

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

PUBLIC WORKS COMMITTEE MINUTES

Wednesday, February 4th, 2009
9:00 a.m.

The Public Works Committee met in the County Council Chambers, Counties Administration Building.

Members Present: Ron Holman, Chairman
Mel Campbell, John Conley
Doug Struthers, Larry Dishaw,
Bill Thake, Roger Haley,
Bill Gooch, Frank Kinsella,
Christian Kroeger

Staff Present: Les Shepherd, Geoff McVey, Karen Fraser, Debbie Williams,
Nigel White, Leslie Todd, Cindy Casselman

Absent: Jim Pickard, Steve Silver, Sandy Hay

1. Opening Remarks

The meeting was called to order at 9:00 a.m.

2. Disclosure of Interest

3. Adoption of Committee Minutes – Wednesday, January 7th, 2009.

Mr. Kinsella requested a County Map highlighting the various classes of roads as indicated on Page 9 of the January Minutes under County Road 38 Surface Treatment. Mr. Shepherd will provide the Committee with such a map.

Resolution No. PW-10-09

Moved by Mr. Thake and Seconded by Mr. Conley that the Minutes of the Public Works Committee Meeting held on January 7th, 2009 be approved and that the Chair be authorized to sign the said minutes. Carried.

Resolution No. PW-11-09

Moved by Mr. Thake and Seconded by Mr. Campbell that the Public Works Committee Agenda for Wednesday, February 4th, 2009 be approved. Carried.

4. Delegations

Mr. Angelo Renon, P.Eng., with Genivar and Mr. John MacKinnon, MTO Project Manager attended the meeting regarding the detail design of Highway 15 south of Big Hill Road in the Township of Leeds and the Thousand Islands, northerly 27.1 km to 0.25 km south of Young's Road (formerly Forfar Road) in the Township of Rideau Lakes.

An overhead presentation of the detail design was provided and is available upon request.

5. Departmental Correspondence and Reports

5.1 Forestry Department

Forestry Correspondence

1. Limerick Forest Update Report.

Mr. McVey reported that members of the local volunteer fire departments have committed to taking the SP 103 fire course as the prerequisite to the 2-day MNR-taught fire course on April 4th and 5th of this year in Kemptonville and will be paid for by the County. A total of 20 may sign up for the training. The Forest Fire Risk Assessment of Limerick Forest has been completed and a final version will be sent to the Public Works Committee when it is received back from MNR. Limerick South was identified as an area with a Fire Probability rating of "Likely" while the remaining areas of Limerick were identified as "Low". The EOMF forest certification audit will be held in early March. Thinning operations to commence in the North Augusta block the first week in February. Friends of Limerick volunteer group met on January 21st to discuss projects for the 2009 season and the minutes to be distributed.

Mr. McVey was asked to prepare a formal report for adoption to include what the responsibilities are at the various levels for fighting a fire in Limerick without the proper equipment; lack of training to fight forest fires and having to call in the province in an emergency situation. Such a report was requested so that the member municipalities can then go to their respective councils and discuss how best to proceed at the municipal level. Mr. McVey reiterated that the Municipal Act states that it is up to individual municipalities to decide on the level of service that they wish to provide and will bring the requested report back to the Committee next month.

Resolution No. PW-12-09

Moved by Mr. Gooch and Seconded by Mr. Thake that the Limerick Forest Update Report be accepted as presented. Carried.

2. Limerick Forest Budget

Mr. McVey indicated the forest management budget has increased from \$137,850 to \$176,150 or 38,000.00.

Mr. McVey explained the reason he was asking for a summer student was because of the amount of paperwork that is involved with his job and the fact that it is keeping him inside and therefore the Forestry Technician requires assistance with data collection; dealing with beavers and culverts, etc.

Mr. Campbell commented on the "Other Revenue" section and in particular "gravel" and indicated that Augusta Township were reviewing the quality of gravel coming out of Limerick and not to count on the revenue from this until their review is complete.

