



# PUBLIC WORKS AND INFRASTRUCTURE SERVICES

## ANNUAL REPORT 2021

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# DIRECTOR'S MESSAGE



I am excited to present the first annual report for the Township of Scugog Public Works and Infrastructure Services (PWIS) department. The new PWIS department was formed in 2021 following a restructuring of the Community Services into two departments. PWIS was established to focus on maintaining and operating our assets in a strategic manner to ensure that they remain safe and available for use, at the best cost to the taxpayer. This annual report will highlight the many accomplishments over the past year by this amazing team of people.

In 2021, I celebrated five years with the Township of Scugog and I am very proud of the progress that the Public Works and Infrastructure Services team, together with Scugog Council and departments across the organization, have achieved in that time. The biggest achievement has been the growth in the investment for the maintenance and replacement of Township infrastructure (roads, bridges, parks, vehicles, buildings, etc.). The roads and bridge investment alone has increased by over 200% in the past five years through identifying efficiencies and cost savings, implementation of dedicated levies and grants from other levels of government. Now we are seeing the benefits of these increased investments. In the past five years over 100 km of gravel roads have been resurfaced, approximately 40 km of hard surfaced/ paved roads have been reconstructed or rehabilitated and we have replaced one bridge and one large culvert with four more bridges and culverts planned for replacement in the next five years.

With the creation of a dedicated reserve for vehicles and equipment, we have been able to replace many vehicles in our aging fleet. In the past five years we have replaced all three graders; five tandem axle dump/ sand plows; six pick-up trucks and a wheeled excavator with a Gradall excavator. These purchases, together with fleet replacements in other departments, have resulted in a Township wide decrease in vehicle maintenance costs of 32%.

The increased investment in infrastructure has also resulted in the revitalization of our parks. Over the past five years we have replaced three playgrounds and two more playgrounds are planned to be replaced in 2022 including Palmer Park in historic downtown Port Perry. As well, we have constructed a very popular Off-Leash Dog Park and have four new parks planned for construction in the coming years.

In addition, we are making significant progress in our Asset Management Plan by investing in the right work at the right time to prolong the life of our infrastructure. For example, we have expanded the pavement preservation program to include crack sealing, localized asphalt repairs and more recently single surface and reclamite treatments.

The COVID-19 global pandemic continued to impact the Township throughout 2021. Our office staff successfully ensured that all services continued using virtual or by appointment methods and our depot staff continued to provide exceptional operational services working together using health and safety protocols. And as always, our team not only showed their pride for a job well done during their regular shifts, but they also came in on weekends, holidays and after hours to provide winter maintenance, emergency repairs and to support community events. This dedication is very much appreciated and valued by all.

I look forward to seeing the successful completion of the many significant projects and initiatives underway for 2022!

A handwritten signature in black ink, appearing to read 'Carol Coleman', written in a cursive style.

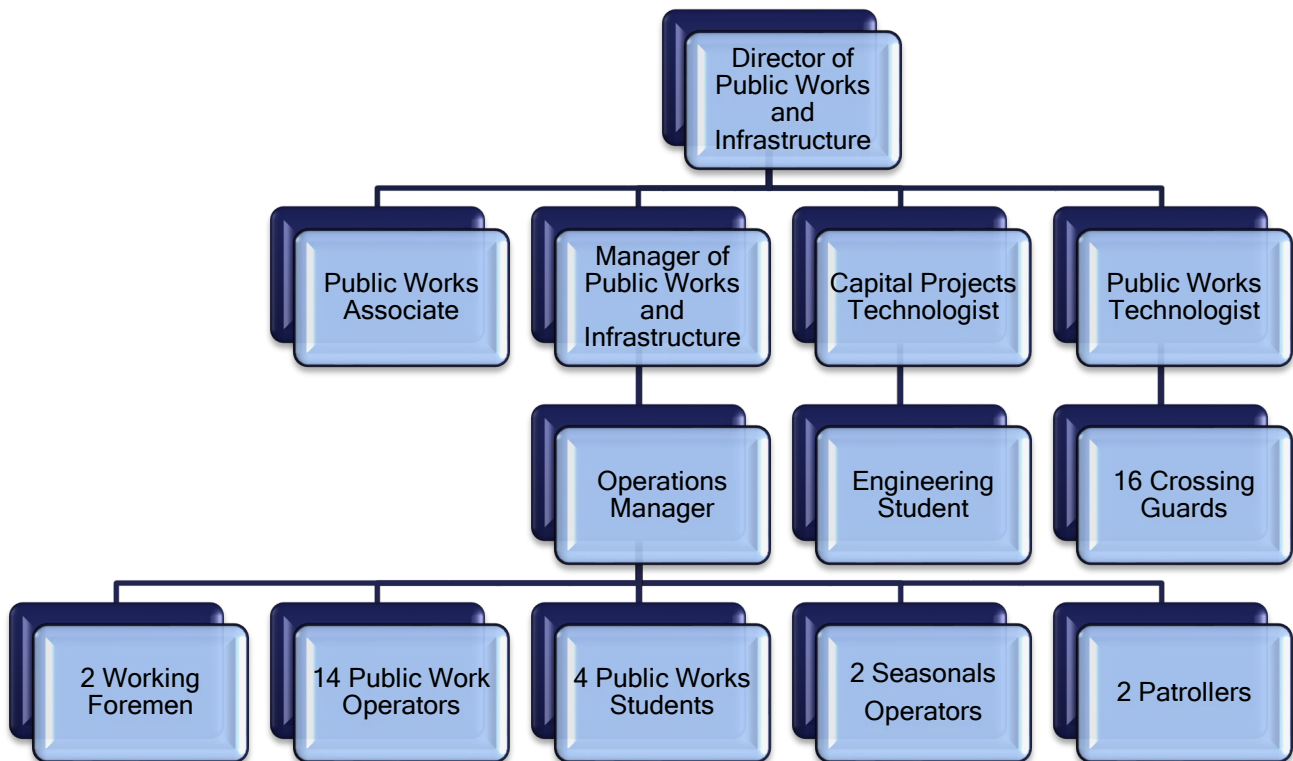
**Carol Coleman, P.Eng.**  
**Director of Public Works and Infrastructure**

# PWIS TEAM ORGANIZATIONAL CHART










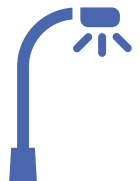



The Public Works and Infrastructure Services staff are a team of hardworking and dedicated staff, that together successfully provide a wide range of services for the Township including asset management, road maintenance, winter maintenance, capital infrastructure projects, traffic engineering, community event support and school crossing safety.

