



ROADS SUB-COMMITTEE ELECTRONIC MEETING AGENDA WEDNESDAY, SEPTEMBER 16, 2020 - 1:30 P.M.

(For information on how to join the meeting, please go to the Roads Sub-Committee Meetings page on the Township Website to find the link, Meeting ID and Password)

1. Call to Order
2. Additions/Deletions/Approval of Agenda

Be it resolved that the agenda be approved as _____. Carried.

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Approval of Draft Minutes - August 19th, 2020

Be it resolved that the minutes of the Roads Sub-Committee meeting held on August 19th, 2020 be approved as Circulated. Carried.

5. Business Arising from Minutes
6. Correspondence Items
7. General Business
 1. Update from Public Works Superintendent
 2. 2nd Line SW - Highway 89 - 300 Sideroad Shoulders
 3. Structure 2013 Construction Summary
 4. Road Management Plan - Discussion on RLB (Township Auditors) preparing an analysis of the Report
 5. Heavy Weight Traffic on 4th Line NE
 6. Liability of Cycling Lanes
 7. Horning's Mills No Parking Signs (Councillor Hannon)
 8. Ownership of Side Street Across from Church Street (Councillor Hannon)
 9. Timeline for County Road 21 Construction 2021 (Councillor Hannon)
 10. Technical Work for Bridges and Roads for 2021 is complete so tenders can go out in Jan/Feb Timeframe (Councillor Hannon)
 11. Aggregate Stored on Hiltz Property (Councillor Hannon)
 12. Other/Additions
 13. Unfinished Business
 1. Church Street Resurfacing
 2. 2021 Road Projects
 3. Sidewalks in Corbetton

8. Delegations

2:00 P.M - Gord Grant and Members of the Dufferin Federation of Agriculture - Concerns regarding Farm Equipment Speeding through the Hamlets

9. Recommendations to Council
10. Public Question Period

11. Confirmation Motion

Be it resolved that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

12. Adjournment and Date of Next Meeting

Be it resolved that we adjourn this Roads Sub-Committee meeting to meet again on _____ at _____ or at the call of the Chair. Carried

Denise Holmes

From: David Thwaites
Sent: Thursday, September 3, 2020 11:19 AM
To: Denise Holmes; Roads
Subject: 2nd SW
Attachments: IMG_0175.jpg; ATT00001.txt; IMG_0176.jpg; ATT00002.txt

Denise:

Further to brief chat this morning here are two photos I took this morning on 2nd SW indicating gravel shoulder.

My concern and question is about stabilization of the shoulder as it appears to be "shifted/cracked" and with the slope of the ditch very susceptible to wash out which then impacts the roads stability. The "crack" appears through this entire section. Can only imagine what will occur with a heavy rain or with spring melt.

We can discuss at Roads Committee.

Have copied Craig with photos so he might consider. Not sure if it is a concern re Graham Construction or a Melancthon issue.

David





Denise Holmes

From: Calum MacKenzie <Calum.MacKenzie@rjburnside.com>
Sent: Monday, August 24, 2020 9:55 AM
To: Denise Holmes; Roads
Cc: Jeremy Cober; Chris Knechtel; 300050839 Melancthon Structure 2013 Replacement
Subject: 050839 - Construction Summary - August 10-21
Attachments: 050839_Construction Summary_Aug 10-21.pdf

Good morning Denise and Craig,

Please find attached the construction summary for Structure 2013 from August 10 – 21.

The Contractor has completed the culvert replacement, roadside safety work, and opened the road to traffic. The Substantial Performance date has been recorded as August 21, 2020 and we are currently preparing the package to be sent to the Contractor.

Some minor work including concrete chipping and installation of the hazard warning signs are scheduled to be completed this week.

Please do not hesitate to contact Jeremy or myself if you have any questions or concerns.

Thank you,

Calum



Calum MacKenzie
Engineer

R.J. Burnside & Associates Limited
, Collingwood, Ontario L9Y 4J6
Office: +1 800-265-9662 Direct: +1 705-797-4273
www.rjburnside.com

COVID 19: We remain open for business

The health and safety of our employees and clients is of paramount importance. Most of our staff are working remotely and continue to serve clients using our well established collaborative technology platforms. For our full COVID 19 response please [click here](#).

**** CONFIDENTIALITY NOTICE ****

This electronic transmission and any accompanying attachments may contain privileged or confidential information intended only for the use of the individual or organization named above. Any distribution, copying or action taken in reliance on the contents of this communication by anyone other than the intended recipient(s) is STRICTLY PROHIBITED. If you have received this communication in error please notify the sender at the above email address and delete this email immediately. Thank you.

.....



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Construction Summary – August 10 - 21, 2020

Date Prepared: August 21, 2020

Project No.: 300050839.0000

Project Name: Structure 2013 Replacement

Location Township of Melancthon

Review Date.: August 10 - 21, 2020

Contractor: Reeves Construction Limited

Discipline: Bridge

Photos Taken: Yes

This report is based on work which was observed at the time of this review. It does not confirm the suitability of work which was constructed and concealed prior to the date of review unless addressed in a separate report. This report does not relieve the Contractor of responsibility for errors and omissions in the work. Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

1.0 Progress of Construction

1.1 August 10, 2020 – Distribution Slab Pour

1.1.1 Contractor completed placement of distribution slab.

1.1.2 11.5 cu.m of concrete ordered.

1.1.3 Concrete tested and cylinders cast.

Slump – 110mm

Air – 9%

Temperature – 28°C

1.1.4 Burnside requested concrete to be covered with wet burlap and poly for weather protection.

1.1.5 Submerged pumps have been removed and culvert has filled in with water.

1.2 August 12, 2020 – Road Reconstruction and Shoulder Layout

1.2.1 Contractor completed centerline layout and shoulder offset.

1.2.2 Contractor removing fill and tree stumps.

1.2.3 Contractor completed structure backfill and frost taper on east and west approaches.

1.2.4 Contractor completed removal of bypass culvert and restored natural channel through structure.

1.3 August 17, 2020 – Guiderail Layout

- 1.3.1 Grading operator from Township onsite completing centerline grading for Contractor to set guiderail height.
- 1.3.2 Contractor has set string lines for guiderail post installation and taper for end treatment.
- 1.3.3 Guiderail and posts have been delivered to site.
- 1.3.4 Seed, erosion control blankets and hay bales have been installed on disturbed slopes.
- 1.3.5 Silt fence has been reinstated at all four quadrants.

1.4 August 19, 2020 – Guiderail Installation

- 1.4.1 Contractor completed installation of long span treatment and type M guiderail posts.
- 1.4.2 Contractor installing end treatments on all four quadrants.
- 1.4.3 Contractor has installed plastic and wooden offset block on wooden posts on south side of structure due to post installation location.

1.5 August 21, 2020 – Demobilization

- 1.5.1 Contractor has demobilized from site and opened road to traffic.
- 1.5.2 Substantial Performance Date recorded as August 21, 2020.
- 1.5.3 Contractor still required to complete concrete cleanup/chipping on distribution slab
- 1.5.4 Contractor still required to install hazard warning signs and plow markers in front of guiderail end treatments
- 1.5.5 Guiderail installation complete however more granular material on shoulders is required.

R.J. Burnside & Associates Limited



Prepared by:
Calum MacKenzie, P.Eng.
Site Inspector

Reviewed by:
Jeremy Cober, P.Eng.
Project Engineer

Distribution:

| | | |
|---------------|------------------------|------------|
| Denise Holmes | Township of Melancthon | Via: Email |
| Craig Micks | Township of Melancthon | Via: Email |

Photo 1:



Distribution Slab Reinforcing

Photo 2:



Pouring Distribution Slab_01

Photo 3:



Pouring Distribution Slab_02

Photo 4:



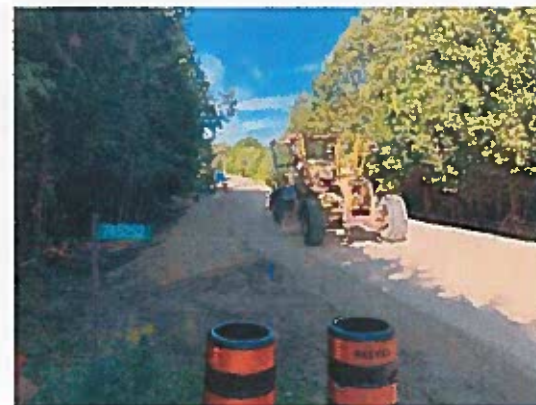
Finishing Distribution Slab

Photo 5:



Burlap on Distribution Slab

Photo 6:



Township Grading Roadway

Photo 7:



Guardrail Installation

Photo 8:



Inlet looking Northwest

Photo 9:



Erosion Control Blankets

Photo 10:



Long span Treatment

Photo 11:



End Treatment

Photo 12:



Erosion Control Measures

July 16, 2020 Council mtg - approved minutes
excerpt -

Committee of Adjustment and reconvene as Council. Carried.

6:36 p.m. - Council reconvened from Committee of Adjustment and took a break and reconvened at 6:42 p.m.

Delegations - Cont.

6:30 p.m. - Michelle Steele, CPA and Murray Short, CPA of RLB Chartered Professional Accountants attended Council and presented and reviewed the 2019 Financial Statements. There was also brief discussion about the Township's Road Management Plan and Staff were asked to put this item on the next Road's Sub-Committee meeting to discuss and make a recommendation to Council to have RLB provide an analysis of the RMP.

Moved by Hannon, Seconded by Thwaites that Council approve the Consolidated Financial Statements for the year ended December 31, 2019 as prepared by RLB, Chartered Professional Accountants. Carried.

Strategic Plan

Staff recommendation was to defer this matter to the August 13th Council meeting

Climate Change Initiatives

1. Dufferin County Climate Change Collaborative (DC4) Minutes - no action taken.
2. Other - nothing further on this.

Police Services Board

1. Report from Denise Holmes, CAO/Clerk - Proposed Tow Truck By-law

The Report was reviewed and discussion ensued and it was felt that more discussion was needed with the Tow Operators. Chair Alan Blundell joined in on the discussion and the comments discussed will be provided to Dufferin OPP Staff Sgt. Randall by Mayor White and Alan Blundell on July 28th – the next teleconference meeting. Councillor Thwaites will also participate in that meeting.

2. Other

Nothing for this.

Committee Reports

Councillor Thwaites gave a verbal report on the Mulmur Melancthon Fire Board meeting held on July 13, 2020 and gave an update on the CDRC Facility re-opening.

Correspondence

G.B
74


Kaitlin Chessell

From: Wendy Atkinson
Sent: Thursday, September 10, 2020 11:11 AM
To: Kaitlin Chessell
Subject: FW: Church Street

FYI



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525
ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

 **Please consider the environment before printing this e-mail** This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

From: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Sent: Thursday, September 10, 2020 10:35 AM
To: Wendy Atkinson <watkinson@melancthontownship.ca>
Cc: Denise Holmes <dholmes@melancthontownship.ca>; Glenn Clarke <Glenn.Clarke@rjburnside.com>
Subject: RE: Church Street

Wendy,

I just got off the phone with Glenn. Here is what we are thinking will be required for Church Street to try and take as much water as possible from flowing out on to the street.

- Ditches on the north side of the road
- Culverts under the driveways on the north side of the road
- Catch Basin at Main Street to capture the water coming down along Church Street and linking into the storm sewer system along Main Street
- Raise the road surface a little – would be good for us to do a survey of the area to get appropriate levels, but we are also conscious of costs to the Township. Raising the road surface will help to push the water into the new ditches.
- Asphalt road surface and Asphalt gutters

I am sorry but we are really busy and will not be able to provide a cost estimate for all of this extra work today. We will do our best to try and get a cost estimate out as soon as we can. I am expecting this might be a week or more. Usually we can put some things aside and work up a cost estimate but this one has some critical parts and we want to make sure it has the details that are needed.

Soon as we have the cost estimate worked up we will send it on to you.

Stay Safe,
Arunas

Arunas Kalinauskas, B.Sc.
Business Manager - Asset Management & GIS


R.J. Burnside & Associates Limited | www.rjburnside.com
Office: +1 800-265-9662 Direct: +1 519-938-3071

Wendy Atkinson <watkinson@melancthontownship.ca>
Sent: Thursday, September 10, 2020 10:22 AM
To: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Subject: RE: Church Street

Thank you.



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525
ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

 **Please consider the environment before printing this e-mail** This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

From: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Sent: Thursday, September 10, 2020 10:05 AM
To: Wendy Atkinson <watkinson@melancthontownship.ca>
Cc: Denise Holmes <dholmes@melancthontownship.ca>; Kaitlin Chessell <kchessell@melancthontownship.ca>
Subject: RE: Church Street

Actually Glenn Clark went out there to meet with Craig, and we were discussing this. I will see if we can get you a final cost estimate for this pulled together today. I will get back to you.

Stay Safe,
Arunas

Arunas Kalinauskas, B.Sc.
Business Manager - Asset Management &
GIS

R.J. Burnside & Associates Limited |
www.rjburnside.com
Office: +1 800-265-9662 Direct: +1 519-938-3071

Wendy Atkinson <watkinson@melancthontownship.ca>
Sent: Thursday, September 10, 2020 9:18 AM
To: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Cc: Denise Holmes <dholmes@melancthontownship.ca>; Kaitlin Chessell <kchessell@melancthontownship.ca>
Subject: FW: Church Street

Good Morning Arunas:


Kaitlin is working on the agenda for the Roads Sub Committee meeting next week.
She is hoping to finalize the agenda today as she is off tomorrow.
Just wondering if you have had time to put anything together regarding Church Street.

