



**Physical Environment Committee Agenda
October 2, 2018, at 7:00 p.m.
Carleton Place Town Hall, Council Chambers**

Please silence all electronic devices.

CALL TO ORDER

DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

REGISTRATION OF PUBLIC WISHING TO SPEAK

COMMUNICATIONS (REPORTS)

L 2019 Draft Water and Sewer Budget

(Communication 129 4)

Trisa McConkey, Treasurer

Suggested Motion:

THAT staff be authorized to present the draft Water and Sewer budget to the public for comment at the Corporate Services Committee meeting on October 16, 2018.

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L L Drinking Water Quality Management System – 2018 2nd Quarterly Report

(Communication 129 5)

Dave Young, Director of Public Works

Suggested Motion:

THAT the Carleton Place Public Works Drinking Water Quality Management System Second Quarter Report be accepted as information.

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L L King Street Connection Fee – Bylaw No. 31-96

(Communication 129 6)

Robin Daigle, Engineering Manager

Suggested Motion:

THAT Council amend By-law 31-96 to adjust the established King Street connection fee as per the Consumer Price Index and to specify that the amount payable is subject to HST.

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iv. **2018 Waste Reduction Week
(Communication 129327)**

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Dave Young, Director of Public Works

Suggested Motion:

THAT Council officially proclaim October 15 to October 21, 2018 as Waste Reduction Week in Carleton Place; and

THAT Public Works Staff proceed with a promotional program that includes daily promotional information and illuminating the Town Hall with a blue and green light during Waste Reduction Week.

v. **October Meeting Schedule
(Communication 129328)**

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Stacey Blair, Deputy Clerk

Suggested Motion:

THAT the October 23rd, 2018 meetings of Council and the Policy Review Committee be rescheduled to October 30th, 2018 commencing at the regular time of 7:00 p.m.

5) **ADJOURNMENT**

COMMUNICATION 129234

Received from: Trisa McConkey, CPA, CGA, Treasurer
 Addressed to: Physical Environment Committee
 Date: October 2, 2018
 Topic: 2019 Draft Water and Sewer Budget

SUMMARY:

Staff has prepared a draft Water and Sewer Budget for 2019 which requires a 2.1% increase to water and sewer rates. This increase is consistent with the CPI increase from January to July 2018.

COMMENT:

The following table shows a high-level summary of the proposed budget:

REVENUES	2018 BUDGET	% CHANGE	2019 DRAFT BUDGET
Water & Sewer Billings	\$4,200,000	4.17%	\$4,375,000
Increase to Billings	75,600	2.10%	91,875
New Residential & Commercial	50,000	0.00%	50,000
Hydrant Rental	25,000	0.00%	25,000
Total Revenues	\$4,350,600	4.40%	\$4,541,875
EXPENDITURES			
WASTEWATER			
Wastewater Treatment Plant Operations	\$989,527	3.00%	\$1,019,213
Management Fee - OCWA	148,772	15.00%	171,088
Administration Allocation	117,500	6.38%	125,000
Property Taxes	38,000	-15.79%	32,000
Wastewater Distribution Operations	150,000	2.00%	153,000
Custom Work-Sewage	2,500	0.00%	2,500
Total Wastewater Operations	\$1,446,299	3.91%	\$1,502,801
WATER			
Water Treatment Plant Operations	\$598,883	3.00%	\$616,849
Management Fee - OCWA	90,040	15.00%	103,546
Administration Allocation	117,500	6.38%	125,000
Property Taxes	38,000	-15.79%	32,000
Water Distribution Operations	357,000	2.80%	367,000
Custom Work-Water	2,500	0.00%	2,500
Total Water Operations	\$1,203,923	3.57%	\$1,246,895
Surplus/(Deficit) from Operations	\$1,700,378	5.40%	\$1,792,179
2019 Capital Projects			\$1,801,047
Contribution to Reserve			(\$8,868)

The only significant operational pressure for 2019 is a 15% (\$35,822) increase in OCWA management fees as identified in the contract approved by Council for the 2018-2024 period. In addition, the property tax budget was adjusted to reflect the 2018 actual plus a 2% inflationary increase.

