

7. REPORTS

Corporate Services

p10

- i) **Town Hall Furnace Replacement**
Ryan Morton, CAO/Clerk

Suggested Motion:

“THAT, staff are directed to award the furnace replacement project to McNamee Plumbing and Heating Kilpatrick Home Services in the amount of \$59,371, excluding HST;

AND THAT, this matter be brought to the Council meeting of September 10, 2019.”

p13

- ii) **Building Permit Fees Review**
Ryan Morton, CAO/Clerk

Suggested Motion:

“THAT, the report on building fees review be received for information.”

p17

- iii) **Unallocated Surplus**
Pierce Olynyk, Treasurer

Suggested Motion:

“THAT, a transfer of surplus funds be made in the amount of \$35,007.87 from the Accounts Payable Account to the Township’s Surplus/Deficit Reserve.”

Public Works & Waste Management

p19

- iv) **Award of Tender for Backhoe**
Thomas McCarthy, Superintendent of Public Works

Suggested Motion:

“THAT, The Council of the Township of Lanark Highlands authorizes staff to award the tender for the purchase of a 2019 model year backhoe to J.R. Brisson in the amount of \$145,727.00, plus HST.”

p21

- v) **Award Tender for Pickup Truck**
Thomas McCarthy, Superintendent of Public Works

Suggested Motion:

“THAT, Council authorize the purchase of one, 2019 Model Year Pickup Truck from Bean Chevrolet at a cost of \$31,776.25, excluding HST.”

p23

- vi) **Award Tender for Granular Materials**
Thomas McCarthy, Superintendent of Public Works

Suggested Motion:

“THAT, Council authorize staff to purchase a 2019 Tandem Trailer from PJ Trailers at a cost of \$17,117.79, excluding HST.”

Community Services

p25

- vii) **Lanark and District Community Centre - Dehumidifier**
Chelsea Dawes, Manager of Facilities/Community Affairs

Suggested Motion:

“THAT, staff is authorized to purchase a new dehumidifier from AC Mechanical in the amount of \$21,854.00 + HST.”

p27

- viii) **Lanark and District Community Centre - Arena Dehumidifier Platform**
Chelsea Dawes, Manager of Facilities/Community Affairs

Suggested Motion:

“THAT, staff be directed to engage Wright Way Welding to fabricate and install the platform for the new dehumidifier at the price of \$13,887.90 + HST.”

p29

- ix) **Lanark & District Community Centre Arena Roof Replacement**
Chelsea Dawes, Manager of Facilities/Community Affairs

Suggested Motion:

“THAT, staff are authorized to award a roof replacement tender to McKay Sheet Metal and Roofing in the amount of \$183,060, excluding HST, for the purpose of replacing the roof at the Lanark and District Community Centre;

***AND THAT,** an allowance of \$8,000 for the installation of ice guards is provided to ensure the safety of facility users;*

***AND FURTHER THAT,** this matter be brought to the Council meeting of September 10th, 2019, as it is time sensitive to the opening of the Arena on October 1st, 2019.”*

- 8. **INCAMERA ITEMS**
- 9. **NEW AND OTHER BUSINESS**
- 10. **DEFERRED ITEMS**
- 11. **ADJOURNMENT**



COMMITTEE OF THE WHOLE MINUTES

Tuesday, August 27th, 2019

6:00 p.m.

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

Members Present: Chair, Deputy Reeve John Hall
Reeve Peter McLaren
Councillor Ron Closs
Councillor Steve Roberts
Councillor Peter Rodger
Councillor Bill King
Councillor Jeannie Kelso

Staff Present: Ryan Morton, CAO/Clerk
Amanda Noël, Planning Administrator/Deputy Clerk
Gene Richardson, Fire Chief
Thomas McCarthy, Superintendent of Public Works

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None

3. APPROVAL OF AGENDA

Motion #COW-2019-125

Moved by Councillor Kelso

Seconded by Councillor Rodger

THAT, the agenda be adopted as presented.

CARRIED

4. APPROVAL OF MINUTES

Motion #COW-2019-126

Moved by Councillor Roberts

Seconded by Councillor King

THAT, the Committee of the Whole meeting minutes of August 13th, 2019, be approved as circulated.

