



CITY OF ORILLIA

COUNCIL INFORMATION PACKAGE (CIP)

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February 1, 2019

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CITY OF ORILLIA **COUNCIL INFORMATION PACKAGE (CIP)**

TO: Mayor and Members of Council
FROM: Jennifer Ruff, Manager of Communications
DATE: February 1, 2019
SUBJECT: **Secondary Gateway Signage Cost Efficiencies**

This memo is being provided to Council in response to a request during Budget Committee for additional information with regards to the cost effectiveness of amortizing expenses over gradual installation of secondary gateway signage.

In preparing the Capital Budget request and this CIP, staff contacted local signage companies and the Manager of Park Planning and Development in the Parks, Recreation and Culture Department for comment. The following factors were taken into consideration:

Cost Savings

Based on previous Requests for Proposals (RFP) received from signage contractors, there is a potential installation cost reduction of approximately 25% or more when installing multiple signs at once through the same company. Savings are generally found in one-time installation versus a phased-in approach in the following areas:

- Design and set-up fees are reduced as the production of the signage is completed during one order (set-up fees are generally in the range of \$300 to \$500 per order).
- Charges for equipment usage during removal, disposal and installation of signs and bases include travel time for crews, equipment and vehicles. Equipment rentals realize savings through weekly rates, while full values would be charged for one-time installations.
- Site visits for contractor would be at a minimum.

A one-time installation process eliminates the potential for rising costs for materials, labour and fuel through a phased-in, multi-year approach. There is also the risk that the contractor may not be available or in business for future installations or the specific materials will not be available.

In addition, larger-scale projects with multiple installations, rather than one-offs will often receive more professional attention from contractors.

Landscape considerations around the signs will be cohesive and can be accomplished with one contractor when installed at the same time. Landscape contractors can offer a reduced price for plants and other materials when ordering in bulk.

Efficiencies

- The contractor can request locates in one application.
- All necessary permits can be secured at one time from the Ministry of Transportation.
- Work can be coordinated between operations staff, Orillia Power and contractor.
- Warranty tracking for all signs will be easier with one installation date.

The need for comprehensive wayfinding signage, including entrance signage, has been identified through several recent studies. The secondary gateway signs have been identified as a priority because they contain the City's old visual identity, provide incorrect information, pose potential safety concerns due to their condition, and are located at key entrances to the city, which should have a consistent, welcoming visual impact when entering the City of Orillia.



CITY OF ORILLIA
COUNCIL INFORMATION PACKAGE (CIP)

TO: Mayor and Members of Council
FROM: Environmental Services and Operations Department
DATE: January 29, 2019
SUBJECT: **2018 Annual Tree Conservation Program Report**

This CIP has been prepared to help inform Members of Council regarding the City's tree conservation efforts undertaken in 2018. This is the first year a comprehensive report of this nature has been drafted, and aligns with an EAC recommendation provided in report [EAC-18-03](#), and adopted by Council in July 2018.

The report details the tree conservation efforts undertaken in 2018, improvements to the program, and details on 2018 spending and planned initiatives to occur in 2019. Ultimately, in the fall of 2018 the City's tree canopy grew by the addition of 63-newly planted trees. Plantings of a similar magnitude are anticipated to occur in 2019 as well as undertaking strategic stumping of previously removed trees to improve aesthetics and increase availability of municipal boulevard lands for future plantings.

Many positive steps were taken in 2018 to maximize tree conservation efforts; however, future discussions and recommendations will be required to continue to expand the ability to maintain street tree plantings in a proactive fashion.

Please call Renee Recoskie (705-325-2395) or Andrew Schell (705-325-7551) should you have any questions.

Attachments:

- 2018 City of Orillia Annual Tree Conservation Program Report

2018 City of Orillia Annual Tree Conservation Program Report



Prepared By:	Renee Recoskie, Manager of Environmental Compliance
Date Prepared:	January 29, 2019
Version:	Final
Prepared For:	Update to Mayor & Council

1. Purpose

The purpose of this report is to provide a review of the tree & natural vegetation conservation efforts undertaken by the City in 2018. This is the first year a comprehensive report of this nature has been drafted, and aligns with one of the recommendations provided in report EAC-18-03 from the Environmental Advisory Committee (EAC), adopted by Council, in July of 2018. As a result, a brief summary of past performance of conservation efforts undertaken by the City is summarized in addition to new initiatives and recommendations moving forward.