Mr. Kinsella stressed that we are experiencing tough economic times and wondered how the Committee could get that message across to the departments. This concern was echoed by Mr. Gooch and Mr. Campbell. Mr. Shepherd indicated that everything in Mr. McVey's budget were items that had been discussed over the last two or three years and items that he had been asked to include by the Public Works Committee. Mr. Gooch concurred; but stated that things have changed as we are now in tough economic times. Mr. Kinsella said that he didn't want to micro-manage; however, he would like to see a shift in dollars according to priorities. Mr. Holman said that staff has put in their budgets what we have asked them to do and then Council must decide what gets left in and what is taken out.

Mr. McVey said that improvements to the Limerick Chalet or the rebuilding of it was not in the budget for 2009; however, he is working with Economic Development to put together a strategy for a long term vision of this facility whether it be a new building or renovations and in order to prepare for an appropriate funding application.

By a showing of hands, the Limerick Forest Budget for 2009 "Draft 1" was received as presented. Carried.

3. Charleston Lake Budget

Mr. McVey reported that the Charleston Lake budget had increased by \$1100.00 over last year's budget but everything else remained the same.

Mr. Kinsella commented that when doing your budget, you should be looking at actuals and staff should be justifying to their respective supervisors why they need more money. He said that more time seems to be spent on capital budgeting then on operational and that equal time should be spent on both. Mr. Struthers commented that outstanding bills for 2008 can change the actuals in a budget. Mr. White commented that it is better to budget for something like potential repairs in the park to avoid having to come back to the Committee for approval at a future date. Mr. White commented that there are no reserves set aside for Charleston Lake Park. It was noted that Charleston Lake Park was donated to the County by a family with strong conditions attached to it and that the suggestion that it be given to Athens to be municipally/fiscally responsible was not an option.

By a showing of hands, the Charleston Lake Budget for 2009 "Draft 1" was received as presented. Carried.

5.2 Planning Department

Planning Correspondence - Nil

1. Planning Report

Mr. Shepherd presented the details of Mr. Hay's report which states that staff will continue to hold bi-monthly hearings which will be open to the public. In addition, staff will schedule quarterly meetings of the Consent Review Committee.

Resolution No. PW-13-09

Moved by Gooch and Seconded by Mr. Thake that the Public Works Committee recommends that staff be directed to implement the new Consent Granting Program and schedule quarterly meetings of the Consent Review Committee. Carried.

2. Planning Budget

The Planning Budget was presented and a concern was expressed about mileage and fuel costs. Mr. White indicated that mileage rates are reviewed every six months and that when the price of fuel went up last year, the mileage rate was still kept relatively low. Mr. Shepherd indicated that Mr. Hay drives his own personal vehicle and if the price of fuel goes up it has very little impact on his budget. Mr. Thake said that if someone is using their own vehicle for work that we should also take into consideration the upkeep on one's vehicle as most mechanic's rates are \$80.00 per hour. Mr. Holman commented that the Planning Budget's net increase is actually \$89,900 to \$93,000 if you account for the charge backs.

By a showing of hands, the Planning Budget for 2009 “Draft 1” was received as presented. Carried.

3. Land Division Committee Budget

It was noted that there will be a savings of \$23,000.00 yearly by eliminating the Land Division Committee. Mr. Shepherd noted that there isn't a surplus in this year's budget because typically when we go into a recession; there is a decline in severance activity which has been reflected in the decrease in projected revenue.

By a showing of hands, the Land Division Budget for 2009 “Draft 1” was received as presented. Carried.

5.3 GIS Department

GIS Correspondence

1. GIS Report

Mrs. Fraser presented the details of her report on priority projects including the status of the Orion Upgrade Installation. She indicated that the new virtual server for GIS will be in place for March 1st at which point the new ArcGIS Server software and the Orion Onpoint software will be installed. With respect to the Digital Raster Acquisition Project for the East (DRAPE), Mrs. Fraser noted that UCLG will receive the orthophotography mid February. The County will be participating in a QA/QC workshop put on by the Ministry of Natural Resources on behalf of the DRAPE partners. Mrs. Fraser attended a meeting with the Ministry of Natural Resources in regards to Significant Woodlands. The Ministry has provided the County with a digital CD of the significant woodlands for all the municipalities with the exception of Leeds and the Thousand Islands which will follow. Mrs. Fraser will be attending a meeting this Friday and will be able to provide more information at that time with respect to identifying species at risk and she anticipates that there will be mapping provided at that meeting as well which she will share with the group.

