



Physical Environment Committee Action Report
for the April 5th, 2016 meeting held in
the Council Chambers at 7:00 p.m.

PRESENT: Mayor Antonakos, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Joanna Bowes, Manager of Development Services, Les Reynolds Director of Protective Services, Paul Knowles, Chief Administrative Officer, Dave Young, Director of Public Works

- 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 receive and file for those items not pulled out for discussion.

COMMUNICATION 127117

Received from Deputy-Mayor Flynn
Addressed to Duncan Rogers, Clerk
Date March 23rd, 2016
Topic Midway at Woolgrowers

SUMMARY

Woolgrowers is asking for a letter from the Town confirming that the Town does not object to a midway at the Woolgrowers property July 8, 9, and 10.

COMMENT

Staff have checked with the BIA and Joanne Henderson, Manager of Recreation and Culture and they have no concerns.

127117 Continued

STAFF RECOMMENDATION

THAT the Town provide the letter confirming that the Town does not object to the midway. Receive and record

COMMITTEE DECISION

THAT the Town provide the letter confirming that the Town does not object to the midway. Receive and record

COMMUNICATION 127118

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date March 31st, 2016
Topic 2016 Capital Program

SUMMARY

Public Works staff have been working on developing the tenders for this year's Capital Program. Work is progressing well and it is anticipated that tenders will be available mid-April.

Coleman Street has been identified as the overlay project and the limits will be from Queen Street to MacGregor Street and will include the overlay at the intersection of Franktown Road and Coleman Street.

COMMENT

Staff will be hosting the 2016 Construction Open House on Wednesday April 13th from 4:00 p.m. to 7:00 p.m. All properties, adjacent to proposed projects, have been sent an invitation and the event will be promoted through Municipal Matters and the Town's website.

STAFF RECOMMENDATION

Receive and record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127119

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date March 31st, 2016
Topic Backyard Composter Program

SUMMARY

Public Works staff have developed a subsidy and Promotion and Education program for backyard composting. The launch will coincide with an upcoming recycling session at J. L. Couroux School.

COMMENT

The Public Works Department is planning on distributing an information brochure to all town residents that contains information about the new program and other projects and/or initiatives occurring in 2016.

STAFF RECOMMENDATION

Receive and record

COMMITTEE DECISION

Receive and Record

TO BE DISCUSSED

COMMUNICATION 127120

Received from Debbie Turner, OCWA
Addressed to Dave Young, Director of Public Works
Date March 30th, 2016
Topic Carleton Place Water Pollution Control Plant 2015 Annual Report

SUMMARY

Ms. Turner has provided the 2015 Annual Report for the Carleton Place Wastewater Pollution Control Plant as required by regulation. The report summarizes the operation of the plant over the course of the year including flow volumes, effluent sample results, biosolids management and significant operational issues encountered over the year.

127120 Continued

COMMENT

Flows at the plant over 2015 were down by 17.5% from the previous year. Also, all provincial compliance targets, relating to effluent quality, were met. The objective for suspended solids was not met due to work being done on the clarifier weirs when one sample was taken.

STAFF RECOMMENDATION

THAT Council hereby accepts the 2015 Carleton Place Water Pollution Control Plant Annual Report.

ALSO THAT this report be made available to the public via the Town's website.

COMMITTEE DECISION

THAT Council hereby accepts the 2015 Carleton Place Water Pollution Control Plant Annual Report.

ALSO THAT this report be made available to the public via the Town's website.

COMMUNICATION 127121

Received from	Wayne Fraser, Public Works Development Coordinator
Addressed to	Physical Environment Committee
Date	March 24 th , 2016
Topic	2015 Waste and Recycling Audit Report

SUMMARY

An improved and simpler recycling program became effective June 1st, 2013 in the Town of Carleton Place. There were significant changes made to the old program in an effort to increase the program's efficiency and usability thereby maximizing the amount of blue box material diverted from disposal in the immediate sense. These changes were also designed to limit future waste increases to only that which is proportional to demographic and developmental growth.

