



111 Pinehouse Drive, Saskatoon &
Live Streaming via GoToMeeting.com
Monday, July 10, 2023
Call to Order @ 8:30 a.m.
Meeting Adjourned @ 9:20 a.m.
Meeting Time: hr 50 min.

Public Works Committee Minutes

1. Present

Chairperson: Calvin Vaandrager

Reeve: Judy Harwood

Councillors: John Germs
John Saleski
Lyndon Haduik
David Greenwood
Art Pruijm
Bas Froese-Kooijenga
Wendy Trask

Absent:

Staff: Ken Kolb, Chief Administrative Officer
Wade Gasmol, Director of Infrastructure and Public Works
Kylie Stumborg, Senior Planner, Policy
Jessica Williams, Engineering Assistant
Audrey Shoard, Treasury/Corporate Records Clerk
Nicole Bowden, Administrative Assistant

Chairperson Vaandrager called the meeting to order at 8:30 a.m.

2. Agenda

Greenwood: That the Public Works Committee Agenda be approved with the following additions:

- 6. Ag in Motion – Reeve Harwood
7. Irrigation Signs – Councillor Germs

Carried Unanimously

3. Public Works – Carryforward Action List

The Committee was presented with the Public Works Carryforward Action List.

> Recommendation

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

Carried Unanimously

4. Operational Update - Verbal

Wade Gasmol, Director of Infrastructure and Public Works presented a verbal report updating the Committee on the operations of the Public Works Department.

> Recommendation

Greenwood: That the verbal update regarding the operations of the Public Works Department be received as information.

Carried Unanimously

**5. PW 23-009 – Updating Fees for Custom Work and Approach Applications**

**Background and Description**

Administration reviewed the current fees for custom work and approach applications and is proposing increases to the fees to align with current costs. The custom work fees were last updated in 2017 and the approach fees were last updated in 2021.

The proposed equipment fees are based on the Equipment Rental Rates Guide produced by the Saskatchewan Heavy Construction Association (SHCA). The equipment rates, as outlined in the SHCA, include an operator wage. These rates are predominantly used as an industry standard and ensure consistency for rates based on the type of equipment performing the work. Below is a summary of the proposed changes in equipment fees.

<b>Equipment Type</b>	<b>Current Fee (Fee/hr)</b>	<b>Proposed Fee (Fee/hr)</b>
Grader	\$204.00	\$257.00
Mower	\$134.00	\$193.00
Snow Plow	\$158.00	\$221.00
Street Sweeper	\$146.00	\$146.00
Sign Truck	\$100.00	\$210.00

Street sweeping is currently not listed as a service in the Custom Work Policy and Administration is proposing to add the fee for street sweeping. Administration did charge Hamlets in spring 2023 a fee of \$146 per hour for street sweeping. This fee was in accordance with the Equipment Rental Rate Guide by the SHCA. As shown in the table, the proposed fee will remain the same as to what was charged in spring 2023. On average, Public Works spends approximately 1-6 hours street sweeping in each Hamlet in the Spring. Organized Hamlets can expect to contribute between \$146 and \$876 for street sweeping out of their property tax allocations.

Currently, there are custom work fees listed for Hamlets for the supply and hauling of aggregates including traffic gravel, chip seal and 2" Minus. Administration is proposing to remove these fees since there are no gravel roads in any Hamlets. Typical road maintenance work completed within Hamlets are chip seal type of work, which is work completed by private contractors and paid by the Organized Hamlets.

The fees for winter maintenance materials in Organized Hamlets are also proposed to align with current costs. The sand item is proposed for removal since it is never applied to the roads by itself as it is applied as a mixture of salt and sand. The proposed fees are based on the most recent invoices received from the supplier. Administration will amend the Bylaw once the costs for the supply of winter maintenance materials is confirmed from the supplier. Below is a summary of the changes in fees for winter maintenance materials.

<b>Material Type</b>	<b>Current Fee (Fee/yd<sup>3</sup>)</b>	<b>Proposed Fee (Fee/yd<sup>3</sup>)</b>
Salt	\$54.40	\$161.00
Sand	\$4.15	remove
50% Salt 50% Sand	\$29.30	\$108.00

In addition, the fee for the supply and installation of sign posts is proposed to increase from \$25.00 to \$30.00 to reflect current costs.

Approach application fees are also proposed to increase to be more reflective of the cost incurred by Corman Park. These fees are based on the average time spent by Corman Park employees on each application and the employee's current wage, the cost of a pickup truck to review locations and install signs, and the current cost per sign from ATS Traffic. Below is a summary of the cost of labour, equipment, and sign per application type.

Application Type	Labour Costs	Equipment Costs	Sign Costs	Total Cost to the RM
Primary Approach	\$158.91	\$164.43	\$60.37	\$383.71
Secondary Approach	\$125.65	\$109.62	n/a	\$235.27
Civic Address Sign	\$33.26	\$73.08	\$60.37	\$166.71

The proposed fee per application type is shown below.

Application Type	Current Fee	Proposed Fee
Primary Approach	\$200.00	\$390.00
Secondary Approach	\$75.00	\$240.00
Civic Address Sign	\$140.00	\$170.00

With the updated fees, Administration is proposing the creation of a Public Works Fee Bylaw to contain fees for custom work, approach applications, and the supply and installation of civic address signs. In order to charge the fees and ensure legislation is followed, a bylaw must be developed and must contain the fees. The creation of this bylaw will allow Administration to review and update the fees more efficiently.

With the approval of the proposed Public Works Fee Bylaw, Approach Bylaw No. 17/21 and Custom Work Policy TS-009 would require updating. The changes to the Approach Bylaw and the Custom Work Policy will be presented after the Public Works Fee Bylaw is approved.

➤ **Recommendation**

Pruim: That the proposed fees for Custom Work and Approach Applications be approved.

**Carried Unanimously**

➤ **Recommendation**

Greenwood: That Administration create Public Works Fee Bylaw No. 24/23 for Council approval.

**Carried Unanimously**

**6. Ag In Motion**

Reeve Harwood brought forward information for Councillors regarding tickets to the Ag In Motion event July 18 – 20, 2023.

**7. Irrigation Signage**

Councillor Germs brought forward for discussion concerns regarding the potential requirement for landowners to erect signs when operating irrigation systems that would warn traffic that there may be wet or slippery road conditions.

**8. Adjourn**

Haduik: That the Public Works Committee Meeting be adjourned at 9:20 a.m.  
**Carried Unanimously**



Jill A. [unclear]  
 Chief Administrative Officer