

## **Notice and Agenda**

### **For the Township of Rideau Lakes Municipal Services Committee (Public Works/Planning/Community & Leisure Services)**

**Monday, February 10, 2014**

**2:30 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Emergency Additions to the Agenda**
- 4. Adoption of Agenda**
- 5. Disclosure of Pecuniary Interest or the General Nature Thereof**
- 6. Delegation**
  - 6.1 Ms. Anne Shropshire, Curator of the Smiths Falls Railway Museum – Power Point Presentation re: Museum Information**
- 7. Tender/RFP Results**
  - 7.1 Tender #PW2014-3 – Dust Suppressant**
  - 7.2 Tender #PW2014-4 – Street Sweeping**
  - 7.3 RFP #PW2014-5 – Granular Placement**
- 8. DEVELOPMENT SERVICES**  
**Mike Dwyer, Manager of Development Services**  
Verbal and Written Report
  - 8.1 Report re: January 2104 Permit & Application Activity**
- 9. PUBLIC WORKS**
  - 9.1 Dan Chant, Roads Coordinator**  
Verbal and Written Report
    - 9.1.1 Report re: Roads Progress Capital and Maintenance Report**
  - 9.2 Michelle Jones, Municipal Properties & Environmental Services Supervisor**  
Verbal and Written Report
    - 9.2.1 Report re: Municipal Properties Update**
    - 9.2.2 Report re: Environmental Services Update**
- 10. COMMUNITY & LEISURE SERVICES**  
**Sue Dunfield, Manager of Community & Leisure Services**  
Verbal and Written Report
  - 10.1 Report re: Appointment of Individuals**

**11. Correspondence Action**

**11.1** Ontario Honours and Awards – Request for Nominations for the Ontario Senior of the Year Award

**11.2** Hutchings Cemetery Committee – Request for Financial Assistance for Hutchings Cemetery Perpetual Care

**12. New Business**

**12.1** Correspondence from Councillor Anders Carson

**12.2** Consent to Attend Public Events

**13. Correspondence Information**

**13.1** KenoraOnline – Minister Addresses Contractors – **Copy in Committee Package**

**14. Questions from the Press**

**15. Questions from the Public regarding agenda items**

**16. Close Meeting** – Tentative - As per Section 239(2) of the Municipal Act

**17. Open Meeting**

**18. Deputy Mayor Taylor – Report re: Closed Meeting**

**19. Resolution re: Closed Meeting**

**20. Resolution – Confirm Proceedings – Committee Meeting – February 10, 2014**

**21. Adjournment**

**Dianna Bresee**

---

**From:** rmeo.curator@gmail.com on behalf of RMEO Curator [curator@rmeo.org]  
**Sent:** Monday, February 03, 2014 5:34 PM  
**To:** Dianna Bresee  
**Subject:** Re: Railway Museum report for council package

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Thanks Dianna.

Anne

On Mon, Feb 3, 2014 at 4:14 PM, Dianna Bresee <[dianna@twprideaulakes.on.ca](mailto:dianna@twprideaulakes.on.ca)> wrote:

Hello Anne, thank you, please be advised that you will have 10 minutes to present your presentation re power point to Council.

Have a great day,

*Dianna G. Bresee*

Clerk

*Township of Rideau Lakes*

*1439 County Rd. 8*

*Delta ON K0E 1G0*

*1-800-928-2250*

*[dianna@twprideaulakes.on.ca](mailto:dianna@twprideaulakes.on.ca)*

---

**From:** [rmeo.curator@gmail.com](mailto:rmeo.curator@gmail.com) [mailto:[rmeo.curator@gmail.com](mailto:rmeo.curator@gmail.com)] **On Behalf Of** RMEO Curator  
**Sent:** Monday, February 03, 2014 3:48 PM  
**To:** dianna bresee  
**Subject:** Railway Museum report for council package

Hello Dianna:

Please find attached our report to be sent out with council's package.



Railway Museum of Eastern Ontario  
90 William Street West PO Box 962  
Smiths Falls, ON K7A 5A5

[www.rmeo.org](http://www.rmeo.org) (613) 283-5696

Operated by the Smiths Falls Railway Museum Corporation



Dear Members of Rideau Lakes Township Council:

In preparation for our delegation on February 10, 2014 please find attached a museum update featuring a short history, 2013 numbers, details on our programming, on-going challenges and our plans as we move forward.

