

REPORT TO: Mayor and Members of Council

PREPARED BY: Sam Shannon, Director of Infrastructure and Operations

DEPARTMENT: Infrastructure & Operations

DIVISION: Public Works

MEETING DATE: July 16, 2025

SUBJECT: Report DIO-42-2025 – Infrastructure and Operations Department
– 2025 Q2 Report

PROPOSED MOTION

THAT Council receives Report DIO-42-2025 regarding the “Infrastructure and Operations Department – 2025 Q2 Report” for information.

STAFF RECOMMENDATION.

THAT Council receives Report DIO-42-2025 regarding the “Infrastructure and Operations Department – 2025 Q2 Report” for information.

EXECUTIVE SUMMARY

This report provides Council with a detailed update on the activities and achievements of the Infrastructure and Operations Department for the second quarter of 2025. The department continues to focus on drainage, infrastructure, development, and public works, all of which contribute to sustainable municipal growth and reliable service delivery.

In the Drainage Division, billing for 2023 and most 2024 projects has been completed, and two (2) 2025 construction projects have been tendered and awarded. Staff are actively managing 68 maintenance project requests and 31 inquiries — almost double the volume compared to the same period last year. Grant applications and proactive planning efforts remain ongoing, and staff capacity was strengthened by temporary support, with acknowledgment of key contributions from departing team members.

Infrastructure highlights include the completion, near-completion, or active progression of multiple capital projects, such as the Parkhill Lagoon Dredging, Ailsa Craig Water Tower,

Cassidy Culvert Replacement, and the Parkhill Main Street Reconstruction. Several tenders have closed in Q2 and are pending Council award at its same July 16th meeting. The 2024 Asset Management Plan has been finalized and publicly released, while work on the 2025 Plan is underway with the support of the Finance Department.

The department continues to support development activity, with ongoing involvement in over a dozen large subdivision and infill projects and numerous site plan, zoning, and minor variance applications. Development demand remains strong and comparable to 2024 levels.

Public Works operations saw major seasonal programs initiated and/or completed, including gravel and calcium applications, ditching, and culvert replacements. Asphalt rehabilitation began on Sylvan Road and will culminate with paving in August. Routine services such as roadside cutting, cemetery operations, patrols, and storm system inspections are being conducted regularly, with several reintroduced programs such as phragmites control continuing throughout the summer.

There are no direct financial implications associated with the receipt of this report. Future financial details will be provided through the established variance reporting process.

Staff remain committed to advancing Council's strategic priorities through responsible infrastructure management and responsive service delivery.

LINK TO STRATEGIC PRIORITIES

Staff, Culture, Work Environment By providing high-quality public services

Infrastructure By undertaking a comprehensive Roads Needs Assessment

Fiscal Responsibility By continuing to pursue funding from various levels of government and external organizations

BACKGROUND

This report provides an overview of key activities and progress made by the Infrastructure and Operations Department during the second quarter of the 2025 calendar year, with a focus on drainage, public works, and infrastructure. These initiatives are critical to maintaining levels of service, supporting community growth, and ensuring the safety and resilience of municipal assets.

DISCUSSION

Drainage

The Drainage division has made substantial progress across multiple areas, including 2024 and 2025 construction projects, billing and grant administration, maintenance activities, and planning initiatives. Further detail on these areas as follows:

- **Billing**
 - All projects, construction and maintenance, has been billed out from 2023.
 - 2024 construction project billing is underway.
 - 2024 maintenance billing has all been billed out.
- **Construction**
 - Final inspections (walkthroughs) are completed for 2024 projects. Due to significant rain events, maintenance work is required.
 - Two (2) drains have been constructed in 2025 (Gilbert-Windsor & Canada Company Drain North).
 - Two (2) 2025 construction projects have been tendered and awarded (Kellestine Drain No. 2 & VanMassenhoven Drain Branch F & G).
 - Three (3) informal meeting notices have been mailed out with accompanying draft reports and are expected to be brought in-front of Council in the near future (Schepers, Spruytte-Cunningham & Pickering).
 - Engineers are currently surveying, with daylighting being completed, and reports to follow.
 - There are currently 21 drain reports under review requiring a new Engineer's report.
- **Maintenance**
 - Maintenance Grant Application was due April 30th and was submitted prior to the deadline.
 - Projects for 2025 are ongoing. Some of the projects involve waiting until July 15th when the contractors are allowed to work in water/open ditches according to ABCA/DFO.
 - Request for Proposal has been issued to contractors for the maintenance on the Dewar-Thompson & 16th Concession Drain.
 - Staff are waiting for quotes from contractors on various projects before the work can be approved and proceed. There are also various projects that are waiting for crop removal before they can proceed.
 - Road crossings on municipal drains that are in poor condition are being brought to Staff's attention and are being reviewed.

