



The Corporation of The Township of Bonfield

AGENDA FOR CORPORATE SERVICES COMMITTEE TO BE HELD February 3, 2025 AT 7:00 P.M.

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Previous Minutes**
 - a. Corporate Services Committee Meeting: November 28, 2024
- 5. Presentations and Delegations – none**
- 6. Items for Discussion / Staff Reports**
 - a. Trunk Road Bridge Update – Engineer attending meeting with report
 - i. November Report from Public Works Manager
 - b. Public Works Shop
 - i. Pinchin Report received
 - ii. Report from PWM
 - c. 2025 Budget Considerations
 - i. Development Road Updated Report
 1. November Report on Plan
 - ii. Street Sweeper Quote
 - iii. Municipal Office Renovation (discussion only)
- 7. Resolutions to be Considered for Adoptions**
- 8. Correspondence -None**
- 9. Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
CORPORATE SERVICES COMMITTEE MEETING
November 28, 2024 @ 7:00 pm

ATTENDANCE: Chair Dan MacInnis Donna Clark
Steve Featherstone Jason Corbett
Narry Paquette

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer; Alex Hackenbrook, Public Works Manager

No. 1
Moved by: Donna Clark Seconded by: Jason Corbett

THAT the Corporate Services Committee Meeting be opened at 7:00 p.m.
Carried

No. 2
Moved by: Steve Featherstone Seconded by: Narry Paquette

THAT the agenda for the Corporate Services Committee Meeting for November 28, 2024 be approved.
Carried

No. 3
Moved by: Narry Paquette Seconded by: Steve Featherstone

THAT the minutes of the Corporate Services Committee meeting held September 19, 2024 be adopted as presented.
Carried

No. 4
Moved by: Steve Featherstone Seconded by: Donna Clark
That the Corporate Services Committee recommend the adoption of the Tax Policy to become effective January 1, 2025.
Carried

No. 5
Moved by: Jason Corbett Seconded by: Narry Paquette
That the Committee recommends to Council to use the \$50,000 earmarked for reserve in the 2024 budget along with \$8,085.25 from the existing Fire Department Reserve account to pay off the 2009 loan for pumper truck in the total amount of \$58,085.25.
Carried

No. 6

Moved by: Steve Featherstone

Seconded by: Narry Paquette

That the staff report regarding the quote to assess damages from a prior water event at the Public Works Shop be received; and

Further that the Committee recommend to Council to proceed with the investigation through Pinchin in the amount of \$2,903.00 and proceed with any necessary remedial work.

Carried

No.7

Moved by: Steve Featherstone

Seconded by: Jason Corbett

That the Corporate Services Committee recommends to Council to receive the 2024 OSIM Bridge Report as prepared.

Carried

No. 8

Moved by: Donna Clark

Seconded by: Narry Paquette

That the Corporate Services Committee recommends to Council to receive the 2023 Roads Needs Study as prepared.

Carried

No. 8

Moved by: Narry Paquette

Seconded by: Steve Featherstone

That the Corporate Services Committee recommends proceeding with the Englobe Geotechnical Study for Trunk Road Bridge with a total cost of \$13, 800.00.

Carried

No. 9

Moved by: Jason Corbett

Seconded by: Donna Clark

That the Committee recommends to Council to transfer the unspent funds for the municipal office septic project in the amount of \$30,000 to reserve to be used in 2025.

Carried

No. 10

Moved by: Donna Clark

Seconded by: Jason Corbett

THAT this meeting be adjourned at 8:15 pm.

Carried

REPORT TO CORPORATE SERVICES COMMITTEE

MEETING DATE: November 28th, 2024
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Trunk Road Bridge

Recommendation:

That the Committee recommends to Council to proceed with the Englobe exploratory boreholes to continue the design of the Trunk Road Bridge replacement.

BACKGROUND:

The Public Works Manager has been discussing this project with the CAO as well as Antoine Boucher from the Municipality of East Ferris as our consulting engineer to determine a projected plan for the completion of the Trunk Rd bridge project in 2025.

As known, the bridge on Trunk Rd has been up for replacement discussions for some time now. As seen during inspections, the deck as well as guard rails (safety walls) have experienced serious deterioration over the years & has been a rising safety concern. Based of data collected from previous traffic count studies, Trunk Rd receives approximately a 200 vehicle count daily.

