



MEMORANDUM

FROM: Administration
TO: Chair Vaandrager, Reeve Harwood, All Councillors
SUBJECT: Public Works Committee Meeting

A meeting of the Public Works Committee will be held on:

Monday, July 10th, 2023 @ 8:30 a.m.

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AGENDA

1. Call to Order
2. Adopt Agenda
3. Public Works – Carryforward Action List
4. Public Works Operational Update – Verbal
5. PW 23-009 - Updating Fees for Custom Work and Approach Applications and establishing the Public Works Fee Bylaw No. 24/23
6. Adjourn

INFRASTRUCTURE AND PUBLIC WORKS

Carryforward Action List – CURRENT

Date Action Item/Request	Status
<p>October 12, 2021</p> <p>Civic Addressing Process</p> <p>Issue: The RM adopted civic addressing in February 2019 in the municipality for emergency services.</p>	<ul style="list-style-type: none"> • October 12, 2021 – Previous anticipated timelines for the rural addressing initiative were delayed. Administration conducted an audit of the procedures required to complete the project. The initial process established required some re-work to align the project with established provincial civic addressing processes. • January 10, 2022 – Council received an information package containing an update on the expected project completion timelines (late Fall 2022). • March 1, 2022 – Research into the process of registering civic addresses with Canada Post is underway. An update to Council will be provided in May. • March 21, 2022 – Finalization of assigned addressing and road name verification is underway. • June 2022 - Sign installation for the summer has begun. This project remains on track to have civic addresses and road names registered, sign installation of existing addresses completed, and emergency services updated by end of quarter four. • August 2022 – Sign installation will continue while weather permits. Registration of civic addresses is in progress. Consultation is ongoing to ensure process continuity for the future phase of registering civic addressing with Canada Post. • October 2022 – First data batch of Civic Addresses was received by the Civic Address Registry and confirmed compatible with their system. The next step, address verification, can proceed for this batch. Canada Post consultation has been fruitful and remains ongoing. • December 2022 – Second data batch is being prepared to be sent to the Civic Address Registry. Road name change application to be submitted to ISC once the November Council Meeting minutes have been posted. • February 2023 – Registration with external parties for emergency services is ongoing. Updates to follow as the process progresses. • March 2023 <ul style="list-style-type: none"> ○ Awaiting completion of road name updates with external parties. In communication with these parties. ○ In queue for CAR to complete their address verification and registration with emergency services (ETC 6-9 months) ○ Continued review and updating of civic addresses ○ Preparation for the completion of sign installations for the initial program implementation is ongoing ○ Work has begun on program maintenance. Internal consultation to embed civic addressing in development processes is in progress. A workflow is being created. Documentation will be reviewed.
<p>Sourcing of future gravel sites in the RM.</p>	<ul style="list-style-type: none"> • Currently establishing a process for identification of sites.

INFRASTRUCTURE AND PUBLIC WORKS

Carryforward Action List – CURRENT

Date Action Item/Request	Status
Valley Road Corridor Assessment	<ul style="list-style-type: none">• Currently establishing the scope of this project and determining the viability of addressing issues pertaining to this transportation link.• April 2023 – Council will need to determine in conjunction with Administration the implications to the 2024 budget.

Subject

Updating Fees for Custom Work and Approach Applications and establishing the Public Works Fee Bylaw No. 24/23

Recommendations

THAT the proposed fees for Custom Work and Approach Applications be approved.

THAT Administration create the Public Works Fee Bylaw No. 24/23 for Council approval.

Background and Description

Administration reviewed the current fees for custom work and approach applications and is proposing increases to the fees to align with current costs. The custom work fees were last updated in 2017 and the approach fees were last updated in 2021.

The proposed equipment fees are based on the Equipment Rental Rates Guide produced by the Saskatchewan Heavy Construction Association (SHCA). The equipment rates, as outlined in the SHCA, include an operator wage. These rates are predominantly used as an industry standard and ensure consistency for rates based on the type of equipment performing the work. Below is a summary of the proposed changes in equipment fees.

