



**ROADS SUB-COMMITTEE ELECTRONIC MEETING
WEDNESDAY, OCTOBER 21, 2020 - 1:30 P.M.
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/87275639999?pwd=dWRRU1k2eUY1bjZjbFgvajlQMmpsdz09>

Meeting ID: 872 7563 9999

Passcode: 019573

One tap mobile

+14388097799,,87275639999#,,,,,0#,,019573# Canada

+15873281099,,87275639999#,,,,,0#,,019573# Canada

Dial by your location

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+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

Meeting ID: 872 7563 9999

Passcode: 019573

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

Be it resolved that the agenda be approved as _____.

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Approval of Draft Minutes - September 16th, 2020 & September 23rd, 2020

Be it resolved that the minutes of the Roads Sub-Committee meeting held on September 16th, 2020 and the Special Roads Sub-Committee meeting held on September 23rd, 2020 be approved as circulated.

5. Business Arising from Minutes
6. Correspondence Items

7. General Business
 1. Update from Public Works Superintendent
 2. NVCA Inquiry about potential parking lot
 3. Highway 10 & 3rd Line intersection Inquiry
 4. Other/Additions
 5. Unfinished Business
 1. Church Street Resurfacing
 2. 2021 Road Projects
 3. Timeline for County Road 21 Construction 2021 (Councillor Hannon)
8. Delegations
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.

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.

Kaitlin Chessell

From: NVCA Permits <Permits@nvca.on.ca>
Sent: Thursday, October 1, 2020 10:25 AM
To: Kaitlin Chessell
Cc: NVCA Permits
Subject: RE: Township of Melancthon - Inquiry

Good morning Kaitlin,

Comments from NVCA would be site specific. If you have a lot, or lots in mind, please advise so we can provide information to you based on the regulations on the specific lot.

Kind regards,

Morgen Wilson | Development Review Coordinator

Nottawasaga Valley Conservation Authority

8195 8th Line, Utopia, ON L0M 1T0
T 705-424-1479 ext. 222 | F 705-424-2115
mwilson@nvca.on.ca | nvca.on.ca

Important note: I am currently working remotely as the Nottawasaga Valley Conservation Authority is taking preventative measures to limit the spread of COVID-19. You may experience some delays or disruptions as we follow recommendations of public health experts.

Stay the Course

1. Wash hands
2. Social distance and use masks when distancing is not possible
3. Respect Others
4. Shop Local

To see if your property is regulated by the NVCA, use our Interactive Property Map at <http://www.nvca.on.ca/planning-permits/interactive-property-map>

To find out if your property may be affected by NVCA policies and regulations, complete our online property inquiry form at <http://www.nvca.on.ca/planning-permits/property-inquiries>

For more information about the permit process, visit our website at https://www.nvca.on.ca/Pages/Permit_FAQs.aspx

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From: Kaitlin Chessell [<mailto:kchessell@melancthontownship.ca>]
Sent: Wednesday, September 30, 2020 11:27 AM
To: admin <admin@nvca.on.ca>
Cc: Denise Holmes <dholmes@melancthontownship.ca>
Subject: Township of Melancthon - Inquiry

Good Morning,

At the Township of Melancthon's recent Roads Sub-Committee Meeting it was discussed that we may in the future look at purchasing land on Main Street of Horning's Mills in Melancthon. We would want to turn this land into a parking lot for the Village but it would likely be within the Nottawasaga Valley's regulation limit and would have to be permitted by you in order for it to go forward. We don't have a specific piece of land in mind at this moment but most lots along this street are regulated by your conservation and we were inquiring to see if a parking lot would be something that you would permit on a lot along that street?

Thank you for your time.

Kaitlin Chessell



Kaitlin Chessell | Administration and Finance Assistant | Township of Melancthon |

kchessell@melancthontownship.ca | PH: 519-925-5525 ext 104 | FX: 519-925-1110 | www.melancthontownship.ca |

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Denise Holmes

From: Denise Holmes
Sent: Friday, October 9, 2020 2:25 PM
To: Denise Holmes
Subject: Third Line & Hwy 10 Intersection

From: Steve Wever <swever@gspgroup.ca>
Sent: Friday, October 9, 2020 11:10 AM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>; Jim Moss <jmoss@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Hi Denise, it's a good question and we will check again with MTO why that cannot be changed to 60 or 50 km/hr. Unfortunately the Town can't change the posted speed limit as it is entirely MTO jurisdiction on that section of highway, and the Town's connecting link does not start until the existing 50 km/hr zone and the green "CL" sign north of Susan Street/Fiddle Park Lane. In past when the intersection for Summerhill was created MTO would not support reducing to 60 km/hr or extending the 50 km/hr zone further north, but we did request that.

