



The Corporation of
THE TOWNSHIP OF LANARK HIGHLANDS

COMMITTEE OF THE WHOLE MINUTES

Tuesday, September 16th, 2008

1:00 p.m.

**Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Deputy Mayor, Bruce Horlin
Mayor, Bob Fletcher
Councillor Tom Lalonde
Councillor Brian Stewart
Councillor Peter McLaren
Councillor Leonard Echlin

Staff Present: Chief Administrative Officer, Tom Derreck
Clerk/Deputy-CAO, Amanda Mabo

Others Present: Art Knowles, Township Project Engineer
Bob Dormer, Township Technical Assistant

Members & Staff Absent: Councillor Bob Sutcliffe.

1. CALL TO ORDER

The meeting was called to order at 1:04 p.m.
A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None at this time.

3. **APPROVAL OF MINUTES**

RESOLUTION #COW-2008-172

MOVED BY: Tom Lalonde

SECONDED BY: Leonard Echlin

“**THAT**, the minutes of the Committee of the Whole Committee meeting held on August 19th, 2008 be approved as circulated.”

ADOPTED

4. **APPROVAL OF AGENDA**

- i) Under Delegations & Presentations: Sewer & Water Project 2008 – Review Committee Schedule.

RESOLUTION #COW-2008-173

MOVED BY: Tom Lalonde

SECONDED BY: Leonard Echlin

“**THAT**, the agenda be adopted as amended.”

ADOPTED

5. **DELEGATIONS & PRESENTATIONS**

- i) **Sewer & Water Project 2008 – Review Committee Schedule (verbal).**
Tom Derreck, Chief Administrative Officer.

Committee Members: Art Knowles, Project Lead
Mayor Bob Fletcher
Councillor Peter McLaren
Tom Derreck, CAO
Bob Dormer, Ontario Clean Water Agency

September 1st – 12th

Receive and read proponents' submissions. Review and discuss evaluation approach and selection criteria. Prepare for 1st review meeting.

September 16th

(10:00 a.m.) Meet and discuss the submissions. Formulate questions in preparation for afternoon presentations by proponents.

(1:00 p.m.) Receive presentations by proponents with all members of Council invited to attend.

1:00 p.m. – Stantec/McIntosh Perry

3:00 p.m. – CH2MHill/JL Richards

September 18th

(10:00 a.m.) Meet to continue evaluation/selection process. Open financial proposal envelopes and conduct detailed cost analysis of submissions to ensure that bids are complete and competitive. Formulate a selection recommendation.

(6:00 p.m.) Present selection recommendation to Building, Planning & Protective Services Committee.

September 23rd

(7:00 p.m.) Building, Planning & Protective Services Committee decision confirmed by Council.

- ii) 1:00 p.m. - **Water & Sewer RFP Presentation: Stantec Consulting (verbal).**
Fernand Dicaire, Senior Associate, Stantec Consulting.

RESOLUTION #COW-2008-174

MOVED BY: Tom Lalonde

SECONDED BY: Bob Fletcher

“THAT, the Committee move “in camera” at 1:11 p.m. to address a matter pertaining to labour relations or employee negotiations and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

AND THAT, T. Derreck, Chief Administrative Officer; A. Mabo, Clerk/Deputy CAO; A. Knowles, Township Project Engineer; B. Dormer, Township Technical Assistant and Stantec Consulting team members remain in the room.”

ADOPTED

RESOLUTION #COW-2008-175

MOVED BY: Tom Lalonde

SECONDED BY: Peter McLaren

“THAT, the Committee return to regular session at 2:53 p.m.”

ADOPTED

The Chair rose and reported that the Committee received a presentation from Stantec Consulting with regards to their Water and Sewer RFP Submission.

The Committee recessed at 2:54 p.m.

The Committee returned to session at 3:08 p.m.

- iii) 3:00 p.m. - **Water & Sewer RFP Presentation: CH2M HILL (verbal).**
Clare Humphrey, Senior Project Manager, CH2M HILL.

RESOLUTION #COW-2008-176

MOVED BY: Peter McLaren
SECONDED BY: Brian Stewart

“THAT, the Committee move “in camera” at 3:08 p.m. to address a matter pertaining to labour relations or employee negotiations and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

AND THAT, T. Derreck, Chief Administrative Officer; A. Mabo, Clerk/Deputy CAO; A. Knowles, Township Project Engineer; B. Dormer, Township Technical Assistant and CH2M HILL team members remain in the room.”

