



Committee of the Whole Agenda

**Tuesday, November 26, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

Please silence all electronic devices.

Pages

1. CALL TO ORDER

- a. Waive Section 5.3.1. of By-law 117-2018 - Procedural By-law**

Suggested Motion:

THAT section 5.3.1 of the Town's Procedural By-law 117-2018 be waived to allow the Committee of the Whole to commence at 7:00 p.m.

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

4. MINUTES TO BE APPROVED AND RECEIVED

- a. Committee of the Whole Minutes**

5

Suggested Motion:

THAT the Committee of the Whole Minutes dated November 12, 2019 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

6. REPORTS

- a. **2020 Interim Tax Levy (Communication 130212)** 16
Trisa McConkey, Treasurer
Suggested Motion:
THAT Council authorize the passing of an interim tax levy for 2020 based on 50% of the prior year's annualized taxes.
- b. **Parking By-law Amendment - On Street Parking (Communication 130213)** 17
Pascal Meunier, Director of Protective Services
Suggested Motion:
THAT a By-law to amend parking on some Town streets to one side of the street or no on-street parking be forwarded to Council for approval.
- c. **Investing in Canada Infrastructure Program - Green Stream (Communication 130214)** 21
Dave Young, Director of Public Works
Suggested Motion:
THAT Council authorize staff applying for the replacement/upgrade of the Joseph Street Pumping Station as the Town's priority under the Green Stream of the Investing in Canada Infrastructure Program.
Suggested Motion:
THAT Council authorize staff seeking technical assistance from JL Richards as necessary for the Town's Green Stream Intake 1 application for the replacement/upgrade of the Joseph Street Pumping Station to ensure all of the technical issues are addressed appropriately in the application.
- d. **Streetlight System Rehabilitation and LED Conversion (Communication 130215)** 24
Dave Young, Director of Public Works
Suggested Motion:
THAT by-laws be passed to authorize entering into contracts with Ottawa River Power Corporation and Hydro One for the various phases of work relating to the rehabilitation of the Town's Streetlight Network and the conversion to LED streetlight fixtures.

- e. **Director of Public Works Hiring Process (Communication 130216)** 26

Diane Smithson, CAO

Suggested Motion:

THAT Council accept as information the CAO's report dated November 26, 2019 on the hiring process for a Public Works Director.

- f. **3 Francis Street Childcare Centre Tender (Communication 130217)** 28

Diane Smithson, CAO

Suggested Motion:

THAT Council award the tender for the Addition / Renovation for the 3 Francis Street Childcare Centre to Argue Construction Ltd. in the amount of 3,216,650 plus HST; and

THAT Council deem the addition / renovation project to be a growth-related project which is to be included in the Town's Development Charges Background Study being prepared by Watson & Associates Economists Ltd.; and

THAT Council allocate a budget of \$100,000 to deal with any change orders which may arise during construction in order to allow for timely decision-making throughout the project to ensure it is completed by the required deadline; and

THAT the Town's share of the project which exceeds grant funding and includes construction, professional fees and change orders be funded first by Development Charges and then Childcare reserves.

7. NEW/OTHER BUSINESS

- a. **Role of Mayor as Spokesperson for Council**

Suggested Motion:

THAT Resolution No. 5-128 -16 passed on March 14, 2017 to authorize the Deputy Mayor to be the spokesperson to the media on behalf of Council be repealed; and

THAT in accordance with Section 20 of By-law 103-2018, being a By-law to adopt a Council and Employee Code of Conduct, the Mayor, or his or her designate, shall be the spokesperson regarding decisions and resolutions of Council.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

None.

9. INFORMATION LISTING

None.

10. NOTICE OF MOTIONS

11. CLOSED SESSION

None.

12. ADJOURNMENT

Suggested Motion:

THAT the Committee of the Whole meeting be adjourned at _____ p.m.

Committee of the Whole Minutes

**Tuesday, November 12, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

COUNCIL PRESENT: Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Seccaspina, Councillor Randell, Councillor Tennant, Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey, Treasurer, Lennox Smith, Chief Building Official, Joanna Bowes, Manager of Development Services, Dave Young, Director of Public Works

1. **CALL TO ORDER**

Chair Randell called the meeting to order at 7:25 p.m.

2. **APPROVAL OF AGENDA**

Moved by: Councillor Atkinson

Seconded by: Deputy Mayor Redmond

THAT the agenda be accepted as presented.

