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Minutes: Infrastructure & Recreation Committee



MEETING DATE: Tuesday, March 13th 2012
MEETING TIME: 7:00 pm
LOCATION: Town Hall, Council Chambers
PREPARED BY: Jenny-Maria Ferraro, Administrative Assistant

A. Call to Order

- **Present:** Deputy Mayor Duncan McKinlay, Councillor John McKean, Councillor Bob Gamble, Councillor Joe Halos, CAO Troy Speck, Director of Engineering and Public Works Reg Russwurm, Manager of Water and Wastewater John Caswell, Manager of Roads and Drainage Jim McCannell, Engineering Design Technologist Tom Gray, Harbour Manager Ryan Gibbons, Director of Recreation Shawn Everitt and Administrative Assistant Jenny-Maria Ferraro
- **Regrets:** None.
- **Guests:** Darryl Cowan and Brent Willis, Gamsby and Mannerow
- Approval of Agenda

Reg Russwurm requested the addition of Report EPW.12.023 Wensley Drive Wastewater Servicing Project – Consultant Fee Increase to be discussed as Agenda Item C.6 in lieu of Agenda Item E.2 and Shawn Everitt, requested that Report DOR.12.20 Transient Mooring Fees for Not for Profit and or Charitable Groups and Organizations to be added as an addition to the Agenda as Item E.1

Moved by: Duncan McKinlay Seconded by: Bob Gamble

THAT the Agenda of Tuesday, March 13th 2012, Infrastructure & Recreation Committee Meeting be approved as circulated, including any items added to the Agenda, **unanimously CARRIED.**

- Declaration of Pecuniary Interest

Committee Chair John McKean declared Pecuniary Interest to Agenda Item D.1, requesting that Deputy Mayor McKinlay chair the meeting during the duration of that discussion.

- Previous Minutes

Moved by: Joe Halos

Seconded by: Bob Gamble

THAT the minutes of the Tuesday, February 14th 2012 Infrastructure & Recreation Committee be adopted as circulated or amended, **unanimously CARRIED**.

B. Deputations / Presentations

B.1 Darryl Cowan, Gamsby and Mannerrow Re: Slabtown Bridge Replacement Project Update

Darryl Cowan presented Committee with a summary of the first Public Information Centre (PIC) regarding the Slabtown Bridge Replacement. Darryl indicated that residents were asked three questions: 1) Which style of bridge do you most prefer? 2) Which bridge finish do you most prefer? 3) Which deck finish do you prefer? Darryl noted that a total of 14 comment sheets were received.

Darryl indicated that the responses identified that the straight top chord is the preferred style; self weathering steel and concrete are the preferred finish.

Darryl then briefed Committee on the tender and construction schedule, noting that the estimated time the bridge will be closed is 8 weeks.

Deputy Mayor McKinlay asked if there has been consideration on how to deal with any unforeseen occurrences that might delay the process. Darryl explained that if there are any unforeseen occurrences that will cause a delay the contractor will be required to submit in writing the request to ask for an extension. Brent Willis noted further that if there was any delay in construction there would be an expectation that the contractor would hold their prices, unless rental equipment is involved.

Deputy Mayor McKinlay suggested that Staff provide communication regarding the strategy for the construction of the Slabtown Bridge Replacement. Reg noted that Staff will be in regular communication with the residents of the community and update them as needed. He also clarified that any issues which affect the timeline would require a Town approved change order.

Reg further noted to Committee that the rehabilitation of the abutments is the only area in which Reg feels an adjustment to the contract might be required. Deputy Mayor McKinlay asked if approval would have to come from Council. Reg noted that it would be handled in his office, and if the change is out of Reg's authority then he would seek the approval of Council.

Councillor Halos asked for clarification and confirmation on the preferred style of bridge, because according to the comment sheets indicate that 12 residents chose the curved top chord and 2 residents chose the straight top chord.

It was explained that the illustration used in the PIC was not clear but Staff are confident of the preference of the residents. It was confirmed by a member of the gallery, a resident of Slabtown, that Gamsby and Mannerow has selected the correct style.

Councillor McKean thanked Darryl and Brent for their presentation and indicated that he is looking forward to a positive response to the tender process.

