



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

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PERIOD REPORT

DATE: May 27, 2024 Report No. EPW-24-011

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2024 First Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from January 1, 2024 to April 30, 2024.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 2 new service laterals installed this period (2 total for the year).
- 8 service laterals replaced (due to blockages) this period (8 total for the year).
- Test and clear inspections as and when required.
- 0 new manhole installed this period (0 total for the year).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual pump maintenance/controls inspections to be completed in the second period of 2024.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the first period.

3. Storm Drains

- 2 new service laterals installed this period (2 total for the year).
- 7 service laterals replaced (due to blockages) this period (7 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (1 total for the year).
- 0 catch basins replaced this period (0 total for the year).
- Program for catch basin cleaning expected in the third period.

4. Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee, with a meeting in February. CRD continues to receive and investigate odour complaints.
- Participated in initial discussions with the CRD led Core Area Liquid Waste Management Plan Technical Working Group to review an update to the Core Area Liquid Waste Management Plan in 2022. Minimal discussions in 2023. Working group were provided an update in March regarding planned updates to the I&I section of the Plan.
- CRD initiated a Technical and Community Advisory Committee (TCAC) to assist the CRD Core Area Liquid Waste Management Committee (CALWMC) in making appropriate recommendations to the CRD Board in the areas of:
 - Inflow and infiltration (I&I)
 - Sanitary sewer overflows
 - Biosolids management and beneficial use
- Staff are participating on the TCAC and attended 3 meetings in the first period of 2024. TCAC recommendations were submitted.

5. Roads

- Snow & Ice Control Programs carried out in first period as required (1 event occurred in January).
- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars expected in the second period.
- Centre line painting on roads expected in the second period.
- Mill and pave to accommodate thermoplastic to refresh crosswalks will continue in the second period.
- Major repair/minor capital works to begin in the second period with several locations requiring repairs via asphalt removal and replacement.
- Approximately 163.60 tonnes of asphalt placed for the period (163.60 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installation is ongoing.
- Replaced faulty Malfunction Management Unit (MMU) at Tillicum and Craigflower.
- Reviewing 2024 traffic signal maintenance program.
- Procured new locks for all of existing signal/electrical cabinets.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 53.2 cubic meters of concrete (includes curb and gutter and sidewalk

panels) was placed (53.2 cubic meters total for the year).

- Approximately 299.6 linear meters was replaced for the period (299.6 linear meters total for the year).

8. Sidewalk Ramps

- Accessibility improvements completed in first period of 2024 near entrance to the Rec Centre using materials identified by Parks and Engineering staff as favourable to adjacent trees.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey continues. Establishing new baseline and review areas while maintaining 3-year cycles.
- Work completed:
 - 0 - No. 1 trip hazards completed this period.
 - 0 - No. 2 trip hazards completed this period.
 - 0 - No. 3 trip hazards completed this period.

10. Bus Shelters

- Normal maintenance schedule is ongoing, including:
 - refuse collection, graffiti removal.
 - Staff are exploring more efficient ways to increase our service levels for bus stop maintenance including pressure washing.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 19 (total additional bins purchased since 2014 = 518).
- Tonnage of garbage waste stream collected for period = 344.65 (total for the year = 344.65).
- Tonnage of kitchen scraps stream collected for period = 173.22 (total for the year = 173.22).
- Tonnage for garbage and kitchen scraps streams for the year = 517.87 (total for same period 2023 = 499.23).
- Processing of system for kitchen scraps will continue out of region with an increased cost accounted for in the budget. No direction received on possibility of mixing kitchen scraps and yard/garden streams.
- Garbage bins from initial 2014 program rollout are failing. Purchase of new waste bins to occur in second/third periods of 2024.

Yard and Garden

- Usage of transfer station during period: January to April, 2024:
 - Esquimalt residents = 3,953 (3,953 total for the year).
 - View Royal residents = 3,192 (3,192 total for the year).
 - Commercial = 14 (14 total for the year).
 - Tonnage removed from site = 539.25 (539.25 total for the year).

- Tonnage removed in 2023 first period = 461.18 (total for 2023 = 1,928.44).

Recycling

- Operations normal for first period.
- Staff preparing a new contract for tender in 2024 for municipal facilities.

12. Fleet

- Operations normal.
- Continue to monitor options for electric units as the fleet is replaced. Staff have been working with a consultant to identify electric options and recommended year of replacement with electric based on current market and projected trends. Update to Council expected in the second period of 2024. Information will be used to develop a plan for charging infrastructure at the Public Works Yard.
- Specifications preparation underway with tender release expected in second period of 2024:
 - Street sweeper
 - Garbage Trucks x 2
 - EV Fleet Plan (Chargers)
- Exploring options, including lighter duty or used vehicles, for a Garbage Packer (Curbster)
- Vehicles being delayed to extend useful life:
 - $\frac{3}{4}$ ton truck
 - Sewer van
 - Crane truck (repairs required in 2024 to extend life)
- Vehicles in progress:
 - Bike lane street sweeper purchased and awaiting delivery
 - Electric $\frac{1}{2}$ ton pick up truck purchased and awaiting delivery

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 9 (total for the year = 9)
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 22 (total for the year = 22).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 6 (total for the year = 6).
- Work orders issued for new curb/gutter/sidewalk in preparation for new development in the period = 5 (total for the year = 5)
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 6 (total for the year = 6).

