

## **MINUTES**

### **United Counties of Leeds and Grenville Public Works Committee**

**Thursday, May 6, 2010**

**Council Chambers  
25 Central Avenue West, Brockville**

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**Members Present:** Ron Holman, Chairman  
Bill Thake, Warden  
Mel Campbell, John Conley  
Larry Dishaw, Bill Gooch  
Jim Pickard, Frank Kinsella  
Doug Struthers

**Staff Present:** Steve Silver, Chief Administrative Officer  
Les Shepherd, Director, WPSAM  
Nigel White, Director of Corporate Services / Treasurer  
Debbie Williams, Public Works Coordinator

**Others Present:** Christine Endicott, Brockville Recorder and Times

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#### **1.0 Opening Remarks**

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

Mr. Thake on behalf of County Council and Staff wished Mr. Kinsella a Happy Birthday and invited everyone to join him after the Public Works Committee Meeting as birthday cake will be served.

#### **2.0 Adoption of the Agenda**

**Resolution No. PW-52-10**

**Moved by Mr. Struthers and Seconded by Mr. Dishaw  
THAT the Agenda for Thursday, May 6<sup>th</sup>, 2010 be approved. Carried.**

#### **3.0 Disclosure of Pecuniary Interest and General Nature Thereof - Nil**

#### 4.0 Adoption of the Public Works Committee Minutes of March 3<sup>rd</sup>, 2010

##### Resolution No. PW-53-10

**Moved by Mr. Thake and Seconded by Mr. Struthers  
THAT the Minutes of the Public Works Committee meeting held on  
Wednesday, April 7<sup>th</sup>, 2010 be approved. Carried.**

#### 5.0 Delegations / Presentations

##### 5.0.1 Mr. Angelo Renon, P.Eng. with Genivar **Re: Detail Design of Hwy 15 – Follow-Up from Feb. 2009 – Public Works Committee Meeting**

Mr. Shepherd introduced Mr. Angelo Renon, Engineer with Genivar Engineering and Consulting Services, representing the Ministry of Transportation. Mr. Renon provided the details of his power point presentation which entailed updated information on the proposed design upgrades planned for Highway 15.

Mr. Renon explained the various proposed upgrades to Highway 15 driving lanes, shoulders, addition of new passing lanes and tapers and guide rail within the area of Leeds and Grenville. As an example:

- Big Hill and Bay Street, new left turn taper into Bay Road, retain 60 m right turn taper and 30m recover taper
- County Road 47 right turn taper will be retained and shoulder paved
- County Road 32, south bound lane will be retained with acceleration taper and paved shoulders, new opposing left turn lane into commercial site
- Lyndhurst, new left turn slip around, upgrade entranceways and remove cement pavement, will not be paving shoulder area for parking by cemetery but will provide parking on inside
- Back Street will remain status quo with the Lay-by being retained
- Thomas Road, new opposing left turn taper lane, reconstruct right turn taper, fully paved shoulders
- Sweets Corner Road – new opposing left turn lane, reconstruct taper to 80m, fully paved shoulders
- Village of Morton, 60 km design speed zone – some sewer work and catch basin repairs with upgrade to signage
- Briar Hill turn taper stays the same with the curbing being replaced
- Jones Falls Road, left and right turn taper with curb and gutter retained
- Muchmore – retain existing conditions and turn taper
- Bush Road, one new north bound passing lane and retain right turn taper
- Kingston Road, new slip around and taper maintained
- Davis Lock Road and County Road 8, new opposing left turn lanes to be built and right turn taper reconstructed, new right turn taper to County Road 8

- Chaffey's Lock, stays status quo
- Freeman's, new right turn taper
- Frank's Road, new opposing left turn lane, reconstruct right turn taper, fully paved shoulders
- Perth Road – retain existing

Mr. Renon stated that the proposed design for upgrades to Highway 15 will be completed this summer. The Contract will be complete this fall, time allowing. The first of two, Public Information Sessions is planned for May 26<sup>th</sup>, 2010 from 4:00-8:00 p.m. at the Morton Community Hall, 13 Judd Street, Morton. The second Public Information Session will be planned sometime in July to catch the cottage owners. The approximate cost of the upgrade is \$24 million dollars.