The following table shows the capital items included in this draft budget:

PROJECT DESCRIPTION	2019 DRAFT BUDGET
Major Maintenance - Sewage & Water Plants	\$330,000
Lake Ave. Monitoring	\$30,000
Allan St.	\$300,000
Queen St. S.	\$50,000
Engineering	\$65,000
Pumping Station - Bridge St	\$499,675
Unfinanced Capital Repayment	\$75,111
Reimbursement to Hydro Fund	\$121,395
Debt Payment- Centrifuge - Matures 2025	\$329,866
Total Capital Projects	\$1,801,047

The Community Investment Plan (10-Year Plan) approved by Council in May of this year included all projects included in this draft, except for the Bridge Street pumping station work. This work was identified in the Pumping Station Assessment Report approved by Council on June 26, 2018. Council directed that the 10-Year Plan be amended to include the recommendations identified in the report and that the design work proceed with respect to the Bridge Street Pumping Station which was identified for upgrading in 2019.

There are no capital projects related to growth planned for 2019. A balance of \$9.2 million is projected for the Growth Water/Sewer Reserve by the end of 2019. This reserve will be required to fund \$29 million in growth related capital projects over the next 10 years. As shown in the approved 10-Year Plan, the Town will be required to borrow funds in 2027 and 2028 to fund the planned projects.

RESERVE POSITION

The projected Water/Sewer Reserve balance at the end of 2019 is \$920,000. This reserve will be required to fund \$12.5 million in capital projects over the next 10 years as identified in the Town’s amended 10-Year Plan. Using 2% increases over the next 10 years as a guideline for CPI, annual water and sewer revenues are projected to provide adequate funds to complete the identified projects.

TIMING

Council generally approves the Water and Sewer budget for the following year in late fall of the previous year. However, with the pending Municipal Election and the fact that Council is in a lame duck position, the actual passing of the budget and rates cannot

occur until the new Council takes office. Having said that however, there is nothing preventing the draft budget from being presented to the public so that when the new Council is inaugurated, staff can present any comments in a final report to the new Council and be ready to approve the new rates in December. This will then allow staff to just have a slight delay in getting the water bills for the first quarter of 2019 issued before Christmas and having revenues flow into the Town to help pay expenditures. It should be noted that the Water and Sewer area of the budget is funded through the water bills and not from tax rates.

FINANCIAL IMPLICATIONS

The proposed 2.1% increase to water and sewer rates will result in a total charge of \$890.64 per year for a residential property with one or two people, an increase of \$18.32 per year over 2018 rates.

STAFF RECOMMENDATION

THAT staff be authorized to present the draft Water and Sewer budget to the public for comment at the Corporate Services Committee meeting on October 16, 2018.

COMMUNICATION 129235

Received From: Dave Young, Director of Public Works
Addressed to: Physical Environment Committee
Date: October 2, 2018
Topic: Drinking Water Quality Management System - 2018 2ND Quarterly Report

SUMMARY

The attached Report describes activities and issues relating to the operation of the Town's Drinking Water System for the period April through June, 2018.

COMMENT

Noteworthy items from the report include:

- warranty related repairs were undertaken by the tower coating contractor;
- locate requests were up over 20% from the same period the previous year;
- fire flow testing, and hydrant flushing activities were undertaken by Public Works Water Operators

STAFF RECOMMENDATION

THAT the Carleton Place Public Works Drinking Water Quality Management System (DWQMS) Second Quarter Report be accepted as information.

2018 2nd Quarter DWQMS Report to Council

The purpose of this report is to summarize the activities of the Public Works – **Water Distribution System** for the period of April 2018 through June 2018 for Town Council.

Operational Plan Revisions

There have been no revisions to the Operational Plan during this quarter.

Drinking Water Quality

To date in 2018 there has been 16 calls by residents concerning water quality. They are summarized as follows:

- 1 - Taste / Odour
- 7 - Visual
- 8 - Noise / Service Issues

Operational Activities

From April through June the following activities were completed by the Waterworks Staff:

- Conducted fire flow testing and associated coding
- Servicing activities for 19 Moore Street
- Water tower repairs in partnership with the Ontario Clean Water Agency (OCWA)
- Installation of services for new duplex on Frank Street
- Preconstruction activities for Nelson Street East and High Street
- Annual hydrant flushing activities
- Processed 581 locate requests compared to 486 locates during the same period in 2017.