15.00. Capital Projects

15.01. Annual Traffic Counts

- Bi-annual traffic counts expected in third period of 2024.

15.02. Review of SCADA Upgrade System

- A formal agreement to continue to use CRD's SCADA system for sanitary pump stations is expected in 2024. No change to the existing operations are expected from this agreement.

15.03. Review of Public Works Fuel Tanks

- Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning.
- Procurement for supply and installation of above ground fuel tank expected to be issued in second period of 2024.

15.04. Coastal Infrastructure Management

- Due to staffing, work on this project has been on hold.
- Staff will hire a consultant in 2024 to begin assessing the condition of structures, pending staff availability.

15.05. Westbay Walkway Design

- The wooden railings on the walkway do not meet current standards.
- The wooden structure is also showing its age and requires increased maintenance.
- Parks and Engineering will be working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Minor repairs expected in the second period of 2024.
- Consultant to be retained in the second period of 2024 to complete a structure assessment of the walkway.

15.06. Parking Study

- Joint project between Development and Engineering to look at the various aspects of parking both on street and off street.
- Consultant awarded the contract on May 2, 2022.
- First round of engagement completed in the second period with 537 responses to the online survey and 10 key stakeholder interviews.
- Emerging recommendations presented to Council in the second period.
- Second round of engagement occurred in third period of 2022.
- Updated materials presented to Council in the second period of 2023.
- Further engagement completed in the third period with an update to Council completed in the first period of 2024.
- Staff and consultant are working on an Action Plan and Impact Assessment to implement the Parking Management Strategy. Update to Council expected in the second period of 2024.

15.07. Integrated Resource Management Business Case Development

- Staff provided a report and associated information for Council's consideration of next steps in September 2023. Council directed staff to explore biochar testing and confirm funding availability from CRD.
- CRD confirmed \$50,000 of funding is available to Esquimalt for this project.

- Staff are exploring options for biochar testing with an update to Council expected late summer 2024.

15.08. Municipal Hall Roof Replacement

- Flynn Canada was hired in the first period of 2023 to replace the remaining lower portions of roof. Construction began on the lower roof portions in third period of 2023. Lower roof portions completed in first period of 2024.
- Tender issued in the first period of 2024 for the upper roof replacement, Contract Award expected in the second period.

15.09. Street Light Replacement Program

- Staff are working with a consultant to calculate required lighting levels.
- Staff are working to develop a list of HPS lights that will be replaced with LED lights in 2024.
- Replacement will take place in second and third periods of 2024.
- Staff worked with the supplier to replace 102 failed LED lights under warranty. 53 replacements occurred in the first period of 2024. Staff will complete another Township wide review in the second period to determine if any further lights need to be replaced.

15.10. Decorative Street Light Pole Replacement

- Decorative poles in median islands on Esquimalt Road were at the end of life and were replaced with new poles in the first period of 2023. Remaining electrical issues to be addressed in second period of 2024.

15.11. Banners

- A staff working group led by Economic Development and Recreation staff are developing a new banner program.
- New program will follow the Public Art Plan process.
- Program update expected at end of second period with new banners planned for late 2024.

15.12. Road Corridor Program

- Contractor hired in the second period of 2021 for completing the remaining inspections of the storm and sanitary collection systems through CCTV camera inspections.
- Access issues resulted in contractor delay but completion was reached in the first period of 2024.
- Inspection results to be used in Sanitary and Storm Sewer Asset Management Plans.

15.13. Active Transportation Network Plan Implementation

- Pedestrian Facilities:
 - Construction continues on Munro Street to fill in gaps on both north and south sides of the street between Lampson and Fraser. Munro and Plaskett intersection is complete with work continuing to the east in the second period of 2024.
 - Staff have developed concepts for completing the sidewalk connections between Lyall and Munro (ATNP Action 1D) on Swinford Street, Heald Avenue and Kinver Street. Staff will continue to refine concepts and retain a

