

MINUTES: INFRASTRUCTURE & RECREATION COMMITTEE



MEETING DATE: TUESDAY, May 24th 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, Michael Martin, Jim McCannell, Jenny Ferraro, Jody Hodgkinson, Ryan Gibbons, Aaron McMullin, Shawn Everitt, Terry Green, Suzanne Purdy.

Regrets: Ellen Anderson

A.1 Approval of Agenda

Moved by: John McKean Seconded by: Bob Gamble

THAT the Agenda of the May 24th 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: Joe Halos

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 Parks and Recreation 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 7:55 p.m.

C. Deputations/Presentations

C.1 Service Review – Craigleith Depot

Shawn Everitt

Shawn briefed Committee on the past Business Plans for the Craigleith Heritage Depot Museum and Tourism Information Center. Shawn indicated that in 2002 the original Business Plan was created and in 2004 he revised the plan. Shawn indicated that the Business Plan was based on the building having an additional 2000 square feet. Shawn noted that when the renovations were completed the Business Plan did not reflect the building and in 2007 he created a new Business Plan working within the space that they had.

Shawn noted that although the building has limited floor and wall space, the building is a historical building located on the Georgian Trail.

Museum Curator Suzanne Purdy briefed Council on some the programs that the Museum offers that the most successful program to date is the Lecture Series, which are held at the Beaver Valley Community Center due to space issues at the Depot. Suzanne indicated that she has different professional guest speakers lecture each month discussing a different aspect of History and that she gets a regular group of people attending these lectures.

Suzanne indicated that the Depot offers many curriculum based programs and she has built many exhibits around the curriculum. Suzanne noted that she hopes to work with the school board to get the children more involved.

Suzanne noted that Free Spirit Tours uses her facility for Summer Day Camps and Beach Days. Suzanne indicated that the Summer Camp was a success, but the building was too small to handle all the children. Suzanne noted that she has summer students who work with the public, give tours and create exhibit displays as well.

Suzanne indicated that the summer months are the busiest as the public visits the Depot to get Tourism information. Suzanne noted that revenue is mainly generated from the Lecture Series.

Councilor Halos asked how big the Depot is and Suzanne indicated it was 1400 square feet. Suzanne indicated that the building has passed inspection for holding archives in the basement and Shawn indicated the building is monitored for security.

Shawn briefed Committee on the Core Services, noting that Tourism Information brings a lot of traffic to the Depot but the space is limited. Shawn indicated that because the Depot is on the Georgian Trail they offer washroom services for the trail users, which increases the operational costs as the washrooms were not constructed for public use.

Shawn indicated he is looking for partnership with Collingwood to use the Depot as a focal point on the Bruce Trail.

Shawn indicated that the outside programs are where the Depot gains the most revenue. Shawn indicated that Suzanne finds many great speakers for the Lecture Series and there is a constant return of satisfied residents.

Shawn noted that he is displeased with the lack of response from the Board of Education. Shawn indicated that he would have Staff visit the schools to present curriculum based material.

Shawn indicated that he constantly reviews what the neighbouring municipalities are doing in order to be consistent and perhaps create partnerships to establish a regional tour and provide visitors with fulfilling experience.

Shawn indicated that he meets regularly with Suzanne to discuss other options and better ways to increase opportunity.

Councilor Ardiel asked Suzanne if she has thought of doing traveling shows. Duncan indicated that it could be an option to look at. Suzanne suggested having a rail cart for added exhibit space.

Councilor McKinlay asked how the costs of the speakers were covered. Suzanne said that they give \$50.00 to the lecturer and they charge \$7.00 for admission.

Shawn indicated that the Antique Road Show went very well this year, as he had many people from the community come out. Shawn noted that there was such a demand he had a waiting list and is considering holding it twice a year. Shawn indicated that they made approximately \$1,000 and the Community really enjoyed it.

Shawn indicated that he is hoping to partner with Ontario Parks, as Craighleith Provincial Park has it in their 3 year plan to provide guided walks. Shawn would like to work with them to use the Depot as a trail head for their tour.

Councilor Martin indicated that he does like the programs being offered but he would like to remind Staff that in the Service Review they should be looking at what they are doing, why they are doing it, how much it costs and how they could be doing it another way. Councilor Martin reminded Staff that it is important to link all programs to the Community because if the Community does not understand the service then they feel it is not needed.

Suzanne noted to Committee that she is often asked to speak among many Community groups. She noted that she has spoken at Probis Meetings and for the 10th Line Ladies Club. She also indicated that many volunteers come to the Depot to do research.

Shawn noted he was in favour of linking exhibits with community groups. Councilor McKinlay noted that there is a lot of opportunity in the future.

Suzanne noted that kids who come during the week with a school group, often times come back on the weekends with their parents.

Shawn indicated to Committee that he will write a Report identifying new ideas and potential partnerships for generating revenue that will have local flavor.

Suzanne expressed the idea of putting an exhibit in the Atrium of Town Hall which she will update monthly.

Council thanked Shawn and Suzanne for their Report.

Suzanne left the meeting at 8:50pm.

C.2 Service Review – Summer Maintenance Costs

Jim McCannell

Jim McCannell presented Committee with Report EPW.11.051 – Summer Maintenance Costs. Jim went through his Report breaking down the duties that are required for Summer Maintenance.