Thank you

Wendy



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525
ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

 **Please consider the environment before printing this e-mail** This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

From: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Sent: Wednesday, August 26, 2020 10:13 AM
To: Wendy Atkinson <watkinson@melancthontownship.ca>
Cc: Denise Holmes <dholmes@melancthontownship.ca>; Kaitlin Chessell <kchessell@melancthontownship.ca>
Subject: RE: Church Street

Thanks Wendy,

Yes I will get back to you I hope before the end of the week with a cost breakdown for review of the Church Street upgrades and costs:

- Engineering
- Potential Storm Water needs
- If any environmental impact
- Review of cost and timing of the project

Hope everyone is still doing well.

Stay Safe,
Arunas

Arunas Kalinauskas, B.Sc.
Business Manager - Asset Management &
GIS

R.J. Burnside & Associates Limited |
www.rjburnside.com
Office: +1 800-265-9662 Direct: +1 519-938-3071

Wendy Atkinson <watkinson@melancthontownship.ca>
Sent: Wednesday, August 26, 2020 10:06 AM
To: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Cc: Denise Holmes <dholmes@melancthontownship.ca>; Kaitlin Chessell <kchessell@melancthontownship.ca>
Subject: Church Street

Good Morning Arunas:

The Roads Sub-Committee held a meeting on August 19, 2020 and one of the items on the agenda was the resurfacing of Church Street.

The Road Management Plan has Church Street scheduled for rehabilitation in 2024 with an estimate of \$31,460.

The Committee discussed the work that would be needed and feel it should be looked at with an engineer as there are curve and drainage issues and

Craig feels a storm drain may be required. The Committee has asked that I contact you and request an costing update with engineering costs included

and if there are any environmental impacts to consider and why this was not scheduled until 2024 when they feel the road is in current need of repair.


The Committee doesn't feel that the estimate of \$31,460 will cover the required upgrades.

Regards

Wendy



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525
ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

 ***Please consider the environment before printing this e-mail*** This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

Kaitlin Chessell

From: Denise Holmes
Sent: Monday, August 31, 2020 11:51 AM
To: 'Gord Grant'
Cc: [REDACTED]; George Van Kampen; 'Gail Little'; Leo Blydorp; Dufferin; Kaitlin Chessell
Subject: RE: Concerns regarding Farm Equipment Speeding through the Hamlets

Hi Gord,

No, we don't have any Hamlets posted below 40 kph with slowing moving vehicle signs.

I would like to invite you, et al, to attend our next Roads Sub-Committee meeting for a more thorough discussion on this matter. The next meeting is Wednesday, September 16th and I can book the Delegation for 2:00 p.m. The meeting will be held via ZOOM. Please let me know who all will be in attendance, so that I can send out the invite to the meeting.

Thank you.

Denise B. Holmes, AMCT
CAO/Clerk, Township of Melancthon
519-925-5525 Ext. 101

From: Gord Grant <gord.grant@ofa.on.ca>
Sent: Friday, August 21, 2020 2:22 PM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: [REDACTED]; George Van Kampen [REDACTED]; 'Gail Little' [REDACTED]; Leo Blydorp [REDACTED]; Dufferin [REDACTED]
Subject: RE: Concerns regarding Farm Equipment Speeding through the Hamlets

Hi Denise,
Are any hamlets posted below 40 kph the maximum speed that farm equipment is allowed to travel with slow moving vehicle signs?
Is the committee certain that farmers resident to Dufferin are the "speeders" as several farmers rent several properties who reside outside of the county? They may be the most likely to be in a hurry and most likely the ones with the tractors that can "speed."
Likely the greatest safety issue on the roads is impatient commuters putting themselves and farmers at risk. Can we have a discussion about Slow Moving Vehicle notices posted on Melancthon roads to improve awareness?
Lots to talk about regarding farm equipment and road safety. I'm sure DFA would invite a more detailed discussion.

Thanks,

Gord Grant
Member Service Representative
Wellington, Waterloo, Dufferin

Tel: 1.877.343.5444

gord.grant@ofa.on.ca

Ontario Federation of Agriculture

Ontario AgriCentre
Suite 206 - 100 Stone Road West
Guelph, ON N1G 5L3



From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: August 20, 2020 2:06 PM
To: Gord Grant <gord.grant@ofa.on.ca>
Subject: Concerns regarding Farm Equipment Speeding through the Hamlets

Hello Grant,


At the Roads Sub-Committee meeting held on August 19th, the Sub-Committee directed Staff to send a note off to the Dufferin Federation of Agriculture regarding farm equipment speeding through the Hamlets in our Township. They wondered if these concerns could be communicated to the Members?

Should you have any questions regarding the above, please do not hesitate to contact me.

Thank you.

Regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |
dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | www.melancthontownship.ca |
 **Please consider the environment before printing this e-mail** This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.