- Landowners have requested catchbasins on municipal drains in our road ditches that need to be cleaned out. These requested catchbasins are being investigated.
- To-date in 2025, Staff currently have 68 drain maintenance project requests, and an additional 31 inquiries. In comparison to last year at this time, there were 37 drain maintenance requests and 41 inquiries.
- Planning
 - Continued work on reassessments based on approved or ongoing development projects.

The continued dedication and hard work provided by Joanne, Kristyn, and Glen has been invaluable in progressing the severe workload that drainage has been processing and working through. As of the end of June, Glen's contract has ended, and we thank him for his continued hard work and dedication. The mentorship and knowledge he has provided has been invaluable to the team.

Infrastructure

Excluding Ontario Clean Water Agency (OCWA) updates that present to Council under separate cover, the status of significant capital projects as follows:

- 2024 & 2025 Asset Management Plan
 - The 2024 Asset Management Plan has been completed, endorsed by Council, is available publicly on the website, and has been submitted to the appropriate Ministry contacts.
 - The 2025 Asset Management Plan is underway as Staff continue to work with PSD CityWide on completion.
- Parkhill Lagoon Dredging
 - Spring pre-construction meeting was held late March of 2025, with GFL scheduled to return to-site in August of 2025 for project completion. Municipality staff have completed all the preparatory works required, with all advanced paperwork completed.
- Queen Street Watermain – Phase 1
 - All contract works have been completed, with deficiency walkthrough completed end of June 2025, and the project in its warranty period. Birnam has indicated they plan to complete all noted deficiencies within the month of July, and Staff will continue to monitor the project for any new deficiencies that may arise.

- Parkhill Main Street Reconstruction
 - All project deficiencies, whether County or Municipality approved, have been rectified. A separate report will be provided to Council for this project as a formal overview.
- Ailsa Craig Water Tower
 - All project deficiencies, whether County or Municipality approved, have been rectified. A separate report will be provided to Council for this project as a formal overview.
- Ailsa Craig Inflow and Infiltration Study
 - Smoke testing in both Ailsa Craig and Nairn has been completed, with the testing report submitted to B.M.Ross for their review and use.
 - We expect a DRAFT copy of the final Inflow and Infiltration Study within the next month for review and comment.
- 2025 Sump Pump Disconnection and Backwater Valve Installation Grant Program
 - The program is fully active and accepting applications. To-date, no new applications have been received.
 - A lot of inquiry questions have been received, in addition to individuals who completed the work before the program was active also inquiring.
- Ailsa Craig Wastewater Treatment Plant – HVAC System Refinement
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the project is scheduled to be completed in its entirety before the winter season of 2025.
- IO-01-2025 – Parkhill Stormwater Management Masterplan
 - The project has been awarded to EXP Services Inc. and is currently in its initial background gathering phase. The project will be completed in its entirety by the end of 2025.
- IO-02-2025 – 2025 Water Meter Program
 - The Request for Proposal was posted on Biddingo following the Municipality's procurement policy and closed on June 26, 2025.
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the project is scheduled to be completed in its entirety by the end of 2025.
- IO-03-2025 – Cassidy Culvert Replacement
 - The Request for Tender was posted on Biddingo following the Municipality's procurement policy and closed on July 10, 2025.
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the project is scheduled to be completed in its entirety by November 1, 2025.

- IO-08-2025 – 2025 Curb and Sidewalk Program
 - The Request for Tender was posted on Biddingo following the Municipality's procurement policy and closed on June 24, 2025.
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the project is scheduled to be completed in its entirety by October 31, 2025.
- IO-09-2025 – Mount Carmel Reservoir Reconstruction
 - Dillon Consulting Limited was awarded this work by Council and is progressing through the detailed design, with in-tank inspections completed early July.
- IO-10-2025 – Parkhill Cemetery Drainage Improvements
 - The Request for Tender was posted on Biddingo following the Municipality's procurement policy and closed on July 10, 2025.
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the project is scheduled to be completed in its entirety by November 30, 2025 (whether it be for award or information).
- IO-15-2025 – Enhanced Lagoon Treatment Options
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the project is scheduled to be completed in its entirety by the end of 2025.

Development

Staff have been dedicating significant resources progressing the large portfolio of ongoing and/or proposed development projects in consultation with County planning staff. As noted in previously provided building updates, development and building permit activity in 2025 continues to hold strong and meet/exceed the same of 2024. Status of larger development projects as follows:

Ausable Bluffs	Developer working through construction of allocated and approved units. Preliminary discussions indicate a desire to look at remaining phases within the next few years, pending servicing capacity and engineering completion.
Westwood Estates	Discussions around Phase 1 assumption have begun, with Staff participating in both site-meetings and communications to move that process forward.
Westwood Meadows	Ongoing meetings being completed with the Consulting and Developer team to move the development forward.
Merritt Subdivision	There has been no progression of this file since discussions of moving assumption forward in Q1 of 2025.

