



Policy Review Committee Action Report  
for the September 12<sup>th</sup>, 2017 meeting held in  
the Council Chambers following Council

**PRESENT:** Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Stacey Blair, Deputy-Clerk, Paul Knowles, Chief Administrative Officer

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
- 2) **PUBLIC MEETING – NONE AT THIS TIME**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 5) **COMMUNICATION 128359 IS A CLOSED MEETING**
- 6) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVED 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 128354**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	August 16 <sup>th</sup> , 2017
Topic	Municipal GHG Challenge Fund

#### **SUMMARY**

Province has announced the new Municipal GHG Challenge Fund which is a program funded by the proceeds from Ontario's carbon market that aims to support community-led action on climate change. The competitive application-based program will fund up to 100% of the eligible costs for greenhouse gas emissions reduction projects proposed by municipalities. Municipalities may request up to **\$10 million per project**.

Any Ontario municipality with a community-wide greenhouse gas inventory, emissions reduction targets and a strategy/plan to reduce emissions is eligible to apply.

**128354 Continued**

Municipal projects that are eligible for funding would aim to reduce greenhouse gas emissions in any sector, including in buildings, energy supply, water, transportation, waste and organics. Projects that are currently underway are only eligible if they were initiated after June 1, 2016

A higher score will be given to municipalities that have a comprehensive GHG reduction plan that **meets or exceeds** the province's 2020, 2030 and 2050 targets. A higher score will also be given to applicants that already have funding for up to 50% of eligible costs (e.g. through federal/municipal governments, private sector, industry, partners etc.).

Deadline to apply is November 14, 2017.

**COMMENT**

The Town is not well positioned to apply for this funding at this time.

**STAFF RECOMMENDATION**

Receive and Record

**COMMITTEE DECISION**

Receive and Record

**TO BE DISCUSSED**

**COMMUNICATION 128355**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 7<sup>th</sup>, 2017  
Topic PW8-2017 – Carambeck Site Works

**SUMMARY**

Tenders were received up until 11:00 a.m., Thursday September 7<sup>th</sup>, 2017 for PW8-2017 – Carambeck Site Works. The following bid was received

<b>Company</b>	<b>Bid</b>
Ottawa Greenbelt	\$649,119.01
Cavanagh Construction	\$706,208.30
Crains' Construction	\$724,307.40

All tenders were complete.

**128355 Continued**

**UPDATE – September 12<sup>th</sup>, 2017**

The 2017 budget for the snow dump, dog park and Carambeck parking lot is \$602,000 (net of HST rebate). The low bid price, for this contract, is \$585,000 (net of HST rebate) which is significantly higher than anticipated. In addition to this contract, the 2017 budget was to complete:

● stripping the Public Works Yard and constructing the berms and pathway around the perimeter	\$125,000
● grading	\$2,500
● lights	\$15,000
● fencing	\$50,000
● topsoil/seed	\$5,000
● access road/parking	\$10,000
● Project Manager	<u>\$25,000</u>
	\$255,000

Higher unit prices for some items have caused the price to significantly exceed anticipated cost – for example, the bid price for 375dia storm sewer is \$576/m instead of \$246/m in a contract dated June 2017. This one component increased the price by \$100,000.

Also, the contract includes sanitary and water services to the lot being sold. This cost was always to be funded by the sale of the property.

Options to proceed include:

- ✓ cancel all of the additional work planned for 2017 and proceed with this work in the future when funds available;
- ✓ not award the contract (or a portion of the contract) and try to obtain better prices in 2018; or
- ✓ a portion of the project is being funded by the proceeds from selling the property at Carambeck. The plan was to contribute some of the funds from selling the property to a reserve. However, instead, the land sale funds could be used to increase the budget and proceed with all of the work.

Part of the work in this project is to service the property for the apartments and the Developer has confirmed that services are not required until spring.

**STAFF RECOMMENDATION**

THAT the Contract for Carambeck site work not be awarded and retendered early in 2018.