CARRIED

5. DELEGATIONS & PRESENTATIONS

6. COMMUNICATIONS

- i) Lanark Highlands Food Pantry – Donation Request

Motion #COW-2019-127

Moved by Councillor Closs

Seconded by Reeve McLaren

THAT the communications dated August 27th, 2019, be accepted as information.

CARRIED

7. REPORTS

Community Services

- i) **Middleville Museum Roof**
Ryan Morton, CAO/Clerk

Motion #COW-2019-128

Moved by Councillor Kelso

Seconded by Councillor Rodger

THAT, Council authorize staff to award a roof replacement tender to McKay Sheet Metal and Roofing in the amount of \$19,500.00, excluding HST, for the purpose of replacing a roof at the Middleville Museum;

AND THAT, staff is directed to utilize the Capital Expenditures Reserve fund to offset the additional costs.

CARRIED

Public Works & Waste Management

ii) **Tipping Fees**

Thomas McCarthy, Superintendent of Public Works

Motion #COW-2019-129

Moved by Councillor Kelso

Seconded by Councillor King

THAT, Lanark Highlands Council evaluate requests for the waiving of tipping fees based on individual applications.

CARRIED

iii) **Improvements for Wabalac Road**

Thomas McCarthy, Superintendent of Public Works

Motion #COW-2019-130

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, Lanark Highlands Council receive this report as information;

AND THAT, Staff bring back a report with the additional information, options and costing, along with the financial details from the Township of Greater Madawaska.

CARRIED

Building, Planning & Protective Services

iv) **Consent Application B19/044 (Neelin)**

Amanda Noël, Planning Administrator/Deputy Clerk

Motion #COW-2019-131

Moved by Councillor Kelso

Seconded by Councillor Rodger

THAT, Council recommends to the Land Division Committee of Lanark County that application B19/044 for consent be approved subject to the following conditions;

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;
2. The applicant shall provide the Township with a copy of all reference plans associated with the applications;
3. That the applicant pays any outstanding fees to the Township prior to final approval;

4. At the sole expense of the applicant, that the applicant undertake a zoning by-law amendment with the Township of Lanark Highlands for a site specific zoning of a portion of the lands to be enlarged, currently zoned Limited Services Rural, in recognition of the purpose of the consent being to add lands partially zoned as Lakefront Development to lands currently zoned as Limited Services Rural.

CARRIED

v) **Consent Application B19/056, B19/057 and B19/058 (Stanley-Smith)**

Amanda Noël, Planning Administrator/Deputy Clerk

Motion #COW-2019-132

Moved by Councillor Rodger

Seconded by Councillor King

THAT, Council recommends to the Land Division Committee of Lanark County that applications B19/056, B19/057 and B19/058 for consent be approved subject to the following conditions;

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;
2. The applicant shall provide to the Township an acceptable reference plan of the severed lands and the deed be submitted to the Township;
3. That the applicant pays any outstanding fees to the Township prior to final approval;
4. The applicant shall obtain a Civic Address Number from the Township. The applicant shall consult directly with the Township in this regard;
5. The applicant shall confirm that an entrance to the Township road is viable and obtain any necessary entrance permit from the Township;
6. The applicant shall provide payment to the Township in the amount of \$200 for cash in lieu of parkland fee;
7. That sufficient lands be deeded to the Township of Lanark Highlands along the frontages of the lots to be severed to meet the municipality's road widening requirements, at no cost to the Township. Deeds are to be submitted to the municipality for review accompanied by a solicitor's certificate indicating that the municipality's title is free and clear of all encumbrances and that the municipality has a good and marketable title. The Township Superintendent of Public Works should be consulted prior to commencing a survey to determine the amount of road widening required;

8. The Owner/Applicant shall prepare a "Scoped Hydrogeological Evaluation Report" by a Professional Engineer, or Professional Geoscientist to demonstrate a favourable groundwater quantity assessment, groundwater quality assessment, terrain evaluation and water quality impact risk analysis in accordance with the "Scoped Hydrogeological Report Requirements" guidelines dated July 2, 2015;