2. Background

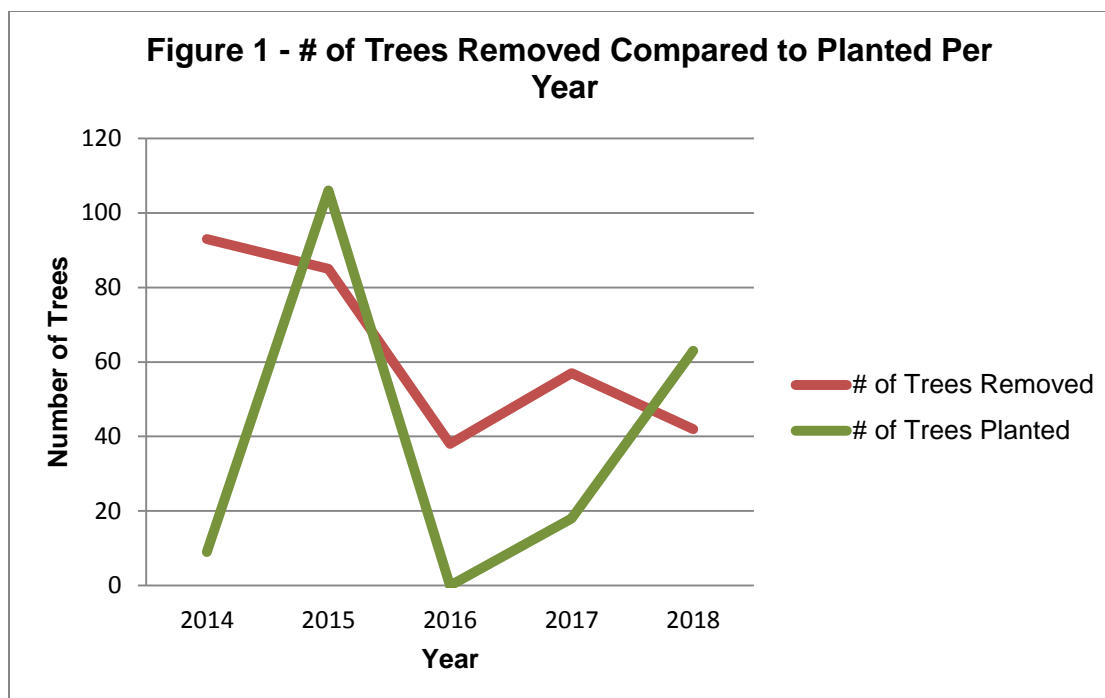
As part of this first annual report, a review was completed of how the City was managing tree & natural vegetation conservation prior to summer of 2018. The salient points are summarized below:

- Historically, the City's tree removals have been managed and overseen by the Environmental Services and Operations Department (ESO).
- ESO is contacted regarding dead and/or dangerous trees and coordinates and oversees their removal either by City staff or a contractor.
- ESO retains records documenting all trees removed, the reason, location and species.
- Historically, the City's tree planting efforts have been managed and overseen by the Development Services and Engineering Department (DSE).
- DSE requests ESO's records regarding the number of trees removed and works within budget allocations to issue a tender for tree planting annually.
- City Policy 2.3.1.3 – Municipal Tree Policy, currently sets out policy statements and strategies to protect and manage trees for future generations to enjoy. Although not explicitly stated in the policy, the City strived to replace every tree that was removed from municipal lands.
- Tree removals and planting inventories were reviewed for 2005 – 2017. Over the period specified there were two calendar years where no plantings were completed (2010 and 2016). These inventories were maintained separately and not tracked electronically. Tree plantings and removals were only reviewed for efforts undertaken by ESO and DSE, and do not include any tree related activities pursued on City Parks by the Parks, Recreation & Culture Department (PRC).
- Overall, the number of trees removed exceeded the number of trees planted by the City.
- The number of tree plantings undertaken by the City has declined and become more sporadic since 2010.
- Plantings and removals that occurred in 2014 – 2018 are documented in this report to capture the trend of difference between planting and removal efforts over the last five year period (see **Table 1**). **Figure 1** has also been provided to illustrate the trend.

- PRC has an arboriculture crew consisting of one ISA certified arborist and one arborist assistant. This crew is responsible for planting, maintaining, cutting, trimming and removing trees and woody vegetation in the parks system.
- The arboriculture crew maintains a comprehensive tree inventory of all parks trees and conducts tree hazard evaluations on a regular basis to determine when trees pose a significant hazard to the public. Additional responsibilities include liaising with property owners who have concerns about trees located on private property and/or park trees located close to property lines. They also provide advice and/or assistance to other City departments involved in tree planting or maintenance.
- DSE requires a minimum of one tree per lot (Plans of Subdivision) and new developments on private lands also are required to install significant on-site landscaping through the City’s Site Plan Approval process. Both of these efforts contribute to the growth of the City’s tree canopy overall, although not typically on City-owned lands.

