

MINUTES: INFRASTRUCTURE & RECREATION COMMITTEE



MEETING DATE: TUESDAY, April 26th 2011

MEETING TIME: 5:00 pm

LOCATION: Ravenna Hall

PREPARED BY: Jenny Ferraro, Administrative Assistant

A. Call to Order

Present: Duncan McKinlay, John McKean, Bob Gamble, Joe Halos, Gail Ardiel, Reg Russwurm, John Caswell, Jim McCannell, Brian Kane, Jeff Fletcher, Amanda Norris, Mike Campbell, Jenny Ferraro

Regrets: Michael Martin, Ellen Anderson

A.1 Approval of Agenda

Moved by: Bob Gamble Seconded by: John McKean

THAT the Agenda of the April 26th 2011, Infrastructure & Recreation Committee Meeting be adopted as circulated.

"CARRIED"

A.2 Declaration of Pecuniary Interest

None.

B. Closed Session

Moved by: Bob Gamble Seconded by: John McKean

THAT with regard to subsection 239.(3.1) of the Municipal Act, 2001, this Council do now move into closed session in order to address matters pertaining to the educating or training of Council with respect to Town of The Blue Mountains Infrastructure Tour and at the meeting, members will not discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Committee or Local Board.

Committee went into closed session starting at 5:03 p.m.

Committee went into public session starting at 7:45 p.m.

C. Deputations/Presentations

C.1 Service Review – Winter Control

Jim McCannell

Jim McCannell presented Council with Report EPW.11.044 – Winter Control Costs. Jim went through his Report breaking down Winter Control Costs for Contracted Services.

Jim indicated that Sheridan Management is responsible for maintaining sidewalks. Councilor McKinlay asked if Staff should consider the option to purchase different equipment to help during large winter storms. Councilor Ardiel asked if Staff had additional historical figures. Jim indicated that he was not sure, but noted that in the past 3 years the rate has been the same.

Reg noted that Contractors are paid hourly and Jim makes the decision on when they are required to work. Jim indicated that the figures for 2010/2011 are not up to date as he is still waiting on invoices for last year.

Councilor McKean indicated that it does not matter how a Municipality comes up with their figures and how a contractor comes up with their figures, as long as in the end they are the same and the tax payers are getting value from their work.

Jim indicated that he budgets for 65 winter events each year and that this past season there were 39 events out of 80 in which he had to contact Arnott. Reg indicated that Town Staff were called out first and Arnott was used as support.

Jim went through his material costs indicating to Committee that salt is rarely used. Jim noted that with the education and experience of his Staff, salt is used efficiently. Jim noted that they sand hills, curves and intersections.

Councilor Ardiel asked if the Town purchases salt with the County. Jim indicated that the Town does not purchase Salt with the County because the County uses a different type of salt than the Town does. The Town buys Sifto Salt out of Goderich.

Regarding snow hauling, Jim indicated that a maintenance standard has never been defined as to when the Town has to move snow. Jim noted that he defers moving snow for as long as he can and moves it from the main streets first. Duncan noted to Jim that his decision to move snow creates a level of service. Jim noted that this past season they moved snow 3 times.

Jim discussed other winter control contracts that the Town has in place. Jim noted that the County maintains the connecting link (Home Hardware to Peel Street). Jim indicated that although it would cost less to have the MTO maintain that road, the Town assumes all liability for their actions and Jim prefers not to take on that responsibility.

Noting that every time there is a snow event it costs \$1382.86, Jim indicated that if all equipment is out it can add up to a \$10,000.00 day. Councilor John McKean indicated that he was content with the figures that Jim presented regarding Machine Time.

Councilor McKinlay asked Staff if the Town is exceeding the Standards so much that they would be severely affected if the team was down a worker or a truck went out of commission. Jim noted that his Staff does work above standard. Duncan asked Staff to ensure they always have the ability to get the job done.

Jim indicated to Committee that the Minimum Maintenance Standard does not indicate how deep the snow has to be before it has to be plowed. Jim noted that it indicates how many hours after the event the snow should be cleared.

Councilor Halos noted to Staff that he believes Jim is managing his team well and he is doing a great job with the snow removal and the public is happy about it. He did note that he only hears concerns from residents with regards to the Ravenna Works Yard Expansion.

Jim noted that he cannot have his equipment outside in the dark of winter as it poses a safety hazard for his Staff to access their trucks. Brian Kane noted that most equipment cannot move until it warms up. Duncan McKinlay indicated that our contracted snow plower Arnott is paid from the moment they get into the truck, no matter how long it takes to warm up and they actually start working.

Reg asked Committee if they want Staff to endorse a level of service on sidewalks and parking lots. Councilor Halos noted that private properties have to do their own sidewalks but the merchants in Town get theirs done. Councilor Gamble asked if the Town has control over how much snow has to be on the sidewalk before it has to be moved. Jim indicated that there is no clear level of service stating a specific amount.

Councilor Ardiel noted to Staff that she heard few complaints about road maintenance and that she believes Staff is doing a great job. She has no issues with the level of service provided.

Reg asked Committee if Staff should look at level of service options with regards to sidewalks. Committee asked Staff to go back and gather more information on the standard for maintenance with respects to sidewalks and prepare a Report on the level of service.

Reg then asked Committee their thoughts on Parking Lots, explaining that the Town has the option to close them or plow them as often as they feel necessary.

Jim indicated that the Town currently separates parking lots into large lots. Shawn Everitt indicated that when using smaller equipment they are challenged with getting down to the pavement and when the weather warms up the remaining snow turns into slush and refreezes un-level.

Committee asked Staff to define a level of service for parking lots and come back with a Report. Committee wants Staff to note any choices that can be made, point out other options and indicate how many times the parking lots were done last year.