CARRIED

3. **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

4. **MINUTES TO BE APPROVED AND RECEIVED**

1. Committee of the Whole Minutes

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT the Committee of the Whole Minutes dated October 22, 2019 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

1. Jackie Kavanagh, General Manager - Carleton Place and District Chamber of Commerce

Ms. Kavanagh gave a presentation on behalf of the Carleton Place & District Chamber of Commerce. The presentation provided a summary of the following:

- The role of the Chamber of Commerce in the community including supporting and attracting local businesses and increasing tourism.
- The importance and benefits of investing in tourism related activities.
- The Chamber's partners in tourism.
- Tourism activities being undertaken by the Chamber which include:
 - The Visitor Centre
 - 2020 Community Guide
 - Branded Merchandise
 - An image bank of local photographs
 - Special projects (examples include snow shoe and bike rentals)
 - Attendance at consumer and trade shows
 - Summer Students
 - Membership in local and regional associations and attending conferences
- Proposed activities for 2020
- 2019 proposed budget of \$46,007.10 and requesting a 2% increase in funds from the Town to the Chamber for 2020

2. Kory Earle, President of People First

Kory Earle spoke about the annual Christmas Day dinner, which is free for the public. He asked for donations and stated that all proceeds go directly to the event. The cost to put on the event each year is \$5000. In past years, when a surplus in funding occurs, the funds are donated back to various charities within the community.

6. REPORTS

Corporate Services

1. Financial Report to October 29, 2019 (Communication 130200)

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT Council receive the Financial Report from the Treasurer to October 29, 2019 as information.

CARRIED, CONSENT

Planning and Protection

2. Concerns Over Changes to Pool By-law - Rear Yard Setback (Communication 130201)

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Atkinson

THAT Council support Option 2 – allow a variance to the Pools and Pools Enclosures By-law 87-2019 of 1.8m (from 3m to 1.2m) for the rear yard setback for 77 Stonewater Bay due to the timing of the application with the passing of the new By-law.

CARRIED, MOTION PREPARED

3. Request to Re-open 50 Allan Street Application (Communication 130202)

Deputy Mayor Redmond declared a conflict on this item. (Deputy Mayor Redmond lives across the street from the subject property.)

Deputy Mayor Redmond left the meeting at 8:10 p.m. and did not participate or vote on this matter.

Cheryl Batten made a PowerPoint presentation in support of her requests. Her presentation and request letter were attached to the Agenda for this meeting.

As no member of Council was willing to consider waiving the Interim Control By-law as it relates to Ms. Batten's property, and as no member was willing to reconsider Ms. Batten's existing application, no further motions were considered.

Deputy Mayor Redmond returned to the meeting at 8:33 p.m.

4. DP2-05-2019, Rental Village (Communication 130203)

Councillor Tennant declared a conflict on this item. (Councillor Tennant has a considerable amount of business interactions with Rental Village.)

Councillor Tennant left the meeting at 8:34 p.m. and did not participate or vote on this matter.

The Manager of Development Services made a PowerPoint presentation to provide background information on this matter and the rationale supporting the suggested motion.

Tracy Zander, Planner for the applicant, requested relief from a number of the recommended conditions.

After much discussion from members of the Committee, the following motion was considered. Staff was asked to bring back an amended proposal for further discussion at the next meeting.

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT Committee hereby approves application DP2-05-2019 and authorizes staff to issue a development permit upon receipt of all required information, fees and securities; and

THAT the development permit includes standard clauses to address servicing, grading, landscaping and utilities requirements as well as the following site-specific conditions:

1. Snow shall be removed from site or located so as to not impede any parking spaces after each snow event;
2. All garbage shall be contained in an enclosed area as per the Development Permit By-law and be removed at a minimum of once per week;
3. That all loading spaces, parking spaces and all outside storage and display areas be considered for relocation in the appropriate areas as outlined in the Development Permit By-Law, and as laid out on a site plan submitted with a Development Permit application for the new structure, if and where possible;

4. That prior to November 12, 2022 the Owner shall submit an application to construct a permanent structure at which time the temporary uses for both the modular building, shipping containers and temporary structures shall cease upon construction of the permanent structure;
5. The gravel parking lot which is to be used temporarily shall be paved at the time of the construction of the new building in accordance with an approved grading and drainage plan submitted and approved by the Town of Carleton Place;
6. That the outside storage and display area be brought into conformity with the approved site plan SPC-03-2004;
7. The height of storage/shipping/sea containers shall be restricted to one level only. No stacking of containers will be permitted in any designation.
8. All storage/shipping/sea containers shall be screened from street view and neighboring properties to the satisfaction of the Town of Carleton Place; in this case through opaque fencing;
9. All storage/shipping/sea containers shall appear so as to match and maintain consistency with the primary structure or building on site;
10. All accessory uses, buildings and structures to a permitted principal use shall be located on the same lot and in the same designation as the principal use;
11. All accessory uses, buildings and structures to a permitted principal use shall not take away from the total parking requirement of all permanent uses, buildings and structures on the property;
12. All accessory uses, buildings and structures to a permitted principal use shall not reduce the total landscaped open space requirement for its designation;
13. The use of any storage/shipping/sea containers for human habitation is not permitted.

DEFEATED

Councillor Tennant returned to the Council Chambers at 9:00 p.m.

5. Renewal of Ontario Provincial Police Contract (Communication 130204)

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT the necessary By-law be passed to authorize the Mayor and Clerk to enter into a five (5) year contract with Her Majesty the Queen in Right of Ontario as represented by the Minister of the Solicitor General for the provision of policing services by the Ontario Provincial Police.

