



## OPERATIONS COMMITTEE

Tuesday, March 8, 2022 – 9:30 a.m.

### AGENDA

1. Call to order.
2. Land acknowledgement.
3. Roll call.
4. Disclosure of pecuniary interest and general nature thereof.
5. Adoption of minutes of previous meeting held on February 8, 2022 (attached).
6. Delegations – None at time of mailing.
7. Public Works and Engineering Department Page
  - (a) Department Report 3
  - (b) Infrastructure Division Report 9
  - (c) Operations Division Report 15
8. New Business.
9. Closed Meeting – None at time of mailing.
10. Date of next meeting (Tuesday, April 12, 2022) and adjournment.

**NOTE:** (a) **County Council: Wednesday, March 30, 2022.**

(b) Submissions received from the public, either orally or in writing may become part of the public record.

## **Strategic Plan**

**Strategic Plan Goal # 1: To inform the Federal and Provincial government on our unique needs so that Renfrew County residents get their “fair share”.**

Initiatives:

- (a) Create a strategic communications plan
- (b) Identify and advocate for issues important to the County of Renfrew.

**Strategic Plan Goal # 2: Fiscal sustainability for the Corporation of the County of Renfrew and its ratepayers.**

Initiatives:

- (a) Commitment from Council supporting principles within the Long-Term Financial Plan
- (b) Establish Contingency Plan to respond to provincial and federal financial pressures and opportunities beyond the Long-Term Financial Plan.

**Strategic Plan Goal # 3: Find cost savings that demonstrate our leadership while still meeting community needs.**

Initiatives:

- (a) Complete community needs assessment
- (b) With identified partners implement plan to optimize service delivery to the benefit of our residents.

**Strategic Plan Goal # 4: Position the County of Renfrew so that residents benefit from advances in technology, to ensure that residents and staff have fair, affordable and reasonable access to technology.**

Initiatives:

- (a) Ensure that the County of Renfrew is top of the list for Eastern Ontario Regional Network funding for mobile broadband
- (b) Lobby for secure and consistent radio systems for first responders and government
- (c) Put a County of Renfrew technology strategy in place.

## COUNTY OF RENFREW

### PUBLIC WORKS AND ENGINEERING DEPARTMENT REPORT

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**TO:** Operations Committee

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

**DATE:** March 8, 2022

**SUBJECT:** Department Report

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#### INFORMATION

1. **Growth Related Policies – Township of Whitewater Region**

Attached as Appendix I is a resolution from the Whitewater Region encouraging the County of Renfrew to plan for growth and invest in infrastructure as required.

#### RESOLUTIONS

2. **Excess Soils Management [Strategic Plan Goal No. 3]**

**Recommendation:** THAT the Operations Committee recommend that a policy be developed regarding the management and reuse of excess soils resulting from County of Renfrew capital and maintenance projects; AND FURTHER THAT the existing property owner declaration form be updated to meet the consent requirements under Ontario Regulation 406/19.

##### **Background**

As Committee will recall at the February 8, 2022 meeting, the question was raised as to whether the County would provide comments, on behalf of all our local municipal partners, to the Ministry of Environment, Conservation and Parks (MECP) regarding the recently enacted requirements of Regulation 406/19, On-Site and Excess Soil Management.

The Public Works and Engineering Department staff have reviewed the Regulation, including the referenced documents, and attended a webinar

held by MECP staff regarding the Regulation. Attached as Appendix II is a brief that provides a summary of the findings from the research conducted and the discussion with MECP and concludes that Regulation 406/19 does not significantly impact County operations or projects.

### **3. Tourism Signage Fees on County Roads**

**Recommendation:** THAT the Operations Committee recommend that County Council approve waiving the Tourism Signage fees on County Roads for 2022; AND FURTHER THAT the Tourism Signage fees be reinstated in January 2023.

