



## ***MEMORANDUM***

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

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

**Monday, September 11<sup>th</sup>, 2023**  
**Immediately following the Administration Committee Meeting**

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## **AGENDA**

1. Call to Order
2. Adopt Agenda
3. Public Works – Carryforward Action List
4. Public Works Director's Report
5. PW 23-011 – Salt Shed Concrete Pad Options
6. PW 23-010 – Municipal Reserve Funding Request for Merrill Hills School Building Assessment
7. PW 23-012 – Saddle Ridge Drive Construction Review
8. 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"> <li>• 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.</li> <li>• January 10, 2022 – Council received an information package containing an update on the expected project completion timelines (late Fall 2022).</li> <li>• 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.</li> <li>• March 21, 2022 – Finalization of assigned addressing and road name verification is underway.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• February 2023 – Registration with external parties for emergency services is ongoing. Updates to follow as the process progresses.</li> <li>• March 2023               <ul style="list-style-type: none"> <li>○ Awaiting completion of road name updates with external parties. In communication with these parties.</li> <li>○ In queue for CAR to complete their address verification and registration with emergency services (ETC 6-9 months)</li> <li>○ Continued review and updating of civic addresses</li> <li>○ Preparation for the completion of sign installations for the initial program implementation is ongoing</li> <li>○ 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.</li> </ul> </li> </ul>
<p>Sourcing of future gravel sites in the RM.</p>	<ul style="list-style-type: none"> <li>• Currently establishing a process for identification of sites.</li> </ul>

# INFRASTRUCTURE AND PUBLIC WORKS

## Carryforward Action List – CURRENT

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

## Public Works Directors Report – September 11, 2023

### A) Staffing

- a. Seasonal staff layoff date is November 3, 2023.

### B) Maintenance Activities

- a. Gravel Program – approximately 90% complete. We will continue to evaluate any new requests and fit into the program if the need for additional gravel arises.
- b. Mowing Program – Full cut in Zones 5, 6, 7, 8 are nearly completed. Will be starting the second cuts the week of September 11, 2023. This includes but is not limited to Clarence Ave, Grasswood Rd and adjacent to Cedar Villa.
- c. Dust Control Program – 2<sup>nd</sup> application to be placed September 7, 2023. A total of 11 ratepayer participants to have it applied.
- d. Sealcoat Program – This program has been completed for the year.
- e. Asphalt Patching Program – This program continues until the asphalt plants are shutdown for the winter season.
- f. Weed Control Program – Spraying is still happening for a few more weeks.
- g. North Corman Park Industrial Park drainage pumping – Completed for the year, unless a heavy rain occurs.
- h. Bizhub Industrial Park pond pumping – The pumping of the pond has begun and will continue for a few weeks.

### C) Road Reconstruction (In House)

- a. Reconstruction of Twp Rd 374 and RR 3081 is ongoing. Twp Rd 374 portion planned to be reopened the week of September 11, 2023.

### D) Capital Projects

- a. Paving of RR 3050, south of Twp Rd 400
  - i. Construction is ongoing. Anticipated completion is the end of September 2023.
- b. Rock Mulching Twp Rd 392, Highway #12 to RR 3061
  - i. Construction is ongoing. Anticipated completion is September 15, 2023.

E) Water Well Operations – We have experienced a high volume of problems with the wells so far this year that includes pump failures, damage to the hoses and pumping systems, as well as inconsistent supply of water. Public Works is looking at methods to resolve these issues.

F) Civic Addressing Project – Currently under review by Ministry of Highways (MHI). Once approved, will send all approvals to Civic Addressing Registry (CAR) for their final approval.

### G) Meetings:

- Ted Hansen and Juliane Deubner RE: Whistle Cessation at RR 3051
- Landry Merkosky RE: Paving project in Saddle Ridge

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## **Subject**

Salt Shed Concrete Pad Options.

## **Recommendations**

THAT Council approve the design and construction of an asphalt pad instead of a concrete pad for the Lutheran Shop salt shed as outlined in Option 1.

## **Background and Discussion**

During the August 28<sup>th</sup> Council meeting, Council decided to not award the concrete pad tender for the salt shed as one bid was received and the bid was over-budget. Council asked Administration to look at re-designing the concrete pad to find cost savings and re-tender with the new design. Administration contacted the engineering consultant that designed the concrete pad and requested them to re-design the concrete pad. The consultant indicated that they wouldn't recommend a new design as the current design was the minimum recommended design for this application. The consultant mentioned that an asphalt surface could be an option that could provide cost savings to the project.