Thanks,
Steve



Steve Wever, MCIP, RPP
Associate - Senior Planner

GSP Group Inc.
P 519 569 8883 ext. 228
C 519 497 9023
swever@gspgroup.ca
72 Victoria Street South
Kitchener, ON, N2G 4Y9
[twitter](#) | [instagram](#) | [linkedin](#)

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: Friday, October 9, 2020 9:49 AM
To: Steve Wever <swever@gspgroup.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>; Jim Moss <jmoss@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Thanks Steve,

I have received the below from the Councillor that was seeking the update:

Subject of Road - might we be able to obtain explanation from Shelburne as to why Speed limit is remaining 70. Interesting that coming into Shelburne on 89 (flat and straight) east that speed limit drops before the lights at 124 (my guess will drop even earlier once new intersection in east of 124). Speed limit from west on 89 drops to 50 km well before entering Shelburne on a flat straight stretch.
How is it on Hwy 10 on big curve with blind spot coming into the 3rd Line/col Phil road do the traffic engineers rationalize a 70 km limit.

Thank you.

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

From: Steve Wever <swever@gspgroup.ca>
Sent: Thursday, October 8, 2020 5:35 PM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>; Jim Moss <jmoss@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Hi Denise,

I finally heard back from Cole Engineering on these questions and they advised as follows:

- Construction is planned to start mid May 2021, and last up to November 2021.
- Permanent speeds changes are not being proposed, only temporary speed reductions through the construction zone is being proposed during construction.

Based on the signage plan submitted by Cole Engineering as part of the intersection design package, the speed limit will remain 70 km/hr through the intersection with the posted speed signs remaining where they are on Highway 10, and that the speed limit on the Third Line curve coming into the intersection will remain 40 km/hr.

Here is a link to the complete drawing set:

Link expires 30/10/2020:

<https://ftp.coleengineering.net/?ShareToken=18F53F6E7B1CC10AD26E8E659F37EA25C7DFE332>

Thanks,
Steve



Steve Wever, MCIP, RPP
Associate - Senior Planner

GSP Group Inc.
P 519 569 8883 ext. 228
C 519 497 9023
swever@gspgroup.ca
72 Victoria Street South
Kitchener, ON, N2G 4Y9
[twitter](#) | [instagram](#) | [linkedin](#)

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: Thursday, October 1, 2020 12:58 PM
To: Steve Wever <swever@gspgroup.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>; Jim Moss <jmoss@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Thanks Steve.

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

From: Steve Wever <swever@gspgroup.ca>
Sent: Thursday, October 1, 2020 12:19 PM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>; Jim Moss <jmoss@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Hi Denise,

Still waiting on a response from Cole Engineering regarding the posted speed limits / signs – I will follow up.

As of this week I was informed that MTO is requiring the signalization and intersection works to be postponed to the spring of 2021 as they are concerned there is insufficient time to get paving work completed before winter. It's looking like there will not be any work done until next year. The owners are now seeking approvals to allow just the new Tim Horton's to open still this year but that will require MTO and Town approvals and an understanding of how traffic flows will be managed in the interim condition until the signals and turning lanes can be completed in the Spring.

Thanks,
Steve



Steve Wever, MCIP, RPP
Associate - Senior Planner

GSP Group Inc.
P 519 569 8883 ext. 228
C 519 497 9023
swever@gspgroup.ca
72 Victoria Street South
Kitchener, ON, N2G 4Y9
[twitter](#) | [instagram](#) | [linkedin](#)

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: Thursday, October 1, 2020 9:52 AM
To: Steve Wever <swever@gspgroup.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Hi Steve,

I just wondered if you were able to get an update on this matter.

Thanks.

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

From: Steve Wever <swever@gspgroup.ca>
Sent: Wednesday, September 9, 2020 2:00 PM
To: Jim Moss <jmoss@shelburne.ca>; Denise Holmes <dholmes@melancthontownship.ca>; Roads <roads@melancthontownship.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Hi Denise,

I have asked the plaza developers and their engineering consultants Cole Engineering for an update on the timing of this project. I don't think there are any changes to the speed limit with the improvements but they might be adjusting the posted speed limit sign locations as there are several signs to be removed and relocated – I've asked Cole Engineering to confirm and will get back to you when we have a response with further details on these items from Cole.