The 2024 completed OSIM bridge inspection revealed that the Trunk Rd bridge received a Bridge Condition Index (BCI) score of 37 out of 100. With the replacement of this bridge it would allow for a smoother approach and flow of traffic along the roadway, especially with the 3 metre minimum for lane width as set out in MMS standards. The bridge replacement would allow for 2 lanes along the bridge deck rather than the current 1 lane that is offered.

ANALYSIS:

Following the survey received by ATREL Engineering Inc, parameters were discussed with Antoine Boucher regarding deck size, cost & project timeline. It was projected that the bridge replacement would cost approximately \$400,000, plus 10% for contingency for all engineering

and turn-key completion by a contractor. It was also discussed that the overall project costs could be reduced with turning certain aspects of the project to being completed in-house.

The existing bridge deck measures 6 meters long & 3.6 meters wide. The new proposed measurements following replacement will be approximately 9 meters in length with 7.5-8 meter width deck. PW staff will be able to assist on the required road closure with signage & traffic control devices for the duration of this project. It is projected for the full time of completion to be around 3 weeks from start to finish for construction time.

With cost being a factor, it will need to be discussed further with Council, as to if/what the PW department can perform in-house with respect to the replacement. If PW staff can complete portions of this project in-house it will lower the overall cost of this project significantly.

In 2024 \$20,000 was budgeted for pre-engineering and planning work to completed so the project could move forward for tendering and completion in 2025. To date, a survey of the bridge and area was completed to provide drawings for the design of the new bridge. Englobe has submitted a quote to conduct bore sampling along the approaches in the amount of \$13,500. This will provide the necessary information on bedrock given the new dimensions of the proposed bridge and ensure the embankments are considered appropriately. Staff are working to begin the environmental assessment steps prior to year end with a species at risk review as well.

CONCLUSION:

I believe that the bridge replacement is well justified due to the traffic count, BCI & current condition of the bridge raising safety concerns. This bridge should remain a priority in the capital budget.

Respectfully,

Alex Hackenbrook
Public Works Manager

I concur with this report,

Nicky Kunkel
CAO, Clerk-Treasurer



PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com

REPORT TO CORPORATE SERVICES COMMITTEE

MEETING DATE: February 3rd, 2025
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Public Works Shop

RECOMMENDATION:

WHEREAS the Council for The Township of Bonfield receives this report and all information contained in it to make an informed decision regarding the current state of the Public Works Shop

BACKGROUND:

As previously provided by Pinchin, a report was distributed regarding the findings of a mould investigation at the Public Works shop. Concerns were brought forward when an odour in the office/lunchroom were present & visible water damage was seen in the walls, roof & floor of the bathroom, lunch room, furnace room & upstairs parts room.

After conducting an inhouse investigation regarding the water leak, it was stated by multiple employees that approximately 4 years ago there was a water line that blew in the shop. This was a result of an employee leaving the garage door open overnight, causing the furnace to run continuously until the propane was empty therefor resulting in a frozen water line that had burst. This problem was never properly remediated & the saturated sections of drywall were cut out & replaced. These replacement pieces of drywall are now discoloured & soft to the touch.

Following Pinchin's investigation, they had found that there is black mould within the walls of the shop. This issue is directly related to poor ventilation, little to no vapour barrier/insulation as well as moisture. A local contractor was contacted in relation to the roof insulation & stated that if we are seeing frozen spots in extremely cold conditions as well as sweating from the roof that the insulation pressed between the panels might also be an issue. The exhaust fan located on the back wall of the shop continuously allows water into the shop & drips down the wall pooling on the floor.

The CBO was also present at the Public Works shop to do an inspection. His findings were as follows:

1 - The HRV in the upper level had not been cleaned internally and bees had constructed nesting and had carried excessive debris plugging the filter at the unit and the unit was leaking on the floor

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- a. Clean, vacuum the HRV and the fresh air intake from the HRV to the exterior port
 - b. Install a mesh on the exterior fresh air intake port to prevent a recurrence of pest infiltration

2 - The HRV Condensate line is in a direct sealed connection to the washing machine drain

- a. Remove the ABS direct connection to the washing machine drain and flush out the condensate drain line over its entire length, (which was open and draining insect debris) and install a reducer ABS fitting to a drain in an appropriate location to create an indirect connection for the HRV line as required.