C. Staff Reports as circulated

C.1 DOR.12.9 Thornbury Yacht Club Structure Proposal 2

Ryan Gibbons

Ryan indicated a revision to the recommendation presented in the Report adding the line: *THAT Council Authorize Mayor and Clerk to sign an agreement satisfactory to the Town Solicitor with the Thornbuy Yacht Club.*

Councillor Gamble asked how Staff feel about the positioning of the structure on the pier. Ryan noted that Gamsby and Mannerow have inspected the pier and are okay with the placement of the pavilion on it.

Deputy Mayor McKinlay asked if there is a railing around the structure and Ryan noted that there is a railing on one side.

Moved by: Duncan McKinlay

Seconded by: Bob Gamble

THAT Council receive Staff Report DOR.12.9 entitled, "Thornbury Yacht Club Structure Proposal 2";and,

THAT Council does hereby authorize the Thornbury Yacht Club to proceed with the construction of a roof structure over a portion of the original East pier at the Harbour, it being agreed and understood the structure will be constructed at no cost to the Town and upon its completion the structure will be donated to the Town for use as a public Harbour amenity; and

THAT Council Authorize Mayor and Clerk to sign an agreement satisfactory to the Town Solicitor with the Thornbuy Yacht Club, **unanimously CARRIED.**

C.2 DOR.12.18 Donation of Community Centre Kitchen Supplies to the Beaver Valley Athletic Association

Aaron McMullin

Moved by: Duncan McKinlay

Seconded by: Bob Gamble

THAT Council receive Staff Report DOR 12.18 entitled "Donation of Community Centre Kitchen Supplies to the Beaver Valley Athletic Association"; and,

THAT Council does hereby authorize the donation of the existing Beaver Valley Community Centre (BVCC) place settings to the Beaver Valley Athletic Association Catering Committee (BVAACC) with the understanding that the BVAACC will purchase any supplies required to bring the place setting inventory back to the BVCC service level of 250, it being noted and agreed that the newly purchased inventory would also be the property of the BVAACC, all as noted herein, **unanimously CARRIED.**

C.3 EPW.12.013 Grey County Street Sweeping Pilot Project

Jim McCannell

Jim briefed Committee on the Report.

Councillor Gamble indicated that he has reviewed all of the documents. Councillor Gamble noted that although there are conditions requested by the County which the Town cannot support, he hopes there is a way to agree on this issue with the Town being a bit more cooperative in its approach. Councillor Gamble is hoping that Staff can make an arrangement with the County that works for both parties.

Councillor Gamble also noted that the Report is requesting payment on August 31st the year following the work completed and he suggested requesting payment within 30 days. Councillor Gamble would like to see this issue resolved without months and months of paperwork back and forth.

Deputy Mayor McKinlay clarified that the County is requesting this work because the County is receiving a lot of complaints that the County roads are not being done at the same time as the Town roads, so the County is asking the Town to continue along the County roads to get the job done at the same time.

Jim indicated that the Town uses the same contractor that works for the County so the Town has not had any concerns with the street sweeping like other Towns within the County.

Councillor Halos asked if the sand can be used for next year. Jim McCannell explained that it can, but that it has been done in the past for operational reasons.

Jim explained that originally the sand is fractured sand, which will stick to the snow and cause traction, but he has found that by the time the sand is picked up and screened and piled and mixed with new salt to use for the next year, the sand has been worked so much that it becomes round and it does not have the same effect for traction on the road.

Deputy Mayor McKinlay asked if the sand can be used as fill somewhere else and Jim explained that it can be used around ditches, culverts or widen shoulders.

Reg indicated that a concern is the question of the operation of the landfill and in particular what can be dumped, noting that it is not clear if the Town can dump the County's material in the landfill for re-use on the Town's road.

Councillor McKean noted that since the County is only asking for the street sweeping to be done, perhaps the County can be responsible for picking up their own sand.

Jim McCannell agreed with Councillor McKean's suggestion noting that the County can be asked to pick it up and if they don't then they will have to pay the tipping fee to get rid of it.