#### **Background**

In October 2020, County Council approved by Resolution No. OP-CC-20-10-63 the waiving the Tourism Signage fees on County Roads for the remainder of 2020 and for 2021 and to have these fees reinstated in 2022.

The total loss of revenue for the County was approximately \$50,000 per year for a total of \$100,000. Signage fees are based on a five-year cycle with a small sign costing a business \$300 and a large sign costing \$425. The last 24-months of the pandemic have been the most challenging for the tourism industry and it is believed tourism operators currently have a number of financial difficulties. Staff are recommending that these fees be waived for 2022 and be reinstated in January 2023. By waving these fees, this will help reduce fiduciary concerns for these operators. Staff has confirmed there are savings available in the Operations Budget to accommodate this request.

### **4. Infrastructure Division**

Attached as Appendix III is the Infrastructure Division Report, prepared by Mr. Taylor Hanrath, Manager of Infrastructure, providing an update on activities.

### **5. Operations Division**

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



**Council Members**

**Mayor Michael Moore**

**Reeve Cathy Regier**

**Councillors:**

Charlene Jackson

Dave Mackay

Daryl McLaughlin

Neil Nicholson

Chris Olmstead

## **Certified True Copy**

Wednesday, February 16, 2022

**Re: Resolution - County of Renfrew Infrastructure Growth  
Related Policies**

Dear Mr. Moreau,

At its meeting of February 16, 2022, the Council of the Township of Whitewater Region adopted the following resolution:

**That Council of the Township of Whitewater Region  
reiterate that it supports growth and encourages the  
County of Renfrew to plan for growth, and the necessary  
planning and investment in infrastructure to attract it.**

Carried - Resolution #2022-4680

Sincerely,

A handwritten signature in blue ink that reads "C Miller".

Carmen Miller  
Clerk/CEMC

(613) 646-2282

P.O. Box 40,  
44 Main Street  
Cobden, ON  
K0J 1K0

A small icon of a globe with latitude and longitude lines.  
whitewaterregion.ca

## Appendix II

### REPORT

**DATE:** February 15, 2022

**SUBJECT: County of Renfrew Infrastructure Projects  
Management of On-Site and Excess Soils**

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### BACKGROUND

The County of Renfrew undertakes a great deal of projects on varying infrastructure requiring excavation on an annual basis. Where possible, clean material which has been excavated is reused within the same project site. Any soils, or granular material, which cannot be reused within the project site may be managed in a number of different ways. Ontario Regulation 406/19, *On-Site and Excess Soil Management*, under the Environmental Protection Act sets the requirements for managing excess soils. This document provides a summary of effects O.Reg. 406/19 will have on County of Renfrew excavation projects.

### DISCUSSION

Per discussion with the Ministry of Environment, Conservation and Parks (MECP), O. Reg. 406/19, and MECP's Soil Rules, much of the excess soils resulting from County of Renfrew infrastructure projects may be considered exempt from the planning requirements of the regulation as they would be considered projects related to maintaining infrastructure in a fit state of repair. As such, items such as assessment of past uses, sampling and analysis planning, soil characterization reports, excess soil destination assessment reports, tracking, and declaration by a Qualified Person may not be required under many of the County's infrastructure projects. However, we currently meet the other requirements such as attaining written documentation prior to depositing excess soils at a reuse site.

Should a new public highway (including supporting infrastructure such as bridges or storm sewers) or facility be constructed, it would be subject to the full requirements of O. Reg. 406/19 and require registration with the Ministry of Environment, Conservation and Parks (MECP). Projects subject to the planning requirements of O. Reg. 406/19 will

require all of the above items be completed or overseen by a QP. A QP must meet one of the following criteria:

- A person who holds a license, limited license, or temporary licence under the Engineers Act; or
- The person holds a certificate of registration under the Professional Geoscientists Act and is a practising member, temporary member, or limited member of the Association of Professional Geoscientists of Ontario.

As such, many Municipalities, including the County, may require additional Consultant services and associated costs to meet the requirements of O. Reg. 406/19 on projects which may not meet the exemption criteria.

