



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
1229 Esquimalt Road
Esquimalt, B.C. V9A 3P1

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PERIOD REPORT

DATE: September 11, 2019 Report No. EPW-19-031
TO: Laurie Hurst, Chief Administrative Officer
FROM: Jeff Miller, Director of Engineering & Public Works
SUBJECT: Engineering & Public Works Department - 2019 Second Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Department from May 1, 2019 to August 31, 2019.

- **DIVISION ACHIEVEMENTS AND ACTIVITIES**

1. **Sanitary Sewer**

- 3 service lateral installed (new) this period (7 total for the year)
- 3 service laterals replaced (due to blockages) this period (13 total for the year)
- Tested and cleared inspections as required
- 0 manholes replaced this period (total for the year = 0)
- 0 new manholes installed this period (total for the year = 0)

2. **Pump Stations**

- Crews carried out routine maintenance activities
- Annual program for pump maintenance/controls inspections to be carried out in the third period
- Program also included coordinating similar activities for View Royal pump stations
- Scope of work for lockout locations on the various stations completed with tasks to be

completed out in the third period

3. Storm Drains

- 3 new service laterals installed (7 total for the year)
- 1 service lateral replaced due to blockages (6 total for the year)
- 1 storm main drain replaced due to failure (1 total for the year)
- Test and clear inspections as required
- 0 manholes replaced (0 total for the year)
- 0 new manhole installed (1 total for the year)
- 0 catch basins replaced (0 total for the year)
- 0 new catch basin installed (0 total for the year)
- Program for catch basin cleaning completed with ongoing spot cleaning
- Discussions with DND and Coast Guard were initiated regarding spill response and some minor joint exercises completed
- Discussions with Public Works Canada will occur in the third period
- Staff will review Infrastructure Canada Grant Program for end of pipe treatment structures for Gorge Creek and West Bay collection basins to determine if project will be eligible when the next phase of funding occurs

4. Liquid Waste Management

Waste Water - Inflow and Infiltration

- Obtained legal opinion regarding working on private property
- Continued to build program/ bylaw for inflow and infiltration mitigation based on reports: EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, EPW-17-064
- Worked with CRD Source Control to determine possible cross connection locations on Gosper Crescent
- Developed a plan for separation of combined manhole at Uganda Avenue
- Models of the sanitary and storm collection systems have been completed
- Worked with Communications Specialist to develop communication strategy for proposed work

Liquid Waste Management Plan

- Esquimalt Liaison Committee participation to review progress, concerns and activities associated with the Waste Water Treatment Plant project
- Technical Committee to review technical aspects of solid waste line to Hartland

Integrated Watershed Management

- Staff participating as committee member
- No activities undertaken

5. Roads

- Pothole repair being carried out as required
- Annual line painting contract completed
- 2019 painting of curbs, crosswalks and stop bars program is underway (multi-year program)

- Have initiated work to determine location(s) for major repair/minor capital works. Work is carried out in conjunction with other projects or will be completed in the third period
- Carried out surface restoration for third parties.
- Approximately 148.89 tonnes of asphalt placed for the period (total for the year = 368.29)

6. Traffic Management

- Traffic orders and sign installation is ongoing

7. Sidewalk Maintenance

- Completed surface restoration for third parties
- Approximately 55.8 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (total for the year = 103.8 cubic meters).
- Approximately 262.5 linear meters was replaced for the period (total for the year = 454.5 linear meters)

8. Sidewalk Ramps

- Program will be undertaken in the third period.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed
- Third year of three year cycle - inspection of trip hazard's was undertaken by asset management project and will be verified by staff.
- Survey determined that there are:
 - 30 No. 1 trip hazards (17 completed to date of those identified at the start of the three year program)
 - 82 No. 2 trip hazards
 - 154 No. 3 trip hazards

10. Bus Shelters

- Normal maintenance schedule underway.
- Includes refuse collection, graffiti removal and power washing of the shelters and sidewalks adjacent to them.
- Shelters have experienced a rash of theft of solar powered lighting panels, and a number of failures of internal components. This will be a budget line request item in 2020.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- 17 additional garbage and organics bins purchased to the end of period (288 total additional bins purchased since 2014)
- Tonnage of garbage waste stream collected for period = 352.800 (total for the year = 705.507).
- Tonnage of kitchen scraps collected for period = 183.680 (total for the year = 365.643)
- Tonnage for the year = 1071.15 (total for same period 2018 = 588.16).