CARRIED, BY LAW PREPARED

Physical Environment

6. Waste Management Contracts (Communication 130205)

Moved by: Councillor Tennant

Seconded by: Mayor Black

THAT Staff work with other local municipalities of similar interests to develop a Request for Proposal for solid waste collection services and disposal, and blue box collection services and material processing; and

THAT proposals incorporate service delivery options for Multi-Residential Properties; and

THAT when the Solid Waste By-law is presented to Council in the spring of 2020, the provision relating to the expiry of the green tags be rescinded.

CARRIED, CONSENT

7. Traffic Safety Report (Communication 130206)

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT staff prepare an amendment to the Traffic and Parking By-Law that will see the intersections of William Street and Mullett Street, and Sarah Street and Woodward Street changed to all-way stop intersections; and

THAT staff forward a request, along with supporting documentation, to the Municipality of Mississippi Mills to implement a 60km/hr speed limit on the 7th Line of Ramsay for a distance of 500m from the municipal boundary between the Municipality of Mississippi Mills and Carleton Place; and

THAT staff proceed with enhancements of signage and line painting on Lake Avenue East at Francis Street in order to improve compliance with the existing all-way stop at this intersection.

CARRIED, CONSENT AND BY LAW PREPARED

Community Issues

8. Request for Downtown BIA Signs on Town Property (Communication 130207)

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town properties:

1. The green space adjacent to the Carleton Place Veterinary Hospital on Franktown Road – requested install date before winter 2019; and

THAT all costs of this project be borne by the BIA.

CARRIED, MOTION PREPARED

Amendment:

Moved by: Councillor Atkinson

Seconded by: Councillor Seccaspina

THAT Item 2 be removed from the main motion:

Item 2: Lolly's Park area with the intent to collaborate and work with the Roy Brown Society and the Recreation and Culture Department so as to complement the project – potential requested install date – after Central Bridge construction.

CARRIED

Policy Review

9. Advisory Committees' Terms of Reference Template (Communication 130208)

Members of the Committee requested that staff add provisions for Vice Chairs and Students in the Terms of Reference template.

Moved by: Councillor Tennant
Seconded by: Deputy Mayor Redmond

THAT the Terms of Reference template included in the Clerk's Report dated November 12, 2019 be used for all the Town's Advisory Committees/Boards.

DEFERRED

Amendment:
Moved by: Councillor Atkinson
Seconded by: Councillor Tennant

THAT this matter be deferred.

CARRIED

10. 2020 Council and Committee Calendar (Communication 130209)

Moved by: Mayor Black
Seconded by: Deputy Mayor Redmond

THAT the 2020 Council/Committee of the Whole Calendar be approved as presented.

CARRIED, CONSENT

11. ROMA Delegations (Communication 130210)

Moved by: Councillor Seccaspina
Seconded by: Councillor Atkinson

THAT Committee receive the Clerk's report regarding delegations at the ROMA Conference as information.

CARRIED

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee Minutes and Updates

Moved by: Deputy Mayor Redmond
Seconded by: Councillor Fritz

THAT the following minutes be received as information:

- Municipal Heritage Committee - September 9, 2019
- Parks and Recreation Committee - November 4, 2019

CARRIED, CONSENT

2. Committee Resignations

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the resignation of Michel Villeneuve from the Environmental Advisory Committee be accepted with regrets; and
THAT a letter of thanks be sent to Mr. Villeneuve on behalf of the Town and Council.

CARRIED, CONSENT

3. Parks and Recreation Committee Motion: 2020 Rental Rates for Recreation Facilities (Communication 130198)

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT the proposed 2020 rental rates for the Arena Upper Hall, Town Hall, Canoe Club, the Train Station, Carambeck Community Centre and Summer Sports facilities be approved.

CARRIED, BY LAW PREPARED

9. INFORMATION LISTING

1. Consent Items from Committee of the Whole - October 22, 2019

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT the Information Listing dated November 12, 2019 be received as information.

CARRIED

10. NOTICE OF MOTIONS

1. Presented by Councillor Fritz

THAT Resolution No. 5-128 -16 passed on March 14, 2017 to authorize the Deputy Mayor to be the spokesperson to the media on behalf of Council be repealed; and

THAT in accordance with Section 20 of By-law 103-2018, being a By-law to adopt a Council and Employee Code of Conduct, the Mayor, or his or her designate, shall be the spokesperson regarding decisions and resolutions of Council.

11. CLOSED SESSION

Moved by: Councillor Atkinson

Seconded by: Deputy Mayor Redmond

THAT the Committee move into closed session at 9:55 p.m. to discuss matters subject to Section 239 (2) :

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board
- (e) litigation or potential litigation, including matters before administrativetribunals, affecting the municipality or local board; and
- (f) advice that is subject to solicitor-client privilege, including communicationsnecessary for that purpose;

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, remain in the room.

1. Consideration of Land Purchase
2. Update on Litigation Matters

CARRIED

Amendment:

Moved by: Councillor Atkinson

Seconded by: Mayor Black

THAT the meeting extend beyond 10:00 p.m.

