



Environmental and Works Committee Agenda

Meeting Date: Friday May 31<sup>st</sup>, 2019

Time: 8am

Location: Township Office

#	Item	Person Responsible	Time
1	Welcome & Call the Meeting to Order	Mike Mehak	
2	Declaration of Interest	All	
3	Approval of the Agenda	All	
4	Approval of Minutes May 10 <sup>th</sup> 2019 – incl. revisions	All	
5	Business Arising from the Minutes	All	
5a	Review and discussion of new draft Procurement Policy	Rick Fox/All	
5b	Review of current procedures and creation of Standard Operating Procedures. This would provide a base case for comparison with other Townships, Counties and Municipalities. Next steps to create a best practices policy for Winter Maintenance including a peer review.	All	
5c	Landfill annual review meeting and Landfill report.	Jim Woodward	
5d	Staff up-date on the following action items from the May 10 <sup>th</sup> meeting: <ol style="list-style-type: none"> <li>1. Work plan, time sheets and schedule of maintenance for summer work projects.</li> <li>2. Use existing crew, with duties split between the workers at the waste site and roads crew, to cut grass in park areas instead of contracting out. Use existing Kubota to do this as well as watering hanging flower baskets along the main street.</li> <li>3. Winter salt purchase of 10K</li> <li>4. Use of existing crew and request 2k for equipment to do road brushing this year saving 38k on current budget.</li> <li>5. The installation of a gas tank to save \$\$ on fuel use. Kirk will investigate costs including insurance and environmental regulations.</li> </ol>	Dylinna/Kirk if available	

	<p>6. Winter sand contract tender vs. renewal of Earls existing contract</p> <p>7. Plan to stockpile some material for emergency road repair but will purchase material as needed after budget formalized, with all material loads to have weigh slips as per government regulation.</p> <p>8. New long term plan to properly fix portions of the roadways on a yearly basis. Need to target worst areas and thoroughly fix so we need not revisit yearly.</p> <p>9. Safeguarding plan for the existing salt storage at the MTO site at hwy 62 and hwy 620 as material has been going missing.</p> <p>10. Update on the possibility of contracting out road plowing for highway 620 and trying to partner with Limerick Township for this before putting it out for tender.</p> <p>11. The option of building an enclosure over the aggregates to limit contamination and exposure, Darlene to put it into our long term planning budget</p> <p>12. J &amp; K street sweeping contract award</p>		
6	May 25 <sup>th</sup> Committee of the Whole Up-date	Jim Woodward	
7	Review of road school program and letter from Greg, copy attached.	All	
10	Council Liaison	Tim Conlin	
11	Updates from Staff	Kirk & Dylinna	
12	Workplan review (requirement as per Terms of Reference)	All	
13	New Business		
14	Check In & Closing Motion to Adjourn		

Next Meeting Date May 31<sup>st</sup> 8 am Wollaston Township office