Based on internal discussions and the discussion with the consultant, Administration has identified the following options:

- Option 1: Redesign and tender for an asphalt pad instead.
  - Benefits:
    - This option will result in lower costs for the pad construction.
    - This option will allow for an extended construction timeline.
    - This option would not require a public tender due to the smaller anticipated value. The RM would likely proceed with obtaining 3 or 5 quotes for this option.
    - This option would be similar to a number of Ministry of Highways salt shed pads.
  - Risks:
    - Additional base is required underneath the pad (approximately 3 inches) compared to concrete.
      - This work can be completed by the RM's in-house resources with minimum impact to the budget.
    - Minor maintenance would be required every 5-7 years, in the form of spraying SS-1 on the pad.
      - This work can be completed by the RM's in-house resources.
- Option 2: Hire a different consultant to design the concrete pad.

- Benefits:
  - This option may result in a revised design that is more cost effective and within approved budgets.
  - Hiring the consultant would not require a public tender due to the smaller anticipated value. The RM would proceed with obtaining 3 quotes.
- Risks:
  - There is a risk that the new consultant may come up with a similar design to the existing design.
  - There is an increased cost associated with hiring a new consultant to design a new concrete pad.
  - This process will take additional time and will delay the construction timeline. This could also result in higher bids as contractors may have to include the cost for heating and hoarding the concrete in their bids.

### **Implications**

Strategic:	Constructing the salt shed pad this year is crucial for the RM's winter maintenance operation. Using asphalt for the pad will allow construction later into the fall compared to concrete. This would also eliminate the need for heating and hoarding and the extra cost associated with that.
Financial:	Utilizing asphalt for the pad will result in lower costs and be within the approved budget for the pad.
Policy/Legal:	The thresholds outlined within the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA) will be followed and will determine whether a public tender is required or not.
Communications:	The one bidder, VCM Construction, has been contacted and was informed that the tender was canceled. Sasktenders has been updated to reflect the cancelled status of the tender.

Written by: Hayder Lateef, P.Eng.

Approved by: Wade Gasmol, P.Eng.

Approved by: Jim Charlebois, RPP, MCIP.

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**Subject**

Municipal Reserve Funding Request for Merrill Hills School Building Assessment.

**Recommendation**

THAT Administration use Municipal Reserve funds to complete a building assessment report for the former Merrill Hills School.

**Background**

Merrill Hills School had a water line rupture early in the 2023 calendar year, potentially due to the heating system being turned off in the building. The water line rupture caused damage to the flooring in the bathroom and entrance areas, a portion of the main area of the building, and possibly to the room in the basement. The flooring in the entrance area is floor tile that may be containing asbestos. The flooring in the bathroom is the original hardwood flooring, which is present throughout the building. The damaged flooring in the bathroom and main area has prevented the building from its regular usage.

**Discussion**

There is currently a project to develop the area adjacent to the Merrill Hills School. This completed development may require the school building to be accessed and utilized by the public.

Administration contacted several contractors and requested them to tour the building to assess the damaged flooring. Only two contractors have toured the building to review the damaged flooring and provide scope for the flooring repair. During the site visits, a crack was found in the basement wall that extends the entire height of the wall. The crack protrudes through the entire thickness of the concrete wall in a few sections.

It was determined that a building assessment is required to accurately determine the existing condition of the building and determine the items that need repair or replacement for public safety. Administration is requesting the use of Municipal Reserve (MR) funds to complete a building assessment.

The building assessment report may be funded through MR funds because it meets the criteria. The school building is owned by the RM and is located on MR lands, as well it is associated with the new outdoor facilities being built adjacent to the building. The assessment approximate cost is \$35,000.

**Implications**

Strategic: Completing the building assessment for the Merrill Hills School building and potentially rectifying the issues will align well with the current project to develop the area adjacent to the school building.

Financial: The Municipal Reserve fund would be used to fund this project.

- Policy/Legal:           The building assessment may be funded through Municipal Reserve Funds since the school building is owned by the RM and is located on MR lands.
- Communications:       The decision will be communicated to the local community association.



