

# **Village of Port Alice Public Works Summary**

# Public Works provides and sustains structures and services essential to the safety, welfare and acceptable quality of life for Port Alice citizens.

Public Works is the department that provides the water you draw from the tap for your morning coffee or shower; the roads you drive; and the parks and open spaces you enjoy with your family and friends. The Public Works crew works diligently to keep the community safe and beautiful, providing services that bring our community to life.

They are responsible for traffic, roads, transportation, and dike maintenance; solid waste handling; water and wastewater services; and general maintenance of public buildings and property including parks.



#### **Specialized Training and Certification**

Public Works employees require training in WHMIS, Emergency First Aid, Confined Spaces, Scissor Lifter Operation, and Traffic Control.

Based on individual responsibilities, employees may also need Wastewater collection System Operator, Water Distribution Level 1 & 2, Hydrant Installation, Operation and Maintenance, Small Water Systems, and Refrigeration Safety

Awareness.

#### Traffic, Roads & Transportation

Port Alice Public Works maintains approximately 14 kilometres of roads, and also maintains an extensive system of sidewalks and the Sea Walk.

They maintain Village streets and the mill road doing daily checks for debris, gravel, blowdown, snow and ice on roads. They ensure that ditches and catch basins are unobstructed and handling storm water as they are designed to do. They also check for any issues with street lights and signs, recording data on regular risk management reports (*Fig. 1a & 1b*).

As needed, they paint road and parking lot lines, check and clean catch basins, inspect and maintain all sidewalks, clean curbs, and install, clean and maintain street and information signage.

Public Works produces the work order and works with contractors to perform paving and patching roads, and brush cutting on the mill road and the dike.

From Spring to Fall, Public Works is busy with daily grass cutting and weed eating of all public property.

They coordinate fire hydrant and tree maintenance regularly and are often in direct contact with homeowners to determine property lines, tree ownership, and condition of trees.

The Village annually allocates a maintenance budget for either road re-surfacing and/or drainage improvements, coordinated and supported by Public Works.



Service	2020 Budget
General	\$ 244,500.00
Transfer Station	\$ 20,000.00
Cemetery	\$ 1,500.00
Boulevard Maintenance	\$ 30,000.00
Dike	\$ 1,000.00
Water	\$ 20,000.00
Sewer Treatment PL	\$ 20,000.00
Sewer Distribution	\$ 10,000.00
	\$ 347,000.00



Fig. 1a - Sidewalk Inspection and maintenance



Fig. 1b - Roads & Streets Risk Management Solid Waste

Public works is responsible for keeping the Transfer Station safe and organized for citizen use. They perform daily monitoring and clean-up of the transfer station and recycling depot, and monitor the metal bin and recycling and haul to 7-Mile as needed. They also haul wood waste and trees to the South-East pit as necessary.

2020 saw the addition of a wood waste bin to help keep control of wood intake.

Weekly, they inspect and clean all Village garbage cans.

Annually, they coordinate the Village Spring clean-up, and assist the garbage truck contractor by loading large residential waste.



### Water & Wastewater

The Village of Port Alice public water system is served by three wells from which water is pumped to either of the Village's two surface reservoir tanks: Two steel tanks, one 200,000 I. gallon tank, and one 300, 000 I. gallon tank.

Ensuring village water quality and levels, sewer system function, and environmental standards is an essential function of Public Works. Public works keeps the systems running smoothly with weekly inspections and cleaning of floats at the water lift station s, and recording hours.

They perform daily checks of water system and treatment plant, recording

readings to ensure water quality and safety, including daily recording of effluent output and rainfall. (*Fig.2a*), and daily water well readings (*Fig.2b*).

Sewer system risk management inspection is performed weekly on the five lift stations and associated pumps. (*Fig. 2c*)

With our updated Sewer Treatment plant, weekly hauling has become one sludge pick up every three months. This is a result of a new filter system, saving the village thousands of dollars a year.

Public Works obtains monthly drinking water and sewer samples. Marine water samples are obtained quarterly for testing to ensure MOE compliance. (*Fig. 2d*)

Both our water and sewer systems are monitored 24hrs a day by our SCADA system. This reaches the Public Works crew at any time of day or night if there is an issue.

ULY WELL W	ATER READ	INGS		P	ERIOD:		
WELL #2	HRS	WELL #3	HRS	WELL #4	HRS	JEUNE LANDING	HRS
WELL #2	HRS	WELL#3	HRS	WELL #4	HRS	JEUNE LANDING	HRS
WELL #2	HRS	WELL #3	HRS	WELL #4	HRS	JEUNE LANDING	HRS
WELL #2	HRS	WELL #3	HRS	WELL #4	HRS	JEUNE LANDING	HRS
WELL #2	HRS	WELL #3	HRS	WELL #4	HRS	JEUNE LANDING	HRS

Fig. 2b - Daily Well Water Readings



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15	237	12-mm	17		0	16	668	2.8 4 0
	375	yemm	18	215	0	17		0.49.09
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	226	omm	23	577	0	20		38
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Fig. 2a - Treatment Plant – Daily Effluent and Rainfall Readings

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Fig. 2c - Sewer System Risk Management Inspection Report

Annually, they clean the sewer lines and flush the water lines and tanks to prevent buildup and freshen the water.

Annual treatment plant maintenance includes a detailed list of checks and maintenance (*Fig. 2e*) duties in the screening room, equalizer tank, S.B.C., Control Room, Blower Room, Clarifier, Sludge Tank and grounds. From decommissioning to recommissioning, the process requires 4 public works employees for one week.