Salt use on a public highway is not listed as a contamination source in Ontario Regulation 153/04, Records of Site Condition. However, should a source of contamination, or past contamination, be suspected to be present in a project area requiring excavation, the full requirements of O. Reg. 406/19 and the procedures outlined in the MECP's 'Rules for Soil Management and Excess Soil Quality Standards' should be followed to confirm contamination is not present. If contamination is confirmed to be present, the requirements of O. Reg. 153/04 must be adhered to for the project.

## **CONCLUSIONS**

Further research will be required into the full requirements and exemptions from Ontario Regulation 406/19 and a Policy may be of benefit to ensure that all projects meet requirements of the Regulation and ensure they fall within exemption status from the planning portion of the Regulation. However, at this time, in consideration of the exemptions provided from the planning portion of the Regulation, it is concluded that County projects will not be greatly impacted by the Regulation so long as the following continues to apply when excess soils are produced from a project:

1. Soils in the project site are not suspected to contain contaminants which would classify excess soils as waste or hazardous;
2. Excess soils are transported directly from the project site to the reuse site, a class 1 soil management site, a class 2 soil management site, or a local waste transfer;
3. The owner or operator of the reuse site has consented in writing to the deposit of the excess soil at the reuse site and has identified the purpose for and location at which the excess soils will be reused;
  - a. The existing template agreement requires updating to include the use and location of the excess soil at the reuse site.
4. The excess soil is dry, and remains dry, until it is finally placed at the reuse site.

## **RECOMMENDATION**

THAT a Policy be developed regarding the management and reuse of excess soils resulting from County of Renfrew capital and maintenance projects; AND THAT the existing property owner declaration form be updated to meet the requirements consent under Ontario Regulation 406/19.



## **INFRASTRUCTURE DIVISION REPORT**

Prepared By: Taylor Hanrath, Manager of Infrastructure

Prepared for: Operations Committee

March 8, 2022

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### **INFORMATION**

#### **1. 2022 Capital Program**

Attached as Appendix IN-I are the Capital Program maps for the planned projects for County Roads and Structures in 2022, including the budget allocation.

### **RESOLUTIONS**

#### **2. Transportation Master Plan [Strategic Plan Goal No. 2]**

**Recommendation:** THAT the Operations Committee direct Public Works and Engineering Department staff to issue a Request for Proposal (RFP) for Professional Services to develop a Transportation Master Plan for the County of Renfrew; AND FURTHER THAT the funding for this will come from the Working Capital Reserve.

#### **Background**

Through feedback received on the circulation of options for establishing funding for growth related projects, it has been recommended by a number of local municipalities that the County proceed with completing a Transportation Master Plan (TMP) in order to better identify those projects resulting from growth and establish the costs associated with them.

In anticipation that the development of a TMP may be of benefit to the County, staff sounded the market in late 2021 and received proposed costs averaging \$188,556 for the services required to establish a TMP.

Infrastructure to be considered in the TMP would be to include County Roads, Bridges, Structure Culverts, and Active Transportation infrastructure (trails, hardened shoulders, etc.). A County TMP shall, at minimum:

- Integrate with County and local Official Plans;
- Establish a vision for transportation within the County and guiding principles supporting the vision;
- Proactively plan for all modes of travel;
- Optimize investments in transportation infrastructure;
- Identify projects not currently included in the 10-Year Asset Management Plan resulting from growth;
- Identify joint partnership funding opportunities;
- Provide accessible streets for all ages and abilities;
- Investigate and provide insights on potential for a County transit system;
- Encourage seamless, multi-modal travel and transfers between different transportation modes;
- Promote active lifestyles;
- Support a vibrant and connected community; and
- Enhance quality of life for the people who live, work, and play in the County of Renfrew.