Should the Owner/Applicant not wish to proceed with the Hydrogeological Evaluation Report at this time, that the owner/applicant provide certification to the Lanark County Land Division and the Township of Lanark Highlands that a well has been constructed on the property and that the quality and quantity of the water meets the Ministry of Environment and Climate Change, Regulations, Standards, Guidelines and Objectives. The certification must be prepared by a qualified Professional Engineer, or Professional Geoscientist and it is the Owner /Applicant's responsibility to coordinate the company/person drilling the well and the professional noted herein in order to properly satisfy this condition;

9. At the sole expense of the applicant that the applicant enter into a Development Agreement with the Township of Lanark Highlands. The wording of the agreement shall be acceptable to the Township and the Conservation Authority. As included in the comments from the MVCA dated August 19, 2019, the severances of the three lots by consent applications and the future development of the severed lots can be supported provided that the recommendations are implemented. Therefore, in order to support the consents and in order to mitigate potential impacts arising from future development of this property, the recommendations included in the comments dated August 19, 2019, shall be implemented through a Development Agreement which shall be registered on title for each lot.
10. That the Severance Sketch (Deer Yard EIS Sketch) prepared for each individual lot (Lot 1, Lot 2 and Lot 3) dated August 20, 2019, which includes a location of a building envelope shall be attached as a Schedule to each Development Agreement.
11. The applicant shall undertake and finalize road closing file number RC-02-2019 in the name of Stanley-Smith, as applied for with the Township of Lanark Highlands, in recognition of the purpose of the road closing in part being inclusive of a portion of the lands to be conveyed and added accordingly to proposed Lot 1 and Lot 2.

CARRIED

8. INCAMERA ITEMS

9. NEW AND OTHER BUSINESS

10. DEFERRED ITEMS

11. ADJOURNMENT

On a motion of Councillor Kelso and seconded by Councillor King the meeting adjourned at 6:25 p.m.

_____ Amanda Noël, Deputy Clerk

_____ John Hall, Deputy Reeve

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Committee of the Whole
September 10, 2019

Report # CAO-10-2019
Ryan C. Morton, CAO/Clerk

Town Hall Furnace Replacement

STAFF RECOMMENDATION:

“THAT, staff are directed to award the furnace replacement project to McNamee Plumbing and Heating Kilpatrick Home Services in the amount of \$59,371, excluding HST;

AND THAT, this matter be brought to the Council meeting of September 10, 2019.”

BACKGROUND

Town Hall currently operates and is heated using 7 furnaces. The equipment is old and has passed its lifespan. With a multitude of problems and service calls, a solution is required in order to provide heat and air conditioning throughout the building.

DISCUSSION

Staff investigated a few options with respect to resolving the problem. A boiler with an air handling system was investigated. This option would have required a compliant space for the boiler, engineering services, ducting and certified inspections and maintenance annually. While the boiler itself is relatively cost effective, the air handling unit required to heat the building would have surpassed the costs of replacing the furnaces.

A benefit of replacing the furnaces is redundancy. If a furnace goes down, the building would only lose heat to the portion of the building being served by the furnace. Therefore staff could continue to operate and run the municipality. If an air handler was required and either a boiler, or the handling unit went down, the entire building is without heat and would impact operations.

Staff issued a request for quote to various service providers. The specification was rather challenging and staff went through a few versions to ensure that contractors were bidding on an “apples to apples” project and the process was done fairly and equitably.

Staff are also recommending that council award this project on September 10th, immediately after Committee of the Whole. There is a lead time required to order new units, parts and other appurtenances. Given the time of year, contractors are going to get busy and staff wants to ensure the project is completed before the temperature drops significantly.

This project was approved in the budget by the Committee of the Whole and Council.

Quote Summary

Contractor	Price (excl. HST)
McNamee/Kilpatrick	\$59,371
Carleton Refrigeration	\$62,900

OPTIONS CONSIDERED

1) Do Nothing: Not Recommended

- For many of the reasons stated above, not replacing the furnaces would lead to poorer air quality, potential loss of heat, frozen pipes and a disruption in municipal service.

2) Award the replacement of the furnaces to McNamee/Kilpatrick: Recommended

- This option is recommended in order to ensure the operation of the municipality and to provide confidence in the Town Hall heating system. Further, the furnaces will be more efficient, utilize propane instead of heating oil and save costs.