## PWIS Staff by the Numbers

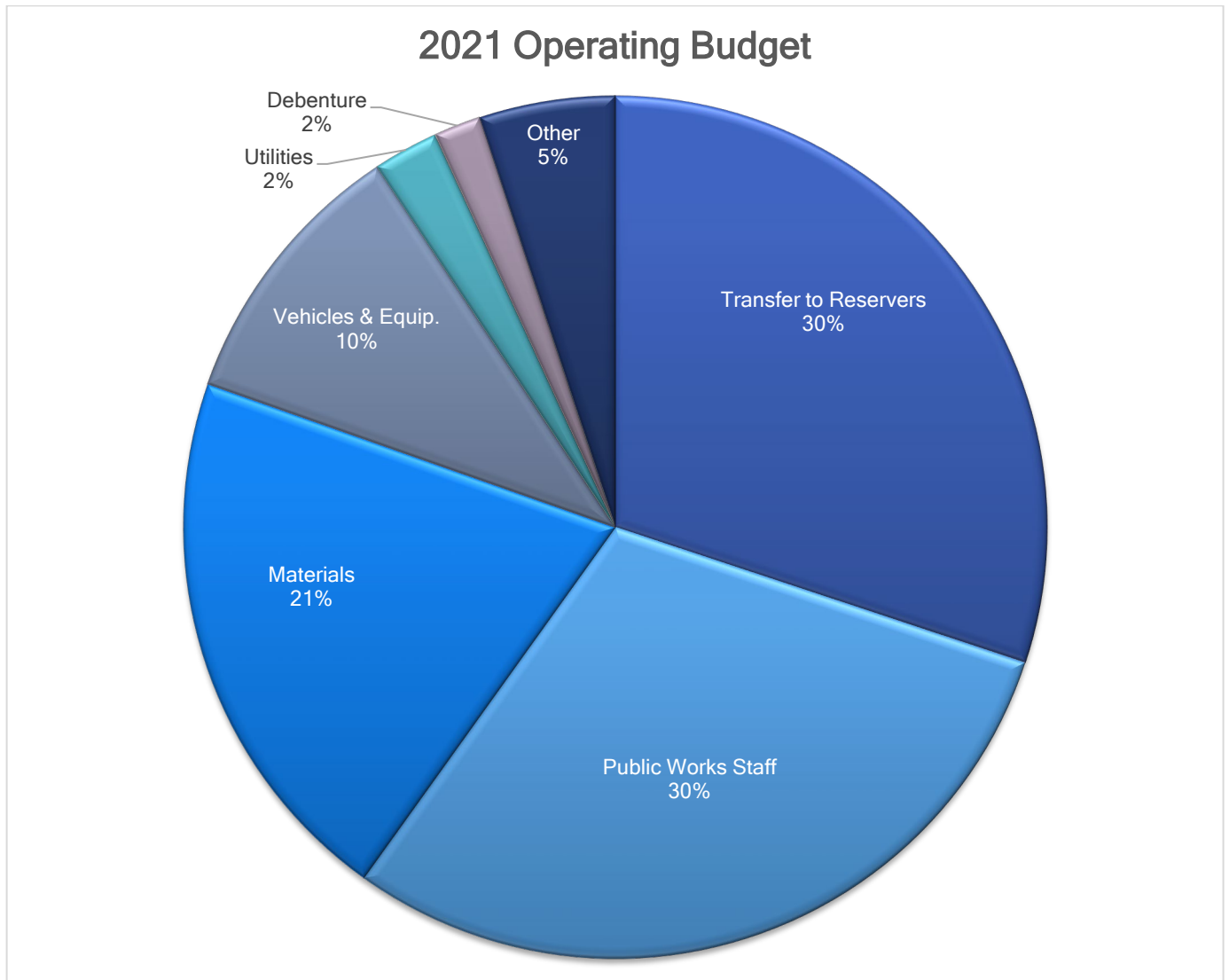
- 22 Full Time Staff
  - 18 Part Time Staff
  - 5 Students
  - 2 Seasonal Staff
- Total Staff = 47



# PUBLIC WORKS AND INFRASTRUCTURE SERVICES BY THE NUMBERS

	102 km of asphalt paved roads		63 km of sidewalk
	119 km of surface treated roads		10 km of trails
	192 km of gravel roads		5 km of cycling lanes
	11 stormwater management ponds		70 km of storm sewers
	16 bridges		8 large culverts (> 3 meters in diameter)
	1,680 streetlights		15 parking lots
	199 acres of parkland and open space		15 playgrounds