3 - HRV is dripping on the floor and a small hot water tank shows slight sign of water leaking onto the floor and onto the drywalled ceilings below

- a. Install drip pans with drains connected to an appropriate drain below and also under washing machine to capture inevitable future water spillage

4 - Small mechanical room has signs of water ingress along the north wall

- a. Remove drywall to determine the origins of the water.....indications pointed to a garden hose outside the mechanical room door as a contributing source but not likely to be the only source of water ingress

5 - Water stains visible over bathroom shower

- a. Remove drywall and investigate origin of the leak..... indications that a leak from the HRV directly above is either a contributing source or the only source tbd.
- b. Once fixed replace with waterproof drywall
- c. Ensure HRV exhaust and or bathroom fans are operational to remove water vapors

6 - Exposed interior roof and wall metal cladding is completely dry and not condensing on this day @ -7 C.



7 - A large louvered vent on the north wall is dripping heavily on the interior garage floor..... due to condensation I presume.....not sure how to address this concern, seek advice from an expert in this field.

MOVING FORWARD:

With the findings of mold within the shop being serious, it is apparent that we need to move forward to remediate these problems. It is believed that professionals in the field of plumbing, HVAC & building design/architecture should be contacted to provide further information on what is required to fix the root problem. Other remedies have been discussed such as repairing the current issues at hand, rebuilding the existing office, lunchroom & bathroom as well as the possibility of an addition to the building with a new office space, turning the existing space into a parts/storage room as well as a staff locker room. Staff are currently moving forward with the investigation & reaching out for quotes on the required remediation work.

The first step is the removal of the damaged walls and materials to determine the extent of the remedial work required. This must be done by a third party. Staff have been working with DKI Contracting. During this stage staff cannot work in the office or lunchroom and will have to be relocated.

The second stage is the rebuild and repairs to the existing infrastructure. Staff will work on getting quotes for this work to be completed and then decide the best option to proceed with the final remediation and report back to Council for consideration.

Respectfully,

Alex Hackenbrook
Public Works Manager
Township of Bonfield

Nicky Kunkel
CAO Clerk Treasurer

MEETING DATE: February 3, 2025
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: **Development Road**

RECOMMENDATION: The Committee review the report and options and provide direction to staff to obtain quotes for the 2025 budget.

BACKGROUND

In November 2024 the Committee received the report on Rehabilitation of Development Road for the 2025 budget considerations should the Township be awarded capital funding from the province. The Township was not successful in its application. We assume that because there is no large direct housing development along the route it did not warrant the funding. We have sent an email in to request a review, so we learn for the next application.

However, for 2025 the ideal would have been to prepare Development Road for the funding project, we also discussed applying gravel to one road or several small roads and replacing Trunk Road Bridge. We cannot accomplish all three. Trunk Road Bridge needs to be replaced and should be a priority. That leaves the capital works for the roads. We are looking to Council for direction so that we can obtain updated quotes for what work they wish to perform.

ANALYSIS

1. Development Road Preparation was expected to cost \$224,158
 - No longer need the engineering fees for a cost of \$147,838
2. Trunk Road Bridge was expected to cost \$400-450,000
3. Gravel Program is \$160,000

2025 capital revenue is \$490,000; Reserves to date are \$300,500 for a maximum total available of \$790,500. The Township cannot allocate all the reserves as many other projects are required in coming years.

OPTIONS

1. Trunk Road Bridge is a priority and is overdue to be replaced.
2. Development Road
 - a. Complete as planned for the site preparation
 - b. Ditch, brush, gravel and resurface 2 or 4 kms of road (starting at East end)
 - i. This approach every year or every other year until road complete
3. Gravel Program
 - a. Postpone
 - b. Reduce funds allocated and gravel a side road from the Development Road project
 - c. Keep funds and reduce size of Development Road project for 2025

Staff understand that Council cannot determine a final plan until the entire 2025 budget is presented but do want to concentrate on Council's top priorities. Staff will obtain quotes as directed for budget consideration.

Nicky Kunkel, CAO Clerk-Treasurer

REPORT TO CORPORATE SERVICES COMMITTEE

MEETING DATE: November 28th, 2024
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Development Rd Rehabilitation

INFORMATION UPDATE:

The Public Works Department has been working closely with the CAO in preparation for a grant application for the required work on Development Rd through the Housing Enabling Core Infrastructure Grant. This application has been submitted for approval by the Ontario Government.

