

MINUTES: INFRASTRUCTURE & RECREATION COMMITTEE



MEETING DATE: TUESDAY, August 10, 2010
MEETING TIME: 7:00 pm
LOCATION: Ravenna Hall
PREPARED BY: Krista Royal, Administrative Assistant

A. Call to Order

Present: John McKean, Bob Gamble, John McGee, Reg Russwurm, John Caswell, Jim McCannell, Tom Gray, Krista Royal

Regrets: Duncan McKinlay, Jeff Fletcher, Shawn Everitt

Reg Russwurm advised Committee that Deputy Mayor Duncan McKinlay will not be present. Reg noted that the Committee will need to appoint a Chair for the meeting. Councillor Bob Gamble suggested Councillor John McKean to be the Committee's Chair.

Moved by: Bob Gamble Seconded by: John McGee

THAT the Committee appoints Councillor John McKean as Chair for the August 10, 2010 Infrastructure and Recreation Committee meeting.

"CARRIED"

A.1 Approval of Agenda

Reg advised Committee to additions to the agenda:

With Additions:

1. EPW.10.075 Thornbury Water Treatment Plant Project Budget Increase
2. EPW.10.089 Plan 915 Servicing Reconstruction – Contract TBM-2009-30 Budget Increase

Councillor John McGee questioned Staff if the two items added to the agenda is critical to be addressed at this time due to the public not having an opportunity to review the Staff Reports nor having the opportunity to attend the meeting. Reg advised that the two issues must be addressed due to timelines and constraints under the Municipal Act due to the upcoming election. Reg further noted that August 30, 2010 is the last Council meeting that can deal with budget increases to a specific project.

Moved by: Bob Gamble Seconded by: John McGee

THAT the Agenda of the August 10, 2010, Infrastructure & Recreation Committee Meeting be adopted as amended.

“CARRIED”

A.2 Declaration of Pecuniary Interest

Councillor John McKean declared a pecuniary interest to item D.5 Construction Status Report item #8 on the agenda.

A.3 Previous Minutes – June 22, 2010

Councillor Bob Gamble questioned the status of the water situation at the Ravenna Hall. John Caswell advised that the well has plenty of water at this time but is currently waiting on a part for the ultraviolet system. John McKean questioned if the Town will be purchasing a tank in the future. John Caswell noted that the matter will be brought back to Committee to discuss the costs involved with the purchase of a new tank.

Moved by: John McGee Seconded by: Bob Gamble

THAT the minutes of the June 22, 2010 Infrastructure & Recreation Committee be adopted as circulated.

“CARRIED”

B. Deputations/Presentations

None

C. Staff Reports as circulated

C.1 EPW.10.086 Response to Bill 13

John McGee questioned if the Town is in conformity to the provisions outlined in Bill 237. Reg advised that the Town is in compliance and exceeds in a number of requirements within the regulations.

John McGee noted that draft letter requires a minor change to page two in the first paragraph in respect to the word “longer” to be changed to read “larger”. Reg noted that he will correct the letter accordingly.

Reg briefed the Committee on the details of the Staff Report. Reg advised that the MPP, David Caplan is proposing to have Bill 237 rescinded and replaced with Bill 13. Reg further advised that this is a move to micro manage which will affect the water and wastewater regulations. Part of the proposed regulation is the creation of an Ontario Water Board.

Reg noted that the MOE, as regulators, do a fine job and we do not need another Board. It is not necessary to be more transparent as Municipal government operates within unequalled accountability and transparency. Committee addressed concerns with the proposed Bill 13 and concurred that the draft letter be brought forward to the next Council meeting to be discussed.

Moved by: Bob Gamble Seconded by: John McGee

THAT Council authorise the Director of Engineering and Public Works to forward a response to David Caplan, M.P.P. regarding his Private Member's Bill known as Bill 13, the Sustainable Water and Waste Water Systems Improvement and Maintenance Act, 2010, as outlined in and attached to Staff Report EPW.10.086, "Response to Bill 13".

