



Annual Report - 2020

Public Works Department

RURAL MUNICIPALITY OF CORMAN PARK NO. 344





STAFFING – 2020

Craig Habermehl - Director of Public Works
Karin Kirkland - Public Works Clerk
Jessica Williams - Engineering Assistant
Kristina Folkersen - Mapping Technician

Field Supervisors & Other Staff

Blake Peters – Superintendent Mark Lim – Superintendent

Field Staff

AMBLER, BARRY	GRADER
ARNESON, MICHELLE	GRADER
BAHT, AMANDA	GRADER
BUECKERT, JOSHUA	MOWER/LABORER
CAREY, ROBERT	GRADER
CHRISTIANSON, ERVIN	JOURNEYMAN MECHANIC
COLBECK, PETER	TRUCK DRIVER
CROSS, BRETT	MOWING LEAD HAND
EDMISON, ELDON	GRAVEL TRUCK DRIVER
FULLAWKA, RANDY	CONSRUCTION FOREMAN
GARDNER, TANNER	CONSTRUCTION ASSISTANT
HOOK, RON	GRADER
HUBBS, SCOTT	TRUCK DRIVER
KLUGHART, COLE	LABOURER
KNAPP, KIRK	GRADER
LANDRY, BLAYNE	MOWER/LABORER
LILLIES, ROBERT	GRADER
LORENZO, DEAN	ROAD SIGNS/WATER
MATOVICH, GREG	DOZER (CAT)
MAZURKEWICH, CLARK	TRUCK DRIVER
MCRAE, LIONEL	MOWER/LABORER
NEWMAYER, KIRK	GRADER
O'HARA, ANDREW	LABORER
PACIK, CODY	MOWER/LABORER
PENNER, MERVIN	MECHANIC
PRESTUPA, LARRY	GRADER
REID, GERALD	GRADER
SHERIFF, VIRGIL	SCRAPER
SINGER, DAVID	LABOURER
SLATER, BRYAN	SCRAPER
SMALL, JENNIFER	MOWER/LABORER
TAYLOR, RON	GRADER
THERRES, DYLANN	CONSTRUCTION ASSISTANT
TURCHYN, ALEC	GRADER
WALL, BENJAMIN	GRADER
WIEBE, DOUGLAS	SCRAPER
ZELINSKI, BRENT	ASPHALT LEAD HAND



Public Works Department

Public Works provides and manages a number of services to the ratepayers of the R.M. Public Works employees work out of five different shops – Lutheran Shop (main shop), Warman, Park Haight and 33rd St shops (satellite shops).

In June of 2020, RM staff returned to the office on Pinehouse Drive as the renovations were complete.

The RM encompasses over 800 square miles, including over 1,030 miles of road: 141 miles of hard surface roads, and 889 miles of gravel road.



Road & Construction Projects:

In 2020, Public Works completed projects on roads that were previously flooded or required rebuilding. Preventative maintenance on hard surface roads involved crack filling which was contracted out and chip sealing was carried out by our own Public Works crews. The following table shows the completed construction projects:

In-House Road Projects - (3.7 miles)	Major Contracted Projects – (15.6 miles)
Twp Rd 374 between Rge Rd 3044 and Rge Rd 3045 (0.6 mile)	Pavement Construction Road Projects - (4.7 miles)
Twp Rd 374 between Rge Rd 3064 and Rge Rd 3070 (2.0 miles)	2019 carryover - Twp Rd 384 from Martensville City limits (Rge Rd 3052) to Hwy 11 (1.5 miles)
Twp Rd 395 from Hwy 12 to Rge Rd 3055 (1.1 mile)	Twp Rd 354 (Baker Rd) from Hwy 11 to Rge Rd 3052 (1.7 miles).
Reclamation of Bussiere Pit (NE 24-38-2 W3) near Vonda, SK (carryover to 2021)	Rge Rd 3050 between COS limits and Twp Rd 374 & Twp Rd 374 between Rge Rd 3050 & Rge Rd 3045 (1.5 miles)
Seal Coat Projects - (9.9 miles)	Mulching Projects - (5.4 miles)
Strathcona (Rge Rd 3055) between Twp Rd 354 & Twp Rd 362 (3.8 miles)	Old Hwy 305 from Hwy 305 to Rge Rd 3053 (0.4 mile)
Rge Rd 3041 from Twp Rd 362 to 0.3 mile north to Hidden Ridge Estates (0.3 mile)	Twp Rd 394 between Rge Rd 3041 and Rge Rd 3042 (1.0 mile)
Twp Rd 372 from Hwy 41 to Hamlet of Eagle Ridge (1.0 mile)	Twp Rd 394 between Rge Rd 3045 and Rge Rd 3051 (2.0 miles)
Rge Rd 3062 from Twp Rd 352 (Valley Road) to Twp Rd 353 (1.0 mile)	Rge Rd 3044 between Twp Rd 382 and Twp Rd 383 (1.0 mile)
Rge Rd 3085 north of Hwy 16 to Twp Rd 394 (0.8 mile)	Twp Rd 384 between Rge Rd 3043 & Rge Rd 3044 (1.0 mile)
11 St (Twp Rd 364) from Rge Rd 3063 to Rge Rd 3070 (3.0 miles)	Soil Stabilization – (5.5 miles)
	Twp Rd 374 from Hwy 684 (Rge Rd 3062) to Rge Rd 3064 - Application of EMC2 product (2.0 miles)
	Internal Road of Cory Crescent within Bedford Acres - Application of SB-90 product. (1.0 mile)
	Internal roads of South Point Lane and South Point Drive within South Point Estates - Application of SB-90 product. (1.3 miles)
	Internal roads of Parkside Drive, Park Place, Park Lane and Park View within Parkside Estates - Application of SB-90 product. (1.2 miles)

Gravel Program:

The Gravel Program is based on a three (3) year rotation. Each spring the gravel program for the year is planned out and is generally contracted out during the months of May through June. Some items for gravel consideration include: outstanding projects from prior years, ratepayer requests, the year the gravel was last applied and the existing gravel condition of the road, relative to the type and amount of traffic.

In 2020 the RM contracted approximately 54,000 yds³ of Traffic Gravel which was distributed over 222 planned projects, encompassing 360 miles of road. Additional projects and road construction used 16,000 yds³ of Traffic Gravel.



Mowing Program:

The RM mowing program operates on a four (4) year rotation whereby, each of our twelve zones receive a full-cut every four years. The RM employs 5 seasonal operators to run the mowers.



Road Grading:

The R.M. of Corman Park has 12 Grader Zones with a dedicated operator and grader assigned to each zone. Grading in all zones is based largely on Mother Nature. If Mother Nature cooperates and conditions stay dry, and favorable, the graders are out in the zones on a target rotation (anywhere from 9-13 days), with high-volume roads receiving grading more frequently. Should the weather conditions become not so ideal, (rain or sleet) and the roads become soft and compromised, this results in a restart to the rotation, with the main roads being graded first. Roads designated on the map as summer roads or undeveloped roads are not maintained.

In winter, our grading crew is significantly smaller due to seasonal layoffs. If there is a major snow storm, extra staff is called in to help clear the roads.



Road Maintenance / Haul Agreements:

The purpose of road haul agreements/permits is to recover costs associated with the depletion of municipal roadways due to increased traffic by established developments on established routes.

Extended revenue from Declared Quantity and Flat Fee agreements help to supplement the roadwork and maintenance costs necessary for the RM roadways. In 2019-20 there was a reduction in revenue largely due to no major road projects in the area.

