Municipal Services Department

Council Orientation

December 18th, 2018

Kingsville

Overview

Municipal Services Department

- Public Works / Environmental Services
- Municipal Services
- Parks and Facilities

- The Municipal Services Department is responsible for maintenance, operation, rehabilitation, and new construction of all Town infrastructure.

Overview

Public Works / Environmental Services

- Roads & Storm Sewer Maintenance
- Water Distribution System Maintenance
- Municipal Drainage and Weed Control
- Sanitary Wastewater Collection System

Parks and Facilities

- Parks and Sports Fields Maintenance
- Town Facilities and Marina Maintenance
- Arena Operations

Municipal Services

- Administration and Management of Capital Projects
- Budgeting / Asset Management
- Grant Applications and Reporting
- Engineering / Customer Service

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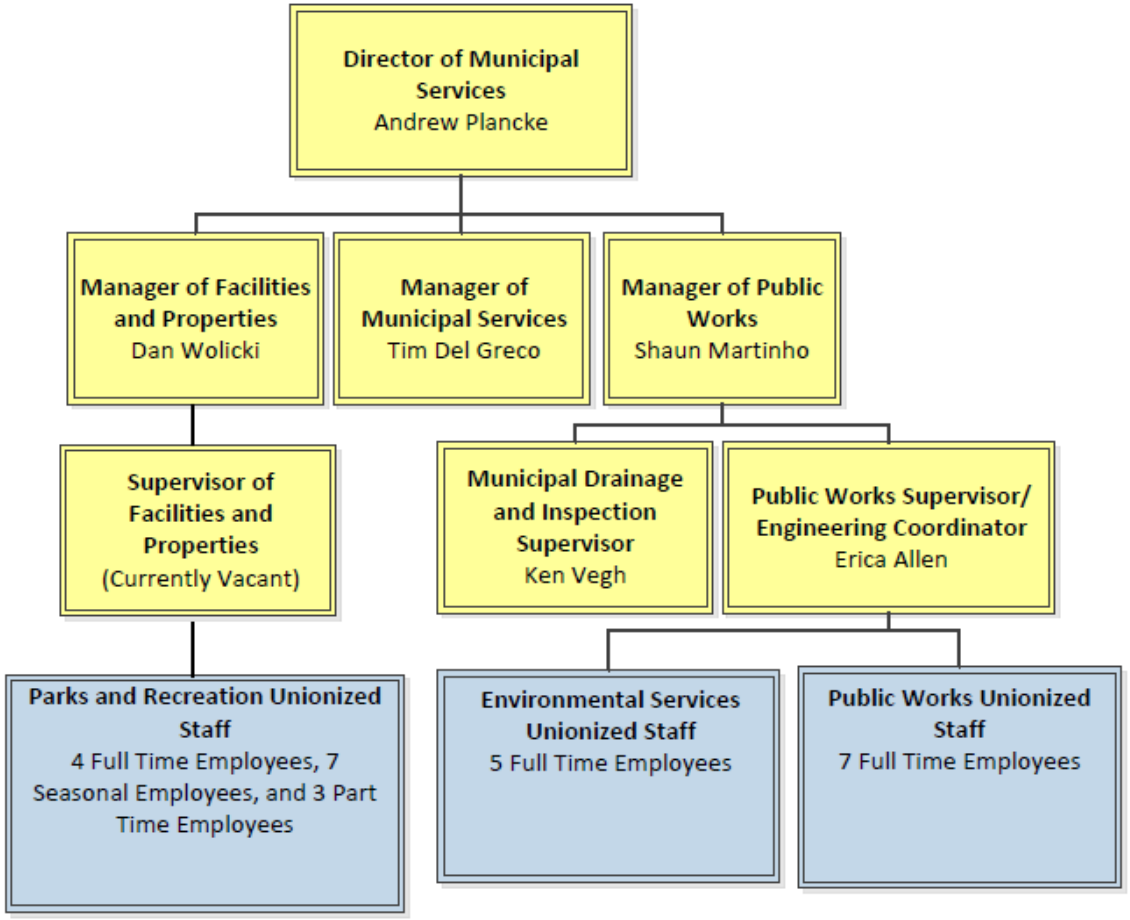
Organizational Chart



Municipal Services

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Municipal Services – Overview

- Responsibilities of Municipal Services include:
- Project management of all rehabilitation, reconstruction, and new construction of major infrastructure (capital projects).
- Examples include bridge and culvert replacement, road reconstruction, new watermain installations, sidewalks, etc.