ADOPTED

RESOLUTION #COW-2008-177

MOVED BY: Peter McLaren
SECONDED BY: Tom Lalonde

“THAT, the Committee return to regular session at 4:42 p.m.”

ADOPTED

The Chair rose and reported that the Committee received a presentation from CH2M Hill with regards to their Water and Sewer RFP Submission.

The Committee recessed at 4:43 p.m.
The Committee returned to session at 4:57 p.m.

RESOLUTION #COW-2008-178

MOVED BY: Tom Lalonde
SECONDED BY: Leonard Echlin

“THAT, the Water & Sewer Pre-Engineering RFP’s be referred to the Water & Sewer Review Committee;

AND THAT, a recommendation for award be brought forward at the September 18th, 2008 Corporate Services Committee meeting.”

ADOPTED FORTHWITH

6. COMMUNICATIONS

- i) 08-08-29 Councillor Communication Package.

RESOLUTION #COW-2008-179

MOVED BY: Tom Lalonde

SECONDED BY: Peter McLaren

“**THAT**, 08-08-29 Councillor Communication Package be received for information.”

ADOPTED FORTHWITH

7. REPORTS

- i) **Report #FIN-06-2008 Roof Tender Award** – *attached, page 8.*
Robert Bunker, Treasurer.

Report FIN-03-2008 was approved by Council directing Township staff to advertise through a tender, the replacement of the roof covering on the administrative building. Tenders were accepted up to August 27, 2008. Two companies submitted bids.

RESOLUTION #COW-2008-180

MOVED BY: Tom Lalonde

SECONDED BY: Leonard Echlin

“**THAT**, Council enter into a contract with McKay Sheet Metal to replace the complete administrative building roof covering with 40 year fiberglass shingles at a total cost of \$40,532 (\$54,000 less insurance proceeds);

THAT, the cost be paid from the Capital Reserve;

AND THAT, due to the diminishing time available to complete the roofing project before the arrival of winter, that this recommendation be presented to Council on September 16th, 2008 for approval.”

ADOPTED FORTHWITH

The Committee directed Staff to choose a colour that would prolong the life of the single.

8. IN CAMERA ITEMS

None.

9. **NEW/OTHER BUSINESS**

RESOLUTION #COW-2008-181

MOVED BY: Tom Lalonde
SECONDED BY: Bob Fletcher

“**THAT**, an item be added under New/Other Business titled “Public Works Matters”.”

ADOPTED

- i) **Public Works Matters** – *attached, page 13.*
Tom Derreck, Chief Administrative Officer.

The CAO provided an update on the status of the Public Works Department as the Township searches for a new Superintendent.

RESOLUTION #COW-2008-182

MOVED BY: Bob Fletcher
SECONDED BY: Tom Lalonde

“**THAT**, Art Knowles’ current Sewer and Water Project Management Contract be temporarily extended to include short-term “as-needed” services as a Public Works Management Resource at his current fee of \$50/hour until such a time that a Superintendent of Public Works is hired.”

ADOPTED FORTHWITH

10. **DEFERRED ITEMS**

**The following items will be discussed at the next and/or future meeting:*

- *None at this time.*

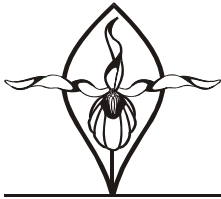
11. **ADJOURNMENT**

The Committee adjourned at 5:18 p.m. on motion by Councillors T. Lalonde and P. McLaren.



**Amanda Mabo,
Clerk/Deputy-CAO**

REPORTS



LANARK HIGHLANDS

FINANCE DEPARTMENT STAFF REPORT TO COUNCIL

DATE: September 9, 2008

FILE #: FIN-06-2008

SUBJECT: Roof Tender Award

ORIGINATOR: Robert Bunker, Treasurer

RECOMMENDATION (S): That Council enter into a contract with McKay Sheet Metal to replace the complete administrative building roof covering with 40 year fiberglass shingles at a total cost of \$ 40,532 (\$ 54,000 less insurance proceeds).

And that the cost be paid from the Capital Reserve

And that due to the diminishing time available to complete the roofing project before the arrival of winter, this recommendation be presented to Council on September 16, 2008 for approval

EXTERNAL REVIEW: A meeting was held with Robert McKay (formally of McKay Sheet Metal) seeking opinions and information regarding the various options presented in the Roof Replacement Tender as advertised by the Township during August 2008.

