



Physical Environment Committee Action Report
for the January 9, 2018 meeting held in
the Council Chambers at 7:00 p.m.

PRESENT: Mayor Antonakos, Deputy Mayor Flynn, Councillor Black, Councillor Redmond, Councillor Trimble, Councillor Fritz

Staff: Paul Knowles, CAO, Duncan Rogers, Clerk, Stacey Blair, Deputy-Clerk, Dave Young, Director of Public Works, Les Reynolds, Director of Protective Services

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
- 2) **PUBLIC MEETING – NONE THIS EVENING**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 5) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to proceed as recommended for those items not pulled out for discussion.

COMMUNICATION 129038

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date January 3, 2018
Topic Carleton Place Water Tower Contract Warranty Work

SUMMARY

As part of the original Water Tower Rehabilitation Contract there was a requirement to undertake an inspection of the work two years after the completion of the contract. This past fall, OCWA, on behalf of the Town, coordinated an internal inspection of the water tower. Deficiencies were documented and an inspection report was provided. This report has been provided to the original contractor Rescom Coatings. They have reviewed the findings and have confirmed that they will address the deficiencies identified in the report in the spring of 2018.

129038 Continued

COMMENT

The tower will have to be taken out of service to undertake the necessary repairs, but it should be a short duration to complete the required work. Staff will coordinate work with OCWA and the contractor.

STAFF RECOMMENDATION

Receive and record.

COMMITTEE DECISION

Receive and record.

TO BE DISCUSSED

COMMUNICATION 129039

Received from Paul Knowles, CAO
Addressed to Physical Environment Committee
Date December 30, 2017
Topic ROMA Delegation with OMAFRA

SUMMARY

The Town's request for a meeting at the ROMA conference has been accepted and staff have confirmed attendance to a meeting with Grant Crack, Parliamentary Assistant to the Honourable Jeff Leal, on Monday, January 22, 2018 from 1:40 p.m. to 1:55 p.m. in the Forest Hill Room on the 4th Floor in the Sheraton Centre Toronto Hotel.

COMMENT

At this meeting, we would like to discuss funding opportunities for the replacement of the Central Bridge. Details regarding this project and the Town's need for increased funding have also been provided to the Ministry.

UPDATE – January 9, 2018

MMAH has confirmed a meeting with Minister Bill Morrow at 4:35 pm on Sunday January 21st in the Wentworth Room to discuss how the Provincial Policy Statement restriction restrict planning for large infrastructure projects to only 20 years.

STAFF RECOMMENDATION

THAT members of Council available to attend these meetings be confirmed.

COMMITTEE DECISION

Bring forward.

COMMUNICATION 129040

Received from Paul Knowles, CAO
Addressed to Physical Environment Committee
Date December 30, 2017
Topic Condition Assessment of Sanitary Pumping Stations

SUMMARY

The Town of Carleton Place currently has 11 Sewage Pumping Stations (SPS) located throughout the Town. These pumping stations range in age from old (40+ years) to new (2017) and in size from servicing 3 homes to 1500+ homes. The Town has obtained funding from the FCM's Municipal Asset Management Program (MAMP) to prepare a condition assessment and a capital improvement plan for each of these pumping stations. This information will then be integrated into the Town's Asset Management Plan. The pumping stations are owned by the Town, but they are operated by OCWA. Municipal and OCWA staff have assembled information related to these pumping stations.

COMMENT

Staff have asked consultants for a proposal to build on this information, and complete the following:

I. Condition Assessment:

- review assembled information;
- inspect each pumping station and interview OCWA and Municipal staff to develop a clear understanding of issues related to each pumping station;
- review capacity of each pumping station (pump curves) and compare with actual flows and anticipated flows; and
- prepare a Capital Improvement Plan for each pumping station that identifies capital projects that should be planned within the next 25 years, the cost of these projects and the recommended schedule for the improvements
- prepare a consolidated Capital Improvement Plan (2018 – 2043) that presents the recommend projects at all SPS chronologically
- work with Municipal and OCWA staff to establish an ongoing flow monitoring system at key locations within the sanitary collection system

II. Detailed design for improvements to Bridge St SPS:

- prepare complete design drawings and final design report for recommended improvements to the Bridge St SPS
- prepare specifications and tender documents
- prepare applications for municipal and MOECC approval
- prepare pre-tender cost estimate

129040 Continued

III. Tender

- Tender period services (respond to contractors, issue addenda)
- Tender evaluation and recommendation

IV. Construction

- provide contract administrative services from pre-construction to providing record drawings;
- provide site inspection and technical support throughout construction, sufficient to certify that the improvements have been constructed in conformance with design; and
- provide pumping station commissioning inspection and technical support, and review of contractor O&M manual, sufficient to certify final acceptance of the system.

The work to complete the condition assessment is defined and the consultants have provided an upset limit cost for this work. However, the scope of the work involved to improve the Bridge St pumping station cannot be defined until the condition assessment is completed. Consultants have provided hourly charges for this phase of the work.