Mrs. Fraser agreed to provide a “functionality” demonstration at the next Public Works Committee meeting of the GIS upgrades including orthophotography.

Resolution No. PW-14-09

Moved by Mr. Haley and Seconded by Mr. Conley that the GIS Report be received as presented. Carried.

2. GIS Workplan for 2009

Mrs. Fraser provided a list of projects for the upcoming year noting that the biggest project is the County wide GIS upgrade. Mr. Kinsella said that he is

having a presentation next Monday on a common approach to planning along the Rideau Canal system and Mrs. Fraser noted that while the zoning is not yet complete, the Official Plan will help to make any decisions. Mrs. Fraser said that the zoning for all of Leeds has been done; however, Grenville is not yet finished. Mrs. Fraser noted that the emergency medical system is already in place and that it is just a matter of installing the new software.

Resolution No. PW-15-09

Moved by Mr. Haley and Seconded by Mr. Conley that the GIS Update Report on Priority Projects be received as presented. Carried.

3. GIS Budget

It was noted that the net increase in the “draft” budget is \$12,000.00 if you take out the chargebacks.

By a showing of hands, the GIS Budget for 2009 “Draft 1” was received as presented. Carried.

5.4 Waste Management

Waste Management Correspondence

1. Waste Management Report

Mr. McVey reported that he is making good progress with the tender for a HHW service provider. He said that traditionally the HHW events have been scheduled for the second-last Saturday in August and the last Saturday in September and proposed changing the September date to the third Saturday in September in order to avoid a conflict with the Fall Forest Fair held in Kemptville.

Resolution No. PW-16-09

Moved by Mr. Conley and Seconded by Mr. Thake that the Waste Management Update Report be received as presented. Carried.

2. Waste Management Budget

There was concern expressed about the whole area of waste and the money we spend on it. Mr. Thake wondered how the budget will be affected since we can now take used batteries, paint cans, etc. back to the stores where they were purchased. Mr. McVey said that he hopes that in the future, most of the HHW can/will be returned to the commercial retailers that sell them and that we will then not have to have household hazardous waste days at all. He expressed the opinion that this program will take several years to implement and that no

immediate reduction in our HHW collection requirements should be expected. He indicated that he had budgeted for 10% above what we spent last year as it has not gone out to tender yet and the exact price won't be known until then.

Mr. Campbell asked if consideration had ever been given to use the ED 19 Property and rental piece attached as a source of revenue by allowing hunters on the property for a fee. Mr. Shepherd indicated that this had never been done; however, he could look into it and report back.

By a showing of hands, the Waste Management Budget for 2009 "Draft 1" was received as presented. Carried.

3. Weed Inspection Budget

Mr. Shepherd reported that there is an increase in charge backs based on the actuals from last year. Mr. Campbell asked if it would be appropriate to charge the property owners to pay a fee for service when the weed inspector goes out on a call. Mr. Shepherd said that he would follow up with the weed inspector and report back.

By a showing of hands, the Weed Inspection Budget "Draft 1" was received as presented. Carried.

5.5 9-1-1 Civic Addressing

9-1-1 Civic Addressing Correspondence

9-1-1 Civic Addressing Report – No Report

5.6 Public Works Committee Administration

1. Service Delivery Review – No Report

5.7 Roads

Correspondence

- 1. Letter to Ms. Lorna Hilborn from Mr. Shepherd regarding Maitland Road Overpass on 401 – for information only.**
- 2. Letter to Mr. and Mrs. Danner regarding County Road 38 Surface Treatment – for information only.**
- 3. Official Plan Amendment Proposal from the City of Ottawa – for information only.**

4. Letter from Howard Ryan Kelford Knott and Dixon to Mr. Shepherd regarding County Road 17 in Jasper, Ontario – **Mr. Shepherd indicated that this was for a road widening that had never been assumed into the road system and that a notice of a by-law had been prepared in order to do this.**
5. Telephone Request regarding a 4 way stop at County Road 18 and Sommerville and Hurd Street in Kemptville. – **Mr. Shepherd noted that he had received this request from an OPP officer; however, Mr. Gooch asked that before we look at a 4 way stop to look at the line of sight first and that perhaps by removing trees or a hedge that this may correct the situation. Mr. Shepherd to follow up and report back.**

Standing Agenda Items

1. County Road No. 43 Master Corridor Study

Mr. Shepherd reported that he will be meeting this week with the Steering Committee concerning the environmental assessment; notices will be going out to affected property owners. Mr. Shepherd will be reviewing the tender documents with Totten Sims Hubicki for the Roundabout at Pinehill Road.

