REPORT OF THE

STANDING POLICY COMMITTEE ON PUBLIC WORKS

DATED NOVEMBER 28, 2000

On motion of Councillor Timm-Rudolph, the Report of the Standing Policy Committee on Public Works, dated November 28, 2000, was considered clause by clause.

Moved by Councillor Timm-Rudolph,
That the Consent Agenda, Clauses 1,2,3,4,5 and 6, be adopted.

Carried.

Delegation of Authority to Award a Contract for the Boyle/Syndicate Combined Sewer Relief Construction Project - Contract No. 1
File WS-5(34) (Vol. 1) [c/r CG-11 (Vol. 7)]

124 - 1. On October 27, 1987, Council adopted the current phase of the Combined Sewer Flood Relief Program. On December 22, 1999, the 2000 Capital Estimates were adopted by Council and included an amount of $7.0 million for Combined Sewer Flood Relief, funded by the sewer frontage levy.

The main goal of the Combined Sewer Flood Relief (CSFR) Program is to upgrade the level of protection against basement flooding in combined sewer districts to at least the five year return storm level, accomplished by installing storm relief sewer piping.

Prior to implementing relief works in a district, a conceptual design report must be done, which examines the area in detail and identifies the most cost-effective ways to accomplish the required level of protection. If the benefit to cost ratio for the relief works is greater than one for the district, then construction of sewer relief works may proceed, subject to budget constraints. Benefits are defined as the dollar value of reduced flood damages, and costs are the dollar value of implementing relief works. In addition to reduced flood damages, there are intangible benefits realized with relief work such as reduced health risks, greater personal security, and contributing to a better City image.

The Boyle/Syndicate Combined Sewer District has been identified as requiring relief works. The conceptual design study for the area has been completed and has shown that relief works will have tangible benefits higher than the project costs. Funds have been included in the 2000 Capital Estimates for engineering services in the form of detailed design and contract administration, and for the construction of portions of the sewer relief works in the Boyle/Syndicate Combined Sewer District. The estimated cost to undertake the relief works is $6.0 million and will be completed by the end of 2001. Funds for this project are sewer frontage levy financed.

The relief works which will require approval in December 2000, consist of the installation of a major relief/outfall element along Disraeli Street complete with an outfall chamber and control gates. This structure will be constructed within the primary dyke on the Red River at Rover Street. Originally estimated at $1.5 million dollars, the final design has now been completed and a significant extension to the work has been included in this contract rather than a subsequent contract to minimize traffic disruption. Construction cost for the project is now estimated at $2.2 million.

Award of the contract must be made in early December, in order to receive shipment of the required flood control gates for installation prior to the spring runoff/high river flows. The control chamber must be constructed during the winter months, starting in January 2001, to take advantage of the lowered Red River water levels. Delay of the award will see a delay of an additional year in the construction of relief sewers in these districts, resulting in the potential for basement flooding for that extended period of time. Construction of the outfall gate chamber during the summer months is not desirable due to an expected significant increase in construction cost. In addition, the major relief sewer on Disraeli Street must be included in this tender package to avoid the possibility of two different contractors working in the primary dyke. With two contractors, two separate excavations of the primary dyke

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would be required, one to construct the chamber and the second to make the connection to the gate chamber. From a contract standpoint, it is desirable to have one contractor coordinate the work, particularly due to poor soil conditions. In order to achieve the lowest overall construction cost, it is advantageous to have one tender as the method of installation of the sewer will require a large inlet shaft, which can be accommodated by the gate chamber excavation.

Inasmuch as the Standing Policy Committee on Public Works is not scheduled to meet in December 2000, and postponement will not allow sufficient lead time to construct the project before spring run-off conditions, the Water and Waste Department is requesting that the Chief Administrative Officer, or her designate, be delegated the authority to approve the award of contract for this project. Authorization for up to $2.5 million will provide a contingency so that the project may proceed through the tender process if the estimate proves to be in error.