Consumption Statistics - System Demand (m³)

	<u>April 2018</u>	<u>May 2018</u>	<u>June 2018</u>
Avg.	3,891.26	4,555.05	5,326.77
# of Days	30	31	30
Max.	4,416.8	6,169.7	6,703.4
Min.	<u>1,477.2</u>	<u>2,531.5</u>	<u>4,160.1</u>
Sum.	116,737.8	141,206.4	159,803

COMMUNICATION 129236

Received from Robin Daigle, Engineering Manager
Addressed to Physical Environment Committee
Date October 2, 2018
Topic King Street Connection Fee – Bylaw No. 31-96

SUMMARY

In conjunction with the construction of sewage and waterworks on King Street, the Town passed By-Law 31-96 in June 1996 to authorize the collection of a connection fee from a certain property owner. The said connection fee was made payable to the Town prior to the connection of the listed property to sewage and waterworks.

COMMENT

By-Law 31-96 specifies that the connection fee identified shall be increased monthly at the rate of 8.25% compounded annually from August 1, 1996 until the date the connection fee is paid. Upon review of the By-Law, the 8.25% annual interest rate is considered high in comparison to more recent interest rates. Staff is therefore recommending that By-Law 31-96 be amended to change the interest rate of 8.25% to a monthly adjustment as per the Consumer Price Increase (CPI) published by Statistics Canada. A monthly adjustment per the CPI is consistent with the Town's current practice in developing Cost Sharing By-Laws.

In addition to the adjustment in the interest rate, Staff is recommending the By-Law be amended to clarify that the connection fee is subject to HST.

FINANCIAL IMPLICATIONS

If the adjustment to the interest rate is approved, the connection fee as outlined in the By-Law and before tax would have a present-day value of \$3,852.04 (connection fee adjusted as per CPI) rather than a present-day value of \$14,300.59 (connection fee adjusted as per existing 8.25% annual interest rate).

STAFF RECOMMENDATION

THAT Council amend By-law 31-96 to adjust the established King Street connection fee as per the Consumer Price Index and to specify that the amount payable is subject to HST.

ATTACHMENTS

1. By-law No. 31-96

BY-LAW NO. 31-96

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE COLLECTION OF A CONNECTION FEE FROM A CERTAIN PROPERTY OWNER

WHEREAS section 221(2) of *The Municipal Act*, R.S.O. 1990, Chapter M.45 authorizes municipalities to impose a charge upon owners of land who derive benefit from the construction of sewage or water works;

AND WHEREAS the installation of sewage and waterworks on King Street will benefit the adjacent land owner;

AND WHEREAS the adjacent property owner has the right to connect to the water and sewer systems upon payment to the municipality of a connection charge calculated to cover a fair and equitable share of the said costs;

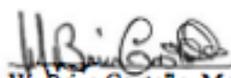
NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. THAT the lands identified in Clause 3 below are hereby deemed to derive a benefit from the construction of the said sewage and waterworks.
2. THAT the owner of the said lands shall not be permitted to connect an existing structure or a new structure onto the municipal water or sewer systems until the connection charge, as detailed in Clause 3, has been paid in full to the Town of Carleton Place.
3. THAT the connection charge listed below is as of August 1, 1996 and this connection charge shall be increased monthly at the rate of 8.25% compounded annually from August 1, 1996 until the date the said connection charge is paid.

OWNER	DESCRIPTION OF LAND	CONNECTION CHARGE
Janet Eliza Gallipeau	Plan 222 Lot 43	\$ 2,500.00

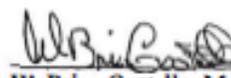
4. THAT the Town Solicitor is hereby authorized and instructed to register a copy of the By-law in the Lanark (No. 27) Registry Office.

READ A FIRST TIME THIS 11TH DAY OF JUNE 1996


W. Brian Costello, Mayor

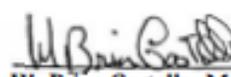

D.H. Rogers, Clerk

READ A SECOND TIME THIS 11TH DAY OF JUNE 1996


W. Brian Costello, Mayor


D.H. Rogers, Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF JUNE 1996


W. Brian Costello, Mayor


D.H. Rogers, Clerk

BY-LAW NO. XX-2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND BY-LAW 31-96 BEING A BY-LAW TO AUTHORIZE THE COLLECTION OF A CONNECTION FEE FROM A CERTAIN PROPERTY OWNER ON KING STREET.