CARRIED

12. RISE AND REPORT

The Committee provided the CAO with direction regarding a land purchase and legal matters.

Moved by: Councillor Atkinson
Seconded by: Councillor Tennant

THAT the Committee return to regular session at 10:13 p.m.

CARRIED

13. ADJOURNMENT

Moved by: Councillor Atkinson
Seconded by: Deputy Mayor Redmond

THAT the meeting be adjourned at 10:14 p.m.

CARRIED

Councillor Toby Randell

Stacey Blair, Clerk

COMMUNICATION 130212

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Corporate Services Committee
Date: November 26, 2019
Topic: 2020 Interim Tax Levy

SUMMARY:

A By-law is required to allow for billing an interim tax levy on properties in 2020 until adoption of final tax rates can occur in the spring of 2020 once County and Education rates have been received and after Council approves the 2020 Budget.

COMMENT:

Section 317 of the Municipal Act, 2001 (The Act), allows a local municipality to levy on all taxable properties, an interim tax levy prior to the adoption of the final budget for each tax year. The maximum allowable interim levy is fifty (50) per cent of the prior year's annualized taxes. Annualized taxes reflect taxes levied against the property at final billing, including all tax adjustments due to supplementary assessment and resulting from assessment appeals. For properties that are new to the assessment roll for the current year, and were not assessed in the prior year, fifty per cent of the previous year's tax rate for the properties applicable tax class will be applied to the property's assessed value to generate an interim levy.

The Act requires that an interim tax levy by-law be passed in the year to which it applies or in November or December of the previous year, provided that the by-law does not come into effect until a specified day in the applicable year.

Interim Tax Bills will be mailed to customers by the end of January or early February 2020. These amounts will be due in two (2) equal installments on March 2nd and June 1st, 2020.

FINANCIAL IMPLICATIONS

An interim tax levy permits the municipality to collect some taxes so it can function operationally. It provides cash flow while avoiding the need to use an overdraft borrowing facility. It also allows property taxes to be spread over a minimum of four (4) payments for taxpayers making each instalment easier to accommodate from a cash flow perspective.

Taxpayers can arrange to pay their taxes via a monthly payment plan by contacting the Finance Department if they do not already have one in place.

STAFF RECOMMENDATION

THAT Council authorize the passing of an interim tax levy for 2020 based on 50% of the prior year's annualized taxes.

COMMUNICATION 130213

Received From: Pascal Meunier, Director of Protective Services
Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: November 26, 2019
Topic: Parking By-law Amendment

SUMMARY

In February 2019, Councillor Seccaspina made a notice of motion with respect to a longstanding, on-street parking issue in the Town of Carleton Place. Due to narrow streets and significant population growth, there is increased traffic throughout the Town. After researching the issue, it was determined that to better manage parking and to ensure safety concerns are addressed in certain neighbourhoods, staff proposes that for some streets, parking only be permitted on one side of the street and for the narrowest streets, parking on both sides be prohibited. It is important to note this will only apply to narrow streets where there are clear safety concerns with allowing on-street parking. Many of the wider streets will continue to have parking on both sides.

BACKGROUND

Over the last decade, Carleton Place has seen significant growth. With this growth has come a significant increase in traffic. Many streets in Carleton Place are not wide enough to facilitate parking on both sides of the street without safety issues such as low visibility, sufficient space for traffic and limited or inadequate space for the movement of emergency vehicles and snow removal equipment. This is creating a serious safety hazard as emergency vehicles need to respond to scenes as quickly as possible with little interference and snow removal equipment needs to be able to clear streets for the safe movement of traffic.

In recent years, there have been situations where cars have parked on both sides of narrow streets, blocking fire trucks from responding to emergency calls. Serious time is lost when fire trucks need to back up and find alternate routes to an emergency scene. This is also stressful for first responders who are trying to do their jobs as efficiently as possible.

Snow plow operators are also challenged during the winter months to clear snow due to vehicles parking on both sides of narrow streets. Attempting to maneuver heavy equipment around vehicles is difficult and time consuming and also poses a liability if damage to vehicles occurs.

Further, we often receive complaints from residents who live on the more narrow streets and cannot exit their driveways or make it through an area when cars are parked on both sides of their street.

Having street parking on one side of the street or in some instances no on-street parking on some of the narrower and busier streets in Town will reduce hazards and provide easier access for emergency vehicles and snowplows.

DISCUSSION

Town staff visited each street in Town to analyze which side of the road allowed for more parking and chose the opposite side to implement the parking prohibition. Generally, though not in every case, the side of the street with fire hydrants was selected for No Parking which would not impede emergency response efforts when they are needed. In some instances, we had to recommend no parking on both sides of the street to ensure access for a fire truck due to the width of some streets. Attached to this report is the proposed amended by-law detailing the streets where we recommend no parking or parking only on one side.

FINANCIAL IMPLICATIONS

There will be no financial implications tied to the approval of this by-law.

STAFF RECOMMENDATION

THAT a By-law to amend parking on some Town streets to one side of the street or no on-street parking be forwarded to Council for approval.

