



Policy Review Committee Action Report
for the March 22nd, 2016 meeting held in
the Council Chambers following Council

PRESENT: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, 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 THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVED THIS ADDENDUM**

TO BE DISCUSSED

COMMUNICATION 126272

Received from Joanna Bowes, Building and Planning Technician
Addressed to Planning and Protection Committee
Date May 26th, 2015
Topic Development Permit By-law 15-2015 & Refreshment
 Vehicle By-law 57-2013

SUMMARY

Previously, the Committee had asked to review the existing Refreshment Vehicle By-law with respect to permitted locations for refreshment vehicles and other housekeeping matters. During this review, staff found an inconsistency between the new Development Permit By-law and the current Refreshment Vehicle By-law.

BACKGROUND INFORMATION

Section 15.0 of the Development Permit By-law provides a definition for a restaurant which includes a refreshment vehicle and allows them to be located as a right in any location in which a restaurant may be located. This could apply, for example, to property in the Central Business District.

However, the Refreshment Vehicle By-law does not permit refreshment vehicles of any Type within the Central Business District.

126272 Continued

Further, that the wording in the refreshment vehicle by-law needs to be clarified in a number of places.

COMMENT

Staff will review this matter further. Staff will prepare a draft By-law for the review of Committee.

UPDATE – March 22nd, 2016

Staff have reviewed the Refreshment Vehicle By-law as instructed by Council will present recommended changes.

STAFF RECOMMENDATION

That the Refreshment Vehicle By-law be forwarded to Council for approval.

COMMITTEE DECISION

Bring forward to Planning and Protection Committee April 5th, 2016

COMMUNICATION 126459

Received from	Wayne Fraser, Public Works Development Coordinator
Addressed to	Policy Review Committee
Date	November 17 th , 2015
Topic	7 Beckwith Street

SUMMARY

On June 30, 2015 Council approved a report from Wayne Fraser seeking approval to award Contract PW1- 2015, a contract for a Pump & Treat System for the Mitigation of Tetrachloroethylene at the 7 Beckwith Street site to Milestone Environmental being the low tender at \$455,854 tax excluded. (Details below)

Accompanying the Milestone pump and treat tender submission was an alternate proposal for the design and construction of a **Zero Valent Iron Permeable Reactive Barrier (ZVI PRB)**. This system would be installed entirely below grade so there would be no surficial components.

This remediation system could provide ongoing operational cost savings for the town. Council was advised at the special council meeting that staff would investigate this possible cost savings option prior to executing the pump and treat contract with Milestone.

126459 Continued

The investigation into the ZVI PRB option is described below:

- The Town has been working with Milestone and its subcontractor Vertex since July 2015 to explore the ZVI PRB option. The major appeals of this technology to the Town are no ongoing O&M costs which were estimated to be \$88,130 per annum and the "invisibility" of the system compared to P&T (ie: no above or below ground operating equipment involved). The existing annual site monitoring program would continue. (approximately \$15,000 / year)
- The intent of the PRB will be to isolate as much of the PCE source area as possible on the up-gradient (south) side of the PRB such that contaminants migrating from the source are treated by the ZVI PRB system to prevent potential off-site migration.
- The Town worked with Milestone to develop a design for the PRB. The design so far has included hydro-geological modeling, ZVI treatability testing, and design of the required dimensions of the PRB. Presently it is anticipated that an the PRB will consist of an approximately 1 m thick x 12 m long x 5 m deep gate containing up to 37% by weight ZVI (iron mixed with sand), and two impermeable funnel wings (constructed of concrete) each approximately 1 m thick x 7 m long x 5 m deep.
- Outstanding design work includes finalizing the precise location of the PRB's funnel and gates and preparation of "For Construction Drawings".
- Contingencies for potential *in situ* injection of ZVI (to pre-treat contaminated groundwater) are also being evaluated to supplement the PRB, if required in the future.

Milestone has indicated that depending on the design and final orientation of the wall, their total cost of design and construction would be **\$447,250** which is slightly less than their P&T tender price. Milestone proposes that the design be finalized soon and that construction of the PRB (**4 – 6 weeks duration**) would begin early spring 2016 (after spring melt).

On November 10, 2015 staff and its consultant (SNC Lavalin) reviewed the ZVI PRB system as a source area mitigation method for 7 Beckwith Street with the Ministry of the Environment and Climate Change (MOECC), and the Ministry is supportive of this plan.

UPDATE – March 22nd, 2016

On March 14, 2016 staff met with Milestone Environmental to review the detailed draft design of the ZVI PRB system to be installed at the Town's 7 Beckwith Street site. This system is to be implemented to mitigate the perc contamination at the site. The system was approved by Council on November 24th, 2015 (up to an upset limit of \$455,854 + applicable taxes).

126459 Continued

At the March 14th, 2016 meeting the following was confirmed:

- The project will start mid to late April (weather permitting);
- The contract between Milestone and Carleton Place will be modified to reflect discussions taken place at this meeting and returned to the Town for signing by March 22nd, 2016;
- The organizer of the summer weekly car shows will be informed that the parking lot at 7 Beckwith will likely be unavailable until June of 2016;
- The contractor will leave as much of the parking lot as possible, clean and available on weekends for Farmers' Market activities;
- It is expected that the project will be completed by early June of 2016;
- Security fencing will be in place throughout the work for public safety;
- It is expected that all soil created as a result of the construction will be non-hazardous and be handled and disposed of in accordance with environmental regulations; and
- The site will be restored to its original condition as the system will be entirely underground;

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127114

Received from	Carleton Place Youth Centre
Addressed to	Policy Review Committee
Date	February 2 nd , 2016
Topic	Annual Update

SUMMARY

The Youth Centre would like to provide Council with an annual update.

STAFF RECOMMENDATION

THAT Council hear the presentation

127114 Continued

COMMITTEE DECISION

THAT Council hear the presentation

COMMUNICATION 127115

Received from Les Reynolds, Director of Protective Services
Addressed to Policy Review Committee
Date March 15th, 2016
Topic Police Presentation

SUMMARY

The Police Services Board has arranged for Insp. D. Needham, Lanark County Detachment Commander, to make a presentation on police activities.

STAFF RECOMMENDATION

That Insp. Needham be permitted to speak to the committee.

COMMITTEE DECISION

That Insp. Needham be permitted to speak to the committee.

COMMUNICATION 127116

Received from Deputy-Mayor Flynn
Addressed to Paul Knowles, Chief Administrative Officer
Date March 21st, 2016
Topic Industrial Park Dedication

SUMMARY

Deputy-Mayor Flynn would like to discuss the business park dedications.

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

Deputy-Mayor Flynn will speak to staff about public dedication. Bring forward



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STAFF RECOMMENDATION

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COMMITTEE DECISION

ADDENDUM

COMMUNICATION 127116

Received from	Deputy-Mayor Flynn
Addressed to	Paul Knowles, Chief Administrative Officer
Date	March 21 st , 2016
Topic	Industrial Park Dedication

SUMMARY

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STAFF RECOMMENDATION

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COMMITTEE DECISION