WHEREAS on June 11, 1996, the Corporation of the Town of Carleton Place adopted By-law 31-96 being a By-Law to authorize the collection of a connection fee from a certain property owner on King Street; and

WHEREAS Section 326(1) authorizes a municipality to pass a by-law (a) to identify special services; (b) determine which of the costs, including capital costs, debenture charges, charges for depreciation or a reserve fund, of the municipality are related to that special service; (c) designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality; and (d) determine the portion and set out the method of determining the portion of the costs determined in clause (b) which represent the additional costs to the municipality of providing the additional benefit in the area designated in clause (c); and

WHEREAS it is deemed necessary to amend By-law 31-96 to change the interest rate from the specified rate of 8.25% compounded annually to a monthly adjustment per the Consumer Price Index published by Statistics Canada, and that this amount be subject to HST.

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. That Clause 3 of By-law 31-96 be replaced with the following:

That the connection charge listed below is as of August 1, 1996 and this connection charge shall be subject to HST and be adjusted monthly per the Consumer Price Index published by Statistics Canada from August 1, 1996 until the date said connection charge is paid.

OWNER (1996)	DESCRIPTION OF LAND	CONNECTION CHARGE
Janet Eliza Gallipeau	Plan 222 Lot 43	\$2,500.00

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF OCTOBER, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

COMMUNICATION 129237

Received From: Dave Young, Director of Public Works
Addressed to: Physical Environment Committee
Date: October 2, 2018
Subject: 2018 Waste Reduction Week

SUMMARY

Public Works Staff has developed a promotional program to coincide with Waste Reduction Week which will highlight different areas of waste reduction and various programs that are currently available to Carleton Place residents.

COMMENT

Waste Reduction Week is a national program which has been led by the Recycling Council of Ontario since 2001. As part of this year's program, participating municipalities are illuminating significant monuments and/or buildings with a blue and green light to signify the municipality's commitment to recycling. Public Works Staff is proposing that the Carleton Place Town Hall be illuminated with a green and blue light from October 15th to the 21st.

STAFF RECOMMENDATION

THAT Council officially proclaim October 15 to October 21, 2018 as Waste Reduction Week in Carleton Place; and

THAT Public Works Staff proceed with a promotional program that includes daily promotional information and illuminating the Town Hall with a blue and green light during Waste Reduction Week.

2018 Waste Reduction Week

October 15-21, 2018

Overview

Each year communities across Canada celebrate Waste Reduction Week. Participating in Waste Reduction Week serves as an opportunity to remind our community of our commitment to protecting the environment by reducing, reusing and recycling waste materials.

Earlier this year Public Works staff made presentations to four (4) elementary schools within Carleton Place that focused on recycling paper products and the importance of our forests. The students were challenged to collect as many batteries as possible.

This year students from Arklan, Caldwell, St. Mary's, and St. Gregory's collected 1,993.6 lbs of batteries. In return, the Public Works Department provided each student in the classroom in each school that collected the most batteries with a Colorado Spruce seedling to be planted at home. 170 Colorado Spruce trees were distributed and at each school, Public Works staff planted a tree as a living reminder of our commitment to the environment for current and future students.

Staff is recommending Council proclaim Waste Reduction Week in Carleton Place from October 15th to October 21st.

Monuments across Canada are going to be illuminated with blue & green lights for Waste Reduction Week. Public Works staff would like to propose that the Town Hall be lit blue & green for the week of October 15th through October 21st.

Facebook Campaign

Each day during Waste Reduction Week, there will be a themed day which focuses on different aspects of waste reduction. For 2018, we propose the following theme days:

Monday, October 21st – Circular Economy

Circular Economy – What is it?

Products have historically been designed for convenience but with no consideration of the waste left behind. Take the coffee pod for example; Canadians use 2.8 million of them every day and most end up in the garbage. Take a raw material, make something, use it, and dispose of it; that is a linear economy. The solution is in the circular economy where we design products so resources can be reused and reinvested in new products again and again.

How is this different from recycling? Rather than having to find recycling solutions after a product is designed and brought to market — like the coffee pod — recovery and material reuse is part of the product’s design and manufacturing process from the beginning.