FINANCIAL IMPLICATIONS

Staff included a capital budget of \$100,000 for Town Hall. Primarily, the budget allocation was for the heating system, but along with those funds were other upgrades that are required. Therefore surplus project funds are intended for a refurbishment of the council chambers, flooring and other modifications.

Budget - \$100,000

Cost:	\$59,371.00
HST:	<u>\$ 7,718.23</u>
Subtotal:	\$67,089.23
Less Rebate:	<u>\$ 6,673.26</u>
Total Payable:	\$60,415.97

Positive Budget Variance: \$39,584.03

There are additional costs for this project that are contingency related. Example; replacement of ductwork that is insufficient and other elements that may be unexpected or unforeseen. Staff are suggesting a 10% contingency for this project. Further works required outdoors such as the installation of barriers/protection of the new propane tank are extra.

Estimated;

Barriers/Protection for new tank: \$5,000
Concrete Pad for tank: \$5,000

Staff will carry out this work separately from this contract.

ATTACHMENTS

None

Prepared and Submitted By:



**Ryan C. Morton MPM,CIPM
CAO/Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Committee of the Whole
September 10th, 2019

Report # CAO-11-19
Ryan C. Morton, CAO/Clerk

Building Permit Fees Review

STAFF RECOMMENDATION:

“THAT, the report on building fees review be received for information.”

BACKGROUND

Council requested that staff execute a review of various municipality’s building fees. The purpose is to assess the adequacy and competitiveness of the Township’s building fees in relation to municipal neighbours.

DISCUSSION

Building department staff undertook a review and surveyed 3 municipalities that would be considered neighbouring Townships, with similar demographics and volume of building activity. Further, municipalities with similar geography and a mixture of hamlet and rural makeup were used.

Staff are currently working on a consolidated Fees and Charges By-law. This by-law will encompass municipal charges, fees, securities and deposits. The intent of establishing this by-law is to ensure that fees and charges are reviewed in their entirety on an annual basis. It will also enable a quick reference for those that wish to understand what the municipality charges for and what services are rendered. Future by-laws, policies and other documents may refer to the fees and charges by-law instead of indicating the specific charge, fee or deposit for an undertaking. This will eliminate the need for staff to comb through document after document to identify areas where fee and charge increases are warranted, which would consist of the annual updating of policies and by-laws.

The attached table outlines the significant and frequent residential fees. Administrative charges are not covered. Costs for engineering reviews, conservation authority reviews, commercial fees and other nuanced items are not considered. These items will be covered in a new fees and charges by-law.

OPTIONS CONSIDERED

For information only.

FINANCIAL IMPLICATIONS

For information only.

ATTACHMENTS

- 1) Fees Review Table

Prepared and Submitted By:

A handwritten signature in black ink, appearing to read 'RCM', is positioned above the printed name.

**Ryan C. Morton MPM,CIPM
CAO/Clerk**

	Lanark Highlands	Tay Valley	Montague Township	Drummond North Elmsley
Development Fees				
Residential Building Permit Fees	Living Area .55¢ sqft Basement – .25¢ /sq. ft. (Unfinished)	Living Area- .50¢ sqft Basement – .25¢ /sq. ft. (Unfinished)	Living Area - .45¢ /sq. ft. Basement – .20¢ /sq. ft. (Unfinished)	All new residential construction \$14.00 per \$1000 for the first \$100,000.00 and \$5.00 per \$1000 over MIN FEE \$125
Plumbing Fees	\$50.00	\$10.00 per fixture \$100 minimum	\$50.00	
Residential Renovations	Living Area- .55¢ /sq.ft. Basement – .25¢ /sq. ft. (Unfinished)	1% of value	.10¢ /sq. ft.	
Accessory Buildings	.25 ¢ /sq.ft.	1% of value	.30¢ /sq. ft.	
Farm Buildings		.15 ¢ (OFA id)	.10¢ /sq. ft. (OFA id)	\$8.00 per \$1000.00- under 1500 sq ft
Wood Stoves	\$65.00 flat \$140.00 WETT		\$55.00	\$125.00
Demolition	\$60.00	\$75.00	\$50.00	\$125.00
2018 Total Permits Issued	129	124	78	191

2018 Total Single Family Home Permits Issued	26	19	20	41
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**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Committee of the Whole
September 10th, 2019

Report #FIN-05-2019
Pierce Olynyk, Treasurer

Unallocated Surplus

STAFF RECOMMENDATION:

“THAT, a transfer of surplus funds be made in the amount of \$35,007.87 from the Accounts Payable Account to the Township’s Surplus/Deficit Reserve.”