There is no financial request associated with our delegation. The purpose of our delegation will be to reacquaint you with the museum and to share some ideas and possible partnership opportunities as we continue to promote railway history in our communities.

We look forward to seeing you on the 10<sup>th</sup>.

Yours truly,

Anne Shropshire  
Curator

## History

---

- Located on 10.5 acres.
- Station building, built in 1912 by the Canadian Northern Ontario Railway, is a National Historic Site.
- Building was threatened with demolition in 1979.
- Local resident Bill LeSurf gathered over 3,000 signatures to save the station.
- The Smiths Falls Railway Museum Association formed in 1984 with the intent of saving and restoring the building as a museum dedicated to telling the story of the railway in Smiths Falls and surrounding communities.
- Association able to purchase the building in 1984, and leased an acre of land and a short section of track.
- Following fifteen years, massive volunteer efforts went into the rehabilitation of the station building.
- Section House threatened with demolition, moved onto the property (believed to be the only Canadian Northern Railway duplex still standing in Ontario).
- The Railway Museum continues to operate under the governance of the Board of Directors of the Smiths Falls Railway Museum Corporation, a registered not-for-profit charitable organization.

## 2013 in numbers

---

### Visitors

- 4,674 generating \$15,154 in net revenue.
- 3,595 general visitors; 1,079 attended programs or special events
- Open from May 11<sup>th</sup> to Sept 3<sup>rd</sup>; 7 days a week and weekends only until Dec 8<sup>th</sup>.

*(The museum increased admission rates by \$0.50 in 2013. We also began charging tax on top of admission instead of absorbing the cost. This resulted in an increase of \$5,439 in net revenue.)*

Where do our visitors come from? (Top five, surveyed throughout 2013 season).

Municipality	%
Ottawa	27
Ottawa Valley/Lanark (area north of Smiths Falls)	18
Smiths Falls	15
Toronto	11
Rideau (area south of Smiths Falls)	10

### Members

- 103 paid members

Where do our members come from? (Top five, based on mailing address).

Municipality	%
Smiths Falls	29
Ottawa (includes Kanata, Orleans, Nepean, Stittsville)	17
St. Lawrence (includes Kingston, Belleville, Gananoque)	13
Area north/west (includes Carleton Place, Almonte, Perth, Lanark, Westport)	9
Toronto	9
Area south/east (includes Brockville, Merrickville, Kemptville, Athens)	6
Out of province (includes Quebec & New Brunswick)	6

#### Volunteers

- 25 volunteers
- Over 10,000 hours

## **Programming**

---

#### Special events and programs

- March Break at the Railway Museum
- Stories from the Railway
- Doors Open Smiths Falls
- Edwardian Tea
- Conductor Camp: Science of the Railway
- Smiths Falls Trainfest
- Walking tour
- Christmas at the Station

#### School programs

- Offer six curriculum-based education programs for elementary students
- Developed, designed and distributed 'A Teacher's Guide to Hands-on History'

#### Outreach

- Spoke to eight local organizations, retirement homes and schools
- Attended 14 outreach events

#### Collections/Resources

- 5,500 unique visits to our website
- 50 email and 30 phone inquiries (family research or historical railway information)
- 10,000 artifacts, archival materials and photographs
- Large library of books and railway related documents
- In 2013 there were 23 donors of artifacts (each donation consisting of numerous artifacts (anywhere from 1 – 100 individual items))

## **2013 Highlights**

---

In May 2013, the museum was successful in securing funding from the Trillium Foundation. The museum will receive \$68,000 over two years to build organizational capacity. This includes: updating policies and procedures, strengthening governance, recruitment and retention of volunteers, targeting new audiences, and increasing revenues through new programming. At the end of two years, the museum hopes to be in a position to hire a permanent staff person, move to a year-round operation and meet Provincial Museum Standards to get on the waiting list for sustainable funding through CMOG (Community Museum Operating Grant).

As part of the Trillium funding, the museum was able to purchase a membership with the Ontario Motor Coach Association (OMCA) and attend their annual trade show in Toronto.

- The museum promoted our site, our town and the surrounding area.
- Met with 24 sellers, exchanged information with over 50 sellers/buyers.
- Led to the development of group tour packages, new partnerships and an increased profile for the community.

