



Public Works Yearly Work Plan 2023

Monthly Responsibilities

January	<p>Snow plowing and sanding Review emergency response plans Ad for equipment list/rates with gravel rates Take down and store Christmas lights after Ukrainian Christmas Order Hydrant Flow Meter Fleet: Install theft deterrent security systems</p>
February	<p>Snow plowing and sanding Service Hostys in preparation of culvert steaming Quotes for sewer/manhole lining 500m and 5 manholes</p>
March	<p>Snow plowing and sanding Steaming of culverts and cleaning of snow and ice from ditches where needed Advertise for summer student</p>
April	<p>Snow plowing and sanding Culvert monitoring and steaming Prepare equipment for summer Order product (Acti Zyme) for summer sewer collection line cleaning program Village Office: quotes for front door package/back door replacements, and flooring Quotes for ball diamond drainage project</p>
May	<p>Repair any damages from spring run-off Culvert inspections, flushing and repairs where needed Prepare and store winter equipment Start grass care; spring spray for weeds in playgrounds, greenspaces Weekly Playground inspections and do any repairs needed Order cold patch and tack oil Start pothole repairs Spring hydrant flush Hire summer student Acti Zyme sewer line cleaning (take pails to participants x16 to have for June 1) <u>Construction projects:</u> Have fence grade adjusted at East side Dog Park Library: replace or repair doors and windows</p>
June	<p>Start CC water valve repairs Annual water main valve exercise program (year 2 of 3) Gravel program start-up (prioritize where gravel is needed and quantities) Weed control program for playgrounds and green spaces Street sweeping Continue with pothole repairs Crack sealing pavement Weekly Playground inspections and do any repairs needed</p>



June	<u>Construction projects:</u> Landscaping Village entrance: decorative rock to cleaned ditches north end of 51 st Manhole extensions X3 in MR along 47 avenue Caboose painting - finish Hydrant replacements: last year finish x7 Sewer lining and manhole liner as contractor schedule Community garden/Ball diamond green space: put in water service with meter and winter blow out
July/August	Pull shoulders in crossroads subdivision as needed Mow and vegetation maintenance of lagoons and reservoirs Mow shoulder of roads and trim around hydrants, culvert ends, manholes and water/sewer CCs in subdivision Sewer Line Maintenance Flushing program Gravel road repairs where needed Weekly Playground inspections and do any repairs needed <u>Construction Projects:</u> Culvert replacement at 4723-53 (straighten and backfill)
September	Finish any summer programs/clean-up Fall spray for Thistle in green spaces and playgrounds Top up diesel tanks at lift station and water treatment plant Weekly Playground inspections and do any repairs needed Annual furnace inspections: contractor
October	Get sander truck & grader ready for winter Fall hydrant flush and winterize program Order manufactured fines for ice control on gravel roads (if needed) Get supplier of pickled sand (approx. 30 tonnes +/- needed) Inventory of Christmas decorations replacement bulbs/strings. Order what is needed Building Safety Inspections Strategic Priorities Planning meeting Budget planning
November	Check all Christmas decorations, do any repairs and bulb replacement Put up Christmas decorations (after November 11) Prep for Christmas Tree light up event in December Snow plowing and sanding
December	Christmas tree light up event (when date set) Snowplow and sanding

Daily morning Department meetings
 Daily road, water, and sewer inspections
 Weekly and monthly fleet inspections and maintenance
 Monthly safety and staff meetings
 Daily logs and record management
 Council and other meetings as requested
 Training for job specific courses as needed