

COUNTY OF RENFREW

PUBLIC WORKS AND ENGINEERING DEPARTMENT REPORT

TO: Operations Committee

FROM: Lee Perkins, C.E.T., MBA, Director of Public Works and Engineering

DATE: September 8, 2020

SUBJECT: Department Report

INFORMATION

1. Monthly Status Report

Attached as Appendix I is the Monthly Project Status Report for the information of Committee. Additional project specific information is provided in the Divisional reports.

2. Capital Program Variance Report

Attached as Appendix II is the Capital Program Variance Report for the information of Committee.

3. Monthly Treasurer's Report

Attached as Appendix III is a copy of the July 2020 Treasurer's Report for the Public Works and Engineering Department for the information of Committee.

4. Staffing

(a) Summer Students

All of the Summer Students employed by the Department have now completed their employment for another year in order to return to

school. Once again, the work performed by the students has proven to be of value to the programs delivered by the Department.

(b) Certified Road Supervisor

Attached as Appendix IV is a letter from the Association of Ontario Road Supervisors (AORS) advising that Jamey Mick, White Water Road Patrol Supervisor has received his Certified Road Supervisor certification. Congratulations Jamey!

(c) Truck/Equipment Operators

The successful candidates for two full time positions with the Public Works Patrols are as follows:

- (i) Cole Carroll, who was hired part-time in November 2019 has accepted the position at the White Water Road Patrol effective September 1, 2020; and,
- (ii) Ryan Fraser has accepted the position at the Goshen Patrol effective September 14, 2020.

(d) Capital Projects Coordinator

Recruitment is underway to fill a maternity leave position to end in March 2022 for the Capital Projects Coordinator.

5. **Media Articles**

- (a) Attached as Appendix V is an article from the Eganville Leader in regards to speeders on various roads within the County of Renfrew.
- (b) Attached as Appendix VI is an article from the Renfrew Mercury regarding the large crowds congregating at the Burnstown Beach located on County Road 508 (Calabogie Road).

6. **County Road 517 (Dafoe Road)**

On Thursday, August 27, 2020 the Operations Committee Chair, Mr. Peckett, along with County staff Lee Perkins, Director of Public Works and Engineering and Michael Behm, Acting Manager of Infrastructure met on

site at County Road 517 with municipal staff and Elected Officials from Township of Madawaska Valley.

In the upcoming years, rehabilitation is planned along County Road 517 as per the County of Renfrew's Asset Management Plan. Discussion on public safety occurred with a review of a section of road approximately 900m between County Road 62 (Combermere Road) and 2840-2914 Dafoe Road (commonly referred to as Madonna House) to be considered for hardened shoulders. The section in question is scheduled for the 2022 construction season.

In accordance to Corporate Policy GA-08 – Active Transportation, Subsection 1.2.1 Asphalt Road Programs "...every effort will be made to maximize the width of the shoulder area without incurring substantial costs to expand the platform width unless the core capital program dictates an expansion to the roadway's platform." From a cursory review on site, it has been determined that hardened shoulders can be installed along County Road 517 to the Madonna House (approximately 850m with 1.0m on each side).

Parking along County Road 62 was also discussed and will be brought forward to the Township of Madawaska Valley Council for a possible resolution. Once a recommendation is received, it will be brought forward to the Operations Committee for review and direction.

RESOLUTIONS

7. Speed Limit Resolution – County Road 508 (Calabogie Road)

Recommendation: THAT the Operations Committee recommend that at the next session of County Council, Council approve that "No Parking" signage be erected on both sides of the road along County Road 508 (Calabogie Road) from Burnstown Road to Dickson Road as well as improved signage at the congested area at Burnstown Beach; AND FURTHER THAT the speed limit remain at 80 km/hr.

Background

Attached as Appendix VII is a Resolution from the Township of McNab/Braeside requesting consideration by the County to have the speed limit lowered on County Road 508 from Burnstown Road to Dickson Road

and to also erect “No Parking” signs. Staff is seeking direction from Committee.

8. Request for Road Assumption – Township of Greater Madawaska

Recommendation: THAT the Operations Committee recommend that the County of Renfrew not assume responsibility for Ferguson Lake Road in the Township of Greater Madawaska at the next session of County Council; AND FURTHER THAT County staff be directed to communicate with Township staff the requirements for assumption.

Background

At the August 26, 2020 meeting, County Council deferred the recommendation of assumption of Ferguson Lake Road and requested a further review due to a discrepancy in the application of the Assessment Summary Table.