Deputy Mayor McKinlay asked Staff if there was the option to make an amendment to the landfill's Certificate of Approval, noting that if the Town and the County can work together for a greater good, serving the Community better with a cooperative agreement they should be able to. Deputy Mayor McKinlay believes that an amendment as such will assist in taking down barriers and create a framework in which the Town and the County can work together.

Councillor McKean suggested that the amendment be worded to indicate that an agreement can be made at the Town's descretion, if there is a joint venture.

Staff noted they would consider this idea.

Jim indicated further that in the past the material was used as cover in the landfill but as of current as it is no longer needed.

Councillor Gamble noted concern with how the Town plans to respond and communicate with the County and indicated that he has no problem supporting the recommendation as long as the conversations are handled over the phone rather than on paper.

Moved by: Joe Halos

Seconded by: Duncan McKinlay

THAT Council receive Staff Report EPW.12.013, "Grey County Street Sweeping Pilot Project";

AND THAT Council authorize the forwarding of comments contained in this Report to the Grey County Transportation and Public Safety Department for consideration in the preparation of a revised 2012 Street Sweeping Agreement with the Town;

AND THAT the Mayor and Clerk are authorized to execute the 2012 Street Sweeping Agreement upon the recommendation of the Director of Engineering and Public Works and the Town Solicitor, **unanimously CARRIED**.

C.4 EPW.12.014 Proposal of Engineering and Public Works Co-operative Education Student

Reg Russwurm

Reg explained to Committee that he had been looking at opportunities to get students from the high school and perhaps the colleges exposed to the municipal engineering world.

Reg noted that he has presented this Report seeking general endorsement to work with the local highschool students.

Councillor Gamble asked what the schedule of the student would be and Reg explained that there are 2 classes a day which a student can dedicate to a coop course and their schedule rotates daily so they will be some mornings and some afternoons for approximately two hours a day.

Councillor Gamble noted that since the students will need to be supervised he does not want the time with them hindering the productivity of Staff's work. Reg noted he will monitor that during the fall term and if he feels Staff are taking too much time out of their work then the Town will not re-new for the Spring term.

Deputy Mayor McKinlay asked how students are selected and Reg noted that although he is unsure at this point he believes the Town is assigned students which we interview.

Deputy Mayor McKinlay indicated that he highly supports the Report. Councillor Halos noted that he fully endorses the idea and believes it is a great way to get kids involved and interested.

Councillor McKean indicated that he thinks it is a great idea as well, suggesting that Staff try it out on a trial basis and monitor how it impacts Staff time.

Councillor McKean suggested that the initiative be publicised, suggesting that Lisa Kidd create a press release.

Reg noted that he will contact Jeff Smith regarding recruitment process.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report EPW.12.014 entitled “Proposal of Engineering and Public Works Co-operative Education Students”;

AND THAT Council endorse the Engineering and Public Works Department to seek two Co-operative Education Students from Georgian Bay Secondary School for the Fall semester of the 2012 school year to gain workplace experience in the Engineering and Public Works Department, **unanimously CARRIED.**

C.5 EPW.12.019 Service Connections to Grey Rd 21 Trunk Sanitary Sewer

Mike Campbell

Reg briefed Committee on the Report on behalf of Mike Campbell, Construction Coordinator. Reg reminded Committee that C.C. Tatham will be installing a sanitary sewer along Grey Road 21 and the Report indicates each property along the road suggesting whether or not it warrants connecting to the sanitary sewer.

Reg indicated that the properties in Collingwood will also be given the opportunity to connect, but that the lead is by the Town of Collingwood.

Councillor Halos noted that Silvercreek Drive does not front Grey Road 21, and asked if they would be able to connect. Reg noted that when the Environmental Assessment was done, the Town of Collingwood decided that only those properties which fronted Grey Road 21 could connect, but further noting that if they changed their mind, those properties could connect.

Deputy Mayor McKinlay asked about the funding model and if developers developing on the vacant lands will have to pay as they connect. Reg confirmed that they will.

Councillor Gamble asked if the sewage along Grey Road 21 was going directly to the treatment plant or to a pumping station. Reg indicated that it will come along Grey Road 21 to Hwy 26, do a hard left hand turn into a sanitary sewer on Highway 26 in front of Squire John's, then to a pumping station and then to the treatment plant.

