



Physical Environment Committee Action Report  
of April 5<sup>th</sup>, 2011 held in the  
Council Chambers at 7:00 p.m.

**PRESENT:** Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Les Reynolds, Director of Protective Services, Lisa Young, Director of Planning and Development, Paul Knowles, Chief Administrative Officer, Dave Young, Director of Public Works

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the Committee wish to approve this addendum?**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to receive and file for those items not pulled out for discussion.

122147      Received from Province of Ontario  
Addressed to Town of Carleton Place  
Date March 28<sup>th</sup>, 2011  
Topic OMPF Grants

**SUMMARY**

Province has announced a reconciliation of 2009 OMPF grants. The Town is to receive an additional \$138,300.

**COMMENT**

During the year, there will no doubt be a number of unforeseen expenses and revenues. For Council's information.

**STAFF RECOMMENDATION**

Receive and File

**COMMITTEE DECISION**

Receive and File.

122148 Received from McIntosh Perry  
Addressed to Town of Carleton Place  
Date March 14<sup>th</sup>, 2011  
Topic Highway 7 Construction

**SUMMARY**

The Contract Administrator for the four-laning of Hwy. #7 is providing notification of traffic impacts on Hwy. #7 due to the completion of the Hwy. #7 project.

**COMMENT**

The CPR overpass will be down to one lane commencing the end of April through to July 1<sup>st</sup>, 2011 as it was last year. Also, in order to facilitate the construction of the overpass at County Road 17, detours will be established to access Appleton Sideroad and Cometary Sideroad.

Completion of this project is expected to be this fall.

For Council's Information

**STAFF RECOMMENDATION**

Receive and File.

**COMMITTEE DECISION**

Receive and File.

122149 Received from Dave Young, Director of Public Works  
Addressed to Physical Environment Committee  
Date March 31<sup>st</sup>, 2011  
Topic Source Water Protection Committee - Intake Characterization Final Report

**SUMMARY**

Mississippi-Rideau Source Protection Committee has finalized the Intake Characterization Report and provided interested parties with the report for information and availability to the Public.

**COMMENT**

The Intake Characterization Study takes into account the intake location, geographic conditions around the intake, treatment process, water quality monitoring and raw water quality profile and also plant operations regarding response time for shutting down the plant in response to adverse conditions or emergencies. For Council's Information

**STAFF RECOMMENDATION**

Receive and File.

**COMMITTEE DECISION**

Receive and File.

**ACTION ITEMS TO BE DISCUSSED**

122150      Received from Paul Knowles, Chief Administrative Officer  
Addressed to Physical Environment Committee  
Date March 29<sup>th</sup>, 2011  
Topic Snowplowing/Removal Operations

**SUMMARY**

This past winter, despite issuing a number of tickets, winter parking created some problems for snowplowing/removal operations. Also, there were some complaints from residents.

**STAFF RECOMMENDATION**

THAT staff examine possible changes to winter parking regulations that provide more flexibility at times when operations are not impacted but require strict compliance during winter maintenance operations. Bring Forward.

**COMMITTEE DECISION**

THAT staff examine possible changes to winter parking regulations that provide more flexibility at times when operations are not impacted but require strict compliance during winter maintenance operations. Bring Forward.

122151      Received from Paul Knowles, Chief Administrative Officer  
Addressed to Physical Environment Committee  
Date March 29<sup>th</sup>, 2011  
Topic World Record Attempt

**SUMMARY**

An independent promoter is seeking a location to hold a world record attempt for a motorcycle jump through burning walls. He estimates the event could attract 20,000 spectators to the community.

**COMMENT**

This event should not be held on municipal property at it could expose the municipality to liability. Current zoning on any private property would not permit such an event. However, as was done in the past, Council could provide a short term exception to permit the event.