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Municipal Services

- Capital Project Example – Park Street Reconstruction
  - New watermain installation

Municipal Services

- Capital Project Example – Park Street Reconstruction
  - Multi use pathways and full road reconstruction

Municipal Services

- Municipal Services facilitates capital projects by:
  - Developing long terms plans based on condition assessments and potential for growth.
  - Budgeting accordingly.
  - Creating tender documents and procuring engineering and construction services.
  - Oversee the works during the construction phase.
  - Contract closeout.
  - Obtaining Council approvals throughout.

Municipal Services

- Oversee capital budgets for current year and 5 year forecast:
  - Sample of Bridge and Culvert 5 Year Plan.

BRIDGE/CULVERT REHABILITATION PROGRAM

Year	Bridge ID	Location	Value	Comments
2017	#028	Road 2W Bridge over Wigle	$ 700,000	Major Rehabilitation
	#014	Road 10 Bridge over Patterson Drain	$ 33,000	Engineering & Approvals
	#030	Road 5 W Bridge over West Townline Drain	$ 57,000	Engineering & Approvals
		Total 2017	**$ 790,000**	
2018	#014	Road 10 Bridge over Patterson Drain	$ 354,200	Major Rehabilitation
	NA	Graham SdRd over Kunch Drain	$ 55,000	Replacement/Engineering
	#503	McCallum Drive Culvert over Mill Creek Scratch Wigle Drain	$ 359,000	Replacement/Engineering
	#018	Road 11 Bridge over Ruscom River	$ 84,000	Engineering & Approvals
	#046	South Talbot Road Culvert over Boose Drain	$ 82,000	Engineering & Approvals
	#045	South Talbot Road over No. 5 Drain	$ 30,000	Engineering & Approvals
		Total 2018	**$ 964,200**	
2019	#046	South Talbot Road Culvert over Boose Drain	$ 545,000	Replacement
	#018	Road 11 Bridge over Ruscom River	$ 560,000	Major Rehabilitation
	#045	South Talbot Road over No. 5 Drain	$ 190,000	Replacement
	#005	Graham S/R over 8th Conc. Branch of Orton Drain	$ 15,000	Engineering & Approvals
	#032	Cedar Island Bridge	$ 28,000	Engineering & Approvals
	NA	Talbot Service Road over Upcott Drain	$ 80,000	Engineering & Construction
	#027	Road 3 W Bridge over West Townline Drain	$ 15,000	Engineering & Approvals
		Total 2019	**$ 1,433,000**	
2020	#005	Graham S/R over 8th Conc. Branch of Orton Drain	$ 83,000	Construction
	#032	Cedar Island Bridge	$ 185,000	Construction
	#027	Road 3 W Bridge over West Townline Drain	$ 74,000	Construction
	#043	North Talbot Road Bridge over Upcott Drain	$ 76,000	Engineering & Approvals
	#023	Inman S/R Bridge over Upcott Drain	$ 15,000	Engineering & Approvals
		Total 2020	**$ 433,000**	
2021	#043	North Talbot Road Bridge over Upcott Drain	$ 505,000	Construction
	#023	Inman S/R Bridge over Upcott Drain	$ 67,000	Construction
	#500	Road 11 Culvert over Irwin Drain	$ 42,000	Engineering & Approvals
	#040	North Talbot Road Bridge over Tomengo Drain	$ 36,000	Engineering & Approvals
		Total 2021	**$ 650,000**	

Municipal Services

- Oversee capital budgets for current year and 5 year forecast:
  - Sample of 2021 Capital Road Works from 5 Year Plan.

