

**MINUTES:                    INFRASTRUCTURE & RECREATION COMMITTEE**



**MEETING DATE:** TUESDAY, August 9<sup>th</sup> 2011  
**MEETING TIME:** 7:00 pm  
**LOCATION:** Ravenna Hall  
**PREPARED BY:** Jenny Ferraro, Administrative Assistant

**A. Call to Order**

**Present:** Duncan McKinlay, Bob Gamble, Joe Halos, Gail Ardiel, Reg Russwurm, John Caswell, Jim McCannell, Jenny Ferraro, Don McNalty, Jim Georgas.

**Regrets:** John McKean

**A.1 Approval of Agenda**

Reg indicated to Committee that at the August 8<sup>th</sup> 2011 Council Meeting it was requested that an evaluation of the sidewalk repairs be examined and Reg noted he would like to add this to the Agenda as item E4.

Moved by: Bob Gamble      Seconded by: Gail Ardiel

THAT the Agenda of the August 9<sup>th</sup> 2011, Infrastructure & Recreation Committee Meeting be adopted as circulated. **Unanimously CARRIED.**

**A.2 Declaration of Pecuniary Interest**

None.

**A.3 Previous Minutes**

Moved by: Gail Ardiel      Seconded by: Joe Halos

*THAT the open and closed session minutes of the July 12<sup>th</sup> and July 26<sup>th</sup> Infrastructure and Recreation Meeting be adopted as circulated, including any revisions to be made. **Unanimously CARRIED.***

## **B. Deputations/Presentations**

### **B.1 Don McNalty, R.J. Burnside & Associates Ltd. Re: Plan 915 Engineering Fees For Scope Changes on Project**

Committee Chair Duncan McKinlay welcomed Don McNalty from R.J. Burnside to the meeting. Don introduced Jim Georgas to Committee.

Don began his presentation indicating to Committee that he has worked with municipalities for many years. Don indicated that although a settlement was offered to him, he wanted to take the opportunity to speak to Committee.

Don explained that the project started in 2007 with a Request for Proposal and Burnside, although low on bidding, was successful in submission. Don indicated that construction occurred in 2009 and 2010 and that in 2009 the Town received BCF Funding for projected project cost of \$4.14 million.

Don indicated to Committee that the scope of the work changed significantly as work began and there are outstanding fees for the additional work.

Don briefed the Committee on the challenges of the project indicating that issues with Hydro and Utilities caused extra work and due to the nature of the soil being wet clay, digging up coils was a big challenge. Don explained that the Contractor submitted many claims relative to issues with utilities and that out of the 28 change order requests, 25 of them were related to utilities.

Don indicated that often times in design process meetings Town Staff would request additional work to be completed which was outside of the original scope of work. Don noted that he, having worked with the Town for many years, knew that in order to keep the project moving forward he would take on the additional work. Don indicated that it has always worked out in the end regarding additional fees for the additional work.

Don explained that Burnside is requesting additional design fees of \$81,000, Contract Administration and Inspection of \$7,000, totaling \$88,000. Don noted that there is an outstanding invoice for \$45,500 still to be paid by the Town of The Blue Mountains plus the approved warranty of \$3,100 which has yet to be invoiced.

Don noted that the project was a combination of the cooperation from the citizens that lived in the area, contractors and Town Staff.

Councilor McKinlay thanked Don for his presentation and asked if any members of Committee had any questions regarding his deputation.

Councilor McKinlay asked Don to discuss the major scope changes of the project. Don referred to the chart on page 22 of the Committee package addressing a letter sent on August 2<sup>nd</sup> which indicates the changes.

Councilor McKinlay indicated that Don should provide more detail or another element for Committee to review and reflect on or else Committee will just be reconsidering the same information they previously reviewed.

Reg Russwurm suggested that Committee go into closed session when Design Technologist Tom Gray is present in order to discuss fees and additional work in more detail. Reg explained that he could shed some light on the project, but Tom should be present if Committee is looking for deeper discussion.

Councilor Ardiel asked Don to clarify where the progress meeting minutes were documented. Councilor Ardiel noted that Burnside is discussing additional work and seeking fees almost three years after the fact.

Reg clarified that most of the work was discussed verbally and the letters were sent as formal requests. Councilor McKinlay suggested that these fees should have been discussed sooner so as not to put Council in a difficult position.

Councilor McKinlay thanked Don and Jim for their presentation noting that there is an appetite for Committee to go into closed session for further discussion.

*THAT the outstanding contract administration cost request of \$45,500 be released upon the approval of the Director of Engineering. **Unanimously CARRIED.***

Moved by: Joe Halos    Seconded by: Gail Ardiel

Councilor Gamble requested that Reg notify Committee when the fees have been paid. Councilor McKinlay requested that the drawings be reviewed as soon as possible. Reg agreed.