BY-LAW NO. XX-2019

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND TRAFFIC AND PARKING BY-LAW NO. 46-2003

WHEREAS Section 11 (3) 1. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to Highways, including parking and traffic on highways;

AND WHEREAS Section 11 (3) 8. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to parking, except on highways;

AND WHEREAS Section 27 of the Municipal Act, 2001 S.O.2001, c25 permits a municipality to regulate the Traffic and Parking on municipal streets that they have jurisdiction over;

AND WHEREAS Section 63(1) of the Municipal Act, 2001 permits a municipality to remove, impound, restrain or immobilize an object or vehicle placed, stopped, standing or parked on a highway in contravention of a by-law that a municipality has passed regarding placing, stopping, standing or parking an object or vehicle on a highway;

AND WHEREAS the Council of the Town of Carleton Place adopted By-law 46-2003, the Traffic and Parking By-law;

AND WHEREAS it is deemed expedient and necessary to amend By-law 46-2003;

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

1. THAT Schedule "I" to Parking By-law No. 46-2003 No Parking be amended to add the following rows to the Table:

Column 1 Street	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Antrim St.	South	Park St. & Franktown Rd.	Anytime
Bridge St.	West	Mailey Dr. & 180m north	Anytime
Bridge St.	West	Lake Ave. & north side of actual Bridge	Anytime
Caldwell St.	East	Donald St. & Woodward Ave.	Anytime
Catharine St.	North	Queen St.S & Franktown Rd	Anytime
Charles St.	West	Lake Ave W & Mississippi River	Anytime

Code Cres.	Both sides	Morris St & Morris St.	Anytime
Down St.	West	Coleman St. & Catharine St.	Anytime
Emily St.	Both sides	Hawthorne St. & Victoria St.	Anytime
Francis St.	West	Lake Ave. E. & King St.	Anytime
Frank St.	West	Lake Ave W & end of Street	Anytime
Franktown Rd	Both sides	Highway 7 & Coleman St.	Anytime
Henry St.	North	Queen St. S & Park Ave.	Anytime
Henry St.	North	Park Ave. & end of Street	Anytime
Hughes St.	Both sides	Dolan St. & most eastern end	Anytime
Johnston St.	South	Mississippi Rd & end of Street	Anytime
King St.	Both sides	Francis St & Park Ave	Anytime
Lake Ave East	North	Neelin St & McNeely Ave	Anytime
Mary St.	North	Franktown Rd. & Queen St. S	Anytime
Nelson St. E.	North	Franktown Rd. & end of Street	Anytime
Riddell St.	Both sides	Flegg Way & Rathwell St.	Anytime
Townline Rd.	Both sides	Dulmage Cres. & Dufferin St.	Anytime
Wellington St.	South	Queen St. S & Park Ave.	Anytime

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 26TH DAY OF NOVEMBER 2019.

Doug Black, Mayor

Stacey Blair, Clerk

COMMUNICATION 130214

Received From: Dave Young, Public Works Director
Addressed To: Committee of the Whole
Date: November 26, 2019
Topic: Investing in Canada Infrastructure Program – Green Stream

SUMMARY

The Green Stream intake under the Investing in Canada Infrastructure Program (ICIP) was recently announced by the Province of Ontario. The present intake provides up to \$200 million in infrastructure funding focussing on critical water, wastewater and stormwater rehabilitation and replacement projects focused on health and safety improvements to a maximum of \$3 million in eligible costs. The deadline for applications under the program is January 22, 2020.

BACKGROUND

The Green Fund is one (1) of four (4) funding streams under the Canada-Ontario Infrastructure Bilateral Agreement. It is the last of the four to be announced. The four (4) streams are as follows:

- Rural and Norther Infrastructure Fund
- Public Transit Fund
- Community, Culture and Recreation Fund
- Green Fund

The decision to introduce the various programs at different times was in response to feedback from municipal governments that opening all streams at once presents challenges to municipal administrations.

COMMENT

The ICIP is a \$30 billion infrastructure fund providing funding to municipal governments and indigenous communities with a population less than 100,000 of which there are about 500. The Ministry of Infrastructure is proposing to roll-out the Green Fund stream through two (2) intakes: this one and a subsequent Green Stream intake in 2020, which could focus on other emerging priorities for water, wastewater and stormwater projects and/or climate change and disaster mitigation. The deadline for the first stream is January 22, 2020. Projects must be completed prior to October 31, 2026. Each applicant can submit one project submission for Intake 1.