2021	Lansdowne Avenue	Park Street	Erie Street	163	Resurfacing	URBAN	$ 55,832
	Lansdowne Avenue	Prospect Street	Erie Street	100	Resurfacing	URBAN	$ 34,241
	Lansdowne Avenue	Prospect Street	Prospect Street	16	Resurfacing	URBAN	$ 5,414
	Lansdowne Avenue	Myrtle Street	Prospect Street	84	Resurfacing	URBAN	$ 28,779
	Lansdowne Avenue	Maple Street	Myrtle Street	100	Resurfacing	URBAN	$ 34,350
	Lansdowne Avenue	Gladstone Avenue	Maple Street	187	Resurfacing	URBAN	$ 64,177
	Lansdowne Avenue	Wellington Street	Gladstone Avenue	96	Resurfacing	URBAN	$ 33,011
	Lansdowne Avenue	Viola Crescent	Wellington Street	8	Resurfacing	URBAN	$ 2,575
	Lansdowne Avenue	Grace Street	Viola Crescent	88	Resurfacing	URBAN	$ 30,203
	Lansdowne Avenue	Mill Street East	Grace Street	93	Resurfacing	URBAN	$ 31,748
	Birch Ave	County Road 50	Lewis Avenue	220	Reconstruction	URBAN	$ 335,039
	Cedar Dr	Sycamore Avenue	Lewis Avenue	224	Reconstruction	URBAN	$ 340,523
	Road 3 East	County Road 45 (Union Avenue)	Spinks Drive	1,232	Resurfacing	URBAN	$ 184,241
	Road 2 West	Kratz Road	Fox Lane	1,000	Reconstruction	RURAL to URBAN	See Growth Capital
			Total 2021	**6194.35**			**$ 1,180,134**

Municipal Services

- Administer the Town indemnity program.
- Ensure all required plans and studies are maintained and up to date.
- Monitor service requests in CityWorks.

- Investigate traffic related requests (pedestrian crossings, traffic calming, signage, etc.).

Municipal Services

- Responsibilities of Municipal Services include:
- Liaison with other government agencies, consultants, developers, and key stakeholders (for example – CWATS).
- Review of private development and construction to ensure accordance with Municipal Standards (for example – site serving and stormwater management).
- Oversee the operations of the Ontario Clean Water Agency (O.C.W.A) in their contractual duties to operate and maintain the:
  - Lakeshore West Pollution Control Plant
  - Kingsville Wastewater Treatment Lagoon
  - Cottam ISF and Lagoon Facility

Municipal Services

- Plans and manuals routinely referenced by Municipal Services include:
- 2018 Roads Condition Assessment.
- Town of Kingsville Development Manual.
- 2017 Bridge and Culvert Condition Assessment.
- Ontario Traffic Manual.
- Active Transportation Plan.
- Kingsville Asset Management Plan.
- Kingsville Transportation Master Plan.

- Plans and manuals provide guidance and often dictate the decision making process.

Public Works and Environmental Services

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Public Works - Overview

Protocols:

- Province of Ontario - Minimum Maintenance Standards.
- Town of Kingsville Levels of Service.

Major Responsibilities:

- Road maintenance and repair including potholes, crack sealing, shouldering (Fall and Spring), etc.
- Annual tree planting program.
- Roadside ditch maintenance.
- Winter maintenance – Road and sidewalk snow removal and salting.

Non - emergency contact: kingsvilleworks@kingsville.ca

After hours emergency contact: OPP - 911

Erica - eallen@Kingsville.ca or Shaun- smartinho@Kingsville.ca

Environmental Services - Overview

Major responsibilities for Environmental Services include:

- Water distribution system operation and maintenance.
- Coordinate emergency repairs as required.
- Sewage collection system and urban storm sewers.
- Daily service requests and locates within the public right of way.
- Water and sewer related project work (repairs, reconstruction, sewer separation, watermain looping).
- Coordination with Finance for Water and Wastewater Billing.
- Provide assistance to OCWA for maintenance of transmission lines

After hours emergency contacts:

Union Water: 519-326-4447

Environmental Services

Treatment Plants and Lagoons:

- Operated by OCWA (10 year contract ending in 2025)
- Lakeshore West Pollution Control Plan.
- Kingsville – 5 cells with capacity for future growth.
- Cottam – 2 cells with intermittent sand filter treatment.
- 13 Sanitary Pump Stations (Ruthven,2 in Cottam, 6 in LSW, and 4 in Kingsville).

Safe Drinking Water Act, 2002, S.O. 2002

Purpose:

- To recognize that the people of Ontario are entitled to expect their drinking water to be safe.
- To provide for the protection of human health and the prevention of drinking water health hazards through control and regulation.

How?

- By creating a licensing regime for municipal drinking water systems.
- Defining a standard of care upon managers of municipal drinking water systems.
- Laying out specific inspection requirements (both internal and external). (O.Reg. 242/05)
- Requiring operators to be trained and certified. (O.Reg. 128/04)
- Defining legally-binding standards for contaminates in drinking water (O.Reg. 169/03)
- Creating requirements for sampling and testing of drinking water (O.Reg. 170/03)

Drinking Water Quality Management System

DWQMS is a management standard that establishes what the organization needs to do in order to meets its goals in relation to the safe delivery of potable water.