**STAFF RECOMMENDATION**

THAT promoter be advised that the Town would provide an exception to permit the event on private property provided:

- the promoter locate a suitable property where the event would not unduly impact nearby properties;
- the promoter secured permission from the owner of the property; and
- the promoter arranges the following adequate for the event and anticipated spectators and to the Town's satisfaction:
  - vehicle access to site;
  - parking;
  - sanitary facilities;
  - security;
  - fire; and
  - ambulance.

**COMMITTEE DECISION**

Council declined this request.

122152      Received from    Wayne Fraser, Public Works Development Coordinator  
Addressed to    Physical Environment Committee  
Date              March 29<sup>th</sup>, 2011  
Topic             Multi-Municipal Recycling Strategy

**SUMMARY**

In 2008, the Blue Box Program Stewards and Waste Diversion Ontario opted to make municipalities more accountable for their annual blue box funding by implementing a set of Best Practice based questions in the annual Datacall. The questions are structured to ensure that municipalities are operating as efficiently and effectively as possible to maximize diversion within cost economic limits. Two or more municipalities, working together, is considered, by WDO, to be more efficient and will therefore score higher (for funding formula purposes) under the Best Practices questions.

Best practices are evaluated in the annual Waste Datacall, which is used to calculate future municipal Blue Box funding. In order to maximize this funding, Council must have approved a Blue Box Recycling Plan within the past 5 years. Waste Diversion Ontario (WDO) has identified the development of a current recycling strategy as a "BEST PRACTICE". The WDO measures municipal compliance of best practices through its annual datacall. WDO datacall requirements for best practices, related to municipal recycling programs, commenced in 2010.

By 2012, the development of a current recycling strategy will account for 12.5% of municipal funding allocated to best practices. Communities, especially those working with other municipalities, that put in place a recycling strategy or plan, can increase (or maintain) the portion of their annual WDO funding that is linked with this measure. Those who do not will have their funding reduced.

Accordingly, in the fall of 2010, the Townships of Montague, Beckwith, Drummond/North Elmsley and the Towns of Mississippi Mills and Carleton Place joined forces and started working jointly on a multi-municipal recycling strategy with Carleton Place taking the lead role. Carleton Place was successful in securing a "Continuous Improvement Fund" grant in the amount of 90% of up to \$50,000 to offset the Town's manpower cost involved in the creation of the strategy.

To date the Committee representing the five Municipalities has met five times and will meet again on April 7<sup>th</sup> to review the results of its recent Municipal Waste Audit. This audit will provide insight into the amount of recyclable materials that are being discarded as waste. This information will provide the group with a baseline for improvement targets.

**COMMENT**

A Blue Box Recycling Strategy is an essential tool in the achievement of Best Practices in the management of recycled materials. The five Municipalities making up our "Group" are in the initial stages of creating a Blue Box Recycling Strategy that is being developed to meet the provincial expectations for waste recycling planning, as identified in the "Best Practice" section of the Waste Diversion Ontario Municipal Datacall.

**STAFF RECOMMENDATION**

For Council's Information. Receive and File.

**COMMITTEE DECISION**

For Council's Information. Receive and File.

122153 Received from Wayne Fraser, Public Works Development Coordinator  
Addressed to Physical Environment Committee  
Date March 30<sup>th</sup>, 2011  
Topic 7 Beckwith Street Redevelopment

**SUMMARY**

Previously Council approved \$15,000 for the following architectural work.

**Phase One \$5,000**

- Design and detailed working drawings of the small washroom, storage building including structural design services and site review during construction.

**Phase Two \$3,500**

- Preparation of detailed foundation drawing for slab on grade footings for a future market building. This fee includes the structural engineering services for this scope of work.

**Phase Three \$6,500**

- Preparation of Site Plan indicating the new washroom/storage building as well as the new market building floor slab grade beam layout. The Plan will identify lighting, landscaping, plumbing and electrical installations.

Council also agreed to the idea of engaging an Architect to prepare a coloured Perspective of a "Concept Design" for a proposed new office/residential building on the north portion of the site. A price for this work (Phase 4) has now been received.

