



111 Pinehouse Drive, Saskatoon & Live Streaming via GoToMeeting.com  
Monday, March 6, 2023  
Call to Order @ 8:31 a.m.  
Meeting Suspended @ 9:34 a.m.  
Meeting Resumed @ 10:20 a.m.  
Meeting Adjourned @ a.m.  
Meeting Time: hr min.

**Public Works Committee Minutes**

**1. Present**

**Chairperson:** Calvin Vaandrager

**Reeve:** Judy Harwood

**Councillors:** John Germs  
John Saleski - Electronically  
David Greenwood  
Bas Froese-Kooijenga  
Wendy Trask

**Absent:** Lyndon Haduik  
Art Pruum

**Staff:** Ken Kolb, Chief Administrative Officer  
Scott Bastian, Director of Corporate Services  
Wade Gasmu, Director of Infrastructure and Public Works  
Audrey Shoard, Treasury/Corporate Records Clerk  
Joanne Bradley, Executive Assistant  
Cynthia Sotnikow, Manager of Public Works Administration  
Hayder Lateef, Senior Engineer  
Kylie Stumborg, Senior Planner  
David Bryden, Health & Safety Coordinator

Chairperson Vaandrager called the meeting to order at 8:31 a.m.

**2. Agenda**

Froese-Kooijenga: That the Public Works Committee Agenda be approved with the following additions:

- 8. Internal Roads in Multi-Parcel Subdivisions before R.M. Takeover – Councillor Germs
- 9. Dalmeny Hwy Detour – Request to Add to Carryforward Action List – Councillor Greenwood

**Carried Unanimously**

**3. Administration Carryforward Action List**

The Committee was presented the Administration Carryforward Action List.

➤ **Recommendation**

Greenwood: That the Public Works Carryforward Action List be received.

**Carried Unanimously**

**4. Public Works – Carryforward Action List**

The Committee was presented the Public Works Carryforward Action List.

➤ **Recommendation**

Froese-Kooijenga: That the Public Works Carryforward Action List be received.

**Carried Unanimously**

5. **PW – 23-004 – Dust Control Pilot Program Review**

**Background and Description**  
**2022 Dust Control Pilot Program Review**

Corman Park Administration ran a Dust Control Pilot Program in 2022 offering calcium chloride as dust control for a set area of 300m length x 7.3m width at the ratepayer's expense during the two defined periods in June and August 2022 at a negotiated rate that offered ratepayers a better value than purchasing as an individual. The cost to ratepayers for a 300m long section was approximately \$1,518.98 plus taxes if they participated in this program. If ratepayers didn't participate in the program and made a direct request to McGill's, the cost would have been approximately \$2,218.12 plus taxes.

Communication of the program occurred via email to ratepayers who had previously requested road preparation for dust control applied at ratepayer expense, the Clark's Crossing Gazette, and on the RM website resulting in 19 ratepayers participating in the program.

Feedback from participants indicated an interest in offering varied lengths for the application of calcium chloride as dust control. The overall cost was noted as being high. General support for the program was expressed with interest in ongoing participation. Communication methods used through email to previous participants, the RM website, and the local newspaper was deemed effective to reach ratepayers.

RM processing of intake forms, mapping the locations, and communicating to field staff for staking and supplier for product application went smoothly. As a result, timelines between the intake form deadline and the product application window can be reduced. Challenges were most prevalent in the timeliness of receiving invoices from the supplier and the RM's ability to invoice ratepayers in a reasonable timeframe. The proposed solution is sharing our tracking spreadsheet and maps with the supplier to ensure clarity of participant information and improve the supplier's ability to provide timely invoicing.

The Dust Control Pilot Program for 2023 will be managed as it was in 2022, apart from the length of product application. As was done in 2022, information on the program will be emailed to past participants, posted on the RM website, and an article will be published in the Clark's Crossing Gazette. The program will allow customers to choose the length of the application in 100m increments, which is different from the defined 300m length of application that was offered in the 2022 program. Appendix B outlines the form submission deadlines and product application windows.