# PWIS OPERATING BUDGET



2021 PWIS Operating Budget = \$7,134,300

Transfer to Infrastructure Reserves = \$2,430,800

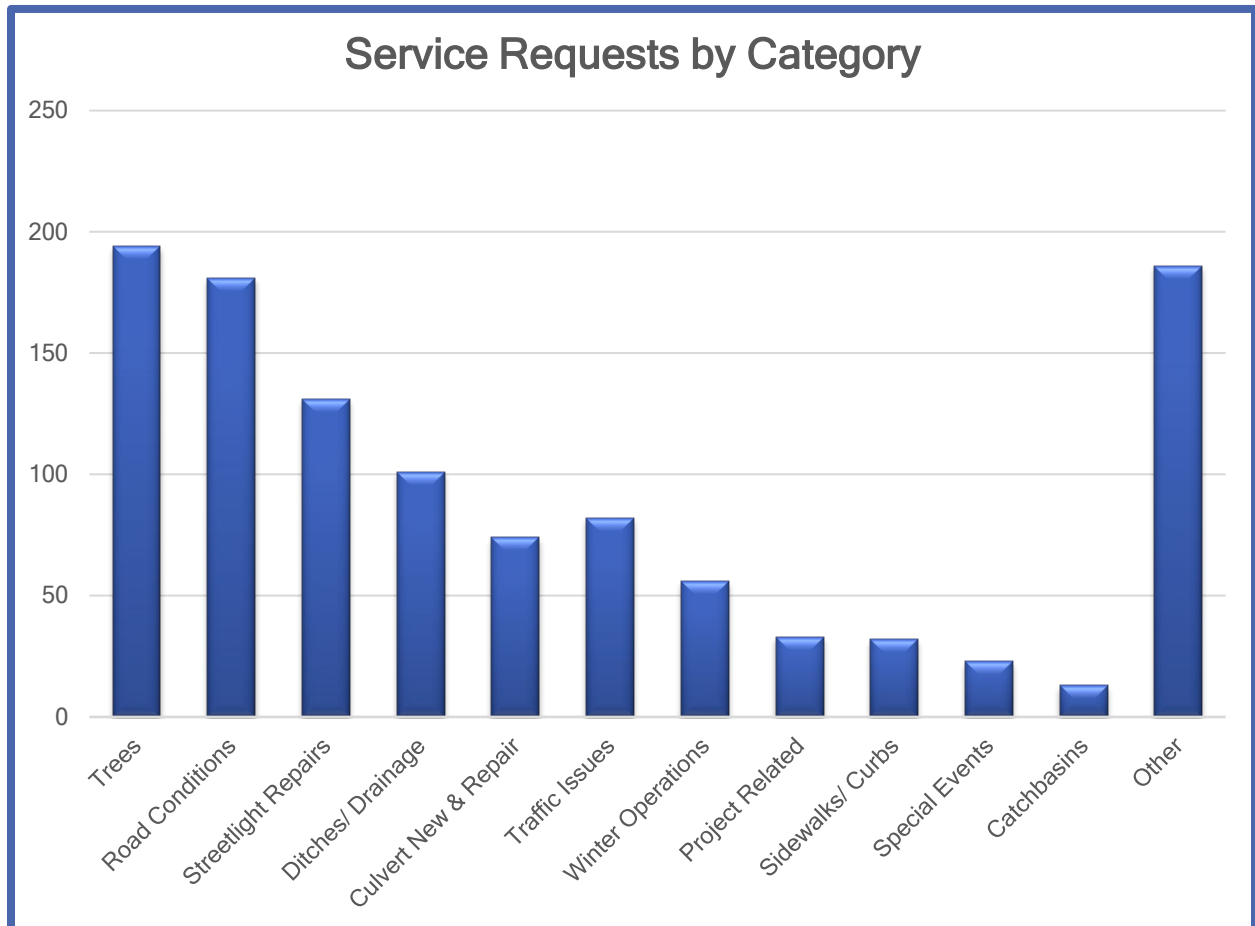
49 % of 2021 Township Operating Budget

# SERVICE REQUESTS

A significant part of PWIS Operations includes addressing service requests from Council, residents, businesses and identified as needs by staff. In 2021, staff implemented a new service request system to track and manage requests. Below is a summary of all requests received for 2021.

**1,106 \*Total Service Requests**

**703 Completed Service Requests (64%)**

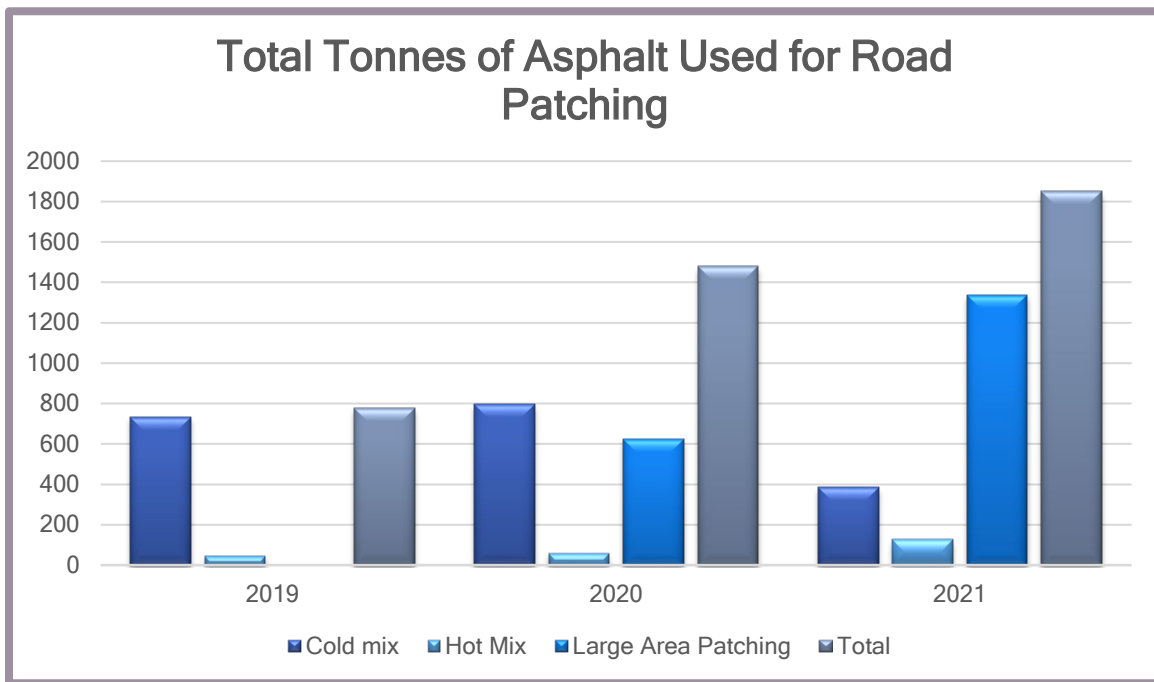


\*Tracking of Service Requests began February 17, 2021, requests before that date are not included



# ROAD MAINTENANCE

Annual road maintenance activities are carried out year-round and include: salting/ sanding/ plowing for winter maintenance; patching; sweeping; patrolling to determine road conditions; annual inspections of signs, streetlights and sidewalks; ditching; brushing; mowing; tree maintenance; culvert installations and repairs; sign replacements; grading; applying dust suppressant; maintaining shoulders; etc.



Some of the recent efficiencies implemented in road maintenance include decreasing the use of cold mix for patching and increasing hot mix patching and large area patching/ repairs. The use of hot asphalt is much more effective than cold mix as:

- It is more pliable and will become more rigid once cooled
- It lasts much longer
- It reduces the number of times required to repair the same pothole which results in labour and material cost savings

The patching of large areas using hot asphalt is a new method being used by Township staff to provide a temporary road repair until a more permanent road rehabilitation can be completed. Large area patchings were completed on Cedar Grove Drive and Coates Road in 2021. As well, the Township used a contractor for asphalt repairs on eight roads to improved drainage, driveability and extend the life of roads.



# 2021 GRAVEL RESURFACING PROGRAM

Over the past five years the Township has increased the investment in the resurfacing of gravel roads from \$644,600 to \$825,000 (28%) and resurfaced over 100 km of roads.