The development of a TMP is anticipated to be a lengthy process, requiring investigation and analysis of all County transportation infrastructure, cooperation with all local municipalities, and review of all policies relating to roads, bridges, trails, and prioritization of works. There will also be opportunity to cooperate with local municipalities who have completed, or are in the process of completing, a TMP to ensure the County's TMP coincides with the others. It is anticipated that a County TMP will require up to two years to complete.

As the development of a TMP has not been included in the 2022 budget, funds for beginning a TMP, if approved, would be allocated from reserves.

### 3. **PWC-2022-30 – Engineering Services for Rehabilitation of County Road 30 (Lake Dore Road) [Strategic Plan Goal No. 2]**

**Recommendation:** THAT Proposal PWC-2022-30 submitted by Tatham Engineering Limited, Ottawa, Ontario for Engineering Services for the design for rehabilitation of County Road 30 (Lake Dore Road), from Highway 60 to Sperberg Road, in the amount of \$135,560, plus HST, be approved; AND FURTHER THAT a Professional Services Agreement be executed for the assignment.

## **Background**

A Request for Proposals (RFP), including terms of reference, was issued to solicit the services of an Engineering Consultant to complete the design for the rehabilitation of County Road 30 (Lake Dore Road), from Highway 60 to Sperberg Road. The RFP identified that Contract Administration services may be awarded as a follow-on contract at a later date.

The RFP for this assignment was issued to eight prequalified Engineering Consultant firms. Proposals were accepted until 2:00 p.m., February 10, 2022, and were received as follows:

- |    |   |           |
|----|---|-----------|
| 1. | Tatham Engineering Limited, Ottawa, Ontario | \$135,560 |
| 2. | BT Engineering Inc., Ottawa, Ontario        | \$206,545 |
- All amounts exclude 13% HST.

The proposals were evaluated on a range of criteria including understanding of the assignment, capabilities of the project team, previous experience on similar assignments, strategy, methodology, and innovativeness of design approach, schedule, and cost. The proposal submitted by Tatham Engineering Limited, Ottawa, Ontario was evaluated as the best combination of all factors considered.

Staff have reviewed the cost submitted in the proposal and confirm that there are sufficient funds in the 2022 Capital Budget to complete this assignment as proposed.

4. **PWC-2021-80 – Engineering Services for Rehabilitation or Replacement of County Structures C012 (Farquharson’s Creek Culvert), C134 (Campbell Drive Culvert) and C152 (Wadsworth Lake Culvert)**

**Recommendation:** THAT Proposal PWC-2021-80 submitted by HP Engineering Incorporated, Ottawa, Ontario for Engineering Services for the design for rehabilitation or replacement of County Structures C012 (Farquharson’s Creek Culvert), C134 (Campbell Drive Culvert) and C152 (Wadsworth Lake Culvert) in the amount of \$109,279, plus HST, be approved; AND FURTHER THAT a Professional Services Agreement be executed for the assignment.

## **Background**

A Request for Proposals (RFP), including terms of reference, was issued to solicit the services of an Engineering Consultant to complete the design for

the rehabilitation or replacement of County Structures C012 (Farquharson's Creek Culvert) on South McNaughton Road in the Township of Admaston/Bromley, C134 (Campbell Drive Culvert) in the Township of McNab/Braeside, and C152 (Wadsworth Lake Culvert) on Old Barry's Bay Road in the Township of Madawaska Valley. The RFP identified that the three culverts could be awarded separately or to a single Consultant and that Contract Administration services may be awarded as a follow-on contract at later dates.

The RFP for this assignment was issued to nine prequalified Engineering Consultant firms. Proposals were accepted until 2:00 p.m., January 27, 2022 and were received as follows:

- |    |  |           |
|----|--|-----------|
| 1. | HP Engineering Incorporated, Ottawa, Ontario | \$109,279 |
| 2. | WSP Canada, Peterborough, Ontario            | \$193,825 |
- All amounts exclude 13% HST.