The Standing Policy Committee on Public Works therefore recommends:

I. That Council delegate to the Chief Administrative Officer, or her designate, the authority to approve the award of contract for the Boyle/Syndicate Combined Sewer Relief Construction Project - Contract No. 1, at an estimated cost of up to $2.5 million.

II. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing, including the execution of any documents related thereto.

Adopted by consent.

Award of Contract for Tender No. 862-2000 – Elevator Maintenance at 3131 Ross Avenue (Storage Building) and 457 Main Street (Office Building)
File GL-9 (Vol. 15) [c/r FB-1 (Vol. 7)]

125 - 2. The Standing Policy Committee on Public Works has been advised that a tender for elevator maintenance service at the following locations was initiated by the Public Works Department, Building Services Division, in October 2000, namely:

"A" 311 Ross Avenue – Storage Building
"B" 430 Langside Street – Magnus Eliason Recreation Centre
"C" 365 Jefferson Avenue – West Kildonan Library
"D" 457 Main Street – Office Building

In response thereto, five elevator companies requested specifications**,** of which the following three firms submitted bids for a five year period commencing January 1, 2001 and extending to December 31, 2005, namely: Inter-City Elevator Inc., Kone Inc., and Thyssen Elevator Ltd.

The five year term for a full maintenance service agreement is a common industry standard whereby the service provider is responsible for all maintenance of the elevator equipment, per the original manufacturer's specifications and the CAN/B44 code for elevators, including all costs of labour and replacement parts.

Following review, the Manager of Materials determined the tender submissions by Kone Inc. and Thyssen Elevator Ltd. to be non-responsive, as they did not include appropriate Bid Securities.

The lowest bidder, Inter-City Elevator Inc., met all requirements of the specifications for locations "A" and "D", 311 Ross Avenue and 457 Main Street. The Manager of Materials has advised that the said tender submission was accompanied by a Bid Security and a Written Undertaking, which has been certified by Legal Services. The Public Works Department is satisfied that Inter-City Elevator Inc. has the resources to complete the requirements of the specifications. There are no sub-contractors listed for these contracts. The bid is open for acceptance until December 29, 2000.

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The total value of this five year contract is $60,430.00 plus GST, apportioned as follows:

"A"	311 Ross Avenue	-	Storage Building	53-553994-251101	$13,523.00
"D"	457 Main Street	-	Office Building	53-553994-251101	$46,907.00

Funds will be included in the 2001 to 2005 Current Estimates accordingly.

A financial impact statement for the utilization of funds for this service has been prepared in accordance with the recommendation contained in a report dated November 18, 1997, submitted to and concurred in by the Standing Committee on Fiscal Issues on November 24, 1997, a copy of which is on file in the office of the City Clerk.

Of note, no responsive bids were received for locations "B" and "C", 430 Langside Street and 365 Jefferson Avenue. A subsequent tender (No. 1010-2000) was initiated by the Public Works Department for these two locations in November 2000, the results of which are addressed in a subsequent report for consideration.

The Standing Policy Committee on Public Works recommends:

I. That a contract be awarded to Inter-City Elevator Inc., for locations “A” and “D”, 311 Ross Avenue and 457 Main Street, for the base bid price of $60,430.00 plus GST (which includes $48,984.00 for full maintenance service and $11,446.00 for work not included in the full maintenance service contract) for a five year full maintenance elevator contract, commencing January 1, 2001 and extending to December 31, 2005.

II. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing, including the execution of any documents related thereto.

Adopted by consent.

Award of Contract for Tender No. 1010-2000 – Elevator Maintenance at 430 Langside Street (Magnus Eliason Recreation Centre) and 365 Jefferson Avenue (West Kildonan Library)
File GL-9 (Vol. 15) [c/r FB-1 (Vol. 7)

126 - 3. The Standing Policy Committee on Public Works has been advised that, inasmuch as no responsive bids were received to Tender No. 862-2000 for elevator maintenance at the Magnus Eliason Recreation Centre, 430 Langside Street, and the West Kildonan Library, 365 Jefferson Avenue, a subsequent request for quotation (No. 1010-2000) was initiated by the Public Works Department in November 2000, for the said locations.