- CRD is continuing the program of processing kitchen scraps at out of region locations.
- CRD is determining a processing system for kitchen scraps. The possibility of combining yard/garden waste has been discussed. CRD does not know if this combination will move forward and is suppose to have further discussions with municipalities. No dates have been set for these discussions. Staff will continue to work on this imitative with the CRD.

Yard and Garden

- Operations normal.
- Request for Proposal for the operation of transfer station is completed. New hours of operation to occur in the third period.
- Usage of transfer station during period: May to August:
 - Esquimalt residents = 7,703 (total for the year = 12,806).
 - View Royal residents = 5,092 (total for the year = 7,744).
 - Commercial = 36 (total for the year = 69).
 - Tonnage removed from site = 736.28 (total for the year = 1,089.82).
 - Tonnage removed in 2018 second period = 662.35 (total for 2018 = 1,746.62).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2019.

12. Fleet

- Operations normal.
- Completing specifications and tender packages for the following in 2019:
 - $\frac{3}{4}$ ton trucks - request for quotation was completed and released early in second period of 2019.
 - Crew cab with dump box - request for quotations to be released mid 2019.
 - Parade float - construction has taken place and awaiting delivery.
- High Roof Cargo - received delivery on June 26 and added to the Fleet.
- Desalination trailer modifications completed.
- Have started to work on specifications for brine truck and single axle truck replacement. Tenders to be released in the third period.
- Parks have started to work on specifications for tractor and mower replacements. Working with Public Works on purchase of units.
- Fire Rescue vehicle - request for proposal released end of second period. Tender scheduled to close on September 27, 2019.

13. Work Orders

- 7 Work orders for call outs and/or repairs at View Royal pump stations (11 total for the year)
- 33 Work orders issued for asphalt/sidewalk repairs following work by other utilities (51 total for the year)
- 14 Work orders issued for sanitary and storm services to accommodate new development and includes capping, test and clears and manholes (17 total for the year)

14.00. Capital Projects

14.01. Aerial Photograph

- Working with CRD to obtain an aerial photo of the Township.

14.02. Corridor/Traffic Study

- Working with consultant to develop construction plans and tender for the Lyall Street Project as per direction provided by Council. Project to be completed in third period.
- Finalizing potential cross-section for Lampson Street for presentation to Council and public input.
- Consultant working on high level review for potential location of a controlled intersection along Tillicum Road between Craigflower Road and Tillicum Bridge will be in conjunction with Amenity Funds discussions.

14.03. Multiple Storm Drain/Sanitary Sewer Main Replacements

- Various sections of main line (storm/sanitary) will be removed and replaced based on condition assessment and criticality.
- Additional locations are being identified by condition assessment from CCTV inspections of lines from Road Corridor Program.
- Identifying locations for repairs.
- First project has been completed with the removal and replacement of 19.6 metres of 600 mm diameter storm drain across Paradise Street.
- Next project to occur in third period or early 2020.

14.04. Review of Public Works Fuel Tanks

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Preparing a Request for Proposal late in the third period.

14.05. Service Line Modification in Public Works Yard

- The storm collection laterals within the Public Works Yard need to be modified.
- This project will involve the rerouting of the storm service to the sanitary service in order to better control water quality.
- Design completed and components ordered.
- Construction to happen in the third period.
- Approval granted from CRD to discharge into the sewer and amend Township's permit.

14.06. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In the third period, a consultant will be retained to assist in the assessment of the structures.