Attached for Committee’s information as Appendix VIII is a letter dated April 16, 2019 from the Township of Greater Madawaska requesting road rationalization for a number of roads--Ferguson Lake Road and sections of Kennelly Mountain Road, Mount St. Patrick and Flat Road. (Reference maps attached as Appendix IX.)

Due to the seasonal use of Ferguson Lake Road, two separate traffic counts were obtained because it was assumed that winter traffic to and from Calabogie Peaks Resort could possibly skew the tallies. The results from September 2, 2019 (Appendix X) indicate an AADT of 91 vehicles. A second count was conducted on March 9, 2020 (Appendix XI) and the Annual Average Daily Traffic (AADT) was 90 vehicles.

The Department utilizes the Ontario Good Roads Association (OGRA) Road Rationalization criteria and weighting system, attached as Appendix XII, in evaluating assumption requests. This document highlights the 12 criteria and associated weightings to assess whether or not a roadway meets upper tier road standards as an urban centre collector or an urban arterial extension. It also identifies a cumulative “cutoff” point rating of 6 for the evaluation process. Using the theory that the road must meet either the criteria for urban centre connector or the criteria for urban arterial extension worth 3 points (Criterion 1), plus all four criteria for traffic speed

(Criterion 9), road surfaces (Criterion 10), traffic volumes (Criterion 11) and road right-of-way (Criterion 12) worth a combination of 3 points, or another combination of criteria to have a total weight of 6.

The Assessment Summary below are the results for the roadway. A total of 4.5 was obtained using all criteria as outlined in the OGRA document. Historically, the following three principals have been employed in road rationalization reviews:

- Upper tier roads, that are primary transportation corridors, should provide continuous roadway services throughout the County;
- Upper tier roads should be capable of being upgraded to a reasonable standard, consistent with the service provided; and,
- Upper tier roads should represent the shortest practical route along existing roads and streets.

Township of Greater Madawaska
Assessment Summary

Criterion	Weighting Applied	Weighted Points
1 – Urban Center Connector	3	0
2 – King’s Highway/Upper Tier Connector	2	0
3 – Heavy Industry Service	2	2
4 – Barrier Service	1	0
5 – Resort Criterion	1	1
6 – Urban Cell Service	0	0
7 – Urban Arterial Extension	3	0
8 – Rural Cell Service	0	0
9 – Traffic Speed	1	1
10 – Road Surface	0.5	0.5
11 – Traffic Volume	0.5	0
12 – Road Right-of-Way	1	0
TOTALS	15	4.5

BY-LAWS

9. By-law to Regulate Parking on County Road 508 (Calabogie Road)

Recommendation: THAT the Operations Committee recommend that at the next session of County Council a By-law be passed to Amend By-Law No. 63-20 for the regulation of parking along County Roads to alter a regulation of parking along County Road 508 (Calabogie Road).

Background

The Township of Greater Madawaska closed the Eagle's Nest Lookout Trail with access via County Road 508 (Calabogie Road) in response to the COVID-19 pandemic. A temporary "No Parking" zone was established along County Road 508 (Calabogie Road) in the vicinity of the trail in order to enforce the closure. The Township has requested that the County of Renfrew approve a permanent no parking zone along the south side only of County Road 508 (Calabogie Road). Attached as Appendix XIII is the Township of Greater Madawaska resolution. In accordance with County By-law No. 63-20, the Township's By-law Enforcement Officer would have authority to enforce the parking restrictions and the Township's Set Fines By-law would be applicable.

Staff is in support of the parking restrictions as requested.

10. Infrastructure Division

Attached as Appendix XIV is the Infrastructure Division Report, prepared by Mr. Michael Behm, Acting Manager of Infrastructure, providing an update on activities.

11. Operations Division

Attached as Appendix XV is the Operations Division Report, prepared by Mr. Richard Bolduc, Manager of Operations, providing an update on activities.

INFRASTRUCTURE DIVISION REPORT

Prepared by: Michael Behm, C.Tech., Acting Manager of Infrastructure

Prepared for: Operations Committee

September 8, 2020

INFORMATION

1. County Road 52 (Raglan Street South) Rehabilitation

As Committee will recall, the County has a Memorandum of Understanding in place with the Town of Renfrew for the rehabilitation of County Road 52 (Raglan Street South). The Town has recently closed and awarded the tender for this work to Thomas Cavanagh Construction Limited. County staff has been informed by the Town that construction will start in the near future with the Contractor only completing minor works on the Town's water and sewer infrastructure this fall. The remainder of the work, which includes the County's rehabilitation of Raglan Street South, will be completed during the 2021 construction season. This project will be included in the 2021 Capital Budget.

