



Subject: City Signage Strategy – Parks and Cemetery Sign Replacements

To: Council

From: Public Works Department

Report Number: 2024-96

Meeting Date: April 23, 2024

Recommendation:

That Public Works Department Report 2024-96 be received; and

That Council approve the transfer of \$91,953 from the capital contingency reserve and \$80,847 from the over/short reserve to the City Signage budget.

Purpose:

The purpose of this report is to obtain Council's support for the additional funding required to remove and replace park and cemetery signs.

Background:

Council approved the City Signage Strategy through Report 2022-141, which included a phased approach over a three-year period. Funding for the project was approved through the 2022 capital budget process in the amount of \$150,000. The initial year one phase focused on the replacement of park and cemetery signage.

To facilitate this initiative, key tasks were required including soil testing at various locations, securing building permits for all locations, and stamped engineering drawings to ensure sign foundations and structures were designed and constructed correctly.

Staff retained qualified engineering services to complete the required geotechnical study which was finalized in October 2023. Soil sampling and testing were completed at H.H. Knoll Park, Maple Park, and Hawthorne Heights Park, revealing varying ground conditions including bedrock. Engineering services were also retained to complete structural design drawings.

In August 2023, quotes to complete the manufacturing and fabrication of the new signs were obtained. Signs were manufactured and delivered to the City's Operations Center in February 2024.

It should also be noted that three locations fell within shared jurisdictions with the Ministry of Transportation (MTO) and required additional permits.

Discussion:

In February 2024, staff issued a Request for Quotation (RFQ) for contractor services to remove, dispose of, and install 36 park and cemetery signs in alignment with the City's signage strategy. The RFQ closed on March 21, 2024, and 8 submissions were received.

To complete the project staff have identified a budget of \$323,477 is required. Council had previously approved \$150,677; therefore, to complete this project, a budget adjustment of \$172,800 is required.

As per the Purchasing Policy, when a project is likely to be 20% more costly than the approved budget, Council must approve the additional funding. Staff propose that Council approve funding the additional \$172,800 from the capital contingency reserve with the remainder coming from the over/short reserve. The over/short reserve is the result of staff completing previously approved projects.

The capital contingency reserve currently has \$91,953. The over/short reserve is the result of staff completing previously approved projects and closing the projects out under budget, and the reserve currently has \$83,000.

The approval of the additional funding will allow the completion of the first phase of the City Signage Strategy. The second phase includes various signs such as directional, historical, non-regulatory street signs, banners, flags on City light poles, and trail signage. Staff are reviewing the second phase of the strategy and will report back to Council with estimated costs.

Internal Consultations:

The sign strategy included the support from the City's Communications Division and ongoing collaboration with the Building Division to ensure the construction and installation of the signs are completed in accordance with current standards.

Financial Implications:

Staff propose the budget adjustment of \$172,800 be funded and transferred from the contingency reserve (\$91,953) and the over/short reserve (\$80,847). The remaining balance in the contingency reserve will be zero and the remaining balance in the over/short reserve will be \$2,153.

Public Engagement:

The City's new logo and branding included public consultation prior to implementation. The request for quotation for the sign replacement project was advertised on Bids and Tenders and made available to the public.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
 - Sustainable and Resilient Infrastructure
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Conclusion:

Through the approval of this report staff will have the necessary resources to ensure all 36 City Park and Cemetery signs are replaced following the City's Sign Strategy.

Respectfully submitted,

Eliza Durant,
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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.