Thanks,
Steve

GSP Group and Hilton Landmark offices are open but some staff are working remotely. Please contact me using email and/or cellphone.



Steve Wever, MCIP, RPP
Associate - Senior Planner

GSP Group Inc.
P 519 569 8883 ext. 228
C 519 497 9023
swever@gspgroup.ca
72 Victoria Street South
Kitchener, ON, N2G 4Y9
[twitter](#) | [Instagram](#) | [linkedin](#)

From: Jim Moss <jmoss@shelburne.ca>
Sent: Thursday, September 3, 2020 4:22 PM
To: Denise Holmes <dholmes@melancthontownship.ca>; Steve Wever <swever@gspgroup.ca>; Roads <roads@melancthontownship.ca>
Cc: Denyse Morrissey <dmorrissey@shelburne.ca>
Subject: RE: Third Line & Hwy 10 Intersection

Good afternoon Denise.

Steve is taking a little extra time with the long weekend so I will give you a quick update and Steve can follow it up when he is back.

Intersection improvements with the signalization needs to be completed before the occupancies can be given for the buildings/businesses in the plaza, so nothing can be open without the intersection being completed. This was a stipulation from MTO. We have not received a work schedule from the development yet as to when the work will begin, however I do believe they want to still start this year. Construction was shut down for a while at the start of the Emergency Orders with COVID which slowed their progress. We were worried that we would have all three developments on the three ends of town wanting to do work at the same time crippling traffic. They did manage to stagger these start times which was good. I do not recall a speed reduction tied to this intersection upgrade, however the

Town is independently requesting a speed reduction of all of our Connecting Link roads within town (10 and 89 Highways) which would have some affect on speed limits further out. Since COVID -19 the back and forth on this request has stalled and we have no heard anything further in months since MTO Staff have been working from home.

I hope this helps in the short term until Steve is back.

Thank you.

Jim Moss, Director, Development and Operations | Phone: 519-925-2600 Ext 227 | Fax: 519-925-6134 | jmoss@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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A People Place. A Change of Pace
SHELburne
ONTARIO. CANADA

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19.

While our municipal office at Town Hall was closed to the public on March 17th, 2020, serving the public is of utmost importance to us. Our administration staff team is working together to utilize technology to continue to meet the public's needs while ensuring everyone's health is a priority.

Working remotely does present some challenges. We ask for your patience while we work through this turbulent time.

We are encouraging everyone to take advantage of digital processes. The best way to reach staff is by email. Staff will be checking our emails and voicemails regularly, however a delay in a response could occur.

Thank you for your patience. Stay healthy!

From: Denise Holmes <dholmes@melanctontownship.ca>

Sent: Thursday, September 3, 2020 2:46 PM

To: 'Steve Wever' <swever@gspgroup.ca>; Roads <roads@melanctontownship.ca>

Cc: Jim Moss <jmoss@shelburne.ca>

Subject: RE: Third Line & Hwy 10 Intersection

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Hello Steve,

I had a call from a Councillor today asking for an information update on this intersection, as there are concerns about the traffic there as of late.

Could you provide me with a timeline report of when improvements will be done to the intersection? Also, will there be any speed limit reductions on Highway 10, as vehicles are approaching this intersection coming South that you know of?

Thank you.

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

—

Denise Holmes

From: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Sent: Tuesday, September 29, 2020 2:02 PM
To: Wendy Atkinson; Roads
Cc: Denise Holmes; Glenn Clarke
Subject: FW: Church Street Improvements
Attachments: Church Street.pdf

Wendy & Craig,

I am not sure if Glenn Clark forward this information to you or not. I am sorry but I was on vacation when I received it. Please feel free to contact me with any questions you may have. Glenn is off on holidays this week, but back next week if you would like to contact him then.

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

From: Glenn Clarke <Glenn.Clarke@rjburnside.com>
Sent: Tuesday, September 22, 2020 9:33 AM
To: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Subject: FW: Church Street Improvements

Morning Arunas, Public Works met last Thursday, I talked with Craig prior to the meeting and told him it could be \$100,000. Here it is for your review, edits and send on to Melancthon.

Glenn Clarke met with Craig Micks on site to review the proposed works on September 3 2020 and also attended the site on Sunday September 13,2020 after a heavy rainfall the night prior. A large quantity of gravel had eroded from the driveway of house 25 and washed out onto the travelled road.

