



THE CORPORATION OF THE TOWNSHIP OF HORTON  
**TRANSPORTATION & ENVIRONMENTAL SERVICES**

October 13<sup>th</sup>, 2022  
8:30 a.m.  
Horton Council Chambers  
2253 Johnston Rd.

1. Call to Order & Roll Call
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting: **PG.2**
  - i. September 7<sup>th</sup>, 2022
4. GICB Application and Design Stage II **PG.4**
5. Town of Renfrew Master Transportation Plan Update **PG.9**
6. Joint Transportation Master Plan Update **PG.10**
7. New/Other Business
8. Adjournment

**RETURN TO AGENDA**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**TES Committee Meeting**September 7<sup>th</sup>, 2022

8:30 a.m.

There was a meeting of the Transportation and Environmental Services Committee held in the Municipal Chambers on Wednesday September 7<sup>th</sup>, 2022. Present was Chair Tom Webster, Councillor Lane Cleroux, Mayor David Bennett, Public Advisory Members Rick Lester, and Tyler Anderson. Staff present was Public Works Manager, Adam Knapp, and Executive Assistant Nichole Dubeau— Recording Secretary.

Murray Humphries sent his regrets.

**1. CALL TO ORDER**

Chair Webster called the meeting to order at 8:31 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**3. MINUTES FROM PREVIOUS MEETING:**

- May 6<sup>th</sup>, 2022

Moved by Rick Lester

Seconded by Tyler Anderson

**THAT** the Committee approve the May 6<sup>th</sup>, 2022 Minutes.

**Carried**

**4. TOWN OF RENFREW MASTER TRANSPORTATION PLAN**

Public Works Manager Adam Knapp reviewed the report.

**5. TREE PLANTING**

Public Works Manager Adam Knapp reviewed the report. Mayor Bennett suggested that where there were mature trees removed, mature trees be planted again, and shrubs and saplings can be planted everywhere else. Mr. Knapp stated that he has record of where the mature trees and shrubs were removed to go from, and he will see if the respective resident wants a tree back on their property. Mr. Knapp stated that the Township will not be doing the work on private property but will contact BEI to see if they will complete the work after the reconstruction has finished. There was committee discussion regarding offsetting the environmental impact of removing mature trees from within the Municipal Right of Way throughout the Thompsonhill Rehabilitation project. Committee members agreed that moving forward, they would like to see if the non-profit organization would plant saplings around the Township to reduce the Township's carbon footprint.

Moved by Tyler Anderson

Seconded by Rick Lester

**THAT** the TES Committee recommend to Council that \$5,000 be allocated towards the purchase of mature trees that were removed during the Thompsonhill Rehabilitation Project;

**AND THAT** this be funded through Working Funds Reserve;

**AND FURTHER THAT** Council consider a \$2,000 provision in the 2023 budget to a non-profit charitable tree planting organization for the purpose of offsetting the environmental impact of removing mature trees from within the Municipal Right of Way throughout the Thompsonhill Rehabilitation project.

**Carried**

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- 6. BIN COLLECTION FOR RECYCLABLES AT LANDFILL**  
Public Works Manager Adam Knapp reviewed the report.

Moved by Rick Lester

Seconded by Tyler Anderson

**THAT** the TES Committee recommend entering into a contract agreement with Circular Materials Ontario to continue our front load bin collection program with our current contractor, Emterra, at the Landfill site only until December 31<sup>st</sup>, 2025;

**AND THAT** if Emterra does not wish to extend our contract for bin collection only at our landfill site that Staff is directed respond to Circular Material Ontario that we do not wish to enter into the contract.

**Carried**

- 7. NEW/OTHER BUSINESS**

Public Works Manager Adam Knapp presented a slideshow for the Committee summarizing the road condition ratings and road work completed. He highlighted that in 2019 the average Pavement Condition Rating was 51.6% and as of 2022 it is 79%. Committee members requested that the information get out to the public, so they understand the work that the Township has done.

- 8. NEXT MEETING DATE**

- i. October 13<sup>th</sup> at 8:30 a.m.

