

**United Counties of Leeds and Grenville
Projects Committee Minutes**

May 1, 2007

The Projects Committee met on May 1, 2007, at 9:00 a.m. in Meeting Room "A"
25 Central Avenue West, Brockville, Ontario.

Members Present: Bill Thake, Chair, Waste Management
Frank Kinsella, Chair, Economic Development
John Conley, Chair, 9-1-1 Civic Addressing
Warden J. Douglas Struthers, Ron Holman, Jim Pickard, Roger
Haley, Larry Dishaw, Mel Campbell

Staff Present: Steve Fournier, CAO
Nigel White, Director of Corporate Services/Treasurer
Les Shepherd, Director, Works, Planning and Asset
Management
Vince Germani, Economic Development Coordinator
Lisa Severson, CAO Support (Recorder)

Also Present: Chris Kroeger, Chair, Landfill Liaison Committee
Jack Walker, The Recorder and Times
Larry Fancy, Eastern Engineering Inc.

1.0 Opening Remarks

Mr. Thake welcomed everyone and called the meeting to order at 9:07 a.m. Mr. Thake stated he will be chairing the meeting.

2.0 Disclosure of Interest – Nil

3.0 Approval of Minutes – March 6, 2007

Mr. Kinsella referenced two follow-up items from the March 6, 2007 Projects Committee Meeting minutes.

He inquired if a letter had been sent to George Tackaberry, thanking him for his sponsorship of the IPM Suite at the OGRA/ROMA Conference in February. Mr. Fournier replied that staff are currently preparing a package which will be forwarded with a thank you letter to Mr. Tackaberry in the very near future.

Mr. Kinsella asked if the 9-1-1 Civic Addressing package which had been discussed at a meeting in late January had been distributed. Mr. Fournier replied that the package is under final review and will be sent to members in the near future.

Motion

**Moved by Mr. Haley and seconded by Mr. Conley
THAT the minutes of the Projects Committee meeting held on March 6, 2007 be approved, as distributed. Carried**

4.0 Correspondence, Communication, and Petitions – Nil

5.0 Staff Reports

5.1 25 Central Avenue – Addition and Renovation

Mr. Shepherd introduced Larry Fancy, an engineering consultant from Eastern Engineering inc. who will be available to answer questions related to the pros/cons of construction management for the addition and renovation project to take place at 25 Central Avenue West, Brockville.

Mr. Shepherd stated that he favours a construction management model, as the Construction Manager will have the Counties needs as their number one priority. A Construction Manager has the skills and knowledge of the job at hand and will bring a higher level competency to the project. Mr. Shepherd referenced a document from the Catholic District School Board, who used this model during various construction projects.

Mr. Shepherd stated that the day-to-day projects will be managed by Dave Kenney, a consultant to the United Counties of Leeds and Grenville. Eastern Engineering Inc. is the architectural engineers for the project.

Mr. Gooch commented that St. Lawrence Lodge had hired someone to do a similar job for them and now they are having problems with the construction. Mr. Gooch asked how we ensure the price quoted for the project is adhered to and does not go over budget. Mr. Fancy replied that the design process, which entails estimating values of the project as it progresses, should eliminate a number of circumstances as to why the project could go over budget. Mr. Gooch asked if there was a way a clause could be incorporated into the contract stating if the project was more than \$100,000 over budget Eastern Engineering Inc. would be responsible. Mr. Fancy stated that this is one reason why a construction

manager should be hired in the early stages of project, to assist in eliminating such over runs.

Mr. Holman commented that a construction manager would assist in minimizing the risks of the project and ensure a greater degree of control.

Mr. Pickard commented that he is aware of two projects that change orders inflated the cost of the projects. Mr. Pickard asked if there was a problem due to engineering design and a change order was required, what Eastern Engineering Inc.'s responsibility would be. Mr. Fancy replied that his firm has insurance for such instances and added that a construction manager may find errors such as this in the early stages before a change order was needed.

Mr. Shepherd stated that a project manager is responsible for the entire project; it is basically handed to them to oversee until completed. With the utilization of a construction manager the Counties would have control of the project.

Mr. Shepherd feels there should not be high over runs as there are very few unknowns regarding the building and that Mr. Kenney knows a great deal about the building as he was heavily involved in the first renovations completed by the Counties and worked for the Upper Canada District School Board, who owned the building previously.

Motion

**Moved by Mr. Gooch and seconded by Mr. Haley
THAT the Projects Committee go In-Camera, closed to the public, to consider a personal issue. Carried.**

Motion

**Moved by Mr. Campbell and seconded by Mr. Kinsella
THAT the meeting of the Projects Committee resume.**

Mr. Struthers commented that the price should not be thought of as a fixed price. A process in place that minimizes the risks of increases is the best effort the Counties can do. If costly over runs occur other professions could become involved.

Mr. Kinsella stated that the originator of the change order should be responsible for the cost.

