

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

2. ROLL CALL

- | | |
|---|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Mitch Lafreniere, Manager of Physical Assets |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Darrell Phaneuf, Environmental Superintendent |
| <input checked="" type="checkbox"/> Councillor Danny Whalen | <input type="checkbox"/> Jamie Sheppard, Transportation Superintendent |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant |
| <input checked="" type="checkbox"/> Doug Walsh, Director of Public Works | |
| <input checked="" type="checkbox"/> Steve Burnett, Technical & Environmental Compliance | |

Others present:

Jeremie Latour, Engineering Technician

Shelly Zubycyk, Director of Corporate Services

Matt Bahm, Director of Recreation

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

4. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

5. APPROVAL OF AGENDA

Recommendation PW-2020-001

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee agenda for the February 27, 2020 meeting be approved as printed.

Carried

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PW-2020-002

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee minutes for the November 14, 2019 regular meeting be adopted as presented.

Carried

7. PRESENTATIONS

7.1 Jeremie Latour, Engineering Technologist– Presentation Asset Management

Discussion:

Jeremie Latour presented what he has completed so far for Phase I of the Asset Management Plan. Due date for Phase I is July 2021, and completion of the entire plan slated for July 2023.

Phase I is the identification of all core assets which includes Roads, Bridges & Culverts, Water distribution and treatment, Wastewater collection and treatment and Storm water. The data collected to date for each asset includes year of construction, road grading, current cost of resurfacing, function, estimated lifespan etc. Other information required for Phase I is current levels of service, cost of maintaining level of service, condition rating and risk assessment.

Jeremie, along with other staff, are currently investigating software options to input and maintain all the data. PSD software appears to be a good option and staff will be in contact with them to arrange a presentation to the Committee.

At this time, all the data collected is within an excel spreadsheet. The Committee also directed Jeremie to assist with other departments to compile their assets using the same assessment tools.

The Committee thanked Jeremie for his work and presentation, and requested that he present this information to all of Council.

Jeremie, Shelly and Matt left the meeting.

8. INTERNAL/EXTERNAL CORRESPONDENCE

8.1 E-mail: Sidewalk Maintenance – Broadway St. Haileybury

Discussion:

Doug Walsh received an email concerning a section of sidewalk on Broadway St. that is currently not maintained by as part of our Winter Operations plan. The concern is snow falling off the roof of their building onto a section of sidewalk that is not maintained during the winter months. The Committee concluded it will not be maintaining this section during the winter months.

8.2 Email: Civic Track – Ron Young: Momentum Software for Municipalities

Discussion:

Received for information.

9. UNFINISHED BUSINESS

9.1 WOOD - New Waste Management Capacity

Previous Discussion:

Council recently approved the extension agreement with Wood for the monitoring of the landfills. Steve will follow up with Wood regarding the application for the Environmental Compliance Approval for the new landfill.

Discussion:

Design for the landfill has been received. At this point, the design does not include location of roads, scales, etc. Steve has been in communication with the Ministry who has advised that the surface and groundwater plan has to be approved as part of their review prior to the Ministry issuing the ECA. Steve is not recommending we request an extension yet. A topographic study of the current landfill will outline the remaining lifespan. On-going.

9.2 Public Works Staff Training

Previous Discussion

The 2020 staff training plan has been submitted as part of the budget request.

Discussion:

Public Works, Environmental staff have recently attended water certification training. Other staff members attended Joint Health and Safety Committee training as new members to the Committee.

9.3 Public Works Department Update

Previous Discussion

The winter control program started this week. Doug informed the Committee that he recently signed up for a 30-day free trial of a software called MESH, which is app based and will automatically send weather reports to printers at the start of each shift (Day, Evening, Night) which can be review and signed off on by appropriate staff.

Doug Walsh also took the opportunity to speak to the Committee about service levels and resident expectations when it comes to snow removal in certain areas of the municipality. After reviewing the class of roadways and the amount of time outlined in the Winter Operations plan for snow removal, Doug inquired as to whether the Committee wished to

maintain those timelines. The Committee stated to remain status quo in regard to snow removal

Discussion:

Winter Operations plan remains in place until mid-April. There has not been the snow accumulation like last year, which has been helpful.

9.4 Full Solid Waste Management Program

Previous Discussion:

Steve Burnett and Doug Walsh recently met with R&D recycling to renegotiate the current rate for the processing of our recyclables. The agreement allows for R&D to make this request. Both Steve and Doug suggested that the new rate is very reasonable and will be recommending that Council approve this request. As a result of the increase to \$80.00/tonne plus a \$10.00/tonne surcharge while commodities are low, staff will also be recommending Council consider an increase to the user and tipping fees.