Purpose:

Communication of Information -that is needed by the organizat to plan, operate, and control its process and product.

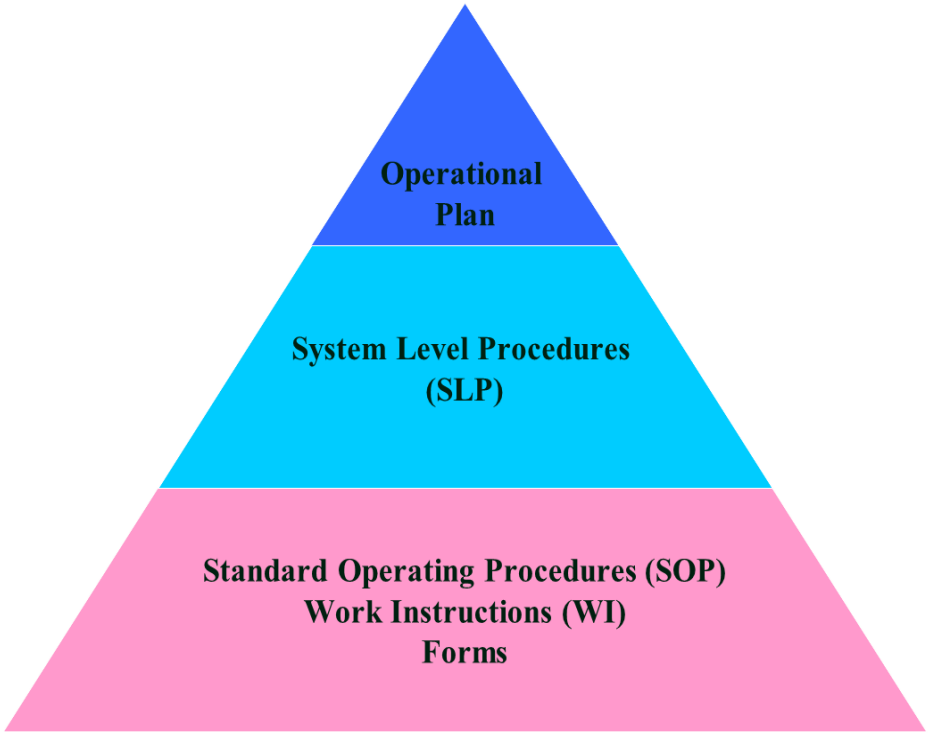
Evidence of Compliance and Conformity -through the development of standard forms and proper documentation.

Consistency of Performance - to ensure all activities are perforr in the same matter, method, practice, or procedure.

Training Tool -to make sure personnel are competent and awar when performing their responsibilities.

Customer Value -to provide confidence in the services and prod provided by the organization.

Continual Improvement -at all levels within the organizations.



* These documents are included in the council orientation package for review

Cemeteries - Overview

8 Active Cemeteries
4 Inactive Cemeteries

Protocol:

- Regulated by the Bereavement Authority of Ontario
- By-law 90-2012 -Rules and regulations to be used in connection with Town owned Cemeteries

