



Public Works Department

2024 Budget

Public Works Mandate

The Public Works Department is responsible for the operation and maintenance of the municipal infrastructure. The department delivers a wide range of services and large Capital Works projects, including road construction and maintenance. Staff work with the Region of Durham in maximizing our resources to provide the best service to the residents of Brock.

Public Works staff can be seen working in every aspect of community life in areas involving the maintenance of parks, public buildings, storm sewers, and summer and winter maintenance of our roads and sidewalks. The Department emphasizes value and quality to manage changes in our Township to constantly improve operations.



Public Works Roads Department

Roles and Responsibilities

Roads Department

- Maintains Brock's 367 km of paved and gravel roads, and sidewalks. Summer and winter operations
- Completes road patrols, street and regulatory sign maintenance
- Responsible for ditching, tree trimming, repairs to culverts, guiderails and structures
- Garbage and debris pick-up, roadside mowing and weed spraying
- Works collaboratively with all other departments in the organization
- Supports local groups for functions, gatherings and community events

Supervisor of Operations

- Supervises 13 Full-time staff and up to 6 Casual staff members
- Oversees all capital projects and day to day operations of all road related work
- Manages and tracks operations
- Assists Director of Public Works with Capital Works and Tendering

Public Works Roads Department Roles and Responsibilities



Public Works Coordinator

- Oversees all roads related administration
- Responsible for tracking yearly Capital and Operational projects
- Prepares and aides the Director of Public Works with tendering process
- Assists with payroll for all Public Works Staff

Office Administrator

- Receives all calls from the Public pertaining to Public Works
- Works with Public Works Coordinator for locates, patrol records, timesheets and other Public Works activities
- Provides administrative support for all Public Works

Public Works responsibilities also include new development projects and Municipal engineering standards for construction

Public Works (narrative and metrics)

Public Works Roads follows regulations and outside sources for general operations and capital works.

O.Reg. 239/02 Minimum Maintenance Standards For Municipal Highways

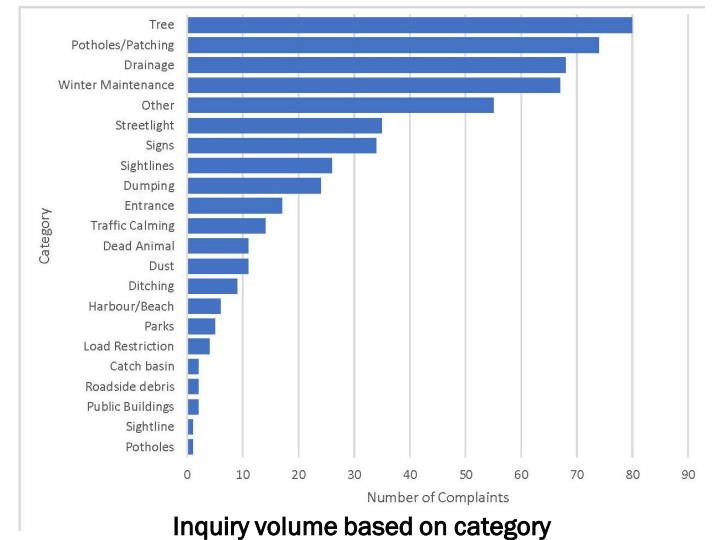
2023 Roads Need Study

2023 Bridge/Structure Inspection Summary Report



Public Works 2023 Department Overview

- In 2023 Public Works received over 500 inquiries from the public
- Purchase of Wheeled Excavator/Brusher
- Purchase of a new poly water tank
- Two replacement staff members to the Roads Department
- Removal of Ash trees on Concession 3(T) access point to Lake Simcoe
- New One-ton and new pick-up truck were added to the fleet
- Trial of a new type of gravel on Concession 9 (T)