Consultant	Condition Assessment (plus disbursements and HST)	Hourly rates for Phases II - IV
Novatech	\$50,991	\$85 - \$159
McIntosh Perry	Did not submit	
CH2M	Did not submit	
J L Richards	\$39,660	\$80 - \$225
A J Robinson	Did not submit	
R V Anderson	\$38,392	\$100 - \$225

Costs for RV Anderson and JL Richards are very similar, and for phases II – IV, the majority of the work would be completed by mid-level staff with rates of \$120 – 130 per hour. All consultants’ hourly charges are very similar. JL Richards’ proposal fully aligns with the RFP.

RECOMMENDATION

THAT Council hereby authorizes staff to engage JL Richards to complete a condition assessment of the sanitary pumping stations for \$39,660 plus disbursements and HST and complete Phases II – IV of the assignment on an hourly basis;

AND FURTHER, that Council hereby authorizes staff to execute a grant agreement with the Federation of Canadian Municipalities for \$48,000 of funding for this project.

129040 Continued

COMMITTEE DECISION

THAT Council hereby authorizes staff to engage JL Richards to complete a condition assessment of the sanitary pumping stations for \$39,660 plus disbursements and HST and complete Phases II – IV of the assignment on an hourly basis;

AND FURTHER, that Council hereby authorizes staff to execute a grant agreement with the Federation of Canadian Municipalities for \$48,000 of funding for this project.

COMMUNICATION 129041

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Physical Environment Committee
Date: January 2, 2018
Topic: Municipal Docking Facilities and Improvements to Carambeck Community Centre

SUMMARY

The Canada 150 Community Infrastructure Program requires a motion authorizing staff to enter into an agreement for the Infrastructure grants received for the Expansion of the Municipal Docking Facilities and the Improvements to Carambeck Community Centre.

STAFF RECOMMENDATION

THAT Council hereby authorize staff to execute a contribution agreement for funding under the Canada 150 Community Infrastructure Program with FedDev Ontario for project 810113 Improvements to Carambeck Community Centre and project 810104 Expansion of Docking Facilities.

COMMITTEE DECISION

THAT Council hereby authorize staff to execute a contribution agreement for funding under the Canada 150 Community Infrastructure Program with FedDev Ontario for project 810113 Improvements to Carambeck Community Centre and project 810104 Expansion of Docking Facilities.

COMMUNICATION 129042

Received from: Dave Young, Director of Public Works
Addressed to: Physical Environment Committee
Date: January 3, 2018
Topic: Carleton Place Streetlight System Rehabilitation and LED Conversion

SUMMARY

Rehabilitation and LED conversion of the Town's streetlight system has been a project that was identified for the last two years in the Town's capital budget but up to this point in time has not been initiated.

129042 Continued

The two main reasons for this project not moving forward have been the number of on-going Town projects and the difficulty in finding a resource to provide expertise in dealing with the deficiencies of the Town's streetlight system.

In 2014 Realterm Energy provided a proposal relating to the conversion of the Town's streetlights from HPS to LED technology. Although the proposal was attractive in terms of energy savings, it did not address the concerns relating to the state of the streetlight network. Realterm Energy is a project management company that has been selected by Local Authority Services (L.A.S., which is a wholly owned subsidiary company of the Association of Municipalities of Ontario, A.M.O.)

This fall, staff were approached Realterm representatives who requested an opportunity to resubmit a proposal which would not only deal with the conversion, but also the network rehabilitation.

In the last several years of working with municipal clients (175 municipalities over the past 5 years) Realterm has established relationships with contractors experienced in network issues and also have gained in-house expertise through the numerous projects undertaken. These relationships and experience have provided Realterm with the ability to develop a strategy to undertake upgrades to the system.

The first step in the process would be to revisit the existing Investment Grade Audit in order to confirm existing data and obtain field information of the existing control system for the streetlight network. This information will be used to confirm the cost estimate and develop the approach to change from a control system to a system where most of the streetlights have a direct connection to the power supply. This approach will eliminate the issue of having a number of blocks without streetlights when there is a failure of the control network. This situation is occurring more frequently, there have been at least 12 occurrences of this nature over the last year.

The proposal would see both the cobra head style and the decorative fixtures converted to LED, the total number of lights is 898. The cost estimate for this project is a little over \$900,000 and the projected payback period is 6.4 years.

COMMENT

The Town has applied for funding through the Municipal GHG Challenge Fund for this project but there has not been a response yet.

STAFF RECOMMENDATION

THAT Staff be authorized to enter into a Letter of Engagement with Realterm Energy to initiate the process of rehabilitating the Carleton Place Streetlight Network and the conversion to LED lighting.

129042 Continued

COMMITTEE DECISION

THAT Staff be authorized to enter into a Letter of Engagement with Realterm Energy to initiate the process of rehabilitating the Carleton Place Streetlight Network and the conversion to LED lighting.

COMMUNICATION 129043

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date January 3, 2018
Topic Tree Tenders

SUMMARY

Staff received quotations in December for both the Supply of Bare Root Trees for the Town's Subsidized Tree Program for Town residents and the Town's Tree Replacement Program.