14.07. Replacement of Emergency Generator at Public Works

- This project will upgrade the emergency generator to ensure that the public works operations and secondary emergency operations centre will not be impeded by a lack of power.
- Emergency Operations Centre power requirement needs additional standby power demand to meet operations needs during an event.

- Based on review of the generator, it is undersized and needs to be replaced.
- Developing a scope of work for replacement with construction in the third period.
- Request for Quotation has been issued.

14.08. Parking Study

- In the third period, the development of a scope of work to be carried out.
- A consultant will be retained to assist in the assessment of the structures in third period.

14.09. Integrated Resource Management Study

- Preliminary scope of work has been developed.
- Preparation of a draft proposal request for discussion at Committee of the Whole to occur in the third period

14.10. Municipal Hall HVAC Control System Replacement

- Public Works staff retained a consultant to determine where the issues are with the control system
- Worked with Recreation and IT Departments to develop a scope of work for the replacement of the HVAC control system for Recreation Centre and Municipal Hall
- Report to be completed in the third period

14.11. Municipal Hall HVAC System Replacement

- Public Works has retained a consultant to assist with the development of a scope of work and tender package
- Work to replace failed components of the system has been carried out
- Tender to be released late in the third period

14.12. Street Light Replacement Program

- Lights replaced along Colville Road
- Annual program for replacement began in the second period
- Engineering will begin reviewing light standards and light levels based on asset management report in the third period

14.13. Sidewalk Capital Program

- This project increases the sidewalk network in length and improves connectivity
- The purchase of land along Admirals Road between the Constance Avenue cut across and Bewdley Avenue was initiated in the first period and is ongoing
- Partial sidewalk construction was completed in the second period

14.14. Sidewalk Replacement Program

- This project sees existing sidewalks upgraded to current standards
- The program will see the replacement of an asphalt walk with the installation of a concrete sidewalk on Comerford Street from Esquimalt Road to the end of the existing walk
- Work is to be completed in the third period of 2019

14.15. Road Corridor Program

- This program will include modifications of various road corridors for both above and below surface infrastructure

- Pipe infrastructure inspections will continue through 2019
- In the second period, a surface evaluation was undertaken for a number of items. All roads are included in the evaluation
- The information will be used to determine the maintenance and renewal for road surfaces, sidewalks, streetlights, line paintings and signage

14.16. Crosswalks Colville Road and Hutchinson Ave

- A pedestrian controlled crosswalk will be added to this intersection.
- Tender for this work was released and awarded in the second period.
- Construction to occur in the third period

14.17. Head Street and Esquimalt Road Intersection

- Preliminary design has been completed for the road lanes configuration.
- Scope of work for the upgrading of lights/poles and sidewalk work has been completed
- A tender for this was released and awarded in the second period
- Construction to occur in the third period

14.18 ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required
- Review of potential contracted services to be undertaken later in 2019

14.19 Esquimalt Town Square Project

Brown Field Remediation

- The Certificate of Record and Detailed Site Investigation have been completed
- The Township has initiated discussions with the Ministry of the Environment for application for a Certificate of Compliance
- Consultant is preparing a communication package and draft Certificate of Compliance for Ministry review and direction
- Application for Certificate of Compliance to occur in third period

Storm and Sanitary Relocation

- New design locations for storm and sanitary service laterals completed
- Temporary storm and sanitary pump stations installed
- Work has been tendered and working with developer for construction in the third period

15.0 Traffic Orders

- Program for implementation from Traffic Control Review report EPW-16-001 has been initiated with Traffic Orders issued for this work
- 5 Traffic Orders issued (10 total for the year)

16.0. Development Applications

- 8 Development applications received for Engineering staff comments (28 total for the year) (This does not include comments on 5 new development variance permit applications received this period)
- 46 Building permit applications received for Engineering staff comments (74 total for the

year)

- **COMMITTEES**

- No Engineering staff appointed to sit on any Council appointed committees.