Mr. Kinsella referenced the various pages within the Summary of the Proposed Call from Eastern Engineering Inc. they are as follows:

- Page 15 – 15.5 - Payment Due - How is the payment schedule set up and what are the interest charges for over due accounts.
- Page 15 – 16.2 – Reimbursable Costs – How do we determine when monies are owed. Mr. Shepherd responded that this will be one of Mr. Kenney's duties to keep accurate daily logs, etc.
- Page 16 – 17.5 – General Liability-should this state Construction Manager instead of Manager. Mr. Shepherd replied it should. The Construction Manager should also have his/her own insurance. Mr. White stated that the Construction Manager will be covered under the Counties insurance (Builders Risk Insurance)
- Page 16 – 17.7 – The owner is to approve expenses over \$5000. Why this amount? – Mr. Thake stated that there should be a set amount where Council approval is needed, but staff should be able to approve expenses to a predetermined limit.

Mr. Kinsella stated that the Counties should state what the project's goals are and what is important to the Counties. The Counties need to be specific to ensure the individuals bidding on the contract are on an equal playing field and that the Counties have provided clear directions of their needs (i.e. energy conservation is important to the Counties).

Mr. Gooch asked how to ensure the points raised regarding the contract are added to the document. Mr. Fancy replied that this document is a draft and Council will have the opportunity to view the final version prior to its release. Mr. Kinsella requested that the points raised and changed/added by Eastern Engineering Inc. be identified in some manner (i.e. highlighted).

Motion

**Moved by Mr. Holman and seconded by Mr. Struthers
THAT the Projects Committee recommend that the United Counties of Leeds and Grenville proceed with a Request for Proposal for the hiring of a Construction Manager for the expansion and renovation project for 25 Central Avenue West, Brockville. Carried**

At this point Mr. Fancy left the meeting.

5.2 32 Wall Street (Vacant Space)

Mr. Shepherd stated that there is vacant space at 32 Wall Street which he feels should be put on the market to potential tenants.

Mr. Campbell asked if these would be short-term leases and if the Counties planned to sell the building in the future. Mr. Fournier responded that the disposal of the building is a larger question which needs more analysis and recommends renting the vacant space. Mr. Fournier stated a standard lease in the past has been for a five (5) year term. Mr. Campbell stated that new tenants may require renovations to be completed and if they are extensive, disposal of the building should be examined at that point.

Motion

**Moved by Mr. Kinsella and seconded by Mr. Struthers
THAT the Projects Committee give staff direction to pursue tenancy
at 32 Wall Street, Brockville. Carried.**

5.3 Re-activation of Septage Group

Mr. Shepherd reported that he attended a presentation at the OGRA/ROMA Conference on septage. Dillion Consulting presented an option for septage disposal by stabilizing the sewage while it is in the truck by injecting it with lyme. It can then be spread on the fields. This may be a much cheaper alternative to sending the waste to the local sewage treatment plants. Dillion prepared a study for the County of Renfrew and Mr. Shepherd supports having Dillion prepare a study for the United Counties of Leeds and Grenville, as well. The presentation made at OGRA/ROMA can be accessed by visiting OGRA's website.

Mr. Shepherd stated that the Counties could investigate alternative methods to having local haulers retrofit their vehicles with the lyme injectors, including interest free loans.

Mr. Thake stated that from December to April septage cannot be spread on fields.

Mr. Holman stated that Mrs. Crotty may have a copy of the presentation and feels it is worthwhile to have Dillion make a presentation to the Committee. Mr. Shepherd stated he would contact Dillion Consulting to coordinate a presentation.

Motion

**Moved by Mr. Holman and seconded by Mr. Conley
THAT the Projects Committee give direction to the Director of Works, Planning Services and Asset Management, to request a proposal from Dillion Consulting on complete a study on septage for the United Counties of Leeds and Grenville. Carried.**

5.4 Clean Water Draft Resolutions

Mr. Fournier discussed the Clean Water draft resolutions forwarded to the Counties from the Mississippi Valley Conservation Authority (available upon request). Mr. Fournier stated to the Committee that staff would support the resolution to have at least one third of the members appointed to reflect the interests of the municipalities. The Committee was in favour of having the Chair of the Committee is a representative from a municipality as well.

Mr. Kinsella inquired why the Counties are governed by three separate conservation authorities. Mr. Conley responded it depends on which way the water flow as to what conservation authority governs a certain area.

Mr. Conley stated that the Source Water Protection Committee is a completely different entity to the conservation authorities. The Minister appoints members to the Source Water Protection Committee, who will then prepare the policies which they will recommend to the Minister. Mr. Campbell asked if the Source Water Protection Committee will have power over the conservation authorities. Mr. Conley responded that the Source Protection Committee is a short-term committee with no levy monies.