RESOLUTIONS

2. PWC-2020-50 – Engineering Services for the Inspection of County Structures

Recommendation: THAT the Operations Committee recommend that Proposal PWC-2020-50 as submitted by J.L. Richards and Associates Limited, Ottawa, Ontario for Engineering Services for the Inspection of County Structures in the amount of \$102,505 plus HST, be approved at the next session of County Council; AND FURTHER THAT a Consultant Agreement be executed for the assignment.

Background

A Request for Proposal (RFP), including terms of reference, was issued to solicit the services of an Engineering Consultant to complete the inspection of 162 County Structures. The work under this RFP was broken into three different Parts as follows:

- A – Standard Biennial Ontario Structure Inspection Manual (OSIM) Inspection of 136 structures;

- B – Enhanced OSIM inspection of 14 structures; and,
- C – OSIM Inspection and Load Posting Evaluation of 12 structures.

The RFP identified that the three Parts of the assignment may be awarded separately to multiple Consultants, or to a single Consultant based on the Evaluation Committee's scoring of each submitted proposal.

The RFP for this assignment was issued to five prequalified Engineering Consultant firms. Proposals were accepted until 4:00 p.m., Thursday, August 13, 2020 and were received as follows:

1.	HP Engineering Incorporated, Ottawa, Ontario	\$101,473
2.	J.L. Richards & Associates Limited, Ottawa, Ontario	102,505
3.	Jewell Engineering Incorporated, Belleville, Ontario	153,708
	All amounts exclude applicable taxes	

The proposals were evaluated on a range of criteria including understanding of the assignment, capabilities of the project team, previous experience on similar assignments, past performance on County of Renfrew assignments, schedule and cost. The proposal submitted by J.L. Richards and Associates Limited, Ottawa, Ontario was evaluated as the best combination of all factors considered for all Parts of the assignment. Although not the lowest cost proposal, the submittal by J.L. Richards and Associates Limited presented a better understanding of the assignment and a team which has performed well on all past assignments for the County of Renfrew.

Staff have reviewed the costs submitted in the proposal and confirm that there are sufficient funds allocated under the Infrastructure Management budget to complete the project as proposed.

BY-LAWS

3. C124 (Cameron Culvert) Property Purchase

Recommendation: THAT the Operations Committee recommend that a By-law be passed at the next session of County Council to acquire Part 1 on Plan 49R-19538 from John Murdoch, Tania Murdoch, and Glenda Lannigan for the sum of five thousand, two hundred, and twenty-five dollars (\$5,225) and to acquire Part 2 on

Plan 49R-19538 from Dalton Campbell and Alida Tourian for the sum of two thousand, eight hundred, and twenty-five dollars (\$2,825); AND FURTHER THAT Parts 1 and 2 on Plan 49R-19538 be dedicated as part of the public highway upon registration of the transfer documents.

Background

The replacement of County Structure C124 (Cameron Culvert), located on Usborne Road, 300m north of County Road 1 (River Road), in the geographic Township of McNab, Township of McNab/Braeside, was included in the 2019 construction program. Replacement of the culvert required extension of the north end by 7m in order to properly stabilize the slopes. The County of Renfrew required two parcels of land to facilitate the extension of the culvert are identified as Parts 1 and 2 on Plan 49R-19538 which is attached as Appendix IN-I. The work proceeded without acquiring these parcels prior to construction, so the exact limits of the side slopes could be established.

4. County Road 65 (Centennial Lake Road) Transfer of Land

Recommendation: THAT the Operations Committee recommend that a By-law be passed at the next session of County Council to acquire Parts 3 and 4 on Plan 49R-19591 from Earl Thomson for the sum of One Dollar (\$1.00); AND FURTHER THAT Parts 3 and 4 on Plan 49R-19591 be dedicated as part of the public highway upon registration of the transfer documents.

Background

Mr. Earl Thomson is the owner of land adjacent to County Road 65 (Centennial Lake Road) located in Part of Lot 14, Concession 9, in the geographic Township of Matawatchan in the Township of Greater Madawaska. Mr. Thomson has notified the County of Renfrew Public Works and Engineering Department that through a title search, he has found that a portion of Centennial Lake Road remains in his name under the Property Identification Number (PIN). In the interest of both Mr. Thomson as well as the County's, staff has been working toward having the road transferred to the County. As the subject lands already form a part of the travelled road allowance, no payment will be made for the lands; however, the cost of survey and legal documents would be paid by the County.

The property to be transferred to the County is identified as Parts 3 and 4 on Plan 49R-19591 which is attached as Appendix IN-II.