Equipment Type	Current Fee (Fee/hr)	Proposed Fee (Fee/hr)
Grader	\$204.00	\$257.00
Mower	\$134.00	\$193.00
Snow Plow	\$158.00	\$221.00
Street Sweeper	\$146.00	\$146.00
Sign Truck	\$100.00	\$210.00

Street sweeping is currently not listed as a service in the Custom Work Policy and Administration is proposing to add the fee for street sweeping. Administration did charge Hamlets in spring 2023 a fee of \$146 per hour for street sweeping. This fee was in accordance with the Equipment Rental Rate Guide by the SHCA. As shown in the table, the proposed fee will remain the same as to what was charged in spring 2023. On average, Public Works spends approximately 1-6 hours street sweeping in each Hamlet in the Spring. Organized Hamlets can expect to contribute between \$146 and \$876 for street sweeping out of their property tax allocations.

Currently, there are custom work fees listed for Hamlets for the supply and hauling of aggregates including traffic gravel, chip seal and 2" Minus. Administration is proposing to remove these fees since there are no gravel roads in any Hamlets. Typical road maintenance work completed within Hamlets are chip seal type of work, which is work completed by private contractors and paid by the Organized Hamlets.

The fees for winter maintenance materials in Organized Hamlets are also proposed to align with current costs. The sand item is proposed for removal since it is never applied to the roads by itself as it is applied as a mixture of salt and sand. The proposed fees are based on the most recent invoices received from the supplier. Administration will amend the Bylaw once the costs for the supply of winter maintenance materials is confirmed from the supplier. Below is a summary of the changes in fees for winter maintenance materials.

Material Type	Current Fee (Fee/yd ³)	Proposed Fee (Fee/yd ³)
Salt	\$54.40	\$161.00
Sand	\$4.15	remove
50% Salt 50% Sand	\$29.30	\$108.00

In addition, the fee for the supply and installation of sign posts is proposed to increase from \$25.00 to \$30.00 to reflect current costs.

Approach application fees are also proposed to increase to be more reflective of the cost incurred by Corman Park. These fees are based on the average time spent by Corman Park employees on each application and the employee's current wage, the cost of a pickup truck to review locations and install signs, and the current cost per sign from ATS Traffic. Below is a summary of the cost of labour, equipment, and sign per application type.

Application Type	Labour Costs	Equipment Costs	Sign Costs	Total Cost to the RM
Primary Approach	\$158.91	\$164.43	\$60.37	\$383.71
Secondary Approach	\$125.65	\$109.62	n/a	\$235.27
Civic Address Sign	\$33.26	\$73.08	\$60.37	\$166.71

The proposed fee per application type is shown below.

Application Type	Current Fee	Proposed Fee
Primary Approach	\$200.00	\$390.00
Secondary Approach	\$75.00	\$240.00
Civic Address Sign	\$140.00	\$170.00

With the updated fees, Administration is proposing the creation of a Public Works Fee Bylaw to contain fees for custom work, approach applications, and the supply and installation of civic address signs. In order to charge the fees and ensure legislation is followed, a bylaw must be developed and must contain the fees. The creation of this bylaw will allow Administration to review and update the fees more efficiently.

With the approval of the proposed Public Works Fee Bylaw, Approach Bylaw No. 17/21 and Custom Work Policy TS-009 would require updating. The changes to the Approach Bylaw and the Custom Work Policy will be presented after the Public Works Fee Bylaw is approved.

Implications

- Strategic: Creating the Public Works Fee Bylaw will allow Administration to review and update the fees in one Bylaw resulting in a more simplified process going forward. This bylaw will also create greater transparency regarding fees being charged by the RM.
- Financial: By increasing the fees for custom work and approach applications, the RM will recover the costs incurred. The RM is currently incurring costs associated with the services that are provided at the current rates.
- Policy/Legal: The RM has the authority to create fee bylaws according to Section 8(1)(i) of *The Municipalities Act*.
- Communications: The new Public Works Fee Bylaw will be published on the RM's website. Information would also be provided on the website under Custom Work and Approach Construction.