Year	Summer Haul	Winter Haul	Extraction Fees	Flat Fees	Total
2017	\$ 317,944.24	\$ 35,375.53	\$ 76,312.97	\$ 71,772.18	\$ 501,404.92
2018	\$ 294,423.07	\$ 38,805.04	\$ 65,017.75	\$ 64,227.52	\$ 462,473.38
2019	\$ 188,742.99	\$ 24,123.74	\$ 41,741.19	\$ 65,587.94	\$ 320,195.86
2020	\$ 150,751.99	\$ 10,892.89	\$ 30,531.57	\$ 67,733.81	\$ 259,910.26

In the fall of 2019, Council made a change to the Ag Producer Permits. Ag Producers no longer need to specify which roadways they travel on, while operating their agricultural businesses. The permit now allows the producers to haul on all RM roadways with specific road restrictions, and no longer needs to be renewed annually. This change was well received.

Corman Park Police, as one of their six enforcement priorities, conducts enforcement activities on all commercial vehicle traffic on municipal roads within the RM of Corman Park to ensure compliance with the regulations. This involves enforcing maximum allowable weights and vehicle fitness and safety standards. The RM of Corman Park has provided for a permitting system



through roadata.com, which is monitored by CPPS, who in turn conducts inspections on commercial vehicles to ensure they are operating within permitted weight limits. Operating outside of these limits can be a safety hazard to other motorists, and can cause excessive road damage to municipal roads, which drive up maintenance and repair costs. Through strict enforcement, the CPPS seeks to mitigate the safety risks and the cost of repairing damaged roadways, which is being borne by the RM ratepayers.

2020 saw a continued increase in the number of overweight permits issued as the partnership with Roadata Services continues to grow in terms of quick permit request turnaround times, ease and access availability. As a result of the partnership, over 1,978 overweight permits were issued in 2020.

The following table indicates the number of agreements/permits issued over the past four years:

Permits/Agreements	2017	2018	2019	2020
Declared Quantity	34	49	36	32
Flat Fee	32	15	14	15
Ag producers	85	97	107	134
10 Tonne	22	23	21	6
In House Permits Issued	398	14	12	24
Roadata Permits Issued	0	1,216	1,625	1,978
Total	571	1,414	1,815	2,189

Custom Work:

Ratepayers are provided with services for private properties at reasonable rates. Custom Work is completed as time permits and after the main roadways have been cleared with RM work having priority. Custom Work applications for mowing and grading of private driveways are completed by ratepayers and submitted to the Public Works Department. Rates for work done are based on equipment rates and the amount of time taken to complete the required work. Custom Work applications are received in the office and forwarded to the main shop for distribution to our crews. The following table shows the number of custom work applications from the past three years:

Year	Grading	Mowing	Snow Removal
2018	30	15	15
2019	24	14	61
2020	18	16	52

Snow Removal:

- Any resident requiring snow removal services is required to come **in-person** to the office to sign a Snow Removal Agreement and buy a snow removal sign. Residents are then to display their sign when services are required. They do not need to call in.



Once main roadways are cleared and when operators are in the area, and time permits, services will be completed and ratepayers will be invoiced accordingly.

- If the resident is a renter - a deposit of \$100.00 is required on the snow removal sign. Residents are then to display their sign when services are required. Once main roadways are cleared and when operators are in the area, and time permits, services will be completed and ratepayers will be invoiced accordingly. Once renters no longer require the sign, it must be returned to the RM office in order to receive a portion of their deposit back.

Civic Addressing:

Rural civic addressing is a program created in collaboration with the provincial government to improve public safety, aid in emergency response planning and dispatch, by providing rural addressing similar to what would be found in any urban municipality.

The R.M. has been working on the assignment of civic addresses to all occupied properties, with addresses assigned based on the location of each property's approach/driveway onto a roadway.

Installation of signs began in 2019, with the goal of completion within 2021.

Sign installations to date are as follows:

- 2019 - 800 signs
- 2020 - 1,500 signs
- 2021 - Approximately 1,900 signs remain

The R.M. will be responsible for ordering, payment, and installation of rural address signs up to the end of 2020. The R.M. will be responsible for ordering and installation of rural address signs in the future, however the cost of future signs is to be recouped from permit fees.

The full implementation of this project will not occur until all concerned agencies (Province & Canada Post) have verified submitted address information within their system databases. Canada Post has indicated that this process could take upwards of 2 years to complete once data has been received.