In the spring of 2012 while the old recycling program was still in place, the Carleton Place public works staff conducted a waste audit and sampled 25 randomly selected houses on two consecutive weeks and measured the amount of waste diverted from landfill. The calculated diversion rate for this audit was 20%. This created a baseline and established a process with which to measure future diversion rates for Carleton Place.

127121 Continued

In late April 2015, with Carleton Place taking the lead, Public Works staff along with staff of Mississippi Mills, and Drummond North Elmsley jointly conducted a new recycling waste audit. For comparison purposes, Town staff collected waste and recycling from the same 25 houses as were used in the 2012 audit and the collections took place on two consecutive weeks (similar to the 2012 audit). The waste and recycling materials were delivered to a roll-off container at the town public works yard. Progressive Waste Solutions (**PWS**) picked up these recycling and waste materials and took them to their facility in order to conduct an audit on the samples.

The main purpose of the 2015 audit was to compare its results to those of the 2012 audit.

Unfortunately there were some problems associated with the 2015 audit conducted by PWS. One problem arose when PWS inadvertently land-filled one week's collection of samples, requiring a repeat (3rd) collection by public works staff.

Shortly after the audit commenced there were staff changes at PWS that delayed the audit. When the initial draft audit report was finally received on November 2, 2015, staff reviewed and returned it to MWS noting many mistakes/inaccuracies. A second report was received in late November and again it was returned for corrections to be made by PWS.

On December 3, 2015 a third report stamped final was received. The results of this report left staff with doubt as to its accuracy. Examples of results of the 2015 audit that were difficult to rationalize were:

- why was the average waste generated per house per week in the 2015 audit samples almost half of that generated in the 2012 audit?
- why was the percentage of recyclables found in the waste stream samples almost double that as found in the 2012 audit?
- why was the increase blue box diversion rate only 0.9% higher in the 2015 audit than in the 2012 audit, especially with the new 2013 recycling program being so simple/easy to use and considering all the promotion and education efforts put forth by staff in the last few years?

As a means to verify the actual blue box diversion rate for 2015, staff used the actual weights of garbage and recycling materials from 2012 (entirely under the old recycling program), 2013 (half of the year under the old recycling program and half under the new one), and 2015 (one and one half years under the new recycling program). The results of this exercise were as follows:

	<u>2012</u>	<u>2013</u>	<u>2015</u>
Garbage (MT)	2,544.19	2,554.68	2,547.54
Recycling (MT)	623.00	704.42	876.52
Blue Box Diversion Rate	19.7%	21.6%	25.6%

127122 Continued

Upon review of tenders it was determined the actual bid price for the two low bids were:

- RW Tomlinson \$1,639,733.85
- Cavanagh Construction \$1,773,079.89

RW Tomlinson is a qualified contractor and has performed satisfactorily in previous projects undertaken for the Town. Prior to awarding of this contract staff will need to receive endorsement of participating developers in a Cost Sharing Agreement.

STAFF RECOMMENDATION

Bring forward

COMMITTEE DECISION

Bring forward

COMMUNICATION 127123

Received from	Dave Young, Director of Public Works
Addressed to	Physical Environment Committee
Date	March 30 th , 2016
Topic	Winter Sidewalk Maintenance

SUMMARY

Staff have received two requests to amend the Town's Sidewalk Winter Maintenance Policy to include sidewalks in residential areas.

COMMENT

Currently, the Public Works Department follows a policy of sidewalks that are winter maintained are on arterial or collector streets, and/or on streets that lead to public institutions.

In the past the Town had attempted to undertake winter maintenance on all sidewalks in Town. This pilot project was discontinued very early in the winter season due to consecutive snowfall events that negated the opportunity to open up sidewalks where removals would be required.

Although no further attempts were made, staff feel that a review of sidewalks that fall under the current policy is warranted.

