

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT

REPORT TO: Infrastructure and Recreation
Committee

MEETING DATE: Thursday, August 23rd 2012

REPORT NO.: EPW.12.066

SUBJECT: Castle Glen Thunder Hill
Development 2012 & 2013
Maintenance Program

PREPARED BY: Reg Russwurm, Director of
Engineering and Public Works

A. Recommendations

THAT Council receive Staff Report EPW.12.066, "Castle Glen Thunder Hill Development 2012 & 2013 Maintenance Program";

AND THAT Council approve the Town undertaking the winter maintenance of the Castle Glen Thunder Hill Development for the 2012/2013 and 2013/2014 winter seasons on a cost recovery basis;

AND THAT Council authorize award of the winter maintenance and spring clean-up of the roads within the Castle Glen Thunder Hill Subdivision to Blue Mountain Four Season Ltd. at the quoted hourly rates for an estimated cost of \$27,725.00 for the 2012/2013 winter maintenance season by negotiated agreement as permitted under the purchasing of Goods and Supplies Corporate Policy, POL.COR.07.05 and the Purchasing of Goods and Supplies Procedures Policy, FS.08.08, Schedule F, subsection 1(d) for the 2012/2013 winter season;

AND THAT Council authorize Staff to proceed with road signage and gravel maintenance work in the Castle Glen Thunder Hill Development on a cost recovery basis at an estimated cost of \$10,000;

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 plus 15% administration fee from the benefiting properties within the Castle Glen Thunder Hill Development upon the completion of the winter maintenance work in 2013 and 2014.

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.11.091, Council directed Staff to undertake some remedial road works and to provide winter maintenance from January 1, 2012 until the end of the winter control season 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 2011 and early 2012 was passed on July 16, 2012.

During the spring and summer of 2012, Staff was contacted by and worked with representatives of the Castle Glen Rate Payers Association to help prepare an ongoing maintenance plan. Subsequently, the Town was asked to undertake some road sign installation and gravel road work in 2012 and to provide winter maintenance for the 2012/2013 and 2013/2014 seasons.

In accordance with the Purchasing Procedures FS.08.08, Schedule F, subsection 1(d), the purchase of good and service can be negotiated when there is a strong business case to extend a contract beyond its initial term where additional work is required that pertains to the current or recently completed project. BM4S has agreed to carry the same unit rate for the 2012/ 2013 winter season. The Contractor has provided good service and provided good value to the residents. BM4S is a local Contractor that is close to the site and able to patrol the area and responds quickly. These factors are important due to geography of the subdivision. Local snow squalls can impact the Castle Glen area. The best way to patrol the subdivision is by being on site. This requires a local contractor with local knowledge. BM4S has shown to have qualified competent staff with reliable equipment and is willing to provide this service. Therefore Staff is recommending that BM4S be retained to carry out the work for 2012/2013 winter season. In 2013, consideration will need to be given to retaining a contractor to undertake the 2013/2014 winter maintenance work.

The estimated cost for winter maintenance for the 2012/ 2013 season is shown below:

BM4S Negotiated Costs for 2012/2013 Winter Maintenance

	<u>Hourly Rate</u>	<u>Quantity</u>	<u>Cost</u>
Tractor Blower ⁽¹⁾	\$85.00	180	\$15,300.00
Sanding	\$165.00	65	\$10,725.00
Spring Cleanup	\$85.00	20	\$1,700.00
	Total (not incl HST)		\$27,725.00

Table Notes:

1. Number of Hours arrived at by 65 events at an average of 2.75hrs per event rounded.

Road Signage Installation and Gravel Maintenance

In addition to the winter maintenance to be done over the next two seasons, the Town has been asked by the Castle Glen Rate Payers Association to undertake the installation of road signage and gravel maintenance in the fall of 2012. Staff have estimated the costs at \$10,000. The Association had asked for the firm amount to undertake the work. Staff have offered to hold the expenses to \$10,000 to limit the resident's exposure to additional costs.

Administration Fee

Staff recommend that a 15% Administration Fee be 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

It should be noted that Council had elected to not apply the Administration Fee in for the work undertaken in 2011/2012, however Staff still feel that an Administration Fee is warranted given the amount of managerial and administrative effort Staff expend.

Cost Recovery

Similar to last year, 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 plus a 15% administration fee 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.

Staff have had discussions with representatives of the Castle Glen Ratepayers Association about the next steps towards ultimately the Town assuming the roadway. This effort would involve an engineering assessment ultimately leading to roadway improvements. The results of these discussions will be presented to Council in a later report once matured.

At this time, the sanitary system within the development is privately owned and operated and there is no discussion to re-consider this arrangement.

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,

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