The levels of funding available from the three levels of government are as follows:

- The federal government will provide 40% funding;
- the provincial share is 33%;
- Municipal share will be 26.67%

The Green stream supports the following eligible asset types:

- a. Drinking water (e.g. treatment plans, reservoirs, local pipes including the distribution system watermain and the municipal portion of service lines, pump stations)

Drinking water quality following completion of a drinking water project must meet or exceed provincial standards

- b. Wastewater (e.g. treatment plants, storage tanks, collection systems)
Wastewater projects must result in wastewater effluent that meets the Wastewater Systems Effluent
- c. Stormwater (e.g. management facilities, drainage pump stations)

Eligible project types include:

- a. Rehabilitation
- b. Replacement / upgrade
- c. Renewal

Staff considered three (3) different projects for this intake of the grant but two (2) of the projects, Gillies Bridge watermain crossing and Bridge Street Pumping Station were discounted given the closing date/time of the grant and the likelihood of hearing back on the Town's grant application in order to be able to tender the works in 2020. Based on the program guidelines, Staff feels that the Joseph Street Pumping Station would be the best project to propose for Intake 1 for the following reasons:

- This project is planned to be tendered in 2021 which provides ample time to hear back about the likelihood of funding under the grant program;
- The Town has its Condition Assessment of Pumping Stations which was completed by JL Richards on May 31, 2018 and the Joseph Street Pumping Station is noted as being in poor condition. It is the next pumping station identified as requiring work after the Bridge Street Pumping Station. The Town is required to refer to and submit as supporting documentation, at least one document in which the project is identified. The report identifies the project as needing to be completed in the next 2-3 years which would place it appropriately in 2021;
- Excellent arguments can be made with respect to health and safety issues and criticality of the project;
- The project cost at \$975,000 is significant so obtaining 73.33% grant funding towards the cost would assist the Town greatly.

Given the technical nature of the application and the work undertaken by JL Richards on the condition assessment, some technical assistance will be required by them to assist the Town with this application. Staff will complete as much of the application as it can before referring to JL Richards for assistance so as to minimize costs in this regard.

Applications will be accepted through the Grants Ontario website which is a "one-window" source for applicants, handling application intake, review, nomination, reporting and transfer payment management processes all in one place.

FINANCIAL IMPLICATIONS

The estimated cost of this replacement/upgrade project for the Joseph Street pumping station is approximately \$975,000 taking into account increases in the construction price index since the report was produced. If the application is successful, the Town would receive 40% federal funding or \$390,000 of this amount and 33.33% provincial funding

or \$324,968. The Town would be responsible for 26.67% of the projects cost or \$260,032. The Town will apply for funding in accordance with the program's parameters.

STAFF RECOMMENDATIONS

- 1. THAT** Council authorize staff applying for the replacement/upgrade of the Joseph Street Pumping Station as the Town's priority under the Green Stream of the Investing in Canada Infrastructure Program.
- 2. THAT** Council authorize staff seeking technical assistance from JL Richards as necessary for the Town's Green Stream Intake 1 application for the replacement/upgrade of the Joseph Street Pumping Station to ensure all of the technical issues are addressed appropriately in the application.

COMMUNICATION 130215

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: November 26, 2019
Topic: Streetlight System Rehabilitation and LED Conversion

SUMMARY

The Town is finally in a position to be able to begin rehabilitating/converting the Town's streetlight system in the older sections of Town to Light Emitting Diode (LED) through a phased approach. The total number of lights that are cobra head lights on a control wire system is approximately 600. Any new streetlights installed in the Town in new subdivisions since the mid 1990's have been constructed with an independent underground wiring system with no need for upgrades but will require LED conversion. It has only been the last several years that LED was adopted as the standard starting with the Jackson Ridge Subdivision. Staff is requesting that Council pass by-laws to authorize entering into contracts with both Hydro One and Ottawa River Power Corporation to complete the streetlight works.

BACKGROUND

The Town of Carleton Place's streetlight system is antiquated in that the lights in the older sections of Town are operated through a control wire system that incorporates relays and switches. Weather conditions can trigger large area outages due to contacts between the control wire and the live wires. In order to improve the Town's streetlight system, we need to move to a system of direct connection to the power for each streetlight.

In January of 2018 the Town entered into an agreement with Realterm Energy to undertake a rehabilitation of the Town's streetlight network and conversion of all municipal streetlights to LED. The terms of the agreement was a turnkey project whereby Realterm would develop a plan to undertake system rehabilitation, interact with Hydro One to develop the logistics of eliminating the existing control system and implement a new system of direct connection to the power grid, create specifications, and source materials, undertake all work and finally ensure Hydro billing is changed to reflect the LED conversion. Several months into the project key a member of the project team left the firm and after several attempts to acquire the technical expertise required, Realterm provided confirmation that they would not be able to proceed with the project due to lack of qualified staff and/or the ability to contract out these services.

COMMENT

After hearing back from Realterm that they could no longer work on the project, the Town sought out other partners to assist. After an extensive search, it was determined that the best approach would be a combination of staff resources, technical expertise and in-field services provided by Ottawa River Power Corporation, and consultant services to undertake a photometric analysis.

Ottawa River Power Corporation (ORPC) is an electrical utility that provides service to the communities of Almonte, Pembroke, Killaloe, and Beachburg. They provide electrical service delivery to an approximate population of 11,000, they employ well-qualified staff in order to provide this service and have undertaken streetlight conversion projects within their existing service delivery area. They responded positively when approached by Carleton Place staff about getting involved in our rehabilitation project, and their services have proven extremely valuable in getting to this point in the streetlight project.