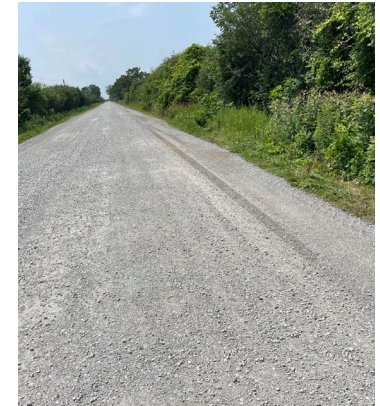
Public Works 2023 Department Overview

- Improvements to the Port Bolster Parking lots
- First year of multi-year road rehabilitation complete
- Completion of Culvert 344 replacement (Concession 7 T)
- Sign and Streetlight inventory complete
- Speed hump trial program in place
- Speed reduction/slow down signs added for safety
- Speed radar with ability to capture data
- Road school training successful
- Several kilometres of ditching and brushing work complete
- Successful demonstration of various equipment at Brock's Summer Day camp
- New Payroll System implemented

Port Bolster Parking Lot



Road Rehab



Sunderland Park
Entrance



Public Works

2023 Departmental Highlights

- Public Works had another successful year with Operating and Capital projects.
- Capital programs included, HL-2 Resurfacing, Slurry Seal and gravel placement, and sidewalk program
- The first year of our Road Rehabilitation/Repair completed.
- The completion of Culvert 344 replacement finished before the year end.
- Public Works added to the fleet of equipment with a new Excavator in 2023 allowing staff to have easier access to ditching operations performed in house. A new Poly Water tank was also purchased for dust control and gravel operations.
- Ditching of approximately 6.9 kms was completed in 2023. Many new entrance culverts installed. New studies completed in streetlight and signs inventory. A Roads Need Study and Structures Study completed.
- Other successful highlights include, a new speed hump “trial” program. Port Bolster soccer park parking lot improvements.

Public Works 2024 Work Plan



- Public Works 2024 work plan will include ongoing regular maintenance operations.
- Improve on Ditching quantities with the acquisition of the new wheeled excavator including brushing and trimming of roadside trees
- Staff will also assess the success of traffic calming measures “speed humps” and work with Council and Committee to continue to focus on safety concerns with traffic on local residential roads.
- The Road Rehabilitation/Repair Program will be monitored to ensure ongoing improvements are realized.
- The Hot Box purchase from last year will be in full operation and will be a busy piece of equipment for 2024 which will provide a more productive product for our pothole situations.
- The treatment of invasive species will continue in 2024 as a result from our study done in 2022.
- Improved tracking and recording of operations will improve and lessen calls to the Administration Office.

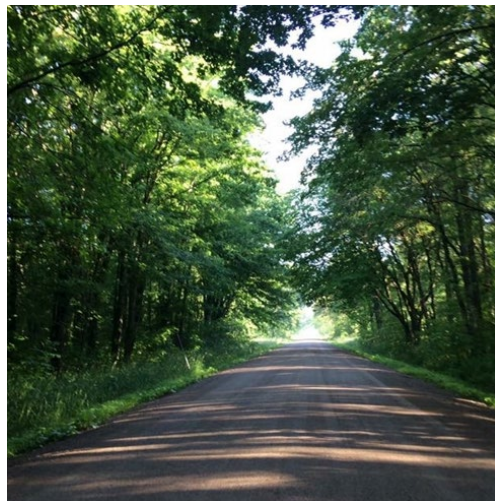
Public Works 2024 Work Plan

- Improved tracking and recording of operations will improve and lessen calls to the Administration Office.
- Complete CUPE Contract Negotiations
- Introduce New Mechanic and create a service plan and parts inventory
- Introduce a new Work Order Management System
- Training for – Office Administrator with GIS system. – Supervisor of Operations with Management and Leadership.
– many new staff in roads to be trained
- Capital Projects including Road Rehabilitation, several structure improvements and our ongoing Capital yearly projects such as sidewalks, gravel, etc..
- An in-house tracking system for Key Performance Indicators to be monitored and reported quarterly.

Public Works

New Initiatives and New Staffing

- Public Works continues its pursuit for the addition of a Mechanic. The benefits have been outlined in previous reports to council and staff look forward to acquiring a Mechanic.
- Staff have implemented a new customer service tracking information system that will allow Council to receive quarterly updates with respect to daily Public Work Operations.
- Public Works staff will be actively pursuing funding opportunities in order to assist in acquiring a work order management software program.



Public Works 2024 Outlook

- Installation of new sidewalks
- Continuation of Road Rehabilitation program.
- New excavator will be utilized for roadside brushing and ditching
- Structural assessments will be completed on the sand structures at the Sunderland Works Yard and the Thorah Works Yard (sand domes).





Thank you