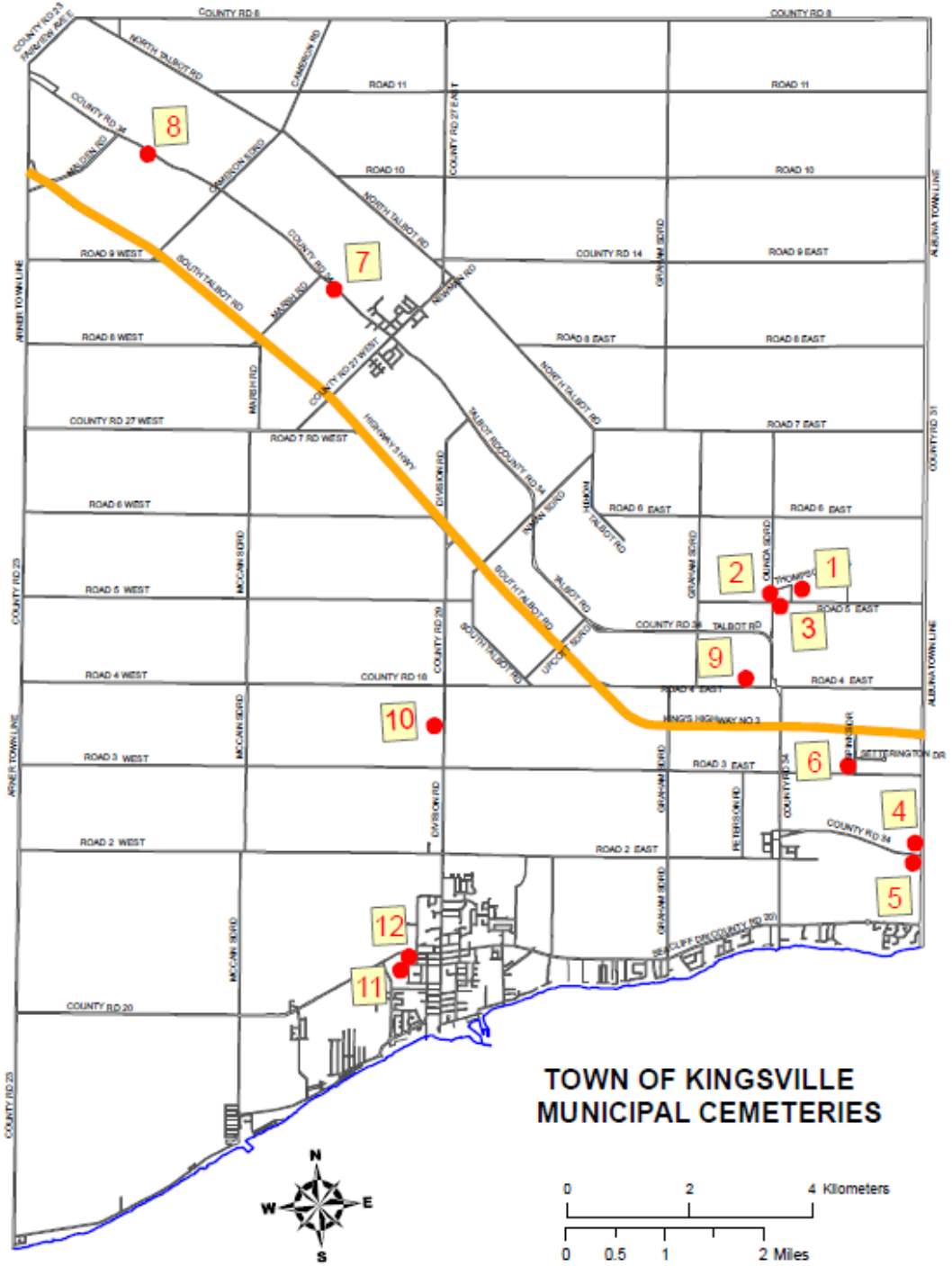
Major responsibilities and Staff:

Corporate Services: meet with families, sell plots, provide information and maps
Municipal Services: burials and ground maintenance
Contractors: Grass cutting

Contact: kingsvilleworks@Kingsville.ca

Map of Cemeteries

NO.	Cemetery Name	Roll #
1	Olinda Baptist Cemetery	40-025
2	Olinda United Cemetery	40-052
3	Graceland Universalist & Fox Cemetery	39-022
4	Ruthven Cemetery North	29-262
5	Ruthven Cemetery South	29-203
6	Fairview Cemetery	34-005
7	Cottam Cemetery	57-054
8	Northridge Cemetery	58-041
9	Chippewa Indian Cemetery	39-035
10	Negro Cemetery	37-061
11	Greenhill Cemetery	2-003
12	Pearl St Old Pioneer Cemetery	9-083



Drainage – Overview

Municipal council has the central responsibility in all Drainage Act procedures.