Mr. Shepherd indicated that the Somervilles have selected new legal counsel and he has had trouble getting information; however, the Somervilles are agreeable to the idea. Mr. Gooch asked when the lights will be turned on at the Roundabout at Colonnade and Mr. Shepherd said he will discuss this at his meeting on Thursday and report back.

Roads Report

1. Quotation and Tender Report – No Report

2. Roads Budget

Mr. Shepherd reported that there are some revenue changes in the Roads Budget this year because of the infrastructure and gas tax monies. He went on to say that there is a 10.89 percent decrease in the 2009 Roads budget to \$11.3 million down from \$12.7 million last year. Capital spending on roads is also down by \$819,350.00. Mr. Shepherd reported that the Fleet budget increased by \$159,600 and that they would like to replace two of their oldest trucks and get a used loader. He went on to say that the Public Works Administration Budget increased because of the Corporate Services chargebacks.

Cell phones were discussed and Mr. Shepherd indicated that he will provide a detailed report to justify additional cell phones/MIKE phones for the Roads Department. Mr. White indicated that a tender for bulk purchasing will be going out later in the year; however prior to this, Brian Huels meets with each of the Directors to determine if the criterion has been met to purchase a cell phone. Mr. White agreed that he would share the tendering information with the member municipalities.

It was noted that hard top maintenance is down a bit; municipal drainage is the same; beacon maintenance is showing an increase because of the installation of a couple of new lights. Lane marking costs have gone up because of an increase in road paint costs and bridge cleaning has gone up because of an increase in contracted services. Patrol garages and roadside maintenance costs are up to reflect a 3% increase in wages; an increase in non operational expenses; an increase in shouldering and ditching for each patrol.

Public Works Administration is showing an increase as 50% of the building chargeback is charged here; an increase in Health and Safety training to hold two meetings each year with departmental staff as opposed to the traditional one yearly meeting. In addition, winter control costs are up.

Mr. Shepherd then provided an overhead presentation highlighting Capital/Construction Projects for 2009. It was noted that on Page 4, 3rd line from the bottom should read "Road 42 Newboro to Westport" not Road 43.

Mr. Kinsella suggested that this might be the year to take care of the roads with a low volume of traffic because interest rates are low for borrowing money and if gas prices stay down it might be the ideal time to do this.

Mr. Gooch indicated that a significant amount of work had been presented and questioned if additional help would be needed. Mr. Shepherd said that the hope is to have two operations going at once so he didn't anticipate any problems this year with getting all of the work done.

Mr. Dishaw asked whether the member municipalities could partner with the County when doing their tendering and Mr. Shepherd said that depending upon the work involved, they could either get the tender information from us and tender themselves or be a part of our process.

It was noted that Mr. Shepherd will provide a hard copy of his notes to the Committee members.

Mr. Kinsella left the meeting at 12:40 p.m.

By a showing of hands, the Roads Budget for 2009 "Draft 1" was received as presented. Carried.

5.8. County Buildings

1. **Contract No. 05-09 – Interior Renovations at 32 Wall Street** – Avalon Windows and Doors were the successful bidders with their tender of \$29,510.25. It was noted that the roof has been fixed and repaired at Mapleview Lodge.
2. **Quotations and Tenders – No Report.**
3. **MAP – A map was circulated highlighting proposed capital projects for 2009.**

5.9 Asset Management Update Report

Mrs. Williams presented the details of her report. Mrs. Williams met with Corporate Services regarding needs with respect to buildings for Asset Management. She will provide them with detailed information on Public Works buildings, sand domes, salt shed and telecommunication tower(s).

Mrs. Williams had a telecommunication session with Worktech regarding the mobile Work Manager application for Asset Management and how it will process/synchronize data on the roadside; disconnected from the network. The new version will be tested this week to prepare for Patrol Supervisors to synchronize their data in order to use the program. Patrol Supervisors were given training and the hope is to have them using the program by early March which will greatly aid in the Road's job performance.