BACKGROUND

In the meeting of members of Council which occurred on August 13, 2019, Council approved the recommendation of Report #FIN-04-2019 from the Treasurer that stated:

“THAT, the Audit Fees Variance Report as at August 1, 2019 be received as information.”

DISCUSSION

The previous report established that the Finance Department had determined that the Audit Fees account was previously misrepresented due to a reporting error. An invoice was incorrectly posted to the corporate audit fees account, which resulted in over-reporting of the accounts payable in 2018 in the amount of \$35,007.87.

This amount is to be transferred to the Township’s surplus/deficit reserve. The 2019 budget was passed without accounting for this surplus, and therefore other sources of funding have been earmarked for this year’s expenses. This transfer will ensure that the posting is corrected, while also being available to support the budget as passed in the event that unanticipated overages are incurred.

OPTIONS CONSIDERED

None.

FINANCIAL IMPLICATIONS

The current balance of the surplus/deficit reserve remains unchanged as of the passing of the 2019 budget at \$248,605.66. After the proposed transfer, the balance will be \$283,613.53.

CONCLUSIONS

This transfer of \$35,007.87 to the Township’s surplus/deficit reserve will help safeguard the Township’s current operating budget against unanticipated expenditures.

Prepared and Submitted By:



**Pierce Olynyk
Treasurer**

Approved for Submission By:



**Ryan Morton,
CAO / Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

COMMITTEE OF THE WHOLE

September 10th, 2019

REPORT# PW-13-2019

Thomas McCarthy, Superintendent of Public Works

Award of Tender for Backhoe

STAFF RECOMMENDATION:

“THAT, The Council of the Township of Lanark Highlands authorizes staff to award the tender for the purchase of a 2019 model year backhoe to J.R. Brisson in the amount of \$145,727.00, plus HST.”

BACKGROUND

The Township budgeted for the purchase of a new 2019 model year Backhoe loader to replace the Loader in Tatlock which has reached the end of its useful life. The purpose of this report is to provide background on the procurement process of the Backhoe and to award the tender to the lowest qualifying bidder.

DISCUSSION

Township staff completed the tendering process on the website Biddingo. There were 4 companies that took bidding documents three of which submitted bids. Township staff received bids from JR Brisson, Toromont CAT and Nortrax.

As with any equipment tender, not every manufacturer can meet every single specification set forth with 100% compliance. Therefore, staff reserve the right to accept minor deviations from spec. This ensures that the Township is obtaining a piece of equipment that can satisfy its requirements and at the same time, not be limiting to bidders that may come close to the specification.

After examining the bids from each company Township staff found that the bids from JR Brisson and Toromont CAT complied with or were acceptable in complying with the tender specifications. The bid from Nortrax was deemed non-conforming in the following areas: engine torque (319 ft-lbs instead of 338), Minimum reverse speed (13.1 mph instead of 29), front axle dynamic rating (19,800 lb instead of 47,426), rear axle dynamic rating (22,000 instead of 49,494), lift capacity to full height (7,181 lb instead of 8,425) and dump clearance (8'9" instead of 11' 5.7").

Township staff notes that the non-conformities of the Nortrax bid in the area of lift height, axle load rating and lift capacity deviate from the specification greatly and that the bid should be considered non-compliant with the tender as issued.

OPTIONS CONSIDERED

Option 1 – Award the tender for backhoe purchase to JR Brisson, the lowest bidder who met the specifications of the tender.
Option 2 – Award the tender to the lowest bid (Nortrax). The model tendered is unable to load township plow trucks that are equipped with hoppers without constructing ramps. This would result in additional costs. Furthermore, the unit would underperform in comparison with the unit from JR Brisson.

FINANCIAL IMPLICATIONS

There is \$150,000.00 budgeted for the Backhoe purchase.