AND THAT staff proceed with other work as planned in 2017.

**128355 Continued**

**COMMITTEE DECISION**

THAT the Contract for Carambeck site work not be awarded and retendered early in 2018.

AND THAT staff proceed with other work as planned in 2017.

**COMMUNICATION 128356**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 7<sup>th</sup>, 2017  
Topic PW7-2017 – Watermain Lining

**SUMMARY**

Tenders were received up until 11:00 a.m., Thursday September 7<sup>th</sup>, 2017 for PW7-2017 – Watermain Lining. The following bid was received

<b>Company</b>	<b>Bid</b>
Aqua Rehab	\$199,513.93
Fer Pal Inc	Did Not Bid

**COMMENT**

There are only two contractors that are capable of providing this specialized service. The consultant confirmed that Fer Pal did not bid based on their firm's capacity.

The bid provided by Aqua Rehab has been confirmed as a competitive price.

**STAFF RECOMMENDATION**

THAT Council hereby authorizes the Mayor and Clerk to enter into a Contract Agreement with Aqua Rehab for the structural relining of the Flora Street River crossing for the tender price of \$199,513.93.

**COMMITTEE DECISION**

THAT Council hereby authorizes the Mayor and Clerk to enter into a Contract Agreement with Aqua Rehab for the structural relining of the Flora Street River crossing for the tender price of \$199,513.93.

**COMMUNICATION 128357**

Received from Paul Knowles, Chief Administrative Officer  
 Addressed to Policy Review Committee  
 Date September 6<sup>th</sup>, 2017  
 Topic OVR Trail

**SUMMARY**

Work along the OVR Trail between Coleman Street and Moore Street is planned for this fall. The work will involve:

- 1) breaking rock for a drainage ditch;  
 (Volundur Thorbjornsson has quoted a price of \$225.00/hr for a shovel with breaker. Quotes from other firms, for this equipment, were \$340 - \$350/hr. (Communication 128346)(NOTE) The hoe ram breaker should not actually be required on the Dog Park project).
- 2) Install culverts – Public Works staff and equipment will install culverts;
- 3) Grade the property – equipment used will be the same as used at the dog park;  
 Prices quoted were:

Equipment	Crains'	Cavanagh
D8 Bulldozer	NA	\$250/hr
Rock Trucks	\$160/hr	\$160/hr
37T Shovel	No Quote	\$175/hr
With hoe ram	\$350/hr	\$340/hr
Small Bulldozer	\$95/hr	\$110/hr
850 JD Bulldozer	\$155/hr	\$190/hr
Tractor/Belly dump & Loader	NA	\$190/hr

**COMMENT**

These three components of the work can be separated and completed by individual contractors.

**STAFF RECOMMENDATION**

THAT staff issue a Purchase Order to Volundur Thorbjornsson for a shovel with breaker for \$225/hr to break out rock for a drainage ditch along the OVR trail.

THAT staff issue a Purchase Order to Cavanagh for equipment to grade the property along the OVR trail for quoted prices.

**COMMITTEE DECISION**

THAT staff issue a Purchase Order to Volundur Thorbjornsson for a shovel with breaker for \$225/hr to break out rock for a drainage ditch along the OVR trail.

THAT staff issue a Purchase Order to Cavanagh for equipment to grade the property along the OVR trail for quoted prices.

## **COMMUNICATION 128358**

Received from Craig T. Rogers, LLB  
Addressed to Town of Carleton Place  
Date September 5<sup>th</sup>, 2017  
Topic 118 High Street – Ontario Hydro

### **SUMMARY**

Resident is concerned that her property will be devalued by the installation of a guy wire by Hydro One. The Owner has been advised that other options for design and location of the Hydro infrastructure were considered but she has not been provided information related to these options.

The Owner requests that the other options that have been considered be relayed to her with cost points for each. Also, the owner asks whether a composite pole was considered for this location.