Approach Approvals:

To ensure that new approaches are constructed in appropriate locations and appropriately sized, culverts are installed to deal with water runoff. The construction of any new road connections (approaches) for private crossings and farm access must be approved by an RM of Corman Park Superintendent prior to construction. The RM of Corman Park requires a culvert to be installed in all new approaches, and the applicant is responsible for construction of the approach at their own cost.

The completed application for Standard Approach must be submitted along with a \$50 Administration fee, the area must be staked/flagged prior to the Superintendent site inspection. Following inspection and approval of the proposed approach, the applicant shall be sent written notice of approval. Included in the letter will be the required **minimum** size of culvert pipe as well as specifications for the construction of the approach.

Applicants have six (6) months from the date of the notice to construct their approach, if it is not constructed within this time period, they must re-apply and submit another application fee.

The following table indicates the number of approach applications received over the last three years:

Approach Approvals	2018	2019	2020
Approval Applications	40	35	39



Asset Management:

Equipment:

The Public Works department manages all the equipment necessary for maintenance of the RM roads. The present fleet consists of:

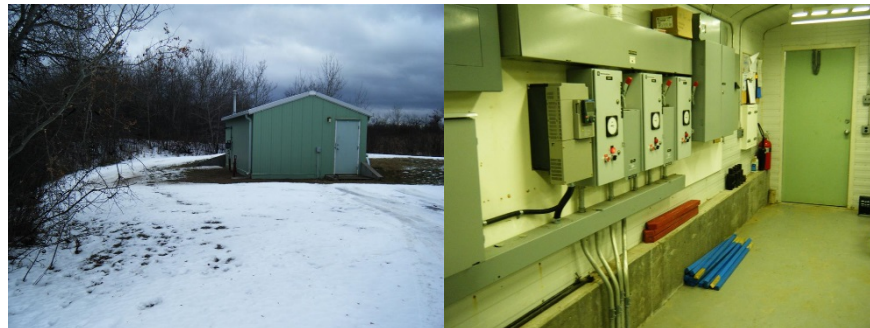
- 14 Motor Graders
- 10 Heavy Trucks (4 Gravel; 2 Snow; 1 Asphalt; 1 Water; 2 Tandem)
- 10 Industrial Tractors (5 Mowing; 1 Post Pounder; 1 Pumping; 1 Construction; 1 Shop; 1 Broom)
- 21 Light Duty Trucks (1 Director: 2 Superintendents; 5 Construction; 2 Mowing; 2 Asphalt; 3 Weed; 2 Mechanics; 1 Sanding; 1 Safety Officer; 1 Litter; 1 Sign/Water)
- 5 Industrial Mowers
- 1 Crawler Dozer
- 1 Asphalt Zipper
- 13 Industrial Trailers (4 Gravel; 4 Construction; 1 Seal coat; 1 Asphalt; 2 Garbage; 1 Weed)
- 1 Skid steer
- 1 Rock Picker
- 1 Discer
- 1 Rubber Tire Backhoe
- 3 Loaders

During the 2020 season the Covid-19 Pandemic required the rental of four (4) extra trucks and equipment to accommodate proper safety protocols. As equipment became worn and

maintenance costs increased over the constant repair of older machinery, some of the capital equipment assets were either used as trade-ins on replacement equipment, or sold at auction to help update the fleet. Tenders were put out on SaskTenders and the RM of Corman Park websites to attract bidders and to gain the best deal for the municipality.

Equipment Sales and Acquisitions for the past two years are indicated in the chart below:

Equipment	2019		2020	
	Sold/Trade	Acquired	Sold/Trade	Acquired
Light Trucks	0	2	0	2
Industrial Tractors - (TR)	0	0	1	1
Motor Graders – (G)	2	2	1	1
Heavy Trucks – (TG)	0	0	1	1
Trailers - (TT)	0	0	1	1
Mowers	0	0	1	1
Heavy Equipment (Rubber Tire Backhoe, Loader, Rubber Tire Packer)	1	1	0	2
Other (Discer)	0	0	1	0



(Riverside Pumphouse & Interior)

Water Works:

Presently, The R.M. operates and monitors 5 water distribution systems located in the Hamlets of Grasswood, Casa Rio Estates, Riverside Estates, Battleford Trail and North Corman Park Industrial. These distribution systems provide clean potable water to the hamlet residents and businesses. The R.M. maintains these systems as per WSA regulations and standards, in conjunction with The Ministry of Environment, and in accordance with federal, territorial and municipal legislation, policies and standards.