Also in May 2013, the museum received approval from Valley Heartland CFDC to fund 75% of the salary for a Program and Outreach Coordinator for 6 months. As a result of this position, the museum was able to enhance our current programming, offer new programming, begin to develop group tour packages and attend outreach events.

- Engaged approx 800 people at 10 outreach events this season.
- Almost doubled our attendance and revenue at this year's Smiths Falls Trainfest
- Increased Summer Camp attendance and revenue
- Introduced 'Special Days' this summer - Grandparent's Day and a new walking tour

On behalf of the Lanark County Museum Network, the museum submitted an application to Valley Heartland CFDC to provide 75% funding to seven of the twelve museums to purchase or upgrade collections software.

In the summer of 2013, the museum received seed funding for phase one of the miniature railway attraction. Phase one involves a clean-up of the site and leveling of the land in preparation of laying the track bed and the track.

## **On-going Challenges**

---

- As of December 31<sup>st</sup>, the museum's fixed costs to run the museum are \$32,554.00 (does not include wages)
- Main sources of revenue include: Admissions, Donations and Government Grants. These are not sustainable sources of revenues.
- Aging volunteers.
- Ongoing maintenance of aging building and a collection based primarily outside.

- Staffing. Currently staff is funded mainly through grants.
- In 2014 Valley Heartland project contributions will require 50% matching funds instead of 25% in past years. This means the museum must raise \$65,000 for a project that costs \$130,000 instead of \$32,500.

## **2014 Goals**

---

- Continue to develop group tour packages to promote the museum, town and surrounding areas.
- Develop and implement an online store with the Applied Research Program through Algonquin College. Phase one completed for May 2014.
- Continue to improve site appearance. Mount signage at the road, improve parking and garden areas and develop interpretive signage for visitors.
- Develop a new exhibit and new programming based on the Dental Car (one of our biggest attractions).
- Implement a public fundraising campaign in Spring 2014.
- Develop a new fundraising event – Craft Beer Festival for late June 2014.
- Increase hours from 10 am to 5 pm (previously closed at 4 pm).
- Increase number of days open to the public from May long weekend to Thanksgiving (previously open until Labour Day and weekends until Christmas).

## **Planning for the future**

---

The museum recognizes that relying on admission, grants and donations is not sustainable to the long-term stability of the organization. We must invest in our site over the next several years to generate sustainable revenues to keep our doors open, not only to preserve our cultural heritage, but continue to draw visitors to the town and surrounding communities.

### 1. Miniature Railway

The addition of a miniature railway attraction will enhance our current offerings to the public. It will be another unique experience for visitors as they climb aboard our miniature train and take a ride around our site. The project will allow the museum to increase the programs we currently offer. It is also an opportunity for the organization to add another revenue stream to assist in the continued operation of the museum.

**Total cost: \$130,000 over three years. (see Appendix 1 for photos)**

### 2. Overnight stays on a caboose

We want to provide another exceptional experience to museum visitors – sleeping in a caboose. Starting as a pilot project (45 days in 2014) we believe this new experience will be a popular one for families, rail enthusiasts and travellers.

**Total cost: \$15,000**



### 3. Building Needs Assessment

As caretakers of a National Historic Site that is over 100 years old, it is as important as ever to set priorities in the on-going maintenance of the building. The first step is to know what needs immediate attention. A proper engineering assessment of the building, complete with drawings, will help our organization determine a course of action to preserve our most important artifact.

**Total cost: \$12,000**

\*Detailed cost breakdown for each project is available upon request.

# Appendix 1

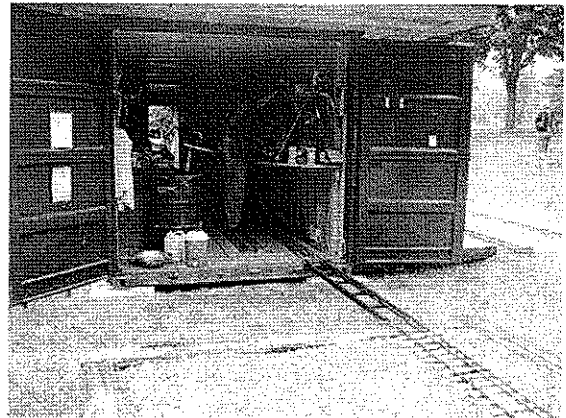
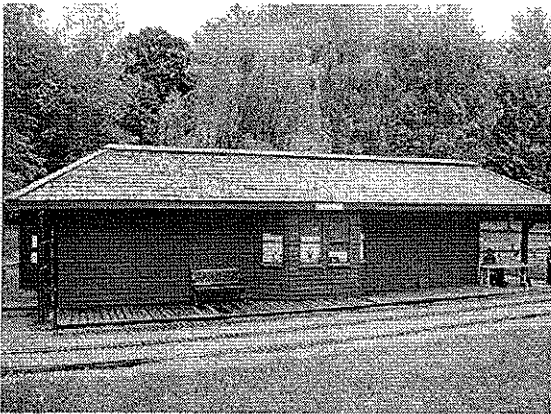
## Images of 7.25" gauge miniature railways



