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STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT



REPORT TO: **Committee of the Whole**
MEETING DATE: **Monday, August 18, 2014**
REPORT NO.: **EPW.14.062**
SUBJECT: **Castle Glen Thunder Hill
Development Maintenance
Program – 2015 and 2016**

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 2016”;

AND THAT Council approve the Town undertaking the winter maintenance of the Castle Glen Thunder Hill Development for the next two (2) 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 and 2016.

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.

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 continued with that practice.

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 to gain a 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.

F. In Consultation With

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

G. Attached

None.

Respectfully submitted,

Brian Kane on behalf of
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