### **STAFF RECOMMENDATION**

THAT the Town forward the Owner's request for information related to design and location options, including using a composite pole, and the costs associated with the options to Hydro One.

### **COMMITTEE DECISION**

THAT the Town forward the Owner's request for information related to design and location options, including using a composite pole, and the costs associated with the options to Hydro One.

## **COMMUNICATION 128359**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 7<sup>th</sup>, 2017  
Topic Closed Meetings

### **SUMMARY**

As authorized by the Municipal Act, Council should review selected items in closed session.

### **STAFF RECOMMENDATION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

### **AGENDA**

12-09-17-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing

**128359 Continued**

- 12-09-17-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - General Nature – Alan Street Pumping Station
- 25-07-17-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Personal Issues
- 12-09-17-3 as required by 239(3)(b) of the Municipal Act – General Nature – Ombudsman’s Report

**COMMITTEE DECISION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

**AGENDA**

- 12-09-17-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing
- 12-09-17-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - General Nature – Alan Street Pumping Station
- 25-07-17-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Personal Issues
- 12-09-17-3 as required by 239(3)(b) of the Municipal Act – General Nature – Ombudsman’s Report

**REPORT TO COUNCIL**

- 12-09-17-1 Consultant is to restart the process to recruit a new CAO.
- 12-09-17-2 Receive and Record
- 25-07-17-3 Receive and Record
- 12-09-17- Receive and Record



Policy Review Committee Agenda  
for the September 12<sup>th</sup>, 2017 meeting to be held in  
the Council Chambers following Council

---

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
- 2) **PUBLIC MEETING – NONE AT THIS TIME**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 5) **COMMUNICATION 128359 IS A CLOSED MEETING**
- 6) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVED 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 128354**

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	August 16 <sup>th</sup> , 2017
Topic	Municipal GHG Challenge Fund

#### **SUMMARY**

Province has announced the new Municipal GHG Challenge Fund which is a program funded by the proceeds from Ontario's carbon market that aims to support community-led action on climate change. The competitive application-based program will fund up to 100% of the eligible costs for greenhouse gas emissions reduction projects proposed by municipalities. Municipalities may request up to **\$10 million per project**.

Any Ontario municipality with a community-wide greenhouse gas inventory, emissions reduction targets and a strategy/plan to reduce emissions is eligible to apply.



**128354 Continued**

Municipal projects that are eligible for funding would aim to reduce greenhouse gas emissions in any sector, including in buildings, energy supply, water, transportation, waste and organics. Projects that are currently underway are only eligible if they were initiated after June 1, 2016

A higher score will be given to municipalities that have a comprehensive GHG reduction plan that **meets or exceeds** the province's 2020, 2030 and 2050 targets. A higher score will also be given to applicants that already have funding for up to 50% of eligible costs (e.g. through federal/municipal governments, private sector, industry, partners etc.).

Deadline to apply is November 14, 2017.

**COMMENT**

The Town is not well positioned to apply for this funding at this time.

**STAFF RECOMMENDATION**

Receive and Record

**COMMITTEE DECISION**

**TO BE DISCUSSED**

**COMMUNICATION 128355**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 7<sup>th</sup>, 2017  
Topic PW8-2017 – Carambeck Site Works

**SUMMARY**

Tenders were received up until 11:00 a.m., Thursday September 7<sup>th</sup>, 2017 for PW8-2017 – Carambeck Site Works. The following bid was received

<b>Company</b>	<b>Bid</b>
Ottawa Greenbelt	\$649,119.01
Cavanagh Construction	\$706,208.30
Crains' Construction	\$724,307.40

All tenders were complete.

**128355 Continued**

**STAFF RECOMMENDATION**

THAT Council hereby authorizes the Mayor and Clerk to enter into a Contract Agreement with Ottawa Greenbelt for the Carambeck Site Works for the tender price of \$649,119.01.