Jim indicated that although street sweeping was contracted out, it still requires one member of Town Staff to operate the water truck. Jim noted that he plans for additional sweeping on the July long weekend and Labour Day. Jim also indicated that bike friendly roads need to be swept regularly. Jim indicated that street sweeping is done primarily to prevent sand and debris from getting into catch basin pipes and ultimately the storm sewer system.

Noting that the streets are cleaned for the Centurion Race, Councilor McKean asked if we can charge the Centurion Group for this service. Jim indicated that it could be an option, since Staff swept the core streets before the race.

Councilor Martin suggested that Staff present these options to Council during the Budget Meetings as he would like all options to be presented.

Jim indicated the demands of the street sweeping are dependent on the winter and the amount of sand that is on the roads, therefore he cannot establish hard costs.

Reg indicated that he would like to see an Economic Development Budget set out that Staff and Council can utilize to facilitate special events in the Town instead of using a portion of the base operations budget.

Councilor McKinlay noted that Shawn was working on a Special Events By-Law, which would address the cost of the event preparation by Town Staff.

Jim moved on to catch basin cleaning indicating that it is tendered out with the County and it costs approximately \$15.00 per catch basin. Jim noted that line painting includes parking lots and that he is not adding stop bars anymore. He is only touching up those that already exist.

Jim explained that he applies calcium to the roads which are most prone to dust and reported dust concerns, some intersections and the cottage roads.

Councilor McKean asked Staff if they are applying less calcium now that the specs on the gravel have changed. Jim indicated he has not tracked it. Brian Kane noted that they are doing a lot less grading which means less calcium required.

Jim indicated that Ontario Good Roads recommends applying 3" of maintenance gravel every 3 years but the Town applies 2" every 5 years. Councilor McKinlay asked Jim to note this information at budget time, so that Council can make a choice and be able to explain why they chose what they did.

Jim indicated that under the Minimum Maintenance Standards, the Town must repair cracks in the sidewalks to prevent trip hazards. The Town this year will undertake a significant sidewalk repair contract. Councilor McKinlay asked if the work could be split into smaller segments and Jim noted that there is no market for small projects.

Jim indicated that he has purchased High Performance Cold Patch which can be applied in the winter to fix pot holes. Jim noted that the plows do pick up some of it, so it best to apply in the summer because the heat helps to get it compacted.

Jim noted that the Town has been doing its own grass cutting since 1990. Councilor McKinlay asked if it could be tendered out. Jim noted that because companies are required to produce Liability Insurance, Proof of Training, WSIB and Health and Safety Training, small contractors are not interested. Jim indicated that his Staff tracks what they cut and how long it takes. Councilor McKinlay suggested that Staff consider tendering out grass cutting.

Jim indicated that bridge washing is done annually and it is part of maintenance for bridge inspections.

Jim indicated that he had to hire a gradeall to assist with ditching last year. Jim noted that this equipment is more efficient than the Town backhoe when there is a significant amount of work to be done.

Jim indicated that weeds on the roads are dealt with by a local contractor and he does not believe it is worth having a Staff member trained to spray weeds.

Jim noted that sign retro-reflectivity inspection is a new task which was not budgeted for. Jim noted that this is part of Minimum Maintenance Standards best practice.

Jim also indicated that the weekly charge of \$150/week for the “on call pager” is the same for Water and Wastewater.

Councilor Ardiel thanked Jim for his Report, noting it was very informative. Councilor McKinlay noted that the Service Review is not only for cost savings, but also to provide knowledge to Council.

Councilor Halos indicated that there has been substantial savings in duties which the Town has contracted out. Councilor Halos noted that there is equipment in the works yard that might not be needed if the work is contracted out. Councilor McKinlay indicated that Staff should consider these things before they make large capital purchases on equipment.

Jim noted that there are approximately 20 Service Contracts and that there is always more in the works. Jim thanked Council for their input and agreed that tendering out projects helps to free up his Staff allowing them to work on other tasks.

D. New and Unfinished Business

D.1 Reg indicated to Council that at the next Council Meeting he will be discussing the Development Engagement Process for the Modifications to Development Agreement Templates. Reg noted that the Development Community would like to meet with Council. Reg asked Council if they would like to entertain the idea of meeting with the Development Community for a round table discussion.

Council Martin suggested that Council appoint a task force and invite 3 members of Council to attend the meeting. Reg indicated that he has worked with David Slade to invite 6 members of the Development Community to the meeting.

Councilor McKinlay noted that having a meeting is a good idea and noted to Staff that at the Council Meeting Council will consider a task force.

D.2 Councilor McKinlay indicated that there are some issues surrounding the Hydro Line installation occurring in Ravenna. Duncan noted that Grey County would like to hold a Public Information Center at Ravenna Hall on the 5th or 7th of June.

Reg indicated that Stephen Keast is working on researching this project and that Jim had found an article regarding hydro related EA requirements.

Councilor McKean asked if the Hydro Company had exclusive use of the hydro line they are installing. Councilor McKinlay indicated he did not know the answer and asked that Staff forward the question to Stephen Keast.

E. Next Meeting Date

E.1 Tuesday, June 14th 2011 – Ravenna Hall

D. Adjournment

Moved by: Joe Halos Seconded by: Gail Ardiel

THAT the Infrastructure & Recreation Committee Meeting of May 24th 2011 adjourned at 10:45 p.m.

“CARRIED”