FINANCE COMMENT: The Township received two responses to the Tender to replace the administrative roof covering advertised during August 2008.

The results are as follows:

	McKay Sheet Metal Middleville Ont.	Hy-Grade Steel Roofing Systems Carleton Place Ont.
Complete roof in steel	\$ 84,100	
Fire hall only in steel	\$ 25,400	
Complete roof in steel shingles	\$ 107,900	\$ 91,750
Fire hall only in steel shingles	\$ 33,000	
Complete roof in 25 year fiberglass shingles	\$ 52,200	
Fire hall only in 25 year fiberglass shingles	\$ 16,400	

All costs are net of taxes

Balance of Capital Reserve is \$ 305,943

BACKGROUND: Report FIN-03-2008 was approved by Council directing Township staff to advertise through a tender, the replacement of the roof covering on the administrative building. Tenders were accepted up to August 27, 2008. Two companies submitted bids. The results of these bids have been outlined above. The tender allowed companies to bid based on one or all alternatives outlined below.

ALTERNATIVES CONSIDERED:

- 1) Complete roof or fire hall only in sheet steel roofing**
- 2) Complete roof or fire hall only in steel shingles**
- 3) Complete roof or fire hall only in 25 year shingles**

DISCUSSION: At the conclusion of the tendering process one company (McKay Sheet Metal) bid on all alternatives presented. Hy-Grade Steel Roofing Systems bid on one option only, the application of steel shingles to replace the entire administrative building roof covering.

The CAO and the Treasurer met with Robert McKay to utilize his years of experience as a roofing contractor in analyzing the various roofing options available to the Township. Mr. McKay indicated sheet steel is a good option assuming the right underlay is used and applied correctly. He also indicated that sudden discharge of snow and ice that is common with steel roofs could be a liability. Ice guards would have to be utilized on the roof to prevent this from happening. This defeats the advantage of steel roofs by allowing snow and ice to build up on the roof. Mr. McKay agreed that roof valleys could see a buildup of snow and ice as the snow would slide into the valley before it melts. Unlike steel roofing on barns, the roofs on a heated insulated buildings are subject to more temperature extremes and therefore more movement. Steel roofs can last 60 years but do need maintenance during their lifetime such as the tightening or replacement of screws and repainting. This could cost almost as much as reshingling the roof using more traditional methods.

Mr. McKay indicated steel shingles could provide a better option as the shingles are smaller pieces of metal that lock onto the shingle below it and are nailed down like a traditional shingle. The sudden discharge of snow and ice would still be an issue. The cost of this option is the most expensive. This type of roofing is fairly new in the market and experimentation is still occurring with the various finishes for durability.

Hy-Grade roofing did warrant their product for 50 years but collectability could become a problem in the future, especially if the company or manufacturer ceased operations before this period had expired.

The tender as advertised did specify 25 year fiberglass shingles. Mr. Kay explained for a small additional cost 40 year fiberglass shingles could be used which would probably have a realistic lifespan of about 30 years. This would be about the time a sheet steel roof would require maintenance. Since only McKay Sheet Metal bid on the fiberglass shingle alternative, The Treasurer contacted did contact the company to ask what the 40 year shingle option would cost. The costs they provided are \$ 54,000 for the complete roof and \$ 17,100 for the fire hall only.

Regardless of the roof covering used, its lifespan is only as good as the integrity of the roofing substructure. If major maintenance is needed on the roof sheathing over the ensuing years the covering will have to be removed regardless.

Based on discussions with Mr. McKay, the 30 lifespan of 40 year fiberglass shingles and the lesser capital cost, it is recommended that the Council approve the replacement of the administrative building roof covering using this option.

A 2 year workmanship guarantee will be provided.

The Township's insurance claim for the wind damage that occurred to the fire hall roof last January, will provide \$ 18,468.01 less the \$ 5000 deductible towards the cost of the new roof.

The removal of the current shingles may reveal damage that will have to be repaired before the new shingles are applied. Additional costs if necessary would be unknown at this time.

NEW/OTHER BUSINESS

Tom Derreck

From: Tom Derreck
Sent: Monday, September 15, 2008 5:27 PM
To: Bob Fletcher; 'Rfs1@xplornet.com'; Bruce Horlin; 'horlin@storm.ca'; 'Leonard@xplornet.com'; 'p.mclarenfarms@sympatico.ca'; 'tlaionde@xplornet.com'; 'brian_stewart@sympatico.ca'
Subject: Public Works Matters

With Glenn's departure now a reality, the following is provided to keep you informed about how the department is being managed as we seek out a new Superintendent . . .