County Council members questioned whether funding is available for the project and where Highway 15 stands on the Ministry priority list.

Mr. Renon explained that Highway 15 is a regional priority and it is understood that the roadway has only a couple of years of life left. The Crosby Bridge has a short life span left which makes the new bridge with alignment to the east of the existing bridge a high priority. Funding has not been confirmed but is a priority on the funding list. Genivar has been instructed to move forward with a contract for the fall of 2010.

Mr. Renon stated that he would meet with Council again prior to the Public Information Sessions.

The Chair thanked Mr. Renon for his presentation.

## **6.0 Correspondence, Communications and Petitions**

### **6.0.1 Ms. Carina Duclos to Les Shepherd (07-April-2010)**

#### **Re: Beckett's Landing Bridge over Rideau River – 2010 Rehab**

Mr. Shepherd explained that repair to the Beckett's Landing Bridge, which is a boundary bridge is being handled by the City of Ottawa. The City of Ottawa will invoice Leeds and Grenville for 50% of the cost which will be expensed to the Roads bridge expense for 2010.

### **6.0.2 Ms. Vanessa Skelton to Les Shepherd (15-April-2010)**

#### **Re: Comments on Kemptville Harvex Lands Site Plan**

Mr. Shepherd stated that the Harvex Lands Site Plan is a development proposal in which Mr. Shepherd requested AECOM to comment on. AECOM has responded that they strongly suggest a traffic impact study be undertaken by the proponents of the project. The traffic generated by this development may be sufficient to require an

expansion of the current roundabout at County Road 19 and County Road 43 to a two-lane roundabout.

**6.0.3** Community Newsletter Article Written by Doug Hendry  
(April, 2010)

**Re: Potholes in Their Logic - County Road 18 Resurfacing**

Mr. Shepherd along with Mr. Gooch met on April 7<sup>th</sup>, 2010 in Bishop's Mills to outline to residents the reason for the County Roads Department's choice of surface treatment for County Road 18 between Stone Road and County Road 18/20 intersection.

Mr. Gooch stated that most of the people that attended the meeting were pleased with how the County was proceeding overall. However, Mr. Doug Hendry wrote an article in the Community Newsletter and a follow up letter to the attention of Mr. Shepherd outlining his concerns and objections to surface treatment in comparison to the cost of asphalt pavement.

Mr. Gooch explained that surface treatment is a strategic approach well documented by Mr. Shepherd and one in which County Council stands behind. Surface treatment is being responsible with taxpayer's dollars. Mr. Shepherd provided an informative session on surface treatment and is congratulated on his demonstration of professionalism. Mr. Gooch asked for a show of hands for support of Mr. Shepherd's road surface treatment plan. It is noted that the Public Works Committee supported Mr. Shepherd's road resurfacing approach unanimously.

**6.0.4** Correspondence from Mr. Hendry to Les Shepherd (April, 2010)

**Re: County Road 18 Resurfacing**

Response from Les Shepherd to Mr. Hendry (16-Apr-10)

Reply from Mr. Hendry to Mr. Shepherd (19-Apr-10)

Refer to 6.0.3

**6.0.5** Correspondence from Ron Madill (MTO) to Mr. Shepherd  
(19-Apr-10)

**Re: Municipalities Involved in the LCV Pilot Program to November**

Received and filed as information.

**6.0.6** Correspondence from AORS (28-April-2010)

**Re: 2010 AORS Municipal Trade Show**

As a matter of interest Mr. Shepherd advised the Public Works Committee that the 2010 AORS Municipal Trade Show will be hosted by Northumberland Road Builders Association from June 1<sup>st</sup> to June 3<sup>rd</sup>. The trade show is an excellent opportunity for Municipalities and Road Superintendents to view new and different equipment.