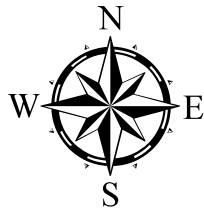
The proposals were evaluated on a range of criteria including understanding of the assignment, capabilities of the project team, previous experience on similar assignments, strategy, methodology, and innovativeness of design approach, schedule, and cost. The proposal submitted by HP Engineering Incorporated, Ottawa, Ontario was evaluated as the best combination of all factors considered.

Staff have reviewed the cost submitted in the proposal and confirm that there are sufficient funds in the 2022 Capital Budget to complete these assignments as proposed.

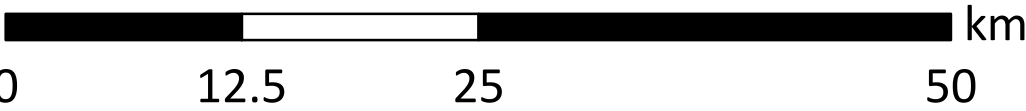
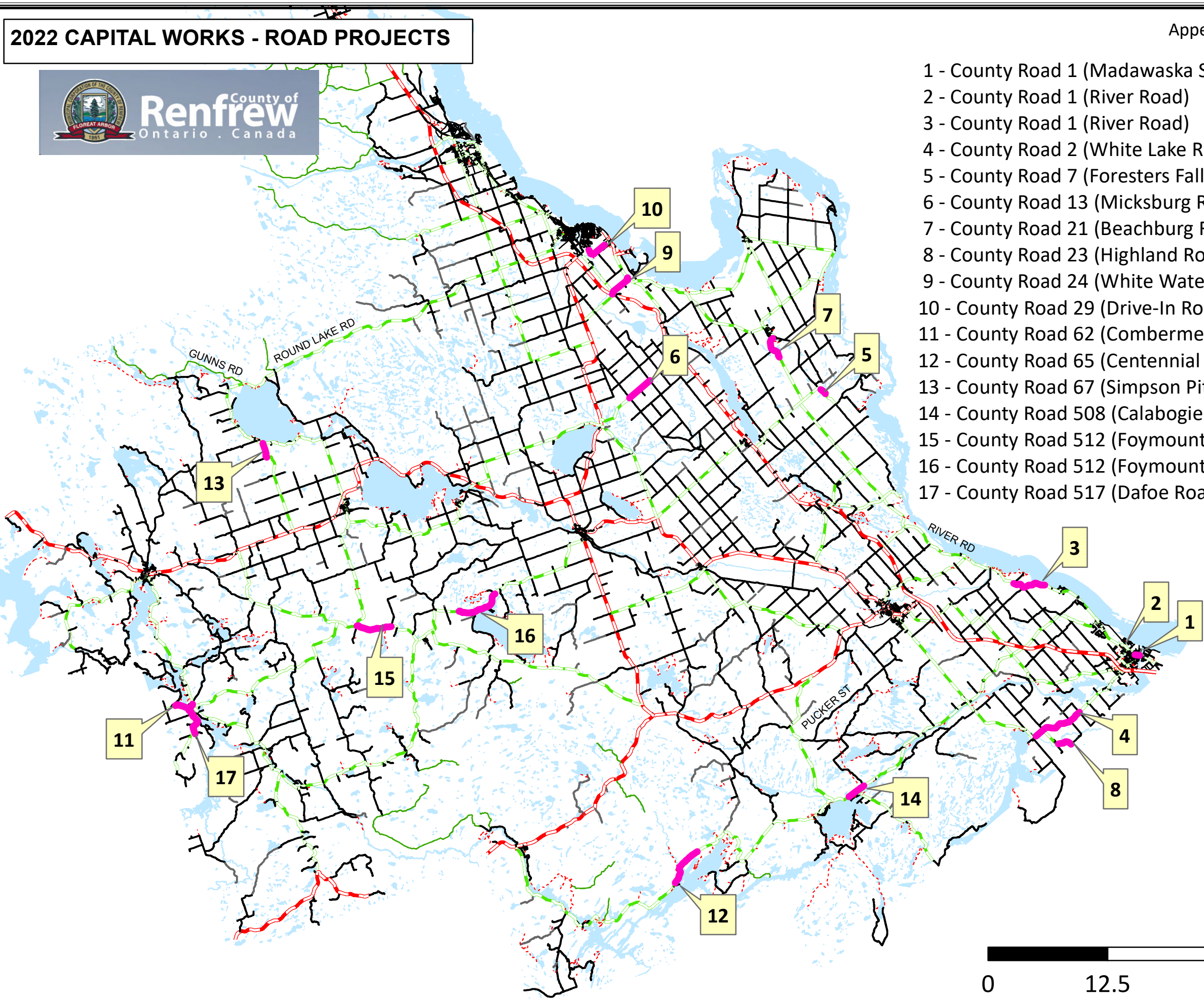
2022 CAPITAL WORKS - ROAD PROJECTS