**Phase Four \$3,500**

- Preparation of a Concept Design for a new Office/Residential Building for a portion of the property which may be sold by the Town. The building will be represented in a coloured perspective drawing for presentation purposes and distribution.

For logistical reasons it is felt that the roof of the Farmers' Market structure should be designed at this time. The Farmers' Market group supports the design of the structure at this time and a cost for this work (Phase Five) has been established.

**Phase Five \$5,000**

- Design and preparation of construction drawings for proposed market building. The scope of work will include the co-ordination of mechanical and electrical installations which are to be specified by owner. The fee includes structural design provided by Eastern Engineers.

**COMMENT**

It appears logical to complete phase Four and Five at this time to ensure that the washroom storage building will blend in architecturally with the future Farmers' Market structure.

**STAFF RECOMMENDATION**

THAT staff be authorized to proceed with Phases #4 and #5.

**COMMITTEE DECISION**

THAT staff be authorized to proceed with Phases #4 and #5.

122154 Received from Dave Young, Director of Public Works  
 Addressed to Physical Environment Committee  
 Date March 31<sup>st</sup>, 2011  
 Topic Household Hazardous Waste Program

**SUMMARY**

Dan Varcoe, Public Works Technician, has provided a status report of the Province's initiatives relating to the Municipal Household Special Waste Program.

**COMMENT**

Staff continue to pursue Stewardship Ontario for payments committed for last year's program. Also, in light of proposed changes to the 2011 program, staff feel that it is very difficult to develop a tender for collection services for the upcoming season. Other municipalities have extended 2010 contracts for services in 2011 and staff feel that Carleton Place should initiate the same extension with Drain-All for 2011.

**STAFF RECOMMENDATION**

**THAT** staff extend the 2010 contract with Drain-All for 2011 with a CPI adjustment.

**ALSO THAT** the Town forward a letter to the Minister of the Environment identifying the Town's concerns relating to the existing program and the changes in service delivery proposed by the Ministry and Stewardship Ontario.

**COMMITTEE DECISION**

**THAT** staff extend the 2010 contract with Drain-All for 2011 with a CPI adjustment.

**ALSO THAT** the Town forward a letter to the Minister of the Environment identifying the Town's concerns relating to the existing program and the changes in service delivery proposed by the Ministry and Stewardship Ontario.

122155 Received from Dave Young, Director of Public Works  
 Addressed to Physical Environment Committee  
 Date March 31<sup>st</sup>, 2011  
 Topic Tender for Supply of Single Axle Cab & Chassis

**SUMMARY**

Tenders for the supply of a single axle cab & chassis closed Friday, April 1<sup>st</sup>, 2011 at 11:00 a.m.

**COMMENT**

This acquisition was identified in the 2011 Capital Budget. Staff are developing specifications to outfit this truck with winter maintenance equipment and will be issuing this tender shortly.

**UPDATE**

The following tenders were received:

|                         |                         |             |
|-------------------------|-------------------------|-------------|
| Francis Canada          | 2010 Freightliner       | \$93,055.50 |
| Kemptville Truck Centre | 2010 International 7400 | \$91,528.33 |
| Oakes Truck Sales       | 2010 International 7400 | \$80,448.00 |

Staff have reviewed tender submissions and all bidders satisfied specifications

**STAFF RECOMMENDATION**

**THAT** Council hereby authorizes Staff to issue a Purchase Order to Oakes Truck Sales for the purchase of a 2010 International Workstar 7400 for \$80,448.00

**COMMITTEE DECISION**

**THAT** Council hereby authorizes Staff to issue a Purchase Order to Oakes Truck Sales for the purchase of a 2010 International Workstar 7400 for \$80,448.00

122156 Received from Dave Young, Director of Public Works  
Addressed to Physical Environment Committee  
Date March 31<sup>st</sup>, 2011  
Topic Line Painting Tender

**SUMMARY**

Tenders for the provision of Line Painting Services close Tuesday, April 5<sup>th</sup>, 2011 at 2:00 p.m.