**6.0.7 Correspondence from OGRA to Head & Members of Council  
(20-April-2010)**

**Re: OGRA to Manage \$750,000 Fund for Bridge Infrastructure Data**

The Ontario Good Roads Association and the Ministry of Transportation have entered into an agreement to provide provincial funding to Ontario municipalities to assist them in collecting and reporting data on the extent and condition of bridge structures in their jurisdiction. All municipalities will be able to apply for matching funding to a maximum of \$5,000 to assist them with the cost of collecting, collating, compiling, formatting and inputting bridge asset and condition data. To qualify for funding the municipality will have to provide a letter of commitment to submit bridge asset and condition data for inclusion into the Municipal DataWorks by March 31, 2011.

Mr. Shepherd stated that County Council will be asked to support a resolution for funding to support our bridge inspections at the May County Council Session.

**7.0 Information Items Available Upon Request – see attached list.**

**8.0 Staff Reports**

**8.0.1 Geoff McVey, Limerick Forest Manager**

**8.0.1.1 Limerick Forest Update – No Report**

**8.0.2 Sandy Hay, Planner**

**8.0.2.1 Planning Update – No Report**

**8.0.3 Karen Fraser, GIS Coordinator**

**8.0.3.1 GIS Update – No Report**

**8.0.4 Les Shepherd, Director, WPSAM**

**8.0.4.1 Construction Update**

Mr. Shepherd provided a brief update on the construction schedule which confirmed that all awarded road resurfacing, chip seal, and cracking sealing contracts are underway. County Road 5 which was awarded to G. Tackaberry is underway with the cold in place recycling to commence in July and

completion date is anticipated for late summer The Outlet Bridge is complete and the Jones Falls Bridge is underway with proposed deck repairs, hand rail and guide rail upgrades which will take most of the summer for completion.

#### **8.0.4.2 County Road 43 Corridor Master Plan**

Mr. Shepherd explained that County Council has already endorsed the County Road 43 Corridor Master Plan but the County is currently waiting for the appeal period to end.

Council members questioned the costing and availability of funding for the County Road 43 expansion. Mr. Shepherd explained that the County Roads Department will be required to “chip away” at the cost unless funding is received and the County has the ability to borrow a significant amount. It is not realistic to expect to complete the project with County Roads Department budgetary dollars.

#### **8.0.4.3 Tender Update Reports**

Tender Report for **Contract No. 13-10** – Two  $\frac{3}{4}$  Ton Four Door Crew Cab Pick Up Trucks and **Contract No. 15-10** for Supply and Installation of Steel Beam Guide Rail- **Closed April 28<sup>th</sup>, 2010.**

The Award of Contract No.13-10 for the supply of two,  $\frac{3}{4}$  ton, four door crew cab pick up trucks was withdrawn until such time it may be ascertained that the bidders can supply the trucks at their bid price.

The Public Works Committee awarded Contract No. 15-10 for the supply and installation of Steel Beam Guide Rail to Hughson Fencing at their low tendered bid price of \$119,458.77.

#### **Resolution No. PW-54-10**

**Moved by Mr. Pickard and Seconded by Mr. Dishaw**

**THAT the Tender Report for Contract No. 15-10 for the Supply and Installation of Steel Beam Guide Rail be received with the adoption of the recommendation contained therein. Carried.**

#### **8.0.4.4 Temporary Road Closure Policy for Special Events such as Festivals, Parades, etc.**

The draft “Temporary Road Closure Policy” is the result from reviewing a number of road closure policies collected by Steve Silver from fellow Municipalities and Engineering Groups. Mr. Shepherd explained that the draft policy mirrored a more simplified version from the selection and is actually fairly close to what the Roads Department currently enforces without a written policy.

