



**The Corporation of the City of Stratford
Finance and Labour Relations Committee
Open Session
AGENDA**

Date: Tuesday, May 23, 2017

Time: 7:45 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Mark - Vice Chair, Mayor Mathieson, Councillor Beatty, Councillor Brown, Councillor Bunting, Councillor Henderson, Councillor Ingram, Councillor McManus, Councillor Ritsma, Councillor Vassilakos

Staff Present: Rob Horne - Chief Administrative Officer, Joan Thomson - City Clerk, Andre Morin - Director of Corporate Services, Ed Dujlovic - Director of Infrastructure and Development Services, Jacqueline Mockler - Director of Human Resources, David St. Louis - Director of Community Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Tatiana Dafoe - Deputy Clerk

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Clifford provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Director of Corporate Services

4.1 Re-allocating Funds – Stratford Town & Gown Advisory Committee (ITS17-018)

*this item is also to be considered at the May 23, 2017 Council reconvene meeting.

Motion by _____

Staff Recommendation: THAT the Stratford Town & Gown Advisory Committee be approved to re-allocate \$1,700 from the 2017 budget for the development of a strategic plan.

5. Report of the Manager of Environmental Services

5.1 Purchasing Policy Exemption Request for Douro Sanitary Pumping Station and Vivian Sanitary Pumping Station Piping Work (FIN17-019)

*this item also to be considered at the May 23, 2017 Council reconvene meeting.

Motion by _____

Staff Recommendation: THAT Council approve an exemption from the City of Stratford's Purchasing Policy to allow for quotes to be obtained from two qualified companies for the purpose of piping modifications at the Douro and Vivian Sanitary Pumping Stations.

6. Adjournment

Meeting Start Time:

Meeting End Time :

Motion by _____

Committee Decision: THAT the Finance and Labour Relations Committee meeting adjourn.



MANAGEMENT REPORT

Date: May 23, 2017
To: Finance & Labour Relations Committee
From: André Morin, Director of Corporate Services
Report#: FIN17-018
Attachments: None

Title: Re-allocating Funds – Stratford Town & Gown Advisory Committee

Objective: To request re-allocation of funds from the 2017 budget for use towards a strategic plan for the Stratford Town & Gown Advisory Committee (Town & Gown).

Background: Committee membership of Town & Gown is as follows:

Councillor Ritsma (Chair)
Mayor Mathieson
Councillor Ingram (Alternate for Mayor)
Councillor Henderson
Brandi Gillett (University of Waterloo)
Nancy Orr (Citizen)
Austin Fisher (Student)

The following motion was approved at a recent Town & Gown meeting:

Motion by Councillor Henderson, seconded by Nancy Orr, that the Stratford Town & Gown Advisory Committee requests Council approve the re-allocation of \$1,700.00 from 2017 budget funds originally set for symposium costs to be used towards the cost of developing a strategic plan for the committee. Carried.

Analysis: There are funds remaining in the 2017 budget for symposium costs, which are not being used this year. The committee would like to request re-allocating this money for use towards beginning the Town & Gown strategic plan.

The committee also has \$830 in reserve. These funds were carried forward from the 2016 budget for strategic planning.

The consultant the committee would like to work with was recommended to them by the University of Waterloo. This consultant worked on the strategic plan for the University's main campus. It is hoped that additional staff and students from the University can be involved in the committee's strategic planning process.

Financial Impact: No net impact to budget.

Staff Recommendation: That the Stratford Town & Gown Advisory Committee be approved to re-allocate \$1,700 from the 2017 budget for the development of a strategic plan.



André Morin, Director of Corporate Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: May 23, 2017
To: Finance & Labour Relations Committee
From: Mike Mortimer, Manager of Environmental Services
Report#: FIN17-019
Attachments: None

Title: Purchasing Policy Exemption Request for Douro Sanitary Pumping Station and Vivian Sanitary Pumping Station Piping Work

Objective: To obtain an exemption from the City of Stratford's Purchasing Policy in order to retain a qualified contractor to perform piping modifications on the Douro and Vivian Sanitary Pumping Stations.