**Amended Dust Control Policy**

Administration reviewed the current Dust Control Policy as attached in Appendix C, and is proposing an amendment on the deposit amount for renters in regards to the pilot program as shown in Appendix D. The deposit for renters is proposed to change from \$1,500 to 75% of the proposed cost since this will better align with the offering on the 2023 pilot program.

**Implications**

- |                 |   |
|-----------------|---|
| Strategic:      | Corman Park Administration will continue to collaborate with the service provider to offer an option at a reduced cost within policy and program parameters.  |
| Financial:      | Offering ratepayers an opportunity for dust control as a cost saving. The approximate cost for a 100m long section would be \$526.29 plus taxes. The cost for each 100m increment is shown in the Application Form as attached in Appendix B. |
| Policy/Legal:   | This pilot program complies with the activities of the RM of Corman Park Dust Control Policy TS-014.  |
| Communications: | Corman Park Administration would use email, the RM website, and the Clark's Crossing Gazette to communicate with ratepayers on program information.   |

65

➤ **Recommendation**

Trask:

1. That the 2022 Dust Control Pilot Program review be received as information;
2. That Council approves the Dust Control Pilot Program for 2023 subject to the deposit for renters to be paid in full prior to commencement of application of dust control; and
3. That the amended Dust Control Policy TS-014 be approved.

**Carried Unanimously**

**6. PW 23-006 – RoaData Fee Increase**

**Background and Description**

In January 2018 the RM of Corman Park partnered with RoaData Services Ltd. to assist in offering a timely response in issuing overweight permits for loads hauled on RM roads. Year over year the volume of permits issued, and loads hauled has increased.

In July 2018 the Ministry of Highways announced its approval of the increase of allowable fees chargeable by rural municipalities for the permitting of overweight movement on local roadways with the following guidelines:

- \$50.00 per single trip apart from the spring road ban
- \$100.00 per single trip during the spring road ban
- \$300.00 for annual permits

At the time of receiving this information, the RM had recently entered a contract with RoaData. The permit and load fee rate was \$35.00 for a single load trip (permit fee \$25.00, load fee \$10.00). The rate has remained the same for the past 5 years.

Permit and load volumes since partnering with RoaData:

Year	Permits Issued	Loads Hauled	Load Fees Collected
2018	1,154	2,173	\$ 21,730.00
2019	1,570	3,485	\$ 34,850.00
2020	1,934	4,993	\$ 49,930.00
2021	3,013	8,131	\$ 81,310.00
2022	2,598	9,345	\$ 93,450.00

At the November 28, 2022, Strategic Planning session, Council was in favour of increasing the permit and load fee for single and multiple loads.

The proposed RoaData base permit rates are as follows:

- Single Load Permit - \$25.00
- Multiple Load Permit - \$35.00

The load fee will increase to \$25.00 per load.

Credit card transactions, that exceed \$200.00, will have a \$5.00 surcharge applied to offset the processing fees. An additional \$5.00 will be charged for every \$100.00 increment above \$200.00.

The proposed implementation for the load fee increase is May 1, 2023. Corman Park Administration will collaborate with RoaData to email notification of the fee increase to previous permit holders one month in advance. Corman Park and RoaData will publish notice of the fee increase on both websites.

**Implications**

**Strategic:** Corman Park Administration will continue the partnership with RoaData to facilitate the timely issuance of overweight permits.

**Financial:** Overweight load fees contribute to the RM's road maintenance agreement structure for the permissible movement of loads on RM roadways.

**Policy/Legal:** The proposed fee is compliant with the chargeable fee structure presented by the Ministry of Highways and Infrastructure by section 36.1 of the Highways and Transportation Act, 1997.

**Communications:** The RM of Corman Park and RoaData will publish notice of the fee increase on both websites and email previous permit holders one month in advance of increase.