Councillor Gamble noted a property in front of the gas pumping station, indicating that the dwelling is not in good shape and he does not foresee them hooking on to the sanitary sewer.

Deputy Mayor McKinlay asked Staff if an estate was built on a development property could they opt out of connecting to the sewer system. John Caswell noted that through the Official Plan, Craigleith is a designated full service area so it is unlikely that the Town would endorse additional septic systems.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report EPW.12.019 “Service Connections to Grey Rd 21 Trunk Sanitary Sewer”; and,

THAT Council authorize Staff to initiate a dialogue with land owners along Grey Road 21 to discuss the proposed sewer; and,

THAT Council Direct Staff to require property with roll #301000 to connect to water and sanitary servicing and all other properties along Grey Road 21 Trunks Sanitary Sewer be given the option to connect, **unanimously CARRIED.**

C.6 Wensley Drive Wastewater Servicing Project – Consultant Fee Increase Reg Russwurm

Reg provided Committee with a copy of Report EPW.12.023 as an addition to the Agenda. Reg briefed Committee on the Report, highlighting three areas of concern: 1) Provision of Streetlights, 2) Obtaining a permit to take water and 3) Rock removal method. Committee conquered to address each concern individually.

Reg indicated that a provision for street lighting was not detailed in the RFP.

Deputy Mayor McKinlay asked Staff if the residents want street lights. Reg stated that when streetlights are proposed in projects that some will want and others will not. Reg indicated that he feels it is the responsibility of the Town to provide street lightening to the Engineering Standards if the Town decides to provide street lighting.

Councillor Gamble indicated that he would prefer that the lighting is limited and not extreme. Reg clarified that the Engineering Standards state that the lights will shine at 2 lux.

Reg indicated that the streetlights will be simple lights and that an electrical sub-contractor will design the work, wire gage, conduits and placement.

Deputy Mayor McKinlay asked Staff if different level of lighting is used for lighting different applications, using an intersection as an example. Reg indicated that the Engineering Standards provide details on lighting a road. Reg noted that he will have an electrical engineer review the Town’s Standards in the near future to ensure that the proper level of lighting is being installed.

Councillor McKean asked if the 2 lux was sufficient on a road if there are no sidewalks. Reg noted that he has taken that in as a concern, noting that he expects there to be larger homes built and people brought to the areas once the wastewater servicing is installed.

Reg then briefed Committee on the second concern of obtaining a Permit to Take Water. Reg noted two options: 1) the Town obtains the permit and the Contractor implements the requirements of the permit as the Town's agent or 2) Contractor obtains the permit after the award of the contract.

Reg explained the primary risk of requiring the Contractor to obtain the permit is the delay of the project and not starting the project in 2012. Reg indicated that although he is confident that construction will carry over into 2013, he is asking the question if the Town should pay a possible premium to get the process moving along now to enable work to start earlier in 2012.

Deputy Mayor McKinlay indicated that he feels it is better to do the work in June and July by pumping a little bit of water rather than in October having to pump more. Reg clarified that the cost of dewatering is not valued per cubic meter, but valued in a lump sum.

Councillor Halos asked Staff if there are many past projects where trenches needed to be dewatered. Reg explained that when the sanitary sewer was installed along Hwy 26 it was very wet. The Manager of Water and Wastewater, John Caswell confirmed this.

Councillor McKean asked if Staff obtained the permit eight weeks from today, could they get the project completed in 2012. Reg noted that he is doubtful it could be completely done. Reg indicated that if the project was tendered right now, then perhaps, but since it is not ready for tender, it will likely move into 2013, suggesting that the work on Peaks Road should be completed in 2012.

Reg confirmed that the Permit to Take Water was good for five years.

Reg then briefed Committee on the third concern which is the removal of the rock. Reg noted that he believes that breaking is better than blasting even if blasting may have a lower construction cost. Reg briefed Committee on the risks associated with blasting as detailed in his Report.

Deputy Mayor McKinlay asked Staff how many times blasting has been used with the installation of a watermain or sanitary sewer. John Caswell noted that it has been done before, but never in this close proximity to homes or residential areas. John noted further that the proximity to the watermain is a major concern. Deputy Mayor McKinlay asked if the watermain is flexible and John Caswell noted that it is not flexible.