## **C. Staff Reports as circulated**

None.

## **D. Information Reports/Correspondence**

### **D.1 Minutes of Museum Advisory Committee**

**Jody Hodgkinson**

Moved by: Bob Gamble    Seconded by: Gail Ardiel

*THAT Council receives the Museum Advisory Committee minutes held on June 21<sup>st</sup> 2011 for their information. **Unanimously CARRIED.***

## D.2 DOR.11.052 Canada Day and Beaver Crawl Review

Peter McGee

Councilor Halos noted that although the Beaver Crawl is great for the youth, he would like to see it open for all ages. Councilor Ardiel noted that Bryn Wilgress, the creator of the Beaver Crawl is deserving of credit for all of her work.

Moved by: Bob Gamble Seconded by: Joe Halos

*THAT Council receive Staff Report DOR 11 052 entitled "Canada Day and Beaver Crawl Review" for their information. **Unanimously CARRIED.***

## D.3 EPW.11.074 Construction/Development Status Report

Mike Campbell

Councilor McKinlay asked Committee if they had any questions regarding the Status Report. Councilor Halos asked about Peaks Road Reconstruction. Reg noted that the Developer does not have approved drawings from the MTO and therefore Reg is hesitant to endorse the Agreement.

Councilor Halos asked about the Woodland Park Road Resurfacing and Jim McCannell explained that it will be done with hot mix asphalt.

Joe asked about Edgewood Condominiums. Reg indicated that the berm surrounding the condo units is off the property line and on MTO property. Reg noted that the Town is holding their securities until it is corrected or approval is received from the MTO. Reg noted the Town is also concerned about clear access to a fire hydrant.

Councilor Gamble noted that at Peel Street and Hwy 26 they are moving crushed gravel from the trail and he would like to see limestone being put down as screening to ensure the trail is safe for use. Reg stated he would follow up.

Councilor McKinlay noted that the Thornbury Medical Center is moving along well and will be opening in September. Councilor Ardiel noted that on September 10<sup>th</sup> there will be an open house and she is looking forward to it.

Moved by: Bob Gamble Seconded by: Gail Ardiel

*THAT Council receive Staff Report EPW.11.074 entitled "Construction & Development Status Report" for their information. **Unanimously CARRIED.***

## **E. New and Unfinished Business**

### **E.1 Blue Mountain Rate Payers Association – Letter from Michael P. Seguin**

Re: Water Financial Plan

Manager of Water and Wastewater John Caswell addressed the letter noting that the wording “public meeting” was used when it should have said “Council meeting”.

Councilor McKinlay clarified that Council was approving the plan to begin the process and if Council approved the plan then a public meeting would be in order.

### **E.4- Thornbury Sidewalk Assessment**

Jim McCannell presented Committee with 2 maps depicting all of the sidewalks in Thornbury and Clarksburg. Jim went through the various sections of the sidewalks that he plans to fix. Section A being Napier Street East, Section B being Alice Street East, Section C being Alice Street East after Bruce Street, Section D being Alice Street West, and Section E being Huron Street West.

Councilor Ardiel asked if the Town received any local bids for the work. Jim explained that they did receive some, but they were not the lowest bidders.

Jim explained that he would like to do both sides of the short piece of Louisa Street, one side of Hwy 26 about half way over to Elma Street and three intersections along Bruce Street focusing on wheel chair accessibility. Jim indicated to Committee that his main focus was the downtown core and the areas close to the school.

Councilor Gamble noted that although Napier Street East is of concern he believes that Arthur Street West has more pedestrian traffic and should be addressed as a priority, as it is narrow and there is concern about thawing and freezing of water.

Councilor McKinlay asked Committee if they felt there should be any modifications made to the plan to repair the sidewalks.

Councilor Halos indicated that he would like to keep the schedule that was set in the tender because Jim assessed what was required before he tendered it out. Councilor Halos believes that if the Town has more money in the budget then it should not be spent, but rather looked at as savings.

Councilor Ardiel indicated that she feels that the entire budget should be used in order to fix as many sidewalks as possible and avoid liability issues. Councilor Halos suggested that a motion be moved.

THAT Committee accept the tender and the schedule of works in the tender.

Moved by: Joe Halos Seconded by:

As the motion was not seconded, the motion was not further considered. Councilor McKinlay noted that Committee will look at a revised schedule.