Appendix IN-I

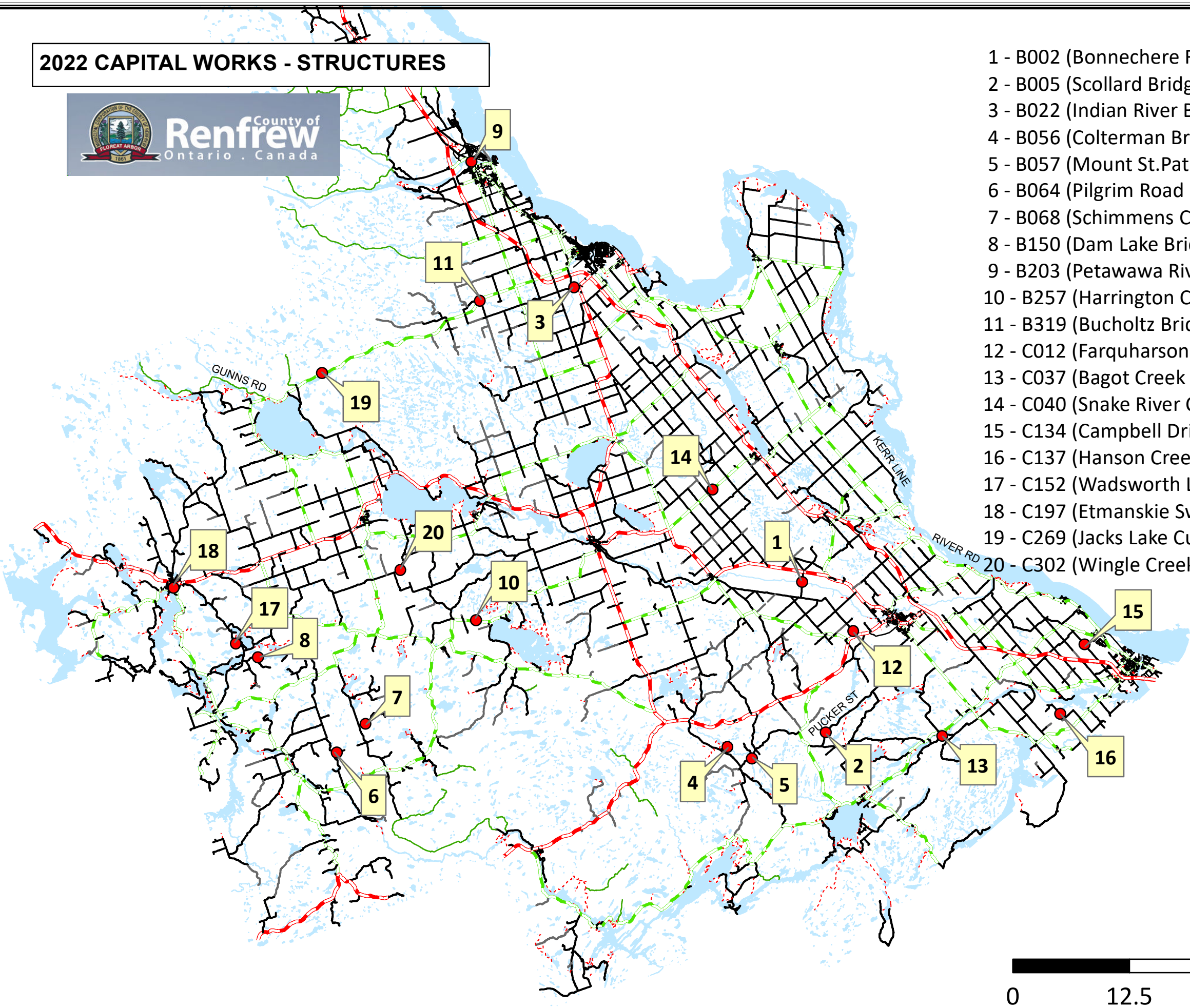


	BUDGET
1 - County Road 1 (Madawaska Street)	159,824
2 - County Road 1 (River Road)	520,000
3 - County Road 1 (River Road)	774,080
4 - County Road 2 (White Lake Road)	1,088,684
5 - County Road 7 (Foresters Falls Road)	357,500
6 - County Road 13 (Micksburg Road)	597,700
7 - County Road 21 (Beachburg Road)	870,707
8 - County Road 23 (Highland Road)	324,650
9 - County Road 24 (White Water Road)	826,560
10 - County Road 29 (Drive-In Road)	382,700
11 - County Road 62 (Combermere Road)	62,953
12 - County Road 65 (Centennial Lake Road)	1,128,270
13 - County Road 67 (Simpson Pit Road)	781,000
14 - County Road 508 (Calabogie Road)	636,320
15 - County Road 512 (Foymount Road)	846,400
16 - County Road 512 (Foymount Road)	2,336,180
17 - County Road 517 (Dafoe Road)	1,134,484

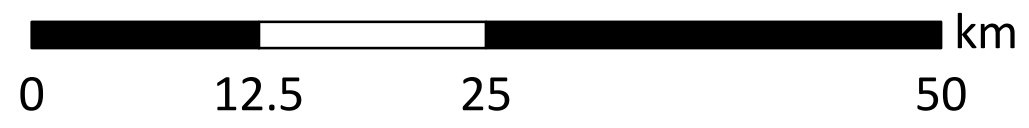




2022 CAPITAL WORKS - STRUCTURES



	BUDGET
1 - B002 (Bonnechere River Bridge)	350,000
2 - B005 (Scollard Bridge)	600,000
3 - B022 (Indian River Bridge)	1,200,000
4 - B056 (Colterman Bridge)	100,000
5 - B057 (Mount St.Patrick Bridge)	800,000