February, 2009 –Telecommunication/training session with Worktech on what the next steps are in the Roads Asset Management program; how best to transfer the asset management data to Great Plains and update both Great Plains and Worktech to determine a “go forward plan” for the future. Training will be provided to engineering and support staff to allow data collected to be entered into the Asset Management data base.

March-April, 2009 – Review of road profile formulas to determine correctness of the replacement values. Late Spring – Early Summer, 2009 – County road evaluation to determine road needs.

Bridge and culvert needs assessment to be received by Harmer Podolak this week for review. AMEC Environmental Service is being successfully received by the County and many of the member municipalities. Mrs. Williams asked that any users still encountering problems contact her.

Resolution No. PW-17-09

Moved by Mr. Thake and Seconded by Mr. Conley that the Asset Management Report be received as adopted. Carried.

6. **Information Items Available Upon Request**
7. **Sub Committee, Special and Ad Hoc Committee Reports – No Reports.**
8. **Unfinished Business**
9. **New Business – No Reports.**
10. **Other Business**
11. **By-laws (notice of)**
 1. **Notice of By-Law to Authorize the Acceptance of a Certain Deed of Land and to Assume and Dedicate the Said Land for Road Purposes on County Road 17 in the County of Leeds.**
 2. **Notice of By-Law to authorize the execution of an agreement between her Majesty the Queen in right of the Province of Ontario represented by the Minister of Transportation for the Province of Ontario (the “Ministry”) and the United Counties of Leeds and Grenville.**
12. **Chair’s Announcements**
13. **In Camera**
14. **Media Question Period**
15. **Adjournment**

Resolution No. PW-18-09

Moved by Mr. Struthers and Seconded by Mr. Thake that the United Counties Leeds and Grenville Public Works Committee Meeting does now adjourn to meet again on Wednesday March 4th, 2008. Carried.

ACTION ITEM – MEETING NAME

(List to be updated immediately after each meeting)

Date	Item	Descriptive	Assigned To:	Expected Completion
1. Brought forward from the December 5 th , 2007 Public Works Unfinished Business List	Preparation of a County Drainage Policy	Staff is directed to collect drainage policies including formats for drainage agreements and reference to the Drainage Act with respect to agreement drains and drainage rights of the County	Peter Randall and Les Shepherd	2009
2. Brought forward from the December 5 th , 2007 Public Works Unfinished Business List	Traffic Study on County Road No. 29	Staff to arrange for an independent firm to provide a traffic study on County Road No. 29	Les Shepherd	2009
3. Brought forward from the December 5 th , 2007 Public Works Unfinished Business List	Re-designation of County and Township Roads	To be discussed as part of the Service Delivery Review. May result in a long term concept over the next few years	Public Works Department and Public Works Committee	Long Term
4. Brought forward from the December 5 th , 2007 Public Works Unfinished Business List	County Policy on Oversized Loads	Staff to develop a County Policy for oversize loads which will align with Eastern Ont.	Les Shepherd	Long term
5. December 5 th , 2007	County wide Development Charge By-law	Staff to prepare a County wide Development Charge By-law for review by Public Works Committee	Les Shepherd and Sandy Hay	Ongoing
6. January 9 th , 2008 PWC	City of Ottawa Transportation Master Plan Update	Public Works Committee recommended that Mr. Hay and Mr. Shepherd attend Ottawa's Transportation Master Plan meetings as representatives of County Council and report back to County Council	Les Shepherd and Sandy Hay	Ongoing for duration of Ottawa's Transportation Master Plan
7. January 9 th , 2008 PWC	Photo radar	Public Works Committee requested Mr. Shepherd review the deployment of a County photo radar and forward	Les Shepherd	Ongoing

		information and feasibility to the Municipalities for comment		
8. February 6, 2008	Request by Township of Augusta for a reduced speed zone in the area of Maynard from Blue Church Rd to Merwin Lane	Mr. Shepherd to provide a feasibility report and an estimated cost for the proposed left hand turn lane on Cty Rd 26	To be discussed at a Future Public Works Committee Meeting	Ongoing