A circular economy also supports the idea of access over ownership.

Streaming services like Spotify and Netflix rent access to content without you needing to own anything like CDs and DVDs. By shifting to access over ownership, the responsibility falls to manufacturers to make longer lasting and more efficient products that are designed with repair and reuse as primary considerations.



Tuesday, October 16th – Textiles Tuesday

Did you know the average person throws away 37 kilograms of textiles each year, and 95% of those clothes could be reused or recycled? Globally, textiles waste has increased dramatically due to the rise in clothing consumption and production.



Wednesday, October 17 – Celebrating Champions & Innovators



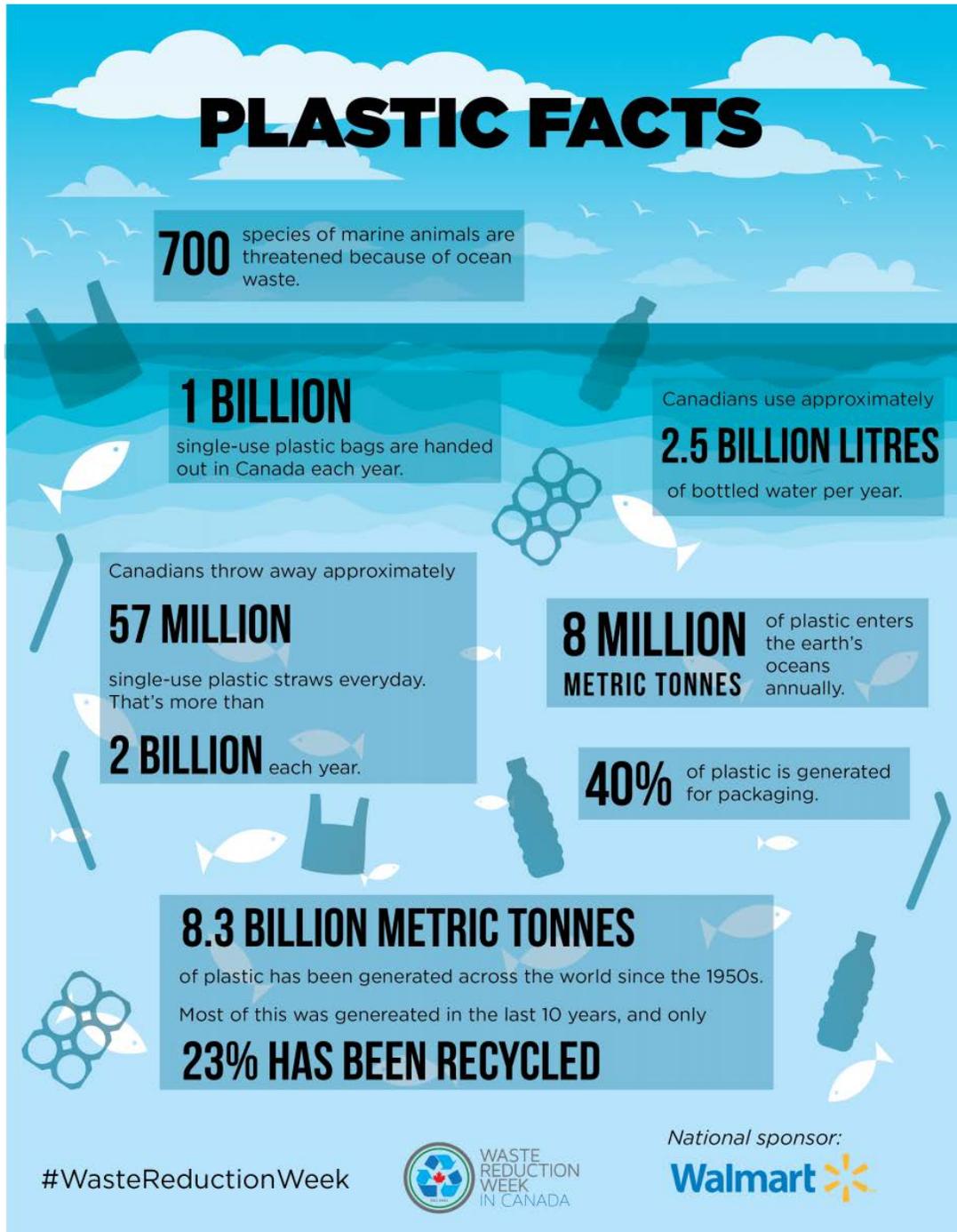
A&W has identified five key areas where they can make the most impact: packaging, waste, food, energy and water. It started back in 1956 when they opened their first restaurant in Winnipeg and served A&W Root Beer in frosty glass mugs. Today, A&W's reusable glass mugs continue to be one of the ways they are actively minimizing their environmental footprint. In their effort to reduce waste going to landfills, they started by making big changes to their food packaging. By switching to ceramic and glass mugs for hot and cold beverages, metal baskets for fries and onion rings, and real ceramic plates and stainless steel cutlery for breakfast, they are diverting millions of disposable packaging from landfills.