John Caswell also noted that it is a very tight space and the blasting can cause harm even if they blast straight up trying not to impact the sides.

E.1 DOR.12.20 Transient Mooring Fees for Not for Profit and or Charitable Groups or Organizations

Shawn Everitt

Deputy Mayor McKinlay asked Staff to clarify if the mid-week rate included hydro and Shawn indicated that mid-week rate does include hydro if needed.

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT Council receive Staff Report DOR.12.20 entitled “Transient Mooring Fees for Not for Profit and or Charitable Groups or Organizations”; and,

THAT Council support a mid week Monday to Thursday, transient mooring fee of \$15.00 plus H.S.T. per craft, for Not for Profit and or Charitable Groups or Organizations during the boating season, subject to slip availability, **unanimously CARRIED.**

E.2 OGRA Conference

Reg indicated to Committee that he attended the Ontario Good Roads Association Conference in Toronto last month. Reg highlighted to Committee that Shawn Everitt presented at the event and Reg wanted to acknowledge his great work in promoting the Town as a cycling community.

Councillor McKean noted that he was very pleased to see Shawn’s presentation on the Agenda as he feels the positive exposure is great. Deputy Mayor McKinlay indicated the he listened to Shawn’s presentation and was pleased, noting that Norfolk is a place that perhaps the Town should go visit.

Deputy Mayor McKinlay suggested that Staff prepare a media release regarding the presentation.

Reg further noted that Deputy Mayor McKinlay was elected to the Good Road’s board again.

Reg also noted that at the conference there was an emphasis placed on asset management plans being important in the near future noting that he will be focusing on asset management and working with Tom over the next few years.

E.2 Wensley Drive Project Status Update

Agenda Item D.2 was discussed as Agenda Item C.6.

E.3 Update the Status of Road Winter Maintenance, Snowplowing, Sanding and Salting

Jim McCannell indicated to Committee that he is in the process of preparing a Report to present to Council next month and is bringing forth information in draft form at this meeting in order to receive comments and feedback from Committee.

Reg noted to Committee that Staff are not seeking endorsement at this time, but Staff are simply briefing Committee and providing an overview of the status. Staff are looking to Committee to provide any information or feedback they wish to offer.

In looking at purchasing a truck versus contracting a truck, Jim briefed Committee on three options. Option 1, which was estimated at \$110,000 a year would be to replace the current truck and hire an operator who would work full time year round. The second option is estimated at \$90,062 and it would involve contracting a snowplow truck, increasing the hours to 20 more days a year, establishing a different plow route, having no access to the truck or the operator in the summer months. The third option was estimated at \$126,084 and that is based on the cost of the plow truck, the hired driver and additional hours as required. Jim noted that the first and third option have the same level of service.

Councillor Halos suggested splitting up the maintenance price and the price of insurance for the truck into another line on the chart. It was also suggested that Staff factor in the interest costs reviewing if the value of the interest is the same as the salvage value.

Councillor Gamble asked if the Town would have the old truck available for summer use if needed. Jim noted that it has a bit of value left and the Town could hang on to it, but reminded Committee that there are maintenance costs associated with that scenario.

Councillor Halos noted that he appreciates the work which Staff have put in to preparing this update and the efforts put forward to create the comparisons presented.

Reg encouraged Committee to provide Jim feedback as Jim is finalizing the Report with plans to present to Council at the next meeting.

Councillor McKean suggested that Staff seriously consider the contracted truck and its impact on the expansion of the Ravenna Works Yard.

F. Next Meeting Date(s)

Tuesday, April 10th 2012, Town Hall Council Chambers, 7:00pm

Councillor McKean suggested that Staff begin to prepare for the Spring Infrastructure Tour suggesting that in particular Council view the 4th Line reconstruction and Clark Street.

G. Adjournment

Moved by: Duncan McKinlay

Seconded by: Joe Halos

THAT the Infrastructure & Recreation Committee Meeting of Tuesday, March 13th 2012 is adjourned at 9:30 **unanimously CARRIED.**