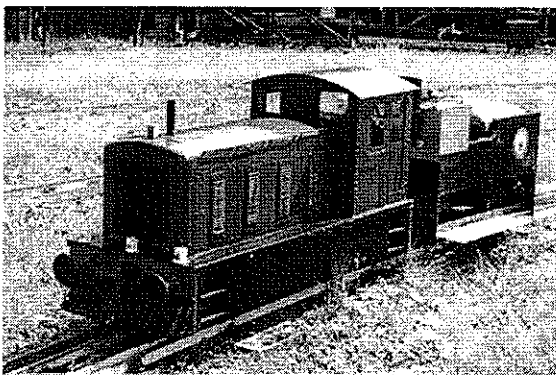
Example 'live steam' engine with passenger cars and 7.25" track with ballast (rock bed). Frontenac Society of Model Engineers, Battersea, ON



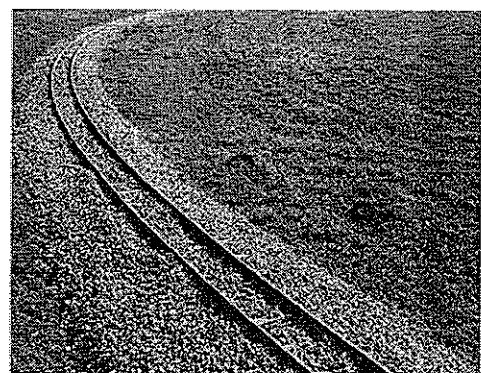
View of passenger cars. Ottawa Valley Live Steamers and Model Engineers, Cumberland Village Museum, Ottawa.



View of storage shed (railway container) disguised as train station and interior view. Ottawa Valley Live Steamers and Model Engineers, Cumberland Village, Ottawa.



Example of diesel locomotive. King's Lynn Model Engineers, Norfolk, UK.



Example of planned track bed to be used at the museum.



**REPORT TO COMMITTEE**

RE: Tender Results For Dust Suppressant  
From: Dan Chant, Roads Coordinator  
Date: February 10, 2014

On February 5<sup>th</sup>, Tender PW2014-3 for dust suppressant closed. Three (3) tenders were received from Morris Chemicals Inc., Denchem Ltd and Pollard Highway Products.

Listed below are the quoted prices.

Company Name	Unit Price	Total
Morris Chemicals Inc.	\$.2070 per/litre	\$82,800.00
Denchem LTD	\$.2278 per/litre	\$91,120.00
Pollard Highway Products	\$.28 Per/litre	\$112,000.00

**RECOMMENDATION:**

WHEREAS Tenders were advertised for the supply and application of dust suppressant in Rideau Lakes for 2014;

AND WHEREAS three (3) tenders were received and opened on February 5, 2014 following the deadline;

NOW THEREFORE it is recommended that contract for dust suppressant (RFP2014-3) be awarded to Morris Chemicals Inc. at \$0.2070 / litre.

  
\_\_\_\_\_  
Dan Chant, Roads Coordinator

\_\_\_\_\_  
Robert J. Maddocks, CAO



**REPORT TO COMMITTEE**

RE: Tender Results For Street Sweeping  
From: Dan Chant, Roads Coordinator  
Date: February 10, 2014

On February 5<sup>th</sup>, Tender # PW2014-4 for street sweeping closed. Five (5) tenders were received and open on February 5<sup>th</sup> following the closing time.

The below prices are based on an hourly rate.