Company	Backhoe Model	Bid (Excluding HST)
Nortrax	310 SL HL	\$140,310.00
JR Brisson	580 SN WT	\$145,727.00
Toromont CAT	420 F2 ST	\$147,022.75

Cost: \$145,727.00
HST: \$ 18,944.51
Subtotal: \$164,671.51
Less HST Rebate: \$ 16,379.61
Total Payable: \$148,291.90

CONCLUSION

Staff recommends Option 1, award the Tender to the lowest compliant bidder.

ATTACHMENT

None

Prepared and Submitted By:



**Thomas McCarthy,
Superintendent of Public Works**

Approved for Submission By:



**Ryan Morton
CAO Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

COMMITTEE OF THE WHOLE

September 10th, 2019

REPORT# PW-14-2019

Thomas McCarthy, Superintendent of Public Works

Award Tender for Pickup Truck

STAFF RECOMMENDATION:

“THAT, Council authorize the purchase of one, 2019 Model Year Pickup Truck from Bean Chevrolet at a cost of \$31,776.25, excluding HST.”

BACKGROUND

Staff budgeted for the purchase of a 2019 model year pickup to replace the 2009 Ford Pickup that was removed from service due to major engine failure. The vehicle that is being replaced would have needed to have a new engine installed which was estimated to cost \$9,000.00.

DISCUSSION

The tendering process occurred through the electronic website Biddingo.com. The vehicle was to be tendered as a new 2019 model year double cab pickup equipped with four wheel drive. A total of four (4) companies obtained a tender package and two (2) submitted tenders.

OPTIONS CONSIDERED

Option 1 – Award the Tender to Beans Chevrolet – the lowest bidder.

FINANCIAL IMPLICATIONS

While there were five dealerships that took tender packages – Township staff received only two bids. There is \$40,000.00 budgeted for the purchase of the vehicle. The purchase is to be funded from the public works equipment reserve. As usual, there are other small additional costs in order to install safety lights, radio and Township markings.

1. Beans Chevrolet \$31,776.00
2. Finch Automotive Group \$35,840.00

Cost:	\$31,776.00
HST:	<u>\$ 4,130.88</u>
Subtotal:	\$35,906.88
Less HST Rebate:	<u>\$ 3,571.60</u>
Total Payable:	\$32,335.28

Positive Budget Variance - \$7,664.72

CONCLUSION

Staff recommends awarding the tender to the lowest bidder Beans Chevrolet for maximum savings.

ATTACHMENT

None

Prepared and Submitted By:



**Thomas McCarthy,
Superintendent of Public Works**

Approved for Submission By:



**Ryan Morton
CAO/Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

COMMITTEE OF THE WHOLE

September 10th, 2019

REPORT# PW-15-19

Thomas McCarthy, Superintendent of Public Works

Award Tender for Granular Materials

STAFF RECOMMENDATION:

“THAT, Council authorize staff to purchase a 2019 Tandem Trailer from PJ Trailers at a cost of \$17,117.79, excluding HST.”

BACKGROUND

Staff budgeted for the purchase of a new 2019 tandem trailer to replace the existing tri-axle trailer which was unable to pass a safety due to frame failure. The tendering process occurred through the electronic website Biddingo.com.

DISCUSSION

While there were four (4) bidders to take tender packages, there was only one (1) company that submitted a bid. Staff discussed the pricing of the trailer with various equipment suppliers and recommend accepting the bid as it is competitively priced. The trailers main purpose will be to transport backhoes, culverts and other large pieces of machinery such as compactors to job sites.

OPTIONS CONSIDERED

Option 1 - Award the tender to the lowest bidder.

Option 2 - No Change, drive equipment to job sites and have equipment delivered. If the trailer is not purchased, contracted services will be required to float equipment from project to project. Further, multiple trips and vehicles will be required to shuttle equipment to and from sites.

FINANCIAL IMPLICATIONS

There is \$30,000.00 in the 2019 budget for the purchase of a tandem trailer. One (1) bid was received from PJ Trailers in the amount of \$17,117.79.