**Table 1 - Tree Removals and Planting Inventory
 (2014 - 2018)**

2014	93	9	-84
2015	85	106	21
2016	38	0	-38
2017	57	18	-39
5-Year Running Total:			-119



3. Work Completed in 2018

The following efforts were undertaken by the City with regards to tree & natural vegetation enhancement and protection.

3.1. Legislative Requirements

On May 30, 2017, Bill 68 to modernize Ontario's *Municipal Legislation Act, 2017*, received royal assent. Amendments were made to sub-section 270(1) of the Act to require a municipality to adopt and maintain policies with respect to the manner in which it will protect and enhance the tree canopy and natural vegetation in the municipality. The City has until March 1, 2019 to have these policies in place.

The City currently has Policy 2.3.1.3 – Municipal Tree Policy in place that sets out policy statements and strategies to protect and manage trees for future generations to enjoy. The policy has been revised to comply with the amendments to the Act and to take into consideration comments and suggestions provided by EAC in their July 2018 report (EAC-18-03).

Staff intends to present the recommended revised policy to Council Committee on February 25, 2019. Report ESO-19-01 will contain additional information regarding the newly revised policy.

3.2. Inventory Efforts

To improve the ability to track program performance and areas for improvement, staff created a program database to electronically document and track tree removals and plantings undertaken by the City on municipally-owned lands (excluding Parks, PRC arboriculture crew maintains their own program inventory). Available historical records were digitized and added to the program database where possible.

For plantings that occurred in 2018, unique identifiers have been assigned and GPS coordinates recorded. This will help improve and continue to expand the municipally-owned tree database, as well as align with asset management efforts as they continue to evolve and expand to include “green assets”.

3.3. Tree Planting Performance

Tree planting efforts were contracted this year under contract # ESO-18-03. Prior to releasing the RFQ, a thorough review of municipal tree planting procurement was undertaken. Best practices as well as procurements strategies were consulted in an attempt to improve tree planting success within the City.

The following changes to the tree planting contract were implemented in 2018:

1. Wide public release, attempt to secure as many submissions as possible.
2. Specify a larger minimum calliper diameter for new plantings.

3. Ensure new plantings subject to two year warranty, including necessary maintenance.
4. Secure provisional pricing for different tree species to enable flexibility to pursue additional plantings should budget allow.

The City awarded the contract in early October and completed all plantings before early November 2018. **Table 2** details the tree plantings completed in 2018.

Table 2 – 2018 Tree Plantings Detail

Tree ID	General Location	Date Planted	Species
TR18-001	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-002	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-003	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-004	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-005	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-006	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-007	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-008	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-009	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-010	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-011	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-012	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-013	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-014	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-015	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-016	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-017	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-018	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-019	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-020	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-021	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-022	Atherley Rd. and Industrial St.	31-Oct-18	Maple - Autumn Blaze
TR18-024	16 Neywash St.	01-Nov-18	Maple - Autumn Blaze
TR18-025	210 Nottawasaga St.	01-Nov-18	Maple - Autumn Blaze
TR18-028	City Centre - grassed area	01-Nov-18	Serviceberry (standard)
TR18-029	City Centre - grassed area	01-Nov-18	Serviceberry (standard)
TR18-030	City Centre - planting bed	01-Nov-18	Serviceberry (standard)
TR18-031	City Centre - planting bed	01-Nov-18	Serviceberry (standard)
TR18-032	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-033	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-034	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-035	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-036	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-037	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-038	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-039	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-040	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-041	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-042	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar

Tree ID	General Location	Date Planted	Species
TR18-043	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-043a	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-043b	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-043c	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-043d	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-043e	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-043f	WWTC Lagoons (40 Kitchener St)	30-Oct-18	Giant Green Cedar
TR18-044	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-045	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-046	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-047	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-048	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-049	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-050	Atherley Rd. and Industrial St.	02-Nov-18	Maple - Autumn Blaze
TR18-051	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-052	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-053	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-054	Mississaga St. W. - south boulevard	02-Nov-18	Maple - Autumn Blaze
TR18-055	Atherley Rd. and Industrial St.	02-Nov-18	Ivory Silk Lilac
TR18-056	Atherley Rd. and Industrial St.	02-Nov-18	Ivory Silk Lilac
TR18-057	Atherley Rd. and Industrial St.	02-Nov-18	Ivory Silk Lilac
TR18-058	Atherley Rd. and Industrial St.	02-Nov-18	Ivory Silk Lilac
TR18-059	Atherley Rd. and Industrial St.	02-Nov-18	Ivory Silk Lilac
TR18-060	Atherley Rd. and Industrial St.	02-Nov-18	Ivory Silk Lilac

A total of 63 new trees were planted throughout the City in 2018. The plantings focused on corridor areas devoid of healthy tree species (Atherley Rd. and Mississaga St. W.) in addition to City Hall to attempt to provide additional tree canopy coverage were feasible given the current parking lot configuration. Resident requests for plantings were investigated and a couple locations were able to receive a tree on the municipally owned boulevard after utility and transportation conflicts were evaluated.

The Wastewater Treatment Centre contributed financial resources to have cedar plantings undertaken surrounding the treatment lagoon in a pilot project aimed at mitigating lagoon odours.

3.4. Stump Removal Performance

This was the first year that a strategic, program and contract were evaluated for stump removals within the City. A comprehensive RFQ document was developed and a format of securing pricing based on stump size ranges rather than by individual unit of

measure format was undertaken. This format was selected to reduce the staffing effort required to oversee the contract. A method for identifying stumps for removals, as well as optimizing the utility locate process for removals was enacted.

Unfortunately, due to utility locating backlog and winter conditions, the stumps planned for removal in 2018 were not able to be completed. Only three strategic locations were removed and the rest of the locations for removal were recorded by GPS and will be planned for removal under the 2019 stump removal program contract.

4. 2018 Financial Breakdown

Table 3 contains details on how funding allocated towards tree & natural vegetation conservation was spent by the Environmental Services and Operations Department in 2018.

Table 3 – 2018 Financial Breakdown			
Budget Information	Tree Planting Program	Stump Removal Program	Budget Remaining
WWTC Budget Existing Operating Budget Internally allocated - \$3,000	\$3,000	N/A	\$0
EAC Budget Allocated - \$25,000 by Council	\$23,500	\$1,434.82	\$0
Roadside Maintenance Existing Operating Budget Internally allocated - \$15,000	\$5,792.52	\$0	\$9,207.48
TOTAL	\$32,292.52	\$1,434.82	

The full funding allocated towards tree planting efforts was utilized. Unfortunately, the stumping program could not utilize the entire allocated internal ESO budget amount. The background and contract administration work completed to date for the stumping program will be instrumental in ensuring an earlier start to the program in 2019 and increasing the efficiency for the management of the program.

5. Planned 2019 Activities

Council allocated funds for 2019, combined with Environmental Services and Operations operating budget contribution, represents approximately \$40,000 dedicated towards tree & natural vegetation enhancement and protection efforts.

The following activities are planned to occur in 2019:

- Strategic review of potential tree planting locations and species selection.
- Tracking and follow-up on any received community request for tree plantings on municipally-owned boulevards.

- Award of longer duration tree planting and early maintenance contract. Maximize allocated funding and conduct tree plantings within the City in Fall of 2019.
- Award of longer duration stump removal contract and complete backlog of stump removals in Spring/Summer 2019.
- Continuation of tree inventory updates and monitoring of early maintenance for plantings still within warranty period.

6. **Summary**

In summary, many positive steps were taken in 2018 to streamline and maximize tree & natural vegetation protection and enhancement efforts. Alternative contract specifications for both the tree planting and stump removal contracts will continue to reduce staff time required for contract oversight and maximize allocated funding towards contract objectives.

Future discussions and recommendations will be required to continue to expand the ability to maintain street tree plantings in a proactive fashion. It is anticipated with the progression of municipal asset management, including “green assets”, this will occur in a standardized fashion across the City’s diverse asset portfolio.



CITY OF ORILLIA
COUNCIL INFORMATION PACKAGE (CIP)

TO: Mayor and Members of Council

FROM: Ted Hill, Property Manager

DATE: January 31, 2019

SUBJECT: 70 Front Street – Metro - Emergency Rooftop H.V.A.C. repairs

This memo is to inform Mayor and Council that a Heating Ventilation Air Conditioning (H.V.A.C.) unit servicing our tenant at 70 Front Street North was in need of immediate emergency repair. A failed HVAC unit poses a health and safety concern and is the responsibility of the landlord to replace, when required.