In response thereto, five elevator companies requested specifications**,** of which the following two firms submitted bids for a four year period commencing January 1, 2001 and extending to December 31, 2004, namely, Kone Inc. and Thyssen Elevator Ltd.

The lowest bidder, Kone Inc., met all requirements of the specifications for the said locations, hence, their bid is recommended for accceptance. The Public Works Department is of the opinion that Kone Inc. has the resources to complete the requirements of the specifications. There are no sub-contractors listed for these contracts. The quotation bid expiry date of December 9, 2000, has been extended until December 29, 2000.

This contract is for a four year full maintenance service agreement whereby the service provider is responsible for all maintenance of the elevator equipment, per the original manufacturer’s specifications, and the CAN/B44 code for elevators, including all costs of labour and replacement parts.

The total value of this four year contract is $16,896.00 plus GST, apportioned as follows:

"A" 430 Langside Street	-	Magnus Eliason Recreation Centre	53-553994-251101	$8,448.00
"B" 365 Jefferson Avenue	-	West Kildonan Library	53-553994-251101	$8,448.00

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Funds will be included in the 2001 to 2004 Current Estimates accordingly.

A financial impact statement for the utilization of funds for this service has been prepared in accordance with the recommendation contained in a report dated November 18, 1997, submitted to and concurred in by the Standing Committee on Fiscal Issues on November 24, 1997, a copy of which is on file in the office of the City Clerk.

The Standing Policy Committee on Public Works recommends:

I. That a contract be awarded to Kone Inc., for locations "A" and "B", 430 Langside Street and 365 Jefferson Avenue, for the base bid price of $16,896.00 plus GST (which includes $9,216.00 for full maintenance service and $7,680.00 for work not included in the full maintenance service contract) for a four year full maintenance elevator contract, commencing January 1, 2001 and extending to December 31, 2004.

II. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing, including the execution of any documents related thereto.

Adopted by consent.

Employer Sponsored Bus Pass Program
File TT-2 (Vol. 12)

127 - 4. As part of its 1996 budget, the Transit Department included in the Innovative Transit Program, a project to investigate alternative forms of employer sponsored transit programs. Over the last several years, the Transit Department has investigated a number of programs offered by major transit systems throughout North America. These programs take many forms including payroll deduction plans, gift certificates, vouchers, point credit programs, employee discount coupon programs with local merchants, etc. Each program has been developed to meet the specific needs and local conditions of the city in which the transit system operates. These types of programs have been most popular in U.S. cities primarily because the benefits provided to employees are "non-taxable".

Based on a review of existing programs, the Transit Department developed a "made in Winnipeg" option which has been presented to a number of major employers in Winnipeg to determine if there would be interest in such a program. The results have been very positive with one major Downtown employer prepared to commit to the program at this time on a six month trial basis. As a result, the Transit Department wishes to obtain formal authority to negotiate and conclude arrangements with potential pilot project participants.

Pilot Project Description

In summary, the employer participating in the pilot project would sign a Transit Sales Agent agreement and become a vendor of Transit adult monthly bus passes. For every 5% reduction in price the employer passes on to its employees, Winnipeg Transit would provide a 1% reduction in the price of the bus pass to the employer. The program is based on a 5:1 ratio between the cost reduction provided by employers and the price reduction from Winnipeg Transit.

For example, if the employer reduces the cost of the bus pass to employees by 15%, the employer would receive a 3% price reduction from Winnipeg Transit. Similarly, if an employer provides a 50% reduction in the cost of the bus pass, Winnipeg Transit would provide a 10% price reduction to the employer, as outlined in the detailed pilot project description identified as Appendix "A" hereto.

The Transit discount to employers is considered to be reasonable given the fact that it will be based on the larger discount which the employer is providing to employees. Also, the employer will be entirely responsible for the sale of the monthly bus passes, collection of funds, internal administrative arrangements, etc.