**COMMITTEE DECISION**

**COMMUNICATION 128356**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 7<sup>th</sup>, 2017  
Topic PW7-2017 – Watermain Lining

**SUMMARY**

Tenders were received up until 11:00 a.m., Thursday September 7<sup>th</sup>, 2017 for PW7-2017 – Watermain Lining. The following bid was received

<b>Company</b>	<b>Bid</b>
Aqua Rehab	\$199,513.93
Fer Pal Inc	Did Not Bid

**COMMENT**

There are only two contractors that are capable of providing this specialized service. The consultant confirmed that Fer Pal did not bid based on their firm's capacity.

The bid provided by Aqua Rehab has been confirmed as a competitive price.

**STAFF RECOMMENDATION**

THAT Council hereby authorizes the Mayor and Clerk to enter into a Contract Agreement with Aqua Rehab for the structural relining of the Flora Street River crossing for the tender price of \$199,513.93

**COMMITTEE DECISION**

## COMMUNICATION 128357

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 6<sup>th</sup>, 2017  
Topic OVR Trail

### SUMMARY

Work along the OVR Trail between Coleman Street and Moore Street is planned for this fall. The work will involve:

- 1) breaking rock for a drainage ditch;  
(Volundur Thorbjornsson has quoted a price of \$225.00/hr for a shovel with breaker. Quotes from other firms, for this equipment, were \$340 - \$350/hr. (Communication 128346)(NOTE) The hoe ram breaker should not actually be required on the Dog Park project).
- 2) Install culverts – Public Works staff and equipment will install culverts;
- 3) Grade the property – equipment used will be the same as used at the dog park;  
Prices quoted were:

Equipment	Crains'	Cavanagh
D8 Bulldozer	NA	\$250/hr
Rock Trucks	\$160/hr	\$160/hr
37T Shovel	No Quote	\$175/hr
With hoe ram	\$350/hr	\$340/hr
Small Bulldozer	\$95/hr	\$110/hr
850 JD Bulldozer	\$155/hr	\$190/hr
Tractor/Belly dump & Loader	NA	\$190/hr

### COMMENT

These three components of the work can be separated and completed by individual contractors.

### STAFF RECOMMENDATION

THAT staff issue a Purchase Order to Volundur Thorbjornsson for a shovel with breaker for \$225/hr to break out rock for a drainage ditch along the OVR trail.

THAT staff issue a Purchase Order to Cavanagh for equipment to grade the property along the OVR trail for quoted prices.

### COMMITTEE DECISION

## **COMMUNICATION 128358**

Received from Craig T. Rogers, LLB  
Addressed to Town of Carleton Place  
Date September 5<sup>th</sup>, 2017  
Topic 118 High Street – Ontario Hydro

### **SUMMARY**

Resident is concerned that her property will be devalued by the installation of a guy wire by Hydro One. The Owner has been advised that other options for design and location of the Hydro infrastructure were considered but she has not been provided information related to these options.

The Owner requests that the other options that have been considered be relayed to her with cost points for each. Also, the owner asks whether a composite pole was considered for this location.

### **STAFF RECOMMENDATION**

THAT the Town forward the Owner's request for information related to design and location options, including using a composite pole, and the costs associated with the options to Hydro One.

### **COMMITTEE DECISION**

## **COMMUNICATION 128359**

Received from Paul Knowles, Chief Administrative Officer  
Addressed to Policy Review Committee  
Date September 7<sup>th</sup>, 2017  
Topic Closed Meetings

### **SUMMARY**

As authorized by the Municipal Act, Council should review selected items in closed session.

### **STAFF RECOMMENDATION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

### **AGENDA**

- 12-09-17-1 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Staffing
- 12-09-17-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - General Nature – Alan Street Pumping Station

**128359 Continued**

25-07-17-2 personal matters about an identifiable individual, including municipal or local board employees – General Nature – Personal Issues

12-09-17-2 as required by 239(3)(b) of the Municipal Act – General Nature – Ombudsman’s Report

**COMMITTEE DECISION**