Cost:	\$17,117.79
HST:	<u>\$ 2,225.31</u>
Subtotal:	\$19,343.10
Less HST Rebate:	<u>\$ 1,924.02</u>
Total Payable:	\$17,419.08

Positive Budget Variance: \$12,580.92

CONCLUSION

Staff recommends Option 1, award the tender to PJ Trailers.

ATTACHMENT

None

Prepared and Submitted By:



**Thomas McCarthy,
Superintendent of Public Works**

Approved for Submission By:



**Ryan Morton
CAO/Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Committee of the Whole

September 10th, 2019

Report # PR-02-2019

Chelsea Dawes, Manager of Facilities/Community Affairs

Lanark and District Community Centre - Dehumidifier

STAFF RECOMMENDATION:

“THAT, staff is authorized to purchase a new dehumidifier from AC Mechanical in the amount of \$21,854.00 + HST.”

BACKGROUND

The existing Lanark Community Centre dehumidifier is in need of replacement. The previous dehumidifier was repaired on six different occasions during the previous ice season. Staff was informed by the technicians that the dehumidifier requires replacement.

Last season, arena staff noted high humidity in the arena; high humidity causes excess moisture to condense on the surface of the ice and on the roof leading to dripping on the audience and the ice. In addition, condensation on the building structure creates corrosion, mold and fungus. Ice build-up on the ice surface forms a risk for skaters and during games; an audience increases the humidity and fog appears over the ice.

DISCUSSION

Staff contacted CIMCO Refrigeration and AC Mechanical for quotes on a new dehumidifier.

Staff reviewed the two quotes with the CAO and Lead Hand Will Forsyth.

OPTIONS CONSIDERED

1) Use Existing Dehumidifier: Not Recommended

- This option is not recommended as it does not deal efficiently with the high moisture load found in arenas.
- Furthermore, the existing dehumidifier has reached its life expectancy and may fail during the 2019/2020 ice season.

2) Purchase a new dehumidifier - Recommended

- This option is recommended. Installing a new dehumidifier will reduce maintenance costs, protect the building from further deterioration and improve the ice quality.
- A new dehumidifier will also improve the air quality in the arena.

FINANCIAL IMPLICATIONS

Quote Summary

CIMCO	\$23,000.00
AC MECHANICAL	\$21,854.00

AC MECHANICAL	COST	\$21,854.00
	HST	\$2,841.02
	SUBTOTAL	\$24,695.02
	-REBATE	\$2,456.37
	PAYABLE	\$22,238.65

Budget:

- Arena – 2019 Capital Projects Budget
Major Capital Improvements – Compressor Refurbish; Dehumidifier, Dressing Rooms.
- \$70,000.00

COMPRESSOR OVERHAUL	\$ 7,645.00
DEHUMIDIFIER	\$22,238.65
DEHUMIDIFIER STAND	\$14,132.34
BUDGET REMAINING	\$25,984.01

ATTACHMENTS

None

Prepared and Submitted By:

Reviewed for Submission By:

Original Signed



**Chelsea Dawes,
Manager of Facilities/
Community Affairs**

**Ryan Morton,
CAO/Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Committee of the Whole

September 10th, 2019

REPORT # PR-03-2019

Chelsea Dawes, Manager of Facilities/Community Affairs

Lanark and District Community Centre - Arena Dehumidifier Platform

STAFF RECOMMENDATION:

“THAT, staff be directed to engage Wright Way Welding to fabricate and install the platform for the new dehumidifier at the price of \$13,887.90 + HST.”

BACKGROUND

The existing Lanark and District Community Centre dehumidifier is in need of replacement. The new dehumidifier requires a platform to support the new unit. The new dehumidifier must be installed on a platform as high as possible above ice level and be large enough to accommodate maintenance personnel. For the Lanark and District Community Centre, this means that the new unit must be suspended at a minimum of 14 to 22 feet above ice level. If the unit is installed lower than this or if the outlet of the blower is blocked by a column or the roof structure, an air deflector or a diffuser must be installed to prevent discharged air from hitting the ice.

The unit cools the air and then reheats it such that the displaced air is warmer than the intake. Therefore, if the unit discharges air too close to the ice surface, ice melting could occur.