Mr. Shepherd highlighted the additions and changes to current road closure practice. The County will now require the proponent to include the County as additional insured and provide a certificate of insurance in the amount of not less than two million dollars. The applicant shall "Save Harmless" the United Counties of Leeds and Grenville from any liability, claims and costs whatsoever resulting from the event. The applicant shall be responsible for providing supervision and necessary equipment such as barricades as well as clean up to the satisfaction of the County. The proponent is responsible for all and any damages to County road or property. The County will also circulate the application for review and recommendations prior to consideration to the Counties Patrol Supervisor, Emergency Medical Services Division, Ontario Provincial Police, Local Municipal Office (Fire Department, Detour Route, BIA Comments).

Council members cautioned that the policy was too bureaucratic for every time a Municipality wanted to host a parade or event they would have to apply for an application from the County. It was suggested that the County delegate the authority and legal liability to the Municipality.

Mr. Shepherd stated that if the parade route or event remained the same from year to year then there would be no need for multiple permits. The Municipality could provide the County with a known and approved list of events and the County would provide a permit. For a basic parade application it would require a traffic control plan approved by the County and proof of additional insured. Mr. Silver spoke with Mr. John Simpson, County Solicitor who cautioned the County in delegating authority as liability would still reside with the County.

Committee members questioned in the event of an event such as a bike race where the roads are not closed would the proponent still require an application and approval. Mr. Shepherd stated that the flow of traffic would still be modified and lane reductions and routes would be documented so it would be advisable.

Many members believed the policy was a benefit to alleviate problems in advance and last minute issues.

Mr. Shepherd suggested that a box be available on the application to document reoccurring events and/or be placed on an approved list for next year renewal. Another option Mr. Shepherd offered was to take a step back and if the Municipality is the proponent and the event is less than 4 hours then the County could support the event if the Municipality would assume responsibility. This option would require adding a definition of a temporary closure.

Some council members questioned whether organizations could afford the additional insurance and whether the application could include where the

proponent could go to obtain the insurance and the approximate cost of the said insurance. Other members stated that their municipality could designate events in order to have them covered by the municipal policy.

The Public Works Committee recommended tabling the Temporary Road Closure Policy and requested staff to revise the policy to include the points mentioned above.

#### **8.0.4.5 Elgin EMS Station – Phase II Environmental Assessment Report Attachment 1 – Letter from F. Crossley Attachment 2 – E-Mail from N. Matthews**

The Phase I Environmental Assessment required detailed sampling and investigation of the well. Repeated sampling of the well and neighbouring residences wells all returned non-detectable levels of hydrocarbons.

The Phase I ESA recommended a Phase II study. However, on April 28<sup>th</sup>, 2010, the Counties received a copy of an internal Ministry of Environment memorandum written by F. Crossley, MOE Hydrogeologist regarding the proposed Phase II ESA. It is MOE's opinion that the level of investigation proposed is not warranted and has suggested that a "housekeeping exercise" would be the most appropriate level of response.

Mr. Shepherd concurs with MOE recommendation and with no evidence of groundwater contamination the additional study at a cost of approximately \$55,000 - \$70,000 is not warranted.

#### **Resolution No. PW-55-10**

**Moved by Mr. Conley and Seconded by Mr. Thake  
THAT the Report regarding the Elgin EMS Station – Phase II  
Environmental Site Assessment Proposals be received as presented with  
the adoption of the recommendations contained therein.**

### **8.0.5 Debbie Williams, Public Works Coordinator**

#### **8.0.5.1 Asset Management Update Report**

Mrs. Williams provided an update on the maintenance of the Roads, Bridges and Culverts in Asset Management. Staff will remain committed over the next couple of months to complete the input of road inventory data not previously uploaded from the MTO Road Information Management System (RIMS) as well as current feature updates from the Patrols. Traffic Count Information is to be entered into the system as staff time schedules allow and will be ongoing