Background: The Douro Sanitary Pumping Station is located at 752 Douro Street and was constructed in 1966. The facility is a wet well/dry pit type station and currently contains the original Smith and Loveless vertical pumps. In 2015, engineering consultants CIMA prepared a Condition Assessment Report for the 11 sanitary pumping stations in operation throughout the City. The assessment for the Douro Sanitary Pump Station found the following items required to be addressed:

- Due to good maintenance, the original 50 year old submersible pumps are operating adequately, but are at the end of their service life and should be replaced;
- New piping, valves and fittings for new pumps;
- Construct new cast in place concrete wet well;
- Decommissioning of existing dry well; and
- Deepen gravity sanitary sewers to outlet to the new deeper wet well.

The intent of the proposed \$500,000 worth of maintenance work noted above is to keep the pump station operating effectively now and in the future. At this time, it was determined that only the pumps are required to be upgraded. This cost effective solution is appropriate due to the minimal projected development in the area discharging to the pump station. The replacement of the pumps still requires that piping modifications be

undertaken prior to the pumps being installed. The overall estimated cost for this solution is in the range of \$200,000.

The Vivian Sanitary Pumping Station, located at 362 Romeo Street, was constructed in 1999. The facility is a wet well/dry pit type station and currently contains two Xylem dry pit submersible pumps with the capacity within the dry pit for two additional dry pumps.

The existing pumping station currently receives flows from lands north of the Avon River that abuts Romeo Street and east. The current firm rated capacity is 11 L/s. The pumping station was designed to receive flows upwards of 200 L/s from future developable lands, including flows from the Quinlan Road Pumping Station as early as the spring of 2019. In order to accommodate the increase in flows, the Vivian Sanitary Pumping Station must be upgraded. The required upgrade mainly consists of installing two additional pumps and the associated pipe work. This would be the first of two scheduled upgrades accounted for in the original design of the pumping station.

During the engineering design process for the Mornington Sanitary Trunk Sewer project, it was realized that a significant cost saving may be achieved by initiating the upgrades to the Vivian Sanitary Pumping Station immediately. The trunk sewer project requires substantial dewatering that requires the extracted groundwater from construction be treated to a level acceptable by regulatory authorities for discharge in the adjacent Court Drain. The initial treatment concept was a large, costly, pond structure that promoted infiltration. The alternative proposed by the Engineering Division would see the extracted groundwater discharged and treated by the sanitary sewer system. The only requirement for this to work is an upgraded Vivian Sanitary Pumping Station. Since both alternatives are approximately the same cost, the preferred option being recommended is to complete the upgrades to pumping station. This requires the purchase and installation of the pumps and piping work by July, which is the target start date of construction for the Mornington Sanitary Trunk Sewer project. The upgrades to the pumping station and the completion of the trunk sewer would mean that the only remaining structure required to develop lands east of McCarthy would be the Quinlan Road Pumping Station, with construction anticipated to be completed by the end of 2018.

Analysis: The pumps would be purchased following the City of Stratford's Purchasing Policy. However, the necessary pipe modifications to install the new pumps require expertise and quality of workmanship. The City is only aware of two qualified companies in the Ontario region. In order to ensure that the project is completed by experts in a timely manner, a quote for the work to install the pumps would be requested by the City of Stratford from two qualified installers, SPL Industrial Pumps & Equipment Incorporated and H2Ontario Incorporated, for each of the Douro Sanitary Pumping Station and Vivian Sanitary Pumping Station. The costs are expected to be between \$25,000 and \$100,000, which normally would require a sealed quotation.

Financial Impact: The Douro Sanitary Pumping Station upgrades would be funded from Sanitary Capital budget. The Vivian Sanitary Pumping Station upgrades would be 100% Development Charge funded.

Staff Recommendation: THAT Council approve an exemption from the City of Stratford's Purchasing Policy to allow for quotes to be obtained from two qualified companies for the purpose of piping modifications at the Douro and Vivian Sanitary Pumping Stations.



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure & Development Services



Rob Horne, Chief Administrative Officer