6 - B064 (Pilgrim Road Bridge)	180,000
7 - B068 (Schimmens Creek Bridge)	100,000
8 - B150 (Dam Lake Bridge)	100,000
9 - B203 (Petawawa River Bridge)	1,300,000
10 - B257 (Harrington Creek Bridge)	800,000
11 - B319 (Bucholtz Bridge)	950,000
12 - C012 (Farquharson's Culvert)	135,000
13 - C037 (Bagot Creek Culvert)	342,000
14 - C040 (Snake River Culvert)	108,000
15 - C134 (Campbell Drive Culvert)	585,000
16 - C137 (Hanson Creek Culverts)	162,000
17 - C152 (Wadsworth Lake Culvert)	252,000
18 - C197 (Etmanskies Swamp Culvert)	1,100,000
19 - C269 (Jacks Lake Culverts)	180,000
20 - C302 (Wingle Creek Culverts)	180,000



## OPERATIONS DIVISION REPORT

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

Prepared for: Operations Committee

March 8, 2022

### INFORMATION

#### 1. Winter Operations [Strategic Plan Goal No. 3]

Table 1 provides a summary of winter events, material usage and precipitation amounts for the 2021/2022 winter months. Table 2 outlines the Significant Weather Events declared to date for the 2021/2022 winter season. Staff continues to be ready to respond to winter events as they occur.