5. County Road 508 (Calabogie Road) Acquire Land

Recommendation: THAT the Operations Committee recommend that a By-law be passed at the next session of County Council to acquire Part 2 on Plan 49R-19581 from Patrick Anthony Stanghetta; AND FURTHER THAT Part 2 on Plan 49R-19581 be dedicated as part of the public highway upon registration of the transfer documents.

Background

In the fall of 2019, Mr. Patrick Stanghetta submitted an application for a severance of property along a portion of County Road 508 (Calabogie Road) within part of Subdivision Lot 14, Registered Plan 226, Township of Greater Madawaska. The severed land is to be added to an adjacent property with frontage along County Road 508 (Calabogie Road), owned by Mr. Stanghetta. In order for the severed lands to merge titles with the added lands, it is a condition of consent that the County accept a road widening along Calabogie Road.

The property to be transferred to the County is identified as Part 2 on Plan 49R-19581 which is attached as Appendix IN-III. All costs associated with the transfer of land will be the responsibility of the applicants.

6. County Road 653 (Chenau Road) Acquire Land

Recommendation: THAT the Operations Committee recommend that a By-law be passed at the next session of County Council to acquire Part 2, Plan 49R-19584 from Ronald Davidson and Glenda Davidson; AND FURTHER THAT Part 2, Plan 49R-19584 be dedicated as part of the public highway upon registration of the transfer documents.

Background

In the spring of 2019, Ronald Davidson and Glenda Davidson submitted an application for a severance of property along a portion of County Road 653 (Chenau Road) within Part of Lot 24, Concession 4, Township of Whitewater Region. The severed land is to be added to an adjacent property with frontage along County Road 653 (Chenau Road), owned by

Ronald Davidson and Glenda Davidson. In order for the severed lands to merge titles with the added lands, it is a condition of consent that the County accept a road widening along Chenaux Road.

The property to be transferred to the County is identified as Part 2 on Plan 49R-19584 which is attached as Appendix IN-IV. All costs associated with the transfer of land will be the responsibility of the applicants.

7. **County Road 6 (Gillan Road) – Road Access Agreement – Zachary and Katherine Hamel Part of Lot 6, Concession 3, Geographic Township of Horton**

Recommendation: THAT the Operations Committee recommend that the Road Access Agreement between Zachary and Katherine Hamel and the County of Renfrew be approved; AND FURTHER THAT at the next session of County Council a By-law to Authorize Execution of the Road Access Agreement be passed.

Background

Zachary and Katherine Hamel are the owners of property adjacent to County Road 6 (Gillan Road) in the Township of Horton. In the winter of 2019, the applicants applied for the severance of two new lots. The new lots have been granted on the condition that the applicants enter into an agreement with the County regarding access to County Road 6 due to restrictions in entrance spacing. The new lots are described as Part of Lot 6, Concession 3, in the geographic Township of Horton, shown as Parts 1-4 on Registered Plan 49R-19587.

The new lots could not meet the County's requirements for entrance spacing. It is therefore necessary to have a Road Access Agreement identifying the entrance for the lots described above and shown on the attached Plan 49R-19587 – Appendix IN-V. The Road Access Agreement is to be registered and run with the title to the lands so that future owners are aware of the Road Access Agreement.

OPERATIONS DIVISION REPORT

Prepared by: Richard Bolduc, A.Sc.T., Manager of Operations

Prepared for: Operations Committee

September 8, 2020

INFORMATION

1. Summer Operations

a) Roadside Mowing

The roadside mowing program is well underway with most roadways having been cut once. Additional roadside mowing is continuing at those locations where there is a greater need to improve visibility.

b) Annual Pavement Marking Program

The 2016 Pavement Marking Contract PWO-2016-11 with Trillium Pavement Marking, Ottawa, Ontario, was extended for the 2020 season. The contract consists of the painting of the longitudinal pavement markings (i.e. yellow centerlines and white edge lines) on County roads, as well as restoring the pavement marking for all capital projects. The Contractor commenced the annual pavement marking program on May 11, 2020 and is making their way through the County. The capital projects portion of this contract is anticipated to continue throughout the remainder of the construction season.

c) Shouldering Program

The shouldering program is progressing well with works in all patrols anticipating to be completed by October, 2020.

d) Small Culvert Program

The small culvert inventory and inspection program is progressing well with staff performing this work. It is anticipated that the updates for 2020 will be completed by the end of October.

2. **Winter Operations – Winter Sand**

The supply, delivery and stockpiling of winter sand at the various patrol locations is anticipated to be completed by October 1, 2020.

3. **Fleet Management**

a) Disposal of Surplus Items

At the time of the writing of this report, the department is proceeding with another cycle of disposals for the current inventory of surplus assets.