- consultant to tender the work in 2024.
- In 2022, a new sidewalk on Constance Avenue from Lyall Street south to the path that connects to Admirals Road was designed and tendered. Due to pricing, construction was not awarded. To make Constance Avenue more pedestrian friendly, staff will complete a traffic calming concept for Constance Avenue, with installation expected in the third period of 2024.
- In coordination with the proposed sidewalk as part of 820 Dunsmuir Street frontage works, staff will reconstruct the northeast and northwest corners of Wollaston and Dunsmuir and establish a new pedestrian crossing across Dunsmuir. Due to tree conflicts, the majority of the asphalt sidewalk replacement has been removed from Wollaston to Esquimalt Road. Surface improvements will be made in lieu.
- **Cycling Facilities:**
 - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road are substantially complete. Minor deficiencies will be addressed in the second period of 2024.
 - Concept complete for Esquimalt Road Phase 1 - Lampson to Dominion - Active Transportation Improvements. Staff will hire a consultant to begin design and engagement in the second period of 2024, with construction expected to start late 2024 and continue into 2025.
 - Concept development underway for Esquimalt Road Phase 2 - Lampson to Canteen - Active Transportation Improvements. Engagement and design refinement to continue throughout 2024, including check-ins with Council. Staff planning to utilize the same consultant for Phase 1 and Phase 2 to streamline the engagement/design process. Construction expected in 2025.
- **Complete Street, Complete Intersections:**
 - Esquimalt and Dunsmuir Intersection Review (ATNP Action 3B): Staff will include this intersection review with Esquimalt Road Phase 1 - Active Transportation Improvements.
 - Craigflower Crossing Improvements (ATNP Action 3C): Staff to retain a consultant in 2024 to review/design all existing crosswalks along Craigflower. Pedestrian activation to be included for all crossings. Implementation planned for 2025.
 - Devonshire/Fairview (ATNP Action 3D) - Staff performed manual traffic counts in 2023. Staff to complete 4-way stop warrant in 2025.
 - Esquimalt/Fernhill Intersection Review (ATNP Action 3E): Staff will include this intersection review with Esquimalt Road Phase 2 - Active Transportation Improvements.
 - Conduct Minor Intersection Reviews (ATNP Action 3F): Staff to continue to utilize the annual traffic calming budget to identify/implement temporary and permanent improvements in 2024.
 - Esquimalt/Head Intersection Review (ATNP Action 3H): Staff will include this intersection review with Esquimalt Road Phase 1 - Active Transportation Improvements.
 - Fraser Street / Munro Street / Bewdley Street Intersection Review (ATNP Action 3I): Temporary improvements (planters, flexible bollards, pavement markings) were installed to traffic calm/reduce pedestrian crossing distances

at this intersection using annual traffic calming budget. Engineering will work with Parks to complete street mural in 2024.

- Esquimalt/Admirals Intersection Review (ATNP Action 3J): Staff will include this intersection review with Esquimalt Road Phase 2 - Active Transportation Improvements.
 - Dominion/Ellery/Powderly Crosswalk: Staff continue to work with the City of Victoria to establish a crosswalk across our border. Conceptual design is complete and will be handed over to the City of Victoria for sign off. Construction planned for 2024/2025.
- Lower Speeds (ATNP Action 3M):
 - In the first period of 2024, Council approved bylaw changes, reducing speeds on Major Roads to 40km/hr, and all other roads to 30km/hr.
 - Staff have finalized sign locations and expect to start implementation of the new speed limits in the second period of 2024.

15.14. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Due to staff shortages, a call for volunteers has not been initiated.
- In the second half of 2024, staff are planning to work with VicPD to recruit ETAG volunteers.

15.15. Sewer and Drain Capital / I&I

- Sidewalk restoration on Lampson Street north of E&N completed in the first period of 2024, following a storm main replacement in 2023.
- Separation of combined manhole at Uganda expected to occur in late 2024.
- Remaining repairs in Gosper Crescent neighbourhood expected in second and third periods of 2024 to replace 252m of sewer and drain mains causing minor contamination at Gorge Creek outfall.
- Inspection of the Uganda Sewer Pump Station identified a need to replace aging pumps. Staff are working to obtain pricing and design for necessary upgrade.
- Additional main replacements/upgrades expected to be finalized as part of the Sewer Asset Management Plan. Priority is expected to be given to a sewer main on Head Street that's nearing capacity.
- Consultant to be retained in second period to complete detailed designs for Gosper Crescent, Uganda Pump Station, and expected main replacement on Head Street. Construction expected in the second and third periods of 2024.

15.16. Sewer Asset Management Plan

- This project is to develop an overall asset management plan for the sewer network that identifies long term funding requirements in order to maintain current levels of service.
- Consultant completed pump station inspections and preliminary sewer modelling in the third period of 2023. Final Asset Management Plan expected in early summer 2024.

15.17. Storm Asset Management Plan

- This project is to develop an overall asset management plan for the storm sewer network that identifies long term funding requirements in order to maintain current levels of service. Consultant expected to be retained in the second period of 2024, with completion expected in summer 2025.

15.18. Facilities Asset Management Plan

- This project is to develop an overall asset management plan for municipal facilities. Consultant expected to be retained in the second period of 2024, with completion expected in early 2025.

16.0 Traffic Orders

- Number of Traffic Orders issued this period = 4 (total for the year = 4).

17.0. Development Applications

- Number of development applications for Engineering comments this period = 6 (total for the year = 6). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments this period = 29 (total for the year = 29). This number includes demo permits.

18.0. Public Works Calls For Service

- Number of Calls for Service assigned to Public Works this period = 261 (total for the year = 261).
- Number of Calls for Service completed by Public Works this period = 248 (total for the year = 248).

II. COMMITTEES

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