2021 Gravel Budget \$825,000  
24 km of Roads Resurfaced

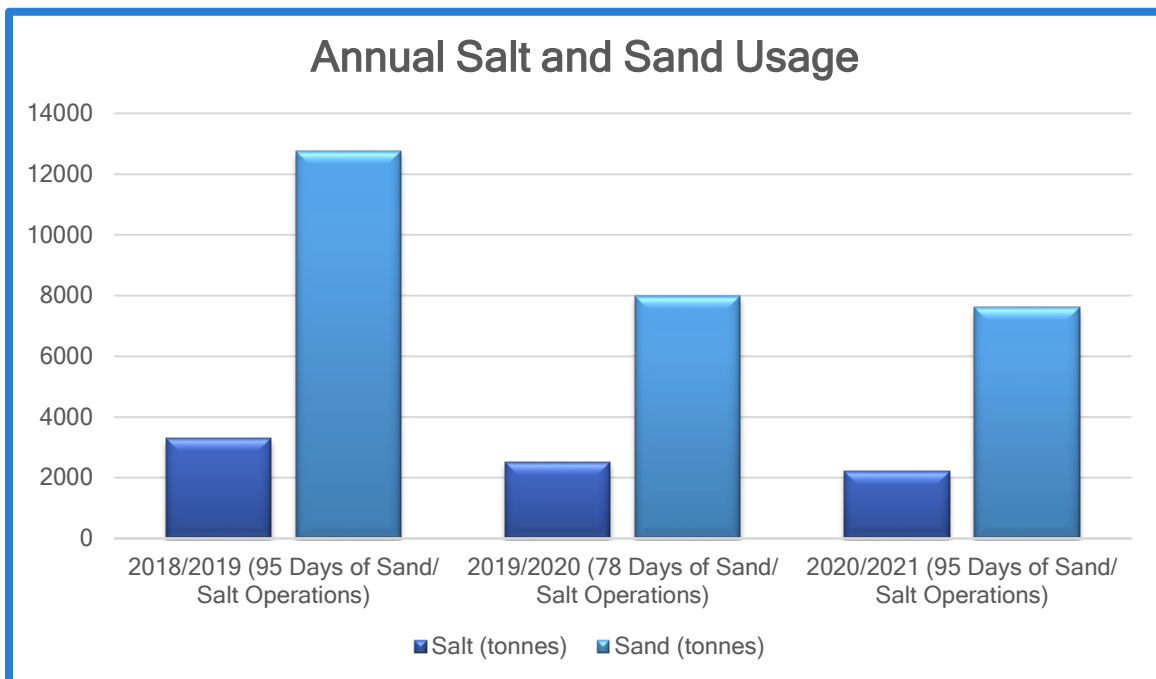


Roads resurfaced in 2021 include:

- Brenda's Road
- Brock Concession Rd. 1
- Bryant Side Road
- Chalk Lake Road
- Jobb Road
- Mississaugas Trail (Pine Point Road to Chandler Drive)
- Scugog Line 2 (Bryant Sideroad to Ashburn Road)
- Scugog Line 8 (Marsh Hill Road to Reach Street)
- Seven Mile Island Road
- View Lake Rd. to RR#57 (west end) to Birch Island Road
- Washago Bay Lane

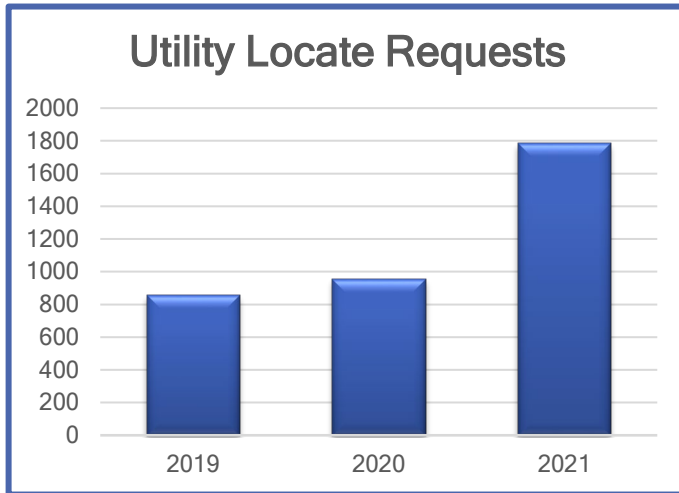
# WINTER MAINTENANCE

The Township of Scugog is responsible for the winter maintenance and snow clearing operations for 826 lane kilometers for roads, which is greater than the distance from Port Perry to Ottawa and back. All of this is completed by a day shift of 15 operators and a night shift of 2 operators. In addition, staff provide winter maintenance and plowing of 29 km of sidewalks and 15 parking lots.

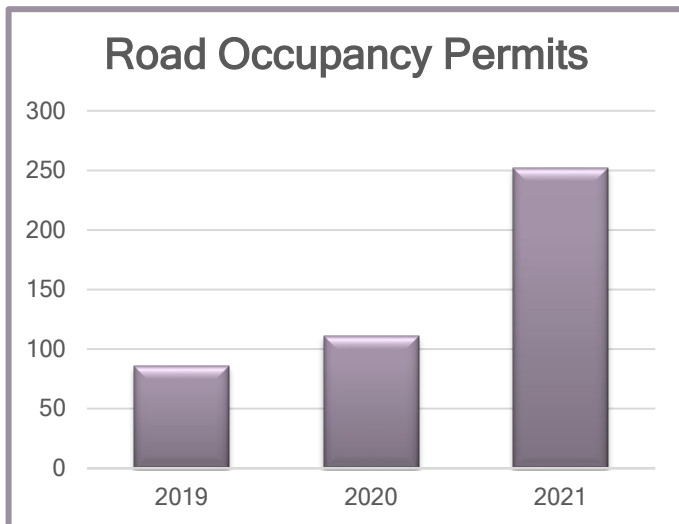


While the usage of salt and sand varies depending on the weather, through the development of more efficient methods of salting and sanding of roads, the Township successfully decreased the usage of salt and sand by 33% and 40%, respectively, from the winter of 2018/2019 to the winter of 2020/2021.

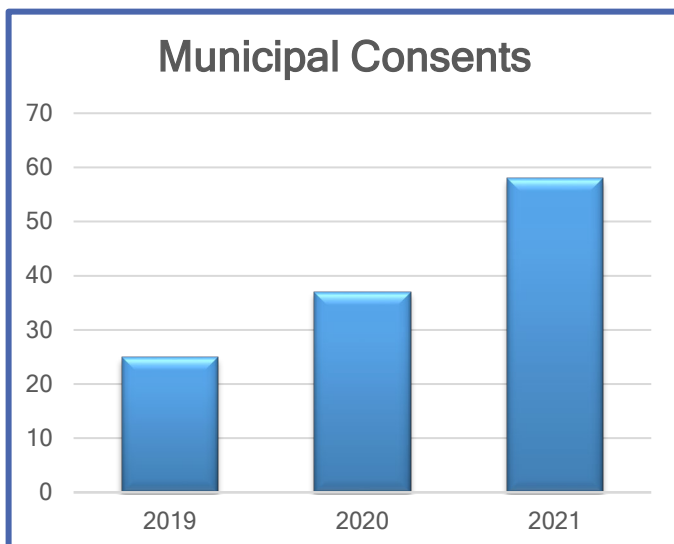
# SERVICE LOCATES AND PERMITS



PWIS is responsible to review and approve permits for roads and related infrastructure. In 2021 there was a 90% increase in the number of requests for utility locates (streetlights and storm sewer), road occupancy permits and municipal consents, as compared to 2020. The increase was a direct result of the growth in development as well as significant utility construction projects such as the expansion of natural gas to Scugog Island and the upgrade of Bell fibre in Port Perry.