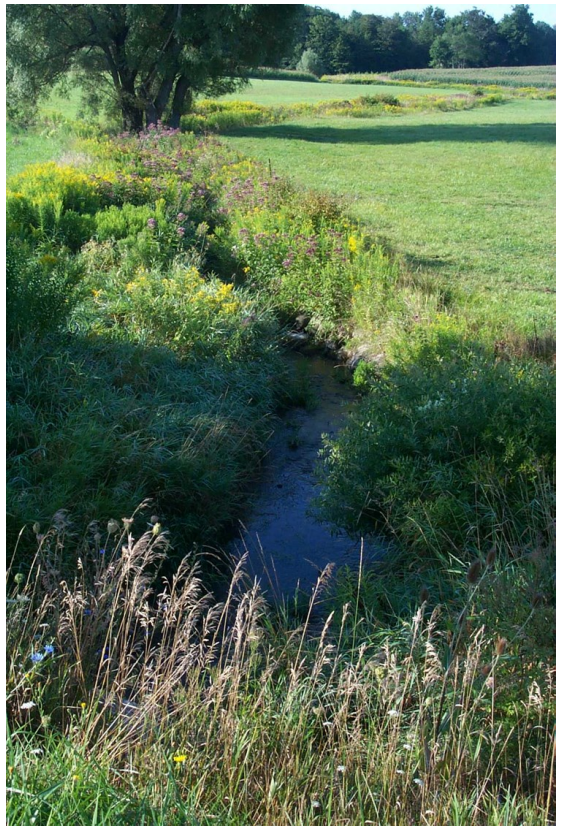
Protocol:

- Common Law
- Municipal Drainage Act

Responsibilities and staff

- Drainage Superintendent: Manage municipal drains.
- Clerk: Coordinate Drainage Act procedures.
- Treasurer: Grant applications, levying assessments.
- Engineer: Produce report and supervise construction.
- Contractor: Construct, improve, maintain, repair drains.

Primary Contact: Ken Vegh - kvegh@Kingsville.ca



Kingsville's Drainage System

The Town has approximately 450 km of open channel municipal drains and 30 km of natural water course.

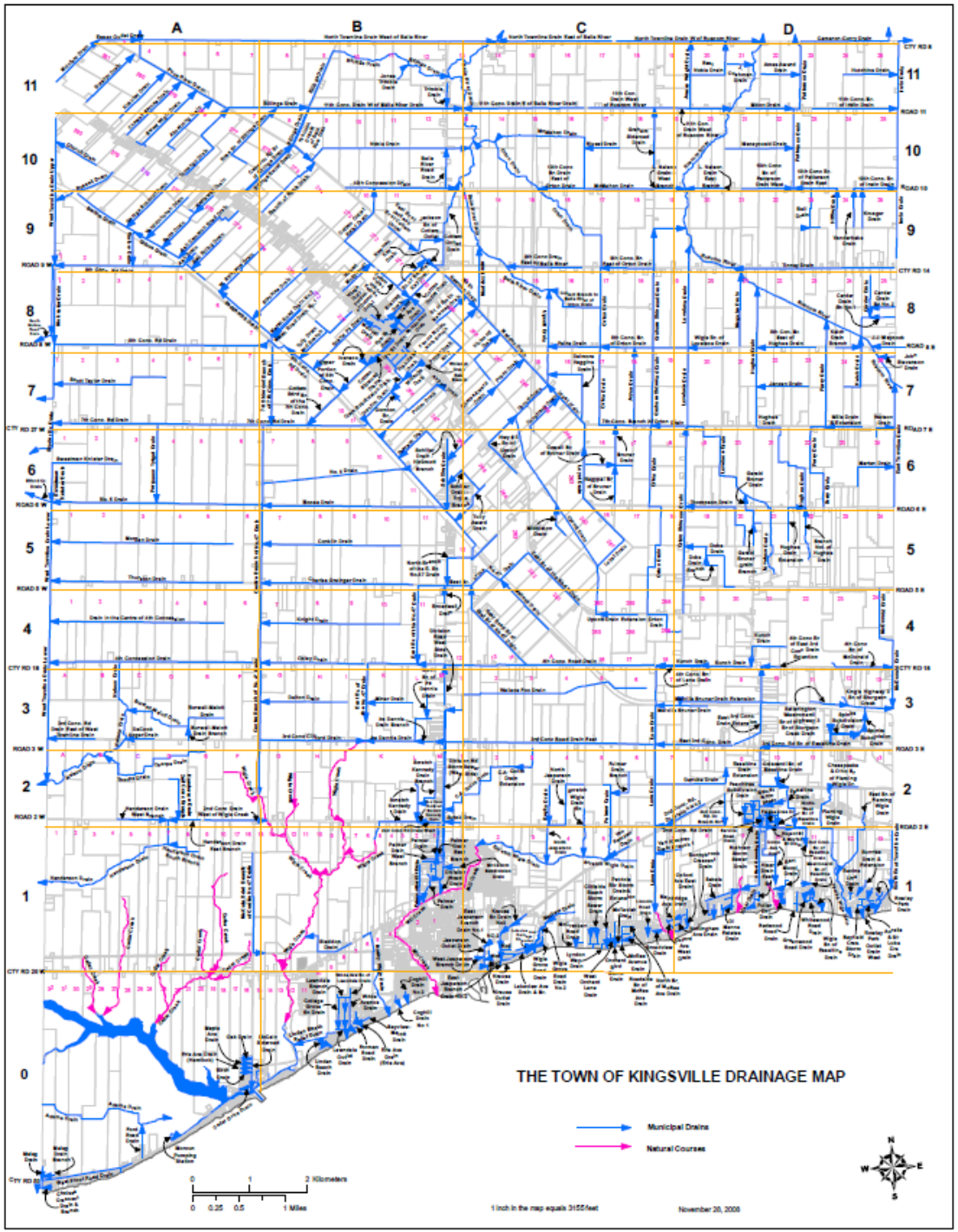
Maintenance work completed on our drains:

- Removal of blockages and beaver dam's
- Flailing and ditch cleaning
- Bridge and culvert installations
- Phragmites program

All <u>new</u> drains must be initiated by Petition:

- Petition is a legal document
- Council considers the petition and appoints an engineer
- After an opportunity for appeals and once the engineers report is adopted by By-law, construction of the drain may proceed.

All Costs are assessed to the land owners in the watershed



Municipal Services - Budget

2018 Operating Budget Highlights

- Public Works - $2.4M
- Sanitation - $1.3M
- Cemetery - $140K
- Water - $5.2M
- Kingsville/Lakeshore West Wastewater - $1.4M
- Cottam Wastewater - $97K

2018 Capital Budget Highlights

- Public Works - $8.1M
- Water- $581K
- Kingsville/Lakeshore West Wastewater - $807K
- Cottam Wastewater - $68K

Municipal Services - Highlights from 2018

Capital

- Replacement of Road 10 Bridge over Patterson Drain.
- Replacement of McCallum Drive Culvert over Mill Creek.
- Mill and Pave of Division Street South.
- Completion of Park Street reconstruction.
- Condition assessment of entire Kingsville road network.
- Expansion of CWATS network.
- Road 11 water main extension.

Municipal Services - Highlights from 2018

Operations:

- Gravel Road Maintenance Program: South Talbot from Division to Cty Rd 27 and Marsh Rd
- Fleet Maintenance Service Agreement with Sam's Towing.
- On-call Tree Service Agreement with County Wide Tree Service.
- Revisions to Environmental Services Standard Operating Procedures.
- Crack Sealing Contract- Main Street from Queen St to Kratz Road

Municipal Services - Goals for 2019

Capital

- Continue expansion of CWATS network.
- Engineering and initial construction of Jasperson Lane re-alignment.
- Scheduled rehabilitation of roads, water mains, bridges, and sidewalks.
- Improvement of Esseltine Drain.
- Construction of Lakeside Park Sanitary Interceptor Twinning.
- Engineering of Cottam Sanitary Sewage Capacity Upgrade.
- Engineering of South West Water Main Expansion.

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Municipal Services - Goals for 2019

Operations

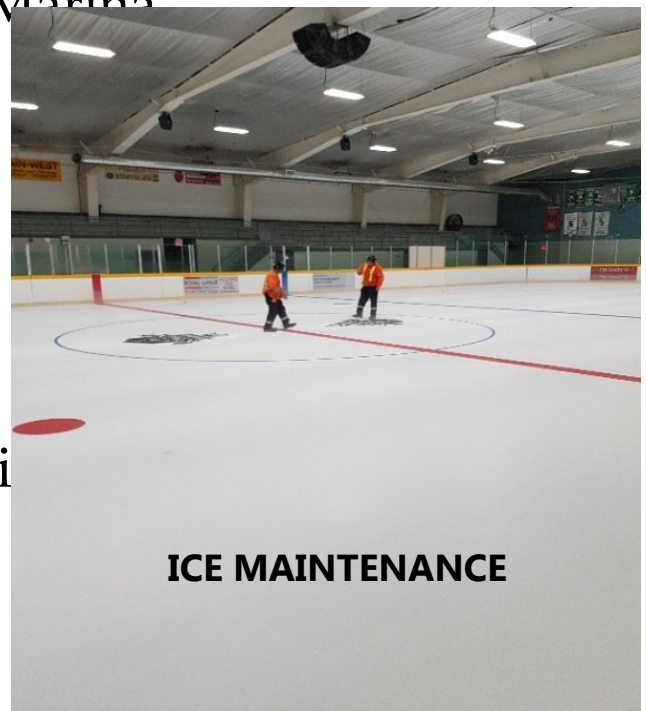
- Gravel Road Maintenance Program- Road 11 and South Talbot Rd from Cty Rd 27 to Cameron Side road.
- Crack Sealing Program- Augustine Dr. and Woodycrest Ave.
- Implementing Locate Management Software.
- Council endorsement of revised Operational Plan.
- Utilize Road Patrol software to ensure compliance with MMS.
- Update Town Christmas Tree Program.
- Update Cemetery By-law.