A meeting was convened last week involving Glenn, Art Knowles, Wayne James, Gary Horne, Curtis Topping, Rowatt Cooper and myself to discuss arrangements to keep the department's work schedule rolling and to plan for the upcoming winter season.

In short . . . Art Knowles (hopefully with the Council's concurrence – to be formally requested tomorrow night) will provide overall oversight on a short-term "as-needed" basis, with Wayne James providing day-to-day departmental supervision as Senior Lead Hand. Curtis Topping and Rowatt Cooper will continue as Lead Hands in Lanark Village and west of 511 respectively. Wayne – in addition to his expanded supervisory role – will perform his normal Lead Hand duties east of 511.

John Dolliver has been trained and assumes GIS asset location and recording responsibilities previously attended to by Glenn (for PSAB purposes) and will continue his normal maintenance duties.

Adverts are being prepared to invite applications to fill the usual 2 temporary winter (plowing) positions and attention is being given to planning for Rowatt Cooper's pending retirement – expected sometime before the end of the year.

The outstanding points of the waste management contract have been finalized and a contract will be brought to the PW committee on September 25th.

Other Matters Requiring Attention and How They're Being Addressed

1. Retaining Art Knowles to Provide "As-Needed" Public Works Oversight and Related Services

As noted above, in the interim between Glenn's leaving and locating a replacement, it's recommended that Art Knowles' current Sewer and Water project management contract be temporarily extended to include short-term "as-needed" services as a PW management resource at his current fee of \$50.00/hr. Billable services would require prior approval by the CAO. It should be noted that Mr. Knowles already provides much assistance without charge. The arrangement would only continue until a new Superintendent is on board and acclimatized to his/her duties. Council's support of the arrangement is requested.

In the following points, where Mr. Knowles' involvement is noted, it's subject to Council approving his short-term "as-needed" engagement.

2. Road Superintendent Applications Review

Nine applications have been received. I've reviewed them and concluded that only one applicant offers the depth of qualifications and experience needed to fill the position. Although the CAO's position description charges me with the appointment of staff, I've requested the Mayor, Councillor Echlin (as Chair of the Public Works Committee) and Art Knowles to review the applications as well and to participate in the interview(s) process, after which an offer of employment will be made.

3. Joe's Lake Bridge Design RFP

Mr. Knowles will prepare and release the RFP

4. Galbraith Road & Highland Line Design and Construction Proposals

The report requested by Council is largely complete. However, Mr. Knowles has suggested some dollar-saving amendments that will be incorporated for presentation on September 25th.

5. New Backhoe for MacDonald's Corners

This purchase was budgeted for in 2008. Mr. Knowles will prepare specs and release a quote call.

6. Perth Road Repair

Mr. Knowles will review the status of this planned project and provide a report with recommendations.

7. Steve Roberts - White Lake Snow Plowing Agreement

Mr. Knowles will contact Mr. Roberts and bring forward an agreement recommendation.

8. Allen Umpherson - Poland Snow Plowing Agreement

Mr. Knowles will contact Mr. Umpherson and bring forward an agreement recommendation.

9. Hiring of 2 Winter Temps

Adverts are being prepared for publication to invite applications. Objective – hires in place by mid-October.

10. Rowatt Cooper Retirement

A meeting will be arranged to involve Mr. Cooper, Art Knowles, Wayne James and the CAO to determine the retirement date and make internal adjustments to fill his position before he leaves. Glenn recommended promoting Gary Horne to Lead Hand and then hiring to fill Gary's position. We'll examine that.

11. Ditching on Sheridan Rapids Road - 3rd Line, west 1 km (apprx.)

Wayne to go ahead with this planned project subject to confirming the availability of funds in the capital surface treatment budget.

12. Feasibility of Incorporating New Village Public Works Garage into Sewer & Water Facility.

This is a suggestion to be examined over the course of designing the treatment facility. The current garage on North street is without heat, lunch or washroom facilities and sits on land that the Township could offer for sale and development once the sewer and water system is in. The proposal is that, to that end – and to provide our men with a suitable workplace - the garage might be moved and incorporated in the new treatment facility