The following items are being offered to the municipalities prior to being forwarded to public auction.

Description	Reserve Bid Amount
Dodge Ram 1500 p/u Truck 4x4	\$500
Asphalt Hot Box	\$5,000

The list of items have been declared surplus and as per past practice they are being circulated to the local municipalities within the County of Renfrew prior to proceeding to public auction.

The following list of items have previously been offered to the local municipalities and no bids were received. They are now proceeding to public auction.

Description	Starting Bid Amount
Chev Silverado 1500 p/u Truck 2x4	\$700
Dodge Ram 1500 p/u Truck 4x4	\$1,500
Dodge Ram 1500 p/u Truck 4x4	\$1,500

b) Annual Vehicle Safety Inspections

Work is continuing with the annual vehicle safety inspections within the fleet. The goal is to ensure that all heavy duty trucks have been inspected and repaired as necessary in order to be available at the start of the coming winter season. In addition to the inspection and repair of those vehicles within the Department of Public Works & Engineering, staff also performs the routine maintenance, inspection and repair of the paramedic vehicles.

4. **Quotations and Tenders**

A summary of tenders and quotations received in the month of August 2020 is attached as Appendix OP-I. Tenders listed in Appendix OP-I have been awarded under the authority of the Director of Public Works & Engineering or the Chief Administrative Officer. In all cases the procurements have followed the processes set out in Corporate Policy GA-01 Procurement of Goods and Services.

5. **Fuel Tender – PWO-2014-17**

At the August 26, 2020 meeting of County Council, staff was requested to provide further information on how the awarding of the Fuel Tender PWO-2014-17, attached as Appendix OP-II was determined. Attached as Appendix OP-III is an excerpt from the August 2014 report to Operations Committee written by Steven Boland, then Director of Public Works and Engineering, detailing the tender process, bidders, results and other specifics in support of the recommendation of award. The current process for price verification based on the delivery of fuels in the tender is as follows:

- The fuel supplier submits a daily pricing letter (sample attached as Appendix OP-IV) to the County of Renfrew for fuels based on the tender (Ottawa Rack Price (Natural Resources Canada)) or lower;
- Fuels are delivered by the supplier with a detailed delivery receipt stating the invoices for the delivered product are forwarded to the County Administration Building; and,
- The Public Works and Engineering Department verifies the invoice with the delivery receipt and pricing letter for authorization (sample attached as Appendix OP-V).

The following are three examples of current County of Renfrew fuel purchases:

Delivery on August 17, 2020 Unleaded Gas

Fuel	Pricing in \$'s	Item
County Cost	0.7985	Delivery
County Cost	0.0663	Carbon Tax
County Cost	0.1124	HST
Total County Cost	0.9772	Total
National Resources Canada Average	1.0360	NRCAN AVE (Ottawa) incl. taxes (Unleaded Gas) (Excluding Delivery)

Delivery on August 19, 2020 Diesel "Gold"

Fuel	Pricing in \$'s	Item
County Cost	0.7515	Delivery
County Cost	0.0805	Carbon Tax
County Cost	0.1081	HST
Total County Cost	0.9401	Total
National Resources Canada Average	0.9980	NRCAN AVE (Ottawa) incl. taxes (Regular Diesel) (Excluding Delivery)

Delivery on August 21, 2020 Diesel "Dyed"

Fuel	Pricing in \$'s	Item
County Cost	0.6365	Delivery
County Cost	0.0805	Carbon Tax
County Cost	0.0932	HST
Total County Cost	0.8102	Total
National Resources Canada Average	0.9980	NRCAN AVE (Ottawa) incl. taxes (Regular Diesel) (Excluding Delivery)

The above procurements followed the requirements set out in Corporate Policy GA-01– Procurement of Goods and Services--Section 25 – Contract Renewals as outlined below:

“25.1 Where the original contract contains an option to renew or a renewal clause stipulating the provisions of what is acceptable for a renewal, the Director may authorize the renewal without Council approval by by-law provided that:

- a) The supplier’s performance in supplying the goods, services or construction, is considered to have met the requirements of the contract,
- b) The Director agrees that the renewal option is in the best interest of the County, and,
- c) Funds are available in appropriate accounts within the Council approved estimates, including authorized revisions, to meet the proposed expenditure.

The renewal information shall be sent to the appropriate Standing Committee and Council for information.

25.2 Where a contract contains an option for renewal, the authorization from the Director shall include a written explanation to the Chief Administrative Officer as to why the renewal is in the best interest of the County, which shall include comment on the market situation and trend.”