➤ **Recommendation:**

**Germs:** That the RoaData fees for overweight load hauling permits on roads within the RM of Corman Park increase to \$25 for load fees and a \$5 processing fee to be applied to credit card transactions over \$200 and each \$100 increment above.

**Carried Unanimously**

**7. PW 23-007 – Culvert Materials**

**Background**

The RM of Corman Park uses culverts to transfer water through approaches, municipal roads, etc. to allow drainage structures (ditches) to drain water. Most of the culverts within the RM of Corman Park are corrugated steel pipe (CSP), however there have been locations where high density polyethylene pipe (HDPE) have been utilized. The current RM standards permit only the use of CSP culverts.

Each product type has advantages and disadvantages that should be considered prior to installation. Advantages of CSP culverts are as follows:

- familiarity of installation by construction workers
- lower minimum height of cover required for installation
- when flooding occurs, CSP culverts can be located with a metal detector. This allows for staff to easily locate and steam the culvert (and remove any blockages to allow drainage)

Advantages of HDPE are as follows:

- lighter weight
- more tolerance to soil conditions (ie. high alkalinity, acidity)
- able to withstand impact from equipment (ie. lawnmowers, graders) and not cause damage to the equipment

**Discussion**

The Administration has reviewed and will allow the use of HDPE pipe for culverts on a trial basis. During the trial basis, HDPE may be used in locations that are deemed appropriate at the RM's discretion.

The HDPE pipe must be certified to Specification CAN/CSA B182.8 – 11 (with a pipe stiffness of 320kPa at 5% deflection for all pipe sized up to and including 900mm diameter) with an open or closed pipe profile. Deflection tests shall be conducted in accordance with ASTM standard D2412. Type 1 (water tight) joints with integral bell and spigot connections shall be used for culverts greater than or equal to 1000mm. For all other installations, Type 2 (Soil tight) joints are the minimum requirement.

At the time of installation, bolt-on type of markers must be installed at both ends. The Administration requires a two year warranty on all work, labour and materials when HDPE culverts are installed.

➤ **Recommendation:**

**Greenwood:** That the report be received as information.

**Carried Unanimously**

15

**8. Internal Roads in Multi-Parcel Subdivisions**

Councillor Germs brought forward questions regarding responsibility for road maintenance of internal roads in Multi-Parcel Subdivisions before the R.M. takes over ownership of the roads.

Discussion ensued and Administration reported that there is a 2 year Maintenance Period by the developer between the issuance of the Construction Completion Certificate (CCC) and the Final Assessment Certificate (FAC) during which time the developer is responsible for maintenance and any deficiencies. R.M. practice has been to release 75% of the holdback amount following issuance of the CCC and the remaining 25% is held until after the FAC is issued.

*Meeting Break 9:34 a.m. to 10:20 a.m.*

**9. PW 23-005 – R.M. of Corman Park Aggregate Study**

*In-Camera at 10:20 a.m.*

Germs: That the meeting proceed to an in-camera session of Council as per Section 16(1) of the Local Authority Freedom of Information And Protection of Privacy Act to discuss the R.M. of Corman Park Aggregate Study.

**Carried Unanimously**

*Out of Camera at 10:21 a.m.*

Germs: That the in-camera session of Council be adjourned

**Carried Unanimously**

➤ **Recommendation:**

Greenwood:

1. That the gravel source located at SW 2-39-9-W3 be used as a future gravel source for the R.M.'s annual gravel program;
2. That further exploratory drilling work be undertaken to determine the extent of gravel on this property;
3. That all parties involved with the property be communicated with appropriately; and
4. That R.M. Administration explores the future options for this property.

**Carried Unanimously**

**10. Adjourn**

Germs: That the Public Works Committee Meeting be adjourned at 10:50 a.m.

**Carried Unanimously**



Chief Administrative Officer