



MEMORANDUM

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

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

**Monday, January 10, 2021
@ 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 Report
5. Civic Addressing Project Update - Information item
6. Adjourn

Public Works Carryforward Action List - CURRENT

June 3, 2019	Highway #12 Turning Lane
<ul style="list-style-type: none"> • At the June 3, 2019 Committee meeting, Council reviewed safety concerns raised which included increased traffic movement and issues with people attempting to enter Hwy #12 from Lutheran Road (Twp Rd 384) northbound at peak times during the day. Administration to request MHI consider constructing turning lanes onto Hwy 12 from Lutheran Rd northbound. • June 18, 2019 – Letter sent to MHI requesting construction of turning lanes. • June 19, 2019 – Ministry response - MHI currently undertaking a review of this intersection to identify any further improvements that can be prioritized with other safety projects in the province, including a northbound acceleration lane. Awaiting Ministry response once assessment is complete. • December 3, 2019 – MHI has completed their safety assessment, and have now hired a consultant to complete a more in-depth review in identifying alternative safety solutions to the current situation. • February 26, 2020 - MHI is in the process of having the consultant prepare a detailed design of the recommendation and preparation of a tender package, for construction. At this time, MHI will be asking for the study to be complete by September 2021, design by December 2021 and Tender in spring of 2022. 	
February 24, 2020	Street Light Installation
<ul style="list-style-type: none"> • February 24, 2020 - Administration to provide information regarding installation of streetlights at the intersection of Twp Rd 374 and Capital Circle. • June 8, 2020 – Administration to obtain quotes for street light installation. • August 17, 2020 – Council Item. Item deferred to a future meeting pending information on potential SGI Safety Fund grant intake dates. • August 18, 2020 – Will apply for project funding in the next round of SGI Safety Fund grant intakes which closes September 24, 2020. • September 14, 2020 – Street light Option #2 was selected to move ahead. • September 24, 2020 – Application for funding submitted. • January 11, 2021 – Committee Item. • January 13, 2021 – PSE Grant funding for Twp Rd 374 & Capital Circle Street Light installation denied. <ul style="list-style-type: none"> ○ Administration to re-apply for funding at next intake session which is open until 4:30 pm March 31, 2021. ○ January 20, 2021- Administration re-applied for funding. ○ March 31, 2021 – intake applications closed. ○ April 16, 2021 – Administration informed that announcement of funding awards will be June 30, 2021. • June 30, 2021 – Grant funding for Twp Rd 374 & Capital Circle Street Light installation denied for second time. • September 13, 2021 – The R.M. will re-apply for funding again in 2022. 	
June 7, 2021	South-Central Corman Park Groundwater Monitoring
<ul style="list-style-type: none"> • Council directed administration to contact the Water Security Agency and enquire about the status of ground water quality, volumes and monitoring within the south-central vicinity of Corman Park. • July 5, 2021 – Administration reached out to WSA. <ul style="list-style-type: none"> • WSA to do a general presentation on groundwater and aquifers in the area. • The preliminary investigation, compilation and recommendation of data is to be included within the South Concept Plan if initiated. 	

Public Works Carryforward Action List - CURRENT

July 12, 2021	2021-22 Channel Clearing Program Funding
<ul style="list-style-type: none"> • The Channel Clearing Program is a rebate offering cost sharing for local governments to assist with channel clearing activities within natural watercourses. • All natural waterways obstructed by trees, brush, deadfall and other obstructions such as beaver dams can cause flooding and erosion problems to roads and adjacent lands, and are considered eligible projects. • August 3, 2021 – Administration to determine projects for 2021-22 Channel Clearing Program • Public Works will continue to source locations in relation to the approval criteria and coordinate an application for funding based on projects identified. 	
August 17, 2021	Request from Town of Warman for 10T Exemption along TWP 390
<ul style="list-style-type: none"> • The Town of Warman owns some property west of city limits along what used to be a summer road. This spring the Town was approached by Great Plains College offering some heavy equipment work at a low cost as they train their students. The Town offered Warman's old landfill along Twp Rd 390. The town also uses this roadway to access their aggregate storage and would require access sometimes on a daily basis. • Administration has received correspondence from Town of Warman inquiring if they would need to obtain a permit through Roadata Services every time they travelled on the roadway, or if they could request an annual permit to travel on Twp Rd 390 between Rge Rd 3051 and Rge Rd 3052, which was recently changed to 10T restriction. • August 23, 2021 – Request to provide an exemption to be reviewed at September 13, 2021 Committee Meeting. • September 8, 2021 – PW to consider possible options in consideration of a partnership between the Towns of Warman and Martensville. • September 13, 2021- Administration to discuss options with the Town of Warman. • October 12, 2021 - The C.A.O. met with the Public Works and Utilities Manager from the City of Warman. The R.M. will execute a road-use agreement with the City of Warman. • November 12, 2021 - Meeting with Public Works and Utilities Manager and City Manager from the City of Warman who will be submitting a development permit. 	
August 20, 2021	Traffic hazard on CN railway crossing between RR3043-3044
<ul style="list-style-type: none"> • August 20, 2021 – PW contacted CN re: hazards when crossing in between the tracks at RR3043 (mile marker 180.59) and RR3044 (mile marker 181.7). • Awaiting response from CN. • The R.M. and CN have completed the improvements on RR 3044 (mile marker 181.7). • The R.M. and CN are coordinating the improvement on RR 3043 (mile marker 180.59) to take place in 2022. 	
September 13, 2021	Rural Integrated Roads for Growth Initiatives
<ul style="list-style-type: none"> • The Government of Saskatchewan is continuing to invest in the improvement of rural roads through its Rural Integrated Roads for Growth (RIRG) program. Phase four intake will see applications being eligible for consideration in the 2022-2023 RIRG Road Construction Program. • Up to 50% of funding for approved road construction projects is available for assistance from the RIRG. The maximum contribution from the RIRG Program will be \$500,000/Road Project/Road Authority/Program Year. • Identified road projects must meet designated geometric requirements • October 8, 2021 - The two (2) identified road projects for 2022 do not meet the geometric parameters, the projects do not qualify for RIRG funding as per the requirements. 	

Public Works Carryforward Action List - CURRENT

October 12, 2021	Rural Addressing Process
<ul style="list-style-type: none">• In February of 2019 Council adopted Bylaw No. 09/19 Rural Addressing Bylaw to regulate the establishment of a system for rural addressing under Section 8 of The Municipalities Act.• October 12, 2021 – Previous anticipated identified timelines for the rural addressing initiative will be delayed.<ul style="list-style-type: none">○ After an audit of the procedures required to have the initiative take effect, it was determined that the methods and procedures initially required did not occur and as a result, there will be a time delay to review and rectify all work that has been completed to date and to implement and conduct the specified procedures.• January 10, 2022 – An information item was prepared to update Council on the expected timelines to complete this project.	

A) Staffing:

- Outside staff is minimal following freeze up to handle road maintenance, gravel stockpiling and equipment repairs. Additional staff is called in as required to assist with snow removal and salt/sanding.

B) Covid-19 Update:

- Safety Officer has implemented Covid 19 Rapid Testing Protocols for field staff in order to maintain the Business Continuity Plan.
- Staff are encouraged to **stay home** if they are experiencing any kind of cold or flu-like symptoms. This includes but is not limited to; coughing, sneezing, runny nose (aside from cold weather runny nose), cold sweats, etc.
- Currently 2 Public Works office staff are at home in isolation and are set up to work from home

C) Road Maintenance:

- 2 Sander/Plow truck operators along with 7 grader operators were called in to help with snow removal.
- Extreme cold has resulted in equipment breakdowns and delays in snow removal.

D) Tenders:

- 2022 Grader Tenders
 - Both 4WD and 6WD Grader Tenders were sent out December 21, 2021 and closed on January 5, 2022. Only one (1) bid was received once the tender closed.
 - Administration will re-post the Tender in order to obtain more competitive pricing.

E) Equipment:

- 1 Sander/Plow truck is in for repairs-broken hydraulic pump.
- Clarence Ave. Water Station was down for repair.
 - The system has been repaired and is now operational.

Respectfully Submitted – On behalf of Public Works Team



Public Works Committee Item

January 10, 2022

Reeve and Councillors

Re: Civic Addressing

Steady progress has been made towards the full implementation of civic addressing. Approximately 3,800 signs were installed between 2019 and 2021, with less than 400 signs remaining to be installed. However, the addresses still need to be verified and sent to various agencies before the signs can be used by emergency services. The civic addressing process has been reviewed and it was discovered that steps typically completed before sign installation begins and required for the use of the signs by emergency services were missed, resulting in a delay in the full utilization of the signs.

Upon review, over 95 percent of assigned civic addresses are fully accurate while 110 addresses are slightly inaccurate but do not require changes (very little risk of any future issue or confusion). Approximately 50 civic address signs would require changing if road name changes/adoptions were to occur. Only approximately 50 civic addresses signs are wrong and need replacing.