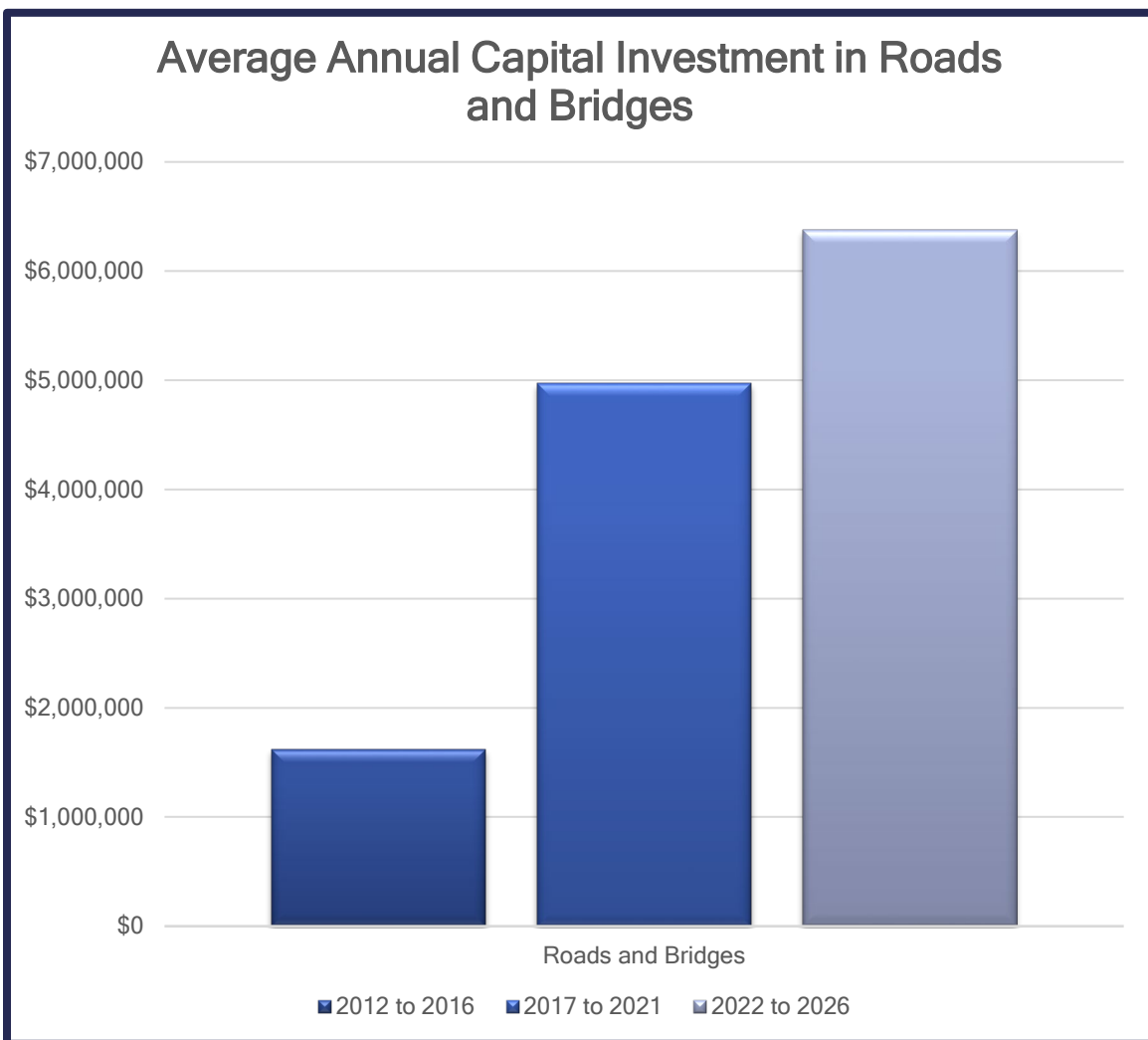
This substantial increase in permits resulted in a significant increase in staff time required to review and issue permits.



# CAPITAL BUDGET

Council and staff have been working to phase in increased investment in our assets through identifying efficiencies and cost savings, implementation of dedicated levies and grants from other levels of government. The dedicated Roads Levy was first introduced in 2014, and dedicated Vehicle & Equipment and Buildings & Facilities began in 2019. The Township has been successful in building much needed reserves to help address the Township's large deficit in infrastructure maintenance, repair and replacement.

Through these initiatives, investments into our roads and bridges have grown to an average of \$4.97 million per year over the past 5 years as compared to an average of \$1.62 million for the previous 5-year period (an increase of over 200%). Based on the 2022 Capital Budget and 2023 to 2026 Forecast, over the next five years this investment is expected to grow to an average of \$6.38 million per year.



# 2021 CAPITAL ROAD PROJECTS

2021 was a very busy year for road construction projects in Scugog. Approximately 12.8 km of paved or hard surfaced roads were reconstructed or rehabilitated. This brought the total length of paved/ hard surfaced roads that have been reconstructed or rehabilitated in the last five years to approximately 40 km.



Major Street Reconstruction

## Major Street Reconstruction

Urbanization of Major Street from Union Avenue to Earl Cuddie Drive.



May to August 2021



\$500,000 - OCIF and DCs



Hardco Construction

## McLaughlin Road Rehabilitation

Rural reconstruction from Highway 7A to Edgerton Road.



May to August 2021



\$750,000 - Roads Levy



Dufferin Construction

## Devitts Road Rehabilitation

Rural reconstruction from RR57 to Cartwright East ¼ Line.



May to August 2021



\$950,000 - Roads Levy and FGT



Dufferin Construction

## Coryell Street Rehabilitation

Rural rehabilitation from Saintfield Road to Isabella Street and repaving from Isabella Street to River Street.



May to August 2021




\$460,000 - Roads Levy and FGT





Dufferin Construction

### King Street Pavement Preservation

Reclamite Pilot Project on King Street from Simcoe Street to Highway 7A.


 September 2021


 \$50,000 - Operating Budget

 Superior Road Products

### Medd Road Pavement Preservation

Single surface treatment on Medd Road from Reach Street to 1,800 m west of Reach Street.


 May to August 2021


 \$125,000 - Operating Budget

 Dufferin Construction

### Portview Road Drainage Repairs

Improved ditching, replaced catchbasins, resurface road for improved drainage, etc.


 June to July 2021


 \$110,000 - Roads Levy

 IPAC Paving Limited

### Sidewalk Replacements

Replacement of existing sidewalk sections.

 September to October 2021

 \$100,000 - Federal Gas Tax

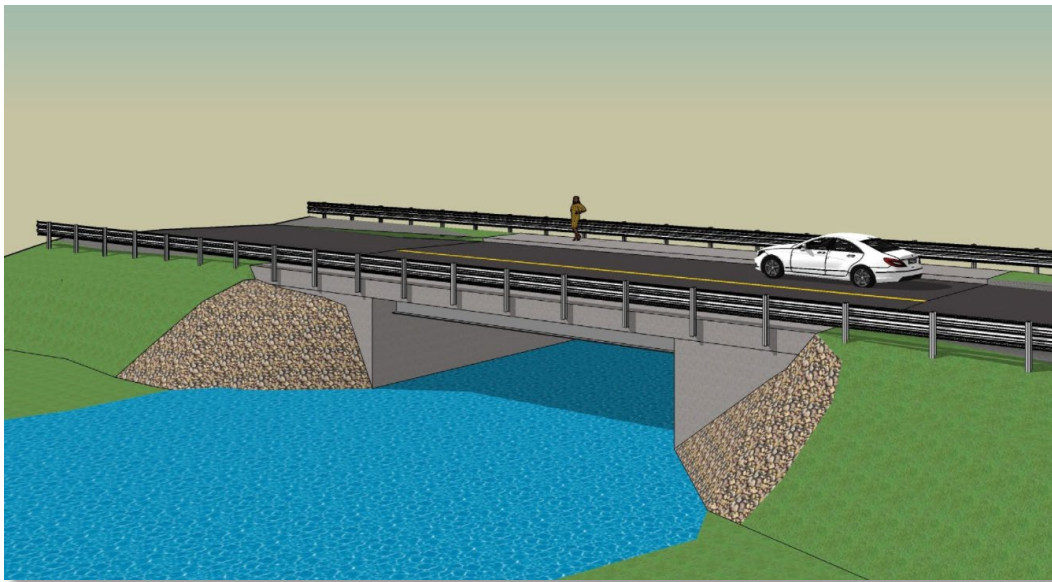
 HiTech Structures Inc.