The R.M. retains two (2) Certified Water Operators who are responsible for all five municipal water systems, to ensure that residents have safe and clean drinking water.

There are also many private water utilities which operate in the RM that are accountable to WSA and Saskatchewan Health/Health Regions and SaskWater for the operation and maintenance of their utilities. These utilities are run independently of the RM's Public Works Department.

Annual Notice to Consumers

Every year, it is the expectation that all Municipally owned waterworks provide an “Annual Notice to Consumers” notification, as regulated by the Water Security Agency (WSA), in conjunction with the Ministry of Environment (MOE). The purpose of the Annual Notice to Consumers is to provide consumers and governing agencies for water works, information pertaining to the safety standards and water quality of the R.M.’s water systems. The Water Works Department has completed The Annual Notice to Consumers for the 2020 year. This Notice will be available on the R.M. website following WSA review.

Potable Water Tank Fill Stations- Prepaid Fob Access

The Municipality manages three fob-access potable water tank fill stations. These potable water fill stations are electronic key fob operated systems. Water fobs can be purchased during business hours of: 8:30 AM - 5:00 PM, Mon-Fri. at the R.M. of Corman Park office, located: 111 Pinehouse Drive, Saskatoon, SK.

It is important to note that water fob users whom are not RM residents (do not own land in the RM) will be required to pre-pay for water. Pre-payments can be made at the RM office, online banking, or credit card (via OptionPay on the RM Website).

The current water rates at all three(3) stations is based on the following:

\$5.38/1000L or \$5.38/m³ or \$5.38/264.6 US gallons

33rd Street Shop	North Well	Clarence Well
SW 10-38-6 W3 Located ½ mile north of 33 rd St. West on Hwy 684 at Battleford Trail	NE 34-38-5 W3 Located at the intersection of Twp Rd 390 and Rge Rd 3052 (1 mile west of Warman)	NW 10-36-5 W3 Located at the intersection of Clarence Ave and Cartwright St.
Current Rate: \$1.21 per 225 Litres/min (59.5 US gallons/min)	Current Rate: \$1.78 per 330 Litres/min (87.3 US gallons/min)	Current Rate: \$2.15 per 400Litres/min (105.8 US gallons/min)



Key Access Non-Potable Water Tank Fill Station

The R.M. operates 1 key access **non-potable** water tank fill station located on Pasture Rd at SE 4-38-7 W3 (Located ½ mile west of the Langham Grid on Pasture Road).

Residents wishing to use this fill station must come in to the Municipal Office located at 111 Pinehouse Drive in Saskatoon. There is a \$25 key deposit as well as a \$50/year charge for private consumers or \$300/year charge for commercial consumers. No coins are required.

DID YOU KNOW...? Informational tidbits

Did you know that the RM has a policy on Dust Control?

- In 2020 the RM of Corman Park put down approximately 100,000m² of Calcium Chloride.



Dust Control Policy TS-014

The purpose of this policy is to provide a means of determining when the municipality will contribute to the costs associated with ratepayer requests for dust control application on gravel road surfaces.

Policy:

The R.M. of Corman Park road network is made up of a variety of road types, with the majority of surfaces being gravel. During dry conditions gravel roads generate dust from vehicle traffic, which can be a nuisance to properties adjacent to roadways. Dust control options, including application of Calcium Chloride or other products can help to alleviate concerns, however are a temporary measure and come at a cost that is not feasible for all locations in the R.M. The RM will not apply any dust control measures on municipal roadways except where the conditions contained within this Dust Control Policy are met.