Company Name	Tender Price	Hourly Rate (for additional work if required)
Jara Services, 1786137 Ontario Inc.	\$23,290.00	\$115.00
Online Pavement Markings & Maintenance	\$28,350.00	\$105.00
John Sweeping Inc.	\$33,800.00	\$123.00
J & A Road Maintenance	\$45,800.00	\$124.00
Basset's Trucking	\$51,750.00	\$115.00

**RECOMMENDATION:**

WHEREAS street sweeping is required on certain roads within the Township of Rideau Lakes in 2014;

AND WHEREAS tenders were sent out and advertised for same;

AND WHEREAS five (5) tenders were received and opened on February 5, 2014 following the deadline;

NOW THEREFORE it is recommended that the contract for Street Sweeping (PW2014-4) be awarded to Jara Services, 1786137 Ontario Inc. for the tendered price of \$23,290.00 plus HST.

  
\_\_\_\_\_  
Dan Chant, Roads Coordinator

\_\_\_\_\_  
Robert J. Maddocks, CAO



**REPORT TO COMMITTEE**

RE: Granular Placement RFP Report  
 From: Dan Chant, Roads Coordinator  
 Date: February 10, 2014

On February 5th, RFP# PW2014-5 for granular placement closed. One (1) RFP was received from G. Tackaberry & Sons Construction.

RESULTS:

**Proposal "A"**

**G. Tackaberry & Sons Construction**

<b>ITEM</b>	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>
	<i>Price/Tonne</i>	<i>Price/Tonne</i>	<i>Price/Tonne</i>
<b>Granular M – Quarry Source</b>	\$10.51	\$10.09	\$10.09
<b>Granular A – Quarry Source</b>	\$10.41	\$9.99	\$9.99
<b>Granular A – Pit Source</b>	no bid	\$8.85	no bid
<b>Granular B – Quarry Source 3"</b>	\$10.29	\$9.87	\$9.87
<b>Granular B – Pit Source 3"</b>	no bid	\$8.06	no bid

Area 1 - North Crosby Patrol  
 Area 2 - South Crosby Patrol  
 Area 3 - South Elmsley Patrol

**Township of Rideau Lakes – Department of Public Works**

Roads



**PROPOSAL "B"**

ITEM	Area 1	Area 2	Area 3
	Price/Tonne	Price/Tonne	Price/Tonne
<b>Granular M – Quarry Source</b>	\$10.51	\$10.09	\$10.09
<b>Granular M – Quarry Source Pickup up by Twp</b>	\$8.26	\$7.84	\$7.84
<b>Granular A – Quarry Source</b>	\$10.41	\$9.99	\$9.99
<b>Granular A – Quarry Source Picked up by Twp.</b>	\$8.16	\$7.74	\$7.74
<b>Granular A – Pit Source</b>	no bid	\$8.85	no bid
<b>Granular A – Pit Source Picked up by Twp.</b>	no bid	\$5.90	no bid
<b>Granular B – Quarry Source 3"</b>	\$10.29	\$9.87	\$9.87
<b>Granular B – Quarry Source 3" Picked up by Twp.</b>	\$7.97	\$7.55	\$7.55
<b>Granular B – Pit Source 3"</b>	no bid	\$8.06	no bid
<b>Granular B – Pit Source 3" Picked up by Twp.</b>	no bid	\$5.55	no bid

**RECOMMENDATION:**

WHEREAS Requests for Proposal were advertised for the placement of granular material within the Township;

AND WHEREAS one (1) RFP was received and opened on February 5, 2014 following the deadline;

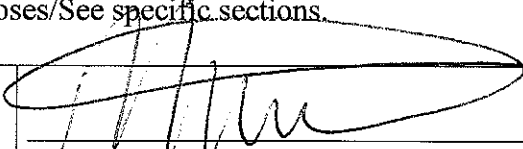
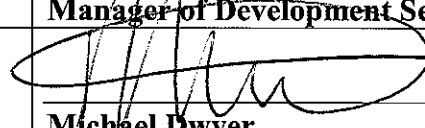
AND WHEREAS this one (1) RFP was from G. Tackaberry & Sons Construction at the prices listed above;

NOW THEREFORE it is recommended that the contract for granular placement (PW2014-5) for 2014 be awarded to G. Tackaberry & Sons Construction as quoted, within the RFP.