Portview Road Drainage Repairs

# ROAD AND BRIDGE DESIGN PROJECTS UNDERWAY

Project	Description	Budget
Union Avenue	Reconstruction and urbanization from King Street to Josephine Street detailed design	\$180,000
Water Street	Reconstruction from Queen Street to Highway 7A detailed design	\$80,000
Second Access to Scugog Island	Environmental Assessment Update and detailed design	\$300,000
McKee Hill	Design for Drainage Improvements design	\$25,000
Balsam Street	Reconstruction and urbanization from Old Simcoe Road to Rosa Street detailed design	\$80,000
Queen Street	Rehabilitation from Simcoe Street to Water Street detailed design	\$50,000
Perry Street	Reconstruction from Queen Street to Mary Street detailed design	\$40,000
Williams Point Road	Drainage improvements design	\$17,000
Old Simcoe Road	Reconstruction and urbanization from King Street to Jeffrey Street detailed design	\$70,000
Scugog Line 8 Bridge	Environmental Assessment Update and detailed design	\$70,000
Jobb Road Bridge	Bridge replacement detailed design	\$125,000



Conceptual Design for Scugog Line 8 Bridge



# VEHICLES AND EQUIPMENT

The Township's Fleet to maintain our roads and sidewalks includes:



10 Tandem Axle Dump/ Sand Plows  
2 Single Axle Dump/ Sand Plows



9 Pick-up Trucks



3 Motor Graders



2 Front End Loaders



1 Wheel Excavator



1 Gradall Excavator



5 Sidewalk Plows



1 Hot Box Patcher



1 Tractor/ Mower



2 Trailers

# FLEET MAINTENANCE

PWIS staff also oversee the acquisition, maintenance and disposal of Fleet in all departments including Fire, Recreation, Parks, By-law and Animal Control.

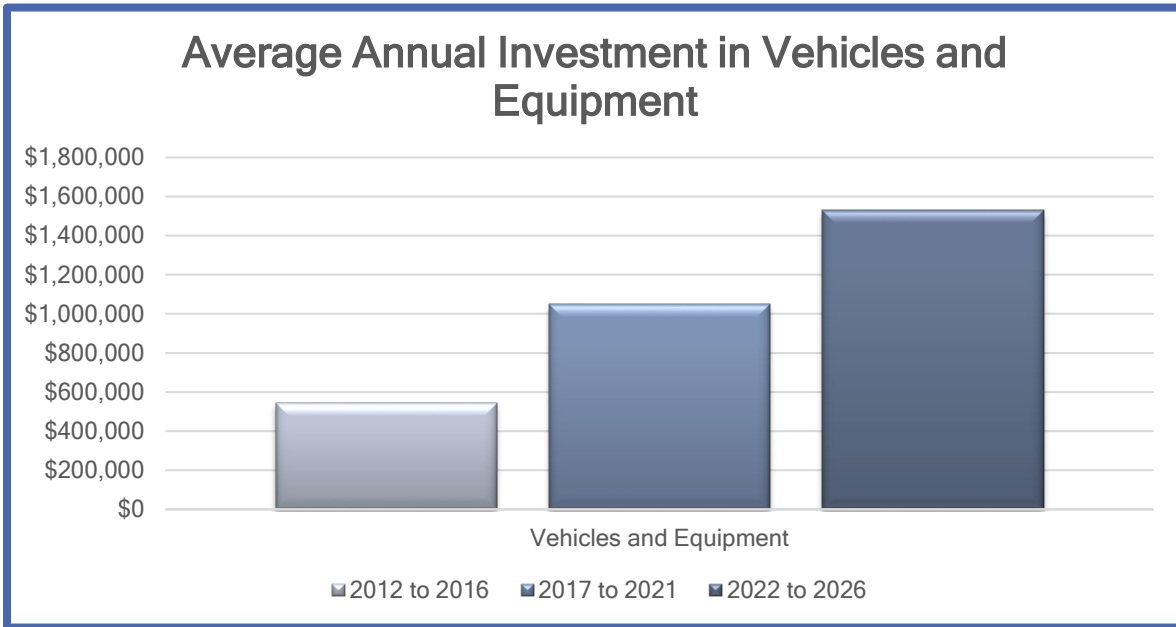
Vehicle replacements in 2021 included:

- Motor Grader Replacement
- New Sidewalk Plow/ Sweeper
- 3 Pick-up replacements

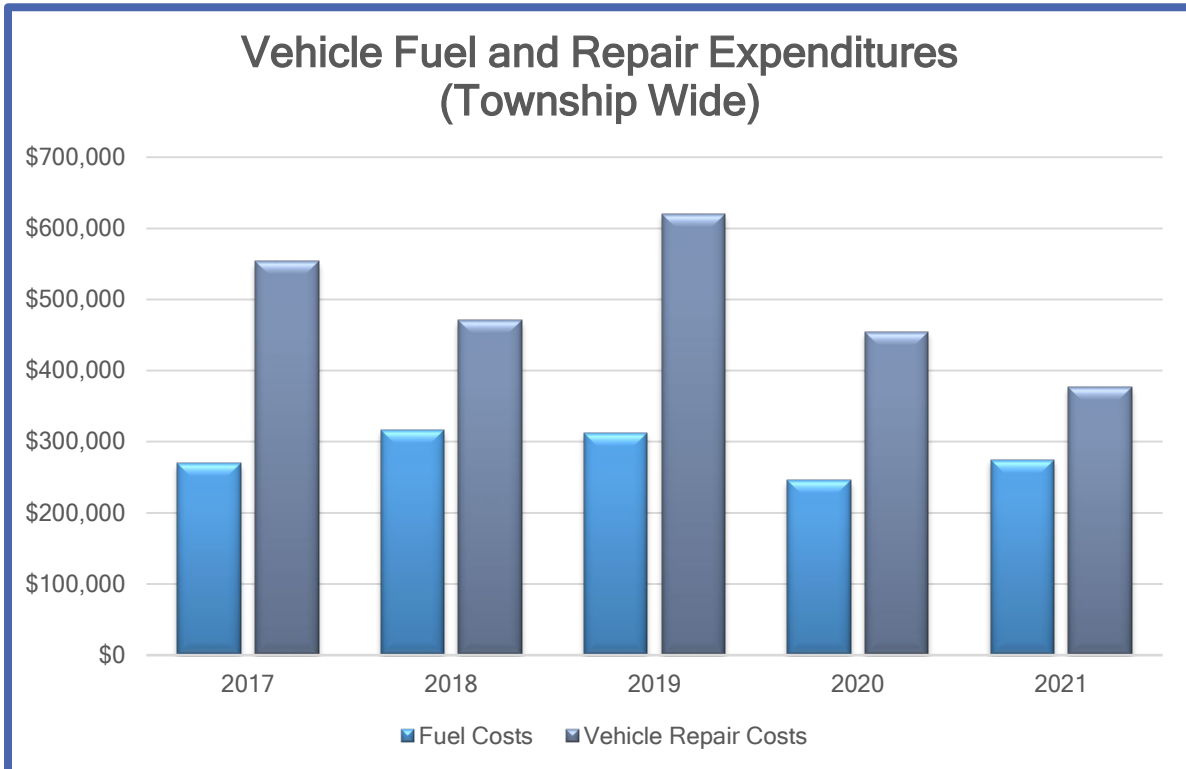
Due to supply chain issues during the COVID-19 pandemic, the pick-ups are not expected to be delivered until at least the spring of 2022 despite being purchased early in 2021.