DISCUSSION

Staff contacted Wright Way Welding and Bells Machinery to obtain the appropriate quotes. Staff reviewed the two quotes with the CAO & Lead Hand Will Forsyth.

OPTIONS CONSIDERED

- 1) Do nothing – Not Recommended
 - This option is not recommended as the new dehumidifier requires a platform suitable to accommodate the new unit.
- 2) Award the construction of the platform – Recommended
 - This option is recommended in order to ensure that the new unit will be functional and ensure the continued use of the facility.

FINANCIAL IMPLICATIONS

Quote Summary

BELLS MACHINING	\$14,305.80
WRIGHT WAY	\$13,887.90

WRIGHT WAY	COST	\$13,887.90
	HST	\$1,805.43
	SUBTOTAL	\$15,693.33
	-REBATE	\$1,560.99
	PAYABLE	\$14,132.34

Budget:

- Arena – 2019 Capital Projects Budget
Major Capital Improvements – Compressor Refurbish; Dehumidifier, Dressing Rooms.
- \$70,000.00

COMPRESSOR OVERHAUL	\$ 7,645.00
DEHUMIDIFIER	\$22,238.65
DEHUMIDIFIER STAND	\$14,132.34
BUDGET REMAINING	\$25,984.01

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

Original Signed



**Chelsea Dawes,
Manager of Facilities / Community Affairs**

**Ryan Morton,
CAO Clerk**

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

Committee of the Whole

September 10th, 2019

Report # PR-04-19

Chelsea Dawes, Manager of Facilities/Community Affairs

Lanark & District Community Centre Arena Roof Replacement

STAFF RECOMMENDATION:

***“THAT**, staff are authorized to award a roof replacement tender to McKay Sheet Metal and Roofing in the amount of \$183,060, excluding HST, for the purpose of replacing the roof at the Lanark and District Community Centre;*

***AND THAT**, an allowance of \$8,000 for the installation of ice guards is provided to ensure the safety of facility users;*

***AND FURTHER THAT**, this matter be brought to the Council meeting of September 10th, 2019, as it is time sensitive to the opening of the Arena on October 1st, 2019.”*

BACKGROUND

The existing Lanark and District Community Centre roof has deteriorated to the point that it needs to be replaced. Any roof repairs not dealt with after the first signs of failure can result in increased damage to the building. Failure of structural integrity can endanger occupant safety. Council has approved of the replacement of the roof during budget deliberations.

DISCUSSION

Staff issued a tender for the replacement of the Lanark Community Centre roof. A deadline for submission of the proposals was set for 2:00pm August 30th, 2019 outlining the specifications required to replace the roof.

This tender was issued much later than anticipated based on a review of the report, the existing roof and the documents utilized to estimate the replacement cost. Staff had some concerns about the methodology used to replace the roof and engaged engineering services to prepare the specification for the project to ensure that the appropriate materials and fasteners were going to be used.

Upon closing, staff received 3 bids for the replacement of the roof outlined further in this report.

OPTIONS CONSIDERED

- 1. Award the tender to: McKay Sheet Metal and Roofing – Recommended
 - While the cost for this project are over the budget set forth for the project, failing to carry out the work could result in more costly repairs to the facility. These may be premature and could potentially impact the operation and limit the users of the arena.

- 2. Do Nothing – Not Recommended
 - Doing nothing would certainly result in the lifespan of the facility being diminished greatly and ultimately the premature closing of the rink.

Bid Summary

<u>COMPANY NAME</u>	<u>TENDERED AMOUNT</u>
Roof and Building Service Intl.	\$255,634.00
Labelle Custom Construction	\$270,074.00
McKay Roofing	\$183,060.00

FINANCIAL IMPLICATIONS

Budget:

- There is a Capital budget allocated to Arena - Capital Projects 2019 Budget Entire Roof & Ice Guards - \$150,000.00

Capital Budget	\$150,000.00
Lowest Bid	\$186,281.99
Ice Guard Allowance	\$ 8,000.00
Over Budget	\$ 44,281.99

An allowance for roof and ice guards is included in this cost. While the entirety of the allowance may not be used, it is for those areas of the roof that require them.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

Original Signed
Chelsea Dawes,
Manager of Facilities/Community Affairs


Ryan Morton,
CAO/Clerk