throughout the year. The data entry of Collision Reports will be completed as information is obtained but the Ministry of Transportation due to privacy issues has discontinued the past service of forwarding accidents reports to the County. The Building/Facility framework for Asset Management is underway with the structure for the Building assets, features and attributes complete. Mrs. Williams and Mr. Jones will work together to complete a workable data base for County buildings. The remote access upgrade is now complete and has been tested by Mrs. Williams who confirmed that a couple of minor errors were found and Worktech are providing an update with corresponding corrections. The GPS units have been installed in the Roads vehicles and testing has resulted in a number of concerns that Mrs. Williams and Mr. Seale are currently addressing with Fleet Complete. It is anticipated that the concerns will be addressed and corrections made by the end of the month.

Council Members were concerned with the Ministry of Transportation's discontinuation of the forwarding of Accident Reports to the County. Receipt of the accident reports have been the only means for the County to invoice for damages sustained to County Roads and property.

Mr. Shepherd stated that the Roads Department shall try to encourage the police department to share accident reports on a regular basis as it has been upon request only in the past.

#### **Resolution No. PW-56-10**

**Moved by Mr. Thake and Seconded by Mr. Gooch  
THAT the Asset Management Report be received as presented. Carried.**

### **8.0.6 Larry Sudds, County Weed Inspector**

- 8.0.6.1** Report on Public Health Hazard Posed by Wild Parsnip including –  
Attachment 1- Larry Sudd's Report – Nov.09  
Attachment 2 – Letter from Resident – Apr.10  
Attachment 3 – Information Poster

A very detailed report on the health hazard posed by Wild Parsnip was completed by Larry Sudds, County Weed Inspector in the fall of 2009. Mr. Shepherd has summarized the report and presented recommendations to the Public Works Committee for consideration.

Wild parsnip has spread rapidly in Eastern Ontario over the past couple of summers due in part to ideal weather conditions coupled with a lack of information regarding the control of this invasive species.

Wild Parsnip will not go away unless it is addressed and the potential to eradicate is remote. It may take 2 to 4 years of spraying to eradicate the issue if at all possible.

Mr. Shepherd explained that the United Counties has a direct responsibility to take necessary steps to protect the health and safety of their workers and contractors as well as responsible to control the Wild Parsnip on its own properties in order to minimize health and safety risks. There will be an unknown financial impact at this time on the Roads Department's Roadside Maintenance Budget but Mr. Shepherd re-iterated that the County has an obligation to try and reduce Wild Parsnip along their roadways to assist in reducing the contamination of neighbouring properties. Mr. Sudds has been given approval to spray where Wild Parsnip is an immediate threat to homeowners and children. Spraying is the only way at this time of controlling the issue. Cost will be monitored on a regular basis.

The most proactive approach is educating the public about Wild Parsnip. The Public Works Committee encouraged staff to work with or support the Lanark, Leeds and Grenville District Health Unit in developing and delivering a public awareness campaign. Mr. Shepherd stated that Mr. Sudds has a good working relationship with the Health Unit.

Council members wanted assurance that County Roads staff is aware of the Wild Parsnip issue and the health problems associated with the cutting of the weed. Mr. Shepherd advised that all Road employees have been educated about Wild Parsnip and are provided with gloves and pressure washers to clean the equipment. Those staff members that are more susceptible to complications from contact with Wild Parsnip are kept away from the cutting process in known areas of Wild Parsnip as much as possible.

#### **Resolution No. PW – 57-10**

**Moved by Mr. Struthers and Seconded by Mr. Thake**

**THAT County Council requests the Lanark, Leeds and Grenville District Health Unit prepare and deliver a public information campaign regarding Wild Parsnip. Carried.**

#### **Resolution No. PW- 58-10**

**Moved by Mr. Gooch and Seconded by Mr. Campbell**

**THAT the Wild Parsnip Report be received as presented with the adoption of the recommendations contained therein. Carried.**

## **9.0 Sub Committee, Ad-hoc Committee and Member Reports**

### **9.0.1 Paved Shoulders**

#### **9.0.1.1 E-Mail from Don Ross to Ann Weir (27-Apr-2010) Re: Potential cycle routes for the region**

Potential cycle routes for the region will be undertaken by Ann Weir, Economical Development Coordinator.