**New Motor Grader Purchased in 2021**



The Township has significantly increased the investment in the replacement of vehicles and equipment in the last five years and is forecasted to continue to increase the investment over the next five years. This has resulted in a decrease in expenditures for repairs of approximately 32% across all Township departments. As well staff are now able to invest more into preventative maintenance of vehicles and equipment.

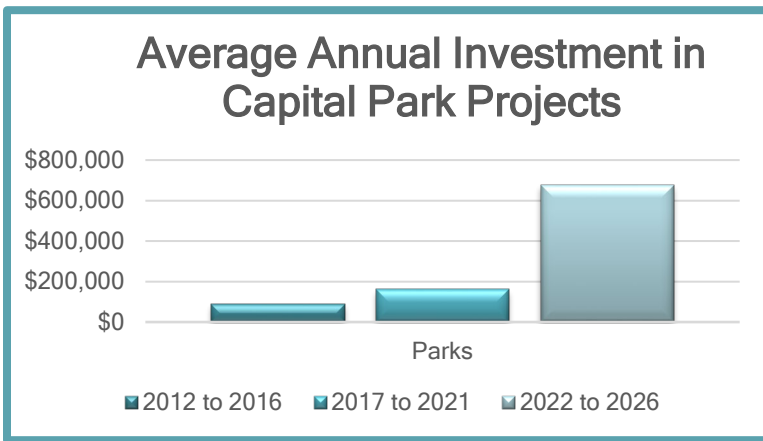


Annual expenditures for fuel varies each year based on a number of factors such as the number of winter events, number of emergency events and fuel rates.

# CAPITAL PARK PROJECTS

## Park Design Projects Underway

Project	Description	Budget
Cawkers Creek Park	Design for the construction of a new park on Sherrington Drive	\$30,000
Ashgrove Park	Design for the construction of a new park on Ash Street	\$30,000
Palmer Park Playground	Design for the replacement of playground equipment at Palmer Park and drainage improvements	\$30,000
Joe Fowler Picnic Shelter	Design and replacement of the picnic shelter	\$115,000



Similar to other Township infrastructure, there has been a much-needed increase in the investment in Township park infrastructure. In addition, with the growth in the Township, four new parks are planned for construction in the next five years.

Proposed Ashgrove Park



# TREE MAINTENANCE AND PLANTING

## Boulevard Trees

85 Planted  
58 Removed  
30 Trimmed

PWIS is responsible for the planting, removal and maintenance of trees within the municipal boulevards. In 2021, trees were the number one service request received by Township staff. As well, there were several significant windstorms that required emergency removal of trees and limbs from roadways.

## LEAF program

In 2021, the Township participated in the LEAF (Local Enhancement and Appreciation of Forests) Backyard Tree Planting Program. This program is subsidized with the to establishment large-growing native trees whose dense canopies can provide maximum environmental, economical and social benefits.

In Scugog a total of **28 trees and 14 shrubs** were planted as part of the 2021 LEAF program. Interested homeowners can once again participate in the LEAF program in 2022.



## Seedling Giveaway

To promote planting of native trees, the Scugog Environmental Advisory Committee handed out **200 tulip tree seedlings** on September 25<sup>th</sup> at the Port Perry Farmers Market.

# COMMUNITY EVENTS

Every year PWIS provides support for community events. In 2021, the total number of events were reduced due to COVID restrictions, however, a number of special events were still able to proceed by following COVID health and safety protocols. PWIS's support includes assisting with Traffic Control Plans, reviewing and approving permits, installing barriers for road closures and coordination with other departments and agencies. 2021 Events included:

- Remembrance Day with the Lieutenant Governor of Ontario, the Honourable Elizabeth Dowdeswell
- Plug'n Drive E-Mission electrical vehicle test drive and information centre
- Port Perry BIA Horse and Buggy Rides
- Santa Claus Parade
- Port Perry 150 Celebration Events including Tour de Scugog and Port Perry Pedals
- Durham Health Pop-Up Vaccine Clinics at Palmer Park
- Scugog Council of the Arts - Art in the Alley, Mural Marathon Fundraiser, Sunday Market in the Mews, Youth Summer Camp, Culture Days in Scugog
- Theatre on the Ridge outdoor rehearsals and performances
- Region of Durham recycling bin exchange



# STORMWATER MANAGEMENT

## Lake Scugog Enhancement Project



In 2021 PWIS staff, in partnership with Kawartha Conservation and the Scugog Lake Stewards, continued to make progress on the design, permitting and fundraising for the Lake Scugog Enhancement Project.

The Lake Scugog Enhancement Project (LSEP) is a water/ stormwater quality improvement and dredging project for Port Perry Bay that benefits the whole lake. The range of benefits is broad, including environmental, social, economic, tourism and recreation. The project will involve:

- Dredging a total of 4.13 ha
- Constructing a 245 m long berm
- 14,900 square metre wetland with a variety of terrestrial and aquatic habitat for turtles

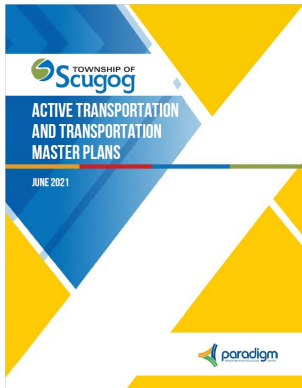
Construction of some of the initial components of the project are expected to begin in late 2022.