To date, a plan to approach the streetlight conversion has been developed through a combination of support from Town staff, ORPC, and consultations with Hydro One. Staff has developed a database and mapping of existing lights and created submissions to Hydro One. These submissions outline a specific area to be addressed, and this area typically takes into account 13 to 25 lights to be switched over to direct connections. Hydro One reviews the Town's submission and develops a layout that outlines all works required, which party undertakes the work and the Town's costs related to Hydro One's work.

There has been seven (7) packages submitted to Hydro One by Town Staff and the first package has been returned. The package that has been received is for 19 lights and the area covered includes Pattie Dr., Preston St., and Joseph St. It is anticipated that additional packages will be released by Hydro One shortly.

This layout was also forwarded to ORPC for their review and the development of a costing for works not included in Hydro One's scope of work. They have provided a proposal where they would undertake the required fieldwork not covered under Hydro One's responsibilities.

FINANACIAL IMPLICATIONS

The Town had budgeted \$900,000 for the entire streetlight conversion project which will be carried forward into 2020. The costs provided for this first package of work include:

Hydro One	\$15,223.83
Ottawa River Power Corporation	\$21,370.00
Town's Net Share of HST	<u>\$ 644.05</u>
Total	\$37,237.88

With the upgrading to LED fixtures, the Town is projecting to save significantly on its electricity usage with the projected payback period being 6.4 years once all lights have been upgraded/converted.

STAFF RECOMMENDATION

THAT by-laws be passed to authorize entering into contracts with Ottawa River Power Corporation and Hydro One for the various phases of work relating to the rehabilitation of the Town's Streetlight Network and the conversion to LED streetlight fixtures.

COMMUNICATION 130216

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: November 26, 2019
Topic: Director of Public Works Hiring Process

SUMMARY

Dave Young, Director of Public Works’ official retirement date will be April 30, 2020 though he plans to use up his remaining vacation and time in lieu prior to this date. Given the length of Mr. Young’s tenure with the Town, it makes sense that his replacement be hired well in advance of his retirement in order for there to be some overlap with him for the transfer of files and knowledge.

BACKGROUND

Dave Young, Director of Public Works advised in writing at the October 8, 2019 Committee of the Whole meeting his intention to retire effective April 30, 2020. The following resolution was then passed at the October 22, 2019 Council meeting:

Motion No. 20-130-03

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT Council receive the Consent Report dated October 22, 2019 as follows:

THAT Council accept with regrets the resignation of Dave Young, due to retirement, effective April 30, 2020.

CARRIED

COMMENT

Below is a chart outlining the timing for the hiring of a Public Works Director for the Town given the impending retirement of Dave Young:

TIMING	ITEM DESCRIPTION
By mid December	Post advertising for Public Works Director position
By January 10, 2020	Closing of Job Posting
By January 17, 2020	Review and short list applications received
By February 7, 2020	Conduct interview(s)
By February 21, 2020	Conduct reference checks and negotiate a contract with successful applicant
By March 23, 2020 – mid April	Candidate starts employment with Town and overlaps with Dave Young

Note: All proposed timeframes are fluid and can be increased/decreased as the process proceeds

Special Projects

Given the workload of the Public Works position, the projects ongoing within the Town and the timing to have them completed, it is recommended that Dave Young be retained on a contract basis to assist the Town with the Central Bridge/Gillies Bridge and downtown revitalization projects.

FINANCIAL IMPLICATIONS

\$88,323 has been included in the first draft of the 2020 Town budget to accommodate both the overlap time between Dave Young and the new Public Works Director as well as the special projects contract related to the Central Bridge/Gillies Bridge and downtown revitalization projects.

STAFF RECOMMENDATION

THAT Council accept as information the CAO's report dated November 26, 2019 on the hiring process for a Public Works Director.

COMMUNICATION 130216

Received From: Diane Smithson, Chief Administrative Officer
 Addressed To: Committee of the Whole
 Date: November 26, 2019
 Topic: 3 Francis Street Childcare Centre Tender

SUMMARY

The tender for the addition to and renovation of the 3 Francis Street Child Care Centre closed on November 20, 2019. The project will see a 1,220.4 m² (13,136 ft²) addition to the south end of the 3 Francis Street Childcare Centre. This addition will provide an additional 88 new childcare spaces at the Centre and will add 15 new staffing positions. At tender closing, four (4) bids were received. While the bids are over the grant amount received from the Provincial government, as this is a growth-related project, there is an ability to add this project into the Town's Development Charges new background study and to collect Development Charges, less the statutory 10% reduction for "soft" services. The Town would be required to pay any portions deemed non growth-related plus the 10% statutory deduction.

BACKGROUND

In March of this year, the Town received notification through the County of Lanark (the flow-through funding agency for the Province) that the Town would be receiving \$2,915,000 in funding from the Province towards an addition / renovation to the existing 3 Francis Childcare Centre. Since that time, the Town has been working to finalize drawings and tendering the project. The entire project is required to be completed by December 31, 2020.