By undertaking this program on a "pilot project" basis, it allows Winnipeg Transit and the employer to assess the benefits, costs and operational considerations. Assuming both parties are satisfied with the results of the pilot project, a longer term agreement would be signed with flexibility for both parties to discontinue the program should circumstances change.

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Program Benefits

Employers
Reduced parking requirements and costs for construction of such facilities or parking subsidies to employees
Helps recruit and retain employees
Positions the company as a leader in environmental protection and employee benefits
Provides an alternative transportation choice for employees
Allows employees to arrive relaxed and on time for work

Employees
Reduced transportation costs
Reduced auto expenses and depreciation
Convenient access to bus pass purchases (at work site)
Reduced stress in driving to and from work

Winnipeg Transit
Potential for increased ridership while maintaining or increasing revenues
Another fare option to provide flexibility in pricing for customers
Positions Winnipeg Transit as a marketing-oriented, flexible organization willing to look at options for corporate and individual customers

Environmental Benefits
Protects our environment by reducing auto emissions and improving air quality
Reduces traffic congestion particularly in the Downtown area

Financial Assurances

Any employer participating in such a program would be required to sign a Transit Sales Agent agreement (which all pass and ticket outlets currently sign). This would assure the Transit Department and the City that the funds would be protected (i.e. held in Trust), and that specific procedures would be followed.

Operational Details

This program would apply to both regular and Handi-Transit monthly passes. The pilot project would be undertaken for a minimum of four months, and ideally six months to allow a reasonable time to assess the impact. However, both parties have the option of curtailing the agreement on three days notice should circumstances change.

The Transit Department would provide promotional materials and work closely with employers in the design of such materials to customize them for the employer's requirements. In addition, Winnipeg Transit would provide staff to visit the employer's site when the program begins to provide timetables, information, pamphlets and answer questions regarding the program.

The program is expected to be revenue neutral at minimum, and has the potential to substantially increase transit ridership and revenues. The risks to the City and Winnipeg Transit are minimized for two reasons:

A survey will be conducted within organizations before implementing the pilot project to determine the existing transit usage, ridership patterns and revenues. This will allow Winnipeg Transit and the employer to assess the potential risks and benefits.

The program has been structured with the employer providing the largest portion of the discount in a 5:1 ratio with the Transit discount. The greater the discount offered by the employer, the greater the likelihood of increased Transit pass sales.

The following table summarizes the financial impact at various discount levels. Assuming that an employer currently has 100 employees purchasing monthly bus passes, revenues to Winnipeg Transit would be $5,970.00. If the employer were to offer passes for sale at a 5% discount, the Transit discount to the employer would be 1% or $59.70. Only one additional monthly pass would need to be sold for the program to be cost neutral. Further, if the employer were to provide a 25% discount to employees, only five additional passes would need to be sold to generate additional sales of $298.50 to offset the discount cost. This is very achievable given the substantial discount offered by the employer.

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% Discount from Employer to Employees	% Discount from Winnipeg Transit to Employer	Dollar Value of Discount from Winnipeg Transit	Additional Monthly Bus Pass Sales Necessary to Offset Discount Cost
5	1	$59.70	1
10	2	$119.40	2
15	3	$179.10	3
20	4	$238.80	4
25	5	$298.50	5
30	6	$358.20	6
35	7	$417.90	7
40	8	$477.60	8
45	9	$537.30	9
50	10	$597.00	10
55	11	$656.70	11
60	12	$716.40	12
65	13	$776.10	13
70	14	$835.80	14
75	15	$895.50	15
80	16	$955.20	16
85	17	$1,014.90	17
90	18	$1,074.60	18
95	19	$1,134.30	19
100	20	$1,194.00	20

The Employer Sponsored Bus Pass Program has the potential to provide significant benefits for employers, employees, Winnipeg Transit and our environment. The Transit Department is therefore requesting authority to negotiate and conclude pilot project arrangements with potential participants as outlined herein, with a view to maintaining the arrangements if the pilot projects prove successful.