The rooftop unit has been in place since 1980 and had an anticipated life cycle of 20 years.

The cost associated with the emergency replacement of the HVAC unit, using the lowest of three bids was \$6,597.75 and will be allocated from the Operating budget for 70 Front Street.

The repairs were completed on January 30, 2019.



CITY OF ORILLIA
COUNCIL INFORMATION PACKAGE (CIP)

TO: Mayor and Members of Council

FROM: Gayle Jackson, CAO/City Clerk

DATE: January 30, 2019

SUBJECT: **Outstanding Council Referrals**

Attached is a list of outstanding referrals up to and including the January 21, 2019 Council Meeting. The list of outstanding referrals includes items that have been referred by Council to various departments or agencies for a report back to Council Committee.

Attachment:

- Outstanding Council Referrals List

OUTSTANDING COUNCIL REFERRALS

FILE CODE	DATE REFERRED	DEPT. REFERRED TO	SUBJECT	Report/CIP	STATUS
R00-GEN	12-Dec-2016	Economic Development	Proposed Establishment of the Foundry District	CC	Spring 2019
F33-GEN	6-Mar-2017	Development Services	Keeping of Laying Hens in Backyards - Outcome of Pilot Program	CC	Report on the outcome of the Pilot Program due April 2019
C12-EACXE00-GEN	3-Apr-2017	Clerk's Department - Communications	Coun. Cipolla Enquiry re City Entrance Signs - Community Involvement	CC	Report to Council Committee in January 2018. Further report is based on Economic Development Departments Capital Project implementation schedule.
A01-GEN	20-Jul-2017	OYOC	Orillia Youth Council - Governance Framework	CC	Spring 2019
T02-GEN	2-Oct-2017	Environmental Services & Operations	Request for Tree Canopy Policy Review	CC	Prior to March 1, 2019
R05-GEN	11-Dec-2017	Economic Development Department in consultation with the Orillia District Chamber of Commerce	Option by municipalities to implement a tax regarding transient accomodation	CC	Update provided in December 14, 2018 CIP. Report will be provided in Spring of 2019 with more information and potential options for implementing a Municipal Accommodation Tax in Orillia following further research and consultation.
C12-EAC	14-May-2018	Environmental Advisory Committee	Grant Wetlands and Sundial Creek	CC	Spring 2019
D05-GEN	14-May-2018	Environmental Advisory Committee	Friends of Simcoe Forests Inc. re Natural Heritage - County Forest Tracts	CC	Update provided in December 14, 2018 CIP. EAC respectfully submits that there is no action to be taken on this matter at this time.
C12-EAC	19-Jul-2018	Environmental Advisory Committee	Review of 2017/2018 "Treebate" Program	CC	Spring 2019
C12-RAC	19-Jul-2018	Recreation Advisory Committee	Comprehensive review of City-owned properties, alternative policy options and potential locations for leash-free dog zones	CC	2019
P01-GEN	16-Aug-2018	Clerk's Department - Legislative Services	Coun. Clark Enquiry - Regulating Short-term rentals	CC	Spring 2019
P01-GEN	16-Aug-2018	Clerk's Department - Legislative Services	Proactive Graffiti Enforcement Initiative	CC	Due by March 31, 2020
D18-GEN	1-Oct-2018	Development Services and Engineering	Downtown Orillia Streetscape Improvement Plan	CC	February 2019
C12-TAX	1-Oct-2018	Taxation and Common Elements Condominiums Working Group	Action Items related to Common Elements Condominiums Taxation Issues	CC	
A01-CHA	26-Nov-2018	Parks, Recreation and Culture	Chamber of Commerce re Capital Expenditures at Port of Orillia	CC	February 2019
D00-GEN	13-Dec-2018	Development Services and Engineering	Coun. Emond Enquiry - Feasibility of implementing a "No Parking" restriction on the south side of Museum Drive between Forest Avenue and Leacock Lane.	CC	February 2019
C12-DMB	21-Jan-2019	Clerk's Department - Legislative Services and Environmental Services and Operations	Downtown Orillia Management Board - Chapter 660 recommended amendments to Business Improvement Area snow clearing requirements	CC	
D00-GEN	21-Jan-2019	Development Services and Engineering / Environmental Services and Operations	Coun. Lauer Enquiry - Logistics, potential costs and options of acquiring lands at the King Street extension from Front Street to Cedar Island Road	CC	

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