

Development & Works Committee 1-2021 Minutes of Meeting

**Tuesday, January 12, 2021 – 1:30 P.M.
ELECTRONIC MEETING**

1. **CALL TO ORDER** at 1:31 pm

2. **ATTENDANCE**

Participants: Councillor Coulas (Chair), Mayor Eady, Council Sidney,
Director Asselin, CBO Webster, Carolyn Errett (Recording
Secretary)

3. **APPROVAL OF AGENDA**

MOVED BY: Mayor Eady, Councillor Sidney

THAT the agenda of the meeting 1-2021 January 12, 2021 be approved as submitted.

- CARRIED -

4. **DECLARATION OF PECUNIARY INTEREST**

None

5. **DELEGATIONS/DEPUTATIONS**

None

6. **CONFIRMING OF MINUTES**

MOVED BY: Mayor Eady, Chair Coulas

THAT the minutes of the meeting 13-2020 December 8, 2020 be approved as received.

- CARRIED -

7. COMMUNICATIONS/REQUESTS

7.1 Kim & Gary Curtis, Speeding on Otteridge

The letter brought forward concerns regarding the use of Otteridge as a short cut through to Floats and O'Brien Road. Mr. & Mrs. Curtis stated concern over the speed and traffic use of the road.

Background was provided on the layout and traffic plan for the subdivision. As development continues into phase 5, the Hall Ave extension will evolve, rendering the cut through on Otteridge to be insignificant. These road changes have been budgeted for as part of a ten year plan. The developer will be responsible to complete their portion of the project.

In the meantime, O.P.P has been notified, and Staff are currently collecting data by ways of a speed sign and traffic counter. This information will be reviewed and discussed at a future Committee meeting.

The Committee asked that a response be provided to Mr. & Mrs. Curtis, advising them of the Town's actions to address their concern.

DIRECTION: Staff will provide a verbal response to the resident advising them that data is being collected.

MOVED BY: Councillor Evans, Mayor Eady

THAT item 6.1 be received as communication and that Staff provide a verbal response to the resident and that the collected data be brought back to committee for further discussion.

- CARRIED -

8. REPORTS

8.1 Building Report

The December totals were discussed and overall 2020 ended with just over 11million in construction value recorded. This is up 10% from 2019, and the second highest overall construction value recorded per year since the WPCC was built in 2009. The December totals included the underground and superstructure permit for Lepine Development. Permit fees were collected at the time of issue. Lot Development fees will be collected at the superstructure permit stage.

It is believe that even under the new restrictions being released by the Ontario Government that residential construction will continue on.

Staff also advised that M. Wilson Home Developments submitted three 6-Plex Townhome applications at the end of December. This accounts for 18 new townhouses in total. Staff is awaiting clarifications on a few points, but overall that applications are complete and ready to be issued. 2020 Development Fees will be applied to these permits.

MOVED BY: Councillor Sidney, Mayor Eady

THAT the Monthly Building Report be received as presented.

- CARRIED -

8.2 2020 Annual Building Report

The 2020 Annual Building Report was presented to Committee. The annual report fulfills obligations to the Building Code Act (BCA) that requires municipalities to publish an annual report illustrating that the building permit fees collected correspond with the amount of development that was completed.

Historically, the Town of Renfrew has run a deficit within the Building Department, as fees collected have not offset expenditures. The Department is making strides in closing this gap. If in the future, fees collected exceed expenditures to administer and enforce the Ontario Building Code, a reserve fund will be created to offset any construction downturns that may occur in subsequent years.

DIRECTION: Staff to flow the 2020 Annual Building Report to Council.

MOVED BY: Councillor Sidney, Mayor Eady

THAT the Development & Works Committee recommends that Staff forward the 2020 Annual Building Report onto Council.

- CARRIED -

9. NEW AND UNFINISHED BUSINESS

9.1 Capital Projects Update

An overview was provided to Committee to recap the Department's 2020 Capital Projects.

9.1.1 Stewart Street

Construction was awarded in the fall to Cavanagh Construction. Underground work was started, but has run into some challenges that the Contractor is working through. Road construction will start in the spring.

9.1.2 Downtown HWY 60 Deficiencies

The Town has been working with the Contractor to complete the deficiencies and wrap up the project. Staff are engaged in discussions regarding compensation for the extra work completed to address the deficiencies. The Town is working with the Contractor and Legal Consultants to address this issue.

Further issues have since developed and are being investigated by the Town. Most recently discovered was a potential block storm sewer that has caused water concerns.

9.1.3 CR 52 & Airth Blvd

The construction contract was awarded to Cavanagh Construction in the fall. Some underground and watermain work by Smiths Creek has been completed thus far, and the remainder of the work will be completed in summer/fall 2021.