The Standing Policy Committee on Public Works recommends:

I. That the Transit Department be authorized to negotiate and commit to "Employer Sponsored Bus Pass Programs" under which the Transit Department would provide a 1% discount to employers on the price of adult monthly bus passes for every 5% reduction in price which the employer passes on to its employees.

II. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing, including the execution of any documents related thereto.

Adopted by consent.

2001 – 2003 Parks and Open Space Division
Fees and Charges Policy
File PR-2.10 (Vol. 11)

128 - 5. On July 15, 1982, Council enacted The City of Winnipeg Parks and Recreation By-law No. 3219/82, and subsequently on August 18, 1982, approved the first Parks and Recreation Department Fees and Charges Policy and Fee Schedule, which contained the policies, fees, charges and recovery rates relevant to the facilities, parks, programs and services provided by the former Parks and Recreation Department.

The Policy and Fee Schedule has since been reviewed and revised every two to three years, in order to reflect the changing fiscal climate, trends and issues in leisure service delivery, competition in the marketplace, social need and user input. In recent years, fees have been revised annually to reflect inflationary increases. The Policy and Fee Schedule currently in effect was approved on July 23, 1997, for the period September 1, 1997 to December 31, 2000.

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In October 1997, Council approved an organizational restructuring that consolidated eight civic departments into four larger departments. With the restructuring, the functions of the former Parks and Recreation Department were divided among three of the new departments. Parks and Open Space and Building Services moved to the Public Works Department, Leisure Programs and Community Development were placed under the jurisdiction of the Community Services Department, and Parks Planning was aligned with the Planning, Property and Development Department. The existing Parks and Recreation Department Fees and Charges document has remained in effect, governing parks and recreation services provided by the three departments.

In September 1999, the Public Works Department, Parks and Open Space Division, commenced a review of the policies and fees relating specifically to park amenities, facilities and services, in preparation for the development of a new document specific to the Public Works Department, Parks and Open Space Division, to take effect January 1, 2001.

The policies contained within the proposed 2001 - 2003 Parks and Open Space Division Fees and Charges Policy are consistent with those in the current document, with minor wording changes to reflect the change in jurisdiction to the Public Works Department.

Two new policies have been added, and corresponding fees have been included in the 2001 and 2002 Fees and Charges for the Public Works Department, namely:

1) Record Searches – Outstanding Charges (Weed Search Fee); and
2) Park Crossing Permit Charge.

Both policies provide a consistent interpretation for administering these activities and the related fees are intended to recover the actual costs of the service. The recommended policy and corresponding rationale are outlined on page 21 of the Parks and Open Space Division Fees and Charges Policy 2001 – 2003, identified as Appendix "A" hereto.

The proposed fees for 2001 and 2002 have been adjusted to reflect anticipated annual inflationary increases and are as outlined in Schedule "D" to the 2001 and 2002 Fees and Charges for the Public Works Department. (See Clause 6 of the Report of the Standing Policy Committee on Public Works dated November 28, 2000.)

Approval of the Fees and Charges Policy will set the framework for proposed fee increases which will allow the City to manage its costs within inflation.

The Standing Policy Committee on Public Works recommends:

I. That the Public Works Department, Parks and Open Space Division, Fees and Charges Policy 2001 – 2003, outlined in Appendix "A" hereto, be approved for implementation effective January 1, 2001.

II. That the Proper Officers of the City do all things necessary to implement the foregoing.

Adopted by consent.

(See Minute No. 149 for attachment)

2001 and 2002 Fees and Charges – Public Works Department

File GP-1.33 (Vol. 1)

129 - 6. On January 22, 1992, Council adopted Clause 13 of the Report of the Executive Policy Committee dated January 15, 1992, thereby establishing a policy on fees and charges levied by the City of Winnipeg, as follows:

1. That all fees and charges for The City of Winnipeg be reviewed at least once every three years.

2. That said fees and charges increase automatically, annually, by the rate of inflation, unless a review indicates otherwise.