"CARRIED"

C.2 EPW.10.075 Thornbury Water Treatment Plant Project Budget Increase

John Caswell briefed the Committee on the circulated Staff Report and apologized for the late date in submission. John Caswell noting a correction to the report on page one should read "three reasons" not "two reasons" as circulated. Reg advised that the increase in the overall budget was to set aside funding to pay for additional engineering fees for out of scope work, but that any increase in engineering fees will be brought back to Committee for approval.

John Caswell advised that the Town has not agreed to all costs submitted to the project and further negotiations will be required. John Caswell reviewed Staff report in detail with the Committee.

Bob questioned that since the cost is very significant should a detail summary of the Change Order (CO) be circulated to the public to be accountable and to give the public an understanding to the need of the proposed budget increase. Reg advised that a detail of the CO can be provided but negotiations with Genivar are continuing. Reg further advised that once the fees are discussed/agreed full details will be provided back to the Committee with the breakdown and justification for additional fees.

John McGee questioned the wording of the recommendation to interpret two budget increase amounts, WTP Pall membrane of \$120,000 and Peel Street Water Main Loop of \$120,000. John Caswell advised that they are two separate budgets with the same contract to Wellington Construction. Reg advised that the recommendation can be changed to remove Peel Street Water Main Loop and indicate that it is a singular budget.

Committee concurred to revise the recommendation circulated in the report. Committee requested the motion to read as follows:

Moved by: John McGee

Seconded by: Bob Gamble

THAT Council receives Report EPW.10.075 entitled “Thornbury Water Treatment Plant Project Budget Increase” and,

That Council approves increasing the Thornbury Water Treatment Plant Pall Membrane by \$120,000.00 from \$4,781,635.00 to \$4,901,635.00 to cover additional Engineering costs.

“CARRIED”

C.3 Plan 915 Servicing Reconstruction – Contract TBM-2009-30 Budget Increase

Tom Gray briefed the Committee on the details of the circulated Staff Report. Tom advised that this project is similar to Thornbury Water Treatment Plant budget increase with respect to deadlines to meet Council’s timelines in approving project budget increase prior to the municipal election.

Tom further advised that Plan 915 will need to increase the contingency portion of the contract by \$165,000 to a total of \$3.42 million. Tom noted that the contract value is now \$30,000 is higher than the EPW’s estimate, however the expect total project costs are less than the overall total project budget. This project being 2/3 funded from the Federal and Provincial government. Tom further noted that it is not expected the project budget will be over expended. Reg commented that this project has had one surprise after another especially with the utilities and poor soil conditions. Reg suggested that if the increase is approved by Council, the Town will be able to deal with the Contractor over the fall as this project needs to be substantially completed by March 2011, therefore most of the work must be completed by this November.

John McGee questioned the need to request an increase as the budget has already been approved by Council. Reg advised that the additional increase pertains to the Contract portion of the budget with B&J Contracting. John McGee further questioned the increase budget amount and not expended until brought back to Committee. Reg advised the no work is done until a Change Order is completed to identify the extra work and then is signed by the Contractor and himself prior to having the work commence.

Bob questioned if the Town will be able to recoup the costs pertaining to the utilities and if there was an error in the original design. Reg noted that Staff are considering a report on this subject to outline a number of issues that has occurred during construction. John McKean questioned if the cost is only the Town’s share of utilities. Reg confirmed that it is just the Town’s share.

John McKean further questioned if the Contractor’s Change Order is agreed prior to construction/completion of proposed work and to a fixed amount received for work completed. Reg advised that it is an agreed price on scope of work, makes it known on either side, which eliminates any claims submitted afterwards.

Reg advised Committee that the project is still under the expected project cost amount of \$3.9 million. John McGee required clarification to the required increase and he is finding it difficult to figure out the data submitted in the report. Tom advised that the current contingency amount in the contract is \$391,000. This report will increase the contingency by \$165,000 to facilitate additional work.