  
 \_\_\_\_\_  
 Dan Chant, Roads Coordinator

\_\_\_\_\_  
 Robert J. Maddocks, CAO

## Report to the Municipal Services Committee

<b>Date of Meeting:</b> February 10th, 2014	
<b>Date of Report:</b> February 6th, 2014	
<b>Subject of Report:</b>	
<ul style="list-style-type: none"> <li>• <b>January 2014 Permit &amp; Application Activity</b></li> </ul>	
<b>Recommendation:</b> For information purposes/See specific sections.	
<b>Report Prepared By:</b>	 <b>Michael Dwyer</b> <b>Manager of Development Services</b>
<b>Departmental Approval:</b>	 <b>Michael Dwyer</b> <b>Manager of Development Services</b>
<b>CAO Approval:</b>	  <b>Robert Maddocks</b> <b>Chief Administrative Officer</b>

### Permit Activity – January Building Stats - JANUARY 2014

<b>Rideau Lakes</b>			
Type of Construction	Number	Total Construction Value	Permit Fee Total
New Multi-Dwelling Complex	0	\$0.00	\$0.00
New Single Family Dwelling	3	\$568,000.00	\$8,658.60
Alterations/Additions to SFD	0	\$0.00	\$0.00
Demolition of SFD	0	\$0.00	\$0.00
New Seasonal Dwelling	0	\$0.00	\$0.00
Alterations/Additions to Seasonal	1	\$24,000.00	\$328.80
Demolition of Seasonal Dwelling	0	\$0.00	\$0.00
New Sleeping Cabin	0	\$0.00	\$0.00
New Mobile Home	0	\$0.00	\$0.00
New Septic	7	\$0.00	\$3,850.00
New Septic Tank/Replacement	0	\$0.00	\$0.00
New Accessory/Garage	4	\$128,800.00	\$1,906.56
Alteration/Addition to Accessory	0	\$0.00	\$0.00
Demolition of Accessory	0	\$0.00	\$0.00
New Boathouse	0	\$0.00	\$0.00
Demotion of Boathouse	0	\$0.00	\$0.00
New Woodstove	0	\$0.00	\$0.00

Demolition of School Portable	0	\$0.00	\$0.00
New Institutional	0	\$0.00	\$0.00
Alteration/Addition to Institutional	0	\$0.00	\$0.00
New Commercial	0	\$0.00	\$0.00
Alterations/Addition to Commercial	0	\$0.00	\$0.00
Demolition of Commercial	0	\$0.00	\$0.00
New Inground/Above Ground Pools	0	\$0.00	\$0.00
New Decks	0	\$0.00	\$0.00
Change of Use	1	\$0.00	\$95.00
Solar Farm	0	\$0.00	\$0.00
<b>TOTAL</b>	<b>16</b>	<b>\$720,800.00</b>	<b>\$14,838.96</b>
<b>Athens</b>			
<b>Type of Construction</b>	<b>Number</b>	<b>Construction Value</b>	<b>Permit Fee Total</b>
New Single Family Dwelling	0	\$0.00	\$0.00
Alteration/Addition to Single Family Dwelling	0	\$0.00	\$0.00
Demolition of Single Family Dwelling	0	\$0.00	\$0.00
New Seasonal Dwelling	0	\$0.00	\$0.00
Alteration/Addition to Seasonal Dwelling	0	\$0.00	\$0.00
Demolition of Seasonal Dwelling	0	\$0.00	\$0.00
New Garage/Accessory	0	\$0.00	\$0.00
Addition/Alteration to Accessory	0	\$0.00	\$0.00
Demolition of Accessory	0	\$0.00	\$0.00
New Deck	0	\$0.00	\$0.00
New Woodstove	0	\$0.00	\$0.00
Alteration/Addition to Commercial/Institutional	0	\$0.00	\$0.00
New Inground/Above Ground Pool	0	\$0.00	\$0.00
<b>TOTAL</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Westport</b>			
<b>Type of Construction</b>	<b>Number</b>	<b>Construction Value</b>	<b>Permit Fee Total</b>
New Single Family Dwelling	1	\$150,000.00	\$2,284.00
Demolition of SFD	0	\$0.00	\$0.00
Addition/Alteration to SFD	0	\$0.00	\$0.00
Alterations to Institutional	0	\$0.00	\$0.00
New Commercial Accessory	0	\$0.00	\$0.00
Addition/Alteration to Commercial	0	\$0.00	\$0.00
Demolition of Commercial	0	\$0.00	\$0.00