Staff believes it will be a very busy Spring with both Stewart Street and County Road 52 under construction. Both projects will need to be completed as quickly and efficiently as possible.

9.1.4 Arnprior Ross

The project was awarded and completed in the fall by BEI. The road looks good and the project overall went well.

Also awarded and completed in the fall by BEI was McAndrew Street.

9.1.5 Swinging Bridge Interim Repairs

Significant damage was caused to the pier caps by woodpeckers, along with some structural deterioration. The Town was required to complete the necessary repairs at a cost of roughly \$45,000.00 or close the bridge until such time as the repairs could be completed. The Town completed the repairs in the fall and the bridge was reopened to the public. Major rehabilitation was recommended in the near future to ensure the integrity and longevity of the bridge.

The Town has applied for COVID Resilience Funding to obtain the necessary funds required to complete the recommended repairs and upgrades. The application was submitted in December. Grant approval will likely be announced in the spring. If approved, the work will need to be completed between September and December of 2021. The necessary repairs will require the bridge to be closed for roughly two months. Added measures will need to be considered if Stewart Street is still under construction.

9.1.6 Water Tower

JDCMI was awarded the contract to complete the internal coatings, necessary repairs, and the removal of the Tideflex system. The work will be completed in spring 2021. The Town will need to coordinate the logistics of emptying the tower while continuing to manage the Town's water supply. Staff and agency partners will be working together to formulate a plan and determine any limitations.

The project includes a new logo on the east facing side of the tower. The Economic Development Committee has been working to review the elements of the logo. Originally a logo on both sides of the tower was discussed, but costing fell outside of the budget. Additional advertising was also discussed, but later ruled out.

9.1.7 Blower Fire at WPCC

In November 2019 there was a fire at the Waste Water Treatment Plant. A blower caught fire, and caused roughly \$200,000 in damages. Most of the costs were covered under insurance. A new blower was purchased and clean up was done to address the smoke damage. It was noted that the heat detectors did not activate during the fire. The department is working with OCWA regarding potential upgrades to the smoke detectors in order to improve the ability for early detection.

Consideration is also being given for the same upgrades at the Water Treatment Plant. The Town is vulnerable should a fire occur at this location, and therefore the Town is working with OCWA to mitigate any risk.

9.2 2021 Capital Projects

The Committee reviewed some of the 2021 Capital Project considerations that were submitted to Treasury. The Department is awaiting confirmation as to which projects will be approved. Although many projects have been identified, it is unlikely all projects will be given the go ahead due to the availability of funds.

9.2.1 Haig Joffre Dufferin Geotech Report

Geotechnical reports were provided for Haig, Joffre, and Dufferin Street. These roads were identified as “poor” condition and are in the center of areas previously completed. The geotechnical reports indicate that the base layers are insufficient and therefore all three streets would require a full depth reconstruction verses a simple shave and pave.

9.2.2 Munroe – Harry Design

This project was previously identified and applied for under the ICIP Green Stream Funding Application. Funding was not awarded in 2020 and therefore the project has not been advanced forward.

9.2.3 O’Brien Road Connecting Link Intake 6

This project was recently applied for under the Connecting Link Intake 6 funding application. The project is valued at \$3.3 million, which would be covered under the Grant if awarded. Announcements are expected in the spring as to whether or not the project will be awarded.

9.2.4 Transportation Master Plan

The Department has included a Transportation Master Plan in the 2021 budget. The Plan has been removed from budget considerations in the past due to the cost to complete. The value in completing a Transportation Master Plan is so the Town can identify and determine what priorities should be given, and what construction may be required in the future in order to support growth.

9.2.5 Trunk Sewer behind OPP Station

Upgrades were identified to correct deficiencies and to support future growth in the area. Costs are estimated to be \$800,000 to complete the necessary upgrades.

9.2.6 Ma-te-way Connecting Road to Opeongo

Interest has been expressed to build a connecting road between Ma-te-way and Opeongo. Based on an engineering estimate, the project is estimated to cost approximately \$1.6 million.

9.2.7 Ma-te-way Watermain Replacement

The department has experienced several watermain breaks in the area of Ma-te-way. It is believed that a defective pipe is the cause. There have been at least five breaks in the last few years. The project is estimated to cost approximately \$550,000 to replace the watermain and reinstate the road.

Overall when looking at the infrastructure, there are still many roads identified as being in fair or poor condition. The Town will need to allocate more budget towards repairing these roads in the future, as it is believe that funding opportunities will decrease in the upcoming years with COVID. Some project may look simple to do, but underground work and underlying base material can significantly increase costs.

In addition to patching, Town forces have been allocating time and resources towards repairing and reconstructing sidewalks throughout town. Tendering this type of project has been expensive in the past, and therefore Public Works Staff have been completing the work directly. Staff will continue to identify and prioritize sidewalks using funds available in the operation budget.

