

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT

REPORT TO: **Committee of the Whole**
MEETING DATE: **Monday, September 8, 2014**
REPORT NO.: **EPW.14.062**
SUBJECT: **Castle Glen Thunder Hill
Development Maintenance
Program – 2015**

PREPARED BY: **Jim McCannell, Manager of Road
and Drainage**

A. Recommendations

THAT Council receive Staff Report EPW.14.062, “Castle Glen Thunder Hill Development Maintenance Program – 2015”;

AND THAT Council approve the Town undertaking the winter maintenance of the Castle Glen Thunder Hill Development for the 2014/2015 winter seasons on a cost recovery basis;

AND THAT Council instruct Staff to prepare an annual fee and charges bylaw for consideration by Council to recover direct expenses including contracted services, materials and field staff time from the benefiting properties within the Castle Glen Thunder Hill Development upon the completion of the winter maintenance work in 2015.

B. Background**Winter Maintenance**

In the fall of 2011 the residents of the Thunder Hill Development with the Castle Glen Development were informed that the Castle Glen Development Corporation would no longer provide maintenance to the internal subdivision roads as of January 1, 2012.

Within Report EPW.12.066, Council directed Staff to undertake some remedial road works and to provide winter maintenance for the winter season of 2012/2013 and 2013/2014 on a cost recovery basis from the affected property owners. As a result, Blue Mountain Four Season (BM4S) was hired to provide winter maintenance starting on January 1, 2012. A cost recovery by-law for the work completed for Town expenses in each past year has been adopted and invoices sent to benefiting owners.

Blue Mountain Four Seasons has provide good service in the past and has a strong understanding to the Town’s expected level of service. The Contractor has kept the road in good condition with few comments or concerns. Town Staff monitors the road conditions and the activities of the Contractor to ensure compliance with Town standards. The Contractor will continue providing this service for the 2014/ 2015 season. The estimated cost for winter maintenance services are shown in the financial section. The hourly rates for the Tractor/Blower have increased by 2.9% from \$85/ hr. to \$87.50/ hr. The sanding costs have increased from \$165 to \$185 per event due to

increased material costs. The total estimated cost for winter maintenance is expected to be \$29,507. Summer maintenance works is also undertaken on a time and material basis, however it is difficult to estimate. Staff coordinate with the executives of the Castle Glen Ratepayers Association as to the summer maintenance necessary. Previous discussions have endorsed an upset of \$12,000 for summer maintenance.

It should be noted that the Town has experienced an increase in materials costs for both salt and sand over the 2014 winter costs.

Administration Fee

Typically a 15% Administration Fee is applied to the Town's direct cost (contractor, materials, field staff). The fee would cover the following Town's managerial and administrative costs associated with:

- Coordination of Staff and contracted resources
- Additional road inspection costs of contracted routes
- Contract administration (contractor callout and log book)
- Complaints/follow-up
- Invoicing

Previously Council had elected to not apply the Administration Fee for the work undertaken in the past, in consideration of the ongoing Engineering Assessment. Staff have prepared this Report to not apply the Administration Fee in keeping with Council's previous direction.

Cost Recovery

Similar to previous, Staff is of the opinion that since this service has been provided on a fee for service basis, it should continue to be paid as a fee for service. To enable the Town to recover the costs expended, a fee and charges bylaw must be prepared for consideration by Council to recover direct expenses including contracted services, materials and field staff time from the benefiting properties within the Castle Glen Thunder Hill Development. Staff recommend that Council direct Staff to prepare such a bylaw on an annual basis after the costs are known at the conclusion of the previous winter maintenance season.

Assumption of the Road Works

The purpose of this report is not to address municipal assumption of the road works but instead to ensure the residents are provided basic road maintenance and continued access to their properties.

An Engineering Assessment Report has been prepared outlining capital improvement options that may result in the assumption of the road works and/or the sanitary collection system.

Currently, feedback is being collected on the draft report. The next step towards assumption is for the affected property owners to petition for local improvement at which time Council will consider if the proposed works are adequate for assumption.

C. The Blue Mountains' Strategic Plan

The consideration of winter maintenance requirements furthers the Town's Strategic Plan Goal No. 2, "Addressing the Town Municipal Infrastructure Needs" and Goal No. 6, "Providing a strong, well-managed municipal government".

D. Environmental Impacts

Snow removal is an energy intensive activity. The Contractor will be asked to participate in the Town's anti-idling initiative and to take reasonable steps to reduce their energy consumption.

E. Financial Impact

All costs incurred will be cost recovered through a fees and charges by-law wherein the costs are paid with the property tax installment. A by-law will be prepared on an annual basis once all the costs for the previous winter maintenance season are known.

Cost Estimates:

Winter 13/14

Estimate:	\$26,025.00	Actual:	\$24,433.00
Clean-Up Estimate:	<u>\$1,700.00</u>	Clean-Up Actual:	<u>\$2,148.75</u>
Total:	\$27,725.00	Total:	\$26,581.75

Winter 14/15

Estimate:	\$27,757.00
Estimate:	<u>\$1,750.00</u>
Total:	\$29,507.00

Notes:

1. The Hourly rate for plowing has increase by 2.9% (Based on local CPI) from \$85.00 to \$87.50/hr
2. Sanding rate has increased from \$165 to \$185 per event due to increased materials costs.

F. In Consultation With

Ruth Prince, Manager of Revenue, Finance and IT Services Department

G. Attached

None.

Respectfully submitted,

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