BACKGROUND:

In July 2023, the Public Works department pulverized Development Rd from Trout Pond to Mt Pleasant in hopes to mitigate roadway surface issues that were constantly occurring such as potholes & surface breakage. Following pulverization, the road was graded with an application of calcium from end to end.

A survey was conducted of the roadway & it was determined there were approximately 9 dig outs that needed to be completed. These dig outs ranged in length from 50 meters to 200 meters & ran the width of the roadway (6 meters). With performing the required dig outs it will allow for these current soft spots within the roadway to be properly removed, then stabilized using aggregate to back fill.

ANALYSIS:

The Public Works department will be continuing their brushing program on Development Rd commencing winter of 2024 continuing into 2025. Following the completion of the brushing program the length of Development Rd will be ditched on both sides. After roadside ditching is completed staff will then start to cut the roadside berms/banks into the roadway & clean up the



dirt/debris with the backhoe to allow the excess surface water to flow freely to the newly established ditches.

Once ditching & berm removal is complete the PW staff will then start the approximately 9 roadway dig outs & 3 culvert replacements that are required for the rehabilitation. It is expected in 2026 that staff will then add aggregate to the roadway, grading & shaping the roadway to a 3% grade. Depending on timeline of completion, a contractor will be applying calcium to the roadway before surface treatment is applied.

IMPACTS ON 2025 CAPITAL BUDGET

Site Preparation	\$50,880
Engineering	\$76,320
Road Base Improvements	\$77,964
Culvert Replacement	\$8,077
Pulverize; L3 to TP	\$9,240 = \$224,158.00

CONCLUSION:

With this project being completed in-house, it is believed the PW department will be on track for the 2026 timeline set out in the grant application through the Housing Enabling Core Infrastructure Grant. Staff will be working on pieces of this project throughout the winter months in their downtime from daily snow clearing operations.

Respectfully,

Alex Hackenbrook
Public Works Manager

I concur with this report,

Nicky Kunkel
CAO, Clerk-Treasurer

REPORT TO CORPORATE SERVICES COMMITTEE

MEETING DATE: February 3rd, 2025
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Sweeper Attachment for Backhoe

RECOMMENDATION:

WHEREAS the Council for The Township of Bonfield receives this report and all information contained in it to make an informed decision regarding the purchase of a backhoe mounted self-contained sweeping unit within the Public Works Department.

THEREFORE the Public Works Manager recommends to Council the purchase of a sweeping attachment for 2025.

BACKGROUND:

Over this past year, the Public Works Department has moved multiple services that were previously contracted out to in-house operations. Based upon the service received over past years in relation to sweeping contracts, it is believed that the Public Works Department should purchase a backhoe mounted self-contained sweeping unit for 2025. With the newly purchased backhoe being capable of handling this attachment it would allow for staff to complete the sweeping of roads, intersections & municipal parking lots not only in a timely fashion but also to guarantee the performed work is completed to standard. With this model of sweeping attachment all material that is swept will be contained in the unit & then can be dumped into a truck for disposal.

OPTIONS FOR CONSIDERATION:

A total of 4 contractors were contacted for quotes & spec information on self contained sweeping units. These contractors presented the following quotes.

BRANDT – Eddyne 24” x 8” pickup sweeper - \$35,845.00 +HST

CRD – HD 96” pickup sweeper w/ water kit -\$14,128.64 + HST



PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com

BORGFORD – Eddynet 32”pickup sweeper - \$26,943.20 + HST

RJ MAC – HD 96” pickup sweeper w/ water kit, spare 26” broom, spare 8” caster wheels - \$18,040 + HST

It is suggested that with the approval of Council a backhoe mounted self-contained sweeping unit is purchased for the 2025 season. As the quotes received show, prices vary from \$36,000 to \$14,000. The quote from RJ Mac includes spare brushes, caster wheels and full installation costs. With the added value and past service experience I recommend the purchase of the sweeper from RJ Mac.

Once again, with moving this task to being conducted in house it will ensure the sweeping throughout the municipality is completed yearly.

Respectfully,

Alex Hackenbrook

Public Works Manager

Township of Bonfield

I concur with this report,

Nicky Kunkel

CAO, Clerk Treasurer

Township of Bonfield