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The fees and charges under the purview of the Public Works Department have been reviewed in accordance with the aforesaid Council policy and changes made in accordance with Council direction. It is anticipated that the proposed fee increases will allow the City to manage its costs within inflation.

Consistent with the 2001 - 2003 Parks and Open Space Division Fees and Charges Policy, two new fees have been included for services provided by the Parks and Open Space Division, namely, a Weed Search Fee and a Park Crossing Permit Charge.

The Parks and Open Space Division continuously receives requests from the legal community to perform searches to determine if there are any outstanding charges attached to a property that is being sold. The number of requests has grown steadily, and as such the time devoted to these requests has become significant. Implementation of a standard fee based on an average of the actual costs of conducting record searches will allow the Parks and Open Space Division to recover the direct costs being incurred for this service.

Oftentimes property owners are required to cross open space to access private property. Issuing a permit to allow vehicle access across properties under the jurisdiction of the Parks and Open Space Division will ensure safety issues are addressed during the period of access, no incompatible use is scheduled concurrently, and that any damage to City property incurred during the period of access is paid for by the permit holder. Permits will only be issued when there is no other access route to the private property. The non-refundable permit fee represents the actual costs of issuing the permit.

For the information of Council, the Standing Policy Committee on Public Works directed the Administration to undertake a review of similar fees and charges of comparable western Canadian cities, prior to submitting any future recommendation for changes to the fees and charges for the Public Works Department.

The Standing Policy Committee on Public Works therefore recommends:

I. That the City of Winnipeg Traffic By-law No. 1573/77, Streets By-law No. 1481/77, Private Approaches By-law No. 6546/95, and Parks and Recreation By-law No. 3219/82 be amended as shown on Schedules “A”, “B”, “C” and “D”, effective January 1, 2001 and January 1, 2002, respectively.

II. That the miscellaneous fees outlined in Schedule “E” be adopted effective January 1, 2001 and January 1, 2002, respectively.

III. That a new Weed Search Fee and Park Crossing Permit Charge for the Parks and Open Space Division be adopted effective January 1, 2001 and adjusted on January 1, 2002, to reflect anticipated inflation increases.

IV. That the City Solicitor/Manager of Legal Services be requested to prepare the necessary amending by-laws in accordance with the foregoing for submission directly to Council for approval.

V. That the Proper Officers be authorized to implement the foregoing including the execution of any documents related thereto.

A copy of the documents referred to in the above clause are on file in the office of the City Clerk.

Adopted by consent.

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CONSIDERATION OF BY-LAWS

130 - On motion of Councillor Timm-Rudolph, the following by-laws were read a first, second and third time, the rule being suspended for the third reading of each by-law, and were passed and ordered to be signed and sealed, namely:

By-law No. 7729/2000, a by-law of The City of Winnipeg to amend By-law No. 6546/95, being a by-law of the said City to regulate the construction, maintenance and removal of private approaches and private walks. File GP-1.33 (Vol. 1)

Standing Policy Committee on Public Works – Consideration of By-laws (continued)

By-law No. 7730/2000, a by-law of The City of Winnipeg to amend By-law No. 3219/82, being The City of Winnipeg Parks and Recreation By-law. File GP-1.33 (Vol. 1)

By-law No. 7744/2000, a by-law of The City of Winnipeg to amend By-law No. 1573/77, being The City of Winnipeg Traffic By-law. File GP-1.33 (Vol. 1)

By-law No. 7745/2000, a by-law of The City of Winnipeg to amend By-law No. 1481/77, being The City of Winnipeg Streets By-law. File GP-1.33 (Vol. 1)

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QUESTION PERIOD

131 - Councillor Steek questioned when the report regarding user pay fees for garbage might be coming forward and if there had been any discussion with the administration.

Councillor Timm-Rudolph, responding for the absent Chairperson, advised that she was not aware of any discussion.