*THAT Committee advise Staff to confirm a revised schedule including options as one side of Arthur Street West from Tim Horton's to the Post office, and one side of Louisa Street beyond the commercial properties, and possible access improvements at the junction of Clark Street and Marsh Street, Hillcrest Drive and Marsh Street, Edward Street and Marsh Street and at Russell Street and Marsh Street, and Alice Street West Section D as an optional consideration, **CARRIED.***

Moved by: Bob Gamble Seconded by: Gail Ardiel

Councilor Gamble indicated that although he understands that Jim is looking at street scaping, he does not believe it will happen for another 15 years and therefore suggested looking at pedestrian traffic as a good indication of what needs to be addressed. It was discussed that Jim was to look into getting community members to do pedestrian counts at various intersections.

## **E.2 Service Review – Wastewater**

**John Caswell**

John indicated to Committee that he was requested to come back with his Wastewater review and present more detailed information on revenues and expenses. John began his presentation briefing Committee on how revenue is spent in Wastewater.

John explained that 28% of the revenue goes to capital projects and that 24% of it goes to Engineering and Administration which includes property taxes and insurance. John clarified that taxes are paid on the buildings they use.

John indicated that 23% of it makes up salaries, wages and benefits and that is split among 5 operators and 3 admin staff. John explained that Treatment and Collection costs are made up of treatment used for sewage and the utilities that go along with it.

John went through the training requirements and the services which the Wastewater Department provides. Councilor Halos asked what Preventative Maintenance is and John explained that it is cleaning out man holes, wet wells and the daily operational tasks in the plants such as cleaning screens that need to be scraped.

Councilor Halos asked John how the Town can do it better. John noted that he is monitoring Hydro consumption and hopes to come to Committee with a Report presenting information on that.

John indicated that he does not have room to remove any Staff members as he uses all of the man power he has. John does not believe that his team is overstaffed and indicated that with holidays and time off due to being on call, Rob Fleming does a great job at keeping everyone working and getting the job done.

Councilor Ardiel asked if all 5 staff members had their own trucks. John explained that he has a fleet of 3 trucks and the employee on call can bring the truck home with them.

### **E.3 Service Review – Water**

**John Caswell**

Councilor Halos asked John to go through the photo on the front page of his Report. John noted the employees and indicated that although there are 3 vehicles in the photo, there are 4 in total for the department. John explained that having a vehicle with 4 wheel drive is essential due to the topography of the area and the towing of the hydro vac.

Councilor Ardiel asked if John believes he has surplus Staff and John indicated that he feels the department requires one more. John explained that the Water division runs with 7 operators and 4 admin staff.

John briefed Committee on the history of the Water Services noting that there are 7495 properties connected to Water. John went through the Core services noting that providing safe drinking water is their top priority. John noted that under legislative requirements the Town's drinking water has received a 100% rating, indicating compliance with regulatory requirements.

John noted that 4000 cubic meters of water is taken from Collingwood each day. John explained that in the shoulder season it is difficult to keep the water moving and it is very rare that water is moved for the sake of moving it, but it does happen.

John noted to Committee that the majority of the locate requests come from cable companies.

Councilor Gamble asked if they measured the water used when hydrants are flushed and John confirmed that it was not monitored and he was not entirely sure how much is normally used.

Councilor Halos noted that he has a private hydrant on his property and he has to apply for it each year and he asked Staff why this is. John noted that he was not sure but would look into it.

John went through the Olameter Contract and noted that meters are read bi-monthly and that there are many times that a technician is called out to re-read meters. John indicated that looking ahead he hopes to hire an additional employee to read meters in house and assist with locates and backflow prevention duties.

Councilor Gamble asked what the requirement is to address locates and John noted that they have to be addressed within 5 days unless it is an emergency. John believes that a Staff member can do 8-10 locates a day.

Councilor Ardiel thanked John for his review.

Moved by: Gail Ardiel Seconded by: Bob Gamble

*THAT the Water and Wastewater Service Reviews be forwarded to Council for their information **unanimously CARRIED.***

#### **F. Closed Session**

Moved by: Gail Ardiel Seconded by: Bob Gamble

*THAT with regard to subsection 239 of the Municipal Act, 2011, this Committee do now move into closed session in order to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board; relating to consulting assignments, **unanimously CARRIED.***

Council moved into closed session at 10:35pm.  
Council rose from closed to public session at 11:01pm

#### **G. Next Meeting Date**

Tuesday, September 13<sup>th</sup> 2011 7:00pm

#### **H. Adjournment**

Moved by: Joe Halos Seconded by: Bob Gamble

*THAT the Infrastructure & Recreation Committee Meeting of August 9<sup>th</sup> 2011 is adjourned at 11:02 p.m, **unanimously CARRIED.***