STAFF RECOMMENDATION

THAT staff undertake a review of the Sidewalk Winter Maintenance Policy and report back to Committee. Bring forward.

127123 Continued

COMMITTEE DECISION

THAT staff undertake a review of the Sidewalk Winter Maintenance Policy and report back to Committee. Bring forward.

COMMUNICATION 127134

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 5th, 2016
Topic Sewer Cleaning Quotations

SUMMARY

Quotations were received for Catchbasin and Sewer Line Cleaning Program up until 11:00 a.m. Tuesday, April 5th, 2016. Based on the anticipated 5 week duration for the work program bids are as follows:

Aqua-Drain	\$32,148.00
Clean Water Works	\$33,550.00
XSite	\$36,267.00
NCM Hydro Vac	\$41,550.00

COMMENT

Staff have not worked with Aqua Drain previously, but staff are confident they can demonstrate their ability to carry out the work plan.

STAFF RECOMMENDATION

THAT Council hereby authorizes staff to issue a Purchase Order to Aqua Drain to carry out the 2016 Catchbasin and Sewer Cleaning Program.

COMMITTEE DECISION

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Physical Environment Committee Agenda
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Recycling (MT)	623.00	704.42	876.52
Blue Box Diversion Rate	19.7%	21.6%	25.6%

NOTE: It is important to realize that the above represents blue box diversion rates only. The overall municipal waste diversion rate is higher as it includes other diversion strategies.

As seen from the above there are two conclusions to be made:

1. The actual 2012 diversion rate (19.7%) is very close to that reported in the 2012 audit (20.0%)
2. The actual 2015 diversion rate (25.6%) is considerably different than what was found in the 2015 audit (20.9). This casts further doubt on the reliability of the 2015 audit.

The good news is that there was an actual 30% increase in our Town's blue box diversion rate between 2012 and 2015, confirming that our new recycling program and promotion & education policy has and continues to be quite successful.

Staff has little confidence as to the accuracy of the 2015 waste/recycling audit and therefore questions its use as a guideline for shaping the Town's future direction regarding its recycling policies and its waste reduction efforts.

127121 Continued

STAFF RECOMMENDATION

THAT staff conduct a new waste/recycling audit in the fall of 2016.

COMMITTEE DECISION

COMMUNICATION 127122

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date March 30th, 2016
Topic Contract PW1-2016 – McNeely Avenue Extension

SUMMARY

Bids were received up until 11:00 a.m. Wednesday, March 30th, 2015 for PW1-2016, the extension of McNeely Avenue. Bid results were as follows:

- RW Tomlinson \$1,642,236.80
- Cavanagh Construction \$1,772,974.81
- Karson \$2,084,850.00
- Colautti Construction \$2,138,973.61
- D Squared Construction \$2,167,078.94
- Crains Construction \$2,300,035.34

Upon review of tenders it was determined the actual bid price for the two low bids were:

- RW Tomlinson \$1,639,733.85
- Cavanagh Construction \$1,773,079.89

RW Tomlinson is a qualified contractor and has performed satisfactorily in previous projects undertaken for the Town. Prior to awarding of this contract staff will need to receive endorsement of participating developers in a Cost Sharing Agreement.

STAFF RECOMMENDATION

Bring forward

COMMITTEE DECISION

COMMUNICATION 127123

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Addressed to Physical Environment Committee
Date March 30th, 2016
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COMMENT

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STAFF RECOMMENDATION

THAT staff undertake a review of the Sidewalk Winter Maintenance Policy and report back to Committee. Bring forward.

COMMITTEE DECISION

ADDENDUM

COMMUNICATION 127134

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date April 5th, 2016
Topic Sewer Cleaning Quotations

SUMMARY

Quotations were received for catchbasin and sewer line cleaning up until 11:00 a.m. Tuesday, April 5th, 2016. Based on the anticipated 5 week duration for the work program bids are as follows:

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COMMENT

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STAFF RECOMMENDATION

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COMMITTEE DECISION