**Table 1**

Month	No. of Event Days		Type of Event (days)			Material Used (tonnes)		Precipitation	
	Weekday	Weekend	Snow	Blowing Snow	Freezing Rain	Salt	Sand	Weather Station	Amount (mm)
Nov	7	2	7	0	7	665.6	588.7	Petawawa	41.0
								Bancroft	62.2
Dec	18	8	19	1	8	5,565.4	1,679.9	Petawawa	55.0
								Bancroft	78.9
Jan	16	3	17	2	2	4,354.2	2,186.4	Petawawa	33.2
								Bancroft	52.2
Feb								Petawawa	
								Bancroft	
Totals	41	13	43	3	17	10,585.2	4,455.0	Petawawa	129.2
								Bancroft	193.3

**Table 2**

Declaration			Declaration			Reason
Start			End			
Month	Day	Time	Month	Day	Time	
Dec	5	3:00 PM	Dec	7	8:00 AM	Snow/Ice
Dec	10	10:30 PM	Dec	12	6:46 AM	Ice
Dec	15	7:00 AM	Dec	16	8:00 AM	Ice
Dec	24	3:27 PM	Dec	26	7:14 AM	Ice
Jan	16	6:30 PM	Jan	19	1:30 PM	Snow
Feb	17	2:00 PM	Feb	18	1:30 PM	Snow
Feb	21	4:00 PM	Feb	23	3:00 PM	Snow/Ice

## 2. **Quotations and Tenders [Strategic Plan Goal No. 2 and 3]**

A letter was circulated to the local municipal staff advising them of the planned tenders and requesting that if they would like to participate to provide a response to the questionnaire included as part of the letter by February 25, 2022. The tenders included in the circulation and balance of the tenders that form part of the approved budget will be released from the Operations Division starting in early March. Eleven municipalities expressed an interest to be included in various tenders.

## 3. **Disposal of Surplus Vehicle [Strategic Plan Goal No. 2]**

The Operations Division was successful with the disposal of the following vehicle during the month of February utilizing the GovDeals Inc. online auction program.

a) 2011 Dodge RAM, 1500 Quad Cab 4WD - \$4,650

All surplus vehicles and equipment that are disposed of are offered to the local municipalities prior to posting on the GovDeals Inc. program.



#### 4. **Municipal Cooperation [Strategic Plan Goal No. 3]**

The Operations Division received the following requests from Mr. Dean Holly, Works Superintendent for the Township of Killaloe, Hagarty and Richards:

- a) To establish a partnership with the County to share delivered forecasts for road and local area weather.
- b) To support the Township's Significant Weather Event Program.

Mr. Holly has requested the County to share its Road Weather Information System (RWIS) with the Township. The County currently has an RWIS unit directly across the road from the Township of Killaloe, Hagarty, and Richards new Fire Hall and site for its new Public Works yard on County Road 58 (Round Lake Road). This unit provides a specific weather and road forecast for that region provided by Wood Weather, with a camera system which can be viewed remotely (Public access via Municipal511). With a multitude of functions for a subscription fee it is a tool that winter maintenance supervisors use throughout the world. Costing has been provided to Mr. Holly and a decision going forward to access the unit will be coming from the Township of Killaloe, Hagarty and Richards Council.

Unfortunately, the County is unable to assist with the implementation of Significant Weather Events (SWE). The County's SWE declaration and system for notification is maintained by our communications group and is specific to the entire County not just a single Municipality. In an effort to avoid any confusion, it is recommended that the Township of Killaloe, Hagarty and Richards develop and maintain its own SWE protocol. The County has forwarded its Standard Operating Procedure for SWE implementation to the Municipality.