**UPDATE**

The following bids were received.

|                                     |             |
|-------------------------------------|-------------|
| Western Sign and Line Painting Ltd. | \$11,478.82 |
| Almon Equipment Limited             | \$16,091.20 |

Staff have reviewed tender submissions and all bidders satisfied specifications

**STAFF RECOMMENDATION**

THAT Council hereby authorizes Staff to issue a Purchase Order to Western Sign and Line Painting Ltd. \$11,478.82 for the provision of line painting services.

**COMMITTEE DECISION**

THAT Council hereby authorizes Staff to issue a Purchase Order to Western Sign and Line Painting Ltd. \$11,478.82 for the provision of line painting services.

122157 Received from Dave Young, Director of Public Works  
Addressed to Physical Environment Committee  
Date March 31<sup>st</sup>, 2011  
Topic Grass Cutting Tender

**SUMMARY**

Tenders for Roadside Grass Cutting closed Thursday, March 31<sup>st</sup>, 2011 at 2:00 p.m. The following bids were received:

|                              |            |  |
|------------------------------|------------|--|
| Enviro Sweep                 | \$1,350.00 | total bid price for all roadside areas |
| Laws & Snowplowing by Scotty | \$1,867.07 |  |

**NOTE:** Although Enviro-Sweep is based out of Belleville, they have contracts throughout Eastern Ontario, including existing work in Carleton Place. Tenders were complete and contained all required information.

**STAFF RECOMMENDATION**

THAT Council hereby authorizes staff to issue a Purchase Order to Enviro Sweep for Roadside Grass Cutting services.

**COMMITTEE DECISION**

THAT Council hereby authorizes staff to issue a Purchase Order to Enviro Sweep for Roadside Grass Cutting services.

122158      Received from    Mayor LeBlanc  
                 Addressed to    Physical Environment Committee  
                 Date                March 29<sup>th</sup>, 2011  
                 Topic                Medical Students Visit

**SUMMARY**

Medical students will be visiting Carleton Place again this spring.

**STAFF RECOMMENDATION**

THAT Council host a reception at Moore House followed by dinner for the students on May 24<sup>th</sup>, 2011 and May 30<sup>th</sup>, 2011. Cost funded from Physician Recruitment funds.

**COMMITTEE DECISION**

THAT Council host a reception at Moore House followed by dinner for the students on May 24<sup>th</sup>, 2011 and May 30<sup>th</sup>, 2011. Cost funded from Physician Recruitment funds.

122159      Received from    Neil Haesler  
                 Addressed to    Councillor Antonakos  
                 Date                February 25<sup>th</sup>, 2011  
                 Topic                Traffic Concerns on High Street

**SUMMARY**

Resident is concerned about the speed of vehicles travelling on High Street and would like to see the Town implement a reduced speed limit and a community safety zone. He has witnessed vehicles travelling in excess of the posted speed limit and highlights the fact there is a senior citizen residence and numerous children in the area.

**COMMENT**

Staff have reviewed data on file and concur with resident as to the issue that a significant percentage of vehicles are travelling in excess of the posted limit. This is similar to other roads that are access points such as Franktown Road and Napoleon Street. There seems to be similarities with these corridors in that they are access roads, fairly wide road platforms and the majority of houses set further off the road than a typical urban setting. Staff have looked at other locations with similar circumstances and found where the City of Ottawa has used line painting as a means to create a narrower travel lane as a means of traffic calming. Staff feel it would be beneficial to investigate the results of this initiative to determine if it may be effective in Carleton Place.

**STAFF RECOMMENDATION**

THAT staff investigate the effectiveness of City of Ottawa' initiative on Abbott Street in Stittsville.

**COMMITTEE DECISION**

THAT staff investigate the effectiveness of City of Ottawa' initiative on Abbott Street in Stittsville.

