



## Staff Report

**Report Title: Public Works Operations and Transportation Review**

**Prepared By: John Yungblut, Director of Public Works**

**Department: Public Works**

**Date: Oct. 3, 2022**

**Report Number: PW-2022-10-73**

**File Number: T05 PWO 22**

### **Attachments:**

---

### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number PW-2022-10-73, prepared by John Yungblut, Director of Public Works AND authorizes an additional expenditure of up to \$8,000 for the Public Works Operations and Transportation Review.

### **Background:**

On July 18, 2022, the Township awarded an RFP for a Public Works and Transportation Review to Colliers Project Leaders Inc. The purpose of this study is to review of various areas such as our road network, facilities, and fleet. It will also include a roadmap to allow for us to maintain our Level of Service while the Township continues to experience growth.

Once Township staff began the process of providing all the information we have regarding our policies, procedures, facilities, fleet, etc., it became apparent that an in-person inspection of all our facilities would be very helpful in producing a high quality report. At the time of issuing the RFP, most Township staff were working from home, so in person meetings were not a requirement, and thus, the Colliers proposal did not include any travel time to visit our municipality. Due to the fact that the principal people involved in this study are based in Ottawa, the cost to travel here for two days is estimated to cost up to \$8,000. This includes flights, car rentals, hotels and meals.

**Discussion:**

While the cost is higher than we were anticipating, staff believe this additional expenditure will be greatly beneficial in providing Colliers with a better understanding of our facilities and some of the challenges that we are encountering. It has been very difficult to accurately provide this information with maps and photos.

**Financial Impacts:**

The original amount for this study was \$119,025.00 plus HST and the funding will be provided through the Municipal Modernization Program will be \$66,144. We will be funding the additional expenditures not covered by the grant from savings in the Capital Budget and/or the Municipal Modernization Reserve. The estimate of \$8,000 is a budgetary figure, so we will only be paying for actual costs incurred.

**Strategic Alignment / Link:**

We are a prosperous community that continues to grow in a sustainable manner by investing in infrastructure.

**Respectfully Submitted By:**

John Yungblut, Director of Public Works, C.E.T.

**Approved By:**

Mary Rose Walden, Chief Administrative Officer