

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Public Works Operations



---

**To:** Council  
**From:** Mohammed Alsharqawi, Director of Public Works  
**Date of Meeting:** December 13, 2023  
**Reporting Month:** November 2023  
**Subject:** Monthly Activity Summary - Director of Public Works

---

**Work Completed:**

- Regular Director and PW staff meetings
- Ingleside Wastewater Treatment Plant Design
  - Detailed Design - completed
- St. Lawrence Medical Clinic
  - Renovations - completed
- 2023 SDG Joint Tenders consultation – completed
- 2023 Water and Wastewater Operations and Capital projects Budgets preparation
- Drainage/Municipal Drains:
  - Hawn Branch Drain minor improvement
    - Final Engineers report for Council approval – completed
- Asset Assessments
  - Sidewalks condition assessment – inspection completed
  - Facilities condition assessment – inspection completed
  - Facilities condition assessment reports – completed
- Lot Grading GIS project (phases I & II) - completed

**Delegated Authority Items:**

- Execute contracts the following RFQs:
  - 12-2023 - Parking Lot Snow Removal (sections 1 & 2: Long Sault & St. Andrews West)
  - 15-2023 - Newington Snow Removal
  - 16-2023 - Engineering Services for Ingleside Watermain Replacement and Water Reservoir Valve Chamber Upgrades

**Work in Progress:**

- 2023 Quotes and Tenders preparation and execution
- Drainage/Municipal Drains:
  - Forrester Branch Drain relocation
    - Final review by DFO and RRCA – completed
    - Final Engineers report for Council approval – under review
- Waste Management:
  - Regional Waste Management Study
    - Continue to represent and fully participate in the Regional Waste Management Working Group
  - Trillium Landfill Contamination Attenuation Zone acquisition

- Facilities:
  - Maintain operations and maintenance (O&M)
- Water and Wastewater Services:
  - Long Sault-Ingleside WTP expansion Engineering Services and EA
  - Operations meetings/discussions with Caneau
    - Operations updates
    - Capital projects coordination
- Asset Management Program:
  - Development of AM Plan for Non-Core Assets
    - Fleet Levels of Service & Risk Management Frameworks
    - Facilities Levels of Service & Risk Management Frameworks
    - Other Non-Core Assets Levels of Service & Risk Management Frameworks
    - Building Non-Core Assets master inventory list
    - Parks & Recreation master inventory list
    - IT Equipment master inventory list
- Lot Grading Program:
  - Lot grading issues - several onsite visits/surveys
  - Lot grading plans and specifications review
    - Proposed Plans of Subdivision and Site Plans - grading review and comment prior to building permit issuance.
    - As-built - release of deposit.
  - Lot Grading GIS project (phases I & II)
    - Installation of ArcGIS Pro software & training - started
    - Counties to migrate phase I & II to their GIS system.
    - Maintenance of system.
    - Next steps:
      - Staff training for future maintenance and required corrections.
- Kraft Heinz Arbitration
  - Arbitration ongoing
- Consultation with SLPC
  - Sewer and Water projects
  - Property discussions
- Engineering – Planning Development Review
  - Capacity Allocation Policy
  - Master Servicing Study
- Orientation
  - Manager of Operations – Transportation Services
- Subdivision and Development Reviews
  - Ongoing studies/policy review