Forest Trails	There has been no formal submission of this file at the time of this report.
Masar Development	Review by Municipality/third-party has been completed with comments provided back to the Applicant.
34707 Lieury Road	Review by Municipality/third-party has been completed with comments provided back to the Applicant.
Nairn Trails South	Review by Municipality/third-party has been completed with comments provided back to the Applicant.
McIver Lands – Condominium	Review by Municipality/third-party has been completed with comments provided back to the Applicant.
Gold Leaf – Ailsa Craig	Private servicing has been largely completed, with unit building underway.
Craigviel Gardens	Development of the project is ongoing, with OCWA/Municipality working with the project team on water and sanitary servicing.
Parkhill Meats	Development of the project is ongoing, with minimal current Municipality involvement.

In addition to these projects, the following provides an estimate of ongoing files:

- Consent Applications – 20+
- Site Plan Applications – 9+
- Zoning/Official Plan Applications – 10+
- Minor Variance Applications – 7+
- Part Lot Control Applications – 1+

Public Works

The Public Works division has made significant progress on many key projects that were scheduled for the spring and summer seasons, with some operational highlights as follows:

- PW-01-2025 – Fresh Gravel and Calcium
 - Application of fresh gravel started on May 7, 2025, and concluded on June 18, 2025. The calcium application program started on May 5, 2025, and concluded on June 20, 2025.
- PW-02-2025 – Road Needs Study & OSIM Works
 - B.M.Ross is progressing on-schedule for both the Road Needs Study (Study) and OSIM reporting. The Study is approximately 60% done, and on-schedule to be completed by the end of August with Council presentation

early September. Two (2) working group meetings have been completed to-date.

- The OSIM works also remain on-schedule with completion slated within the next few months.
- PW-03-2025 – Asphalt Program (Sylvan Road)
 - Pulverizing and shaping the road started on June 16, 2025, and concluded on June 20, 2025.
 - Culvert replacements were completed between June 23rd to July 11, 2025.
 - Ditching began on July 2, 2025, and is expected to be completed shortly after this July 16th Council meeting.
 - Paving is schedule for August.
- IO-05-2025 – ½ Ton Pickup Truck
 - A formal Request for Proposal was issued following the Municipality's procurement policy, with the purchase awarded to McDonnell Motors.
 - This was reported to Council previously under separate cover (DIO-35-2025).
- IO-07-2025 – 1 Ton Pickup Truck
 - The Request for Tender was posted on Biddingo following the Municipality's procurement policy and closed on June 17, 2025.
 - Pending successful award at its Council meeting on July 16, 2025, under separate cover, the vehicle will be ordered and delivered once ready.
- Tandem Replacement Dow npayment
 - Staff are in the process of purchasing the cab and chassis through Viking-Cives (as part of Canoe), as we await a formal invoice.
- 7-Ton Trailer
 - A Request for Proposal was issued following the Municipality's procurement policy.
 - This was successfully awarded to, and subsequently purchased and delivered, from Bluewater Trailers.

Routine and seasonal operational activities are ongoing, some of which are either being re-introduced or newly introduced this year:

- Gravel road grading as needed throughout July and August.
- Catchbasin cleanout and inspection within Parkhill was completed in May. Catchbasin cleanout and inspection in Ailsa Craig was done in July. Carlilse and Nairn are scheduled to be completed in August.
- Spot repairs on the storm sewer system are scheduled for Parkhill in July.
- Patching asphalt roads such as Allness Street and West Corner Drive.

- Roadside ditching began in June and is expected to be completed throughout the months of June, July, and August.
- Culvert replacements underneath roadways continues to be ongoing throughout the year.
- Bridges and approaches sweeping is scheduled for the month of July. With bridge washing also scheduled for the month of July.
- The first round of roadside cutting started on May 20, 2025, and was completed on June 19, 2025. The second round is scheduled to start at the end of July.
- Bridges and guard rails will also be cut in the month of July.
- Spraying for phragmites is scheduled to take place between the months of June to September, weather dependent.
- Main road line painting was completed in the month of June by the County, which Municipality parking lots, side streets, etc., scheduled during the month of August.
- Shouldering of asphalt roads is scheduled for the month of August.
- Regular patrol continues every 14 days. Any deficiencies found via patrol are being fixed on an as found, as needed basis. This includes signs, road issues, etc.
- The transfer station continues to operate on two (2) Wednesdays and one (1) Saturday a month, with operations progressing roughly as estimated.
- Tree maintenance on road right-of-way and cemeteries continues and is an all-year operation.
- Cemetery work for burials and cremations continues and is an all-year operation.

Renovation work to all Public Work facilities either completed and/or ongoing will be reported on through Community Services 2025 second quarter update.

FINANCIAL

There is no financial implication with receiving this report. Financial updates to Council will be completed as part of the variance reporting process through the 2025 approved budget.

Grant applications have been successfully submitted for both Canada Housing Infrastructure Fund (CHIF) and the Health and Safety Water Stream (HSWS) for the William Street Pumping Station and Mount Carmel Reservoir reconstruction, respectively. No response has been received on either application to-date.

ATTACHMENT

None.

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