## SWM Pond Inventory and Inspection

In November the Township's first Stormwater Management (SWM) Pond Inventory and Inspection was completed as part of the Asset Management Plan. The report is a plan to manage the Township's 11 SWM ponds by identifying recommended timeframes for the maintenance, cleanout and rehabilitation of each pond.



# TRAFFIC ENGINEERING



## Active Transportation and Transportation Master Plans

The Township's first Active Transportation and Transportation Master Plans (AT&TMP) were approved in June 2021. The plans provide long-term strategies to strengthen and support the transportation network within the Township, with a focus on the use of more active travel modes.

## Traffic Calming

- A new Traffic Calming procedure was also approved as part of the AT&TMP that provides a methodology for evaluating and prioritizing traffic calming locations.
- Community Safety Zones were established adjacent to all elementary schools which allow police to increase fines for traffic infractions.
- Two mobile speed display boards were utilized at 16 locations across the Township to reduce speeds and provide data for DRPS to target excessive speeders on the road.
- 200 free lawn signs were provided asking drivers to "Slow Down".
- Locations for new speed limit signs were mapped and the tender awarded for sign installation. New signs are expected to be in place by the summer of 2022.





# CROSSING GUARDS

The global pandemic has had many impacts including the closing and re-opening of schools. 2021 began with school closures which continued until mid-February and then a second closure in mid-April until the end of the school year. As a result, our Crossing Guards dealt with continued uncertainty throughout the year. We were very grateful that the majority of the Crossing Guards returned to work when schools returned to in person learning in September 2021. We also welcomed two new guards in 2021. All of our guards play a very important role in ensuring that our children arrive to school and return home safely each day.



# GRANTS

The PWIS department monitors potential funding sources and applies regularly for external grants to support projects and asset management. Below is a summary of grants for 2021.

Grant Program	Agency	Description	Grant Amount	Status
Investing in Canada Infrastructure Program	Federal/ Provincial Governments	Town Hall 1873 Bell Tower Repairs	\$54,975	Approved
Municipal Modernization Program - Implementation	Provincial Government	New Automated Vehicle Location System	\$122,200	Approved
Investing in Canada Infrastructure Program	Federal/ Provincial Governments	Joe Fowler Picnic Shelter Replacement	\$100,000	Approved
NRCan ZEVIP Grant	Federal Government	New EV Charging Stations - SCRC and 181 Perry Street	\$20,000	Approved
Canada Community Revitalization Fund	Federal Government	Palmer Park Playground Retrofit	\$324,000	Pending
Green and Inclusive Community Buildings	Federal Government	Blackstock Arena Replacement	\$8,650,000	Pending



# STAFF ACCOMPLISHMENTS

14 Public Works Staff Completed Defensive Driving for Snowplow Operators Training

Congratulations to PWIS Staff Having Service Anniversaries in 2021!

Steve Sullivan - 15 Years

Brandon Davis - 5 Years

Maegan Michel - 5 Years

Carol Coleman - 5 Years

Welcome to the New PWIS Team Members!

Alicia Newsome - Crossing Guard

David Grainger - Seasonal Operator

Josh Northey - Seasonal Operator

Viola Buckland - Crossing Guard

Warren Moffat - Seasonal Operator

## What People Said

*“BIG THANK YOU to you guys from the resident on Brock Concession 1 about fixing their entrance to the field. Everything is running smoothly for their harvest today because you got out there so quick yesterday.”*

“The works department did an awesome job today on Cedar Grove Dr. Thank you!”

“Thank you to the AMAZING township staff who helped make this miracle Parade happen!! We could not have done it without you!!!”

*“Grader graded our road today. It was so nice to see the operator take his time and do such a nice job.”*

# LOOKING AHEAD TO 2022

2022 is expected to be another busy and productive year for the Scugog Public Works and Infrastructure Services Team. The Operations Team will continue to seek ways to provide more efficient and cost-effective methods to deliver a high level of service to the community. As well, there are many high profile projects underway that are scheduled to begin in 2022. Some of the anticipated highlights for next year include:

- **Installation of new Automatic Vehicle Location System for all Township vehicles**
- **Implementation of new Township wide speed limits**
- **Construction of three new pedestrian crossings, one in Greenbank and two in Port Perry**
- **Completion of the Class Environmental Assessment (EA) for the Lake Scugog Enhancement Project and first stages of construction**
- **Completion of the EA update and design for the southern leg of the Second Access to Scugog Island**
- **Balsam Street reconstruction from Old Simcoe Road to Rosa Street**
- **Cartwright West ¼ Line rehabilitation from Church Street to Shirley Road**
- **Church Street rehabilitation from Cartwright West ¼ Line to Blackstock**
- **Replacement of the Jobb Road Bridge**
- **Bridge deck rehabilitation for the Scugog Line 12 bridge**
- **Construction of the new Cawkers Creek Park**
- **Replacement of the playgrounds in Palmer Park and Seagrave Park**
- **Joe Fowler Picnic Shelter replacement**
- **Design for a new park in the Delpark subdivision**
- **Design for a new washroom in Palmer Park**
- **Design for accessible changerooms for Birdseye Pool**
- **Roof replacement at Town Hall 1873 and design for repairs to the Bell Tower**
- **New electric vehicle charging stations at 181 Perry Street and the Scugog Community Recreation Centre**

# PUBLIC WORKS AND INFRASTRUCTURE SERVICES TEAM

## *Working Foreman*

## *Public Works Operators*

## *Public Works Students*

## *Roads Patrollers*

## *Working Foreman*

## *Public Works Operators*

## *Public Works Students*

## **Port Perry Depot**

Randy Freeman

Barry Turcott  
Dave Pentland  
Gary Doble  
John Craig  
Martin Herlihey  
Santana Moores  
Stephen O'Neill  
Steve Solomon  
Warren Moffat  
David Grainger  
Josh Northey

Noah Cornish  
Greg Soomre

Colin Williamson  
Dave Loughlin

## **Blackstock Depot**

Dan Rowan

Brandon Davis  
Curtis Appleton  
Dave Buxcey  
Kevin Winslow  
Steve McNeill  
Steve Sullivan

Nicholas Cooper  
Cody Bricknell

# PUBLIC WORKS AND INFRASTRUCTURE SERVICES TEAM (CONTINUED)

## *Crossing Guards*

Alicia Newsome  
Alison Vandenburg  
Charles Labanovich  
Cliff Redman  
Doug Watson  
Felix Levy  
Joan Taylor  
Joe Deluca  
Julie Romano  
Kim Reeves  
Lesley Mahar-Sleep  
Morgan Brown  
Rob Smith  
Roni Bourgeois  
Viola Buckland

## *Public Works and Infrastructure Associate*

Maegan Michel

## *Capital Projects Technologist*

Kevin Arsenault

## *Public Works Technologist*

Jason Ryan

## *Engineering Student*

Richard Sturm

## *Operations Manager*

Gene McElwain

## *Manager of Public Works and Infrastructure*

Rob Frasca

## *Director of Public Works and Infrastructure*

Carol Coleman