Moved by: Bob Gamble Seconded by: John McGee

THAT Council receive Report EPW.10.089 entitled "Plan 915 Servicing Reconstruction – Contract TBM-2009-30 Budget Increase", and,

THAT Council approve increasing the contingency portion of the Construction Contract for the Plan 915 Servicing Reconstruction with B&J Contracting by \$165,200 from \$3,258,800 to \$3,424,000.

"CARRIED"

D. Information Reports/Correspondence

D.1 Minutes of Museum Advisory Committee

Moved by: Bob Gamble Seconded by: John McGee

THAT Council receives the Museum Advisory Committee minutes held on May 18, 2010 and June 23, 2010 for their information.

"CARRIED"

D.2 EPW.10.051 Updates to the Minimum Maintenance Standards

Jim McCannell advised Committee that in February 2010 changes were made to the Minimum Maintenance Standards (MMS). Jim identified the impact to areas affected by the new changes. Jim noted an increase in patrolling is required to not only report the ice and snow conditions but also any deficiencies, ie guardrails, potholes, signs. Jim noted that during winter control Staff do not necessary travel every road within the municipality on a routine basis. Jim further noted Snow Plow Operators do not have time to keep track of every tree fallen down/deficiencies for efficiency and safety reasons. This is better done by winter patrolling and routine patrolling Staff.

John McGee suggested to the possibility of having a GPS to allow the operator to use the key pad to press a button (ie stop sign icon) if there is an issue with that particular sign. Jim advised that a tender is out for a GPS notebook and that he is working with IT to keep data, create a work order to have proof that a deficiency is recognized. Jim further advised IT is to setup the process, with funding in the budget and is anticipating a cost of \$10,000. John McGee questioned if it could be expanded to all plows and graders, once the system is established.

Jim also suggested another option is being offered by Telus via cell phone that will keep track of location of plowing and sanding, but will not provide data, which will be beneficial for any accidents that occur but no one has showed up from Telus.

Reg advised that if the software is provided in every grader and snow plow, it will not be efficient as the operators are busy enough with the equipment and must keep moving. Reg further advised that the operators will not be able to pull over each time to record deficiencies and that cost will increase if the same software is installed in all of the equipment. Jim noted that the Provincial laws outline that GPS are not to be used while driving.

Jim advised Committee to the increase documentation of in inspection for street lights. Jim further noted that on a quiet night the pickup truck patrolling will identify which lights need to be repaired. A list will be compiled for the Contractor to replace/fix. Jim advised that there are a total of 1,000 street lights which will require extra time to physically inspect lights and ensure lights are securely fastened.

Bob noted that the street lights that are out are usually controlled by the general public. Jim advised that mostly in the summer the residents will call in, but during the winter Staff on patrol will report most street light outages.

Jim advised Committee that another change to the MMS, is checking and documenting the reflectivity of the street signs. Jim stated that he has not found a company that has a machine that he can rent that determines the reflectivity, but it can be purchased in the amount of \$15,000. Jim noted that the County of Grey's procedure is to have an experienced Staff drive around and determined if the sign is reflective. Jim further noted that this process is very subjective.

John McKean questioned if the municipality could talk to the County in joint purchasing a machine. Jim has suggested that the County purchase a machine and then bill the Town as loaned. Jim noted that he will be meeting tomorrow with the Public Works Association and will discuss this issue at the meeting.

Jim advised Committee that sidewalk surface discontinuities must be documented and inspected once a year and if a surface discontinuity is found, the sidewalk must be fixed within 14 days of becoming aware of the fact. Jim stated that Staff will determine any trip hazards or cement deficiencies, but it will take away from roadside ditching and trimming of trees. Reg advised Committee that the MMS changes will not increase the budget, but it will take away from other services provided.

John McKean noted of a Municipality that had started this process by marking all defects with orange paint and further noted that the minimum two centimetres is not enough. Reg advised that it will not be feasible to do patching on sidewalks therefore a decision will be needed next year to the possibility of tearing up certain sidewalks if necessary.