- 9. ADJOURNMENT**

Chair Webster declared the meeting adjourned at 9:24 a.m.

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CHAIR Tom Webster

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PUBLIC WORKS MGR Adam Knapp



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>GICB Application and Design Stage II</b>	<b>Date:</b>	<b>October 13<sup>th</sup> 2022</b>
	<b>Council/Committee:</b>	<b>TES</b>
	<b>Author:</b>	<b>Adam Knapp, Public Works Manager</b>
	<b>Department:</b>	<b>Recreation</b>

### **RECOMMENDATIONS:**

**THAT** committee agree with Staff recommendation to proceed with the detailed design and GICB application phases of RFP 2022-01 GICB application and design, totaling \$53,850.15 including HST, and that this be funded from the Working Funds Reserves.

**FURTHER THAT** due to the summary report finding that the installation of an HRV in the rink change rooms and a make-up air unit to accommodate the community center kitchen hood did not fit the scope of the GICB fund that an RFP be issued in 2023 to install the units, estimated at \$80,000 including HST, and that this is intended to be funded from the Recreation Reserves.

### **BACKGROUND:**

The Green and Inclusive Community Buildings (GICB) program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. Eligible retrofits must include green retrofit measures, and where applicable must include measures that increase the overall accessibility and/or safety of the building. Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes. The GICB program has targets of 10%, up to preferably 25% or more, of energy savings and green house gas reductions.

The recommended energy saving measures have been chosen based on the objectives of the Green and Inclusive Community Buildings program. The measures are described in detail below, including which criteria of the GICB program are met by the specific measure and the applicable payback years. Costing noted below is rough order-of-magnitude costing for comparative purposes only and does not include costs such as project administration costs, inflation due to supply chain interruptions.