Only one bid was received for both request though the invitation was distributed to all local suppliers.

The following bids were received:

- Bare Root Tree Program – Reid Gardens - \$6040
- Tree Replacement Program – Reid Gardens - \$3580

Staff have reviewed pricing and have found it to be satisfactory.

RECOMMENDATION

THAT Staff issue a P.O. to Reid Gardens for the provision of Bare Root trees for \$6040.00, and also for the supply and planting of Caliper trees for \$3580.00 as per respective submissions.

COMMITTEE DECISION

THAT Staff issue a P.O. to Reid Gardens for the provision of Bare Root trees for \$6040.00, and also for the supply and planting of Caliper trees for \$3580.00 as per respective submissions.

COMMUNICATION 129044

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date January 3, 2018
Topic Public Works Backhoe Replacement

SUMMARY

In the 2018 Capital Budget staff had identified the replacement of the 2001 Johnson Sweeper as the major replacement, upon review staff feel that it would be more prudent to alter the strategy for the next two years that originally forecast the Johnson sweeper, the Volvo Backhoe, and the Volvo Loader replaced.

Not only will that plan deplete the equipment reserve but also staff feel that the order of replacement should be altered to see replacement of the backhoe first and then the sweeper and lastly the loader. It is suggested that these replacements occur over three years instead of two. After a mechanical assessment of the sweeper it was felt deferring the replacement of the more expensive component of the fleet would not create excessive maintenance costs.

STAFF RECOMMENDATION

THAT staff be authorized to proceed with the replacement of the Volvo backhoe in 2018 that was originally identified for replacement in 2019 and defer the replacement of the Johnson Sweeper until 2019.

COMMITTEE DECISION

THAT staff be authorized to proceed with the replacement of the Volvo backhoe in 2018 that was originally identified for replacement in 2019 and defer the replacement of the Johnson Sweeper until 2019.

COMMUNICATION 129045

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date January 3, 2018
Topic Changes to Blue Box Program

SUMMARY

The Province distributed the draft plan that has been developed that would see Producers assume full responsibility of the Blue Box Program. The Plan provides definitions, goals and objectives, the anticipated transition process, alternatives available to municipalities, and terms and conditions, should a municipality choose to be a collection agent on behalf of Stewardship Ontario.

129045 Continued

Staff are reviewing this document and, in fact, there are two webinars scheduled that staff are registered for that are intended to provide further insight into all components of the proposal.

COMMENT

Although the Province has indicated these changes will maintain consistent service levels, staff feel that there is potential for differences in service delivery compared to what residents of Carleton Place experience today with the existing model. Examples of these differences include: businesses would not be included, whereas currently small businesses that generate a volume of recyclables as a residential household are part of the Town's current program.

Also, there may be a reduction in the types of materials collected in the Blue Box compared to what the Town has incorporated into the current contract and there would be a high likelihood that coordination of garbage and blue box pick up on the same day may be impacted.

Staff will continue to obtain further information regarding this issue and will provide comments to the province that prioritizes service levels to residents.

STAFF RECOMMENDATION

THAT staff continue to keep committee apprised of this issue. Bring forward.

COMMITTEE DECISION

Bring forward.

COMMUNICATION 129046

Received from	Dave Young, Director of Public Works
Addressed to	Physical Environment Committee
Date	January 3, 2018
Topic	Winter Parking Restrictions

SUMMARY

There have now been a number of winter maintenance events in the 2017/2018 winter season and although there have been some issues and concerns raised by residents generally operations have gone well.

One issue that has become a concern is the fact that there have been several events that forecasted amounts of snow don't warrant initiating the parking ban, but ultimately result in the requirement to implement a full-scale plowing operation.

129046 Continued

These types of events have occurred in the past and the implication of this type of occurrence is that many vehicles are legally parked on the street and plows simply are required to plow around them.

This ultimately creates a windrow of snow that can encroach into the travel lane. Public Works staff try to return and remove this windrow, but are not always able to deal with this situation until removal operations are triggered or the next full plowing operation where by a parking ban is initiated. This can lead to a hazardous situation especially if the windrow of snow becomes hardened on the road surface.

Staff feel that it would be beneficial for the Winter Parking By-law to be modified to incorporate some flexibility to allow staff to impose the parking ban even if the forecast does not exceed 7cm, yet the circumstances necessitate the requirement to initiate a full plowing operation.

An example that has been incurred a number of times is a prediction of 5cm overnight, and then another 3 to 4 cms through the day. This type of forecast never exceeds 7cm but it would be unacceptable to leave this type of accumulation on the road surface.

STAFF RECOMMENDATION

THAT By-law No. 50-2011, the Winter Parking By-law be repealed and replaced to include wording authorizing staff to impose the overnight parking ban when it is deemed to be necessary.

COMMITTEE DECISION

THAT By-law No. 50-2011, the Winter Parking By-law be repealed and replaced to include wording authorizing staff to impose the overnight parking ban when it is deemed to be necessary. Bring forward.