## **10.0 Unfinished Business**

### **10.0.1 Action List (see attached table)**

## **11.0 Announcements**

Mr. Silver requested a document from Frank Cowan Insurance Company be handed out to Council members. The document outlines Bill 16, "Creating the Foundation for Jobs and Growth Act, 2010 OHIP Subrogation" which will be a very important change to legislature if it is passed as well as very cost prohibitive. Mr. Silver on behalf of the County of Leeds and Grenville has sent off letters/emails to AMO, Steve Clarke, M.P.P., AMCTO, and Municipal Financial Officers voicing our concerns.

## **12.0 Notice of By-Laws / Notice of Motions**

### **12.0.1. Notice of a By-Law to Adopt a Policy for Temporary Road Closures**

### **12.0.2. Notice of a By-Law to Appoint a Weed Inspector for the United Counties of Leeds and Grenville and to Rescind By-Law No. 09-46**

## **13.0 Media Questions**

Christine Endicott asked for clarification on whether the County was passing a by-law for the Road Closure Policy. The Committee clarified that the Road Closure Policy will be reworked by staff and re-introduced at the June Public Works Committee Meeting. The mention of the By-law for the Road Closure Policy is a "Notice Of By-Law" only.

Ms. Endicott who was absent for the discussion regarding the surface treatment on County Road 18 asked for an update. The Committee stated that the surface treatment project scheduled for County Road 18 will proceed as planned and that the

Public Works Committee supported Mr. Shepherd's construction plan for surface treatment unanimously.

**14.0 Questions from the Public**

There were no members of the public in attendance.

**15.0 Closed Meeting - nil**

**16.0 Adjournment**

**Resolution No. PW- 59-10**

**Moved by Mr. Campbell and Seconded by Mr. Gooch  
THAT the Public Works Committee meeting does not adjourn at 10:43 a.m.  
Carried.**

**ACTION ITEM – MEETING NAME**

(List to be updated immediately after each meeting)

<b>Date</b>	<b>Item</b>	<b>Descriptive</b>	<b>Assigned To:</b>	<b>Expected Completion</b>
1. Brought forward from the Dec. 5/07 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	<b>2010</b>
2. Brought forward from the Dec. 5/07 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	<b>2010</b>
3. Brought forward from the Dec. 5/07 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	<b>Long term</b>
4. Brought forward from the Dec. 5/07 Public Works	County Policy on Oversized Loads	County Policy for oversize loads was developed	Les Shepherd	<b>Dave Darch - County of Renfrew to develop an</b>

Unfinished Business List.		and sent to Dave Darch, County of Renfrew for review.		<b>umbrella policy for all of the local counties to use.</b>
5. Dec. 5/07	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	<b>Bring Forward – Jan. 2011</b>
6. Feb. 6/08	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	<b>Ongoing</b>
7. June 3/09	Paved Shoulders on County Roads	Adhoc Cttee consisting of Les, Anne Weir and Ron Holman	To discuss policy recommendations for paved shoulders	<b>Ongoing</b>

**Information Available Upon Request**

**Public Works Committee Meeting – May, 2010**

**News Articles, Press Releases, Periodicals & Miscellaneous Items**

- 7.0.1.1 Correspondence to Mr. Brian Blacklock from Mr. Hay (19-Apr-2010)  
Re: Notice of Decision, Approval of a Plan of Subdivision 07-T-01002, Equinelle (Phase 1A), Municipality of North Grenville**
  
- 7.0.1.2 Correspondence to Mr. Silver from Rob McRae (15-Apr-2010)  
Re: Cataraqui Source Protection Committee has Published a Draft Assessment Report for Review and Comment Under the Ontario Clean Water Act, 2006 – Copy of Draft Report Attached**