Councilor McKinlay explained that he is looking to get more information from Staff in order to get a full understanding of all of the options. Jim indicated that the issue is time sensitive as a tender has to go out in July.

Reg asked for Committee's thoughts on Minimum Maintenance Standards noting that the Town can set their own level of service by decision. Councilor Ardiel asked if Staff can review contracts and policies from other municipalities as she would like to see comparables.

Reg asked for Committee's thoughts on the maintenance of Class 6 Roads, noting that although these roads have less than 50 vehicles on them per day, the Town still maintains these roads. Councilor McKean indicated that although he understands Class 6 roads are not often used the residents that live on them, they still need to get out of their driveways and emergency vehicles still need to get down the road.

Councilor McKinlay would like Staff to come back to Committee with a Report on the standard of moving snow indicating how much money it will save and if a different standard should be an option.

C.2 Service Review – Thornbury Clarksburg Union Cemetery

Shawn Everitt

Shawn briefed Committee on the history of the Thornbury Clarksburg Union Cemetery noting the changes in the core services throughout the years. Shawn indicated that that in 2009 the excavations were taken over by Town Staff and they take 2.5 hours to do. Shawn indicated that in the winter months his Staff move the snow and dig the hole the day before. Shawn indicated that his Staff back fill the hole immediately after the service is complete.

Shawn noted that the level of service has increased, indicating that the cemetery is his priority as a Manager. Shawn believes the Town has elevated the level service in the cemetery over the past few years.

Shawn explained to Committee that Staff is always present, but not visible, at the time of a service in order to get payment and the certificate when the procession arrives. Shawn indicated that Staff back-fill immediately when the service is completed.

Councilor Halos asked Shawn how his Staff dress during these services and Shawn explained that his Staff wear Town of The Blue Mountain Uniform shirts and nice pants. Shawn briefed Committee on the sales of plots noting that they are advertising them in a tasteful way by providing a map of the area so people can pick a spot they like. In a discussion regarding the revenue for 2011, Shawn noted that the jump from \$61,171.00 in 2010 to \$89,000.00 in 2011 is largely due to the Columbarium. Shawn explained this method of burial is popular right now and the cost of it is based on which row is purchased. Shawn noted that the Columbarium is a good use of land.

Councilor Gamble clarified that \$20,000 of the revenue comes from taxation.

Shawn briefed Committee on Premise Maintenance using a map of the Cemetery to indicate the location where grubs were a problem. Shawn noted that it was all treated by Town Staff. Shawn further indicated that the grading and the prep work done on the old orchard was also done by Town Staff. John McKean asked Shawn what the life-span of the cemetery is and Shawn noted it was 21-25 years unless there is a large demand for the Columbarium.

Shawn noted that there are future plans to make the cemetery roads 'one way' in order to avoid traffic congestion.

Shawn noted that it takes 6 hours and 6 Staff members to cut the grass at the cemetery. Shawn indicated that weed whipping is what consumes the majority of Staff time. Shawn also noted that in the older section of the cemetery where they did not use vaults, often times the lawn mower will sink and Staff will have to back fill the hole again. Shawn noted that it is illegal to make vaults mandatory due to the cost.

Shawn reviewed the Operational Costs and the Capital Budget with Committee. Shawn indicated that the \$25,000 in the Capital Budget for 2010 was due to the purchase of the Columbarium and that the \$48,000 in 2011 included the survey of the new section and completion of the new roadway. Shawn indicated the next large expenditure will be the GIS software. Shawn indicated that he is currently working with a wax paper map which indicates the person who purchased the plot and that he is constantly working with funeral homes to determine which location a person is to be buried. Shawn believes the new software help organize this.

When digging a hole, Shawn indicated to Committee that he works with the Ministry of Labour and the Health and Safety Committee to ensure that Staff are trained properly as the hole has to be square to lower the vault straight. Shawn noted this is especially important during double burials.

Shawn indicated that the Chapel was built in 1856 and in 2010 there were landscaping improvements to the front of the building.

Shawn briefed Committee on the 2011 Fee Schedule. Councilor Halos asked why the price of the Columbarium was so high and Shawn indicated that it is prime real estate

right now. Shawn also indicated that the price includes engraving and the shutter. Councilor Halos asked how many Shawn has sold and Shawn indicated he has sold 5 of the 72.

Councilor Gamble noted to Shawn that he is pleased with the look of the Cemetery commenting that the grass is always short and green. He thanked Staff for the maintenance.

Councilor McKinlay asked Shawn how the \$20,000 in taxation is decided. Shawn indicated it was an agreement made many years ago. Councilor Gamble indicated it was \$1.00 per resident and is now \$3.00. Councilor Halos asked where the money comes from and Shawn indicated it is debt financing.

Reg asked Committee is they believe the Cemetery should self finance like the Harbour. Shawn believes this would be hard to do because they cannot ensure there is revenue.

Shawn indicated that he is looking at the option to contract out the cost of grass cutting. Shawn noted further that there are 2 ladies who volunteer their time to plant flowers at the Cemetery. Shawn said they do it as they enjoy it and do not ask for anything in return. Shawn indicated he sends them a card to acknowledge their contribution.

Committee asked Shawn to come back with a Report noting some options for the Cemetery such as contracting grass cutting or planting trees.

D. New and Unfinished Business

None.

E. Next Meeting Date

- E.1 Tuesday, May 10th 2011 – 7:00pm Ravenna Hall
- Tuesday, May 24th 2011 – 5:00pm Parks and Recreation Tour
- Tuesday, May 24th 2011 – 8:00pm Service Review

D. Adjournment

Moved by: Bob Gamble

Seconded by: Joe Halos

THAT the Infrastructure & Recreation Committee Meeting of April 26th 2011 is adjourned at 10:30 p.m.

“CARRIED”