Recommended Measures	Capital Cost (\$)	Justification	Simple Payback Years
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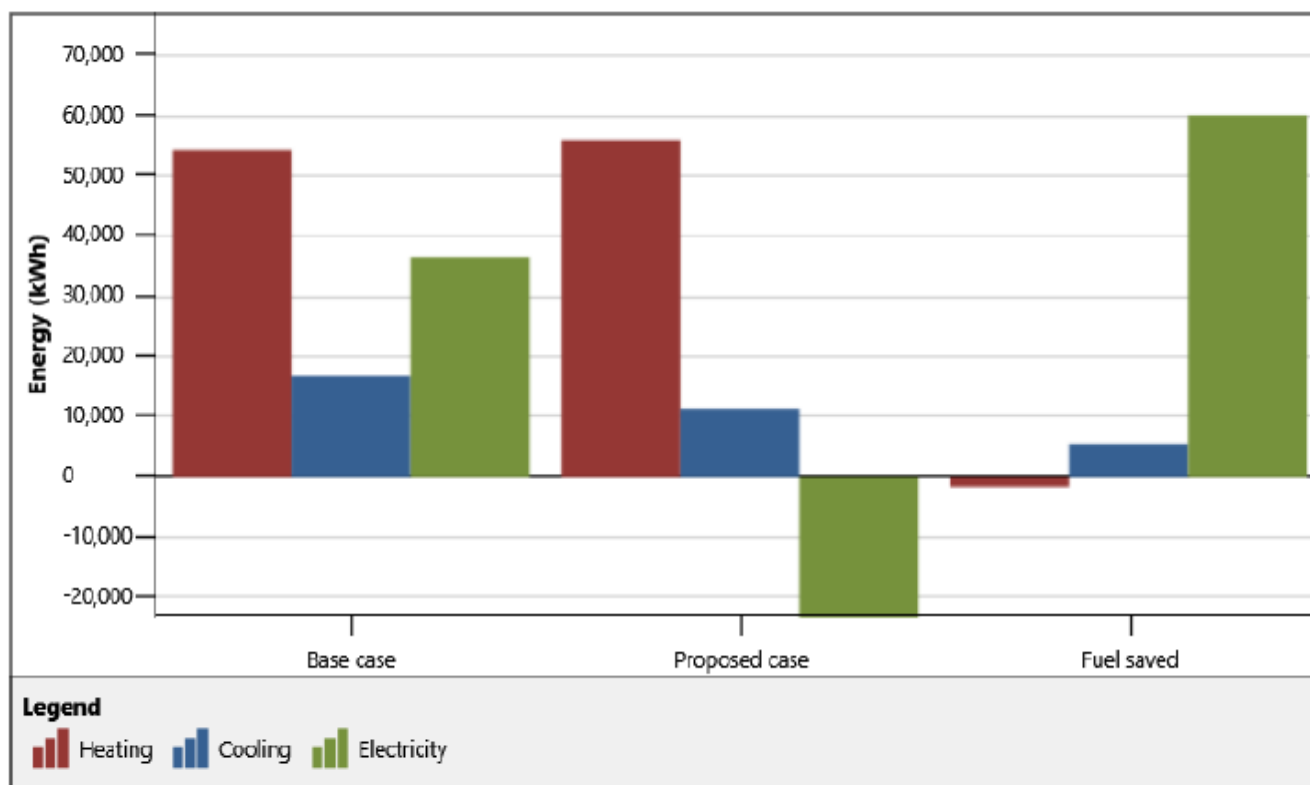
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Community Center Lighting Replacements Replace light fixtures with LED, provide new occupancy/dimming controls in Offices, Washrooms and Main Hall area	\$50,000	Energy savings/greenhouse gas reduction	25
Community Center A/C to Heat Pumps	\$20,000	Energy savings/greenhouse gas reduction	9
Community Center Furnace Controls	\$2,500	Energy savings/greenhouse gas reduction	11
Community Center Emergency Shelter Washrooms	\$460,000	Improved accessibility and improved climate resiliency	N/A
Arena Change Room Lighting Replacements Replace with LED fixtures, provide occupancy controls	\$9,000	Energy savings/greenhouse gas reduction	29.3
Arena Lighting Replacements Replace with LED fixtures, provide occupancy/dimming controls	\$29,960	Energy savings/greenhouse gas reduction	9.8
Solar PV System	\$55,900	Energy savings/greenhouse gas reduction	9.8
Structural Wind Resistance Retrofits	\$75,000	Climate Resiliency	N/A
<b>Estimated renovations and retrofits cost</b>	<b>\$702,360</b>		

The energy audit and key findings from the proposed renovations and retrofit predict the following energy savings and greenhouse gas reductions.

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## Energy savings



Energy	Heating kWh	Cooling kWh	Electricity kWh	Total kWh
Base case	54,200	16,687	36,550	107,437
Proposed case	55,997	11,339	-23,549	43,787
Fuel saved	-1,797	5,348	60,099	63,650
Fuel saved - percent	-3.3%	32%	164%	59.2%

	Fuel consumption kWh	Fuel cost \$	GHG emission tCO <sub>2</sub>
Base case	107,437	12,113	36.8
Proposed case	43,787	-505	7.3
Savings	63,650	12,619	29.5
%	59.2%	104%	80.2%

Horton Township had the highest growth of all the municipalities in Renfrew County between 2011 and 2016. The population grew 6.2%, from 2719 to 2887 residents and increased to a 10.2% growth rate from 2016 to 2022 with a current population of 3182 residents. The population growth is predicted to continue driven by increased access due to the widening of Highway #17 and increased broadband and cell access supporting remote working.

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The increased growth embraces a need for more community support from the existing community center

These findings leave staff to conclude that the proposed project fits the scope and intent of the GICB program and is a worthy venture with substantial probability of securing funding. At minimum the Township shall have shovel ready projects for future funding opportunities.

The maximum amount allocated to any retrofit project under this program will be \$250,000 in grant funding and \$25 million in contribution funding. If successful in securing funding the maximum eligible funding allotment is 80% of the total eligible costs leaving the Township to fund an estimated \$140,472 toward the recommended upgrades and retrofits proposed and the Township may need to carry the cost above the grant funding allotment until we receive the contribution funding.

