



REPORT N° INF2020-02

Date	03/02/2020
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Subject	Snow Disposal Study Report
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1) **NATURE/GOAL :**

The purpose of this report is to retain the services of Stantec Consulting Limited to update their 2009 Snow Disposal Study report with respect to the municipality's long-term permanent snow disposal site requirements.

2) **DIRECTIVE/PREVIOUS POLICY :**

In November 2019 Council approved a staff report to retain consulting services to manage the development of a strategy to address permanent snow disposal sites to meet the municipality's long-term needs.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS the City of Clarence-Rockland must establish permanent snow disposal facilities (SDFs) to service the municipality's transportation network; and

WHEREAS Stantec Consulting Limited (Stantec) was previously retained by the City to review municipal snow disposal practices and identify prospective sites to meet the City's long-term snow disposal requirements; and

WHEREAS the municipality wishes to update the study completed by Stantec in 2009 to reflect current snow disposal requirements etc.

BE IT RESOLVED THAT the Committee of the Whole recommends that Council approve an exemption to the Standing Offer Roster selection process to retain Stantec to provide the required services for the SDF update to an upset limit of \$40,000.

ATTENDU QUE La Cité de Clarence-Rockland doit établir des installations permanentes d'entreposage de neige pour desservir le réseau de transport de la municipalité ; et

ATTENDU QUE la Cité a déjà retenu les services de Stantec Consulting Limited (Stantec) pour examiner les pratiques municipales d'élimination de la neige et identifier des sites potentiels pour répondre aux besoins à long terme de la Cité en matière d'installation

permanente d'entreposage de neige ;

ATTENDU QUE la municipalité souhaite mettre à jour l'étude réalisée par Stantec en 2009 pour tenir compte des exigences actuelles en matière d'élimination de la neige, etc.

QU'IL SOIT RÉSOLU QUE le comité plénier recommande au conseil d'approuver une exemption au processus de sélection de la liste d'offres à commandes afin de retenir les services de Stantec pour la mise à jour des installations permanentes d'entreposage de neige jusqu'à une limite de 40 000 \$.

4) **BACKGROUND :**

Currently, the City operates two snow disposal facilities: one is located in the Rockland Industrial Park which takes snow from the Rockland urban area and the other location is situated at the Bourget landfill site. This latter site provides snow disposal services to 5 rural communities. As noted in the November 2019 Council report, both of these sites have significant issues since they were initially developed as temporary sites until such time as the City develops a permanent long-term snow storage strategy.

There is an urgency to identify permanent SDFs since the City will not be in a position to use the temporary sites for much longer.

The Rockland SDF has a limited capacity with virtually no possibility to expand operations to meet future snow disposal needs. It is estimated that there are approximately 3-5 years remaining on this site based on current projected development rates.

The Bourget site operation is a concern for the Ministry of Environment Climate and Parks (MECP) since annual site reports (required by the Ministry) confirms that groundwater contamination is taking place as a result of the combined landfilling and snow disposal operations. As such, the Ministry has requested that the City cease snow storage operations at the landfill site. To date, the Ministry has not issued a formal Order; however, it is critical that the municipality demonstrate to the Ministry that the City is committed to advancing this file expeditiously.

In 2008, as a result of a competitive tendering process, the municipality awarded a study to Stantec Consulting Limited to review the municipality's snow disposal practices and make recommendations for the management and disposal of snow. The study assumed a 20 year planning horizon and addressed the following issues:

- completed a background review of snow disposal practices, identified data gaps and opportunities;
- documented existing snow removal and disposal requirements;

- detailed planning framework for creation of snow disposal facilities;
- identified an approach to the evaluation of suitable SDF sites;
- identified parameters to be considered in the evaluation of new SDFs;
- quantified the City's level of service for winter road maintenance operations;
- identified SDF design issues. This section of the report identified zoning official plan designation requirements, by-laws to regulate noise control, lighting fencing, maintenance requirements etc.; and
- identified regulatory framework for the development of SDFs.