A. Dust Control Applied At The Cost Of The R.M.

Calcium Chloride dust control shall be provided at the cost of the R.M., only under the following circumstances:

- 1) *Adjacent to residences along gravel roadways with an average daily traffic count of equal to or greater than 500, upon review of the traffic count and approval by R.M. Council. Dust control will be applied a maximum of two applications per year, at intervals determined by the Administrator or designate (Director of Public Works).*
- 2) *Adjacent to single severance residences or businesses along gravel roadways leading to a significant multi-parcel development that generates traffic. Locations must be approved by Council for inclusion within this policy for annual application. Dust control will be applied a maximum of two times per year, at intervals determined by the Administrator or designate (Director of Public Works).*
 - a. *Approved locations are as follows:*
 - i. *RR 3051 between TWP 384 and TWP 385*
 - ii. *RR 3044 between Melness Road and Tamke Road*
 - iii. *RR 3051 adjacent to Ashwood Estates*
 - iv. *TWP 354A access to River Gardens*
 - v. *TWP 383 access to Whisper River*
 - vi. *RR 3074 access to Sarilia Estates*
 - vii. *TWP 390 (Ferry Road Gravel) access to Warman Ferry*
 - viii. *RR 3053 between TWP 380 and the East Cory Pavement*
- 3) *Adjacent to residences along gravel roadways where R.M. construction project detours result in an increase in traffic. Application is to occur as needed at the discretion of the Administrator or designate (Director of Public Works) prior to detour routes being implemented, excepting where emergent projects occur, at which time dust control is to be applied at the earliest opportunity.*

All dust control applications under this Section A are to be completed 150 metres on either side of affected occupied property driveways, at locations that may be dangerous to public safety, or at other locations deemed by the R.M. to require dust control.

B. Dust Control Applied By The R.M. Cost Recovered

Calcium Chloride dust control shall be provided by the R.M., to be cost recovered by traffic generators via agreement only under the following circumstances:

- 1) *Adjacent to residences along gravel roadways where significant sustained commercial road hauling requiring a declared quantity hauling permit and/or road maintenance agreement is occurring. Dust control is to be applied by the R.M. three times during the summer haul period, running from March 15 to November 15 annually. Dust control is to be applied prior to hauling, and/or approximately May 30, July 30, and September 30. At the discretion of Administration the third application of dust control may not be necessary.*
 - a. *The cost for dust control applied under this section will be pro-rated accordingly amongst all haulers on the affected roadway, dependent on monthly haul declarations, regardless of the number of hauls per period.*
- 2) *Adjacent to residences along gravel roadways where private construction project detours result in an increase in traffic. Application is to occur as needed at the discretion of the Administrator or designate (Director of Public Works) prior to detour routes being implemented, excepting where emergent projects occur, at which time dust control is to be applied at the earliest opportunity.*

- a. *The cost for dust control applied under this section shall be borne in full by the contractor or signatory on applicable agreements.*

All dust control applications under this Section A are to be completed 150 metres on either side of affected occupied property driveways, at locations that may be dangerous to public safety, or at other locations deemed by the R.M. to require dust control.

C. Dust Control Applied By Private Property Owners

Calcium Chloride dust control may be applied by private landowners on gravel municipal roadways only under the following circumstances:

- 1) *Adjacent to residences along gravel roadways where a private landowner is desirous of dust control and it does not meet the requirements of section A or B herein. Individuals are responsible for engaging the services of a private contractor and must notify the R.M. a minimum of 72 hours prior to dust control application for the R.M. to provide preliminary road preparation prior to application. The R.M., at the discretion of Administration will refrain from maintenance activities that would damage dust control immediately after the dust control application until such time that the road condition requires grading.*

D. Other Dust Control Applications

Notwithstanding the conditions of this policy, at the discretion of R.M. Council dust control may be applied at additional locations, either at the cost of the R.M., contractors, or private landowners. Dust control applications at the discretion of R.M. Council shall be completed as directed, however shall not be considered an ongoing annual application unless contained within this policy.

This policy is to be reviewed annually by Council, prior to March 30.