Existing Conditions

The majority of the driveways on Church Street slope into the edge of asphalt of the existing road. During heavy rainfall events water ponds on the road and overtops the road and flows in a southerly direction through some rear yards and discharges out to Main Street. Some of the surface water flows down the north side of Church Street and not certain it enters the ditch inlet catch basin on the north west corner of Church and Main or flows out onto Main Street. The erosion along the edge of the asphalt seems minor in nature compared to the gravel from driveways that are washed onto the road surface.

Driveway repair.

We would recommend that the Township approach the homeowners of Houses 21 and 25 to obtain permission to regrade the driveways with slope from west to east and construct a shallow swale on the east side of the driveway to accept the surface flow of water from the driveways. The swale should have topsoil applied complete with staked sod. Estimated cost \$5,000. Not included in total estimate.

Improvement Options,

The existing driveways are sloping to the edge of asphalt are problematic and causes erosion along the edge of asphalt. The road needs to be raised in order to have a low point in the driveway that is off set 2 metres away from the edge of the paved road. The road needs to be raised 0.1 to 0.15 for most driveways and about 0.30 metres at House 25 driveway. The road surface should be sloped from the south to the north to prevent overtopping of the road during heavy rain fall events. The cost to pulverize, add granular, pave and sod the boulevard is estimated at \$25,000

Drainage issues on the south side of Church Street.

The only area of drainage concern is along the frontage of House 30. The driveway and boulevard are both higher than the road which directs surface drainage to the edge of the asphalt. This could be resolved by excavating a ditch north and south of the driveway and placement of a driveway culvert. The cost to construct a ditch, topsoil and sod place culvert is estimated at \$6,000

Drainage on north side of Church.

There is a buried culvert that extends from the existing ditch inlet catch basin at Main Street and terminates at easterly limit of house 17. The end of the pipe is buried by soil and gravel. We are unsure if the pipe could be cleaned and salvaged. If this pipe could be salvaged and used to convey the drainage to the catch basin this would be the most economical option. The north side of the street could be ditched and culverts placed in each driveway at an estimated cost of 15,000.

The most costly option would be to install a storm sewer pipe from Main Street to just west of house 29 with 4 catch basins placed on the upstream side of the driveways. This option has an estimated cost of \$70,000.

The estimated cost of upgrades range from \$46,000 to \$102,000

Asphalt gutter has not been included in the estimate. With the 4 metres wide road asphalt gutters are not recommended. If the storm sewer catch basin option is preferred the catch basins could be installed in a grass swales offset 1.5 to 2 metres off the edge of asphalt in a shallow grass swale.

The estimated cost to use the existing culvert outlet and install driveway culverts and ditch is \$46,000

The estimated cost to place culvert in driveway at house 30 with ditching and install new storm sewer on the north side of Church Street is \$102,000.



CONVERT AND
PITCH SOUTH
SIDE.
NEW STORM.
SEWER AND
CATCH BASINS
NORTH SIDE
\$102,000

Kaitlin Chessell

From: Mike Hooper <mhooper@dufferincounty.ca>
Sent: Wednesday, September 30, 2020 4:24 PM
To: Kaitlin Chessell
Cc: Denise Holmes; Scott Martin
Subject: RE: County Road 21 Timeline for 2021

Good afternoon Kaitlin,

Typically we complete our work starting the second of week of July through to the end of August. We will do our best to work around the Township's schedule.

Please let us know if you would like to further discuss scheduling as we get closer to next year's construction season.

Mike Hooper, C.E.T. | Manager of Engineering | Public Works Department | County of Dufferin
Phone: 519-941-2816 Ext. 2604 | mhooper@dufferincounty.ca | 55 Zina Street, Orangeville, ON L9W 1E5

From: Kaitlin Chessell <kchessell@melancthontownship.ca>
Sent: Wednesday, September 30, 2020 2:18 PM
To: Mike Hooper <mhooper@dufferincounty.ca>
Cc: Denise Holmes <dholmes@melancthontownship.ca>
Subject: County Road 21 Timeline for 2021

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Hi Mike,

The Roads Sub-Committee has asked me to reach out to you in regards to the County's plans for working on County Rd 21 next year. We are looking at resurfacing 5th Line OS next year but that will depend on when the County Rd 21 work is being done. Please let me know a timeline for the County Rd 21 project so I can advise the Road Sub-Committee on whether it is possible to do our road work after County Rd 21 is completed.

Thank you.

Kaitlin Chessell



Kaitlin Chessell | Administration and Finance Assistant | Township of Melancthon |

kchessell@melancthontownship.ca | PH: 519-925-5525 ext 104 | FX: 519-925-1110 | www.melancthontownship.ca |

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