

## MINUTES - Engineering & Public Works Committee



**MEETING DATE:** April 8, 2008  
**LOCATION:** Beaver Valley Community Center  
**PREPARED BY:** Carolin Moran, Administrative Assistant

### A. Call to Order

**Present:** Chair Duncan McKinlay, Bob Gamble, John McKean, John McGee, Reg Russwurm, John Caswell, Jim McCannell, Jeff Fletcher, Carolin Moran

**Regrets:** Michael Martin

It was noted that Mr. John McKean is present on behalf of Mr. Michael Martin. Mr. McKean will not participate in any action or voting at this meeting because his appointment has not been formally approved by Council. On behalf of the Committee, Chair McKinlay welcomed Mr. McKean to the meeting and encouraged him to feel free to participate in discussion.

#### A.1 Approval of Agenda

Moved by: Bob Gamble                      Seconded by: John McGee

Agenda Additions: Cost Control Discussion, Reg Russwurm  
Clarksburg Next Steps, Reg Russwurm  
Lake Drive PIC, John Caswell  
Property at 200691 Highway 26, Duncan McKinlay

THAT the Agenda of April 8, 2008 be adopted as amended. CARRIED.

#### A.2 Declaration of Pecuniary Interest

None.

#### A.3 Previous Minutes – March 11, 2008

Moved by: John McGee                      Seconded by: Bob Gamble

THAT the Minutes of the March 11, 2008 Engineering and Public Works Committee meeting, be adopted as circulated. CARRIED.

## **B. Deputations / Presentations**

### **B.1 EPW.08.38 Carmichael Crescent Parking Concerns**

On behalf of the Committee, Chair McKinlay welcomed Ms. Lorna Fair to meeting. Ms. Fair requested to be present to discuss her concern with the no parking in front of her house on Carmichael Crescent.

Ms. Fair asked the Committee for suggestions as to where her guests would be permitted to park when they come to her home to visit at 165 Carmichael Crescent since there is a Town By-law No. 2006-24 that does not permit parking on portions of Carmichael Crescent anytime between November 1<sup>st</sup> and April 30<sup>th</sup>.

The Committee concurred that Staff be directed to investigate where the no parking signs are placed on Carmichael Crescent to determine if the signs could be moved to allow some parking on Carmichael Crescent.

The Committee also concurred that Staff be directed to notify Ms. Fair of the upcoming dates for Public Information Centres for the Parking Study (through Planning Department), and for Plan 915 (through Engineering & Public Works Department).

Mr. Jim McCannell presented Report EPW.08.38 to the Committee as circulated. Attached to the Report was:

1. Letter received from Ms. Lorna Fair, dated February 27, 2008
2. Report EPW.06.52, Re: Carmichael Crescent Parking, dated January 24, 2006
3. By-Law No. 2006-24
4. Location Map, Carmichael Crescent

Moved by: Bob Gamble

Seconded by: John McGee

THAT Council support the continuation of By-Law No. 2006-24, as outlined in Report EPW.08.38 entitled "Carmichael Crescent Parking Concern". CARRIED.

## **C. Staff Reports**

### **C.1 EPW.08.34 Hatch Mott MacDonald Additional Engineering Fees (TBM-2006-12)**

Mr. John Caswell presented Report EPW.08.34 as circulated. Attached to the Report was:

1. EPW.06.129, Re: Hatch Mott MacDonald Engineering Fees, dated June 13, 2006
2. Letter from Hatch Mott MacDonald, dated October 16, 2007

Moved by: Bob Gamble

Seconded by: John McGee

THAT Council approve increasing the upset engineering fee estimate by \$27,030.00 from \$516,046.00 to \$543,076.00 excluding GST, for engineering services by Hatch Mott MacDonald for additional construction supervision costs at the 10<sup>th</sup> Line Booster Station, as outlined in Report EPW.08.34. CARRIED.

## **C.2 EPW.08.41 Earth Day Canada and Community Go Green Fund**

Mr. Jeff Fletcher presented Report EPW.08.41 as circulated. Attached to the Report was:

1. Earth Day Canada (1991) Inc. Agreement (Memorandum of Understanding)
2. Community Go Green Fund-Application Form Detailed Project Budget

Moved by: Bob Gamble

Seconded by: John McGee

THAT Council does authorize Mayor and Clerk to execute an agreement between the Town and Earth Day Canada (1991) Inc. for the EcoAction Teams Project upon the approval of the agreement by the Town's Solicitor and the Director of Engineering and Public Works, as outlined in Report EPW.08.41. CARRIED.

## **D. Information Reports / Correspondence**

### **D.1 EPW.08.45 MIII Approved Funding**

Mr. Jeff Fletcher presented Report EPW.08.45 as circulated. Attached to Report was:

1. Letter from Ministry of Public Infrastructure Renewal dated, March 28, 2008

Moved by: John McGee

Seconded by: Bob Gamble

THAT Council receive Staff Report EPW.08.45 entitled "MIII Approved Funding" for their information. CARRIED.

## **E. New and Unfinished Business**

### **E.1 Future Engineering and Public Works Committee Reports**

- 209595 Highway 26 Financing Options—John Caswell jointly with Financial Services (in progress)
- Single Service Area Report—John Caswell (jointly with Financial Services) (in progress)
- Pall Membrane filtration system – John Caswell (in progress)
- Status of the By-law for the Regulation of Water Supply

### **E.2 Cost Control Discussion**

Mr. Reg Russwurm distributed an overview to the Committee entitled, Cost Control Discussion, dated March 26, 2008. The discussion centered on steps and processes Staff are taking to limit contracts and projects from going over budget. The key points are having a firm understanding of the scope of the work when setting budget and preparing contracts, and closely monitoring the execution of the contract. It was identified that one of the challenges facing Staff to tightly monitor contracts is the workload associated with both capital and operational responsibilities.

### **E.3 Clarksburg Next Steps**

Mr. Reg Russwurm reported that the next steps regarding the servicing of Clarksburg include:

- i) Finalize the Conceptual Plan and conduct a Public Information Centre to inform the residents;

- ii) Prepare a Request for Proposal to retain a Consultant to undertake Preliminary Design of the Conceptual Plan; and
- iii) Finalize Contribution Agreement with the Federal Government.

#### **E.4 Lake Drive Public Information Centres (PIC)**

Mr. John Caswell reported that there will be two Lake Drive Water & Wastewater Servicing Public Information Centres scheduled: 1. Thursday, April 24 at 7:00pm to 9:00pm, and 2. Saturday, April 26 at 9:30am to 11:30am, both at the Marsh Street Centre. These PICs are being held to inform the public of the work that has been done to date as required in the RFP.

#### **E.5 Property at 209691 Highway 26**

Chair McKinlay reported that he received an email from the property owner of 209691 Highway 26 asking if the Town could offer financial assistance to extend Town water and sewer to their property from their neighbour's existing serviced property. Mr. Caswell reported that he was in contact with this property owner regarding his inquiry and explained to him that the Town's long term planning is evolving regarding future servicing of existing unserviced properties. The Committee concurred to direct Staff to bring a report back to Committee that provides some history of this issue at this location, and to inform this property owner as to when this report will be coming forth on this Committee's agenda extending an invitation to him to attend the meeting.

#### **F. Next Meeting Date**

Next Meeting: Tuesday, April 22, 2008, at 7:00pm at the BVCC, small hall.

#### **G Adjournment**

Moved by: John McGee

Seconded by: Bob Gamble

THAT this meeting adjourn at 10:45pm. CARRIED.