To be exact, that's 42 million paper cups, 31 million paper bags, 7 million paper plates, and 14 million plastic forks and knives eliminated from landfills each year. These simple changes have made a dramatic impact while allowing A&W to deliver a unique dining experience to their guests.

If you know a business in Carleton Place that is taking steps to reduce the amount of waste going to landfills, we would like to hear from you and we can feature your business on the Town of Carleton Place Facebook page. Please email us at waste@carletonplace.ca.

Thursday, October 18 - Plastics & Packaging

Since the 1950's 8.3 billion tons of plastic has been generated around the world and only 23% of those plastics have been recovered or recycled. Last year the residents of Carleton Place recycled 107 tonnes of plastic.



Friday, October 19 - Food Waste

Food waste is becoming an increasing problem for municipalities. Residents can reduce the amount of waste being placed to the curb by as much as 30-40% by changing their food waste:

- Planning meals & making a grocery list
- Storing fruits & vegetables so they last longer
- Get creative with leftovers
- Think about expiry dates
- When disposing of food waste, consider purchasing a backyard composter. The Town of Carleton Place provides a \$40 rebate when residents purchase a backyard composter.



#WasteReductionWeek



WRWCanada.com

Saturday, October 20 - Swap, Share, Repair

Each year the Town of Carleton Place with assistance from the Environmental Advisory Committee, promotes a Freecycle weekend at the beginning of June where residents can place items at the curb for the weekend labelled 'free'. What is someone's waste can be someone else's treasure. This is a fantastic opportunity to recycle an assortment of items including furniture, children's outdoor play toys, kitchen items, etc. Residents are encouraged to watch the local calendar for the designated Freecycle weekend in 2019. Residents can download the Carleton Place Waste Solutions App for their waste collection calendar.

Residents can also contact a number of charity shops located in Carleton Place which accept donations throughout the year. Residents are encouraged to contact the store they are planning to donate to prior to delivering any items.

Sunday, October 21 – E-Waste



As we become a more digital society, electronic waste is becoming a growing environmental problem for communities. Many of the electronics used each day contain heavy metals such as mercury, lead, and cadmium which need to be properly disposed of and kept out of landfills.

Residents can dispose of their e-waste at the Town's Public Works Facility located at 97 Franklin Street during regular business hours (Monday – Thursday 7:30 a.m. to 4:30 p.m. and Friday 7:30 a.m. to 11:00 a.m.) or residents can take their items to Staples for disposal.

COMMUNICATION 129238

Received from: Stacey Blair, Deputy Clerk
Addressed to: Physical Environment Committee
Date: October 2, 2018
Topic: October Meeting Schedule

SUMMARY

The next regular Council and Policy Review meetings are scheduled to take place on Tuesday, October 23rd, 2018. This is also the day after the Municipal and School Board Trustee Elections.

COMMENT

Considering the time and effort that will be required of both staff and members of Council seeking re-election, staff is recommending that the meetings regularly scheduled for October 23rd be rescheduled to the evening of Tuesday, October 30th at the regular time of 7:00 p.m.

Additionally, as October is a month with five (5) Tuesdays, the last meeting of the month would normally be cancelled. By having the Council and Policy Review meetings on October 30th, no meetings are being cancelled, only rescheduled.

STAFF RECOMMENDATION

THAT the October 23rd 2018 meetings of Council and the Policy Review Committee be rescheduled to October 30th, 2018 commencing at the regular time of 7:00 p.m.