



**MINUTES**  
**Public Works Committee**  
**Tuesday, November 28, 2023**  
**Council Chambers 7:30 p.m.**

**PRESENT:** All members of the Public Works Committee were in attendance this evening with the exception of Darrell Carson.

Mayor MacKenzie (ex-officio)

**STAFF PRESENT:** Ryan Frew, Director of Public Works, Recording Secretary

**MEDIA PRESENT:** Nil.

1. **Call to Order and Roll Call**  
We acknowledge that we are on the unceded territory of the Algonquin Anishinaabe Peoples.
2. **Disclosure of Pecuniary Interest and the General Nature Thereof**  
Nil
3. **Adoption of the Agenda**
  - 3.1 Dated November 28, 2023

**RECOMMENDATION-54-2023**

Moved by Councillor Robert Campbell, seconded by Fraser Campbell  
*THAT the agenda dated November 28, 2023 be adopted.*

**CARRIED.**

4. **Delegations and Presentations**  
Nil.
5. **Adoption of Committee Minutes**
  - 5.1 October 19, 2023 - Public Works Committee

**RECOMMENDATION-55-2023**

Moved by Councillor Robert Campbell, seconded by Rod Cameron  
*THAT the minutes of October 19, 2023 Public Works Committee Meeting be adopted.*

**CARRIED.**

**6. Matters Arising From Previous Meeting Minutes**

## 6.1 October 19, 2023 - Public Works Committee Minutes

Mayor MacKenzie provided the Committee members an overview of the recommendations that came out of the October 19, 2023 Public Works Committee and the actions taken by Council.

**7. Requests Submitted by Members of the Public**

## 7.1 Email - Additional Areas of Concern (Jo-Anne Camelon)

The Public Works Director advised the committee that tree branch trimming at the locations noted in this correspondence is on the Public Works list of items to be addressed.

The Committee recommended that Township Office signage be installed at the intersection of Calabogie Road and Russett Drive.

The Committee requested that Staff review the permit for the entrance on Kippen Road near the Stewartville Road intersection.

The Public Works Director advised the Committee that it is not a current practice to install Streetlights at rural intersections. The Committee recommended that no action be taken with regards to a streetlight at the intersection of Kippen/Stewartville Road. Staff are to provide a response to Jo-Anne Camelon.

**8. Reports**

## 8.1 Curbside Solid Waste Collection Services Tender 2023

**RECOMMENDATION-56-2023**

Moved by Fraser Campbell, seconded by Councillor Robert Campbell

***THAT the Public Works Committee recommends that Council award the contract for Solid Waste Collection Services to Topps Environmental Solutions (803836 Ontario Inc.), Carleton Place, Ontario for the first year price of \$312,491.20 plus HST; AND FURTHER THAT the term of the contract shall be for five (5) years; AND FURTHER THAT the Township shall have the right to extend the contract for one (1) year for up to two (2) extensions; AND FURTHER THAT the price of each subsequent year of the contract be adjusted based on stop count, CPI and pricing allowances for fuel costs; AND FURTHER THAT Council authorizes the Mayor and CAO/Clerk to sign the agreement on behalf of the Township.***

**CARRIED.**

## 8.2 PW-2023-04 RFP Engineering Services for Kippen Road and Stewartville Road

**RECOMMENDATION-57-2023**

Moved by Councillor Robert Campbell, seconded by Rod Cameron  
*THAT the report for PW-2023-04 RFP Engineering Services for Kippen Road and Stewartville Road be accepted as information as submitted and circulated,*  
**CARRIED.**

Staff were directed to review the evaluation process prior to issuing any future Capital Road Engineering Service RFP's and report back to the committee.

The Committee advised staff to bring the award recommendation for PW-2023-04 to Council for review and decision.

**9. Information Items**

9.1 Operations Activities - October 2023

**RECOMMENDATION-58-2023**

Moved by Fraser Campbell, seconded by Councillor Robert Campbell  
*THAT the Public Works Committee accepts the Operations Activity Report for October 2023 as information as submitted and circulated.*

**CARRIED.**

**10. Unfinished Business**

Nil.

**11. New Business**

Nil.

**12. Draft By-Laws**

Nil.

**13. Public Questions/Comments**

Nil.

**14. Committee Questions/Comments**

Committee Member Fraser Campbell asked if Committee Members are covered under the Township's insurance for decisions that are made. Mayor Mackenzie advised that Council makes the final decisions and the the Committee is only making recommendations to Council.

**15. Notice of Upcoming Meeting Dates**

Public Works Committee - January 9, 2024 at 6:00pm

Public Works Committee - January 30, 2024 at 7:30pm

15.1 Public Works Committee - January 9, 2024 at 6:00pm

Public Works Committee - January 30, 2024 at 7:30pm

**16. Adjournment**

This Public Works Committee Meeting adjourned at 9:30 p.m.

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MAYOR

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CAO/CLERK