Parks and Facilities

Parks and Facilities - Overview

Mission: We are committed to providing a quality and finest standard to enrich the orientation of the Town's facilities and properties, and to provide safe operations and a fitting environment for all.

- Responsibilities for Parks and Facilities include:
- Operation, maintenance and repair of all Parks, Facilities, Arena, and Marina
- Specific examples include:
  - Grass and turf maintenance
  - Grooming of sports fields
  - Maintaining cleanliness of outdoor washroom facilities
  - Beach maintenance, raking, and grooming
- Operating arena during scheduled ice rentals – building supervisi
  ice flooding, and custodial work



Parks and Facilities – Overview

- Operating marina fuel operation and boat launch
- Involvement with Town events including site preparation and servicing the amenities (eg. Fantasy of Lights)
- Capital projects including replacement of playground equipment, new park development, new facility construction, etc

Parks and Facilities - Budget

Arena (Operating Budget: 1M)

- Single Ice Pad
- Auditorium and Meeting Rooms

Parks (Operating Budget: $780,000)

- 12 Playgrounds
- 25 Parklands
- 6 Beaches

Marina (Operating Budget: $155,000)

- Boat Launch and Fuel Platform
- Dock Beds

Facilities (Operating Budget: $295,000)

- 14 Buildings

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Parks and Facilities - Plans

- Develop 5 year plan outlook (staffing, operations, procedures, sustainability, implementation of masterplan etc.)
- Developing standards and programs (eg. appearance standards, signage program for parks)
- Explore Grant opportunities
- Continued development and enhancements of existing facilities along with focusing on the established community revitalization and action plans:

- Marina Action Plan

SHORT TERM INITIATIVES

- ☑ Installation of Planter Boxes at the Fuel Platform
- ☑ Installation of a Fence to Visually Conceal the Fuel Platform
- ☑ Installation of New Benches
- ☑ Installation of Wayfinding Signage
- ☑ Implementation of Programming and Events Targeted to the Area
- Installation of New Garbage Containers

Plans for 2019:

- Complete short-term action plan, install new waste containers in Spring/2019
- Improvements to break wall infrastructure
- Collaborate with PW/Road Program on a strategy and plan to redevelop entrance way and parking area

- Cottam Revitalization Plan

Rotary Park

SHORT TERM (1-5 YRS)	MEDIUM TERM (6-10 YRS)	LONG TERM (11-15 YRS)
Improved Lighting Improved Picnic Area	Improved Furniture Playground Equipment	Improved Garden Space Event Space Walking Path

Plans for 2019:

- New outdoor furniture
- Rehabilitation to gazebo
- Additional Christmas displays

Ridgeview Park

SHORT TERM (1-5 YRS)	MEDIUM TERM (6-10 YRS)	LONG TERM (11-15 YRS)
Improved Park Lighting Soccer and Baseball Field Improvements	Walking Trail	Pickleball Courts Playground Equipment

Plans for 2019:

- Improvements to park lighting (new LED lighting fixtures, burying of aerial lines)
- Completion of phase 1 of perimeter trail system

Parks and Facilities - Highlights from 2018

- Installed New Playground Equipment at Larry Santos Park
- Construction of new Grovedale Community Centre
- Lions Parks – conceptual design approved
- Cottam CIP – established, short term improvements in prog

Parks and Facilities - Goals for 2019

- Development of Personnel (cross-training)
- Enhance appearance of town properties and facilities
- Establish asset management program
- Continue with redevelopment projects and community improvement plans
- Design of Mattawa's Park
- Initial construction of Lion Parks project

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Municipal Services Department

End of Presentation