The tender was initially posted on MERX in early September with a closing date of October 2, 2019. At that time, the Town received seven (7) bids as follows:

BIDDER	PRICE
Fred Trottier Construction Limited	\$3,652,227
Govan Brown & Associates	\$3,817,945
Argue Construction	\$3,875,650
Jumec Construction Inc.	\$4,056,704
Renwick & Associations	\$4,396,336
JP Gravel Construction	\$4,420,000
Premium Construction	\$4,946,284

*Note HST in addition to the above prices. Prices above include retaining wall provisional pricing.

Due to legal advice received regarding an issue with the low bidder's tender submission and as the prices were significantly over the grant funding received, Council instructed staff to reject all tenders, determine potential cost saving areas and to re-issue the tender on an invitational basis to the existing seven (7) bidders as quickly as possible in order to get the project underway and constructed by the grant deadline. The new tender incorporated the following main cost saving areas:

- Changing the design to eliminate the retaining wall along the east side of the building;
- Removing an expensive wall partition system;
- Cutting back on the playground area cash allowance;
- Eliminating one lift of asphalt on the fire lane

COMMENT

The project was reposted on MERX on an invitational basis to the initial seven (7) bidders. Below is a chart outlining the bid prices received at tender closing at 3:30 p.m. on Wednesday, November 20, 2019:

BIDDER	PRICE
Argue Construction Ltd.	\$3,216,650
Premium Construction	\$3,312,640
Fred Trottier Construction Limited	\$3,316,700
Jumec Construction Inc.	\$3,362,700

*HST in addition to above prices.

In addition to the above construction costs of the project, the Town has professional fees (architect, civil engineer, structural engineer, mechanical engineer, electrical engineer, project management) related to the project estimated at \$150,000.

As the project proceeds, there will be items that arise which will involve change orders which may add costs or in some cases reduce costs of the project i.e. items missed on plans, suggestions by the contractor to improve the existing design, existing conditions which need to be fixed which don't become evident until walls are opened up during construction, etc. In relation to previous construction projects I have worked on, Council has allocated an upper limit which staff can work within in order to address change orders which arise during a project. It is important that in order to keep construction moving, decisions can be made in a timely manner so as not to hold up the various sub-contractors who may be on site. Staff is suggesting that a budget of \$100,000 be provided to deal with change order should they arise. It is hoped that none of this amount will be needed but inevitably in every project I have worked on, items do arise which need to be addressed.

As it is important to try to get this project underway as quickly as possible, I am wondering if Committee would agree to approve this project on Tuesday night by recessing Council and then going back into Council once this report is considered at Committee of the Whole. That way, the Town could proceed to get the tender contracts signed and the contractor can begin to order rebar which according to the Contractor will be the determining factor of whether the project commences before year end.

FINANCIAL IMPLICATIONS

The current total of the project with construction and professional fees is \$3,366,650 plus HST. With the Town's net share of HST, this amount will increase to \$3,425,903.

The Town has received a grant from the Province of Ontario in the amount of \$2,915,000 towards the addition/renovation project at the 3 Francis Street Childcare Centre. As the tender prices have come in over-budget, the balance of the project needs to be funded.

As this project will result in the creation of additional new childcare spaces in Town, and until such time as the Province’s proposed changes to the Development Charges Act come into effect relating to “soft” services (Recreation, Childcare, Library), it is recommended that this project be included in the Town’s Development Charges Background Study and that fees be collected to help pay for this project. If and when the changes to the Development Charges Act come into force (anticipated January 1, 2021) it is expected that soft services should be able to be converted to a Community Benefits Charge By-law and collected through that means.

By identifying this project as a growth-related project and including it in the Development Charges Background Study, the Town should be able to collect a good portion of the balance of the project from Development Charges/Community Benefits less the statutory 10% amount.

Any amounts remaining after grant funding and Development Charges can be paid for through Childcare reserves which currently stand at \$918,669 (\$183,730 of Francis Street capital reserves and \$734,939 of operating reserves). Below would be the breakdown of funding for the project if the full amount after the grant portion, less the 10% statutory deduction, can be deemed growth related and therefore funded by Development Charges:

ITEM	AMOUNT
Provincial Grant	\$2,915,000
Development Charges	\$459,812*
Reserves	\$51,091

*amount to be confirmed with Development Charge consultant

STAFF RECOMMENDATION

THAT Council award the tender for the Addition / Renovation for the 3 Francis Street Childcare Centre to Argue Construction Ltd. in the amount of 3,216,650 plus HST; and

THAT Council deem the addition / renovation project to be a growth-related project which is to be included in the Town’s Development Charges Background Study being prepared by Watson & Associates Economists Ltd.; and

THAT Council allocate a budget of \$100,000 to deal with any change orders which may arise during construction in order to allow for timely decision-making throughout the project to ensure it is completed by the required deadline; and

THAT the Town's share of the project which exceeds grant funding and includes construction, professional fees and change orders be funded first by Development Charges and then Childcare reserves.