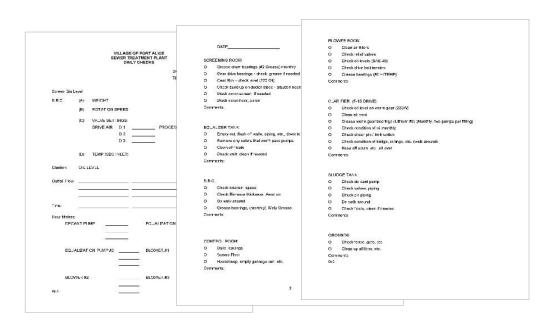


Fig. 2e - Sewer Treatment Plant Daily Checks



Marina

As part of village property, public works helps maintain and repair the Rumble Beach marina facility. They perform regular dock inspection and maintenance, silt control at the foreshore, dredge the boat ramp, install and maintain signage, and empty the waste containers.



Parks

In addition to lawn maintenance, Public Works does regular safety and maintenance checks, (*Fig. 3a*) and regular upkeep at Lion's park and the baseball field, including tables, benches, bleachers, fences and sidewalks.

Public Works is also called upon to assist with projects at Link River Campground.



#### Administrative

The Public Works Foreman is responsible for a variety of administrative duties including conducting monthly safety meetings with the public works crew, attending Public Works Committee meetings, and monthly reports to the Village CAO. (*Fig. 4a*)

The Public Works Foreman meets daily with the CAO to plan and implement projects, coordinate staff and contractors, produce work schedules and verify time cards. The Foreman also prepares the annual operating budget.

When necessary, Public Works also schedules and co-ordinates sub-contractors

for Fire Department equipment maintenance, commercial vehicle inspections (dump trucks and fire trucks), and for street sweeping, streetlight repair, tree trimming and brush cutting.

#### Additional maintenance and responsibilities:

# Cemetery

Public Works cleans and maintains the Port Alice cemetery grounds and prepares burial sites.



# **Community Centre**

Public Works assists the community centre with installation and maintenance projects like signage, lighting, event set-up and decorations.



## **Animal Control**

Public Works is called upon to locate and capture dogs at large in the Village and may be required to transport untagged or unidentified animals to the pound in Port Hardy.



Loration Inspected by:				Location									
Inspected by:													
			Tate:										
AREA	OK	MEEDS ATTENTION	COMMENTS DATE & ACTION	FOLLOW-UP									
Pienia Area	_												
Baseball Field	-												
Tennis Court	1												
Contetery													
Boat Launch													
Roat Dock													
Playground													
Play structure	-	5 5											
- Slide													
Clinthers/Dars	-	10 8											
Swings	-												
6.);													
General Areas													
- Restrooms		2											
- Fonces													
- Backstops													
- Benches	-												
- Waste Receptacles		3											
Parking Area													
- Signage Other	-	8 3											
- Other	-												
Landscape & Aesthetics	1												
Park Cleanliness													
Walks / Trails													
	1												
- Trees - Other													

Fig. 3a - Parks Risk Management Inspection Report

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OADS & STREETS:						
Il ronds were checked daily,						
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FFICE:						
fork was done as requested by staff.						
DDITIONAL COMMENTS:						
ord Ward ublic Works Foreman tale:						

Fig. 4a - Public Works Monthly Report



#### Wildlife

Public Works deals with wildlife situations, such as removal and disposal of carcasses (birds, deer, bears) on public property.

#### **Public Assistance**

At the direction of the Village CAO, Public works investigates property complaints, and performs homeowner service calls to locate sewer and water lines.



#### **Public Works Equipment and Vehicle Maintenance**

Public Works completes regular vehicle and equipment inspections, including a detailed checklist for internal

combustion trucks, including visual inspection, operational checks, checking fluid levels and engine compartment, and cleaning with compressed air.

The majority of vehicle maintenance is performed by public works staff, while major jobs may be contracted out as arranged by the foreman.



### **Public Building Maintenance**

Public Works takes care of all public building maintenance including roof inspection, gutter cleaning, and power

washing including the community centre, arena, municipal office, and fire hall.

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*Fig. 5a - Internal Combustion Trucks Checklist* 



# Seasonal Work

- Clean gutters at Municipal Office, Fire Hall and Community Centre
- Christmas lights and décor at Municipal Hall and Community Centre
- Flagging services for public works projects and occasionally assists during local road closures or delays
- Catch basins checked and cleaned
- Tree pruning
- Road sanding and salting

# Emergency

- Test and maintain emergency generator
- Respond to natural disaster situations with structural checks and cleanup. (Landslides, flooding, earthquakes)

#### 2020/2021 Public Works Highlights

#### Roads

- Line Painting
- Salted and sanded when necessary
- Cleared storm outfall

#### Sewer

• Completed Sewer Treatment Plant upgrade

#### Water

- Fixed multiple water leaks
- Maintained water parts stockpile

#### General

- Installed first three new streetlights, six more to be installed 2021
- Lawn cutting Village Property
- Building Maintenance
- Power Washing
- Wood waste pit was cleaned out and wood grinded
- Hauled recycling to 7-Mile
- Cleaned and organized Public Works yard and shop
- Increased security at Village Office and Marina
- Improved set-up for emergency fuel supply

#### Dike

• Brush Cut Dike

#### Tourism\Recreation\Marina

- Completed public washrooms and laundry facility at Marina
- Prepared two food truck pads
- Overseen install of new dock system
- Improved emergency systems at Community Centre