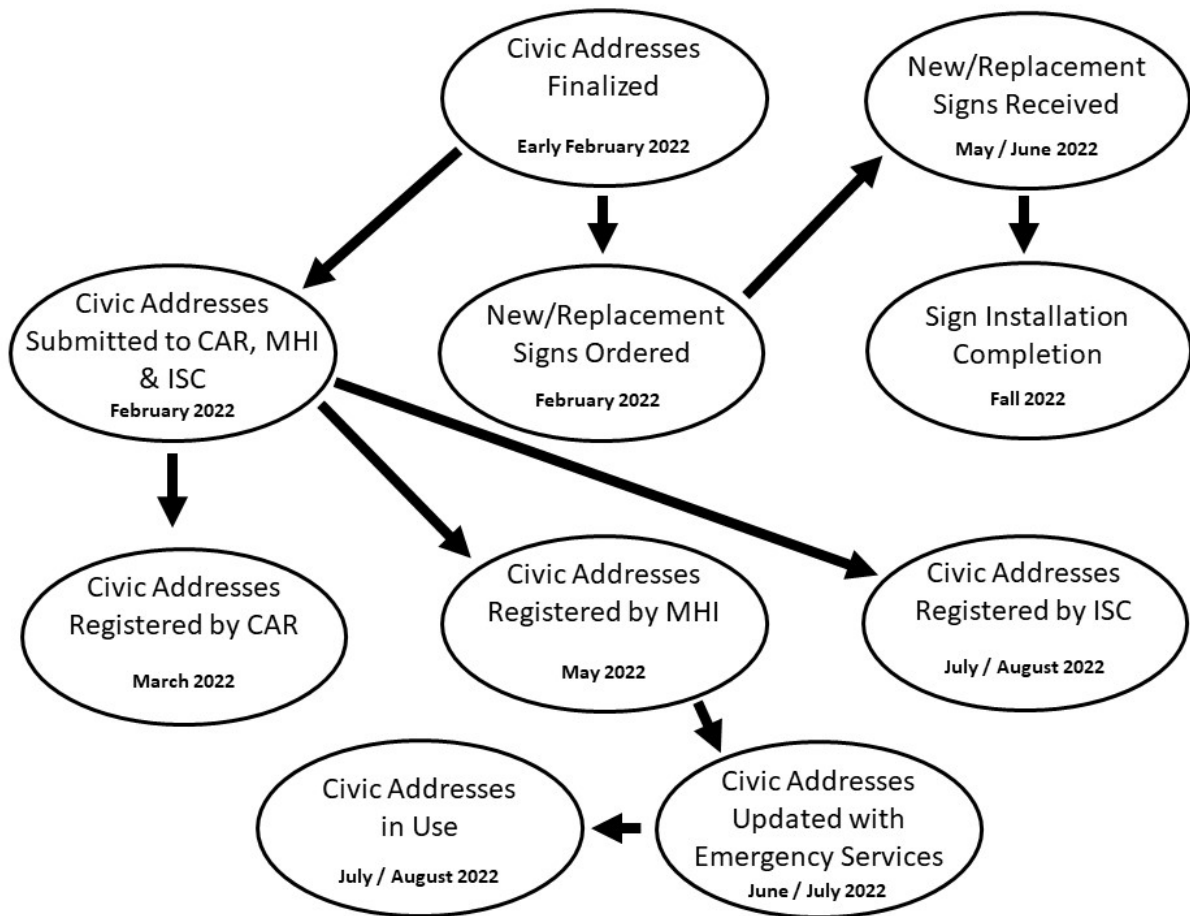
Before the civic addresses will be in use the following must be accomplished.

1. Civic Addresses must be validated, finalized, and then confirmed/updated with:
 - a. Saskatchewan Civic Address Registry (CAR)
 - b. Ministry of Highways and Infrastructure (MHI)
 - c. Information Services Corporation (ISC)
2. Once MHI has registered the civic addresses, they can be submitted to Emergency Services for registration with them.
(Once this step is completed any installed signs will be fully in use)
3. New/replacement signs need to be ordered
4. Sign installation needs to be completed including new signs and replacement signs

Civic Addressing Completion Timeline		
Item	Estimated Completion	Notes
Civic Addresses Finalized	Early February 2022	
Civic Addresses & Road Names Submitted to CAR, MHI, ISC	February 2022	
New Signs Ordered	February 2022	
Civic Addresses Registered with: CAR	March 2022	CAR takes 1 month to confirm addresses
MHI	May 2022	Waiting for comment on time it takes to complete update

Rural Municipality of
Corman Park

ISC	July / August 2022	Not necessary for emergency service use, unsure of update completion time
New Signs Received	May / June 2022	Typically receive signs a couple months after ordering, COVID may have impact
Civic Addresses Submitted to Emergency Services	June / July 2022	Requires civic addresses to be registered with MHI
Civic Addresses in Use	July / August 2022	Once civic addresses have been updated with emergency services any installed civic addresses can be used by emergency services
Sign Installation Completed	Fall 2022	





Recommendation:

That the civic addressing project update report be received as information.