Motion

**Moved by Mr. Conley and seconded by Mr. Campbell
THAT the Projects Committee support that at least one third of the members appointed to the Source Water Protection Committee be of municipal representation; and**

THAT there is consideration to have the Chair of the Source Water Protection Committee be a municipal representative. Carried

Mr. Haley stated he does not agree with the second recommendation made by the Mississippi Valley Conservation Authority stating that the Source Water Protection Committee would allow one member of the

Source Water Protection Committee to be made up of representation from a conservation authority.

Motion

**Moved by Mr. Conley and seconded by Mr. Campbell
THAT the Projects Committee support that one member of the Source Water Protection Committee be comprised of representation from a conservation authority, only if this individual is not an employee of the conservation authority, but an appointed or elected member. Carried.**

5.5 Award of Contract for the Log Cabin Project, IPM 2007 County Exhibit

Mr. Germani stated that the tenders for the construction of the log cabin for the IPM 2007 County Exhibit have been received and reviewed by the County Regional IPM Planning Committee.

Motion

**Moved by Mr. Conley and seconded by Mr. Haley
THAT the Projects Committee recommends that Rivers Edge Custom Homes be awarded the contract for building a Log Cabin that will be used as a centre piece for the IPM 2007 County/Region Exhibit. The value of the contract is \$19,810.00 plus GST. Carried.**

5.6 Update on Waste Quantities (2001 to 2006) Municipal Questionnaire

Mr. Fournier stated a copy of the questionnaire on Waste Quantities (2001 to 2006) has been sent to each member municipality and the City of Brockville and Town of Prescott to complete. The questionnaires are to be returned by Friday, May 11, 2007. Mr. Geoff McVey will compile the data by May 25, 2007. An analysis from Dillion Consulting is anticipated in June 2007. Mr. Struthers stated a letter prepared by the CAO to the municipalities should be sent stating the importance of the survey and receiving the data in a timely fashion. This letter should be copied to the Heads of Council.

6.0 Information Items

6.1 AMO Member Communication

Re: "Membership Support for Revised Discussion Paper on Strengthening Extended Producer Responsibility for Ontario's Blue Box" (20-Apr-07)

7.0 Sub-Committee, Special and Ad Hoc Committee Reports

7.1 Update on 2007 IPM County Festival

Mr. Germani reported that on April 28, 2007 he attended an IPM All Chairs Meeting. Issues regarding emergency services have been clarified. Rideau Lakes Fire Chief Bernardi is the Chair of this committee and has representation from EMS, police and other municipal fire departments. Mr. Dishaw asked if all volunteer fire departments would be involved. Mr. Germani recommended that he contact Chief Bernardi directly. Some of the municipal fire departments are paid by the point system (the Townships of Leeds and the Thousand Islands, Augusta and Edwardsburgh/Cardinal) and this will be a major issue for them.

Mr. Holman stated that the municipalities may be called upon to assist in performing building inspections of the site as each area will require building permits. Mr. Conley requested that requests be sent directly to the municipal office.

Mr. Fournier stated that the IPM Municipal Working Group will be meeting on May 3, 2007 to discuss themes, etc. for the municipal tent.

Mr. Germani stated there will be three (3) tents on the Counties site. One tent is designated for tourism, one for agriculture/industry and the third tent is the municipal tent to show case the municipalities. Things are moving along well and the pace will increase as the match draws closer.

8.0 New Business – Reports from Warden, Committees and Members of Committees – Nil

9.0 Unfinished Business

Mr. Kinsella inquired if there was an alternative model for economic development. Mr. Germani stated a tentative date to discuss this issue has been scheduled for June 28, 2007. Mr. Kinsella would like to have the issue added to the Joint Services Committee meeting agenda. Mr. Fournier replied that this issue had already been presented to the Joint Services Committee thus the reason for the alternate model proposal being made on June 28, 2007. Mr. Kinsella stated collectively the municipalities are spending approximately \$700,000 per year on economic development. He questioned how you maximize on this amount of money. Mr. Struthers stated that pooling the region's resources may be discussed during the process. There was agreement from all partners that there needs to be a better form to function effectively.

Mr. Gooch commented that Council recognized that most of Mr. Germani's time would focus on the 2007 IPM and adding more to his duties now is unfair until completion of the IPM.

Mr. Struthers stated that the preliminary report will be issued by the end of June for consideration. Mr. Germani stated a tentative date of June 12th has been selected for the regional discussion meeting. This group will discuss the priorities and move forward from this point.

Mr. Kinsella asked when Mr. Germani's contract was due. Mr. Germani stated in October 2007 and by that time there will be a new CAO and a new model in place.

10.0 Other Business – Nil

11.0 Chair's Announcements – Nil

12.0 By-Laws (Notice of) – Nil

13.0 In Camera – Nil

14.0 Adjournment

Motion

**Moved by Mr. Kinsella and seconded by Mr. Dishaw
THAT the Projects Committee Meeting be adjourned. Carried**

The meeting adjourned at 11:45 a.m.

Chair, Waste Management