Jim advised that \$10,000 per year is placed in the budget for sidewalk maintenance. Jim further advised there is 25kms of sidewalk that needs to be inspected within the next 6-8 weeks.

Bob questioned if there is a requirement for drainage on sidewalks to eliminate overnight freezing. Jim advised that as soon as his department is aware of the icy condition they will be repaired. Bob also questioned areas where the sidewalk is below grass level.

Reg noted that he has done walkabouts noticing that some sidewalks are in bad shape which may have to be torn up. John McGee noted that the challenge to tearing up sidewalks will go against the Town's Sustainability Plan. Reg questioned the dollars and to the creation of new money for roads. John McGee noted that these are standards not guidelines and what would be the consequences. Jim advised that when something happens the Town will not be in a defensible position in the court. Reg further noted that the Town is showing due diligence by documenting the inspections and taking corrective actions.

Moved by: John McGee

Seconded by: Bob Gamble

THAT Council receive Staff Report EPW.10.051 entitled "Updates to the Minimum Maintenance Standards" for their information.

"CARRIED"

D.3 EPW.10.061 Drinking Water Quality Management System – Management Review Outcomes

John Caswell updated the Committee on the current accreditation due to a backlog that the Canadian General Standards Board is experiencing that the Town has yet to hear when the audit will occur. John Caswell advised that the water system is functioning appropriately and are waiting for our accreditation.

Bob questioned the trouble of obtaining the certificate from the auditor and whether there be any ramifications down the road. John Caswell stated not at this time but the Town will receive an audit sometime this fall and then will have 12 months to comply.

Bob requested to have Collingwood's certificate on file. John Caswell noted that the document is on file but not their DWQMS manual. John Caswell further noted that the Town is utilizing the maximum water usage from Collingwood which is mostly for weekend use.

John McGee addressed concern of water quality from Collingwood and how the Town is satisfying that the standards are being met. John Caswell advised the sensors and analyzers are setup that if the water sensor detects an issue in the system it will automatically inject chlorine. John Caswell further advised that the standard operating procedures are reviewed by Top Management. Reg further advised that there are a number of samples taken throughout the system and not just at the Plant. John Caswell noted that there are a total of 32 samples taken monthly.

Moved by: John McGee

Seconded by: Bob Gamble

THAT Council receive Report EPW.10.061 entitled "Drinking Water Quality Management System – Management Review Outcomes" for information purposes.

"CARRIED"

D.4 EPW.10.087 Castle Glen Development – Completion of Phase 3 & 4 of Class Environmental Assessment for Water Supply

Reg briefed the Committee on the background of Castle Glen Development noting that the Ministry of Environment (MOE) will not grant an extension of the Permit to Take Water unless Phase 3 & 4 of the Class EA is completed. Reg noted that by letting the proponent take the lead on the EA, it will benefit the proponent in moving the project forward that much quicker. Reg further noted that any Staff time or other costs spent on the EA will be fully invoiced back to the Developer.

Bob questioned if the EA applies only to the Thunderhill Subdivision location. Reg advised that Thunderhill Subdivision is the focus of the EA, it is the next phase of the Castle Glen Development. Reg commented that he anticipates that the well will become a Municipal well. Bob further questioned if the flow is sufficient. Reg noting that yes it will be sufficient with the biggest concern to fire protection and therefore there will be a need to build a reservoir.

Bob questioned if the Development Charges are to pay for the line and whether the existing well is adequate. Reg advised that the first DC's will pay for a portion of the works but that Castle Glen Development will front end the water and sewer, with the costs being collected and returned back as development occurs.

John McGee addressed concern of well supply, the cost to the Municipality, one well supplying 500 homes and the necessity to supplying a Municipal well for this development. Reg advised that a private system of this size may not happen because he is not certain that the MOE will entertain a private system of this size given the importance to ensure the safety to the residents within the community.

John McGee also addressed concern to having any involvement in supplying water and sewer to the Castle Glen Development residents, noting the Town does not owe them any services. John McGee further noting of concern if the water quality drops what is the position of the Town.