Recommendation PW-2019-059

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports and recommends that Council approve the request from R&D Recycling in regard to the fee structure for the processing of recyclable materials.

Carried

Recommendation PW-2019-060

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee hereby supports and recommends that Council approve the increase to \$295.00/tonne recyclable material deposited at the Spoke Transfer Station by outside municipalities.

Carried

Recommendation PW-2019-061

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports and recommends that Council approve an increase of \$1.00 for categories 1-9 in the in the Tipping Fee schedule for the Haileybury Landfill

Carried

Discussion: - Textile Diversion Proposal

Steve Burnett presented information on a new program for textile diversion where for one week/year, two times per year, we collect textiles and receive 0.11/kg collected.

The Committee was in support.

Recommendation PW-2020-003

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby request that Council consider entering into an agreement with Talize Recycling for a pilot textile diversion program.

Carried

9.5 2020 Roadway Rehabilitation Program

Previous Discussion:

Staff have included a \$1 million request for roadway rehabilitation and \$1 million request for the start of the rural road conversion program presented by Miller Paving in the 2020 budget for Council's consideration.

Discussion:

The Committee discussed in depth, roadway rehabilitation options for the municipality. Doug Walsh is recommending that the City not enter into an agreement with Miller Paving at this time for the Rural Road conversion program. Doug also presented a draft business case for a spray patcher that he would like to present for Council's consideration as a capital purchase in 2020.

Recommendation PW-2020-004

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee hereby supports the revised Roads Capital Program for consideration as part of the 2020 Budget.

Carried

9.6 Highway 65E/ Grant Drive Extension

Previous Discussion:

Special Council meeting – Council approved to enter into an agreement which has since been sent to the Ministry for their review and sign off. As far as timing, the Ministry is still anticipating a construction date of 2022, Doug Walsh is hoping that the Ministry will undertake soil testing which may occur this winter.

Discussion:

At this time, we are still waiting on an agreement from the Ministry. On-going.

9.7 Funding Applications

Previous Discussion:

In order to maximize the funding opportunity for the ICIP Green Stream, Staff will investigate and include additional upgrades to the Haileybury WWTP that will optimize the function of the UV System. Application deadline January 2020.

Discussion:

Application was submitted before the deadline. On-going.

9.8 Strategic Plan – Update

Previous Discussion:

Doug Walsh presented Goal 3 of the PW Strategic Plan, which is Health and Well -Being of Employees. Doug indicated that staff are currently looking at a more economical way of ordering employee coveralls. Staff are also currently reviewing several of the SOP's for the department. Chris Oslund suggested that there be a staff review of the SOP as we have several new employees.

Discussion:

No update

9.9 Beach Gardens

Previous Discussion:

No update

Discussion:

No update

9.10 Bicycle Paths

Previous Discussion:

No update

Discussion:

No update

9.11 Asset Management Software

Previous Discussion:

No update

Discussion:

As discussed under presentations. On-going

9.12 Golf Course Bridge - Update

Previous Discussion:

The road will be re-opening by next Monday. Millers will return in the spring to finish waterproofing and paving that they were not able to complete.

Discussion:

No update

9.13 Productivity Improvement (One-time funding)

Previous Discussion:

All the departments efficiencies have been submitted as part of the 2020 budget.

Discussion:

No update

9.14 Sidewalk Maintenance

Previous Discussion:

No update

Discussion:

No update

9.15 2020 Budget

Previous Discussion:

Draft 2 will be reviewed next week by staff, following that, meetings with Council will be scheduled.

Discussion:

No update

9.16 Street Lights – Grant Drive

Previous Discussion:

Dave Treen, Municipal Clerk received an email inquiring about whether or not the City will be installing streetlights on Grant Drive. Currently there is development occurring in the area and the lighting is limited. Doug is currently working on price estimates, however, did not include street lighting installation in the 2020 budget request

Discussion:

No estimates have been received at this time. On-going.

10. NEW BUSINESS

11. ADMINISTRATIVE REPORTS

12. CLOSED SESSION

Recommendation PW-2020-005

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee convene into Closed Session at 11:08 a.m. to discuss the following matters

- Under Section 239 (2) (b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees.

Carried

Recommendation PW-2020-006

Moved by: Mayor Carman Kidd

Be it resolved that:

The Public Works Committee rise without report at 11:14 a.m.

Carried

13. NEXT MEETING

The next meeting of the Public Works Committee is scheduled for March 26, 2020 to commence at 8:30 a.m.

14. ADJOURNMENT

Recommendation PW-2020-007

Moved by: Councillor Danny Whalen

Be it resolved that:

The Public Works Committee meeting is adjourned at 11:15 a.m.

Carried

COMMITTEE CHAIR

COMMITTEE SECRETARY