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## **Subject**

Saddle Ridge Drive Construction Review.

## **Recommendations**

THAT Administration include a capital project for the reconstruction of approaches as per Option 3 to be included as part of the 2024 Capital Projects list.

## **Background**

In 2022, Administration reconstructed Saddle Ridge Drive through the Saddle Ridge development, as a part of a court resolution. Administration awarded a contract to Stantec for the design and construction administration for the project. Administration awarded the construction contract to Lafarge Canada in the summer of 2022 to construct the paved surface roadway. The scope of work included the supply and installation of gravel material, construction of asphalt roadway, the adjustments to the driveway approaches to connect to the new roadway structure and existing culverts.

## **Issues:**

Administration has received complaints from the developer and ratepayers in the Saddle Ridge development due to the adjustment of approaches tying in to the new roadway elevation, as well as steeper side slopes in the ditches. The design of the new roadway included raising the roadway elevation by approximately 0.35m from the existing roadway elevation and a tie-in slope specification of 10:1 (10%) for the approaches. Current design specifications for the RM of Corman Park have a tie-in slope specification of 50:1 (2%) for approaches.

The original design of the roadway network had approaches tying into the old roadway elevation. However, since the road has been raised by 0.35m and the approaches had been raised to tie in at a 10:1 (10%) slope, which has created a “saddle-like” profile. The “saddle-like” profile has been problematic for ratepayers. The concerns brought forward include damage to vehicles when driving on the approach, and challenges driving through the low spot of the approach during winter storms.

There have been additional concerns regarding the side slopes of the newly constructed road and their steepness. Stantec’s design specified a 3:1 (33%) side slope. Ratepayers have concerns that side slopes in certain areas have been constructed to a slope that exceeds the 3:1 (33%) design.

## **Discussion & Budget Implications:**

Administration has reviewed the contract specifications to confirm that the project was constructed to the specifications outlined in the contract. Administration has met with the developer and visited the site to visually inspect the concerns brought forward. The “saddle-like” design appears to be more prevalent in some locations than others. The developer has provided a list of higher priority locations. Administration has developed a list of options to address the concerns.

Option 1: Decision to leave as is currently designed and constructed. This option has no cost implications. Ratepayers can choose to have their approaches built up to the design they would like at their own expense.

Option 2: Administration coordinate the adjustment/reconstruction of approaches to flatten the “saddle-like” dip. The extent of this option would only include the portion of approach within the RM of Corman Park right-of-way. The anticipated cost per approach for this option is approximately \$8,000 per approach. This option would not include any adjustments to the existing width, side slopes of the approach, nor extending of approach culverts. The extra material to build up the approach would create a steeper approach side slope. The total cost of this option is approximately \$270,000.

This option can be delivered in a phased approach, where priority locations could be remedied in an earlier timeframe.

Option 3: Administration coordinate the adjustment/reconstruction of approaches to flatten the “saddle-like” dip, as well as widening and placing topsoil along the approach side slopes and extending the approach culverts. The extent of this option would only include the portion of approach within the RM of Corman Park right-of-way. The anticipated cost per approach for this option is approximately \$17,000 per approach. The total cost of this option is approximately \$560,000.

This option can be delivered in a phased approach, where priority locations could be remedied in an earlier timeframe.

Option 4: Administration coordinate the reconstruction of Saddle Ridge Road to a lower elevation. This option would not require construction adjustments on the approaches as the roadway would be lowered to match the old approach elevations. However, one lot owner has paved their approach to the current roadway elevation, and therefore their paved approach would have to be reconstructed. The total cost for this option is approximately \$1.7M (which includes the cost of a consultant to design and construction administration of the roadway).

There is no assigned budget to complete any of the options this fiscal year. There is a risk of going over budget if the project is completed this year.

### **Implications**

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|---------------|--|
| Strategic:    | The adjustment/reconstruction of approaches will better align with the current RM approach standard.   |
| Financial:    | There is no assigned budget to complete any of the options this year. There is a risk of going over budget in the current year if this project is completed this year. |
| Policy/Legal: | The thresholds outlined within the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA)   |

will be followed and will determine whether a public tender is required or not.

Communications: The decision will be communicated to the developer and the local residents within the Saddle Ridge Development.