Reg advised that with his background in the Region of Waterloo, managing small well systems with two wells full redundancy he is not concerned with expanding the municipal system to include a groundwater supply. Reg noted that if the wells became contaminated the Town will need to provide a replacement water source.

John McGee addressed continued concern to expanding the usage to the Treatment Plant and the cost being increased to the existing users to allow additional 500 units on well water.

Reg advised that the Town has the option to area rate and will therefore have a different rate than the rest of the Community. Reg commented that once the EA process is started it will determine how the system would operate in the future.

Bob questioned if the Castle Glen Development had up fronted the money as part of the OMB decision. Reg advised that he is not familiar with any funds being up fronted. Bob addressed concern to the similar situation with Swiss Meadows.

John McKean questioned as to what happens in the future with the 500 units that are then on wells and the process to switching them over to the current system. Reg advised that the wells will be decommissioned after the homes are connected the lake base water system. John Caswell further advised that the existing wells are not deep and that they range between 60 to 70 feet in depth with the quality of water as an issue.

Moved by: Bob Gamble Seconded by: John McKean

THAT Council receive Report EPW.10.087 “Castle Glen Development – Completion of Phase 3 &4 of Class Environmental Assessment for Water Supply” for information purposes.

“CARRIED”

D.5 EPW.10.088 Construction/Development Status Report

John McKean wished to discuss the Slabtown Bridge EA project within the Construction Status Report at this time as his pecuniary interest pertained to the section of the Development Status Report. John McKean suggested that the temporary access road shouldn't start with proceedings until the Town receives deeded rights on the properties involved for any future plans. Reg advised that during the preliminary design he will speak to the property owners to acquired permanent easement.

John McKean advised that he will vacate the Chair and have John McGee replace him in his absence. John McKean declared a pecuniary interest to D.5 agenda item, dismissed himself from the meeting and did not participate on discussion nor vote on the matter.

Bob questioned the status of the Shore Acres project. John Caswell advised that construction will start by mid to end of September.

John McGee noted to the week delay in the Beaver River Bridge due to asbestos found in the material. Tom Gray advised that the overall project had an early construction start therefore the project is only two days behind schedule date not an entire week. John McGee further questioned if the bridge will be finished with asphalt. Reg confirmed that the surface will be finished with asphalt.

Bob questioned the status of Peaks Meadows and the Georgian Glen development projects. Reg advised that Peaks Meadows subdivision is connected to the services and agreements have been signed, but no service connection or agreements have been completed for the Georgian Glen subdivision.

John McGee questioned the location of the Hillside Subdivision and the Bannerman Development. Tom noted that Hillside is located just off Brooker Boulevard and the Bannerman Development is located behind the Craigleith Community Centre.

Bob questioned if the Eden Oaks is anticipated for completion this year. Reg advised that the proponent wished to move ahead within the year and that improvements will be required on the highway. Jim further advised that a ditch will be needed and a culvert placed up to the Eden Oak entrance to capture the water runoff from the field.

Moved by: Bob Gamble Seconded by: John McGee

THAT Council receives Staff Report EPW.10.088 entitled "Construction / Development Status Report" for their information.

"CARRIED"

John McKean returned to the meeting and continued as Chair.

E. New and Unfinished Business

E.1 Introduction of Jenny Ferraro – New Administrative Assistant for EPW

Reg introduced Jenny Ferraro to the Committee as the new Administrative Assistant for Engineering and Public Works. Reg advised that Jenny will be starting her new position with the Town on Monday August 16th. Committee introduced themselves and congratulated Jenny on her new position.

F. Next Meeting Date

Tuesday, September 14, 2010 at 7:00 p.m., Ravenna Hall

G. Adjournment

Moved by: Bob Gamble Seconded by: John McGee

THAT the Infrastructure & Recreation Committee Meeting of August 10, 2010 is adjourned at 8:44 p.m.

"CARRIED"