122160      Received from    Dave Young, Director of Public Works  
                 Addressed to      Physical Environment Committee  
                 Date                March 31<sup>st</sup>, 2011  
                 Topic                Drinking Water Information Policy

**SUMMARY**

Staff have previously distributed the DWQMS Quarterly Report, Town of Carleton Place Operational Plan and Taking Care of Your Drinking Water, a Guide developed by the Province for Municipal Councillors.

**COMMENT**

The quarterly report document activities undertaken by the Public Works Department relating to the Carleton Place Drinking Water System and its Quality Management System. Also included is the Annual Management Review which also is a component of the Town's Quality Management System.

The Operation Plan was developed in 2009 as part of the requirements for Operating Authorities to obtain a license. Revisions and/or updates have been ongoing on the Operation Plan to reflect Continual Improvement.

The Operational Plan requires endorsement by the Owner on an annual basis.

The Guide developed by the Province provides information regarding Municipal Council's responsibility relating to Drinking Water legislation, background to Drinking Water Quality Management Systems and general information on drinking water systems.

Also, the Walkerton Clean Water Centre, a Drinking Water Training Agency is hosting a training session in Smiths Falls on May 24<sup>th</sup> and Ottawa on May 26<sup>th</sup>. These sessions provide training for Municipal Councillors on the Standard of Care - Safe Drinking Water Act. This course is designed to inform municipal Councillors and officials of their oversight responsibilities under Section 19 of the Safe Drinking Water Act, which comes into effect on January 1<sup>st</sup>, 2013.

**STAFF RECOMMENDATION**

THAT the Committee authorize the Mayor to endorse the Town of Carleton Place Drinking Water Operational Plan.

THAT the Committee accept the Drinking Water Quarterly Report.

THAT Committee members wishing to attend upcoming training sessions, notify staff for registration.

**COMMITTEE DECISION**

THAT the Committee authorize the Mayor to endorse the Town of Carleton Place Drinking Water Operational Plan.

THAT the Committee accept the Drinking Water Quarterly Report.

THAT Committee members wishing to attend upcoming training sessions, notify staff for registration.

122161      Received from    Eileen Casselman  
                 Addressed to     Dave Young, Director of Public Works  
                 Date                March 11<sup>th</sup>, 2011  
                 Topic                Carleton Place Valley Vixens

**SUMMARY**

Ms. Casselman is requesting that the Town permit the Red Hat Society, Chapter 37014 to install signage on the Service Club signs at the three entrance points in Town. Ms. Casselman has identified activities such as charitable activities related to Interval House. Also, identified is their support of local businesses, such as restaurants and local stores.

**STAFF RECOMMENDATION**

To be discussed

**COMMITTEE DECISION**

THAT Ms. Casselman's request be accommodated.

122168      Received from    Deborah Turner, OCWA  
                 Addressed to     Dave Young, Director of Public Works  
                 Date                March 29<sup>th</sup>, 2011  
                 Topic                Carleton Place Water Pollution Plant - Operational Report

**SUMMARY**

As a requirement of the Certificate of Approval for the Town's WWTP, the Town is required to submit, to the Minister of the Environment, an annual summary and interpretation of all monitoring data and a comparison to the effluent limits, including an overview of the success and adequacy of the facility.

**COMMENT**

The Carleton Place WWTP met all effluent criteria in 2010, and although flows did increase during spring run off and wet weather conditions, there were no by-pass events in 2010. Maintenance activities and capital works, including boiler replacement and dewatering capabilities, are identified in the report.

**STAFF RECOMMENDATION**

THAT the Carleton Place WWTP Annual Report be accepted by Committee.

ALSO THAT the report be made available to the public through the Town's web site.

**COMMITTEE DECISION**

THAT the Carleton Place WWTP Annual Report be accepted by Committee.

ALSO THAT the report be made available to the public through the Town's web site.