

**TOWNSHIP OF CHISHOLM**

**PUBLIC WORKS COMMITTEE MEETING**

**TUESDAY, JANUARY 26<sup>TH</sup>, 2016**

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Chair Walter Ross with Mayor Leo Jobin and Councillors David Hodgins, and Nunzio Scarfone present. Councillor Chris Jull was absent with regret. Guests in attendance were Steve Aiken, P. Eng., Knight Piésold Consulting, and David Durocher. Staff members present were Public Works Supervisor Real Gauthier and Clerk-Treasurer Linda Ringler.

**DECLARATION OF PECUNIARY INTEREST** – None noted

**APPROVAL OF AGENDA**

With the approval of the Committee, a list of items from Chair Walter Ross was added to the *Agenda*.

**Resolution 2016-01 (PWC)**

Leo Jobin – David Hodgins: Be it resolved that the *Agenda* for this meeting be approved as presented and amended. **‘Carried’**

**APPROVAL OF MINUTES**

**Resolution 2016-02 (PWC)**

David Hodgins – Leo Jobin: Be it resolved that the Minutes of the December 8<sup>th</sup>, 2015 Public Works Committee meeting be adopted as printed and circulated. **‘Carried’**

**BUSINESS ARISING FROM MINUTES** - None

**CITIZEN’S PETITIONS AND DEPUTATIONS**

Steve Aiken was in attendance to present to the Committee, the 2015 Monitoring Well Report for the Chisholm Landfill Site. Mr. Aiken summarized the findings of the Report, and provided a recommendation for the installation of new wells when the fill area starts to expand, and the

decommissioning of some of the existing wells. Mr. Aiken suggested that funds could be set aside in the budget over the next two years to cover the costs when the wells are required.

**Resolution 2016-03 (PWC)**

Leo Jobin – David Hodgins: Be it resolved that the Monitoring Well Report prepared by Knight Piésold Consulting, be accepted as presented. **‘Carried’**

As a result of some information provided by Mr. Aiken, staff was asked to investigate funding opportunities available through the Green Municipal Fund.

**COMMITTEE/STAFF PRESENTATIONS/REPORTS**

**Resolution 2016-04 (PWC)**

David Hodgins – Leo Jobin: Be it resolved that Public Works Supervisor Real Gauthier’s *Activity Report* be accepted as presented. **‘Carried’**

**NEW BUSINESS**

**PUBLIC WORKS**

**ITEMS FROM PUBLIC WORKS CHAIR WALTER ROSS**

**Patrol on Christmas Day** – 7 hours; Clerk-Treasurer Linda Ringler noted that 3 codes had been recorded on the employee’s time slip, but all 7 hours were charged to patrol. The breakdown of hours should have been as follows: 3 – patrol; 2 – brushing; and 2 – hard top patching. The *Overtime Report* was revised accordingly.

The Committee requested that staff advise Bell and Hydro of trees that are on the lines, and keep a record of the time and date these matters are reported.

**Course Bookings** – The training requirements of Public Works Staff were discussed:

- Chainsaw – Two employees are in need of training;
- Pit training – Fifth Wheel can provide training, but no one to sign off on the training;
- First Aid – All employees have training; and
- Propane – Expires February 2016. – Arrangements are being made for this training.

Staff was asked to send a letter to the North Bay-Mattawa Conservation Authority with respect to *Restore Your Shore* planting, to alleviate the concerns of a property owner adjacent to the bridge on Memorial Park Drive, whose property the Township hopes to access to undertake a bridge replacement this year.

**Could there be a spot on the web site for complaints?** This was discussed, and it was decided that complaints would have to be phoned in to the office. Staff was asked to look into options for an answering machine or service.

**Could there be a spot on the web site to let people know what the minimum standards are for snow removal?** Yes, notice will be placed in upcoming *Newsletter*, and put on web site.

**Mailbox Replacement Policy** - A notice was published in the February, 2015 Newsletter regarding the Township's Policy in this regard. Another notice will be placed in the February Newsletter, and commencing next winter, mailboxes will only be replaced by the Township, if damaged by the snowplow trucks and not by flying snow, if the mailboxes have been erected in accordance with proper standards.

## **OTHER PUBLIC WORKS BUSINESS**

### **Resolution 2016-05 (PWC)**

Nunzio Scarfone – Leo Jobin: Be it resolved that the *Public Works Budget Report* for the month of December, 2015, be accepted as presented. **'Carried'**

### **Resolution 2016-06 (PWC)**

Nunzio Scarfone – David Hodgins: Be it resolved that the *Fuel Consumption Reports* for the months of November and December, 2015 be accepted as presented. **'Carried'**

### **Resolution 2016-07 (PWC)**

Nunzio Scarfone – David Hodgins: Be it resolved that the revised *Overtime Report* for the period December 3<sup>rd</sup> – December 30, 2015, be accepted as presented. **'Carried'**

The Committee considered an email from Sal Renshaw asking about the possibility of the Township plowing a wee bit of Laporte Park Road to make a safer place for patrons of the hiking/snow shoe trail to park. Public Works Supervisor Real Gauthier advised that a parking area has been prepared as requested.

## **LANDFILL SITE**

### **Resolution 2016-08 (PWC)**

David Hodgins – Nunzio Scarfone: Be it resolved that the *Environmental Services Budget Report* for the month of December, 2015, be accepted as presented. **'Carried'**

## **OTHER**

## **OPEN FORUM**

During the Open Forum, the following comments were made:

- Advertising the *Minimum Maintenance Standards (MMS)* is a good idea. The roads are cleared sooner around here and people should be aware of this. Township could also provide a link to the MMS.

## **ADJOURNMENT**

### **Resolution 2016-09 (PWC)**

Leo Jobin – Nunzio Scarfone: Be it resolved that we do now adjourn this Public Works Committee meeting to meet again on Thursday, February 25<sup>th</sup>, 2016 at 6:30 p.m. or at the call of the Chair.  
**'Carried'**

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Chairman

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Clerk-Treasurer

## **CHECKLIST OF ITEMS TO BE COMPLETED FROM MEETING**

### **Public Works Supervisor Real Gauthier**

1. Continue to make arrangements for required training.
2. Erect signs at landfill site, where materials are to be placed.

### **Clerk-Treasurer Linda Ringler**

1. Advise Bell and Hydro of trees of lines, and keep a record of time and date reported.
2. Investigate funding opportunities available through Green Municipal Fund.
3. Forward a letter to North Bay-Mattawa Conservation Authority with respect to Restore Your Shore planting and bridge reconstruction project.