## **ALTERNATIVES:**

### **Option #1**

Proceed with the HRV and Make Up Air Unit as stated in the recommendation.

Include the following upgrades and retrofits per the recommendations in the summary report in the RFP released in 2023 and fund with internal sources to be determined in 2023 budget deliberations.

<b>Alternative Recommended Measure</b>	<b>Capital Cost (\$)</b>	<b>Justification</b>
Community Center Lighting Replacements Replace light fixtures with LED, provide new occupancy/dimming controls in Offices, Washrooms and Main Hall area	\$50,000	Energy savings/greenhouse gas reduction
Community Center A/C to Heat Pumps	\$20,000	Energy savings/greenhouse gas reduction
Arena Change Room Lighting Replacements Replace with LED fixtures, provide occupancy controls	\$9,000	Energy savings/greenhouse gas reduction
Arena Lighting Replacements Replace with LED fixtures, provide occupancy/dimming controls	\$29,960	Energy savings/greenhouse gas reduction
<b>Estimated total for upgrades and retrofit</b>	<b>\$108,960</b>	
<b>Estimated total including HRV and Make Up Air</b>	<b>\$188,960</b>	

### **Option #2**

Proceed with only the installation of the HRV and Make Up Air Unit as stated in the recommendation.

### **Option #3**

Status Quo and proceed with no upgrades to the Community Center Complex at this time.

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**FINANCIAL IMPLICATIONS:****Per the recommendation**

GICB phase 2 detailed design and funding application -  
HRV and Make Up Air Unit – Estimated upset total of \$80,000 including HST

**ATTACHMENTS:**

Available upon request - Horton Township - Energy Audit - Summary Report

**CONSULTATIONS:**

JP2G Consultants Inc.

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk





## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Town of Renfrew Master Transportation Plan Update	<b>Date:</b>	October 13 <sup>th</sup> 2022
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Public Works

### **RECOMMENDATIONS:**

THAT committee receive this report as an informational update on the Towns of Renfrew's (MTP) Master Transportation Plan.

### **BACKGROUND:**

On September 14<sup>th</sup> a second steering committee meeting was held by BTE Engineering on behalf of the Towns of Renfrew to discuss the Town of Renfrew's MTP final design study. Both the final design study and meeting minutes are attached to this report.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

N/A

### **ATTACHMENTS:**

Available upon request - Renfrew MTP Steering Committee minutes Mtg No. 2  
Available upon request - Town of Renfrew MTP Final Study Design REV 1

### **CONSULTATIONS:**

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Joint Transportation Master Plan Update</b>	<b>Date:</b>	<b>October 13<sup>th</sup> 2022</b>
	<b>Council/Committee:</b>	<b>TES</b>
	<b>Author:</b>	<b>Adam Knapp, Public Works Manager</b>
	<b>Department:</b>	<b>Recreation</b>

### **RECOMMENDATIONS:**

THAT committee receive this report as an informational update on the status of the Joint (TMP) Transportation Master Plan between the County of Renfrew and participating municipalities.

### **BACKGROUND:**

The County of Renfrew has led the initiative to procure engineering services for a Joint TMP for the County of Renfrew and all participating municipalities. All municipalities have confirmed their participation excluding the Town of Renfrew who are conducting an independent plan.

At this time the plan is to issue an RFP before the end of September 2022 and have it open for approximately six weeks. Following closing, the County will circulate the submissions and evaluation spreadsheet to all and will circulate their own evaluation spreadsheet once evaluations are completed. Award of the contract is not scheduled until March of 2023, this will allow for all participating Municipalities to know the exact upset limit of their portion of the assignment in advance of budget deliberations and any may pull out should budget not be approved for their own Master Plan, without penalty to them or the other Participating Municipalities.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

Unknown at this time

### **ATTACHMENTS:**

Available upon request - Horton Joint TMP Data

Available upon request - PWC 2022-25 RFP Transportation Master Plan Draft

### **CONSULTATIONS:**

N/A at this time

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**