5) **DISCUSSION :**

Since 2009, there have been several studies and analyses undertaken for the City's long-term SDF requirements. However, a concrete action plan has never been formally presented to Council for approval. Staff is of the opinion that there is a need to consolidate and update these studies and reports using current snow disposal volume requirements and procedures. As well, in view of the concerns expressed by MECP staff regarding the Bourget site, it is prudent to involve Ministry staff in the early stages of a long-term snow disposal strategy.

As of the writing of this report, staff is considering a four-phased approach to identifying and implementing the City's long-term snow disposal facility requirements. The following details the specific terms of reference for the Phase 1 study update and identifies subsequent phases. It is premature at this time to detail the terms of reference and budget requirements for Phases 2-4. They are summarized as follows:

Phase 1: Service Life Requirements (3 months):

- review current snow disposal policies;
- determine "climatic normals" for annual snowfalls based on records from the last decade;
- update the length and type of new roads built within the last decade;
- based on projected population growth quantify additional snow disposal needs based on new roads required to support the projected growth;
- update snow disposal volumes and operational needs;
- assess feasibility of 1 central SDF versus 2 SDF's;
- in conjunction with MECP staff, identify site selection criteria;
- assess and identify planning horizon for SDFs. Should the planning period be greater than 20 years??;

- develop terms of reference and budget for Phase 2: Site Selection; and
- identify agencies that should be involved in approvals.

Phase 2: Site Selection

Phase 3: Design/Approvals

Phase 4: Construction/Commissioning of the Sites

Staff anticipates that Phases 2-4 will require the appointment of consultants through a Request for Proposal (RFP) process. As well, staff will present reports for Council's consideration with respect to the terms of reference and budget approvals for each phase as required.

Consultant Appointment:

As noted earlier in this report, Stantec Consulting Limited has had extensive involvement since 2008 in assessing the municipalities snow disposal facility needs. Accordingly, staff recommends that they be retained by the City as a sole-source appointment to provide the necessary updates to previous studies and analyses.

Stantec is on the City's Standing Offer Roster under Environmental Site Assessment, Archaeology and Heritage Assessment. This is an appropriate category to undertake the SDF update. They are listed as the 3rd consulting firm in this category. The Standing Offer states that "Roster assignments are intended, for the most part, to be presented to the highest ranked consultant... within the required category".

Notwithstanding this; staff is of view that Stantec's detailed knowledge and previous involvement in the assessment of the City's snow disposal operations, merits that an exemption to the Standing Offer Roster selection process should be granted in order to retain Stantec to undertake the required Phase 1 update.

Budget Allocations:

Table 1.1 provides a summary of the SDF budgets approvals, money spent to date and remaining budget allocation.

Project #	Budget	Spent to date	Remaining	Scope
PW1401 – Rockland Snow Dump	\$350,000	\$267,883	\$82,117	This was approved in 2014 and was aiming more at the purchase of the land in Rockland
PW1401 – Rockland Snow dump	\$1,145,000	\$100,000*	\$1,045,000	Approved in 2019 and was for the consulting and development of the Rockland snow dump
PW1905 – Bourget Snow dump	\$126,000	\$0	\$126,000	Approved in 2019 and was for the consulting only of the Bourget snow dump

*Approved for your contract.

6) **CONSULTATION:**
n/a

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**
n/a

8) **FINANCIAL IMPACT (expenses/material/etc.):**
As noted in Table 1.1 above, Council has approved sufficient budget to retain Stantec (to an upset limit of \$40,000) to undertake the Phase 1 update as detailed in this report.

9) **LEGAL IMPLICATIONS :**
Failure to address the MECP concerns with respect to the Bourget site could result in legal actions.

10) **RISK MANAGEMENT :**
Since the City's two current snow disposal sites have limited capacities, it is vital that the municipality adopt a long-term strategy to address permanent snow disposal site requirements.

11) **STRATEGIC IMPLICATIONS :**
This initiative is consistent with the Environmental Responsibility strategic priority detailed in the City's approved Strategic Plan.

12) **SUPPORTING DOCUMENTS:**
n/a