li>• Reviewed current NH waste collection contract. Held discussions with existing contractor and other potential contractors on likelihood of bid and logistics of contract timing. A separate report will be brought forward to NH Council in 2016.</li> <li>• Fall Leaf Collection is scheduled for October 3<sup>rd</sup>, 17<sup>th</sup>, November 7<sup>th</sup> and 14<sup>th</sup>. Notice was sent to the public.</li> <li>• Met on site with consultant at Morris Landfill to discuss site activity and meeting operational requirements. Reviewed operational activities with staff, including contracted work, in preparation for analyzing this stream of business. A separate report will be brought forward to MT Council in 2016 analyzing landfill operations with recommendations for improvement.</li> </ul>
Cemetery	<ul style="list-style-type: none"> <li>• Brief review of business/operations model to understand current operational and maintenance activity.</li> </ul>
Drainage	<ul style="list-style-type: none"> <li>• Met internally to review the business model for drainage services.</li> </ul>
Equipment and Vehicles	<ul style="list-style-type: none"> <li>• Follow-up on Truck RFP award, initiate the purchase process. Meet with proponent/Foreman to review the bid unit and final review of specification list.</li> <li>• Comprehensive review of vehicle/equipment list in NH and MT, including shop/facility related equipment no longer in use. Coordinate with Gov-Deals to post surplus equipment for sale.</li> <li>• NH had two significant equipment repairs that expended the NH equipment budget in 2016. A separate report to NH council will be required for allocation of funds.</li> </ul>

#### **FINANCIAL IMPACT**

No immediate financial impact at this time.

#### **FUTURE CONSIDERATIONS**

No future considerations at this time.

**RELATIONSHIP TO STRATEGIC PLAN**

Goal #2 Our residents are engaged and well informed. Goal #4 Our administration is fiscally responsible and strives for operational excellence.

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Jeff Molenhuis, Director of Public Works

A handwritten signature in black ink, appearing to read 'Sharon Chambers', positioned above a horizontal line.

Sharon Chambers, CAO