9.3 ICIP COVID Resilience Funding – Swinging Bridge

As discussed previously, the ICIP COVID Resilience Funding application was submitted in December. Results are expected to be announced in the spring 2021.

9.4 Winter Maintenance

9.4.1 Snow and Ice Control Policy

Staff has been working to update the Town’s Snow and Ice Control Policy. The current policy is a few years old and somewhat outdated. If a resident calls a Councillor regarding winter maintenance or level or service, the matter is usually raised at Committee for discussion.

9.4.2 Sidewalk Plowing and Salting

The Committee reviewed the Sidewalk map representing the current operation. Staff identified primary, secondary and tertiary routes, explaining why certain routes are prioritize over others, and why some areas (tertiary) aren’t winter maintained at all. It was noted that many new sidewalks, multi-use paths and new subdivisions have been added in recent years. Current operation and resources for clearing sidewalks is reaching capacity. It was recommended that the Committee review the provided maps and bring forward any discussion regarding level of service.

Challenges were also noted regarding county roads with town sidewalks. Over the years there has been no financial compensation for removing snow on county roads and sidewalks are at the sole responsibility of the Town.

Based on the current map, Committee Members identify the need for future consideration of new sidewalks around the new development area of Barnet

Boulevard. It is reasonable to assume that costs for construction of these sidewalks would be allocated from Development Charges collected.

9.4.3 Snow Removal

There have been low levels of accumulation for far this season. When accumulation is high, there is high expectation from residents to remove snow.

9.4.4 Level of Service

Any thoughts or concerns regarding Level of Service should be brought forward to Committee for discussion.

The Committee will continue to review winter maintenance operations and the Snow and Ice Control policy at the next Development & Works meeting.

9.5 Town Garage Update

Staff is seeking direction from Committee regarding the advancement of a new Town Garage facility. The need for a new garage was previously identified and the land for the future site has been secured. The committee agreed that Development & Works should continue to take the lead and that pricing reflect the Town of Renfrew needs.

9.5.1 Garage Land Secured

Land sale has been finalized.

9.5.2 Concepts

Previous requests have been made to share space/accommodate partnerships within a new facility. Staff sought direction from Committee as to whether these partnerships should still be considered. Concerns were noted regarding a shared space design, the financial commitment from agency partnerships, and further delays in moving forward with a conceptual design.

Committee recommended moving forward without the shared space concept. Knowing the estimated costs for only the new garage facility will best aid future discussions.

9.5.3 Design

Staff to work with the engineers to best develop a conceptual design that suits operations while remaining financially responsible.

9.5.4 Construction

Approval for construction will only be granted once an acceptable design and budget have been determined.

9.6 Asset Management and Related Studies

Staff provided an overview of the Asset Management Plan and the related studies that are being completed in coordination of the Plan. Staff advised that outstanding information is still being collected. Concern was noted regarding timing of information that is needed in renew the Drinking Water License.

9.6.1 DC By-Law

The Development Fee By-Law is also being worked on. All departments are working together to identify which elements are to be included. If a department is not identified within the By-Law, fees collected cannot be used towards it.

9.6.2 AMP Funding - \$50,000.00

The Town was awarded \$50,000.00 in funding to aid in the costs of completing the Asset Management Plan portion of the project.

9.6.3 Municipal Drinking Water License Extension

The Town has requested an extension on the Drinking Water License renewal. The Town will need to finalize the Financial Plan and Water and Sewer Rate plan and gain Council approval prior to the extended deadline of March 31st.

9.7 2020 Financial Update

The 2020 year end financials is not finalized at this time. It is believed that the Development and Works Department was less effected by COVID related revenue short falls and expenses. However, increased costs for construction material and limited funding opportunities could drive up project expenditures in the future.

9.7.1 Asphalt & Patching Fund Update

The Committee had previously requested that any remaining asphalt and patching funds remaining for 2020 be placed in a reserve account to be utilized for future projects. Staff provided an update stating that all asphalt and patching funds for 2020 have been utilized.

Limited funding opportunities and increased costs could create future budget constraints. Prior to 2005, not a lot of road work was being completed within

Town. Asphalt was less expensive and most roads were patched or overlaid. As such, many roads within the Town are in fair to poor condition. Committee members were asked to help identify priority roads that could be put forward for future consideration, understanding funds will govern extent of work to be completed.

10. CLOSED SESSION

None

11. NEXT MEETING

The next Development & Works Committee meeting will proceed on the regular scheduled day of February 9, 2020 at 1:30 p.m.

12. ADJOURNMENT

MOVED BY: Mayor Eady, Councillor Sidney

THAT the Development and Works Committee meeting adjourned at 3:37 p.m.

- CARRIED -