

## **Departmental Update February – March, 2025:**

### **Administrative:**

- Attend quarterly public works manager meetings
- Prepare procurement tender specifications
- Participate in weekly management meetings
- Recruitment of equipment operator
- Committee of the whole report
- Update meetings with CAO
- Attend road supervisor executive meetings
- 2025 budget meetings
- Reviewing lease agreement - Waste Connections
- Pre - consultation meetings
- Respond to concerns and inquiries from the public
- Participate in County garbage upload meetings

### **Training:**

- Attend Report Writing Workshop at Douro Community Center

### **Operational:**

- Responded to 12 winter events in February and 4 winter events in March
- Monthly meetings with PW staff, discuss work schedules and future projects
- Repaired and replaced regulatory signs, street and 911 signs
- Warsaw and Douro Public Works shop and yard clean up
- Moved snow at Firehall #5
- Complete winter and regulatory road patrols
- Removed snow buildup, thawed frozen scale with heaters at transfer station
- Processed firewood for boiler
- Removed snow in the villages of Douro (x2) and Warsaw (x2)
- Clean and completed maintenance and repairs on vehicles and equipment
- Steamed various culverts, fixed washouts, cleared ditches to avoid flooding
- Hand brushing at various locations – fallen trees, sightlines, sign visibility
- Moved snow at Douro and Warsaw arenas
- Initiated seasonal changeovers, removing plows, sanders, etc.
- Installed half load signage on Township roads
- Patching as weather permits
- Installed sweeper on tractor, Install water tank on truck
- Started sweeping in Donwood and Douro
- Respond to ice storm, brush clearing from roadways

**Health & Safety:**

- Ensuring that all necessary health & safety precautions are in place and are being consistently adhered to

**Waste Management Division:**

- Extended hours at Transfer Station – Free disposal of storm related brush
- Hall's Glen Transfer Station continues to operate with all necessary health & safety precautions in place and is functioning well
- Household Hazardous Waste Events are May 24<sup>th</sup> and August 16<sup>th</sup>, 2025, Events run from 10:00 am - 2:00 pm, each day

**Report Approval Details**

Report to COW – Departmental Update  
Re: Public Works Departmental Update – February-  
March 2025 - COW Report  
Public Works-2025-02  
From: Jake Condon  
Date: April 16, 2025

Document Title:	Public Works Update - Public Works-2025-02.docx
Attachments:	
Final Approval Date:	Apr 9, 2025

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis