

TOWNSHIP OF ADMASTON/BROMLEY  
OPERATIONS COMMITTEE

AGENDA

March 21<sup>st</sup>, 2024

At 6:30 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes –
  - I. January 18, 2024
  - II. February 15, 2024
  - III. March 7, 2024
5. Sand/Salt Shed Report – Additional Information
6. Next meeting
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

**Operations Committee**

Date: Thursday, January 18<sup>th</sup>, 2024 at 6:30 pm

Present: Committee members present were Brian Hamilton (Chair), Michael Donohue, Angela Field, and Keith Gourley.

Kevin LeGris attended virtually.

Staff members present were CAO/Clerk Jennifer Charkavi, Public Works Superintendent (Acting) Steve Visinski, and Treasurer-Deputy CAO/Clerk Kelly Coughlin.

Mr. Brady Neill was in attendance as a guest.

1. Brian Hamilton called the meeting to order at 6:31 p.m.

2. Disclosure of Pecuniary Interest

None at this time

3. Approval of Agenda – 2024-01-01

**Moved by:** Angela Field

**Seconded by:** Keith Gourley

BE IT RESOLVED that the Committee amend the agenda for the January 18, 2024 Operations Committee meeting to include the following report:

- Colton Road Speed Concerns

AND BE IT RESOLVED that the Committee approve the amended agenda for the January 18, 2024 Operations Committee meeting.

“Carried”

4. Adoption of Minutes – October 19, 2023 – 2024-01-02

**Moved by:** Angela Field

**Seconded by:** Keith Gourley

BE IT RESOLVED that the Committee approve the minutes of the Operations Committee meeting held on October 19, 2023.

“Carried”

5. Traffic Speed Policy – 2024-01-03

Staff reviewed the draft policy presented to Committee. Committee discussed and made amendments to the policy to be implemented and brought forth to Council at a future meeting.

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED that Committee recommend to Council to pass a resolution adopting a Traffic Speed Policy as reviewed and amended at the January 18, 2024 Operations Committee meeting.

“Carried”

Traffic Speed Policy – 2024-01-04

The Traffic Speed Policy was amended to include amendments discussed captured in the following resolution:

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED that a petition of a majority of residents along a road segment shall initiate a review of the roadway speed limits;

AND BE IT FURTHER RESOLVED that paragraph 8 be amended to insert the words “or development”;

AND Finally that a new paragraph 1 which identifies the primacy of the Highway Traffic Act.

“Carried”

6. Speed Limit Reduction Request – Micksburg Road– 2024-01-05

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED THAT the Operations Committee recommend to Council to amend the Speed Limit By-Law to reduce the speed on the section of Micksburg Road that falls under the regulations of the Highway Traffic Act reducing the speed to 50 km/hr on the section beginning approximately 200 metres from the intersection of Pit/McGuinty Road travelling through Osceola to approximately 200 metres past McGaghran Road intersection;

AND BE IT FURTHER RESOLVED THAT Committee recommend to Council that the speed limit on the other sections of Micksburg Road, in the jurisdiction of Admaston/Bromley, remain at 80 km/hr.

“Carried”

7. Lynch Road Speed Concerns – 2024-01-06

Committee discussed the Automated Speed Limit Guideline Spreadsheet from the Transportation Association of Canada (TAC) and how staff use the program and actually measure the roads.

**Moved by:** Keith Gourley

**Seconded by:** Angela Field

BE IT RESOLVED THAT Committee recommend to Council that the Speed Limit By-Law be amended to reduce the speed to 70 km/hr on Lynch Road from Stone Road to the intersection of Colton Road, approximately 2 kilometres.

“Carried”

7A. Colton Road Speed Concerns – 2024-01-07

Committee discussed the speed on Colton Road. Staff explained why the speed did not change.

**Moved by:** Keith Gourley

**Seconded by:** Angela Field

BE IT RESOLVED THAT Committee recommend that the speed limit on the Colton Road remain unchanged at 80 km/hr.

“Carried”

8. Next Meeting

To be determined by the chair.

9. Adjournment – 2024-01-08

**Moved by:** Kevin LeGris

**Seconded by:** Angela Field

BE IT RESOLVED that January 18, 2024 Township of Admaston/Bromley Operations Committee meeting be adjourned at 7:18 p.m.

“Carried”

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Chair

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Clerk

TOWNSHIP OF ADMASTON/BROMLEY

**Operations Committee**

Date: Thursday, February 15<sup>th</sup>, 2024 at 6:30 pm

Present: Committee members present were Brian Hamilton (Chair), Michael Donohue, Angela Field, Keith Gourley and Keith Gourley.

Staff members present were CAO/Clerk Jennifer Charkavi, Public Works Superintendent (Acting) Steve Visinski, and Treasurer-Deputy CAO/Clerk Kelly Coughlin.

1. Brian Hamilton called the meeting to order at 6:30 p.m.

2. Disclosure of Pecuniary Interest

None at this time

3. Approval of Agenda – 2024-02-01

**Moved by:** Keith Gourley

**Seconded by:** Michael Donohue

BE IT RESOLVED that the Committee approve the agenda for the February 15, 2024 Operations Committee meeting.

“Carried”

4. Lynch Road Speed Report – Concerns Addressed – 2024-02-02

Staff reviewed the concerns that were brought forward to Council by a resident on Lynch Road. Staff identified the concerns and that the speed remains unchanged from the original 70 km/hr that was initially identified by the TAC program tool.

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED that the Operations Committee receive the Lynch Road Speed report – Concerns Addressed, as information.

“Carried”

8. Next Meeting

To be determined by the chair.

9. Adjournment – 2024-02-03

**Moved by:** Angela Field

**Seconded by:** Kevin LeGris

BE IT RESOLVED that February 15, 2024 Township of Admaston/Bromley  
Operations Committee meeting be adjourned at 6:40 p.m.

“Carried”

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Chair

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Clerk

## TOWNSHIP OF ADMASTON/BROMLEY

### Operations Committee

Date: Thursday, March 7<sup>th</sup>, 2024 at 6:30 pm

Present: Committee members present were Brian Hamilton (Chair), Michael Donohue, Angela Field, Keith Gourley and Keith Gourley.

Staff members present were CAO/Clerk Jennifer Charkavi and Public Works Superintendent Steve Visinski.

1. Brian Hamilton called the meeting to order at 6:31 p.m.

2. Disclosure of Pecuniary Interest

None at this time

3. Approval of Agenda – 2024-03-01

**Moved by:** Angela Field

**Seconded by:** Kevin LeGris

BE IT RESOLVED that the Committee approve the agenda for the March 7, 2024 Operations Committee meeting.

“Carried”

4. Sand/Salt Shed – 2024-03-02

Staff reviewed the sand/salt shed report. Staff noted that the sand/salt shed has now failed, there are holes in the roof and we are no longer able to replace the shingles. Staff also noted that the sand/salt shed no longer houses the sand/salt mix that we need. Staff also noted that the rain affects the salt making it runoff, as well, all materials need to be housed to prevent contamination.

Mayor Donohue noted that due to the degradation noted in the report and the verbal comments identifies that this sand dome should have been replaced many years ago. Staff responded yes that it should have been replaced many years ago. Staff also noted that the Stone Road sand/salt dome is also in a very bad state.

Committee had concerns revolving around the costs and if the sand/salt domes could be shared with another neighbouring community. Committee also wondered if the Township could operate with only one sand/salt shed in a centralized location?

Staff were directed to investigate the costs associated with moving the sand/salt sheds, including costs for driving the distance to get to Admaston/Bromley roads and the dangers of driving a snowplow to these roads as well as the possibility of sharing a shed and how the minimum maintenance standards will be maintained.

Staff also noted that the sand/salt shed has a discounted price for the month of March of 5%.

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED that the resolution directing staff to proceed with the procurement of a replacement sand/salt storage facility to a future committee meeting, pending a discussion with neighbouring municipalities, and the provision of information as to the costs and/or benefits of a single storage facility.

“Carried”

8. Next Meeting

To be determined by the chair.

9. Adjournment – 2024-03-03

**Moved by:** Angela Field

**Seconded by:** Kevin LeGris

BE IT RESOLVED that March 7, 2024 Township of Admaston/Bromley Operations Committee meeting be adjourned at 7:00 p.m.

“Carried”

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Chair

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Clerk



**Township of Admaston/Bromley**

**477 Stone Road, R.R. #2**

**Renfrew, ON**

**K7V 3Z5**

**E-Mail Address – info@admastonbromley.com**

**613-432-2885 Stone Road Office  
613-432-4052 Fax**

**613-432-3175 Stone Road Garage  
613-646-7918 Cobden Road Garage**

**REPORT**

Date: March 21, 2024  
To: Operations Committee  
From: Steve Visinski  
Re: Cobden Road Sand Shed

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**Background:**

Going back to March 7<sup>th</sup> Operations Committee meeting, staff brought forward the request for a new sand/salt shed at the Cobden Road patrol yard. During conversations it was also made aware that the Sand Dome at the Stone Road Patrol yard was also needing the same repairs in the near future, by 2026.

The estimated cost of repairs to the current structure sand dome were \$320,000.00 and the approximate cost for a new shed are \$450,000.00. The new shed is larger in size thus having the storage to house all needed materials for the season as the current sizes are not meeting those needs in recent years. There were questions brought forward pertaining to the possibility of having only one sand/salt shed as well as shared facilities with neighbouring Municipalities.

**Discussion:**

Staff reached out to three neighbouring Municipalities, Whitewater Region and The Township of Horton as well as the County of Renfrew Cobden Patrol to discuss the possibilities of a shared sand/salt shed facility.

In conversations with Whitewater Regions Manger of Public Works Lane Cleroux he felt this would be very difficult to have a shared sand/salt shed with them. Some of the issues were as follows: having to weigh materials to keep separate billing, loading issues and opening of garages for different shifts and the extra driving distance for trucks/staff would not allow them to have enough driving hours there for the possibility of not meeting their Minimum Maintenance Standards (MMS). Whitewater Region is also currently looking at building a new shed to house separate salt storage that's required. Mr. Cleroux also provided information that a new set of weigh scales currently

cost approximately \$100,000.00 as they had just installed a unit last year and this would be needed for shared services.

Speaking with the Township of Horton Public Works Manager Adam Knapp he had the same concerns. Primarily the geographic locations are just not feasible from an operational standpoint. Mr. Knapp also stated that they currently only have one sand dome, but with the increase of homes being constructed in their Township they are currently looking at the possibility of a second remote location to meet their winter needs and to save on traveling times for sand/salting materials.

The Public Works Superintendent for the County of Renfrew Cobden Patrol Yard, Barry McIntyre brought up many of the same concerns. Some being the different shifts staff work, having issues with opening garages at different hours. The Counties standard of roads is higher than the surrounding Municipalities and are all paved surfaces. They use mostly pure salt instead of sand/salt mixtures and when using the sand mixtures, they have a greater percentage of salt added to the sand. This type of mixture could not be used on our gravel surfaces as it would thaw the roads surface creating soft areas for plowing operations. The garage would need to be so large to house the different types and formulas of materials that it would also not make sense.

Admaston/Bromley has four (4) tandem snow plows and over many years have created specific routes to best accommodate for all optional operating efficiencies. These routes are based on travel times, distances and the capabilities of having enough materials (sand/salt) per section of the route. This allows for the least amount of back tracking over the same roads as possible and not driving a great distance with an empty truck. Driving with an empty tandem truck during winter conditions adds great safety concerns for operators. A normal winter event takes approximately 8 hours to complete a route per tandem truck. It is important to note drivers are only capable of driving up to 13 hours per shift as per Highway Traffic Act.

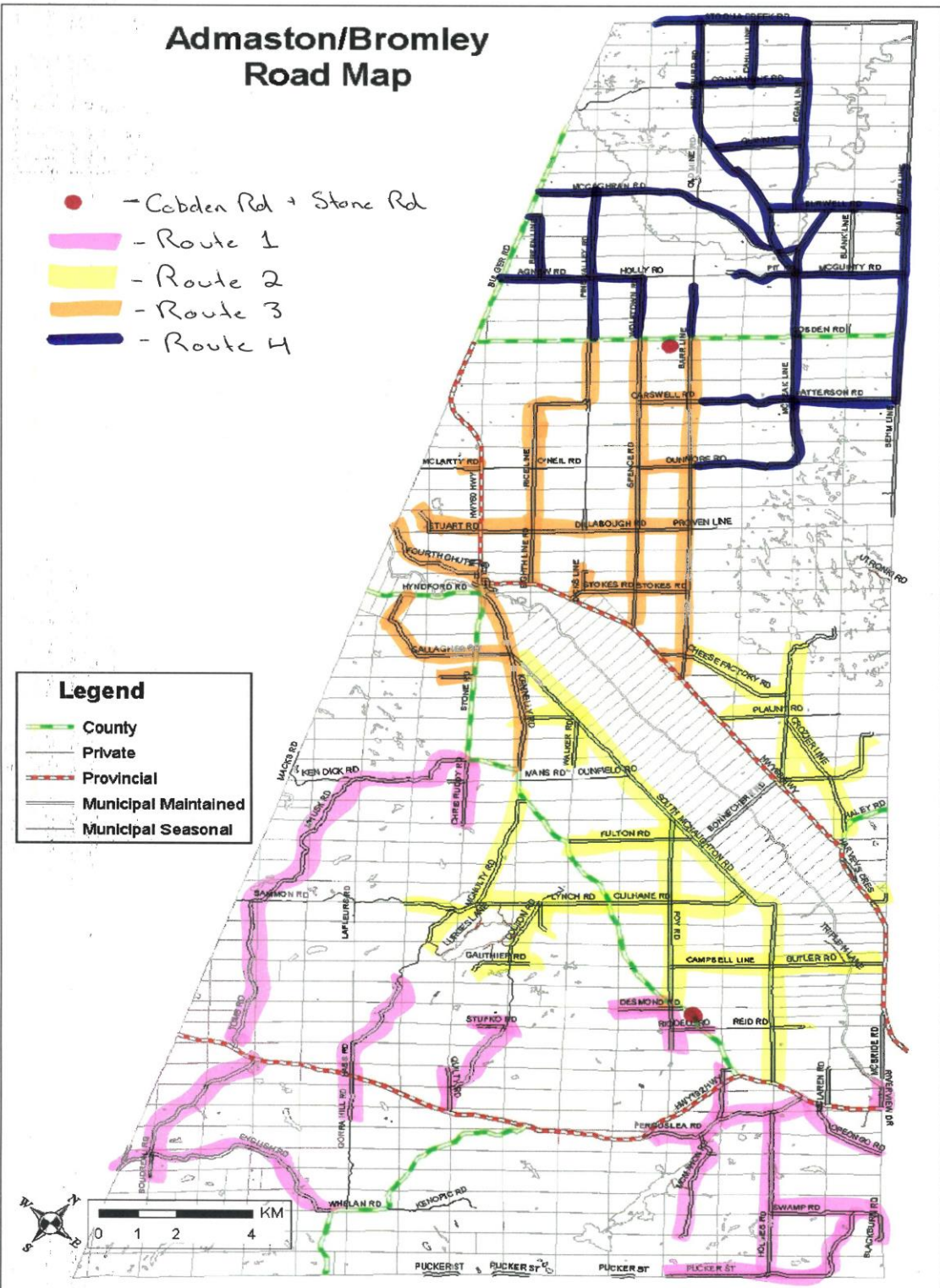
Below is a map of the four different snow plow routes for reference. It can be noticed that both locations of sand domes are centrally located between each route.

# Admaston/Bromley Road Map

- - Cobden Rd + Stone Rd
- Route 1
- Route 2
- Route 3
- Route 4

**Legend**

- County
- Private
- Provincial
- Municipal Maintained
- Municipal Seasonal



An average special weather event consists of five (5) loads of sand/salt per route per tandem. There is an average of 23 special weather events per year with 13 more outings for cleaning up after storms. This is an average of 36 outings per year and 8 hours per outing. With the possibility of having only one sand/salt shed at the Cobden Road location Route #1 would consist of two (2) extra hours of traveling time per load of sand. With the 5 loads this would add 10 extra hours to the 8-hour normal day, creating an 18 hour work day, which exceeds the driving limit as noted above. This would be then 360 extra hours per year for Route 1.

Route #2 would consist of 1 extra hour of traveling time per load of sand. 5 extra hours on top the 8-hour normal day. 13 hours to complete one route. 180 extra hours per year for Route 2.

A total of 540 extra staff hours per season x \$25.00 per/h = \$13,000.00 (does not include Employer Benefit costs).

An average of 31 liters/h of fuel x 540 hours = 16,740 extra liters of fuel x \$1.40 per/L = \$23,436.00. Three extra oil changes per year at \$200.00 per change = \$600.00 for both Tandem Trucks.

These amounts do not include any extra wear and tear on vehicles or the possible need for an additional vehicle and early replacement of more worn vehicles and an extra employee to meet Minimum Maintenance Standards (MMS) and employee drive times.

An additional total of \$46,063.00 per season if the Township decided to have only one sand shed at the Cobden Road location. These extra costs would pay for a new or second structure in less than 10 years.

During discussions at the March 7 Operations Committee meeting, there were suggestions of having one centrally located sand/salt shed in the middle of the Township. This also raises concerns as the Township would then have to have one centrally located garage for equipment and vehicles to be housed in the same location as the sand/salt. This would come with the same additional operational costs as stated above as well as extra costs to purchase property and a heated building to house equipment and vehicles. Not having the snow plow equipment in the same location as material would be extremely challenging when weather conditions can change unpredictably at any time and driving extra distances to get material could be unsafe. The cost of a new garage is estimated to be much higher than the cost of building two sperate sand/salt sheds.

### **Financial Implications:**

Approximately \$450,000.00 complete installation of foundation walls, steel structure, tarp style roof and asphalt floor.

**People Consulted:**

CAO/Clerk

Treasurer-Deputy CAO/Clerk

LAS ( Sarah Hubble-Client Relations Manager )

Lane Cleroux ( Manager of Public Works for Whitewater Township )

Adam Knapp ( Public Works Manger for The Township of Horton )

Barry MacIntyer ( Public Works Superintendent for the County Of Renfrew )

**Recommendation for Committee:**

BE IT RESOLVED THAT the Operations Committee recommends to Council to proceed with the staff proposed rectangle style sand/salt shed through LAS Canoe Procurement Program for the complete installation of the foundation walls, steel structure, tarp style roof and asphalt floor.